



**Central
Tablelands
Water**

Business Paper

**Ordinary Meeting of
Central Tablelands Water**

13 May 2020

Video Conference

8 May 2020

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held via video conference platform Zoom on Wednesday, 13 May 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 13 MAY 2020

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01) CENTROC BOARD MEETING AND CENTRAL NSW JOINT ORGANISATION MEETING HELD 27 FEBRUARY 2020 (CM.CF.3)

Author: General Manager

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

RECOMMENDATION:

That Council note the Centroc and Central NSW Joint Organisation Mayoral Report and associated minutes for meetings held on 27 February 2020.

REPORT

A Centroc Board meeting and Central NSW Joint Organisation meeting were held at the Community Hub Centre in Grenfell on 27 February 2020. The Chairman and General Manager represented CTW at both meetings.

From a local water supply authority perspective, the focus remains on advocating strongly for emergency drought projects and longer term regional water security solutions.

A copy of the Mayoral Report and the Minutes are attached to this report for your information.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Central NSW JO Mayoral Report Grenfell 27 February 2020

13 pages

**Report from the Mayor/Deputy Mayor/General Manager attending the
Centroc Board Meeting and
Central NSW Joint Organisation
27 February 2020
in Grenfell**

I attended the Board meetings of Centroc and the Central NSW Joint Organisation (JO) on Thursday 27 February 2020 at the Community Hub Centre in Grenfell. Please see the draft Minutes attached.

The Board was welcomed to Weddin Shire Council by Mayor Cr Mark Liebich.



Reports from Centroc

In line with direction from the Auditor, windup is anticipated by June 30, 2020 and a report for Forbes Council will be drafted in due course.

Reports from the CNSW Joint Organisation

Chairman's Minute

The Minute provided direction to the CNSWJO on activities and priorities for the year in the context of the broader JO Statement of Strategic Priorities. After good discussion, it was resolved that the overall focus for the year's effort is to align with the Federal Government's vision for an agricultural economy of \$100bn by 2030. This would be supported by activity in two areas.

- i. Watering the West
 - a. leveraging raising the wall at Wyangala; and
 - b. assuring urban water security in region; and
- ii. Freight links.

This region has four priorities in its Statement of Strategic Priorities, it was further suggested that there be a maximum of two headline priorities for the areas of Intergovernmental Cooperation and Regional Prosperity. The Board agreed to focus on the following activities within its Plan.

Intergovernmental Collaboration

1. Reporting value to members through the operational support program.
2. Supporting the sustainability of the broader JO network.

Regional Prosperity

1. Progressing support for the visitor economy.
2. Developing and monitoring the progress of the Regional Prosperity Subcommittee noting the agricultural focus.

The Minute also provided advice on the structure of Board meetings for the balance of the year.

- Moving the Federal meeting to August and changing the format to include a round table in the Deputy Prime Minister's office seeking to progress the above. The idea here is to have a more in-depth discussion to progress the region's direction with a view to various Ministers making commitments and announcements at the Ministerial session on the following day. Pre-meetings and briefings will hopefully lead to more targeted outcomes.
- Launching the Food and Fibre Strategy at the mid-year Board meeting in Parliament House at a lunch being hosted by the member for Cootamundra, Steph Cooke MP where we showcase local produce.
- A Summit held on the date of the last Board meeting of the year. This will launch the next round of strategic consultation as the current plan is only until 2020. The Summit would again retain the agricultural focus.

Given the challenges over the summer period of drought, fire and flood, the Board is seeking feedback from members on their policy with regard to climate change with a view to informing regional policy. Board discussion was that there is a great deal of positive action being taken in region and this should be showcased. Please see the recommendation at the end of the report.

Procurement and Administration

The Board approved

- a 12-month extension of the coldmix asphalt contract (S3_2018) with Boral Asphalt and Civil Independence until 31 May 2021;
- a 12-month extension of the compliance training contract (WHS1_2015) with Allens Training, ATAC, Mines Rescue and TAFE until 31 March 2021;
- a 6-month extension of the Asset Management Maturity Audit contract with University of Technology, Sydney; and
- a procurement process for the revaluation of water and sewer assets, including a 5% contract management fee payable to CNSWJO.

The new Logo was adopted and all collateral will be updated accordingly.

**Energy Program**

The Board were updated on the progress of the Southern Lights LED Streetlight rollouts in Bathurst and Orange.

Sourced Energy has calculated the cost savings that councils have achieved through the procurement process and the associated contracts with Energy Australia (large market sites) and Origin Energy (small market sites). The cost savings are calculated by multiplying the existing incumbent rates by the 3 years of forecast load, compared to the new contract rates multiplied by the 3 years of forecast load. Please note that the savings are based on forecast loads provided by councils, inclusive of energy efficiency upgrades (e.g. Southern Lights) and the installation of planned solar installations. The reduction in load from the Southern Lights Project is based on the existing Bulk Lamp Replacement schedule provided by Essential Energy, current at November 2019.

The network charges for 2020, 2021 and 2022 have been used to calculate both the 'total cost (using contracted rates)' and the 'total cost (using incumbent rates)', i.e. no savings shown for network charges. These rates are pass-through rates and cannot be negotiated through the procurement process.

The estimated cost savings are shown in the tables below.

| Council | Total Spend (new contract rates) | Total spend (incumbent rates) | Total Savings (3 year contract) | Percentage saving |
|--------------------------|--|-------------------------------------|---------------------------------------|----------------------|
| Bathurst | \$ 8,472,923 | \$ 9,172,125 | \$ 699,202 | 7.62% |
| Blayney | \$ 666,000 | \$ 723,328 | \$ 57,323 | 7.92% |
| Cabonne | \$ 1,202,279 | \$ 1,310,767 | \$ 108,487 | 8.28% |
| Central Tablelands Water | \$ 1,170,785 | \$ 1,259,334 | \$ 88,549 | 7.03% |
| Cowra | \$ 3,171,958 | \$ 3,425,587 | \$ 253,629 | 7.40% |
| Forbes | \$ 2,390,367 | \$ 2,596,278 | \$ 205,911 | 7.93% |
| Lachlan | \$ 2,313,239 | \$ 2,498,470 | \$ 185,231 | 7.41% |
| Oberon | \$ 477,126 | \$ 512,496 | \$ 35,370 | 6.90% |
| Orange | \$ 9,041,638 | \$ 9,813,148 | \$ 771,511 | 7.86% |
| Parkes | \$ 5,568,979 | \$ 6,053,297 | \$ 484,318 | 8.00% |
| Weddin | \$ 395,755 | \$ 431,136 | \$ 35,381 | 8.21% |
| CNSWJO Total | \$ 34,871,054 | \$ 37,795,966 | \$ 2,924,912 | 7.74% |

Report on JO Chairs Forum progress including feedback to the Minister on JO sustainability

The Board endorsed the advice provided to the Minister for Local Government's Advisory Committee with regard to sustainability of the broader network. The Board's policy position is that the focus of effort for JO sustainability be working, through the Minister's Office, with State agencies on a funding framework that offers value to both JO members and the State where the value to the State is recognised by remuneration.

While this JO is under less financial stress than others, the reduction in members from the ROC and the increased compliance burden will result in an ongoing deficit budget position unless more income can be identified.

Regional Transport

Please request the full report where it provided advice on:

1. The GWH Upgrade Program Response;
2. The revised Transport Advocacy Plan;
3. Progress on Board resolve regarding freight route mapping;

4. Update on the TfNSW Central NSW and Orana Land Use and Transport Plan;
5. The updated Terms of Reference for the Regional Strategic Transport Group to reflect machinery of government and other minor changes;
6. The Roads of Strategic Importance consultation;
7. The CNSWJO response to the Road Classification Review Terms of Reference; and
8. The request from Vital Intermodal Transport Links (VITL) vital.org.au regarding support for both a petition and a social media campaign in support of a safe swift link between Sydney and Central NSW.

The Board were asked to provide feedback on the Central West and Orana Future Transport Regional Plan and comment on the suggested feedback already drafted.

The Board endorsed a submission on the Lithgow to Katoomba Corridor.

A response to the independent panel for the Regional Road Transfer and NSW Road Classification Review Terms of reference was endorsed and the region has asked the Review Committee to meet with the JO.

The Terms of Reference for the Regional Strategic Transport Group who meet quarterly was endorsed.

Regional Water

It was resolved to seek advice from DPIE Water on project status, particularly where the barriers are in delivering Council water projects.

The Board will develop advocacy material identifying the problems and solutions in assuring urban water supply during the unprecedented drought.

Representation will be made to the Premier, Deputy Premier, Minister for Water and respective agencies providing advice on the challenges and solutions for this region in securing water.

Further, Infrastructure Australia will be invited to the next meeting to provide advice on opportunities for this region identified in its recent Priority List 2020.

Reporting on progress of the Strategic Plan

Advice was provided on progress on the four priorities in the Strategic Plan. Notably:

- The Minister for Local Government announced further funding for JOs in August 2019, we received advice in February that we will be granted \$150k in funding. An agreement with the Office of Local Government (OLG) is anticipated in the near future.
- An Equal Opportunity Management Plan was adopted by the Board.
- Approval was given to the Alliance between Safe NSW and the JO WHS working group for 2020-2022.

Value for members

At the Chair's request the following summary advice is provided on value to members.

| Value for members | Activity FYTD | Activity this Quarter |
|----------------------------------|---------------|---|
| Submissions | 11 | <p>041119 -Inquiry into Regional Australia</p> <p>221119- Request for issues for the NSW State Water Strategy</p> <p>221119- Response to the Discussion Paper Kickstarting the Productivity Conversation</p> <p>281119 - Inquiry into growing Australian agriculture to \$100 billion by 2030</p> <p>291119 - Inquiry into the impacts of drought on regional NSW</p> <p>161219 – Submission Katoomba to Lithgow - GWH upgrade program</p> <p>181219 – Submission, A New Risk Management and Internal Audit Framework for Local Councils in NSW</p> |
| Plans, strategies and collateral | 20 | <p>Three Advocacy Plans adopted at the Nov Board and have been provided to LGNSW. (Regional Prosperity and Advocacy Plan; Regional Transport Advocacy Policy; and Regional Water, Advocacy Plan and Drought Advocacy Plan)</p> <p>Three JO building capacity applications lodged with OLG for project funding</p> |
| Grants | 3 | <p>This quarter is \$2112 where the YTD total for this program is \$16,706 including training delivered under funding by TAFE NSW to Parkes Shire Council in the October – December 2019 quarter.</p> <p>Application to OEH for funding for the Southern Lights Project – Funding has been received for high residual, the exact amount will be reported once known.</p> <p>\$150K being negotiated for the JO with OLG.</p> |
| Compliance | 10 | <p>Compliance training courses delivered across the region:</p> <ul style="list-style-type: none"> Traffic Control Training (PWZTMP x 1-day refresher) – 8 participants Consultative Committee x 2 courses – 25 participants in total Confined Spaces – 11 participants Chain Saw Operations – 12 participants <p>Mandatory Independent Audits of DPIE Water Performance Monitoring Data completed for Orange and Bathurst and reports provided.</p> <p>Dam Surveillance inspections completed for dams owned by Parkes, Cowra, Weddin, Cabonne, Hilltops, Orange, CTW and Bathurst.</p> |
| Data | 4 | <p>Tourism data project through WRI</p> <p>DPIE Water Performance Monitoring Data currently being collated for benchmarking the region's LWUs.</p> <p>Please note CWRDA data using REMPLAN now available through their website.</p> <p>REDS data packs being reviewed by the Regional Prosperity Subcommittee.</p> |
| Media including social media | 8 | <p>041019 - Getting smart about street lighting</p> <p>251019 - Water NSW Media Release, Wyangala storage volume offers drought options in Lachlan</p> <p>301019- Less blame and more whole of Government work on solutions</p> <p>151119 - Tourism Awards, Nothing but Gold!</p> <p>151119 – Host Survey Visitors who come to stay contribute to the local economy</p> <p>Tourism PR update</p> <p>The following PR update has been provided by Ms Brewer as at November 2020; PR updates for 2020 have not yet been provided:</p> <ul style="list-style-type: none"> Incredibly busy and successful media visits program with 17 media touring the region on 2-7 day famils. Supported by local tourism |

| Value for members | Activity FYTD | Activity this Quarter |
|-------------------|--------------------------|---|
| | | <p>industry, and a few times by Destination NSW, each journalist 'unearthing' the region's unique cultural attractions within their stories.</p> <ul style="list-style-type: none"> Wrote and issued 9 media releases with a news or thematic angle, distributed to 400+ media and industry contacts Over 150 articles in digital news and travel media, newspapers, magazines, radio, TV and blogs Featured events, accommodation, retail, art and culture, food and wine, history and heritage, nature, tours and attractions Targeted couples and family market in Sydney and NSW Articles driving people to the website www.visitcentralnsw.com.au <p>Social Media</p> <ul style="list-style-type: none"> Central NSW Joint Organisation Facebook Page – 303 likes; 400 Followers Central NSW Tourism Facebook Page – 12,575 likes 12,980; Followers Screen Central Facebook Page – 304 likes; 349 Followers Central NSW Tourism Instagram Page – 4,486 Followers Central NSW JO Twitter – 927 Followers |
| Cost Savings | \$821k since 1 July 2019 | A breakdown of the cost savings is found later in this report. No new contracts commenced between October and December 2019. |
| Representation | 65 | <p>241019- Lachlan Regional Water Strategy Meeting 61119 – Tourism Group Meeting 71119- WaterNSW Lake Rowlands to Carcoar Pipeline Briefing 81119- Critical Water Advisory Panel meeting 151119- Upper Macquarie Regional Water Strategy Meeting 261119- Centroc and CNSWJO Board meetings 261119 - Lachlan Valley Councils – Water Executive Group meeting 271119 - Round table discussions with various Federal politicians at Parliament House 21219- Transport Technical Meeting 31219 – WHS Group Meeting 41219- Critical Water Advisory Panel Meeting 91219 – Strategic Transport Meeting 91219 - Lachlan Regional Water Strategy Meeting 101219- HR Group meeting 101219 – Regional Integrated Transport Group 111219- WSAA Workshop - Recycled Water 121219 – CWUA meeting 131219- Southern Lights -Essential Energy meeting 191219- Meeting with Lachlan Valley Water on Regional Water Strategy 150120 -6 JOs collaborating on better outcomes from the Safe and Secure Water Program 160120 DPIE and Orana – optimizing outcomes through the Safe and Secure Water Program and Drought funding 300120-GMAC 310120 - Lachlan Water Strategy follow up meeting 060220 – CW and Orana Regional Leadership Executive Meeting 070220 – Regional Prosperity Subcommittee Meeting 070220 – Public Hearing for Inquiry into for Agriculture Committee's \$100 Billion by 2030 110220 – Essential Energy Level of Service meeting in Bathurst</p> |

| Value for members | Activity FYTD | Activity this Quarter |
|---|---------------|---|
| | | 120220 – SAP Skills working group meeting in Parkes 130220 – Strategic Approach to Bridges with TfNSW, Public Works Advisory and other JOs - Bathurst 140220 - Upper Macquarie Water Strategy follow up meeting 190220 – Government's Roads of Strategic Importance (ROSI) initiative consultation – Parkes 200220 – CWUA meeting in Cowra– NSW Audit Office in attendance |
| Opportunities councils have been afforded | 23 | <ul style="list-style-type: none"> • Feedback to the Internal Audit Framework for Local Councils in NSW • DPE Freight mapping • WRI Data Program • Australian Traveller Promotional Campaign • Consultations with individual councils for regional water strategies in the Lachlan and Macquarie as well as specific projects such as raising Wyangala and the Windamere to Carcoar pipeline • Review of Central West and Orana Future Transport Regional Plan • Workshop on Recycled Water for Drinking • Government's Roads of Strategic Importance (ROSI) initiative consultation • Feedback to Audit Office on the Audits being undertaken in the water space. |

Savings

The following table shows the savings achieved by member councils through aggregated procurement and programming. An explanation of the meaning of each column has been reported previously and is available on request. The table reflects savings in the current financial year.

| SAVINGS | Water Utilities Alliance Contracts | WU Contracts | WU Contracts | IT contracts | Supply contracts | Roading/Transport contracts | Design contracts | ROSCC contracts | Other contracts | Training | Legal advice re Procurement | Participation in regional procurement | Total |
|--------------------------|------------------------------------|------------------|-----------------|--------------|------------------|-----------------------------|------------------|-----------------|-----------------|-----------------|-----------------------------|---------------------------------------|------------------|
| Bathurst | \$0 | \$30,105 | \$0 | \$0 | \$12,813 | \$0 | \$127,897 | \$171 | \$0 | \$45 | \$0 | \$1,000 | \$178,831 |
| Blenheim | \$0 | \$13,754 | \$0 | \$0 | \$18,473 | \$0 | \$17,588 | \$0 | \$0 | \$0 | \$0 | \$1,000 | \$47,815 |
| Calonne | \$0 | \$15,068 | \$6,823 | \$0 | \$32,828 | \$0 | \$23,398 | \$158 | \$0 | \$0 | \$0 | \$5,000 | \$81,891 |
| Central Tablelands Water | \$0 | \$115 | \$0 | \$0 | \$0 | \$0 | \$481 | \$0 | \$0 | \$0 | \$0 | \$5,000 | \$5,654 |
| Cowra | \$0 | \$14,484 | \$1,954 | \$0 | \$19,347 | \$0 | \$35,895 | \$283 | \$0 | \$45 | \$0 | \$5,000 | \$76,868 |
| Forbes | \$0 | \$11,709 | \$0 | \$0 | \$25,777 | \$0 | \$28,877 | \$457 | \$0 | \$0 | \$0 | \$5,000 | \$71,830 |
| Lachlan | \$0 | \$24,388 | \$0 | \$0 | \$57,472 | \$0 | \$28,888 | \$434 | \$0 | \$1,875 | \$0 | \$5,000 | \$87,858 |
| Orange | \$0 | \$16,528 | \$0 | \$0 | \$8,588 | \$0 | \$12,553 | \$557 | \$0 | \$3,220 | \$0 | \$5,000 | \$46,897 |
| Orange | \$0 | \$52,443 | \$1,585 | \$0 | \$20,800 | \$0 | \$141,807 | \$580 | \$0 | \$1,700 | \$0 | \$5,000 | \$225,345 |
| Parkes | \$0 | \$10,580 | \$0 | \$0 | \$28,231 | \$0 | \$41,023 | \$284 | \$0 | \$4,758 | \$0 | \$1,000 | \$77,795 |
| Wentworth | \$0 | \$64 | \$0 | \$0 | \$4,684 | \$0 | \$15,243 | \$558 | \$0 | \$0 | \$0 | \$5,000 | \$25,528 |
| Sub Total | \$0 | \$285,251 | \$19,372 | \$0 | \$146,424 | \$0 | \$472,825 | \$4,351 | \$0 | \$11,323 | \$0 | \$49,000 | \$936,750 |
| | | | | | | | | | | | | Cost to members | \$168,817 |
| | | | | | | | | | | | | Total | \$867,933 |

The cost to members is calculated on a percentage of each CNSWJO staff member and their corresponding workload on procurement and contract management. This figure will be updated quarterly in line with the cost savings.

Financial report

It is anticipated a full year loss of \$60,601 at 30 June 2020 against a budgeted loss of \$52,128.

The increase in the anticipated loss against the budget is due to the reduction in expected interest income and the lesser LGP rebate income.

As resolved at the Board meeting 27 November 2019 the Centroc reserves of \$527,387 have been transferred across to the Joint Organisation. The remaining Centroc assets and accumulated surplus at 30 June 2019 will be transferred across to the Joint Organisation as further winding up of Centroc occurs.

I commend this report to Council and thank you all for your support.

| Recommendation/s |
|--|
| That the Mayoral Report from the Board meetings for Centroc and the Central NSW Joint Organisation Meeting held 27 February 2020 in Grenfell be noted; and |
| <ol style="list-style-type: none">1. Council receive a report on its Sister City relationships with a view to fostering closer links to communities in western Sydney; and2. Council provide advice to the JO on its position with regard to climate change and advice on programming being undertaken with a view to this being showcased. |

Minutes of the Centroc Board meeting 27 February 2020 held at Grenfell

Board Delegates in bold

| | | | |
|---------------------------------|---------------------------|----------------------|----------------------|
| Cr B Bourke | Bathurst Regional Council | Cr K Sajowitz | Oberon Council |
| Mr A Cattermole (Acting) | Bathurst Regional Council | Mr G Wallace | Oberon Council |
| Cr A Ewin | Blayney Shire Council | Cr R Kidd | Orange City Council |
| Ms R Ryan | Blayney Shire Council | Cr K Keith | Parkes Shire Council |
| Cr K Beatty | Cabonne Council | Cr M Liebich | Weddin Shire Council |
| Cr D Somervaille | Central Tablelands Water | Cr C Brown | Weddin Shire Council |
| Cr D Somervaille | Central Tablelands Water | Mr G Carroll | Weddin Shire Council |
| Cr B West | Cowra Council | Mr P Evans | OLG |
| Ms K Alberry | Cowra Council | Mr S Harna | RDACW |
| Cr P Miller | Forbes Shire Council | Mr A Albury | DPC |
| Mr S Loane | Forbes Shire Council | Ms J Bennett | Centroc |
| Cr J Medcalf | Lachlan Shire Council | Ms K Barker | Centroc |

Chaired by Cr John Medcalf the meeting opened at 12.11pm

1. Apologies

Cr s Ferguson, Mr D Sherley, Mr P Devery, Mr G Tory, Mr D Waddell, Mr K Boyd, Ms C Weston, Mr G Rhodes and Mr B Byrnes

| | |
|---|----------------------------|
| Resolved | Cr B West/Cr R Kidd |
| That the apologies for the Centroc Board meeting 27 February 2020 listed above be accepted. | |

2. Minutes

2a Confirmation of the Minutes of the Board Meeting 27 November 2019 at Canberra

| | |
|---|-----------------------------|
| Resolved | Cr B West/Cr K Keith |
| That the Minutes of the Centroc Board Meeting 27 November 2019 held at Canberra be confirmed. | |

3 Wind up of Centroc

| | |
|---|--------------------------------|
| Resolved | Mr S Loane/Mr G Wallace |
| That the Central NSW Councils (Centroc) Board note the report regarding the windup of Centroc as a Section 355 Committee of Forbes Shire Council. | |

4 Financial report

| | |
|--|-----------------------------|
| Resolved | Cr R Kidd /Cr B West |
| That the Board note the Financial report | |

The General Meeting of the Centroc Board closed at 12.17pm

Page 1 is the last page of the Centroc Board Minutes 27 February 2020

Minutes of the Central NSW Joint Organisation meeting 27 February 2020 held in Grenfell

Attendees, voting members in bold.

| | | | |
|--------------------|---------------------------|----------------------|-----------------------|
| Cr B Bourke | Bathurst Regional Council | Cr J Medcalf | Lachlan Shire Council |
| Cr A Ewin | Blayney Shire Council | Cr K Sajowitz | Oberon Council |
| Cr K Beatty | Cabonne Council | Cr R Kidd | Orange City Council |
| Cr B West | Cowra Shire Council | Cr K Keith | Parkes Shire Council |
| Cr P Miller | Forbes Shire Council | Cr M Liebich | Weddin Shire Council |

| | | | |
|-----------------|---------------------------|-----------------|--------------------------|
| Mr A Cattermole | Bathurst Regional Council | Cr D Somerville | Central Tablelands Water |
| Ms R Ryan | Blayney Shire Council | Cr C Brown | Weddin Shire Council |
| Mr B Byrnes | Cabonne Council | Mr P Evans | OLG |
| Ms K Alberry | Cowra Shire Council | Mr S Harma | RDA CW |
| Mr S Loane | Forbes Shire Council | Mr A Albury | DPC |
| Mr G Wallace | Oberon Council | Ms J Bennett | Central NSW JO |
| Mr G Carroll | Weddin Shire Council | Ms K Barker | Central NSW JO |
| Mr G Rhodes | Central Tablelands Water | | |

1. Opening meeting 10.05am
2. Acknowledgement to Country by Chair
3. Welcome to Weddin – By Cr Liebich.
4. Apologies applications for a leave of absence by Joint Voting representatives

Cr S Ferguson, Mr D Sherley, Mr P Devery, Mr G Tory, Mr K Boyd, Mr D Waddell, Ms C Weston.

| | |
|--|----------------------------|
| Resolved | Cr R Kidd/Cr B West |
| That the apologies for the Central NSW Joint Organisation Board meeting 27 February 2020 listed above be accepted. | |

5. Confirmation of the Minutes of the Central NSW Joint Organisation meeting 27 November 2019 in Canberra

| | |
|---|-----------------------------|
| Resolved | Cr R Kidd/Cr K Keith |
| That the Central NSW Joint Organisation Board confirm the Minutes of the meeting 27 November 2019 held in Canberra. | |

6. Business Arising from the Minutes – Matters in Progress

| | |
|--|------------------------------|
| Resolved | Cr R Kidd/Cr B Bourke |
| That the Central NSW Joint Organisation Board note the Matters in Progress, making deletions as suggested. | |

10.22am - Cr P Miller and Mr S Loane arrived

7. Chairman's Minute

| | |
|---|---------------------------------|
| Resolved | Cr M Liebich/Cr B Bourke |
| That the Board adopt the Chairperson's Minute on the advocacy approach for 2020 and | |
| <ol style="list-style-type: none"> 1. Adopt the over focus for the years to align with the Federal vision to grow the agricultural sector to \$100bn by 2030; 2. Note that this includes two priority areas of activity – these being: <ol style="list-style-type: none"> 1. Watering the West <ol style="list-style-type: none"> i. leveraging raising the wall at Wyangala and ii. assuring urban water security in the CNSW region; and | |

2. Freight links
3. Adopt the priorities for inter-council cooperation as:
 1. Reporting value to members of the operational support program; and
 2. Supporting the sustainability of the broader JO network;
4. Adopt the priorities for regional prosperity as:
 1. Progressing support for the visitor economy; and
 2. Developing and monitoring the progress of the Regional Prosperity Subcommittee noting the agricultural focus;
5. Adopt the changes to the Board calendar as follows:
 1. 3 June Board meeting in Penrith and 4 June meeting with State representatives at Macquarie Street, Sydney including launch of the Central West NSW Food and Fibre Strategy;
 2. August Board meetings in Canberra at a venue TBA; and
 3. The November meeting be part of a Summit, again retaining the agricultural focus;
6. Encourage members to form or activate friendship agreements with Councils in Western Sydney; and
7. Seek feedback from members to inform policy with regard to a regional response to Climate Change.

8. Reports to Statement of Regional Strategic Priority

Priority One: Inter-council Co-operation

a. Procurement Report (Priority 1.1a)

| | |
|--|----------------------------|
| Resolved | Cr R Kidd/Cr K Boyd |
| That the Board note the Procurement Report and | |
| <ol style="list-style-type: none"> 1. approve the 12-month extension of the coldmix asphalt contract (S3_2018) with Boral Asphalt and Civil Independence until 31 May 2021; 2. approve the 12-month extension of the compliance training contract (WH51_2015) with Allens Training, ATAC, Mines Rescue and TAFE until 31 March 2021; 3. approve the 6-month extension of the Asset Management Maturity Audit contract with University of Technology, Sydney; and 4. approve a procurement process for the revaluation of water and sewer assets, including a 5% contract management fee payable to CNSWJO. | |

b. Administration Update (Priority 1.2)

| | |
|---|-----------------------------|
| Resolved | Cr K Keith/Cr B West |
| That the Board note the timeline for the implementation of the JO and adopt the logo. | |

c. Energy Programming Report (Priority 1.3)

| | |
|---|-----------------------------|
| Resolved | Cr R Kidd/Cr K Keith |
| That the Board note the Energy Programming Report and | |
| <ol style="list-style-type: none"> 1. note the progress of the Southern Lights rollouts in Bathurst and Orange; 2. note the cost savings to members of \$2.9m over 3 years achieved through the procurement process for the supply of electricity for large market and small market sites; and 3. GMAC give consideration to the renewable energy advice from Mr David West. | |

d. Report on JO Chairs Forum progress including feedback to the Minister on JO sustainability (Priority 1.4a)

| | |
|--|-----------------------------|
| Resolved | Cr R Kidd/Cr K Keith |
| That the Board note the feedback to the Minister for Local Government's Joint Organisation (JO) Advisory Committee (the Committee) and | |

1. Recognises the serious risk of JO network failure due to sustainability;
2. Endorses the advice provided to the Minister for Local Government's Advisory Committee;
3. Commends to the Chairs of JOs Forum that the focus of effort for JO sustainability be working, through the Minister's Office, with State agencies on a funding framework that offers value to both JO members and the State where the value to the State is recognised by remuneration;
4. Reiterates its position that JOs should not be a fourth tier of government;
5. Notes that taking on a compliance burden has significant risks to JOs and is not supported;
6. Adopt the definition of Financial Sustainability for Joint Organisations as "A Joint Organisation will be financially sustainable over the long term when it is able to generate sufficient funds and deliver on the Strategic Regional Priorities agreed with its members and stakeholders";
7. Approves an amendment to the JO Chairs' Forum's Terms of Reference to allow for the election of a Chair and Deputy Chair for a period of 12 months; and
8. Provides feedback regarding the above to the Chairs of Joint Organisation Forum.

Priority Three: Regional Transport and Infrastructure

e. Regional Transport Advocacy Policy, Prioritisation and Freight Links Mapping.

| Resolved | Cr K Keith/Cr B West |
|--|----------------------|
| That the Board note the Transport and Infrastructure Report and | |
| <ol style="list-style-type: none"> 1. commend to members they provide feedback on the Central West and Orana Future Transport Regional Plan (the Plan); 2. provide the feedback to the Plan as described in the report; 3. endorse the Lithgow to Katoomba Corridor submission; 4. invite the independent panel for Regional Road Transfer and NSW Road Classification Review to meet with the JO; 5. endorse the CNSWJO response to the Regional Road Transfer and NSW Road Classification Review Terms of Reference; 6. adopt the Terms of Reference for the Regional Strategic Transport Group; and 7. thank respective Ministers for their support for the \$2.5b upgrade to the Great Western Highway and prepare a media release. | |

Priority Four: Regional Water

f. Regional Water Report

| Resolved | Cr P Miller/Cr B Bourke |
|---|-------------------------|
| That the Board note the Regional Water Report and | |
| <ol style="list-style-type: none"> 1. Seek advice from DPIE Water on project status and what the issues are holding up emergency water projects; 2. Develop advocacy material identifying the problems and solutions in assuring urban water supply during the unprecedented drought; 3. Advocate to the Premier, Deputy Premier, Minister for Water and respective agencies providing advice on the challenges and solutions for this region in securing water; and 4. Note the Infrastructure Priority List 2020 and invite Infrastructure Australia to the June Board Meeting. | |

9. Report to the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2019/2020

| Resolved | Cr R Kidd/Cr M Liebich |
|--|------------------------|
| That the Board note the report to the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority and | |
| <ol style="list-style-type: none"> 1. thank the Minister for Local Government regarding the \$150K funding for CNSWJO; 2. adopt the Equal Opportunity Management Plan; 3. note the changes to the Risk Management Plan reflecting the ongoing challenges for Joint Organisations given the increased regulatory burden and resourcing implications; and | |

- | |
|--|
| 4. approve the Alliance between SafeWork NSW and the Central NSW Joint Organisation WHS Group for 2020 – 2022. |
|--|

10. Financial Report

| | |
|---|------------------------------|
| Resolved | Cr B Bourke/Cr B West |
| That the Board note the Financial Report. | |

12.00pm - Mr G Rhodes and Mr B Byrnes left the meeting.

11. Matters raised by members – Blayney Demondrille Line

| | |
|---|-------------------------------|
| Resolved | Cr B West/Cr M Liebich |
| That the Board seek advice as to when the report on the Blayney to Demondrille line will be released. | |

The matter raised by Forbes on the Murray Darling Irrigation Desalination Proposal was moved to Confidential report

12.09pm

| | |
|--|------------------------------|
| Resolved | Cr R Kidd/Cr B Bourke |
| That the meeting close to the public for confidential matters. | |

12. Confidential Report

- **Energy Savings Certificates for Streetlighting**

| | |
|--|------------------------------|
| Resolved | Cr R Kidd/Cr P Miller |
| That the Board note the confidential report on energy savings certificates for streetlighting and recommend that councils individually write to Essential Energy and National Carbon Bank of Australia (NCBA) and request that the ESCs for street lighting be created through the Essential Energy agreement. | |

12.11pm

| | |
|--------------------------------------|--------------------------------|
| Resolved | Cr P Miller/Cr B Bourke |
| That the meeting open to the public. | |

- **Murray Darling Irrigation Desalination Proposal**

| | |
|--|------------------------------|
| Resolved | Cr P Miller/Cr R Kidd |
| That the Board Note the advice from Forbes and include the option of linking desalinated water into considerations of priority for future water security for the region. | |

13. Late reports – Nil

14. Speakers to the next meeting

- Penrith City Council
- Various Ministers
- Infrastructure Australia, Infrastructure Priority List 2020

15. The next meeting dates are Wednesday 3 June in Penrith and Thursday 4 June in Sydney.

16. Conclusion of the meeting - Meeting closed at 12.11pm

Page 4 is the last page of the Central NSW Joint Organisation meeting 27 February 2020

02) 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 evolving 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.

CTW has implemented pandemic plans across our operations, to provide CTW with the best opportunity to manage any issues that may arise. As such, the following preventative measures have been implemented with immediate effect:

- Closure of front administration office to the public from 30 March to avoid face-to-face customer service interaction;
- Customers have been requested to pay their water accounts online by Bpay, Post Bill Pay or bank transfer where possible;
- Customers are requested to contact CTW on 02 6391 7200 with any enquiries or water emergencies;
- Some indoor staff have been working from home at various times when practical;
- Operational staff are rotating via depots, utilising separate transport, wearing personal protective equipment (gloves, masks), reviewing safe work method statements;
- Suspension of meter reading for final quarter of FY19/20 to protect staff and the community;
- NSW Health recommendations for preventing COVID-19 transmission which includes social distancing, washing hands, coughing and sneezing into elbows and staying home if unwell;
- Participation in the Central NSWJO COVID-19 Business Action Plan, and
- Utilisation of video conferencing platforms where possible and practical.

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 during these extraordinary times.

As the impacts of the Coronavirus continue to hit our economy, CTW has also implemented mechanisms to support small business suppliers with our commitment to pay small businesses within 14 days.

Regular updates will continue to be posted on CTW's Facebook page <https://www.facebook.com/CentralTablelandsWater/> and website www.ctw.nsw.gov.au in response to the changing environment of the COVID-19 Coronavirus pandemic.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

03) CARAGABAL WATER SUPPLY FEASIBILITY STUDY PROJECT UPDATE (WS.SP.4)

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 note the actions taken in respect of this project as outlined in the report.

REPORT

As Councillors are aware, Council received funding confirmation on 7 January 2020 from the NSW Minister for Water, Property and Housing, the Hon Melinda Pavey MP of \$100,000 to undertake a feasibility study to secure a reliable and secure water supply for the Caragabal community and district.

Due to the prolonged drought and the past water supply issues experienced at Caragabal, CTW as the water supply authority for the Weddin LGA, have been advocating for government funding for quite some time to undertake a feasibility study to potentially provide a reliable potable water supply to the village of Caragabal.

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

The feasibility study will focus on defining the technical, economic, social and environmental feasibility of providing a potable water supply to the village of Caragabal.

Prior to the restrictions of the COVID-19 Coronavirus pandemic coming into effect during March, the following feasibility study elements had been undertaken;

- Background data and site inspection;
- Stakeholder/Community engagement, and
- Assessment of water supply options and preliminary options assessment.

Unfortunately the community engagement meeting scheduled for 19 March to present the potential water supply options and survey the community regarding their willingness to pay for a water supply was cancelled due to the COVID-19 restrictions.

Senior Management are working with the project consultant and the Caragabal community representatives regarding potential community engagement options to progress the study during these extraordinary times.

BUDGET IMPLICATIONS

\$100,000 grant funding FY2019/20

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

04) LAKE ROWLANDS AUGMENTATION PROJECT UPDATE (WS.SP.4)

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 note the progress made in respect of the Lake Rowlands Augmentation project.

REPORT

As reported at the past two Council meetings, the NSW Government has committed \$1 million of funding for the completion of a feasibility study for the Lake Rowlands dam extension as part of its emergency response to the drought in regional NSW.

The augmentation of Lake Rowlands as originally presented to both Federal and NSW governments by CTW was a three stage concept. Stage 1 involved raising the height of the existing dam wall. This would shore up the water security needs of CTW's existing consumers now and well into the future.

The second stage was support for a pipeline linking Lake Rowlands to Carcoar Dam of which a final business case is currently underway by WaterNSW. The final stage and longer term regional project was a new dam 2.5 kilometres further downstream increasing the capacity of Lake Rowlands to in excess of 26 gigalitres.

The grant funding received by the NSW government for the Lake Rowlands augmentation is conditional on a two staged approach. These stages are as follows:

- Stage 1 – Feasibility Study investigation of 4 options
 - Option 1 – raising the existing dam wall by 2.2m (8GL);
 - Option 2 – raising the existing dam wall by approximately 5m (Ultimate Design Height 10.5GL);
 - Option 3 – construction of a new dam 2.5km downstream of existing wall (15GL), and
 - Option 4 – construction of a new dam 2.5km downstream of existing wall (26GL).
- Stage 2 – Additional agreed planning works resulting from Feasibility Study
 - Undertake detailed concept design of preferred option;
 - Review of Environmental Factors (REF), and
 - Completion of final business case that includes a benefit cost analysis.

The timetable for this project aligns with the final business case currently being undertaken by WaterNSW linking Lake Rowlands with Carcoar Dam. By combining these vital water security projects during the assessment and final business case stage, it will enable the maximisation of benefits to be realised whilst improving water security for the region. Stakeholder and community engagement for the Lake Rowlands Augmentation project has commenced through the Lake Rowlands to

Carcoar Dam project. CTW will continue with stakeholder and community engagements as both projects progress.

The funding deed for the Augmentation of Lake Rowlands project was executed by DPIE Water and CTW on 20 April 2020. The following works have commenced for this important drought water security project:

- Business Case Development (both strategic and detailed), and
- Secure yield studies for the 4 options

The Stage 1 project milestone is on schedule to be delivered by mid-June 2020.

BUDGET IMPLICATIONS

\$1million grant funding FY2019/20.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

05) 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.

RECOMMENDATION:

That Council adhere to its Water Restrictions Policy and ensure preparedness to implement applicable level water restrictions if and when policy triggers are reached, or if the Bureau of Meteorology rainfall forecasts change significantly.

REPORT

As a result of Lake Rowlands declining rapidly over Summer and early Autumn, Level 5 water restrictions were implemented on 5 April 2020 for the entire CTW supply network as Lake Rowlands had reached the Level 5 trigger point of 35%.

Up until last week (28/4/20) Lake Rowlands was continuing to decline and was sitting at 33.4% of capacity. However, as a result of some much welcomed steady rain of approximately 100mm in the catchment from 29 April to 2 May, the level of Lake Rowlands increased by 6% and is currently holding steady at 39.5%.

This inflow has temporarily assisted in meeting the challenges this unprecedented drought continues to impose on CTW as a water supply authority.

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 the upcoming cooler periods as much as possible prior to Spring and Summer.

The Bureau of Meteorology (BOM) climate outlook for the period June to August 2020 (as at 8/5/20) have forecasted the following rainfall in the Neville area:

| Rainfall (mm) | Chance (%) |
|----------------------|-------------------|
| 100 | 100 |
| 150 | 98 |
| 200 | 94 |
| 250 | 80 |
| 300 | 60 |

Based on the current level of Lake Rowlands and the forecasted rainfall listed above in the Neville area, it is recommended at this stage that Council adheres to its current Water Restrictions policy and ensure preparedness to implement applicable water

restrictions, if and when policy triggers are reached or BOM rainfall forecasts change significantly.

The SMT and Managers will continue to closely monitor the level of Lake Rowlands and future BOM rainfall forecasts.

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

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

06) DRAFT CONCEALED LEAKS POLICY (CR.EQ.1)

Author: General Manager

IP&R Link: Strategic Priority 2 – An efficient, sustainable and customer focussed organisation – 2.1 Customer service – 2.5 – Efficient business operations.

RECOMMENDATION:

That Council adopt the draft Concealed Leaks Policy.

REPORT

At the meeting held on 12 February 2020, Council resolved as follows:

“That Council endorse the draft Concealed Leaks Policy including amendments and place on public exhibition for a period of 28 days”.

The amendments were made to the draft policy as requested. It was then placed on public exhibition for a period of 28 days from Friday 20 March to Friday 17 April, 2020.

Public notices were placed in all the local papers throughout the Council supply area as well as on the Council’s website and Facebook page.

No submissions were received by Council in relation to the draft policy.

The draft Concealed Leaks policy is now recommended for adoption by Council.

BUDGET IMPLICATIONS

The budget implications are not known as it is contingent upon the level of future applications and their assessment against the new policy criteria.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Draft Concealed Leaks Policy

9 pages



Draft

Concealed Leaks Policy

DOCUMENT CONTROL

| Document Title | | Concealed Leaks Policy | | | |
|---------------------|------|---|--------|------------------|--------------------------|
| Policy Number | | CTW-PR044 | | | |
| Responsible Officer | | Director Finance and Corporate Services | | | |
| Reviewed by | | | | | |
| Date Adopted | | May 2020 | | | |
| Adopted by | | Council | | | |
| Review Due Date | | June 2024 | | | |
| Revision Number | | | | | |
| Previous Versions | Date | Description of Amendments | Author | Review/ Sign Off | Minute No: (if relevant) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Purpose

The purpose of this Policy is to outline how Central Tablelands Water (CTW) will apply water account adjustments in relation to higher than usual water consumption caused by undetected water leakages.

Policy Statement

Council provides potable water to the boundary of a property; water that has subsequently passed through a meter service connection becomes the responsibility of that property owner. This policy is not intended to provide full compensation to customers for water charges as a consequence of an undetected water leak on their property. As an act of good faith and the interest of good public relations, CTW provides a means by which an adjustment to their water account can be obtained, subject to the provisions of this policy being met.

Customers should not rely on CTW to notify of water leaks, but should monitor their water consumption using their water meter.

Policy Objectives

The property owner (as listed on the water account) is responsible for the reticulation, use and payment of all water which passes through their water meter. The property owner, whether residential or non-residential, is responsible for the maintenance and repair of their internal plumbing.

If a property is rented, it is the owner's responsibility to make an application under the policy, not the tenant. Any payment arrangements between the tenant and owner in respect of water charges has no bearing upon the assessment of the application. Failure by the tenant to notify the owner of a concealed leak is a matter between the owner and the tenant.

CTW has no obligation to grant an allowance on water accounts affected by leaks in private plumbing. It will only consider, at its absolute discretion, applications for water account adjustments due to undetected water leakage which are made in writing.

The Director of Finance and Corporate Services is responsible for the administration of this policy. The General Manager will ultimately determine and approve all allowances relating to applications for adjustments up to 1,000 kilolitres (kL). Any adjustments over 1,000 kL will be directed to Council for approval. The General Manager will determine and approve all allowances relating to applications from CTW staff and councillors in accordance with the eligibility criteria of this policy.

Policy Scope

CTW will apply an adjustment to the customer's water account in accordance with the criteria and rules set out in this policy and related documentation.

This policy applies to customers as per Appendix A where a concealed leak has occurred on the property, resulting in excessive water use.

This policy applies to concealed leaks only and does not apply to water loss from:

- Leaking taps, toilet cisterns, hot water systems or other water appliances;
- Faulty plumbing or human error resulting in the filling of a rainwater tank;
- Property sprinkler or other irrigation systems; or
- Swimming pools, spas, ponds and other outdoor water features, or their related fittings.

Unless expressly stated otherwise in the eligibility criteria outlined in this policy, any customer seeking an adjustment to a water account must apply in writing to CTW and must be the water account holder for that property.

Should an application for relief under the concealed leaks policy be unsuccessful, Council will consider requests for a payment arrangement including extended time for payment or waiving interest charges.

All approved adjustments will be applied to the water account for the property where the concealed leak occurred; monetary refunds will not be issued.

Eligibility Criteria

In the case of a water leak on the property, a customer will be eligible for an adjustment to their water account charges if they meet all of the following criteria:

1. The leak was concealed as per definition and applicability criteria above;
2. The customer took action to permanently repair the leak within 7 calendar days of becoming made aware of the leak.
3. The CTW account holder completes the Concealed Water Leakage Allowance Application form (Annex B) and submits this together with a licenced plumber's invoice to support the application. It should be noted that all pipe work repair, in accordance with the *Plumbing and Drainage Act 2002* and related plumbing standard AS/NZS 3500, should be completed by a licenced plumber. Where the customer completes the repair, they should arrange for a licenced plumber to check the repair to ensure compliance with relevant legislation and plumbing standards.
4. Applications will not be considered in respect of any property that has been vacant for more than 6 months.
5. Any applications where the leak occurred more than 30 days prior to the application will not be considered.
6. If an account is in arrears for over 6 months, without an approved payment arrangement in place, no relief is available under this policy.
7. Non-residential connections and government agencies are not eligible for relief under this policy.

Where the leak has occurred within a community title scheme (CTS) the application for an adjustment must be submitted as follows:

- Where the CTS is individually sub-metered and the sub-meters have been approved to be read and billed by CTW, and the leak occurred on private property, i.e. the leak

consumption registered on the individual sub-meter, the property owner must submit the required documentation.

- Where the CTS is individually sub-metered, and the sub-meters have been approved to be read and billed by CTW, and the leak occurred on common land, the body corporate must submit the required documentation.
- Where the CTS is not individually sub-metered, or the sub-meters have not been approved to be read and billed by CTW, the body corporate acting on behalf of all property owners must submit the required documentation.

The rebate amount will be provided as per Appendix A, the amount rebated will also be determined by the policy in place at the date of rebate application.

Appendix A details the maximum period/s for when an account can be adjusted and the period/s should include the period in which the leak was repaired and if the leak was not repaired within 7 calendar days, then the period in which the customer was notified of a potential water leak or high water consumption.

Not-for-profit Organisations and Associations

Where the leak occurred on not-for-profit property, the application must be made by the appropriate administrator for that not-for-profit organisation or association.

Not-for-profit organisations or associations may be requested to provide evidence of a not-for-profit status with a rebate application. Approval for a rebate is at the discretion of the General Manager and will be reviewed on a case-by-case basis.

It is important to note that only residential connections operated by a Not for Profit Organisation are eligible for relief under this policy.

Roles and Responsibilities

The General Manager and Director of Finance and Corporate Services are responsible for ensuring the implementation of this Policy.

Annex A – Concealed Leak Rebate

| Customer Type | CTW water usage rebate % offered above average* | Maximum period for which a rebate can be applied | Frequency at which rebate can be applied for by property owner/s at the subject property for the water usage component of the rebate |
|------------------------------|---|--|--|
| Residential properties only^ | 50% | Two billing quarters | Once |

^ Residential properties include rural residential connections but not rural connections.

* 50% of the difference between the average 3 corresponding periods and the actual water used. Where prior period usage data is not available for 3 previous corresponding periods then the most recent available usage data will be used.

The average daily consumption for approved dialysis and medical customers shall include annual allowances as per CTW policy.

Annex B – Concealed Leak Allowance Application**Concealed water leakage allowance application****Owner Details:**

| | |
|---------------------------------|-------|
| Owners Surname/s: | |
| Owners full Given Names: | |
| Phone Number - Business Hours: | Home: |

Property Details:

| |
|--------------------------|
| Customer Account Number: |
| Property Address: |

Leakage Details:

| | |
|--|--|
| Where did the leak occur? (provide an explanation; underground, was it visible?) | |
| What caused the leakage? (corrosion, faulty installation, tree roots etc.) | |
| Date leakage detected: | |
| How was the leakage detected? (notified by CTW, found it when driving past etc.) | |
| Please attach any further information that will assist us with the application (application for hardship etc.) | |
| Information Attached? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you applied for a leakage allowance previously? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Repair Details:

| | |
|---|--|
| Date repaired: | |
| Did a licensed plumber repair the leak? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If yes, please attach a copy of the plumbers invoice, along with an explanation from the plumber regarding the concealed leakage and return with your application

Declaration

By signing this application, I declare that the information is true and correct. I confirm that I have read the criteria for applying for a concealed leakage concession.

Signature:

Date:

Criteria for Financial Relief Due to Concealed Water Leaks

1. CTW has no obligation to adjust water accounts affected by leakage in private plumbing. It will consider applications for water leakage allowances due to undetected water leaks in the following circumstances:
 - i. The undetected water leak was in a location that was not readily visible or apparent (e.g. below ground, under a concrete slab, in a wall cavity etc.)
 - ii. The undetected leak was repaired by a licenced plumber in a timely and effective manner to minimise water loss. Repairs must be completed within 7 days of a water account being issued or the customer becoming aware of a possible leak via notification by CTW or otherwise.

A customer is deemed to be notified by CTW of a possible water leak:

 - On the day a customer receives a "Higher Than Normal Usage" card via mail or similar notification by a CTW representative
 - On the day a CTW staff member telephones the property owner (or managing agent).
2. This policy applies to concealed leaks only and does not apply to water loss from:
 - Leaking taps, toilet cisterns, hot water systems or other water appliances;
 - Faulty plumbing or human error resulting in the filling of a rainwater tank;
 - Property sprinkler or other irrigation systems; or
 - Swimming pools, spas, ponds and other outdoor water features, or their related fittings.
3. All requests for undetected water leakage allowance must be in writing and provide the following information:
 - i. A statement from the property owner clearly outlining:
 - the date and circumstances leading to the leak being detected;
 - the date the leakage was repaired by a licenced plumber;
 - the cause of the leakage;
 - the reason why the leakage was not readily visible or apparent; and
 - ii. A statement signed by the licenced plumber who repaired the leak, clearly explaining why the leak was undetected by the customer and certifying that the repairs comply with AS/NZS 3500
4. An application for undetected water leakage allowance may be declined if it is found that:
 - i. the customer failed or neglected any visible or obvious defects in their private water service;
 - ii. the customer ignored or failed to investigate any visible signs of leakage including soaking or dampness in walls, consistently wet grass or damp patches in lawns or running toilets;

- iii. the customer failed to repair and or renew the faulty pipework, fittings and fixtures for which they are responsible;
 - iv. any documentation or statements received are found to be misleading or false;
 - v. the undetected leakage was caused by wilful, accidental or negligent damage to the customers internal plumbing
5. If an application for water leakage allowance is not approved, the customer will be advised in writing and granted a further 28 days from the date of the advice to either pay the account in full or enter into a suitable payment arrangement.
 6. If an application for a leakage allowance is approved, the customer will be advised in writing that payment of the adjusted account will be due 28 days from the date of the advice.
 7. A water leakage allowance will be granted on a "one off" basis. However, the allowance can be applied over two consecutive billing periods where there is evidence that the leak may have affected the consumption charges over more than one billing cycle. Requests for reduction in water charges for subsequent water leaks will not be considered.
 8. Where a leakage allowance is granted, the following will apply:
 - i. the water account for the period will be adjusted based on the average consumption for the period that the undetected leakage occurred
 - ii. the average consumption will be calculated by averaging three (3) previous corresponding billing periods (i.e. if the water account in question was issued in May, the three (3) previous corresponding May water accounts will be averaged)
 - iii. the leakage allowance is applied to the billing period/s in which the undetected leakage occurred up to a maximum of two (2) consecutive billing periods.

Office Use Only**Date received -**

| | | | | |
|--------------------|--|-------------------------------|------------------------------|-----------------------------|
| Account Number: | | Letter received from Plumber: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Pensioner: | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Approved: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Signed General Manager: | | |
| Total Credit: | | Journal Number: | | |
| Customer Notified: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Date Journal Processed: | | |

07) 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 February 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 February 2020.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Council Resolutions Update table 6 Pages

COUNCIL RESOLUTIONS UPDATE

| Council Resolutions Update – Meeting held 13 May 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 & 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 & 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> |

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| | | | | | <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> |
| 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 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>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 & 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> |

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| | | | | | <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 & 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 & Executive Officer.</p> <p>7/5/20 – Action plan being developed in association with a Community Engagement Strategy.</p> |
| 19/072 | 19/6/19 | Boundary Adjustment at Carcoar Water Filtration Plant | DOTS | <p>That Council:</p> <ol style="list-style-type: none"> 1. Delegate to the General Manager under Section 377 (h) of the Local | <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> |

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| | | | | <p>Government Act 1993 to purchase the land at the Carcoar Water Filtration Plant at Felltimber Road, and</p> <p>2. Upon acquisition of the land classify it as operational.</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> |
| 19/080 | 14/8/19 | Financial Matters | DFCS | <p>2. A report on possible amendments to the investment policy be presented at a future Council meeting.</p> | <p>4/10/19 – DFCS to provide a report at the December 2019 Council meeting.</p> <p>5/12/19 – Investment policy is being reviewed and updated by SMT for presentation of draft at February 2020 Council meeting.</p> <p>12/2/20 – Investment Policy adopted by Council at its February 2020 meeting.</p> <p>Action completed.</p> |
| 19/114 | 11/12/19 | Notices of Motion | SMT | <p>That CTW's Senior Management Team investigates the process, costs and foreseeable impacts to include the sale of non-potable water under CTW's water access licence, and report the findings to Council</p> | <p>11/2/20 – Advised by WaterNSW that NRAR are responsible for water access licence conditions of use.</p> <p>13/2/20 – NRAR advised that unless it is stated otherwise in our water access licence conditions, non-potable water can be supplied/utilised. There is also</p> |

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| | | | | | access licence exemptions provided under Schedule 4 of the Water Management Act for the use of water for drought relief purposes. Action completed. |
| 20/003 | 12/2/20 | Caragabal Water Supply Feasibility Study Project | | 2. Write a letter of thanks to Minister Pavey and the Member for Cootamundra for the recent NSW Government funding confirmation to proceed with a feasibility study for a reliable water supply for the Caragabal community and district. | 6/3/20 – Letter of thanks written and sent to Minister Pavey and the Member for Cootamundra. Action completed. |
| 20/015 | 12/2/20 | Water Security – Regional approach to support neighbouring councils | GM | <ol style="list-style-type: none"> 1. Consider the issue of adopting a collaborative approach to the supply of water between networks connected to the CTW supply system at the upcoming drought management workshop in March 2020, and 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>18/2/20 – GM & DOTS convened a meeting with representatives from OCC and Cabonne Council to discuss a proposed agreement to supply water under emergency circumstances via the 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 & DOTS attendance at OCC, Cabonne & 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> |

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| | | | | | <p>24/3/20 – Solicitor engaged to review the draft OCC and CTW Water Supply Agreement.</p> <p>26/3/20– GM & DOTS attendance at OCC, Cabonne & 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 & DOTS attendance at OCC, Cabonne & CTW Town Water Steering Committee meeting chaired by James McTavish (NSW Town Water Supply Coordinator).</p> <p>8/5/20 – Solicitor engaged to review and update Bulk Water Supply Agreement between Cowra and CTW.</p> |
|--|--|--|--|--|--|

08) 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

RECOMMENDATION:

That the information in relation to Council's investments as at 30 April 2020 be noted.

REPORT

Cash and Investments

The investment summary below represents Council's total investments as at 30 April, 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 |
|---------------------------------|------------------------|------------------|----------------|-------|------------------|-------------------|
| Short Term Deposits | \$ 5,200,000.00 | | | | | 83.45% |
| Macquarie Bank - RIM Securities | 600,000 | A | 185 | 1.70% | 19/10/20 | 9.63% |
| Reliance Bank | 500,000 | Unrated | 182 | 1.55% | 7/08/20 | 8.02% |
| AMP - Curve Securities | 500,000 | A | 183 | 1.85% | 27/08/20 | 8.02% |
| Reliance Bank | 500,000 | Unrated | 214 | 1.75% | 5/05/20 | 8.02% |
| Macquarie Bank - RIM Securities | 500,000 | A | 276 | 1.70% | 15/01/21 | 8.02% |
| ME Bank - Curve Securites | 500,000 | BBB+ | 185 | 1.73% | 24/09/20 | 8.02% |
| AMP - Curve Securities | 500,000 | A | 189 | 1.75% | 8/05/20 | 8.02% |
| BankVic - Curve Securities | 500,000 | BBB+ | 183 | 1.60% | 30/07/20 | 8.02% |
| NAB - Curve Securities | 600,000 | AA- | 183 | 1.58% | 7/07/20 | 9.63% |
| MyState - Curve Securites | 500,000 | BAA1 | 182 | 1.70% | 11/09/20 | 8.02% |

| | | | | | | |
|--|------------------------|---------|---------|-------|-----|---------------|
| At Call Deposits | \$ 1,031,555.58 | | | | | 16.55% |
| Commonwealth Bank - General Account | \$ 427,313.39 | AA- | At Call | 0.10% | N/A | |
| Commonwealth Bank - BOS Account | \$ 604,185.37 | AA- | At Call | 0.25% | N/A | |
| Reliance Credit Union - Cheque Account | \$ 56.82 | Unrated | At Call | 0.00% | N/A | |

Total Value of Investment Funds **\$ 6,231,555.58** **100%**

Average Rate on Term Deposits
90 Day BBSW for April 2020 0.0983%
Average Rate on Term Deposits 1.6910%
Margin over 90 day BBSW 1.5927%

Average Term - Short Term Deposits (days) 196

| Portfolio by Credit Rating | Amount \$ | % |
|-----------------------------------|------------------------|----------------|
| AA- | \$ 1,631,498.76 | 26.18% |
| A | \$ 2,100,000.00 | 33.70% |
| BBB+ | \$ 1,000,000.00 | 16.05% |
| BAA1 | \$ 500,000.00 | 8.02% |
| Unrated | \$ 1,000,056.82 | 16.05% |
| Total | \$ 6,231,555.58 | 100.00% |

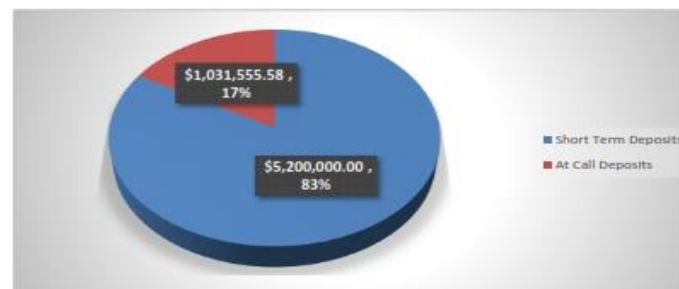
BANK RECONCILIATION

| | |
|--|----------------------|
| Balance as per Bank Statement | \$ 424,066.13 |
| Less: Direct credit 28.03.30 - unknown payee not receipted | -\$ 267.70 |
| Add: Visa Card refund not processed by bank | \$ 255.31 |
| Add: Visa Card purchases processed in May | \$ 3,259.65 |
| Balance as per Cash Book | \$ 427,313.39 |

GENERAL FUND

| | |
|-----------------------|-----------------|
| (a) Cash Book Balance | \$ 1,031,555.58 |
| (b) Bank Balance | \$ 1,031,555.58 |

| | |
|----------------------------|------------------------|
| Short Term Deposits | \$ 5,200,000.00 |
| At Call Deposits | \$ 1,031,555.58 |



Investment Commentary

The investment and economic indicators have changed significantly due to the health restrictions implemented in response to the COVID-19 pandemic.

In response to the economic impacts of the pandemic, the Reserve Bank of Australia (RBA) at an emergency meeting held on 19 March 2020, decided to cut the official cash rate to 0.25%. At that meeting, the RBA signalled that the target 3 year bond rate was 0.25%. This implies that the RBA expects rates to remain very low for at least a 3 year period.

The restriction measures announced in response to the pandemic have resulted in the economy entering into a recession for the first time in 28 years. Unemployment has risen dramatically and is expected to exceed 10%, inflation is anticipated to be very low (possibly negative) in the June Quarter due primarily to a crash in oil prices due to reduced demand.

The Federal Government announced a series of economic fiscal measures to minimise the impact of the economic downturn particularly measures to reduce the growing level of unemployment. State Governments have also put in place measures to reduce the economic impact of the health restrictions. This has included payroll and stamp duty relief measures including a stimulus package to assist local Councils.

As a result of the level of the economic downturn, it is likely that interest rates on term deposits will continue to fall over the course of the next 12 months. Estimates of rates of around 0.75% to 1.00% above the cash rate have been made by some industry specialists. This would align to term deposit rates of around 1.00% to 1.25%.

Council has been able to take advantage of some good rates that have been on offer during the recent couple of months, however, rollover rates offered have been generally around 0.10% to 0.35% less than the maturing deposit.

Australia's financial institutions are financially sound due to the strengthening of the prudential requirements during the Global Financial Crisis and are well placed to survive during the current economic downturn caused by the pandemic.

Council will continue to explore the best opportunities in the current tough market conditions to ensure that capital is preserved and the best return is achieved even at these very low interest rate levels.

BUDGET IMPLICATIONS

Whilst interest rates remain at lower levels than what was budgeted, this has been offset by higher average funds invested. Based on interest earned year to date, it is anticipated that the actual interest earned for 19/20 may come in slightly under budget. This will be reviewed further when the March 2020 Quarterly Budget Review (QBRs) is presented to 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 also keeping a watch on credit rating reviews being conducted on Financial Institutions where investments are placed by Council. As the counterparty limits are set within the adopted investment policy based on credit ratings, changes may need to be made as soon as practicable if rating downgrades occur.

Council will also need to monitor the impact on cash flows of the economic downturn caused by the pandemic. At a time when funding is being required for emergency drought water supply measures, any reduction in cash flows may necessitate a deferral of capital projects or measures to reduce operational expenditure in the near term.

ATTACHMENTS

Nil

09) 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.

RECOMMENDATION:

That Council note the Audit, Risk and Improvement Committee meeting minutes dated 21 November, 2019.

REPORT

The adopted minutes of the Internal Audit, Risk and Improvement Committee (ARIC) Meeting held on 21 November, 2019 are attached for Councils information.

There was a further Committee Meeting on 4 March, 2020 however those minutes are yet to be adopted by the Committee. They will be presented to Council after adoption.

As outlined in the minutes of the 21 November, 2019 meeting indicate the following matters were considered:

- 2018-19 Financial Statements
- Proposed Risk Management and Internal Audit Framework
- Update on Internal Program
- Business Continuity Plan – Statewide Review

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

Wednesday 3 June, 2020

Wednesday 2 September, 2020

Thursday 18 November, 2020

The form of these meetings will determined in response to the COVID 19 health restrictions in place at the meeting date.

BUDGET IMPLICATIONS

Council has a 2019/20 adopted 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 Cyber Security consultants.

POLICY IMPLICATIONS

The Office of Local Government have 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.

ATTACHMENTS

Minutes of Audit Committee Meeting 21 November 2019

Minutes of the Audit, Risk and Improvement Committee Meeting of Central Tablelands Water held at Blayney Community Centre on Thursday 21 November 2019 commencing at 11.17am

| | |
|------------------------------------|--|
| PRESENT: 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 John O'Malley of Intentus. It was noted that Mr O'Malley could ring in to the meeting if required.

Moved: Cllr Somerville Seconded: Donna Rygate

Resolved: That the apology from Karen Taylor and John O'Malley be accepted.

4. Confirmation of Minutes of Audit, Risk and Improvement Committee – 1 August 2019

Moved: Cllr Somerville Seconded: Donna Rygate

Resolved: That the minutes of the meeting of 1 August 2019 be adopted.

5. Matters Arising from the Previous Meeting Minutes

There were no matters arising from the previous meeting minutes,

6. Major Developments Since the Previous Meeting

Moved: Donna Rygate Seconded: Cllr Somerville

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

This is Page No. 1 of the Minutes of the Central Tablelands Water Audit Risk and Improvement Committee Meeting held 21 November 2019.

7. Financial Statements 2018-19

7.1 Review of 2018-19 Financial Statements

Moved: Cllr Somervaille Seconded: Donna Rygate

1. Resolved: That the Committee receive and note the 2018-19 Financial Statements were completed within the required timeframes with unqualified reports received.
2. Resolved: That the impact of increased depreciation on the operating result arising from asset renewals be noted and further that management look at strategies to address the problem in the future.

7.2 Audit Office Conduct of Audit Report and Closing Engagement Report

Moved: Donna Rygate Seconded: Cllr Somervaille

Resolved: The Committee requested the Closing Engagement Report be circulated out of session when it is made available.

8. Office of Local Government – Proposed Risk Management and Internal Audit Framework

Moved: Donna Rygate Seconded: Cllr Somervaille

Resolved: That the contents of the proposed Risk Management and Internal Audit Framework be received and noted. Committee members undertook to provide some input to Council to assist with the preparation of a submission to the Office of Local Government.

9. Business Continuity Plan Update – Statewide Review

Moved: Cllr Somervaille Seconded: Donna Rygate

Resolved: That the Committee receive and note the report outlining progress on the BCP following the recent review by Statewide.

10. Internal Audit Program

10.1 2019 State Cover WHS Self Audit – Status Report on Actions

Moved: Donna Rygate Seconded: Cllr Somervaille

Resolved: That the Committee note the revised action plan following the 2019 audit by StateCover and requested Council to revise the format of the report to highlight and develop specific actions to be taken to address the areas of improvement recommended in the report.

This is Page No. 2 of the Minutes of the Central Tablelands Water Audit Risk and Improvement Committee Meeting held 21 November 2019.

10.2 Cyber Security Audit - Update

Moved: Cllr Somerville Seconded: Donna Rygate

Resolved: That the Committee receive and note the scope of the review and request that the final report be circulated out of session when available.

11. Proposed Meeting Dates for 2020

The following meeting dates for 2020 were proposed subject to being agreed by all three Councils:

Wednesday, 4 March 2020
Wednesday, 3 June 2020
Wednesday, 2 September 2020
Wednesday, 18 November 2020

12. Any other business

There was no other business.

13. Next meeting

The next meeting will be held at Blayney on 4 March 2020.

There being no further business, the Chairperson declared the meeting closed at 1.00 pm.

10) WATER BILLING PROCEDURE – CYCLE 4 – JUNE QUARTER 2020 (WS.SC.1)

Author: Director Finance and Corporate Services

IP&R Link: Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.2.1 Fees and charges are collected

RECOMMENDATION:

That Council note the revised water billing procedures for the June Quarter, 2020.

REPORT

The purpose of this report is to outline to Council the changed procedures in respect of the June Quarter, 2020 (cycle 4) water billing procedures.

Council raises over 90% of its revenue from water sales and annual charges. Council's water billing relies upon the critical quarterly water meeting reading process. Water meter reading is an essential and critical part of Council's operations that provides a means for Council to maintain financial sustainability and its autonomy. Water meter reading provides Council with:

- The means in which to charge consumers for water used during the billing period.
- The opportunity for inspection of water meters so that any damage or changes in condition can be assessed.
- The opportunity to identify dead meters and arrange for replacement.
- The opportunity to advise consumers if the meter read indicates high or unusual usage that may indicate a problem with internal plumbing or leakages.
- The information regarding consumption that is required by some constituent councils to enable them to prepare quarterly billing for non-residential sewer and trade waste charges.
- The provision of an audit trail of water consumed so that accounts raised can be verified against revenue received.
- Reliable data regarding water sales that can be used for water performance reporting and information provision to all government agencies.
- Information regarding the pattern of water use to assist with the assessment of infrastructure requirements.

On the 16 April, 2020, a decision was made, that in response to concerns raised regarding the health and safety of employees and the community due to COVID 19, the water meter reading process across the network was suspended.

This meant that for the first time, Council was going to rely on estimates to undertake its billing process. This created a huge logistical challenge particularly for Council's finance and revenue staff as to how to best address and undertake the billing process.

After a number of meetings and detailed consideration it was agreed to approach the task the following way:

1. An average consumption estimate was based on the previous 3 corresponding billing cycles in 2017, 2018 and 2019. This was averaged over the aggregate number of consumption days over those periods. This average daily consumption was then multiplied by the notional read period to get an average consumption.
2. A reduction factor was to be applied to the estimate calculated so as to recognise the changing restriction levels during the period. This factor was calculated based upon pattern of consumption in the first billing cycles for the previous 3 years. The reduction factor was increased by a further 0.5% to take into account the wetter weather pattern in Cycle 3 of 2020. The overall reduction factor applied was 3%.
3. Our Corporate Accounting System provider was requested to provide a report containing the cycle 4 consumption for the previous 3 years including walk numbers, account numbers and previous read dates. This report came back in spreadsheet form containing around 18000 rows and around 10 columns of data.
4. Council currently has around 5,902 connections. Council was able to obtain actual reads ("true reads") for 268 connections. That left around 5,634 to be estimated manually.
5. The 268 true reads consisted of the Blayney non-residential connections, the smart meters around Trajere and 26 self reads that were provided by consumers.
6. Generally, a quarterly meter read involves the application of 15 to 20 estimated reads due to the inability to gain access to a meter. This estimate process involved 5,634 meters around 280 times the usual number.
7. A notional read date of 91 days from the previous read was used as the estimated reading date. Usually with actual reads, the days between reads can fluctuate from around 87 to 92 days.
8. It was noted that due to new connections some water accounts did not have 3 years of available history from which to form the estimate. In these cases, the available previous year's cycle 4 readings were averaged. If the account had no previous cycle 4 reading then the average of the available read cycles since the date of the connection were used.
9. Where connections had new meters installed during the selected cycle 4, the change of meter resulted in a further manual calculation being required due to the need to aggregate both the consumption of the old and new meter before calculating the average consumption. A manual calculation was required for accounts with multiple meters and true readings had to manually be added into the spreadsheet.
10. It has been assumed that meters held for fire service connections would be treated as zero reads. This was done as increased access charges apply if water is consumed through a fire service connection. Council currently has 58 fire service meter connections.

11. Once all estimated calculations were completed in the spreadsheet, the data was sent to ITOOnline Group to process into our water meter reading CASYS system. From the CASYS system the data is then uploaded back into our Water Billing System for further processing and issue of water billing notices.

It should be noted that when actual reads are performed in July, 2020 the cumulative consumption will be the same irrespective of the estimate used. Whilst there is a timing difference, the overall total consumption across the two reads will be the same.

Whilst there may be some instances where there is a material difference in the estimate and the true read, this can be managed through a crediting process that can be requested by the consumer. Whilst this will create additional work for the finance and revenue staff it is hoped that the requests can be dealt with on a timely basis with existing staff resources.

Given the substantial nature of this changed approach necessitated in response to COVID 19, Council has advised the NSW Audit Office so they can assess the implications for their revenue testing processes. The use of estimates rather than actual reads may require changed testing procedures so they can form an opinion on the revenue amounts reported by Council.

Given the substantial volume of work required by the use of estimates to generate the water accounts for cycle 4, the issue of the accounts has been delayed from 8 May to 15 May, 2020.

Council will also be providing an additional 14 days to pay the accounts to assist our consumers (up from 28 days to 42 days) during these extraordinary times.

BUDGET IMPLICATIONS

Billing cycle 4 being the June Quarter can represent up to 35% of the total annual water user charges as it includes consumption during the summer period where water demand is at its peak. The impact on the overall annual water charge revenue is unknown, however, the estimation process has been comprehensively evaluated and is thought to provide the best way to address the situation that arose when true reads were not available.

POLICY IMPLICATIONS

Water meter reading is a critical and vital part of Council's business so the implications and flow on effects of using estimates needs to be fully considered and evaluated when new policy options are being developed.

ATTACHMENTS

Nil

11) DEBT COLLECTION AND HARDSHIP – COVID 19 (WS.SC.1)

Author: Director Finance and Corporate Services

IP&R Link: Strategy Priority 2 – An efficient, sustainable and customer focussed organisation – 2.2.1 Fees and charges are collected

RECOMMENDATION:

That Council note the report on Debt Collection and Hardship measures.

REPORT

The purpose of this report is to outline the measures being taken to assist those customers who approach Council for support in paying their account by the due date.

Council is continuing with debt collection activities as usual at the present. Most of Council's outstanding debt was incurred prior to the introduction of the COVID 19 restrictions which commenced around 20 March, 2020. Council has some existing debts that has arrears that goes back for extended periods, well before the COVID 19 pandemic.

It is notable that under Section 550 of the Local Government Act 1993, water account debtors are secured against the property where the charge is levied. In rare cases, the value of the land may be less than the debt outstanding, meaning that upon sale of the land for unpaid charges a shortfall can arise.

Council can also take action to pursue the debt through recovery action and these costs can be added to the debt pursuant to section 605 of the Local Government Act.

Council encourages all customers who are experiencing difficulties in paying their account to contact Council's revenue team to make suitable arrangements to pay their account. Council considers all cases based upon their individual circumstances.

Council will only take legal action after substantial alternate recovery efforts have been exhausted and the debtor has still chosen not to pay.

Hardship relief measures that may be considered include:

- Payment arrangements.
- Alternate payment methods such as Centrepay
- Waiver of interest
- Deferral of payments

It is important to note that Council will only enter into payment arrangements with the property owner who is legally responsible for the debt. Arrangements between tenants and property owners are not a consideration for Council.

It is important to note that Council will be allowing 42 days to pay the June quarter water account which is an additional 14 days over the usual period. This has been done to assist all Council customers including those that may be directly affected due to the economic downturn caused by the COVID 19 lockdown measures.

Council relies upon the collection of its charges so that it can continue to supply a high quality and reliable water service. Council also needs to collect its outstanding charges to pay its local workforce and suppliers who provide goods and services to Council. Council's capacity to serve its communities and maintain its infrastructure is compromised if customers do not pay their charges when due.

Council appreciates the significant efforts made by its customers to pay debts by the due date. Council is willing to work with its customers who are experiencing difficulty in paying their account and they are encouraged to contact Council at their earliest convenience.

BUDGET IMPLICATIONS

Council will be adversely affected by the current economic downturn caused by the lockdown measures due to COVID 19. It is likely that cash flow will be restricted due to a slower rate of debt collection and a higher level of outstanding debts. This may also lead to a higher level of bad debts.

POLICY IMPLICATIONS

Council's Debt Collection Policy will be reviewed to incorporate specific hardship provisions. The experience of the COVID 19 pandemic will enable the policy to incorporate specific measures to address events of that type.

Council's existing standard work procedures in relation to hardship allow suitable measures to be applied on a case by case basis and this will be formalised in the new policy document.

ATTACHMENTS

Nil

12) 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.

RECOMMENDATION:

That Council:

1. Endorse the actions taken as outlined in the report;
2. Approve funding of up to \$176,000 from the Infrastructure Reserve for an emergency drought temporary pump station to be installed at Woodstock to enable the transfer of water into the CTW supply system, if an application to the NSW government for emergency drought funding is unsuccessful,
3. Approve funding of up to \$189,000 from the Infrastructure Reserve to undertake emergency drought works to access the dead storage at Lake Rowlands, if an application to the NSW government for emergency drought funding is unsuccessful, and
4. Approve funding of \$48,100 for Stage 1 of the CTW Emergency Drought Bore Refurbishment project based on 50% funding approved by the NSW government under the “Emergency Relief for Regional Town Water Supplies” policy.

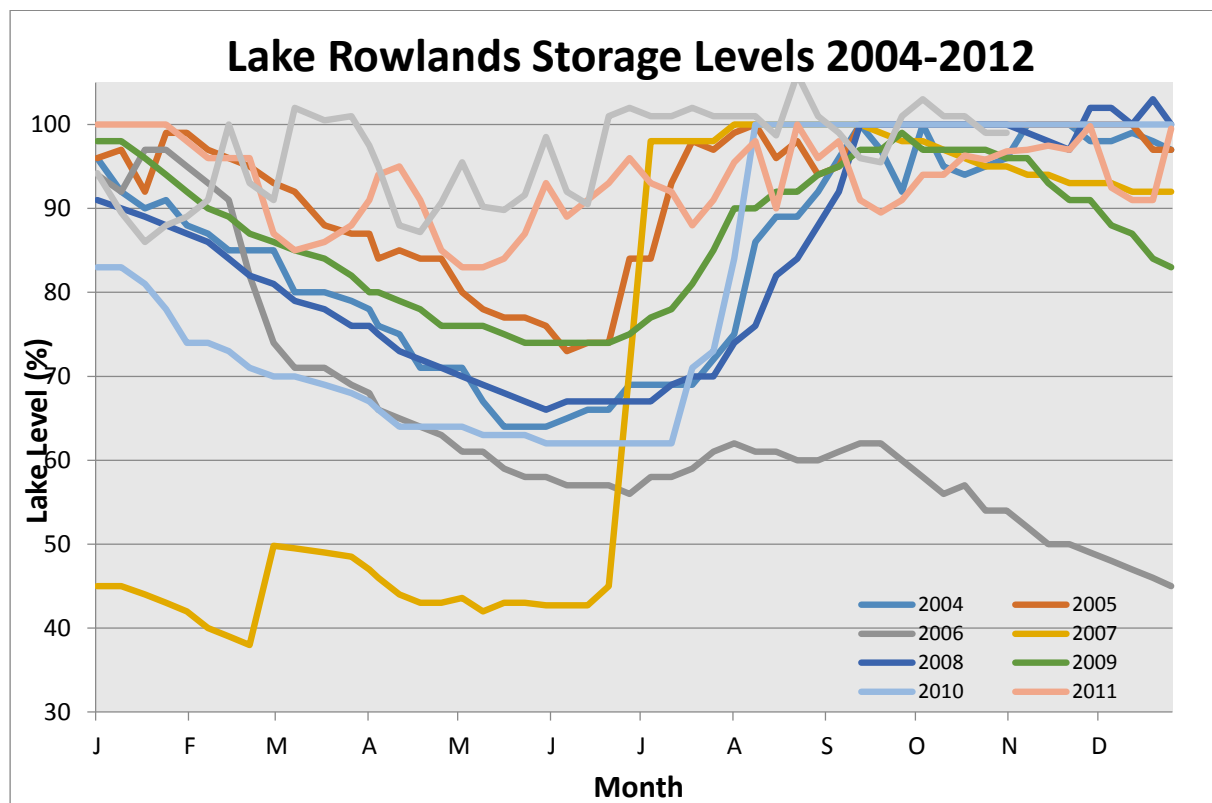
REPORT

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

In line with this DMP, CTW implemented Level 5 water restrictions on 5 April 2020 and continues to closely monitor its effect on Demand of Residence Consumption per Person (DoRCpP). The target DoRCpP for Level 5 restrictions is 155 Litres/person/day.

CTW is also closely monitoring the level of its Lake Rowlands Dam (LRD), and comparing its current level against the 2007 drought levels.

LRD is currently 4% lower than its 2007 level at this same point in time as shown in the graph below.



Whilst the past weeks rainfall has provided welcomed run off into Lake Rowlands Dam, the above graph highlights CTW's vulnerability to ongoing drought conditions.

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 has engaged with Cowra Shire Council (CSC) to install a temporary 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. The associated temporary pump station works at Trunk Main C and Trunk Main H will be utilised for the permanent pump station as part of the Cowra to CTW Emergency Connection project awaiting final approval by Infrastructure NSW.
3. CTW is working through the final stages of the draft Water Supply Agreement (CTW & Orange) for consideration and agreement by Orange City Council.
4. CTW has received preliminary advice of 50% (\$47,900) funding support from the NSW government for Stage 1 of the Emergency Drought Bore Refurbishment project estimated at \$96k for a desktop review and investigation of the existing facilities at each bore site (Bangaroo Bores, Cudal Bore and Blayney Well). Stage 1 also includes the development of refurbishment and treatment options and solutions. The results of the water quality reports will be used to access the appropriate water treatment requirements to enable these bores/well to supplement water into CTW's potable water network.

The Natural Resources Access Regulator (NRAR) have advised that unless it is stated otherwise in the water access licence conditions, non-potable water can be supplied and utilised. Signage clearly labelling the water source as non-potable is to be displayed at the point of distribution. There is also access licence exemptions provided under Schedule 4 of the Water Management Act for the use of water for drought relief purposes.

5. CTW has undertaken the design and subsequent costings, to obtain access to Lake Rowlands Dam (20%) dead water storage. Following advice received from DPIE Water, CTW has written directly to the NSW Minister for Water, Property and Housing seeking \$189k of funding to undertake these critical emergency drought works.

CTW continues to engage and consult with Mr. James McTavish, NSW Regional Town Water Supply Co-ordinator and Mr David Swan, NSW DPIE Water Western Region manager through the Orange, Cabonne and CTW Town Water Steering Committee.

CTW has engaged Premise P/L to create a Day Zero calculator and share its results at this Steering committee meeting.

The following updated Day Zero information relates to potential water sourcing scenarios.

SCENARIO 1. – No inflows to LRD and no support from OCC or CSC

LAKE ROWLANDS WATER SUPPLY DAY ZERO CALCULATOR

Storage drawdown based on zero inflow and zero environmental flow release

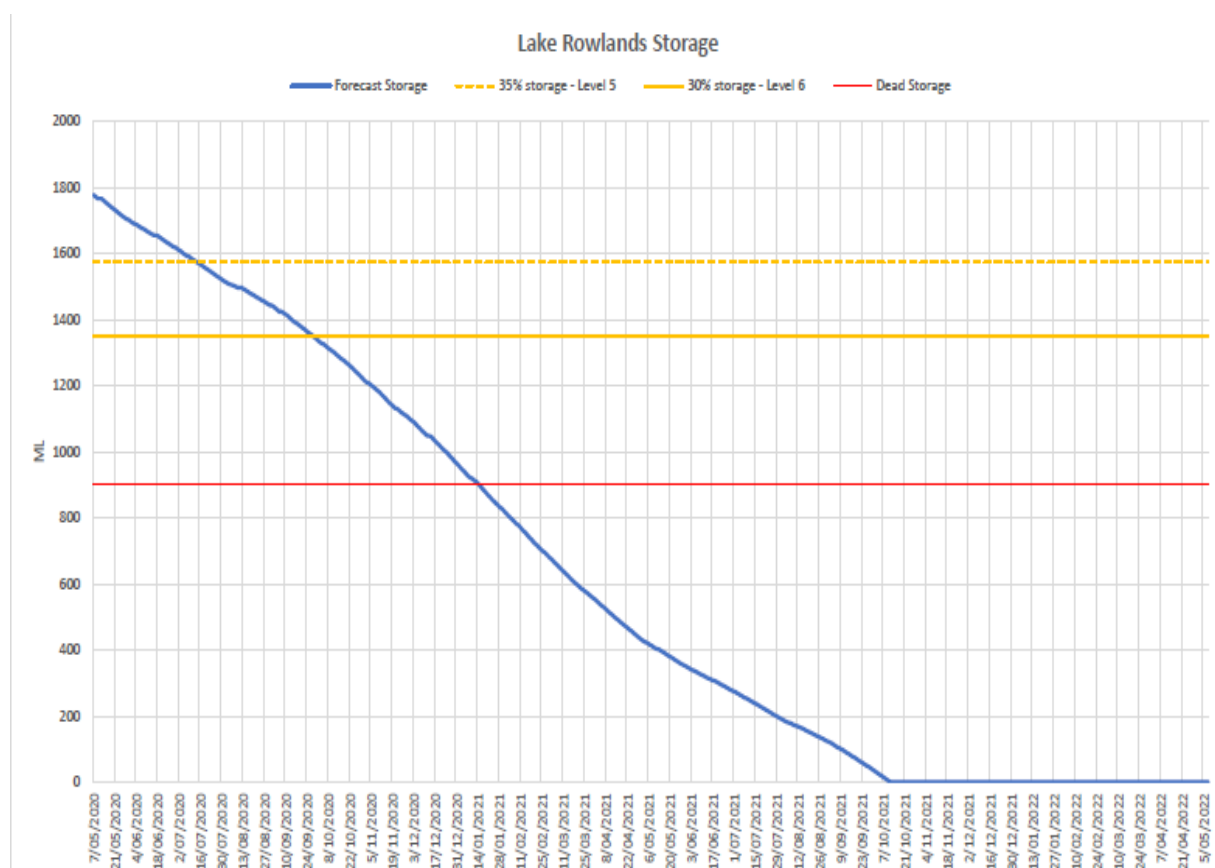
Enter values in yellow cells

| | | |
|-----------------------|-----------|--|
| Date of readings | 7/05/2020 | |
| Lake Rowlands percent | 39.5 % | |
| Lake Rowlands volume | 1777.5 ML | |

| Lake Rowlands | |
|-------------------|---------|
| Volume, ML | 1777.50 |
| Dead Storage, ML | 900.00 |
| Active Volume, ML | 877.50 |
| Percent, % | 39.5% |

| Operations | Control | Units |
|--------------------------|-----------|-----------------|
| Include direct rainfall | Yes | Enter Yes or No |
| Transfer from OCC | 0 | ML/day |
| OCC transfer commences | 1/06/2020 | |
| Transfer from Cowra | 0 | ML/day |
| Cowra transfer commences | 1/06/2020 | |

| Restrictions | |
|--------------|------------|
| Level 1 | N/A |
| Level 2 | N/A |
| Level 3 | N/A |
| Level 4 | N/A |
| Level 5 | in force |
| Level 6 | 28/09/2020 |
| Dead storage | 15/01/2021 |



SCENARIO 2. – No inflows to LRD, 1.2ML/day CSC and no support from OCC.

LAKE ROWLANDS WATER SUPPLY DAY ZERO CALCULATOR

Storage drawdown based on zero inflow and zero environmental flow release

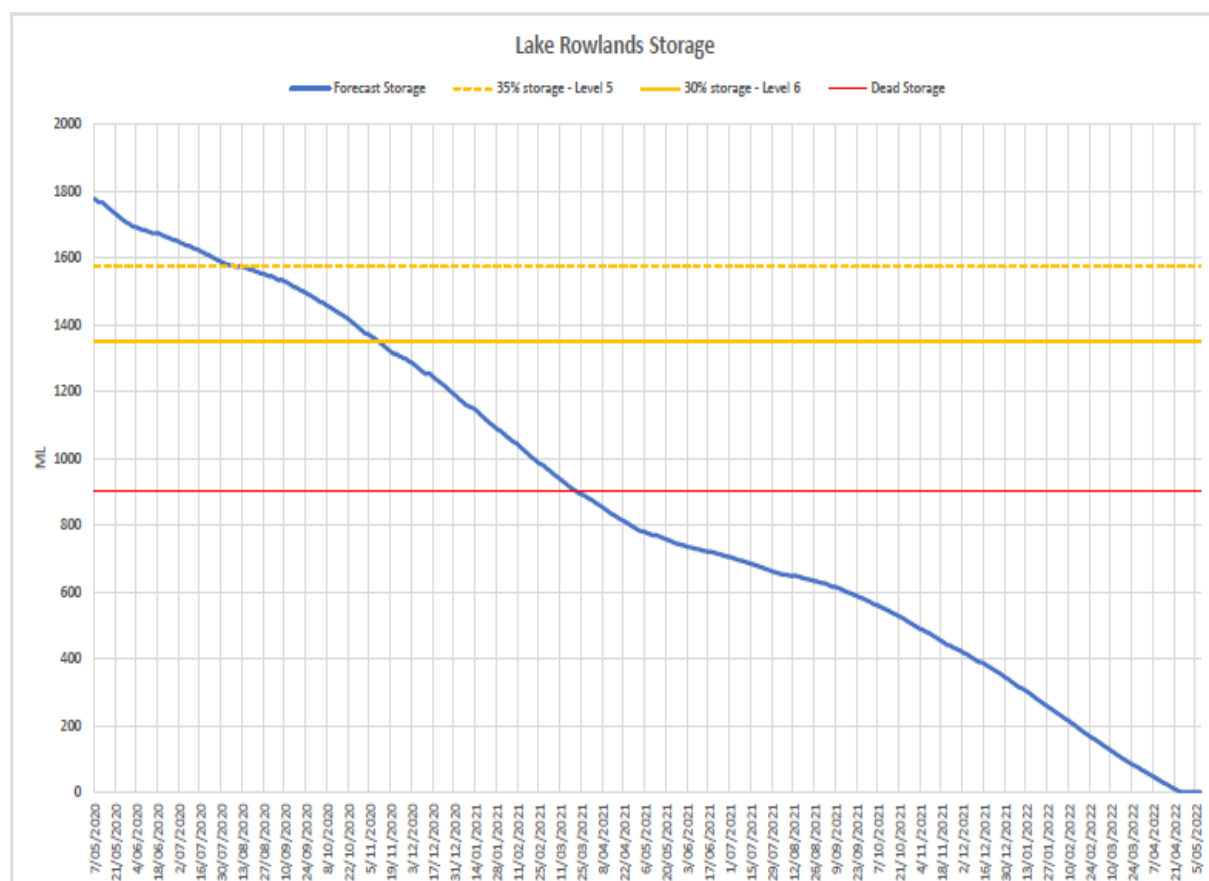
Enter values in yellow cells

| | | |
|-----------------------|-----------|--|
| Date of readings | 7/05/2020 | |
| Lake Rowlands percent | 39.5 % | |
| Lake Rowlands volume | 1777.5 ML | |

| Lake Rowlands | |
|-------------------|---------|
| Volume, ML | 1777.50 |
| Dead Storage, ML | 900.00 |
| Active Volume, ML | 877.50 |
| Percent, % | 39.5% |

| Operations | Control | Units |
|--------------------------|-----------|-----------------|
| Include direct rainfall | Yes | Enter Yes or No |
| Transfer from OCC | 0 | ML/day |
| OCC transfer commences | 1/06/2020 | |
| Transfer from Cowra | 1.2 | ML/day |
| Cowra transfer commences | 1/06/2020 | |

| Restrictions | |
|--------------|------------|
| Level 1 | N/A |
| Level 2 | N/A |
| Level 3 | N/A |
| Level 4 | N/A |
| Level 5 | in force |
| Level 6 | 11/11/2020 |
| Dead storage | 22/03/2021 |



SCENARIO 3. – No inflows to LRD, 2.0ML/day OCC and no support from CSC.

LAKE ROWLANDS WATER SUPPLY DAY ZERO CALCULATOR

Storage drawdown based on zero inflow and zero environmental flow release

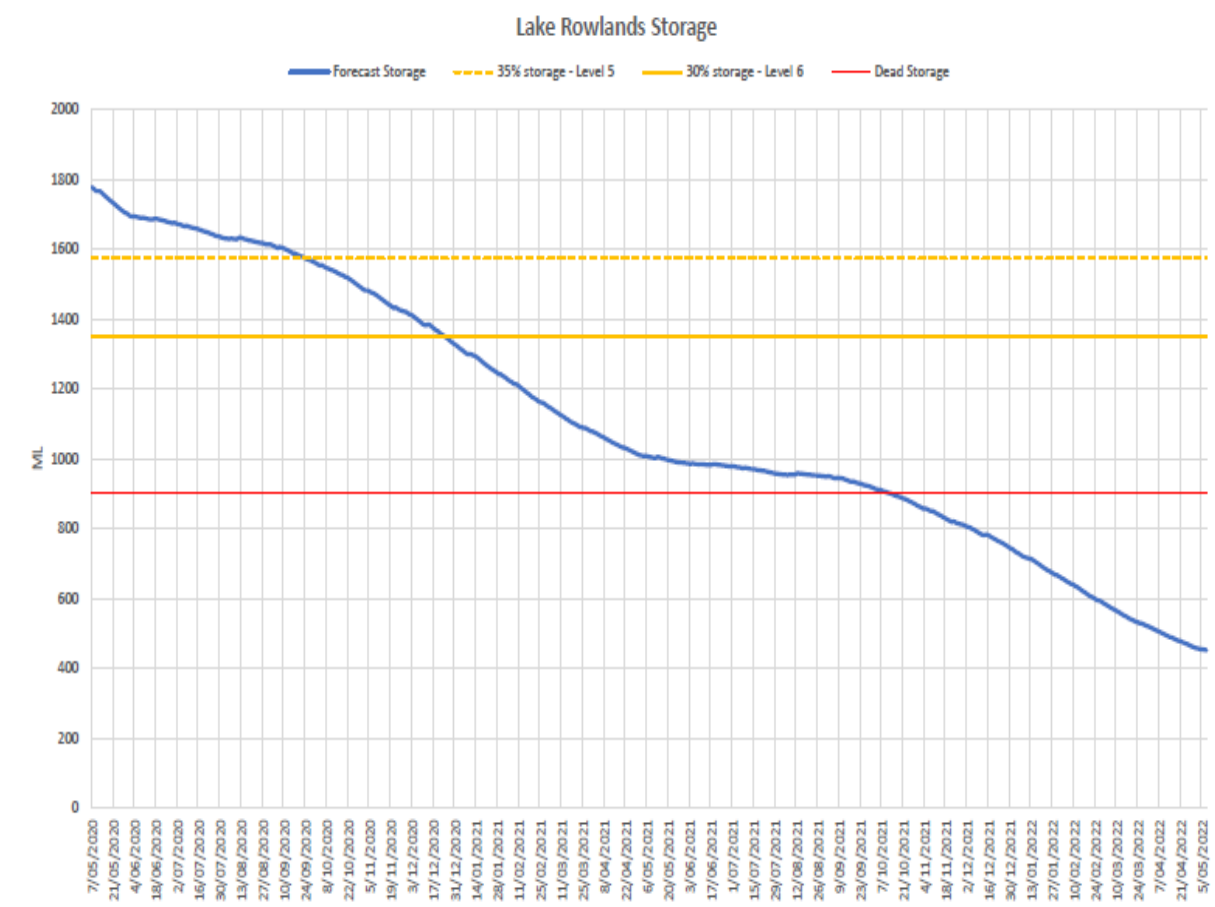
Enter values in yellow cells

| | | |
|-----------------------|-----------|--|
| Date of readings | 7/05/2020 | |
| Lake Rowlands percent | 39.5 % | |
| Lake Rowlands volume | 1777.5 ML | |

| | Lake Rowlands |
|-------------------|---------------|
| Volume, ML | 1777.50 |
| Dead Storage, ML | 900.00 |
| Active Volume, ML | 877.50 |
| Percent, % | 39.5% |

| Operations | Control | Units |
|--------------------------|-----------|-----------------|
| Include direct rainfall | Yes | Enter Yes or No |
| Transfer from OCC | 2 | ML/day |
| OCC transfer commences | 1/06/2020 | |
| Transfer from Cowra | 0 | ML/day |
| Cowra transfer commences | 1/06/2020 | |

| Restrictions | |
|--------------|------------|
| Level 1 | N/A |
| Level 2 | N/A |
| Level 3 | N/A |
| Level 4 | N/A |
| Level 5 | in force |
| Level 6 | 25/12/2020 |
| Dead storage | 13/10/2021 |



SCENARIO 4. – No inflows to LRD, 2.0ML/day OCC and 1.2ML/day CSC.

LAKE ROWLANDS WATER SUPPLY DAY ZERO CALCULATOR

Storage drawdown based on zero inflow and zero environmental flow release

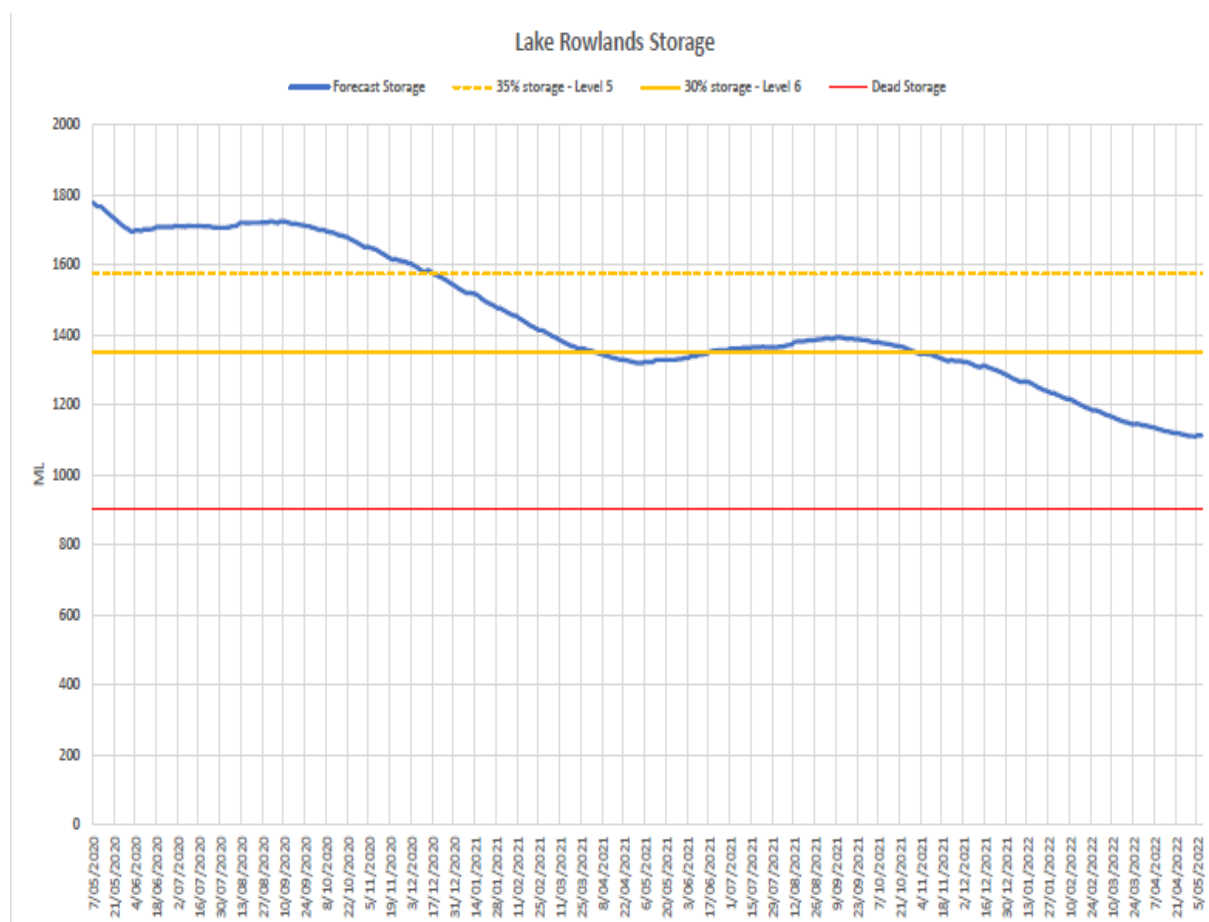
Enter values in yellow cells

| | | |
|-----------------------|-----------|--|
| Date of readings | 7/05/2020 | |
| Lake Rowlands percent | 39.5 % | |
| Lake Rowlands volume | 1777.5 ML | |

| | Lake Rowlands |
|-------------------|---------------|
| Volume, ML | 1777.50 |
| Dead Storage, ML | 900.00 |
| Active Volume, ML | 877.50 |
| Percent, % | 39.5% |

| Operations | Control | Units |
|--------------------------|-----------|-----------------|
| Include direct rainfall | Yes | Enter Yes or No |
| Transfer from OCC | 2 | ML/day |
| OCC transfer commences | 1/06/2020 | |
| Transfer from Cowra | 1.2 | ML/day |
| Cowra transfer commences | 1/06/2020 | |

| Restrictions | |
|--------------|------------|
| Level 1 | N/A |
| Level 2 | N/A |
| Level 3 | N/A |
| Level 4 | N/A |
| Level 5 | in force |
| Level 6 | 31/10/2021 |
| Dead storage | 9/05/2022 |



BUDGET IMPLICATIONS

It is to be noted that these emergency drought projects are not currently included in the amended 2019-2020 Operational Budget.

If Council resolves to approve the funding requests, these funding adjustments will be made during the March 2020 QBRs.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

13) 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.

CTW has placed a temporary hold on this project due to COVID-19 concerns.

CTW is planning to recommence the final stages of this project at the end of May, with a target date of project construction completion by 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 \$126,890.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

14) LAKE ROWLANDS DAM SAFETY UPGRADE (WS.SP.4)

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

All Dam Safety Committee (DSC) planned works have been placed on-hold due to the NSW State Government recent announcement of a \$1M grant to undertake a feasibility study for the augmentation of Lake Rowlands Dam.

CTW continues to work with its consultants to ensure that all DSC concerns are addressed within the scope of works of the augmentation project.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

15) 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*
Due to Covid19 concerns the final meter read for the 2019/20 financial year, undertaken by CTW outdoor staff, where limited to the Blayney Shire Commercials & Trajere Rural readings.
- b) *Meter Change Program*
There have been 23 meter changes undertaken since the previous reporting period.
- c) *Water Filtration Plants*
Both Blayney and Carcoar Water Treatments Plants operations have continued unabated.
- d) *Pump Stations*
Cleaning of Pump Stations listed under general maintenance has continued throughout our network over the past 3 months.
- e) *Drinking Water Quality*
There has been no reportable incidences of exceeding our 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 previous three months.
- 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 previous three months.
- h) *Rural Scheme renewals*
Trunk Main 'P' - Somers Lane. Approx. 2km of 100mm Blue PVC pipeline. Completion of the laying of this new main and changeover of all rural connections has been completed.
- i) *Automated Water Filling Stations (AFS)*
CTW has commissioned three AFS in the Cabonne LGA at Manildra, Eugowra and Canowindra townships. These filling stations continue to be accessed by the public without any appreciable impact on CTW's supply network. Two AFS in the Weddin LGA at Grenfell and Quandialla are awaiting final commissioning from the OEMr.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

16) 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 | 12/02/2020 | 80mm AC | DNR |
| Blayney | Burton St | 12/02/2020 | 100mm AC | R&RP |
| Blayney | Binstead St | 18/03/2020 | 80mm AC | R&RP |
| Canowindra | Tilga St | 10/02/2020 | 50mm PVC | DNR |
| Canowindra | Sugarloaf Rd | 18/02/2020 | 225mm Steel | Weld |
| Canowindra | Belubula Way – nr no.9 | 03/03/2020 | 225mm Steel | Weld |
| Canowindra | Belubula Way – nr no.9 | 25/03/2020 | 225mm Steel | R&RP |
| Carcoar | Coombing St | 21/02/2020 | 225mm Steel | R&RP |
| Carcoar | Icely St | 24/02/2020 | 100mm AC | R&RP |
| Cudal | Church St | 30/03/2020 | 100 OPVC | DNR |
| Gooloogong | Cassidys Ln | 12/02/2020 | 250mm Steel | R&RP |
| Mandurama | Olive St | 24/03/2020 | 100mm AC | DNR |
| Millthorpe | Blake St | 09/02/2020 | 150mm AC | R&RP |
| Millthorpe | Crowson St | 05/04/2020 | 100mm AC | R&RP |

Note 1.

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

Rolling Value across 12mths = 8.90/100km which is below 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 | |
| BLAYNEY | 16 | 28 | 22 | 18 | 1.25% | 1445 |
| BURST METER | 0 | 0 | 2 | 0 | 0.00% | |
| CHECK METER READING | 0 | 2 | 0 | 2 | 0.14% | |
| LEAKING METER | 7 | 6 | 8 | 6 | 0.42% | |
| LEAKING SERVICE | 2 | 5 | 4 | 1 | 0.07% | |
| LOW PRESSURE COMPLAINT | 1 | 2 | 0 | 0 | 0.00% | |
| MAIN BREAK | 0 | 3 | 2 | 3 | 0.21% | |
| MAINTENANCE - GENERAL | 1 | 2 | 1 | 3 | 0.21% | |
| METER NEW / REPLACEMENT | 0 | 0 | 0 | 2 | 0.14% | |
| METER NOT SHUTTING OFF | 2 | 2 | 3 | 0 | 0.00% | |
| NO WATER COMPLAINT | 2 | 0 | 0 | 0 | 0.00% | |
| PATHCOCK FAILURE | 1 | 4 | 0 | 1 | 0.07% | |
| QUA LITY COMPLAINT | 0 | 2 | 0 | 0 | 0.00% | |
| STOP VALVE FAILURE | 0 | 0 | 2 | 0 | 0.00% | |
| Total Complaints = 0 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|-------------------------|----------------|-----------|-----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| CANOWINDRA | 19 | 31 | 24 | 16 | 1.43% | 1119 |
| CHECK METER READING | 0 | 1 | 0 | 1 | 0.09% | |
| CUSTOMER DAMAGED METER | 1 | 0 | 0 | 0 | 0.00% | |
| LEAKING METER | 1 | 8 | 5 | 1 | 0.09% | |
| LEAKING SERVICE | 9 | 15 | 6 | 8 | 0.71% | |
| LOW PRESSURE COMPLAINT | 0 | 0 | 1 | 1 | 0.09% | |
| MAIN BREAK | 3 | 2 | 9 | 4 | 0.36% | |
| MAINTENANCE - GENERAL | 2 | 0 | 2 | 0 | 0.00% | |
| METER NEW / REPLACEMENT | 0 | 0 | 0 | 1 | 0.09% | |
| METER NOT SHUTTING OFF | 2 | 3 | 0 | 0 | 0.00% | |
| NO WATER COMPLAINT | 1 | 2 | 1 | 0 | 0.00% | |
| Total Complaints = 1 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|------------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| CARCOAR | 4 | 3 | 1 | 2 | 1.49% | 134 |
| HYDRANT LEAKING | 0 | 1 | 0 | 0 | 0.00% | |
| LEAKING SERVICE | 2 | 1 | 0 | 0 | 0.00% | |
| LOW PRESSURE COMPLAINT | 1 | 0 | 0 | 0 | 0.00% | |
| MAIN BREAK | 0 | 1 | 0 | 2 | 1.49% | |
| NO WATER COMPLAINT | 1 | 0 | 1 | 0 | 0.00% | |
| Total Complaints = 0 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|-------------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| CARGO | 7 | 0 | 3 | 2 | 1.26% | 159 |
| CHECK METER READING | 1 | 0 | 0 | 0 | 0.00% | |
| LEAKING SERVICE | 2 | 0 | 0 | 0 | 0.00% | |
| MAIN BREAK | 4 | 0 | 1 | 0 | 0.00% | |
| NO WATER COMPLAINT | 0 | 0 | 2 | 0 | 0.00% | |
| METER NEW / REPLACEMENT | 0 | 0 | 0 | 2 | 1.26% | |
| Total Complaints = 0 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|-------------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| CUDAL | 5 | 1 | 4 | 6 | 2.64% | 227 |
| LEAKING METER | 1 | 1 | 2 | 2 | 0.88% | |
| LEAKING SERVICE | 2 | 0 | 0 | 1 | 0.44% | |
| LOW PRESSURE COMPLAINT | 1 | 0 | 0 | 0 | 0.00% | |
| MAIN BREAK | 1 | 0 | 1 | 1 | 0.44% | |
| METER NEW / REPLACEMENT | 0 | 0 | 0 | 2 | 0.88% | |
| 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 | |
| EUGOWRA | 6 | 10 | 4 | 9 | 2.35% | 383 |
| CHECK METER READING | 0 | 0 | 1 | 0 | 0.00% | |
| HYDRANT LEAKING | 0 | 0 | 0 | 0 | 0.00% | |
| LEAKING METER | 5 | 2 | 0 | 1 | 0.26% | |
| LEAKING SERVICE | 1 | 6 | 1 | 4 | 1.04% | |
| LOW PRESSURE COMPLAINT | 0 | 0 | 1 | 1 | 0.26% | |
| MAIN BREAK | 0 | 1 | 0 | 0 | 0.00% | |
| MAINTENANCE – GENERAL | 0 | 0 | 1 | 0 | 0.00% | |
| METER NOT SHUTTING OFF | 0 | 0 | 0 | 2 | 0.52% | |
| NO WATER COMPLAINT | 0 | 1 | 0 | 0 | 0.00% | |
| QUALITY COMPLAINT | 0 | 0 | 0 | 1 | 0.26% | |
| Total Complaints = 2 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|-------------------------|----------------|-----------|-----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| GRENFELL | 3 | 13 | 21 | 24 | 1.82% | 1318 |
| CHECK METER READING | 0 | 0 | 4 | 3 | 0.23% | |
| DIRTY WATER COMPLAINT | 1 | 2 | 2 | 1 | 0.08% | |
| HYDRANT LEAKING | 0 | 1 | 0 | 0 | 0.00% | |
| LEAKING METER | 2 | 4 | 3 | 3 | 0.23% | |
| LEAKING SERVICE | 0 | 3 | 4 | 10 | 0.76% | |
| LOW PRESSURE COMPLAINT | 0 | 0 | 1 | 0 | 0.00% | |
| MAIN BREAK | 0 | 0 | 2 | 1 | 0.08% | |
| MAINTENANCE – GENERAL | 0 | 0 | 2 | 2 | 0.15% | |
| METER NEW / REPLACEMENT | 0 | 0 | 0 | 1 | 0.08% | |
| METER NOT SHUTTING OFF | 0 | 1 | 1 | 0 | 0.00% | |
| NO WATER COMPLAINT | 0 | 2 | 0 | 1 | 0.08% | |
| PATHCOCK FAILURE | 0 | 0 | 1 | 0 | 0.00% | |
| QUALITY COMPLAINT | 0 | 0 | 1 | 2 | 0.15% | |
| Total Complaints = 4 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|------------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| LYNDHURST | 1 | 2 | 2 | 2 | 0.66% | 151 |
| CHECK METER READING | 0 | 0 | 0 | 1 | 0.66% | |
| LEAKING METER | 1 | 0 | 1 | 0 | 0.00% | |
| LEAKING SERVICE | 0 | 1 | 0 | 0 | 0.00% | |
| LOW PRESSURE COMPLAINT | 0 | 1 | 1 | 0 | 0.00% | |
| MAINTENANCE – GENERAL | 0 | 0 | 0 | 1 | 0.66% | |
| Total Complaints = 0 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|------------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| MANDURAMA | 2 | 2 | 5 | 3 | 2.26% | 133 |
| CHECK METER READING | 0 | 0 | 1 | 0 | 0.00% | |
| DISCONNECTION OF WATER | 0 | 0 | 0 | 0 | 0.00% | |
| LEAKING METER | 1 | 0 | 0 | 0 | 0.00% | |
| LEAKING SERVICE | 1 | 0 | 1 | 2 | 1.50% | |
| LOW PRESSURE COMPLAINT | 0 | 2 | 0 | 0 | 0.00% | |
| MAIN BREAK | 0 | 0 | 2 | 1 | 0.75% | |
| MAINTENANCE – GENERAL | 0 | 0 | 1 | 0 | 0.00% | |
| Total Complaints = 0 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|-------------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| MANILDRA | 7 | 3 | 4 | 3 | 0.72% | 279 |
| LEAKING METER | 2 | 1 | 0 | 1 | 0.36% | |
| LEAKING SERVICE | 2 | 1 | 1 | 0 | 0.00% | |
| MAIN BREAK | 3 | 1 | 3 | 0 | 0.00% | |
| METER NEW / REPLACEMENT | 0 | 0 | 0 | 1 | 0.36% | |
| QUALITY COMPLAINT | 0 | 0 | 0 | 1 | 0.36% | |
| Total Complaints = 1 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|------------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| MILLTHORPE | 7 | 5 | 6 | 18 | 3.98% | 452 |
| BURST METER | 0 | 1 | 0 | 0 | 0.00% | |
| CHECK METER READING | 0 | 0 | 0 | 2 | 0.44% | |
| CUSTOMER DAMAGED METER | 3 | 0 | 0 | 0 | 0.00% | |
| LEAKING METER | 0 | 1 | 2 | 3 | 0.66% | |
| LEAKING SERVICE | 1 | 1 | 1 | 2 | 0.44% | |
| LOW PRESSURE COMPLAINT | 0 | 0 | 1 | 1 | 0.22% | |
| MAIN BREAK | 0 | 0 | 1 | 2 | 0.44% | |
| MAINTENANCE - GENERAL | 2 | 1 | 1 | 1 | 0.22% | |
| METER NOT SHUTTING OFF | 0 | 1 | 0 | 0 | 0.00% | |
| QUALITY COMPLAINT | 1 | 0 | 0 | 7 | 1.55% | |
| Total Complaints = 8 | | | | | | |

| ACTIVITIES | PREVIOUS YEARS | | | THIS PERIOD | | Total Meters |
|----------------------|----------------|----------|----------|-------------|-------------------|--------------|
| | 2016 | 2017 | 2018 | 2019 | % of Total meters | |
| QUANDIALLA | 0 | 1 | 1 | 1 | 1.02% | 98 |
| LEAKING SERVICE | 0 | 0 | 1 | 1 | 1.02% | |
| NO WATER COMPLAINT | 0 | 1 | 0 | 0 | 0.00% | |
| Total Complaints = 0 | | | | | | |

| | | | | | | |
|-----------------------------------|-----------|-----------|-----------|------------|--------------|-------------|
| TOTAL ACROSS CTW TOWNSHIPS | 77 | 99 | 97 | 104 | 1.76% | 5898 |
|-----------------------------------|-----------|-----------|-----------|------------|--------------|-------------|

Notes:

1. Comparison years use data from the same period i.e. February to April.
2. CTW complaint rolling value score across 12mths == 9.33 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 drought period.
3. CTW Total Service Activities and Requests score == 1.76% which is below CTW benchmark of 5% across all townships.

c) Lake Rowlands

The current level of Lake Rowlands is 39.5% (8.5.20)

d) New Water Services

Since the previous February 2020 council meeting, there have been four (4) 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

17) REPORTING THE 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

CTW currently requires manual transfer of operational data from its telemetry system, Water Treatment Plant SCADA systems, CASYS meter reading database and hard copied plant Systems Check Sheets, into spreadsheets to provide compliance data for various government agencies.

CTW has sourced a cloud based Infrastructure Data program that will enable direct interfacing and automatic data transferring from its current telemetry, SCADA and CASYS systems, to create automatic generation of compliance reporting.

CTW has been working with the supplier to provide access to CTW's various data locations.

The generation of updated Forms and Dashboards will continue to roll out over the next couple of months.

BUDGET IMPLICATIONS

Additional \$45k – Approved September 2019 QBRS.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

18) QUESTIONS ON NOTICE

(General Manager)

No questions on notice were received.

ATTACHMENTS

Nil

19)

WATER LEAKAGE – ACCOUNT 1965040007 (CR.EQ.1) GENERAL MANAGER'S CONTRACT (GO.CO.1)

(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