



**Central  
Tablelands  
Water**

**Business Paper**

**Ordinary Meeting of  
Central Tablelands Water**

**17 June 2020**

**Video Conference**

13 June 2020

## **Notice to Members**

Your attendance is requested at an Ordinary Meeting of Council to be held via video conference platform Zoom on Wednesday, 17 June 2020 at 11.00am.

### **Agenda**

1. Opening meeting
2. Acknowledgment of country
3. Recording of Meeting Statement
4. Apologies and applications for a leave of absence by members
5. Confirmation of minutes from previous meeting(s)
6. Disclosures of interests
7. Public Forum
8. Chairperson's minute
9. Councillor representation
10. Notices of motion
11. Reports of Staff
12. Questions with notice
13. Confidential matters
14. Conclusion of the meeting

Yours faithfully



G. Rhodes  
**General Manager**

### **ACKNOWLEDGMENT OF COUNTRY**

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

### **RECORDING OF MEETING STATEMENT**

In accordance with the Central Tablelands Water Code of Meeting Practice, this meeting will be audio recorded and will be uploaded to Council's website within 2 weeks after the meeting. The audio recording will allow members of the public to listen to the proceedings of the Council meetings. The objective of this service is to eliminate geographic and other access barriers for the community wishing to learn more about Council's decision making processes. By speaking at the Council Meeting you agree to be audio recorded. Please ensure that if and when you speak at this Council Meeting that you ensure you are respectful to others and use appropriate language at all times. Whilst Council will make every effort to ensure that audio recordings are available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, recording device failure or malfunction, or power outages. Audio recordings are a free public service and are not an official record of Council meetings. Recordings will be made of all Council meetings (excluding confidential items) and published within 2 weeks after the meeting. For a copy of the official public record, please refer to Council's Business Papers and Minutes page on Council's website. Council does not accept any responsibility for any verbal comments made during Council meetings which may be inaccurate, incorrect, defamatory, or contrary to law and does not warrant nor represent that the material or statements made during the meeting are complete, reliable, accurate or free from error. The audio recording is primarily set up to capture the proceedings of the Council meeting and members of the public attending a Council meeting need to be aware they may be recorded as part of the proceedings.

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**HELD ON WEDNESDAY 17 JUNE 2020**

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**01) COVID-19 CENTRAL TABLELANDS WATER UPDATE (WS.SP.4)**

**Author:** General Manager

**IP&R Link:** Strategic Priority 1 – Provide a high quality and reliable drinking water supply.

**RECOMMENDATION:**

That Council note the actions taken in response to the COVID-19 pandemic.

**REPORT**

During the COVID-19 (Coronavirus) pandemic, the health and safety of the staff, councillors, customers and the community, continues to be of paramount importance whilst simultaneously endeavouring to minimise disruption to the organisation.

**Continuing to supply quality drinking water**

As a local water authority, CTW has planned responsibly to ensure drinking water continues to be supplied safely and reliably to all consumers.

The disinfection processes for drinking water are designed and operated to manage pathogens, such as viruses. Conventional disinfection methods, applied to inactivate the most resistant viruses, will also inactivate the COVID-19 virus. No additional or modified treatment is required beyond the current 'business as usual' treatment.

Due to the COVID-19 restrictions gradually being relaxed by the NSW Government, CTW re-opened the administration office to the public on 25 May. Preventative measures to reduce the risk of COVID-19 via face-to-face customer service interaction remain in place such as hand sanitising and social distancing, and customers have been advised to refrain from visiting the office if they have cold and flu symptoms. Protective glass screens at the front counter will also be installed in the near future.

**Supporting customers and the community**

CTW customers and the community continue to be updated via media releases, social media, website, public notices and newsletters regarding the support that is available.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**02) NBN CO LTD – AMENDED LEASE AGREEMENT – CARCOAR RESERVOIR (LS.CO.1)**

**Author:** General Manager

**IP&R Link:** Strategic Priority 1 – Provide a high quality and reliable drinking water supply. Strategic Priority 3 – Regional leadership and collaboration – 3.1 – Regional collaboration and partnerships.

**RECOMMENDATION:**

That Council authorise the Chairman and General Manager to sign and execute under Council's Common Seal the amended lease agreements between Council and the NBN Co Ltd for the telecommunications facility at the Carcoar Reservoir.

**REPORT**

In 2013 the former General Manager successfully negotiated a lease agreement with consultants for the NBN Co Ltd to erect a telecommunications aerial on the roof of Council's reservoir at Carcoar.

The original term of the lease was for a period of 5 years commencing 24 June 2013 and thereafter on a year to year basis. The negotiated annual lease payment was \$8,000 and was subject to an annual increase equivalent to the Consumer Price Index (CPI) rate.

In 2017, the NBN Co Ltd requested some minor amendments to the original lease. These amendments were reviewed by Council's solicitor with no issues being identified with the proposed amendments. However, at that time Council also requested that "third party infrastructure" conditions as per the NSW Water Directorate recommendation be included in the amended lease agreement. As a result Council resolved as follows:

*"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."*

Unfortunately due to a change of solicitor acting on behalf of the NBN Co Ltd, sorting through potential work, health and safety issues and clarifications regarding the "third party infrastructure" conditions, this amendment process has been quite protracted.

The amended leases being four separate 5 year terms (i.e. 24/6/13 to 23/6/18, 24/6/18 to 23/6/23, 24/6/23 to 23/6/28, 24/6/28 to 23/6/33) have now been reviewed and finalised, and are in a form satisfactory for execution. The current annual lease payment for the period 24/6/20 to 23/6/21 is \$10,020.32. This lease payment is subject to an annual increase equivalent to the Consumer Price Index (CPI) rate.

Copies of the amended leases have been provided to the Chairman and are available to Councillors on request.

**BUDGET IMPLICATIONS**

Lease Rental Income FY20/21 to FY32/33 approximately \$135,000 in total.

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**03) EMERGENCY DROUGHT WORKS FUNDING (WS.AM.1)**

**Author:** General Manager

**IP&R Link:** Strategic Priority 1 – Provide a high quality and reliable drinking water supply. Strategic Priority 3 – Regional leadership and collaboration – 3.1 – Regional collaboration and partnerships.

**RECOMMENDATION:**

That Council:

1. Note the report, and
2. Write a letter of thanks to the NSW Minister for Water, Property and Housing, the Member for Bathurst, and the Member for Cootamundra for the recent NSW Government funding confirmation to undertake emergency drought works within the CTW supply network.

**REPORT**

As Councillors are aware, Council received funding confirmation on 27 May 2020 from the NSW Minister for Water, Property and Housing, the Hon Melinda Pavey MP, for emergency drought works in the CTW supply network totalling \$142,400.

These works include a review and investigation of existing bore facilities that are currently not in service, and works to access dead water storage at Lake Rowlands. This funding commitment is part of the NSW Government's "Emergency Relief for Regional Town Water Supplies" policy.

As reported at the May Council meeting, the Emergency Drought Temporary Pump Station project, the Emergency Drought Bore Refurbishment project, and the Lake Rowlands Access to Dead Water Storage works were estimated at \$176,000, \$96,000 and \$189,000 respectively. Due to the criticality of these projects, Council approved funding up to the respective amounts pending the outcome of the NSW Government funding request. Subsequently, with 50% funding approved by the NSW government for the Emergency Bore Refurbishment project and the Lake Rowlands Access to Dead Water Storage works, Council's funding contribution has been reduced to \$142,600.

Funding approval for the Emergency Drought Temporary Pump Station project at Woodstock was unsuccessful due to a permanent facility being funded through the Cowra to CTW Emergency Connection project. Associated works with the permanent pump station will allow for the installation of a temporary pump station, if the severe drought continues and there are delays with completing the permanent pump station.

Advocacy for these emergency drought projects on CTW's behalf was also provided by the Member for Bathurst, the Hon Paul Toole MP, and the Member for Cootamundra, Ms Steph Cooke MP.



**BUDGET IMPLICATIONS**

\$142,400 grant funding FY19/20 & FY20/21.

\$142,600 expenditure via March 2020 QBRS.

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

CTW Media Release dated 2 June 2020 1 page



## **Central Tablelands Water**

### **Media Release**

**2 June 2020**

## **Funding for Emergency Drought Works**

Central Tablelands Water (CTW) has welcomed the recent funding confirmation by the Minister for Water, Property and Housing, the Hon. Melinda Pavey MP, totalling \$142,400 for emergency drought works in the CTW supply network. These works include a review and investigation of existing bore facilities that are currently not in service, and works to access dead water storage at Lake Rowlands. This funding commitment is part of the NSW Government's "Emergency Relief for Regional Town Water Supplies" policy.

The general manager of CTW, Gavin Rhodes said, "although we received some much needed rain in the Lake Rowlands catchment during Autumn, it is prudent that we proceed with our drought management strategies. One of these strategies includes undertaking works at Lake Rowlands to access the estimated 20% (900 megalitres) of dead water storage below the outlet tower. CTW's current modelling forecasts that with zero inflows into the Lake Rowlands catchment, access to the dead water storage would be required by January 2021."

The emergency drought works include; civil works; piping, valves; pumps; and a pontoon. The NSW government has confirmed funding of \$94,500 for these works, being 50% of the total estimated project cost.

Mr Rhodes said, "funding of \$47,900 towards a second drought management strategy has also been confirmed by the NSW government for a 2 staged approach emergency bore refurbishment project. Stage 1 involves reviewing and investigating the condition and water quality of three (3) disused bores within the CTW supply network. The outcomes of the investigation will determine whether or not the bores are able to be refurbished and put back into service to increase the redundancy of CTW's supply. Stage 2 will encompass the outcomes of Stage 1 and be presented to the Department of Planning, Industry and Environment for consideration of further funding support."

CTW's chairman, Cr David Somerville also welcomed the funding announcement and said, "The implementation of these emergency drought management strategies will enable CTW to increase its water source redundancy. These emergency drought works will also complement the NSW Government funded Cowra to CTW bi-directional pipeline project currently underway by further improving water security in the Lachlan Valley."

CTW currently provides potable water to approximately 15,000 consumers in 14 towns and villages across the local government areas of Weddin, Blayney, Cabonne and Cowra.

**04) DEMAND MANAGEMENT REPORT (WS.AG.1)**

**Author:** General Manager

**IP&R Link:** Strategic Priority 1 – Provide a high quality and reliable drinking water supply – 1.1 – Service provision through fit for purpose infrastructure – 1.3 Best practice asset management – 1.4 – Mitigate environmental impacts on service delivery – 1.5 – Efficient use of water.

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**RECOMMENDATION:**

That Council:

1. Note the report, and
2. Endorse Level 5 water restrictions remaining in place across the entire CTW supply network, and for the Senior Management Team to continue to closely monitor the level of Lake Rowlands prior to recommending any changes to the restriction level.

**REPORT**

As a result of approximately 150mm of rain in the Lake Rowlands catchment during April and May, the level of Lake Rowlands has increased to 40.5% and is currently holding steady.

Whilst this increase is encouraging and very much welcomed, the drought continues to impose challenges on CTW as a water supply authority. CTW's current modelling forecasts that with zero inflows into the Lake Rowlands catchment, access to the dead water storage level at 20% or 900 megalitres would be required by January 2021.

Although the three month Bureau of Meteorology (BOM) rainfall outlook for the Central Tablelands is forecasting above median rainfall, it is critical that the focus continues to be on conserving our precious resource, with the aim of building on the Lake Rowlands storage level during Winter and Spring as much as possible prior to Summer.

The Bureau of Meteorology (BOM) climate outlook for the period July to September 2020 (as at 12/6/20) have forecasted the following rainfall in the Neville area:

<b>Rainfall (mm)</b>	<b>Chance (%)</b>
100	99
150	96
200	84
250	64
300	43

Based on the current level of Lake Rowlands and the forecasted rainfall listed above in the Neville area, it is recommended that Level 5 water restrictions remain in place across the CTW supply network, and the Senior Management Team continue to

closely monitor the level of Lake Rowlands prior to recommending any further changes to the restriction level.

CTW's emergency drought projects and strategies continue to be planned and implemented as required.

**BUDGET IMPLICATIONS**

Nil

**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.

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**RECOMMENDATION:**

That Council note the Council Resolutions Update Report to May 2020.

**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 May 2020.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

- 1 Council Resolutions Update table 7 Pages

**COUNCIL RESOLUTIONS UPDATE**

Council Resolutions Update – Meeting held 17 June 2020					
Resolution Ref.	Date of Meeting	Subject	Responsible Officer	Decision	Action Taken/Status
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.	<p>13/2/18 - Awaiting final lease agreement from solicitors containing "third party infrastructure" conditions as per the NSW Water Directorate recommendation.</p> <p>31/5/18 &amp; 17/7/18 – Follow up emails sent to solicitor regarding progress of lease.</p> <p>19/7/18 - GM spoke with solicitor's secretary to follow up.</p> <p>8/8/18 – Solicitor emailed seeking final review of third party infrastructure checklist points to be included in lease. GM and DOTS are reviewing.</p> <p>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.</p> <p>7/2/19 – Third party infrastructure requirements sent to solicitor to finalise NBN Lease.</p> <p>26/7/19 – CTW's solicitor has requested final amended leases urgently from NBN solicitors to finalise this matter.</p> <p>12/11/19 &amp; 5/12/19– Emails to CTW's solicitors requesting an update on progress with regards to this matter.</p> <p>9/12/19 – CTW's solicitors provided an update advising change of NBN solicitor</p>

					<p>and trying to ascertain when the revised leases will be provided.</p> <p>5/2/20 – Email to CTW's solicitors requesting an update, emphasizing the importance in finalising this matter. The agreed lease payments are still being received from the NBN Co.</p> <p>13/4/20 – GM received an amended lease from CTW's solicitor for review and acceptance.</p> <p>23/4/20 – GM advised CTW's solicitor of concurrence with amended lease due to the inclusion of third party infrastructure requirements.</p> <p>6/5/20 – NBN solicitor is seeking NBN Co's final instructions on the Lease and is expecting execution by next week (w/e 15 May).</p> <p>12/6/20 – Report to June 2020 Council meeting recommending the CTW Chairman and GM sign and execute amended NBN lease agreements.</p> <p><b>Action completed</b></p>
17/088	18/10/17	Proposed Boundary Readjustment	DOTS/GM	<ol style="list-style-type: none"> <li>1. That Council approve the proposed boundary readjustment in principle;</li> <li>2. That a plan of the proposed boundary readjustment be reported to Council once completed, for endorsement, and 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.</li> <li>3.</li> </ol>	<p>13/11/17 – DOTS advised Mr Whitehead of Council's resolution.</p> <p>14/12/17 – Mr Whitehead replied to DOTS accepting Council's in principle support to the boundary adjustment.</p> <p>15/12/17 – DOTS resigned from CTW. New DOTS appointed in February 2018, commenced March 2018.</p> <p>27/4/18 – GM &amp; DOTS liaising with Mr Whitehead regarding proposed boundary adjustment.</p>



					<p>10/8/18 – DOTS is continuing to liaise with Mr Whitehead regarding boundary adjustment.</p> <p>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> <p>12/4/19 – DOTS has been liaising with the Mr Whitehead to finalise this matter.</p> <p>10/6/19 – DOTS has engaged surveyor to survey boundary adjustment.</p> <p>2/12/19 – DOTS to liaise further with Mr Whitehead following recent funding announcement for Lake Rowlands.</p>
18/103	12/12/2018	Renewable Energy Action Plan	GM	<p>That Council note the report and resolve to undertake further research on the potential costs and benefits of on-site energy generation at the CTW sites of Lake Rowlands, Carcoar Water Filtration Plant and Blayney Water Filtration Plant.</p>	<p>21/3/19 - SMT investigating the potential costs and benefits of on-site energy generation at the CTW sites in consultation with renewable energy professionals. Also investigating potential grant funding opportunities for renewable energy projects, including studies.</p> <p>29/1/20 – GM &amp; DOTS met with Constructive Energy to discuss CTW's REAP, operations, future works, new technology and energy project funding options.</p>
19/025	17/4/2019	Customer Satisfaction Survey	GM	<p>That Senior Management review the results of the customer satisfaction survey and provide Council with an action plan to address identified areas for improvement.</p>	<p>21/5/19 – SMT discussed with Chairman and will develop an action plan during upcoming SMT meetings and present to Council.</p> <p>23/9/19 – Action plan being developed by SMT and Governance &amp; Executive Officer.</p>



					<p>7/5/20 – Action plan being developed in association with a Community Engagement Strategy.</p> <p>11/6/20 – Draft Community Engagement Strategy and Customer Satisfaction Survey Action plan to be presented at July extraordinary meeting.</p>
19/072	19/6/19	Boundary Adjustment at Carcoar Water Filtration Plant	DOTS	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Delegate to the General Manager under Section 377 (h) of the Local Government Act 1993 to purchase the land at the Carcoar Water Filtration Plant at Felltimber Road, and</li> <li>2. Upon acquisition of the land classify it as operational.</li> </ol>	<p>24/7/19 – Solicitors have been engaged to make an application to DPIE Crown Lands for the removal of a subdivision restriction on the land.</p> <p>27/11/19 – CTW advised by solicitors to have Blayney Shire Council (BSC) stamp the plan in support of the removal of restriction to complete the process.</p> <p>16/12/19 – Email sent to BSC requesting support for the proposed land acquisition.</p> <p>13/1/20 – BSC advised that subject land is identified as containing vegetation of high biodiversity significance. An inspection is being arranged with BSC with any potential matters to be considered in accordance with the <i>Environmental Planning and Assessment Act 1979</i>.</p> <p>7/5/20 – CTW advised by solicitors that the removal of restriction has been completed and the contract of sale is now being arranged.</p>
20/015	12/2/20	Water Security – Regional approach to support neighbouring councils	GM	<ol style="list-style-type: none"> <li>1. Consider the issue of adopting a collaborative approach to the supply of water between networks connected to the CTW</li> </ol>	<p>18/2/20 – GM &amp; DOTS convened a meeting with representatives from OCC and Cabonne Council to discuss a proposed agreement to supply water under emergency circumstances via the</p>

				<p>supply system at the upcoming drought management workshop in March 2020, and</p> <p>2. As a matter of urgency, authorize the general manager to negotiate an agreement between CTW, Orange City Council and Cabonne Council to transfer water to Molong for emergency purposes, and report back to Council on the outcome of the agreement.</p>	<p>Carcoar to Orange pipeline through to Molong. Various options were considered including transferring water between councils and bore options.</p> <p>27/2/20 – GM &amp; DOTS attendance at OCC, Cabonne &amp; CTW Town Water Steering Committee meeting chaired by James McTavish (NSW Town Water Supply Coordinator).</p> <p>20/3/20 – CTW Drought Management Workshop held at Canowindra. Topics discussed included Cowra to CTW Pipeline project, Lake Rowlands to Carcoar Dam Pipeline project, Level 5 water restriction implementation, water supply agreements with neighbouring councils, and community engagement.</p> <p>24/3/20 – Solicitor engaged to review the draft OCC and CTW Water Supply Agreement.</p> <p>26/3/20 – GM &amp; DOTS attendance at OCC, Cabonne &amp; CTW Town Water Steering Committee meeting chaired by James McTavish (NSW Town Water Supply Coordinator).</p> <p>5/4/20 – Level 5 water restrictions implemented throughout the entire CTW supply network as Lake Rowlands reaches its Level 5 trigger point of 35%.</p> <p>23/4/20 – GM &amp; DOTS attendance at OCC, Cabonne &amp; CTW Town Water Steering Committee meeting chaired by James McTavish (NSW Town Water Supply Coordinator).</p>
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					<p>8/5/20 – Solicitor engaged to review and update Bulk Water Supply Agreement between Cowra and CTW.</p> <p>20/5/20 - GM &amp; DOTS attendance at OCC, Cabonne &amp; CTW Town Water Steering Committee meeting chaired by James McTavish (NSW Town Water Supply Coordinator).</p> <p>20/5/20 – GM &amp; DOTS attendance at the initial Cowra to CTW Emergency Pipeline Connection Project steering committee meeting.</p>
20/043	13/5/20	Cowra to Central Tablelands Water Emergency Connection	GM	<p>1. Subject to paragraph 3 below, Council endorse the joint critical drought initiatives project being delivered by Central Tablelands Water, Cowra Council and Orange City Council consisting of the following components:</p> <ul style="list-style-type: none"> <li>• Component 1 – intake screens at the Cowra raw water intake structure on the Lachlan River. This will allow increased water capacity to the Cowra Water Treatment Plant – estimated cost \$350,000;</li> <li>• Component 2 – installation of pumps at the Woodstock reservoir to allow transfer of water from the Cowra reticulation network to the</li> </ul>	<p>20/5/20 – GM &amp; DOTS attendance at the initial Cowra to CTW Emergency Pipeline Connection Project steering committee meeting. The draft Project Participants Agreement is being finalised by the project steering committee.</p> <p>The draft WSA (OCC &amp; CTW) is being finalised and a revised draft WSA (CTW &amp; Cowra) has been submitted to CTW's solicitor for review.</p>

				<p>CTW network – estimated cost \$807,000; and</p> <ul style="list-style-type: none"> <li>• Component 3 – a 12ML clear water reservoir at the Carcoar Water Treatment Plant (CWTP) to ensure supply continuity for the CTW system – estimated cost \$4,703,000.</li> </ul> <p>2. That Council include funding of up to \$360,000 as its contribution towards the 12ML clear water tank at the CWTP in the draft 20/21 Operational Plan, funded from the Infrastructure Reserve.</p> <p>3. The Project Participants Agreement and Water Supply Agreement be referred to a subsequent meeting of Council for approval.</p>	
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**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 - Key Result Area 2.3 Improving Performance and Managing Risk – 2.3.1 monitoring of organisational and operational performance is regular, accessible and understandable

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**RECOMMENDATION:**

That the information in relation to Council's investments as at 31 May 2020 be noted.

**REPORT**

**Cash and Investments**

The investment summary below represents Council's total investments as at 31 May, 2020 in accordance with clause 212 of the Local Government (General) Regulation 2005 and Section 625 of the Local Government Act 1993.

The below investments have been made in accordance with the Local Government Act 1993, the Local Government General Regulation 2005 and Council's Investment Policy.



Peter McFarlane  
Responsible Accounting Officer

		Credit Rating	Term (Days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits</b>	<b>\$ 5,200,000.00</b>					<b>87.67%</b>
Macquarie Bank - RIM Securities	600,000	A	185	1.70%	19/10/20	10.12%
Reliance Bank	500,000	Unrated	182	1.55%	7/08/20	8.43%
AMP - Curve Securities	500,000	A	183	1.85%	27/08/20	8.43%
Reliance Bank	500,000	Unrated	183	1.40%	4/11/20	8.43%
Macquarie Bank - RIM Securities	500,000	A	276	1.70%	15/01/21	8.43%
ME Bank - Curve Securities	500,000	BBB+	185	1.73%	24/09/20	8.43%
AMP - Curve Securities	500,000	A	214	1.65%	8/12/20	8.43%
BankVic - Curve Securities	500,000	BBB+	183	1.60%	30/07/20	8.43%
NAB - Curve Securities	600,000	AA-	183	1.58%	7/07/20	10.12%
MyState - Curve Securities	500,000	BAA1	182	1.70%	11/09/20	8.43%

<b>At Call Deposits</b>	<b>\$ 731,240.20</b>					<b>12.33%</b>
Commonwealth Bank - General Account	\$ 127,154.69	AA-	At Call	0.10%	N/A	
Commonwealth Bank - BOS Account	\$ 604,058.69	AA-	At Call	0.25%	N/A	
Reliance Credit Union - Cheque Account	\$ 26.82	Unrated	At Call	0.00%	N/A	
<b>Total Value of Investment Funds</b>	<b>\$ 5,931,240.20</b>					<b>100%</b>

**Average Rate on Term Deposits**

90 Day BBSW for April 2020	0.0950%
Average Rate on Term Deposits	1.6460%
Margin over 90 day BBSW	1.5510%

Average Term - Short Term Deposits (days)	196
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**Portfolio by Credit Rating**

	Amount \$	%
AA-	\$ 1,331,213.38	22.44%
A	\$ 2,100,000.00	35.41%
BBB+	\$ 1,000,000.00	16.86%
BAA1	\$ 500,000.00	8.43%
Unrated	\$ 1,000,026.82	16.86%
<b>Total</b>	<b>\$ 5,931,240.20</b>	<b>100.00%</b>

**BANK RECONCILIATION**

Balance as per Bank Statement	\$ 140,998.17
Less: Direct credit 28.03.2020 - unknown payee not receipted	-\$ 267.70
Add: Visa Card refund not processed by bank	\$ 255.31
Add: Visa Card purchases processed in June	\$ 1,822.83
Less: Unpresented Cheque 796	-\$ 100.00
Less: Unpresented Cheque 797	-\$ 1,350.00
Receipting 29.05.2020 banked 01.06.2020	\$ 257.50
Receipting processed 01.06.2020 but posted in May 2020	\$ 415.22
Centrelink banked 31.05.2020 receipted in June 2020	-\$ 141.70
Receipting banked 29.05.2020 posted in June 2020	-\$ 14,734.94

Balance as per Cash Book	<u>\$ 127,154.69</u>
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**GENERAL FUND**

(a) Cash Book Balance	\$ 731,240.20
(b) Bank Balance	\$ 731,240.20

<b>Short Term Deposits</b>	<b>\$ 5,200,000.00</b>
<b>At Call Deposits</b>	<b>\$ 731,240.20</b>



**Investment Commentary**

Interest rates on term deposits remain at record lows and they are expected to continue for some time.

With the economy now in recession due to the COVID 19 health restrictions, it is likely that interest rates offered on term deposits will remain low for a number of years. The planned withdrawal of Government stimulus measures in September, 2020 has created a large degree of uncertainty regarding the capacity of the economy to recover operate at a strong level beyond that period.

Council will seek to take advantage of special offers that Approved Deposit Institutions make available from time to time that suits Council's liquidity requirements, maturity profile and risk guidelines.

**BUDGET IMPLICATIONS**

Based upon actual interest earned to date it is estimated that the estimated interest income for the year will be \$9,000 lower than budget. This is attributable to lower than expected interest rates throughout 19/20.

It is likely that interest rates will remain low for a number of years so that will be factored into the future budgets of Council.

**POLICY IMPLICATIONS**

Council will continue to utilise rolling investment maturities and management of its on call account facility (Business Overnight Saver) to best match its liquidity requirements.

Council is monitoring closely the impact on cash flows of the economic downturn caused by the COV19 pandemic. Council has already offered extended payment terms for the payment of the June Quarter accounts. This combined with a greater number of requests for deferred payment arrangements will place pressure on Council's cash flows.

It will also be important that Council is able receive timely reimbursement of funds due under the various funding (grant) programs that Council is now a party.

**ATTACHMENTS**

Nil



**07) QUARTERLY BUDGET REVIEW STATEMENT – 31 MARCH 2020**  
**(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 March, 2020 be accepted, and the variations therein be voted.

**REPORT**

The Quarterly Budget Review Statement (QBRs) for the period ended 31 March, 2020 is submitted for consideration by Council in accordance with clause 203 of the Local Government (General) Regulation 2005.

It is estimated that the 31 December, 2019, forecast operating budget surplus after capital amounts for 2019/2020 of \$942,951 is now estimated to decrease to \$760,051. This is a movement of \$182,900.

The main reason for this movement was the reduction in estimated amount of the capital grant for the Lake Rowlands Option Study from \$1,000,000 to \$370,000 this is a reduction of \$630,000. The amount of \$370,000 is the hold point on the project, whereby the Department of Planning, Industry and Environment (DPIE) make a determination whether to proceed with the preferred augmentation option presented via a strategic business case.

There were a number of other revenue estimates that were amended included the expected water sales amount which after a reduction of \$290,000 at the December review has been increased by \$320,000 to give an overall increase on the original budget of \$30,000. The level of water usage was influenced to a large extent by the period of hot summer weather and low levels of rainfall during that period.

As was reported to Council, the June quarterly meter read undertaken in April, 2020 was based on estimates due to safety concerns arising from the COVID pandemic. Council received a detailed report on the estimation methodology and process at the meeting held on 13 May, 2020.

Further details of the estimated revenue amendments are outlined at page 5 of the QBRs report.

On the expenditure side, following the decision to defer commissioning of the new Trunk Main K pipeline until the 2020/21 financial year, some of the expected remaining depreciation on the existing pipeline will be deferred. This is subject to confirmation with Council's auditors however it is expected that the depreciation estimate will be reduced by around \$80,000 in 19/20.



Consultant expenditure is expected to increase by \$95,800 to cover the cost of the bore investigation study being undertaken by Council. These studies are 50% funded by Council and 50% by the NSW Government under the Emergency Relief for Regional Town Water Supplies fund. This is offset by a \$50,000 reduction in the anticipated cost of the Caragabal Water Supply Feasibility Study in 19/20. The additional \$50,000 cost of this study will be undertaken in the 20/21 financial year. This study is fully funded by the State Government.

It should be noted that a review of Council's current level of electricity costs indicates that after allowing for the increased pumping costs associated with the higher usage of the Gooloogong bore, it is likely that the original budget estimate should be sufficient to fund that additional cost. When the original budget was developed, an allowance was made for additional electricity costs associated with extended use of the bore together with allowance for the increased costs expected when the new regional electricity contracts commenced on 1 January, 2020. The increases in the new contract rates were lower than estimated following some substantial work done by the Central NSW JO and consultants with expertise in the electricity markets.

In relation to the Capital Budget, the major estimate variation is the reduction in planned expenditure on the Lake Rowlands Augmentation Study during the 19/20 year of \$630,000, resulting in the expenditure reducing to \$420,000 (being grant funding \$370,000 – hold point plus \$50,000 contributed from the infrastructure restriction).

There is an additional \$189,000 allocated for emergency supply dead water works at Lake Rowlands. This is funded 50% by the State Government and 50% from Council's infrastructure restriction. Whilst some work has been undertaken on this project at the date of this report it is likely that a major portion of the works will be undertaken in the 20/21 financial year. This is contingent upon the levels of rainfall received into Lake Rowlands catchment in the winter period.

Further details of the Capital Budget variations are shown at page 7 of the QBRs Report.

The overall cash result is estimated to be a surplus of \$691,534 compared to the original budget cash surplus of \$739,734. The operating result before capital items is estimated to be a deficit of \$449,699 compared to the original budget surplus of \$68,501. This estimated movement in the operating result before capital items of \$518,200 is principally associated with a \$420,000 increase in non-cash depreciation.

### **BUDGET IMPLICATIONS**

The overall revised budget result indicates that the financial position of Council is sound.

It is notable that Council has been experiencing one of the most difficult periods in its 76 year history resulting from the impacts of COVID 19 and the substantial demands being placed upon Council resources to secure future water supplies during this period of extreme drought conditions and limited surface water supplies.

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Quarterly Budget Review Statement – 31 March 2020

9 Pages

**Central Tablelands Water**

**Quarterly Budget Review Statement**  
for the period 01/01/20 to 31/03/20

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Central Tablelands Water

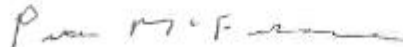
**Quarterly Budget Review Statement**  
for the period 01/01/20 to 31/03/20

**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 31/03/20 indicates that Council's projected financial position at 30/6/20 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:** 31/05/2020

Peter McFarlane  
Responsible Accounting Officer

## Budget Review Statement as at 31 March 2020

Council's Revised Income and Expenditure for the year 2019/2020

Original Budget		Revised Budget	
	<b><u>Operating Revenue</u></b>		
1,495,599	Availability Charges	1,517,599	
4,918,740	Water Charges	4,948,740	
129,000	Interest	120,000	
64,962	Other Revenues	70,962	
1,013,000	Capital Grants and Contributions	1,209,750	
62,514	Operational Grants and Contributions	160,414	
57,000	Gains on Disposal of Assets	57,000	
<b>7,740,815</b>			<b>8,084,465</b>
	<b><u>Operating Expenses</u></b>		
2,283,556	Employee Costs	2,238,556	
83,170	Borrowing Costs	83,170	
797,581	Materials & Contracts	802,581	
8,000	Legal Costs	16,000	
101,750	Consultants	297,550	
1,158,257	Other Expenses	1,239,557	
0	Loss on Sale of Assets	0	
2,227,000	Depreciation and Impairment	2,647,000	
<b>6,659,314</b>			<b>7,324,414</b>
<b>1,081,501</b>	<b><u>Operating Result for Period After Capital</u></b>	<b>Surplus/(Deficit)</b>	<b>760,051</b>
	<b><u>Less Non-Operating Expenditure</u></b>		
1,977,173	Acquisitions of Assets	3,349,043	
497,486	Repayment of Loans	497,486	
210,000	Transfer to Reserves - Plant	210,000	
708,017	Transfer to Reserves - Renewal Reserves	708,017	
143,264	Water Pricing Increase @ 3% - Tfr to Infrastructure	143,264	
50,000	Transfer to Reserves - ELE	50,000	
50,000	Transfer to Reserves - Consultancy	50,000	
739,734	Transfer Estimated Budget Surplus/(Deficit)	691,534	
<b>4,375,674</b>			<b>5,699,344</b>
<b>(3,294,173)</b>			<b>(4,939,293)</b>
	<b><u>Add Non-Operating Revenue</u></b>		
190,500	Book Value of Assets Sold	190,500	
-	Loan Funds Raised	-	
202,500	Transfer from Reserves - Plant	202,500	
0	Transfer from Consultancy Reserve	50,000	
30,000	Transfer from Reserves - ELE	30,000	
644,173	Transfer from Reserves - Capital	1,819,293	
<b>1,067,173</b>			<b>2,292,293</b>
<b>(2,227,000)</b>			<b>(2,647,000)</b>
	<b><u>Add Expenses not Involving Flow of Funds</u></b>		
2,227,000	Depreciation	2,647,000	
<b>\$ -</b>	<b>Budget (Cash) Result Surplus/(Deficit)</b>	<b>\$ -</b>	

Central Tablelands Water

**Quarterly Budget Review Statement**

for the period 01/01/20 to 31/03/20

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 March 2020

**Income & Expenses - Water Fund**

	Original Budget 2019/20	Approved Changes			Revised Budget 2019/20	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRs	Sep QBRs	Dec QBRs					
<b>Income</b>									
Rates and Annual Charges	1,495,599	-	-	-	1,495,599	22,000	1(a)	1,517,599	1,139,709
User Charges and Fees	4,918,740	-	-	(290,000)	4,628,740	320,000	1(b)	4,948,740	3,573,187
Interest and Investment Revenues	129,000	-	-	-	129,000	(9,000)	1(c)	120,000	63,448
Other Revenues	64,962	-	-	-	64,962	6,000	1(d)	70,962	67,147
Grants & Contributions - Capital	1,013,000	22,000	75,000	635,250	1,745,250	(535,500)	1(e)	1,209,750	254,113
Grants & Contributions - Operating	62,514	-	-	100,000	162,514	(2,100)	1(f)	160,414	52,926
Net gain from disposal of assets	57,000	-	-	-	57,000	-		57,000	49,746
<b>Total Income from Continuing Operations</b>	<b>7,740,815</b>	<b>22,000</b>	<b>75,000</b>	<b>445,250</b>	<b>8,283,065</b>	<b>(198,600)</b>		<b>8,084,465</b>	<b>5,200,276</b>
<b>Expenses</b>									
Employee Costs	2,283,556	-	(45,000)	-	2,238,556	-		2,238,556	1,519,420
Borrowing Costs	83,170	-	-	-	83,170	-		83,170	76,956
Materials & Contracts	797,581	-	5,000	-	802,581	-		802,581	718,168
Depreciation	2,227,000	-	500,000	-	2,727,000	(80,000)	2(a)	2,647,000	1,985,250
Impairment	0	-	-	-	-	-		-	-
Legal Costs	8,000	-	-	-	8,000	8,000	2(b)	16,000	-
Consultants	101,750	-	50,000	100,000	251,750	45,800	2(c)	297,550	124,135
Other Expenses	1,158,257	-	67,500	3,300	1,229,057	10,500	2(d)	1,239,557	747,948
Interest & Investment Losses	0	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-		-	-
<b>Total Expenses from Continuing Operations</b>	<b>6,659,314</b>	<b>-</b>	<b>577,500</b>	<b>103,300</b>	<b>7,340,114</b>	<b>(15,700)</b>		<b>7,324,414</b>	<b>5,171,877</b>
<b>Net Operating Result from Continuing Operations</b>	<b>1,081,501</b>	<b>22,000</b>	<b>(502,500)</b>	<b>341,950</b>	<b>942,951</b>	<b>(182,900)</b>		<b>760,051</b>	<b>28,399</b>
Discontinued Operations	-	-	-	-	-	-		-	-
<b>Net Operating Result from All Operations</b>	<b>1,081,501</b>	<b>22,000</b>	<b>(502,500)</b>	<b>341,950</b>	<b>942,951</b>	<b>(182,900)</b>		<b>760,051</b>	<b>28,399</b>
<b>Net Operating Result before Capital Items</b>	<b>68,501</b>	<b>-</b>	<b>(577,500)</b>	<b>(293,300)</b>	<b>(802,299)</b>	<b>352,600</b>		<b>(449,699)</b>	<b>(225,714)</b>

## Central Tablelands Water

**Quarterly Budget Review Statement**  
 for the period 01/01/20 to 31/03/20

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1 (a)	Connections underestimated in original budget.
1 (b)	Water usage was higher in the March and June Quarters than estimated. Noting that the June quarter was an estimated read due to COVID 19 there has been large number of requests for actual reads which are currently being processed. The dollar value of these amendments are not fully known at the moment.
1 (c)	Reduction in investment income due to lower than budgeted interest rates.
1 (d)	Legal costs recovered following debt recovery action. (matched by expenditure see 2 (b))
1 (e)	Reduction in expected Lake Rowlands Grant \$630K. Addition Emergency Grant Funding acquired for Dead Water works at Lake Rowlands \$94.5K.
1 (f)	\$47.9K Grant obtained for bore investigation works. 50K reduction due to Caragabal Water Supply investigation expected to be completed in 20/21.
2 (a)	Estimated adjustment to depreciation based on deferral of commissioning of Trunk Main K until 20/21. Full year estimated depreciation of the Orange to Carcoar Pipeline has been included in 2019/20 for the first time following full commissioning in late 18/19.
2 (b)	Increased legal costs associated with review of water agreements 2K. Debt recovery legal costs of 6K (refer 1(d))
2 (c)	Estimated Caragabal Water Supply Study Costs deferred until 20/21 reduction of 50K. Bore investigation study costs of 95.8K (50% Grant funded - refer 1 (f))
2 (d)	Additional \$4.5K for advertising associated with notification of restrictions , staff recruitment and policy changes (concealed leaks). Additional \$6K for Telephone costs associated with additional hardware obtained for disaster recovery and improved communications following the completion of conversion to the NBN at all sites.

Central Tablelands Water

Quarterly Budget Review Statement  
for the period 01/01/20 to 31/03/20

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2020

Capital Budget - Water Fund

	Original Budget 2019/20	Approved Changes			Revised Budget 2019/20	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRs	Sep QBRs	Dec QBRs					
<b>Capital Expenditure</b>									
<b>New Assets</b>									
- Plant & Equipment	15,000			10,000	25,000			25,000	11,451
- Land Purchase	-	20,000			20,000			20,000	1,374
- Office Equipment	25,000				25,000			25,000	12,788
- Smart Metering	40,000	4,000			44,000			44,000	3,408
- Telemetry	150,000				150,000			150,000	43,139
- Energy Audit Initiatives	-	28,298			28,298			28,298	
- Automatic Filling Stations - Weddin			-	100,000	100,000			100,000	73,237
- Automatic Filling Stations - Cabonne		3,000		8,250	8,250			8,250	10,928
- Carcoar WFP Reservoir	833,000			(600,000)	233,000			233,000	8,057
- Lake Rowlands - Dead Storage						189,000	4 (a)	189,000	-
- Reticulation Mains - New Connections				180,000	180,000			180,000	68,738
- Water Operations Reporting Software			45,000		45,000			45,000	-
<b>Renewal Assets (Replacement)</b>									
- Pump replacements	48,173	28,178	(13,035)	-	62,316			62,316	11,943
- Vehicle Replacement	450,000	75,338		(10,000)	515,338			515,338	288,416
- Canowindra Depot Refurbishment	40,000				40,000			40,000	-
- Blayney Office - Outdoor Refurbishment	-	24,662			24,662			24,662	10,627
- Blayney Depot - Refurbishment	-	40,000			40,000			40,000	7,273
- Network Signage	60,000				60,000			60,000	-
- Reticulation Main Renewals	80,000				80,000	(80,000)	4 (a)	-	-
<b>Water Supply Network</b>									
- Trunk Main 'P' - 'C' to Somers	-		30,000	-	30,000			30,000	6,518
- Trunk Main 'K' Renewal	100,000	553,097		297,000	950,097			950,097	813,396
- Carcoar to Orange Pipeline	-	20,000			20,000			20,000	18,121
- Trunk Main A - 300mtrs (Grant)	-	2,000			2,000			2,000	217
- Carcoar WFP - Submersible Pump	0		13,035	-	13,035			13,035	13,035
- Lake Rowlands Wall Augmentation	100,000			950,000	1,050,000	(630,000)	4 (a)	420,000	100,524
BWFP - Renew Wallaby Pipeline	35,000				35,000			35,000	-
BWFP - Access Road and Carpark	-	14,047			14,047			14,047	-
BWFP - Floride Plant (Grant)	-		75,000		75,000			75,000	7,280
<b>Subtotal</b>	<b>1,977,173</b>	<b>810,620</b>	<b>150,000</b>	<b>932,250</b>	<b>3,870,043</b>	<b>(521,000)</b>	-	<b>3,349,043</b>	<b>1,510,470</b>
Loan Repayments (Principal)	497,486				497,486			497,486	363,955
<b>Total Capital Expenditure</b>	<b>2,474,659</b>	<b>810,620</b>	<b>150,000</b>	<b>932,250</b>	<b>4,367,529</b>	<b>(521,000)</b>	-	<b>3,846,529</b>	<b>1,874,425</b>
<b>Capital Funding</b>									
User Fees & Charges Funding	497,486			-	497,486			497,486	363,955
Other Revenue	-				-			-	-
Capital Grants & Contributions	883,000	22,000	75,000	635,250	1,615,250	(535,500)	4 (a)	1,079,750	178,716
<b>Reserves:</b>									
- External Restrictions/Reserves	-				-			-	-
- Internal Restrictions/Reserves	846,573	788,620	75,000	297,000	2,007,293	14,500	4 (a)	2,021,793	1,054,458
Receipts from Sale of Assets	-				-			-	-
- Plant & Equipment	247,500				247,500			247,500	277,294
<b>Total Capital Funding</b>	<b>2,474,659</b>	<b>810,620</b>	<b>150,000</b>	<b>932,250</b>	<b>4,367,529</b>	<b>(521,000)</b>	-	<b>3,846,529</b>	<b>1,874,425</b>
<b>Net Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	<b>-</b>	<b>-</b>



## Central Tablelands Water

**Quarterly Budget Review Statement**  
for the period 01/01/20 to 31/03/20**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

4 (a) Dead Water Works at Lake Rowlands 189K. 50% Grant Funded.

4 (b) Planned Reticulation Main Renewal program deferred until future years.

4 (c) Lake Rowlands Augmentation Study expenditure in 2019/20 estimated to be 370K. (Review point).  
Remaining funds of 630K expected to be spent in 20/21.

4 (d) Lake Rowlands Augmentation Study grant reduction 630K (from \$1m to 370K). New Grant of \$94.5K for  
Dead Water Storage Works at Lake Rowlands.

4 (e) Additional \$94.5K for 50% funding of Dead Water Storage Works (matched by grant funds 50/50), \$80K  
returned to restriction from reticulation main renewal program.

**Central Tablelands Water****Quarterly Budget Review Statement**  
for the period 01/01/20 to 31/03/20**Leakage Allowances Granted - Financial Year to Date**

<b>Sept Qtr</b>	<b><u>No of Applications Granted</u></b>	<b><u>Total Allowance KIs</u></b>	<b><u>Total Allowance Granted \$</u></b>
Residential	7	1,014.43	3,144.72
Non Residential	1	100.00	310.00
<b>Total</b>	<b>8</b>	<b>1,114.43</b>	<b>3,454.72</b>

<b>Dec Qtr</b>	<b><u>No of Applications Granted</u></b>	<b><u>Total Allowance KIs</u></b>	<b><u>Total Allowance Granted \$</u></b>
Residential	1	233.28	723.17
Non Residential	0		
<b>Total</b>	<b>1</b>	<b>233.28</b>	<b>723.17</b>

<b>Mar Qtr</b>	<b><u>No of Applications Granted</u></b>	<b><u>Total Allowance KIs</u></b>	<b><u>Total Allowance Granted \$</u></b>
Residential	3	256.72	795.83
Non Residential	1	59.00	182.90
<b>Total</b>	<b>4</b>	<b>315.72</b>	<b>978.73</b>

Note: Council's undetected water leaks policy provides for an allowance to be granted if certain conditions are met as per the 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

## Contracts Budget Review Statement

Budget review for the quarter ended 31 March 2020

Contracts Listing - contracts entered into during the quarter

## Quarterly Budget Review Statement

for the period 01/01/20 to 31/03/20

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
West Orange Motors	Purchase of Vehicles	128,000	31/03/20	2 months	Y	Plant Replacement Program Budget
Balmoral Group	Lake Rowlands Augmentation Business Case	105,000	07/01/20	8 months	Y	Lake Rowlands Augmentation Study Grant
Camero Resources	Telemetry Maintenance and Project Support	150,000	05/02/20	11 months	Y	Various Including Grant Funded Projects
ESM	Project Support - Lake Rowlands Augmentation	150,000	07/11/19	10 months	Y	Various Project Budgets

## Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported
3. Contracts for employment are not required to be included.

**08) AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES (CM.AU.1)**

**Author:** Director Finance and Corporate Services

**IP&R Link:** Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.3.4 Implement internal audit processes for governance and compliance management.

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**RECOMMENDATION:**

That Council note the Audit, Risk and Improvement Committee meeting minutes dated 4 March, 2020.

**REPORT**

The adopted minutes of the Internal Audit, Risk and Improvement Committee (ARIC) Meeting held on 4 March, 2020 are attached for Council's information.

There was a further Committee Meeting on 3 June, 2020, however, those minutes are yet to be adopted by the Committee. They will be presented to Council after adoption.

Following the relaxation of health restrictions in response to COVID 19, this meeting was held at the Blayney Community Centre with social distancing and personal hygiene measures in place.

It is noted that the date for the Internal Audit, Risk and Improvement Committee meetings remaining for 2020 are as follows:

Wednesday 2 September, 2020

Thursday 18 November, 2020

It is notable that the term of the Committee has been extended due the decision by the Minister of Local Government to extend the current Council term until September 2021 (OLG Circular 20-10). The rules of the ARIC Charter are such that members of the Committee remain for the term of Council. This means that no expressions of interest seeking new members will be required at the end of 2020.

**BUDGET IMPLICATIONS**

Council has a 2019/20 adopted internal audit budget of \$21,000 that covers the cost of the committees meeting costs and the conduct of at least one internal audit project engagement.

An amount of \$11,920 remains in the budget for 2019/20 after payment for meeting costs and the engagement of consultants. These costs do not include costs associated with the conduct of the recent meeting held on 3 June, 2020.

**POLICY IMPLICATIONS**

The Office of Local Government issued a discussion paper for a proposed new Risk Management and Internal Audit Framework in September 2019.

Submissions on that paper closed on 31 December, 2019. Councils are awaiting a response to those submissions as the expected commencement of the new framework date was 31 March, 2021. It is noted, however, that the extension of the Council term until September 2021 may also delay the implementation of the revised framework.

**ATTACHMENTS**

Minutes of ARIC Meeting 4 March 2020.

**Minutes of the Audit, Risk and Improvement Committee Meeting of Central Tablelands Water held at Blayney Community Centre on Wednesday 4 March 2020 commencing at 11:10am**

<b>PRESENT:</b> Mr Phillip Burgett	(Chairperson - Independent Member - Voting)
Ms Donna Rygate	(Independent Member – Voting)
Cr David Somerville	(Council Chairman - Voting)
Gavin Rhodes	(General Manager - Observer)
Peter McFarlane	(Director Finance & Corporate Services - Secretariat)
Bee Smith	(Executive and Governance Support Officer -Observer)
Noel Wellham	(Director of Operations and Technical Services – Observer)

**1. Welcome**

The Chairperson, Phillip Burgett welcomed everyone to the meeting.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Apologies for Non Attendance**

An apology was received on behalf of Karen Taylor of NSW Audit Office and Leanne Smith of Intentus. It was noted that both Karen Taylor and Leanne Smith had offered to ring in to the meeting if required.

Moved: Cllr Somerville      Seconded: Donna Rygate

Resolved: That the apology from Karen Taylor and Leanne Smith be accepted.

**4. Confirmation of Minutes of Audit, Risk and Improvement Committee – 21 November 2019**

Moved: Donna Rygate      Seconded: Cllr Somerville

Resolved: That the minutes of the meeting of 21 November 2019 be adopted.

**9. (a) 2019 State Cover WHS Self Audit Outcomes Update**

The Chairperson considered a request that Item 9 (a) on the Agenda be dealt with now (at 11.15am) to permit the Director of Operations and Technical Services (DOTS) to present his report and leave the meeting due to another commitment.

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The Chairperson granted the request and Item 9 (a) was dealt with prior to item 5. The DOTS presented a verbal report to the Committee providing an update regarding progress made on the matters to date. The DOTS indicated that further site visits had been undertaken by StateCover and some actions remain outstanding to resolve all matters identified in the StateCover Audit. The report advised that WHS consultants Hibbs and Associates had been engaged to conduct a 2 day workshop with staff to assist with the resolution of some outstanding matters.

Resolved:

1. That the Committee receive and note the verbal report provided by DOTS.
2. The Committee request that DOTS consolidate outstanding actions from the State Cover report and circulate to ARIC out of session by the end of April 2020.

DOTS left the meeting at 11:41am to attend to a prior commitment.

#### **5. Major Developments Since the Previous Meeting**

Moved: Donna Rygate      Seconded: Cllr Somerville

Resolved: That the report on recent developments be received and noted.

#### **6. Financial Audit**

##### **a) 2018-19 Final Management Letter**

Moved: Cllr Somerville      Seconded: Donna Rygate

Resolved: That the Committee receive and note the 2018-19 Final Management Letter.

##### **b) 2019-20 External Audit Annual Engagement Plan**

Moved: Donna Rygate      Seconded: Cllr Somerville

Resolved: That the Committee receive and note the 2019-20 Annual Engagement Plan.

##### **c) 2019-20 Audit Office – Financial Reporting Issues December 2019**

Moved: Cllr Somerville      Seconded: Donna Rygate

Resolved: That the Committee receive and note the Financial Reporting Issues December 2019.

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This is Page No. 2 of the Minutes of the Central Tablelands Water Audit Risk and Improvement Committee Meeting held 4 March 2020.



**7. Office of Local Government – Circular – Submission - Proposed Risk Management and Internal Audit Framework**

Moved: Cllr Somervaille      Seconded: Donna Rygate

Resolved: That the Committee note the submission on the proposed Risk Management and Internal Audit Framework.

**8. Business Continuity Plan Update – Statewide Engagement**

Moved: Cllr Somervaille      Seconded: Donna Rygate

Resolved: That the Committee receive and note the report including scope of the BCP project to be undertaken in conjunction with Statewide.

**9. Internal Audit Program**

**a) 2019 State Cover WHS Self Audit – Status Report on Actions**

Noted earlier that the report was dealt with prior to item 5.

**b) Cyber Security Audit - Update**

Moved: Donna Rygate      Seconded: Cllr Somervaille

Resolved:

1. That the Committee receive and note the report from Alcorn Group.
2. That the Committee request the DFCS prepare an action plan summary to confirm the recommendations have been acted upon, and for those recommendations not acted upon to provide a reason for not actioning the recommendation.
3. That a review of water production and telemetry process controls be considered as part of the development of the 2020-21 internal audit program.



**c) 2019-20 Audit Program – Status Update**

Moved: Cllr Somervaille      Seconded: Donna Rygate

Resolved:

1. That the Committee receive and note the report on the status of the 2019/20 Audit Program and confirm planning for a Fraud Control Audit to be completed in the first half of the 2020/21 financial year.
2. That the Committee request that during the course of the 2020/21, subject to available resources, a new 4 year Internal Audit Plan be developed.

**10. Any other business**

There was no other business.

**11. Next meeting**

The next meeting will be held at Blayney on 3 June 2020.

There being no further business, the Chairperson declared the meeting closed at 12:55pm.

**09) WATER SECURITY – DROUGHT IMPACT 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.

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**RECOMMENDATION:**

That Council note the report.

**REPORT**

Central Tablelands Water (CTW) continues to operate under its Drought Management Plan (DMP) 2012.

Whilst CTW has welcomed the increase of Lake Rowlands Dam level to 40.5%, a minimum target level of 60% is needed by the end of this Winter/Spring period to enable CTW to struggle through its next peak Summer demand period.

**Other sources of water supply to assist with ongoing drought conditions.**

1. CTW continues to maximise its use of Gooloogong bore fields to deliver potable water to the townships of Grenfell and Eugowra through its Trunk Main 'K' & Trunk Main 'L' pipelines.
2. CTW continues to engage with Cowra Shire Council (CSC) to install a permanent pump station at Woodstock Reservoir to enable a supply of potable water by creating a reverse flow through CSC Trunk Main 'H' in accordance with CTW ⇄ CSC current bulk water supply agreement. Associated works with the permanent pump station will be utilised for the installation of a temporary pump station, if warranted before the permanent pump station is completed.
3. CTW is in the final stages of a draft water supply agreement in readiness for presentation and endorsement from Orange City Council.
4. CTW has undertaken the following works associated with the Emergency Drought Bore Refurbishment project:
  - a. condition reports for the two bores and the permanent pump station at the Bangaroo bore field sites, and
  - b. water quality investigations for the Cudal Bore and Blayney Well assets.

Unfortunately neither of the Bangaroo bores were serviceable to enable water sampling to be undertaken. The interim reports of these two bores have also raised concerns as to the condition of their bore casings.

5. CTW is currently evaluating pricing for a submersible pump and pontoon combination to gain access to its Lake Rowlands Dam (20%) dead water storage.

**BUDGET IMPLICATIONS**

Emergency Drought Works

\$142,400 grant funding FY19/20 & FY20/21.

\$142,600 expenditure via March 2020 QBRS.

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**10) 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.

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**RECOMMENDATION:**

That the information be noted.

**REPORT**

Trunk Main K supplies Grenfell with water from the Central Tablelands Water (CTW) system.

CTW has recommenced the final stages of this project and awaits the last 500 meters of pipeline to be laid next week.

The target date for completion of construction remains on schedule for the end of this financial year, with commissioning to be undertaken once water restrictions are reduced.

**BUDGET IMPLICATIONS**

The amount remaining in the amended 19/20 budget is \$57,000.

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**11) 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.

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**RECOMMENDATION:**

That the information be noted.

**REPORT**

a) *Meter Reading*

The first meter read for the 2020-21 financial year is due to commence 6<sup>th</sup> July 2020. CTW outdoor staff will be undertaking the meter reading task using CTW's updated Safe Work Method Statements which include controls for COVID-19.

b) *Meter Change Program*

There has been 1 meter change undertaken since the previous reporting period.

c) *Water Filtration Plants*

Both Blayney and Carcoar Water Treatments Plants operations have continued unabated during the COVID-19 pandemic.

d) *Pump Stations*

Cleaning of Pump Stations listed under general maintenance has continued throughout CTW's network over the past month.

e) *Drinking Water Quality*

There has been no reportable incidences of exceeding CTW's Critical Control Points for delivery of drinking water from CTW's Water Treatment Plants.

f) *Trunk Mains*

Ongoing inspections continue to be carried out on Trunk Mains and Rural supplies during the past month.

g) *Hydrants*

Ongoing inspections and maintenance requirements have continued to be carried out on hydrants throughout all towns on the CTW supply network during the past month.

h) *Rural Scheme renewals*

All rural scheme renewals for 2019-2020 financial year have been completed.

i) *Automated Water Filling Stations (AFS)*

CTW is awaiting the two AFS in the Weddin Shire area located at Grenfell and Quandialla to be commissioned by the manufacturer.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**12) 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	Binstead St	14/04/2020	100mm CI	DNR
Blayney	Frape St	14/04/2020	100mm AC	R&RP
Blayney	Binstead St	15/04/2020	100mm AC	DNR
Blayney	Frape St	02/05/2020	100mm AC	DNR
Blayney	Stillingfleet St	03/05/2020	100mm AC	R&RP
Canowindra	Orton St	25/05/2020	100mm AC	R&RP
Canowindra	Belubula Way	02/06/2020	225mm Steel	Weld
Canowindra	Tilga St	04/06/2020	80mm AC	DNR
Carcoar	Icely St	21/04/2020	100mm AC	R&RP
Carcoar	Naylor St	07/05/2020	100mm Gal	DNR
Cargo	Davys Plains Rd	11/04/2020	100mm AC	DNR
Cargo	Davys Plains Rd	04/06/2020	150mm AC	R&RP
Grenfell	O'Brien St	20/05/2020	100mm uPVC	DNR
Millthorpe	Park St	20/05/2020	100mm CI	DNR

Note 1.

CTW Mains (Trunk & Retic) Break score of 14/573km == 2.44/100km.

Rolling Value across 12mths = 9.59/100km which is slightly higher than the 2017-18 NSW State Median benchmark of 9.0 breaks/100km.

b) *Service Activities and Requests*

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>BLAYNEY</b>	<b>16</b>	<b>27</b>	<b>19</b>	<b>15</b>	<b>1.04%</b>	<b>1445</b>
BURST METER	1	0	0	0	0.00%	
DIRTY WATER COMPLAINT	0	0	0	1	0.07%	
LEAKING METER	4	20	1	6	0.42%	
LEAKING SERVICE	4	3	3	1	0.07%	
LOW PRESSURE COMPLAINT	0	0	1	0	0.00%	
MAIN BREAK	0	2	3	5	0.35%	
MAINTENANCE - GENERAL	3	0	3	0	0.00%	
METER NEW / REPLACEMENT	1	0	2	0	0.00%	
METER NOT SHUTTING OFF	0	2	3	2	0.14%	
PATHCOCK FAILURE	2	0	0	0	0.00%	
QUALITY COMPLAINT	1	0	3	0	0.00%	
Total Complaints = 1						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>CANOWINDRA</b>	<b>13</b>	<b>22</b>	<b>19</b>	<b>15</b>	<b>1.34%</b>	<b>1119</b>
CHECK METER READING	3	3	0	0	0.00%	
DIRTY WATER COMPLAINT	0	0	1	0	0.00%	
HYDRANT LEAKING	0	0	0	1	0.09%	
LEAKING METER	3	4	4	4	0.36%	
LEAKING SERVICE	3	7	6	6	0.54%	
MAIN BREAK	2	6	6	3	0.27%	
MAINTENANCE - GENERAL	2	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	1	1	0	0.00%	
METER NOT SHUTTING OFF	0	0	1	1	0.09%	
PATHCOCK FAILURE	0	1	0	0	0.00%	
QUALITY COMPLAINT	0	0	2	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>CARCOAR</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2.24%</b>	<b>134</b>
LEAKING METER	1	0	1	0	0.00%	
MAIN BREAK	0	1	0	2	1.49%	
NO WATER COMPLAINT	0	0	0	1	0.75%	
Total Complaints = 1						



ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>CARGO</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>1.89%</b>	<b>159</b>
LEAKING METER	0	1	0	0	0.00%	
LEAKING SERVICE	1	1	0	1	0.63%	
MAIN BREAK	0	0	2	2	1.26%	
NO WATER COMPLAINT	0	0	1	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>CUDAL</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0.44%</b>	<b>227</b>
CHECK METER READING	0	0	1	0	0.00%	
LEAKING METER	2	1	2	0	0.00%	
LEAKING SERVICE	2	0	0	0	0.00%	
MAINTENANCE - GENERAL	0	0	0	1	0.44%	
METER NOT SHUTTING OFF	0	0	1	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>EUGOWRA</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>0.78%</b>	<b>383</b>
CHECK METER READING	0	2	0	0	0.00%	
CUSTOMER DAMAGED SERVICE	0	0	1	0	0.00%	
LEAKING METER	5	1	1	2	0.52%	
LEAKING SERVICE	2	1	1	1	0.26%	
MAINTENANCE – GENERAL	1	0	1	0	0.00%	
METER NOT SHUTTING OFF	1	0	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>GRENFELL</b>	<b>11</b>	<b>11</b>	<b>8</b>	<b>15</b>	<b>1.14%</b>	<b>1318</b>
CHECK METER READING	1	4	2	0	0.00%	
DIRTY WATER COMPLAINT	0	0	0	4	0.30%	
LEAKING METER	2	1	1	4	0.30%	
LEAKING SERVICE	3	2	2	3	0.23%	
MAIN BREAK	0	1	0	1	0.08%	
MAINTENANCE – GENERAL	2	1	2	1	0.08%	
METER NOT SHUTTING OFF	1	2	1	1	0.08%	
NO WATER COMPLAINT	1	0	0	1	0.08%	

PATHCOCK FAILURE	1	0	0	0	0.00%	
Total Complaints = 5						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>LYNDHURST</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0.66%</b>	<b>151</b>
BURST METER	1	0	0	0	0.00%	
CHECK METER READING	0	1	0	0	0.00%	
LEAKING METER	0	1	0	1	0.66%	
LEAKING SERVICE	1	1	0	0	0.00%	
LOW PRESSURE COMPLAINT	0	0	1	0	0.00%	
MAINTENANCE – GENERAL	0	0	1	0	0.00%	
METER NOT SHUTTING OFF	0	1	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>MANDURAMA</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0.75%</b>	<b>133</b>
LEAKING METER	1	1	0	1	0.75%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>MANILDRA</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0.00%</b>	<b>279</b>
CUSTOMER DAMAGED MAIN	0	0	1	0	0.00%	
LEAKING METER	0	0	3	0	0.00%	
LEAKING SERVICE	0	0	1	0	0.00%	
MAIN BREAK	0	1	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>MILLTHORPE</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>3</b>	<b>0.66%</b>	<b>452</b>
LEAKING METER	1	0	2	1	0.22%	
LEAKING SERVICE	0	0	1	1	0.22%	
LOW PRESSURE COMPLAINT	0	0	1	0	0.00%	
MAIN BREAK	0	0	1	1	0.22%	
MAINTENANCE - GENERAL	0	1	1	0	0.00%	
METER NOT SHUTTING OFF	0	0	1	0	0.00%	
PATHCOCK FAILURE	0	0	1	0	0.00%	
Total Complaints = 0						

ACTIVITIES	PREVIOUS YEARS			THIS PERIOD		Total Meters
	2016	2017	2018	2019	% of Total meters	
<b>QUANDIALLA</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>98</b>
CHECK METER READING	0	1	0	0	0.00%	
LEAKING SERVICE	0	1	0	0	0.00%	
NO WATER COMPLAINT	1	0	0	0	0.00%	
Total Complaints = 0						
<b>TOTAL ACROSS CTW TOWNSHIPS</b>	<b>59</b>	<b>76</b>	<b>72</b>	<b>60</b>	<b>1.02%</b>	<b>5898</b>

## Notes:

1. Comparison years use data from the same period ie April to June.
2. Total Customers is the number of properties where water is connected.
3. CTW complaint rolling value score across 12mths == 9.59 which is above the 2017/18 NSW State median of 5.0 complaints/1000 connections. This high value is mostly attributed to water complaints resulting from the reduction of CTWs mains flushing programs during this continuing drought period.
4. CTW Total Service Activities and Requests score == 1.02% which is below CTW benchmark of 5% across all townships.

c) *Lake Rowlands*

The current level of Lake Rowlands is 40.5% (12.6.20)

d) *New Water Services*

Since the previous May 2020 Council meeting, there have been no new domestic water services connected to Council's mains.

e) *Water transfer through CTW ⇔ OCC pipeline*

No water has been transferred to, or from, Orange using this pipeline.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**13) QUESTIONS ON NOTICE**

(General Manager)

No questions on notice were received.

**ATTACHMENTS**

Nil