



**Central  
Tablelands  
Water**

**Business Paper**

**Ordinary Meeting of  
Central Tablelands Water**

**18 October 2023**

**Grenfell**



Friday, 13 October 2023

## Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at the Weddin Shire Council Chambers, Grenfell on Wednesday, 18 October 2023 at 2.30pm.

Afternoon tea will be available from 2pm.

### Agenda

1. Opening Meeting
2. Acknowledgement 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. Matters Arising from Previous Meetings
7. Disclosures of Interests
8. Public Forum
9. Chairperson's Minute
10. Councillor Representation
11. Notices of Motion
12. Reports of Staff
13. Questions on Notice
14. Confidential Matters
15. Late Reports
16. Conclusion of the Meeting

Yours faithfully

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

G. Rhodes  
**General Manager**

**ACKNOWLEDGEMENT 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.

**INDEX OF REPORTS**  
**OF THE ORDINARY MEETING OF CENTRAL TABLELANDS WATER**  
**HELD ON WEDNESDAY 18 OCTOBER 2023**

**12. REPORTS OF STAFF**

**GENERAL MANAGER REPORTS**

12.1	CENTRAL NSW JOINT ORGANISATION BOARD MEETING HELD 23 AUGUST 2023 (CM.CF.3)	3
12.2	CTW WATER BOTTLE ROLL-OUT PROGRAM (EM.PR.1)	15
12.3	FLOOD RECOVERY FUNDING UPDATE (WS.LI.1)	17
12.4	BELUBULA WATER SECURITY PROJECT UPDATE (WS.SP.4)	20
12.5	INQUIRY INTO PROTECTING LOCAL WATER UTILITIES FROM PRIVATISATION (WS.SP.4)	22
12.6	CLIMATE ADAPTATION STRATEGY (EM.PR.3)	24
12.7	LAKE ROWLANDS CATCHMENT MANAGEMENT PLAN UPDATE (WS.SP.4)	26
12.8	WATER RESTRICTIONS SIGNAGE (WS.SD.1)	28
12.9	COUNCIL RESOLUTIONS UPDATE REPORT (GO.CO.1)	30

**FINANCE & CORPORATE SERVICES REPORTS**

12.10	FINANCIAL MATTERS - INVESTMENT REPORT AS AT 30 SEPTEMBER 2023 (FM.BA.1)	33
12.11	AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) (CM.AU.1)	36
12.12	POLICY REVIEW - PUBLIC INTEREST DISCLOSURES POLICY (CM.PL.1)	46
12.13	POLICY REVIEW - CONTRACTOR MANAGEMENT POLICY (CM.PL.1)	70

**OPERATIONS & TECHNICAL SERVICES REPORTS**

12.14	RENEWABLE ENERGY PROJECTS UPDATE (ET.SP.2)	83
12.15	MAINTENANCE OF COUNCIL'S SYSTEMS (WS.MO.4)	86
12.16	PERFORMANCE OF COUNCIL'S SYSTEMS (WS.MO.4)	88
12.17	WATER SECURITY - DROUGHT IMPACT UPDATE (WS.AM.1)	95

**13. QUESTIONS ON NOTICE**

## 12. REPORTS OF STAFF

### 12.1) CENTRAL NSW JOINT ORGANISATION BOARD MEETING HELD 23 AUGUST 2023 (CM.CF.3)

**Author:** General Manager

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

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#### **RECOMMENDATION:**

That Council receive and note the Mayoral Report (including Minutes) for the Central NSW Joint Organisation Board meeting held 23 August at Sydney, and the roundtable discussion with State Ministers and their representatives on 24 August 2023 at State Parliament.

#### **REPORT**

A Central NSW Joint Organisation Board meeting was held on 23 August at Local Government NSW, Sydney followed by roundtable discussions with various State Ministers and their representatives at State Parliament on 24 August 2023. The General Manager represented CTW at the meeting and roundtable discussions.

From a regional water security and productive water (including governance) perspective, the CNSWJO Board resolved as follows:

*That the Board note the Regional Water Security and Productive Water report and:*

- 1. endorse the submission made under the hand of the executive to the Productivity Commission's Murray Darling Basin Plan Independent Review; and*
- 2. advocate now that the Regional Water Strategies are near release for the Wyangala Business case and assessment to be released; and*
- 3. support the pamphlet developed for the Minister of Water in principle with changes to be made based on feedback from members.*

The Board also farewelled two long serving mayors, Cr Bill West, Mayor of Cowra and Cr Ken Keith, Mayor of Parkes. Both were recognised for their substantial service to not just the region but to regional communities in NSW more broadly.

A copy of the Mayoral Report is attached for your information.

#### **BUDGET IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **ATTACHMENTS**

- 1  CNSWJO Mayoral Board Report August 2023 11 Pages

**Report from the Mayor  
Central NSW Joint Organisation Board meeting  
23 and 24 August 2023 in Sydney**

**Recommendations**

**That Council note the report from the Mayor on the Central NSW Joint Organisation Board meeting 23 August and the roundtable discussion with State Ministers and their representative's 24 August.**

The Central NSW Joint Organisation (CNSWJO) Board met 23 August at Local Government House, Margaret St Sydney. The following day the Board met with NSW Government ministers and shadow ministers at Parliament House in Macquarie Street Sydney. The meeting at Parliament House was hosted by Steph Cooke, Member for Cootamundra and Shadow Minister for Water and Crown Lands.

The region farewelled two long serving mayors, Cr Bill West, Mayor of Cowra and Cr Ken Keith, Mayor of Parkes. Both were recognised for their substantial service to not just the region but to regional communities in NSW more broadly.



Chair Cr Beatty acknowledges Cr Bill West and Cr Ken Keith and wishes them well in the future.

**CNSWJO Board meeting 23 August at Local Government House**

Minutes from the Board meeting are attached and the agenda is available online at <https://www.centraljo.nsw.gov.au/business-papers-agendas/> or please request.

Board members were welcomed to the Local Government House in Margaret Street by the President of Local Government NSW (LGNSW) Cr Darriea Turley and Acting Chief Executive Damien Thomas. Members were reminded their suite of offices is for the use of all member councils.

Deputy Secretary of the Office of Local Government (OLG) Mr Brett Whitworth was also in attendance and addressed the Board. Matters discussed included;

- the IPART Review of the rate peg methodology final report to be released end of August;
- Audit Risk and Improvement Committees – concern for the mooted regulation conflicting with local democracy;

- concerns for the impact of social media;
- costs of accessing telecommunications' infrastructure; and
- ongoing concerns regarding the treatment of red fleet on councils' books.



Mr Brett Whitworth Deputy Secretary of OLG addressing the CNSWJO Board 23 August

Key information provided in the agenda and key resolve of the Board is as follows:

- draft advocacy material to support members for drought preparedness given the likely drying conditions was presented for finalisation;
- progress on the business case for investment in infrastructure in region that addresses the nexus between energy security and net zero was reported. Council can expect some fascinating deep dive advice on their energy security and projected demand in coming weeks;
- progress on the regional Water Loss Management Centre project including bringing leak detection dogs to the region to the region was provided;
- adoption of a Memorandum of Understanding (MoU) with the Rural Doctors' Network (RDN) which was signed at Parliament House the next day and presented to the Parliamentary Secretary for Health and Regional Health, Dr Michael Holland. Where further advice on an upcoming workshop in region will be provided to Council in due course, the role of the MoU is to provide a framework for the parties to operate within including;
  - MoU governance and relationship management;
  - collaborative activity planning and workplan/s, Program development;
  - supporting community health system understanding and workforce literacy;
  - policy and advocacy; and
  - joint promotion; and



Cr Phyllis Miller OAM Chair of Health and Aged Care subcommittee signing the MOU with RDN 24 August Parliament House Sydney. Fellow subcommittee Members Cr John Medcalf OAM, Ken Keith OAM and Cr Maree Statham. Seated is Chair of CNSWJO Kevin Beatty and Richard Colbran CEO of RDN

- adoption of a review of Population Projections for Local Government Areas in the Central NSW Joint Organisation Area on an LGA by LGA basis. Looking backwards, there has broadly been gradual improvement in accuracy on behalf of DPE on population projections and then Common Planning assumption in most LGAs in Central NSW over the past decade and more. However, there are some glaring errors for example according the 2022 NSW Common Planning Assumptions the current population according to the Census for Blayney will not be reached until 2030. For Oberon the 2022 Common Planning Assumptions never reach the current population.

The following submissions were either requested or adopted by the Board:

1. IPART on the council rating methodology;
2. IPART - Monitoring the NSW Biodiversity Credits Markets;
3. Department of Planning and Environment- the Biodiversity Assessment Method review, Department of Planning and Environment;
4. Parliament of NSW - Inquiry into the Implementation of Recommendations Relating to Workforce Issues, Workplace Culture and Funding Considerations for Remote, Rural and Regional Health within existing policy; and
5. Australian Energy Market Commission - Draft Community Engagement Rules for Major Transmission Projects.

All submissions are available on the CNSWJO website at <https://www.centraljo.nsw.gov.au/submissions/>

#### **Meetings with State representatives at Parliament House 24 August**

The following day the Board, with the support of the Member for Cootamundra Steph Cooke, held a roundtable discussion with various ministers and shadow ministers. A summary follows where briefing notes can be requested.

The Board spoke with the following State Representatives:

- Ms (Steph) Stephanie Cooke, Member for Cootamundra and Shadow Minister for Water and Shadow Minister for Crown Lands
- Mr Dugald Saunders, Member for Dubbo and Shadow Minister for Regional NSW and Shadow Minister for Agriculture and Natural Resources, Leader of The Nationals
- The Hon. Courtney Houssos, MLC , Minister for Finance and Minister for Natural Resources
- The Hon. Stephen Lawrence, MLC
- Dr Michael Holland, MP Member for Bega Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health
- The Hon. Paul Scully, Member for Wollongong, Minister for Planning and Public Spaces
- The Hon. (Bronnie) Bronwyn Taylor, MLC, Shadow Minister for Regional Health, Shadow Minister for Trade and Shadow Minister for Seniors, Deputy Leader of The Nationals
- The Hon. (Sam) Samuel Farraway, MLC, Shadow Minister for Regional Transport and Roads
- The Hon. Ron Hoenig, Member for Heffron, Minister for Local Government, Leader of the House and Vice-President of the Executive Council





CNSWJO speaking with the Hon. Courtney Houssos, MLC, Minister for Finance and Minister for Natural Resources and the Hon. Stephen Lawrence MLC

The consistent theme from ministers is that the incoming budget in September will be tight.

Where all attending ministers were welcomed to be hosted by CNSWJO in the region, there was significant interest from member Councils on a tour of the region by Dr Michael Holland, MP Member for Bega Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health.

Interestingly, the meeting with the Minister for Local Government, the Hon. Ron Hoenig, provided some insights into the issues of Council financial sustainability, the regulatory burden and red fleet. The Minister spent some time expressing his views which include;

- to restore oversight and authority of councillors that the 1993 Act was designed to empower;
- that the NSW Government should get out of the way of local democracy and there has been too much regulation inhibiting councillors from doing their jobs effectively and efficiently;
- that council as the elected body should have control over financial affairs;
- that internal audit and improvement processes were welcomed but should be fit for purpose where one size will not fit all- the Minister sought more advice regarding concerns members have been expressing over Audit Risk and Improvements Committees costs and structural impacts; and
- that he is taking his time to understand the issues and suggested that members inform themselves of the history of ownership of red fleet and their actual control of the assets; starting with Service Level Agreements.

Follow-up actions from the round table of the region's behalf were:

1. Continuing to work with both sides of government regarding;
  - a. the raising of the wall at Wyangala Dam including seeking to see the business case;
  - b. reinstating the Blayney-Demondrille Line;

- c. progressing a safe swift and secure transport link between Central NSW and Sydney;
  - d. seeking to have a meeting in region regarding the Joint Parliamentary Inquiry into Constitutional Arrangement for Local Water Utilities;
  - e. betterment in natural disaster funding including for current rounds;
  - f. council financial sustainability, Emergency Levy Funding, red fleet and Audit Risk;
  - g. community impacts of the rewiring of the region to meet net zero carbon emissions targets;
  - h. Treasury Common Planning Assumptions;
  - i. the cost of biodiversity offsets; and
  - j. being alive to the Murray Darling Basin Plan review.
2. Providing Ministerial advice requests on
- a. Audit Risk and Improvement Committees;
  - b. incentivising medical visits into aged care facilities;
  - c. member Council input to guidance on renewable energy development; and
  - d. natural disaster funding timing and the inclusion of betterment.

### Value to members

A snapshot of the value to members of the various activities undertaken by the JO for their members in the context of the CNSWJO Strategic Plan follows.

VALUE FOR MEMBERS	FY 2019/ 2020	FY 2020 /2021	FY 2021/ 2022	FY 2022/ 2023	FYTD 2023/ 2024
SUBMISSIONS	20	23	16	13	3
PLANS, STRATEGIES AND COLLATERAL	26	12	3	9	1
GRANTS SEEKING	3	3	1	9	1
GRANT FUNDING AWARDED	\$215k	\$736k	\$738k	\$2.05m	\$7k
COMPLIANCE	13	9	11	16	
DATA	6	3	1	14	
COST SAVINGS	\$1.87m	\$2.2m	\$2.1m	\$1.89m	
REPRESENTATION AND OPPORTUNITIES COUNCILS HAVE BEEN AFFORDED	147	159	210	143	38
MEDIA INCLUDING SOCIAL MEDIA	13	18	25	32	1
PR VALUE OF TOURISM	\$1.5m	\$2.4m	\$1.9m	Will be reported to Board	
MEDIA PR VALUE	35	102	101	51	6

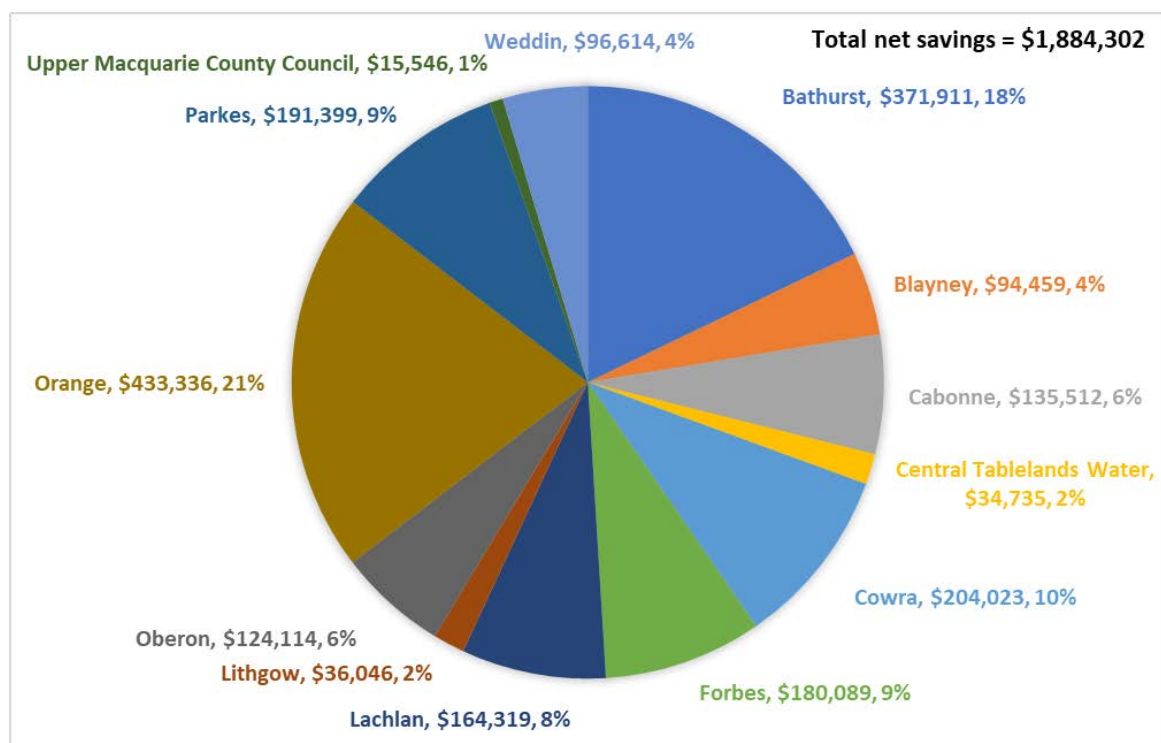
### Savings

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 22/23 financial year reported to the August Board meeting. Please request advice from previous years where costs savings continue to grow every year.

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 is updated quarterly in line with the cost savings.

SAVINGS	Water Utilities Alliance Contracts	HR Contracts	WHS contracts	IT contracts	Supply contracts	Roads/ Transport contracts	Energy contracts	RDOCS contracts	Other contracts	Training	Legal advice re Procurement	Participation in regional procurement	Total
Bathurst	\$1,500	\$48,996	\$2,302	\$0	\$21,026	\$0	\$255,794	\$15,647	\$0	\$100	\$5,546	\$21,000	<b>\$371,911</b>
Blayney	\$1,500	\$12,661	\$0	\$0	\$11,481	\$0	\$35,173	\$1,099	\$0	\$0	\$5,546	\$27,000	<b>\$94,459</b>
Cabonne	\$1,500	\$13,372	\$49	\$0	\$41,138	\$0	\$44,733	\$1,388	\$0	\$5,786	\$5,546	\$22,000	<b>\$135,512</b>
Central Tablelands Water	\$1,500	\$107	\$0	\$0	\$0	\$0	\$0	\$2,191	\$0	\$0	\$4,937	\$26,000	<b>\$34,735</b>
Cowra	\$1,500	\$25,660	\$2,454	\$0	\$51,380	\$0	\$71,404	\$1,455	\$0	\$3,625	\$5,546	\$41,000	<b>\$204,023</b>
Forbes	\$1,500	\$13,509	\$0	\$0	\$59,982	\$0	\$57,754	\$8,584	\$0	\$10,215	\$5,546	\$23,000	<b>\$180,089</b>
Lachlan	\$1,500	\$21,716	\$0	\$0	\$32,483	\$0	\$56,583	\$1,136	\$0	\$10,356	\$5,546	\$35,000	<b>\$164,319</b>
Lithgow	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$5,546	\$23,000	<b>\$36,046</b>
Oberon	\$1,500	\$19,774	\$0	\$0	\$29,569	\$0	\$24,707	\$4,019	\$0	\$0	\$5,546	\$39,000	<b>\$124,114</b>
Orange	\$1,500	\$72,097	\$2,497	\$0	\$30,640	\$0	\$283,815	\$9,425	\$0	\$5,818	\$5,546	\$22,000	<b>\$433,336</b>
Parkes	\$1,500	\$6,130	\$0	\$0	\$51,529	\$0	\$81,692	\$8,428	\$0	\$7,574	\$5,546	\$29,000	<b>\$191,399</b>
Upper Macquarie County Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,546	\$10,000	<b>\$15,546</b>
Weddin	\$1,500	\$355	\$0	\$0	\$10,539	\$0	\$30,482	\$611	\$0	\$5,582	\$5,546	\$42,000	<b>\$96,614</b>
<b>Sub Total</b>	<b>\$18,000</b>	<b>\$234,377</b>	<b>\$7,302</b>	<b>\$0</b>	<b>\$339,767</b>	<b>\$0</b>	<b>\$942,136</b>	<b>\$59,982</b>	<b>\$0</b>	<b>\$49,055</b>	<b>\$71,483</b>	<b>\$360,000</b>	<b>\$2,082,102</b>
												<b>Cost to members</b>	<b>\$197,800</b>
												<b>Total</b>	<b>\$1,884,302</b>



Please contact Ms Jennifer Bennett, Executive Officer, 0428690935, with any queries regarding this advice or in her absence Acting Executive Officer, Kate Barker, 0428 604 513

**Minutes of the CNSWJO Board Meeting 23 August 2023 held in Sydney**

**In Attendance\***

<b>Cr R Taylor</b>	Bathurst Regional Council	<b>Cr M Statham</b>	Lithgow City Council
<b>Cr S Ferguson</b>	Blayney Shire Council	<b>Cr M Kellam</b>	Oberon Council
<b>Cr K Beatty</b>	Cabonne Council	<b>Cr K Keith OAM</b>	Parkes Shire Council
<b>Cr B West</b>	Cowra Shire Council	<b>Cr P Best</b>	Weddin Shire Council
<b>Cr P Miller OAM</b>	Forbes Shire Council		

Mr D Sherley	Bathurst Regional Council	Mr G Rhodes	CTW
Mr M Dicker	Blayney Shire Council	Cr A McGibbon	UMCC
Mr B Byrnes	Cabonne Council	Mr S Bowman	RDACW
Mr P Devery	Cowra Shire Council	Ms O West	Regional NSW
Mr S Loane OAM	Forbes Shire Council	Ms J Bennett	CNSWJO
Mr C Butler	Lithgow City Council	Ms M Macpherson	CNSWJO
Mr D Waddell	Orange City Council	Ms C Griffin	CNSWJO
Mr K Boyd PSM	Parkes Shire Council	Ms V Page	CNSWJO
Ms N Vu	Weddin Shire Council		

\*Voting members in bold

Meeting opened at 12.39 pm by Chair Cr Kevin Beatty

**1. Acknowledgement of Country**

Acknowledgment to Country: Gadigal (Sydney)

**2. Welcome from the Chair Cr Kevin Beatty**

Acknowledged our two Board members who are not standing for Mayor in September Cr Ken Keith and Cr Bill West both for their communities and as regional advocates.

**3. Apologies applications for a leave of absence by Joint Voting representatives**

Cr J Medcalf, Cr C Bembrick, Cr J Hamling, Mr B Byrnes, Mr G Tory, Mr G Wallace, Cr D Somerville, Cr R Fagan and Mr T Johnson.

<b>Resolved</b>	<b>Cr M Kellam/Cr R Taylor</b>
That the apologies for the Central NSW Joint Organisation Board meeting 23 August 2023 listed above be accepted.	

**4. Conflicts of Interest**

<b>Resolved</b>	<b>Cr R Taylor/Cr M Kellam</b>
Nil declared	

**5. Speakers**

- a. **Mr Brett Whitworth Deputy Secretary, Local Government, Department of Planning and Environment**

Ms O West arrived at 12.44pm

Cr P Miller left the meeting at 1.00pm

- b. **Cr Darriea Turley AM, President of Local Government NSW gave an update in attendance and was Acting Chief Officer Damien Thomas.**

**Cr B West, Cr S Ferguson, Mr P Devery and Mr M Dicker arrived at 1.18pm**

**6. Minutes**

**Confirmation of the Minutes of the CNSWJO Board Meeting 24 May 2023 held in Canberra**

<b>Resolved</b>	<b>Cr K Keith/Cr B West</b>
That the Central NSW Joint Organisation Board confirm the Minutes of the CNSWJO Board Meeting 24 May 2023 held in Canberra	

**7. Business Arising from the Minutes – Matters in Progress**

<b>Resolved</b>	<b>Cr P Best/Cr R Taylor</b>
That the Central NSW Joint Organisation Board note the Matters in Progress, making deletions as suggested.	

**8. Reports on Statement of Regional Strategic Priority**

**Priority One: Inter-Council Co-operation**

**a. Financial Report**

<b>Resolved</b>	<b>Cr M Kellam/ Cr S Ferguson</b>
That the Board note the Financial Report.	

**b. Compliance Report**

<b>Resolved</b>	<b>Cr S Ferguson/Cr R Taylor</b>
That the Board note the Compliance Report	

**Mr Whitworth, Cr M Statham and Mr C Butler left at 1.30pm**

**c. The CNSWJO Governance and Advocacy Report**

<b>Resolved</b>	<b>Cr P Best/Cr M Kellam</b>
That the Board note the CNSWJO Governance Advocacy Report and	
<ol style="list-style-type: none"> <li>1. note the Advocacy Subcommittee update;</li> <li>2. note the advice from the Health and Aging Portfolio Mayors' Subcommittee;</li> <li>3. adopt the MoU the Rural Doctor's Network;</li> <li>4. adopt the Plan on a Page for the Planners' Group;</li> <li>5. adopt the Terms of Reference for the Spare Capacity in Housing Project;</li> <li>6. circulate the Plan on a Page for the Spare Capacity in Housing Project for adoption through the Chair;</li> <li>7. endorse the submission to IPART on the council rating methodology;</li> <li>8. endorse the submission on the monitoring the NSW Biodiversity Credits Markets – IPART;</li> <li>9. endorse the Response on the Biodiversity Assessment Method review, Department of Planning and Environment;</li> <li>10. adopt the Current and Historic Population Projections for Local Government Areas in the Central NSW Joint Organisation;</li> <li>11. lodge a submission to the Inquiry into the Implementation of Recommendations Relating to Workforce Issues, Workplace Culture and Funding Considerations for Remote, Rural and Regional Health within existing policy;</li> <li>12. lodge a submission to the Draft Community Engagement Rules for Major Transmission Projects within existing policy;</li> <li>13. note that a date is being sought for a meeting in Hawkesbury to progress a policy position on a safe, swift and secure link between Central NSW and Sydney;</li> <li>14. update the Transport Advocacy Plan to support;</li> </ol>	

<ul style="list-style-type: none"> <li>a. the Bathurst Bullet being extended to Orange, including Opal Card ticketing;</li> <li>b. a morning day-return service from Dubbo to Sydney via Orange using Bullet 2 pathway and timetable;</li> <li>c. Staged Faster Rail track upgrades to reduce travel time from Orange and Dubbo; and</li> <li>d. Split the faster passenger rail at Orange to go to Parkes and Dubbo; and</li> </ul>
15. for the two days of meetings that are concurrent with parliamentary visits, the Board meeting be held on the Friday;
16. invite interested Mayors to the next Advocacy Mayor's Subcommittee meeting to progress priority on the Safe Swift and Secure Link between Sydney and Central NSW where this is to include discussion on a freight study and rail as a potential priority.

**d. Regional Procurement and Contracts**

<b>Resolved</b>	<b>Cr M Kellam/Cr R Taylor</b>
That the Board notes the report on the Regional Procurement and Contract Management Report and that it:	
<ul style="list-style-type: none"> <li>1. note the procurement activities that have occurred between Board meetings; and</li> <li>2. approve the additional procurement processes added to the CNSWJO regional procurement plan for 2023/2024.</li> </ul>	

**e. Disaster Risk Reduction Fund (DRRF) Program report**

<b>Resolved</b>	<b>Cr B West/Cr R Taylor</b>
That the Board note the Disaster Risk Reduction Program report and:	
<ul style="list-style-type: none"> <li>1. note the approval by NSW Reconstruction Authority of the extension of Milestone 2 from 30 September to 11 November 2023, with the ultimate project deadline of 30 June 2024 remaining the same;</li> <li>2. note the approval by NSW Reconstruction Authority of the collaborative variation under the Regional Resilience Program to allocate an additional spend of \$4,000 from Central NSW Joint Organisation for the Regional Resilience Program Monitoring and Evaluation plan, led by Canberra Region Joint Organisation;</li> <li>3. recommend to councils they consider entering into new data sharing agreements with Spatial Services; and</li> <li>4. endorse the submission for the Independent Review of Commonwealth Disaster Funding reviewed by the Central NSW Joint Organisation Transport Technical Committee.</li> </ul>	

**Priority two: Regional Prosperity through better Infrastructure and Services**

**f. "Come Out, We're Open" – Post Campaign Report**

<b>Resolved</b>	<b>Cr B West/ Cr P Best</b>
That the Board note the "Come Out, We're Open" – Post Campaign Report.	

**Priority five: Transport and Infrastructure**

**g. Transport Advocacy**

<b>Resolved</b>	<b>Cr K Keith/Cr M Kellam</b>
That the Board note the Transport report and note:	
<ul style="list-style-type: none"> <li>1. the alignment of work with the CNSWJO Disaster Risk Reduction Fund's transport vulnerability assessment;</li> <li>2. progress for the "Fix Me" project; and</li> </ul>	

3. the legal advice received from Marsdens Law Group regarding the Master Access Deeds and Road Rail Interface Agreement.

**Priority six: Regional Water Security and Productive Water**

**h. Regional Water Report**

<b>Resolved</b>	<b>Cr P Best/Cr R Taylor</b>
That the Board note the Regional Water Security and Productive Water report and:	
<ol style="list-style-type: none"> <li>1. endorse the submission made under the hand of the executive to the Productivity Commission's Murray Darling Basin Plan Independent Review; and</li> <li>2. advocate now that the Regional Water Strategies are near release for the Wyangala Business case and assessment to be released; and</li> <li>3. support the pamphlet developed for the Minister of Water in principle with changes to be made based on feedback from members.</li> </ol>	

**Cr P Miller returned at 3.04pm**

**Priority Seven: Transition to a sustainable, secure and affordable energy future**

**i. Energy Report**

<b>Resolved</b>	<b>Cr M Kellam/Cr S Ferguson</b>
That the Board note the Energy Report and;	
<ol style="list-style-type: none"> <li>1. note the progress of the Business Case on the Nexus Between Energy Security and Emissions Reduction;</li> <li>2. endorse the Project Plan for the Business Case on the Nexus Between Energy Security and Emissions Reduction; and</li> <li>3. endorse the application to ARENA for the Community Battery Program.</li> </ol>	

**9. Quarterly review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022 -2025**

<b>Resolved</b>	<b>Cr P Miller/Cr R Taylor</b>
That the Board note the Quarterly review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022 –2025.	

**10. Late reports – Nil**

**11. Matters raised by Members**

UMCC – Concerns there may be funding cuts to DPI and the effects on weeds management.

**12. Passing of Former Deputy Mayor of Cabonne, Kevin Walker**

<b>Resolved</b>	<b>Cr P Miller/Cr P Best</b>
That the Board send a letter of condolences to the Walker family.	

**13. Speakers to the next meeting.**

The Premier and the Minister for Water were requested as part of the parliamentary visit.

**14. Next meetings:**

**GMAC: 26 October – Forbes**

**Board: 23 November – With support from the Member for Orange, Mr Phil Donato MP and Member for Barwon, Mr Roy Butler MP the meeting be held in Sydney including a dinner at Parliament House. Details to be circulated as soon as possible.**

**Meeting closed 3.25 pm**

**Page 5 is the last page of the Central NSW Joint Organisation meeting 23 August 2023 at Sydney**



**12.2) CTW WATER BOTTLE ROLL-OUT PROGRAM (EM.PR.1)**

**Author:** Governance Executive Support Officer  
**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.5: Efficient use of water – 1.5.2: Develop and promote a source to tap educational program for schools in the water supply area.

**RECOMMENDATION:**

That Council note the report regarding the CTW water bottle roll-out program.

**REPORT**

As per CTW's Delivery Program 2022-2026, a water bottle roll-out program across all primary schools within its water supply network commenced in August 2023. To date, a total of 588 water bottles have been distributed across 8 schools.

The water bottle roll-out program has provided a fantastic opportunity for the students to learn about where their water comes from and how it is delivered to their tap. Students have also been encouraged to ask questions regarding their drinking water, of which there have been many great questions posed. The water bottle distribution data is tabulated below:

Date	School	Number of Bottles Distributed		Total Distributed	Attended By
		Students	Staff		
15 <sup>th</sup> August	Eugowra Public School	28	10	38	GM GESO
	Eugowra Catholic School	33	10	33	
18 <sup>th</sup> August	Cudal Public School	70	12	82	Cr Nash GM Assets Officer
	St Joseph's Primary School	33	10	43	
	Manildra Public School	48	6	54	
18 <sup>th</sup> September	Cargo Public School	17	9	26	GM
	St Edward's Primary School, Canowindra	78	11	89	
13 <sup>th</sup> October	Canowindra Public School	197	26	223	Cr Rawson GM Assets Officer
<b>Total Number of Bottles Distributed</b>		<b>588</b>			

The water bottle roll-out program is expected to be completed by the end of the school year.

CTW will be developing an educational/excursion program for schools in the supply area next year. This will include a site visit of the Carcoar Water Filtration Plant and 12 megalitre reservoir.

**BUDGET IMPLICATIONS**

Operational Plan 23/24

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**12.3) FLOOD RECOVERY FUNDING UPDATE (WS.LI.1)****Author:** General Manager

**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – Strategic Priority 2: An efficient, sustainable and customer focused organisation – Strategic Priority 3: Regional leadership and collaboration – 1.1: Service provision through fit for purpose infrastructure – 3.2: Regional Leadership in the Water Sector – 3.2.1: Explore opportunities to influence water industry policy and direction through participation in industry groups and bodies. – 3.2.2: Continue to collaborate and build upon the strong relationship with the other water county councils and advocate collectively on water industry issues. – 3.1: Regional collaboration and partnerships – 3.1.1: Work closely with Central NSW Joint Organisation (CNSWJO) including the Water Utilities Alliance (CWUA) for the continued delivery of safe and secure quality drinking water for the region.

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**RECOMMENDATION:**

That Council:

1. Note the report, and
2. Endorse the disaster recovery assistance motion for the Local Government NSW Annual Conference 2023.

**REPORT**

Since the devastating flooding event that occurred in Eugowra, Manildra, Cudal and Canowindra on 14 November 2022, Council has been advocating for disaster recovery funding assistance for damage incurred to its water supply infrastructure.

The extent and scale of the flooding event makes it one of the most severe natural disasters to impact the Central Tablelands Water (CTW) supply network since Council was formed in 1944.

As a result of the devastating floods in CTW's supply area, the following water infrastructure was subsequently destroyed, and additional costs incurred to reinstate the essential service of drinking water to the Eugowra and Manildra communities:

- **Eugowra Pump Station** – valued at \$160k. The pump station was insured, however CTW's excess on the insurance property policy is \$250k. The pump station is utilised when the main reservoir supplying the Eugowra township is low and extreme hot temperatures continue past a couple of days. This condition can be contributed to a failure of the system supplying the main reservoir, together with unusual peak water demand due to heat extremes. The purpose of this pump station is to assist with ensuring adequate water pressure is maintained to the residents and businesses of Eugowra during these times.
- **Eugowra Water Services and Flushing (i.e. replacement of meters, flushing to enable boil water alert to be removed, etc)** – emergency and disaster recovery works, costs incurred \$54,458. As a result of the flood, CTW in consultation with NSW Health had to issue its first "Boil Water Alert" since its proclamation in 1944. The boil water alert was issued on 14 November and removed on 16 December 2022 following a rigorous flushing and water quality sampling program by CTW staff, and in close consultation with NSW Health. As a result, CTW incurred

significant additional costs during this process as well as costs associated with replacing various water services which were destroyed during the floods or damaged during the clean-up and recovery activities.

- **Manildra water main attached to footbridge** – a CTW water main attached to a footbridge over the Mandagery Creek at Manildra was washed away with the footbridge during the flood event in November 2022. This water main supplied drinking water to the residents to the east of the Manildra township. Thus far, CTW has incurred expenses totalling \$10,653 to implement a temporary water supply to these residents which CTW staff were fortunately able to achieve over a 2 day period. CTW have been working closely with Transport NSW and Cabonne Council to have the water main replaced on a permanent basis as the bridge over the Mandagery Creek is undergoing extensive repair and strengthening work. The estimated cost to CTW to have the water main replaced permanently is \$75k.

As reported above, the estimated total cost to replace and restore CTW's infrastructure damaged in the devastating flood event equates to over \$300k.

In a bid to recoup these costs, CTW has been advocating for flood recovery funding through the NSW Government – including Regional NSW, Public Works Advisory (Emergency Management) and the NSW Reconstruction Authority.

To date, CTW has been unsuccessful in securing any disaster recovery funding as water supply infrastructure is not currently listed as an essential public asset under the NSW Disaster Assistance Arrangements or the Australian Government's Disaster Recovery Funding Arrangements (DRFA). In addition, assets owned by council trading undertakings that recover more than 50 per cent of their costs through fees or charges are not eligible for financial assistance.

Further lobbying to have Local Water Utilities included on the eligibility list of the NSW Disaster Assistance Arrangements and the DRFA is proposed via the attached Local Government NSW (LGNSW) Annual Conference 2023 letter and motion. The letter has been signed by CTW's Chairman and General Manager in accordance with LGNSW Conference Rules.

### **BUDGET IMPLICATIONS**

Operational Plans 2022/23 & 2023/24  
QBRs 2023/24

### **POLICY IMPLICATIONS**

Nil

### **ATTACHMENTS**

1 [📄](#) LGNSW Conference 2023 Motion - Disaster Recovery Assistance 12-10-23 1 Page



Our Reference: CM.CF.1

Contact: Gavin Rhodes

12 October 2023

Ms Jo Harney  
Policy Officer  
Local Government NSW  
GPO Box 7003  
SYDNEY NSW 2001  
Email: [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au)

Dear Ms Harney,

**Re: Council support for Motion – LGNSW Annual Conference 2023**

In accordance with the LGNSW 2023 Annual Conference Motions Submission Guide, and in the absence of a council meeting, this letter is issued as evidence to support the following motion for the LGNSW Annual Conference 2023:

**Disaster Recovery Funding Arrangements for Local Water Utilities**

THAT LGNSW advocates that local water utilities (LWUs) regulated under the *Water Management Act 2000*, be included in the essential public assets' eligibility list of the NSW Disaster Assistance Arrangements and Australian Government's Disaster Recovery Funding Arrangements.

**Background**

Since the devastating flooding event that occurred in Eugowra, Manildra, Cudal and Canowindra on 14 November 2022, Central Tablelands Water (CTW) has been advocating for flood recovery funding assistance for damage incurred to its water supply infrastructure.

The extent and scale of the flooding event makes it one of the most severe natural disasters to impact the CTW supply network since the County Council was proclaimed in 1944.

Water supply infrastructure is not currently listed as an essential public asset under the NSW Disaster Assistance Arrangements or the Australian Government's Disaster Recovery Funding Arrangements (DRFA).

This motion has been circulated to all Delegates of CTW for ratification at the October 2023 Council meeting and is supported by the Chairman and General Manager.

Yours faithfully,

A handwritten signature in dark ink, appearing to read "G. Rhodes".

Gavin Rhodes  
General Manager

A handwritten signature in dark ink, appearing to read "David Somerville".

Cr David Somerville  
Chairperson

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**Central Tablelands Water** ABN: 43 721 523 632 30 Church Street Blayney NSW (02) 6391 7200  
PO Box 61 Blayney NSW 2799 [water@nsw.gov.au](mailto:water@nsw.gov.au) [www.ctw.nsw.gov.au](http://www.ctw.nsw.gov.au)

**12.4) BELUBULA WATER SECURITY 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 – 3.2: Regional Leadership in the Water Sector – 3.1.6: Continue to be a key delivery partner of the Belubula Water Security Project (BWSP) with Water Infrastructure NSW and WaterNSW.

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**RECOMMENDATION:**

That Council note:

1. The Belubula Water Security project update report, and
2. The consultation process for the draft Lachlan Regional Water Strategy.

**REPORT*****Background***

As reported previously, the Steering Committee that had oversight of both the Lake Rowlands to Carcoar Pipeline project (WaterNSW) and the Lake Rowlands Dam Augmentation project (CTW) agreed in principle that combining project delivery and progressing as a single project to investment decision was the best outcome for NSW and the Belubula water users.

Water Infrastructure NSW (WINSW) are responsible for leading the development and delivery of key government water infrastructure projects and programs across the state. Subsequently, a Memorandum of Understanding (MOU) between CTW and WINSW was developed and executed, further solidifying the partnership approach.

To reflect the close alignment between both projects and the partnership between WINSW and CTW, the Lake Rowlands to Carcoar pipeline project and the Lake Rowlands Augmentation project was renamed the Belubula Water Security Project (BWSP).

The BWSP forms part of a broader Lachlan Regional Water Strategy (currently in draft) that will propose a wider portfolio of solutions to improve outcomes in the Lachlan Valley.

***Belubula Water Security Project (BWSP) update***

The BWSP has been on hold since March 2023 following a review of water infrastructure projects by the newly elected NSW Labor Government. This review has now been completed. CTW was informed by DPE Water on 19 September 2023 that the BWSP (including the Lake Rowlands Augmentation) Final Business Case (FBC) is proceeding within the Lachlan Regional Water Strategy. However, the funding arrangements for the BWSP are yet to be confirmed.

***Draft Lachlan Regional Water Strategy – consultation***

DPE Water have recommenced the consultation process on the [draft Lachlan Regional Water Strategy](#) (LRWS). DPE Water are seeking input from the community on the future of water in the Lachlan Valley region prior to finalising the LRWS. The public exhibition period for the draft Lachlan RWS will end on 12 November 2023.

A face to face engagement session is scheduled to be held at the Cowra Bowling and Recreation Club on Thursday 19 October from 2pm to 5pm - [Register here](#).

CTW will contribute to a CNSWJO regional submission, as well as develop and issue a CTW submission. The general manager will be seeking feedback from all Councillors on the CTW submission once a draft has been developed.

### **BUDGET IMPLICATIONS**

Funding arrangements for the BWSP FBC is yet to be confirmed. Prior to the infrastructure review, the NSW Government had committed \$4.1m and Federal Government \$2.7m towards the BWSP FBC.

### **POLICY IMPLICATIONS**

Nil

### **ATTACHMENTS**

Nil.

**12.5) INQUIRY INTO PROTECTING LOCAL WATER UTILITIES FROM PRIVATISATION (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 – 3.2: Regional Leadership in the Water Sector

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**RECOMMENDATION:**

That Council note the information pertaining to the inquiry into protecting local water utilities (LWUs) from privatisation.

**REPORT*****Inquiry into protecting local water utilities from privatisation***

CTW has received an invitation to make a submission to the inquiry into protecting local water utilities (LWUs) from privatisation. This inquiry follows NSW Parliament passing the Constitution Amendment (Sydney Water and Hunter Water) Bill 2023 on 1 June 2023, to ensure continued public ownership of Sydney Water Corporation and the Hunter Water Corporation.

A Joint Select Committee has been established to inquire into ways LWUs and their assets can be best protected against privatisation, forced amalgamations and sell-offs. The focus of the inquiry will be on LWUs in NSW that are not serviced by Sydney Water or Hunter Water.

In accordance with its Terms of Reference, the Committee will inquire into and report on how the Government can prevent and stop privatisation of LWUs with reference to:

- a) How LWUs and their assets can be best protected against privatisation, forced amalgamations and sell-offs;
- b) Reviewing governance and other legislation relating to the potential privatisation of LWUs; and
- c) Any other related matters.

The closing date for submissions is 29 October 2023.

The general manager has been collaborating with fellow water county council general managers, LGNSW water policy advisors and the CNSWJO to develop key messages for respective submissions.

Feedback will be sought on the CTW submission once a draft has been developed.

Further information regarding the inquiry into protecting LWUs from privatisation is available on the Committee's [website](#).

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil



**ATTACHMENTS**

Nil.

**12.6) CLIMATE ADAPTATION STRATEGY (EM.PR.3)****Author:** General Manager**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.4: Mitigate environmental impacts of service delivery – 1.4.3: Continue to review operational processes with the objective of further mitigating environmental impacts.

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**RECOMMENDATION:**

That Council:

1. Note the report, and
2. Endorse the climate adaptation strategy approach for Central Tablelands Water.

**REPORT**

Central Tablelands Water (CTW) as an essential service provider of drinking water is not immune from the impacts of climate change. CTW has already experienced the impacts of climate change, via droughts (1982 to 1983, 1997 to 2009 and 2017 to 2019) and the recent devastating flooding events in Eugowra, Cudal, Manildra and Canowindra (November 2022).

**Climate Adaptation Strategy Approach**

A strategy needs to be developed for CTW to adapt to the challenges of climate change to ensure future sustainability. This includes identifying the short and long term impacts that climate adaptation poses to CTW's water supply system and the risks and opportunities that arise from those impacts.

When developing a Climate Adaptation Strategy the following questions, priorities and actions should be considered:

- What are the likely climate change events now and in the future?
- What actions are required to mitigate climate change?
- How to deal with climate change?
- What changes to existing water supply infrastructure is required? (i.e. pump stations, reservoirs, bores, etc)
- What future water supply infrastructure is required? (i.e. pipelines, water filtration plants, storage, renewable energy)
- Adaptation Plan Risk Assessment
- Recognition of climate change evidence
- Frequency of climate change events (i.e. floods, droughts, bushfires, storms, etc)
- Intensity of climate change events (i.e. intense rainfall events over shorter periods, longer more severe droughts, etc)
- What are the Threats, Risks and Opportunities?
- Dam safety (i.e. Lake Rowlands)
- Catchment management (i.e. water quality)
- Increase in frosts (i.e. damage to meters, leaks, etc). How can damage to meters from frost events be prevented?
- Revenue fluctuations, volatility, sensitivity to climate change (i.e. droughts/water restrictions, floods/excess water and reduced demand). How can fees and charges be set to overcome revenue sensitivity to climate change?

**Next Steps**

The next steps in developing CTW's Climate Adaptation Strategy is to hold a Councillor and Management Strategy workshop facilitated by a Climate Change Adaptation professional. It is envisaged that this workshop would also consider available climate modelling data from the Lachlan Regional Water Strategy and Belubula Water Security Project.

The outcomes from the strategy workshop would then be compiled into a draft CTW Climate Adaptation Strategy for adoption by Council.

Depending on attendee availability, the strategy workshop could be held in late November or early December 2023.

**BUDGET IMPLICATIONS**

Operational Plan 2023/24

**POLICY IMPLICATIONS**

Climate Adaptation Strategy

**ATTACHMENTS**

Nil

**12.7) LAKE ROWLANDS CATCHMENT MANAGEMENT PLAN UPDATE (WS.SP.4)**

**Author:** General Manager  
**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.4.1: Develop and implement a catchment management plan for Lake Rowlands. – 1.4.3: Continue to review operational processes with the objective of further mitigating environmental impacts. – Strategic Priority 3: Regional leadership and collaboration

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**RECOMMENDATION:**

That Council:

1. Note the report, and
2. Endorse the approach in developing a catchment management plan for Lake Rowlands.

**REPORT**

During the development of CTW's 2022-2026 Delivery Program, mitigating environmental impacts of service delivery was identified by Council as a key priority area. Subsequently, the development and implementation of a catchment management plan for Lake Rowlands was proposed and supported as an activity for the key priority area.

The development of a catchment management plan for Lake Rowlands is currently in progress with the following aspects and aspirations being considered:

- Maintain and improve raw water quality
- Minimisation of future manganese issues
- Further engagement with upstream and downstream landholders
- Identification of native wildlife, vegetation, sensitive ecosystems, and communities
- Adequacy of flows above and below the dam for water quality and environmental purposes
- Identification of risks to raw water quality, including microbiological, chemical and physical

With the recent DPE Water notification that the Belubula Water Security Project (BWSP) Final Business Case (FBC) is proceeding via the draft Lachlan Regional Water Strategy, CTW will continue to collaborate with the BWSP team regarding studies being undertaken in and around the Lake Rowlands catchment (i.e. native wildlife, vegetation, sensitive ecosystems and communities). This will enable the sharing of information and reduce duplication in developing the plan.

CTW Senior Management have also recently engaged with WaterNSW who are currently establishing a catchment management expert advisory program for interested local water utilities across NSW. This program is being funded by DPE Water as a component of Phase 2 of the Town Water Risk Reduction Program (TWRRP). This will enable local water utilities to accelerate responses to audits to improve local dam safety and address water quality risks, leveraging the systems and expertise of WaterNSW. The launch of the advisory program is expected to occur in November 2023.

**Next Steps**

In summary, the next steps in developing CTW's Lake Rowlands Catchment Management Plan are to:

- Continue collaboration with the BWSP Team regarding catchment studies

- Participate in the TWRRP/WaterNSW Catchment Management Expert Advisory program
- Collaborate with regional DPE staff re: environmental studies, potential university students studying environmental science, who may be interested in undertaking research at Lake Rowlands, e.g. native wildlife, ecological systems, etc
- Further engagement with upstream and downstream landholders
- Hold a Lake Rowlands Catchment Management workshop for CTW Councillors, Management, landholders and stakeholders - potentially facilitated by WaterNSW

The outcomes from the catchment management workshop would then be compiled into a draft Lake Rowlands Catchment Management Plan for adoption by Council.

It is anticipated that the workshop could be held later this year or early next year, dependent on factors such as: the commencement of the WaterNSW Catchment Advisory Program; availability of catchment study information, and attendee availability.

### **BUDGET IMPLICATIONS**

Operational Plan 2023/24

### **POLICY IMPLICATIONS**

Water Quality Policy

### **ATTACHMENTS**

Nil

**12.8) WATER RESTRICTIONS SIGNAGE (WS.SD.1)**

**Author:** General Manager  
**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – Strategic Priority 2: An efficient, sustainable and customer focused organisation – 1.5: Efficient use of water – 1.5.1: Provide customers with regular and current information regarding how to use water wisely. – 1.2.2: Inform and involve our customers and regulators about projects, programs and other activities.

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**RECOMMENDATION:**

That Council note the Water Restrictions Signage Project update report.

**REPORT**

Central Tablelands Water (CTW) completed a rebranding project in 2019. At that time, CTW also considered a new signage project to notify consumers of water restriction levels throughout the water supply network. This signage project was paused as the Department of Planning and Environment (DPE) Water were embarking on a water restriction harmonisation project across NSW.

The purpose of the Water Restriction Harmonisation Project is to:

- identify and develop options to improve existing guidance on strategic planning outcomes that cover water restrictions.
- encourage and enable a more consistent and harmonised approach to applying water restrictions in water utilities based on common principles.

The water restriction harmonisation project was placed on hold due to the government needing to respond to natural disasters across the state, such as bushfires and floods.

In the absence of any water restriction harmonisation project updates, CTW has progressed with water restriction signage design work. The general manager engaged the professional services of readymarketing to assist with the design of the signage. Readymarketing (formerly known as Adloyalty) facilitated CTW's rebranding project and refresh of CTW's website.

However, at the recent NSW Water Directorate Forum held on 15 September in Sydney, DPE Water advised that the water restriction harmonisation consultation process is to recommence later this year. According to DPE Water's website, a consultation paper is currently being prepared and will be shared when it is available. A series of online workshops will also be held in late 2023 for local water utilities to discuss the consultation paper and provide feedback for consideration.

Therefore, noting the recommencement of the Water Restriction Harmonisation Project, CTW will now await the outcome of the consultation process prior to completing its water restrictions signage design and present to Council for consideration and approval.

**BUDGET IMPLICATIONS**

Operational Plan 2023/24

**POLICY IMPLICATIONS**

Demand Management and Drought Management Policies.

**ATTACHMENTS**

Nil

**12.9) COUNCIL RESOLUTIONS UPDATE REPORT (GO.CO.1)**

**Author:** General Manager  
**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – Strategic Priority 2: An efficient, sustainable and customer focused organisation – Strategic Priority 3: Regional leadership and collaboration

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**RECOMMENDATION:**

That Council note the Council Resolutions Update Report to August 2023.

**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 August 2023.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

1 [↓](#) COUNCIL RESOLUTIONS UPDATE REPORT - AUGUST 2023 2 Pages



**COUNCIL RESOLUTIONS UPDATE**

<b>Council Resolutions Update – Meeting held 18 October 2023</b>					
<b>Resolution Ref.</b>	<b>Date of Meeting</b>	<b>Subject</b>	<b>Responsible Officer</b>	<b>Decision</b>	<b>Action Taken/Status</b>
22/048	22/6/22	Levels of Service Report	SMT	That Council: 1. Note the Level of Service report, and 2. Receive a report at a subsequent meeting on monitoring its achievement against levels of service and industry benchmarks.	9/8/23 – SMT & AO have engaged CTW's Asset Software System consultant to undertake a capability review of the system to explore/design data gathering opportunity to support monitoring and reporting against CTW's LOS.  <b>Status: ongoing</b>
23/005	15/2/23	Belubula Water Security Project Update	GM	That Council: 1. Note the Belubula Water Security Project (BWSP) update report, and 2. Review the BWSP Memorandum Of Understanding (MOU) for any updates or amendments in lieu of signing a Delivery Deed for augmentation construction.	19/09/23 – Advised that the BWSP Final Business Case (FBC) is proceeding within the draft Lachlan Regional Water Strategy which is currently on public consultation. Awaiting funding confirmation for the FBC and any new governance arrangements for the project.  <b>Status: ongoing</b>
23/052	16/8/23	Matters arising from previous meetings	DOTS	That the Director Operations & Technical Services provide a written report in relation to the question without notice in relation to environmental flows.	17/8/23 – DOTS has provided written information in relation to environmental flows.  <b>Status: completed</b>
23/054	16/8/23	Local Government NSW Annual Conference 2023	GM	That Council: 1. Note the report, and	13/10/23 – LGNSW Conference registrations completed for Chairperson, Cr Cook and General Manager.

				2. Give approval for the Chairperson, General Manager and any other interested councillor(s) to attend the 2023 Local Government NSW Annual Conference in Sydney, from 12 to 14 November 2023.	<b>Status: completed</b>
23/057	16/8/23	Canowindra Community Radio Service	GM	<p>The Council:</p> <ol style="list-style-type: none"> <li>1. Note the report,</li> <li>2. Authorise the General Manager to enter into a host site agreement for an initial period of 5 years with United Christian Broadcasters Australia Limited (trading as Vision Christian Media) to host community radio equipment at the Canowindra Town Reservoir site, and</li> <li>3. Approve a Section 356 Donation for the electricity costs associated with hosting the community radio equipment at the Canowindra Town Reservoir site under the host site agreement.</li> </ol>	<p>13/10/23 – The Host Site Agreement was executed on 21/9/23.</p> <p><b>Status: completed</b></p>
23/067	16/8/23	Deed with a neighbouring property owner at Lake Rowlands	GM	That Council authorise the execution by Council of a Deed with the new property owner of “Coombing Vale”, Neville, to maintain the watering of stock on this property, currently sourced from Lake Rowlands.	<p>13/10/23 – Property owner advised of resolution to execute a new Deed. CTW awaiting the new Deed from the property owner.</p> <p><b>Status: ongoing</b></p>

**12.10) FINANCIAL MATTERS - INVESTMENT REPORT AS AT 30 SEPTEMBER 2023**  
**(FM.BA.1)**

**Author:** Director Finance & Corporate Services  
**IP&R Link:** – 2.3.1: Manage the risk management framework including the risk register. – 2.2: Sound Financial management – 2.2.1: Review and update long term financial plan (LTFP).

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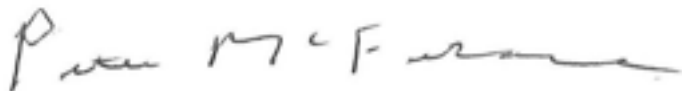
**RECOMMENDATION:**

That the information in relation to Council's Cash and Investments as at 30 September 2023 be noted.

**REPORT****Cash and Investments**

The investment summary below represents Council's total investments as of 30 September 2023 in accordance with clause 212 of the Local Government (General) Regulation 2005 and Section 625 of the Local Government Act 1993.

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



Peter McFarlane  
Responsible Accounting Officer

**INVESTMENT COMMENTARY**

The Reserve Bank of Australia (RBA) held the cash rate at 4.10% for the third consecutive month. The RBA has indicated that a further increase in the cash rate may be required depending upon future economic indicators particularly the Consumer Price Index.

The outlook for inflation remains uncertain with the rate being influenced by large increases in the price of oil and the low Australian dollar leading to higher import prices. The rising cost of oil is feeding through to fuel prices which in turn pushes up the prices for many goods and services.

The lower dollar has in part been influenced by the lower interest rates in Australia compared to other major economies (US interest rate is 5.50%. England interest rate is 5.25%), this is referred to as the sovereign yield differential.

The RBA is closely monitoring economic data and has indicated that it prefers a soft landing approach, that minimises the potential loss of jobs that could occur in a recession. The RBA has, however, indicated that we may not yet have reached the peak of the current interest rate cycle.

In response to the pausing of the cash rate increases by the RBA, Approved Deposit Institutions (ADI) have tended to reduce term deposit interest rates. This has reflected the fact that many ADI's currently have high levels of liquidity and are not actively seeking deposits.

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This is Page No. 33 of the Agenda presented to the Ordinary Meeting of Central Tablelands County Council held at Grenfell on 18 October 2023

This has resulted in it being difficult to get rates that exceed 5.0% on 12 month term deposits. Council has been able to take advantage of some attractive and special deals being offered by some ADI's to maintain renewal rates just in excess of 5.0%. This is likely to become more difficult in the months ahead.

### **BUDGET IMPLICATIONS**

With 12 month term deposit rates continuing to be available at rates just above 5.00%, it is likely that interest income received will exceed the budget. An amendment to this estimate will be made in the September 2023 Quarterly Budget Review Statement.

A substantial proportion of Council's cash and investments are either externally restricted or internally set aside to fund Council's capital expenditure program. Only a small amount of cash and investments are unrestricted, and available to meet unexpected expenses or revenue declines.

### **POLICY IMPLICATIONS**

Council will continue to operate within the 12 month term deposit range, however, the investment policy provides for terms of up to 2 years. There may be an opportunity to lock in some good rates beyond 12 months, however, Council has stuck with its existing practice of 12 month maximum terms.

### **ATTACHMENTS**

- 1 [📄](#) Cash and Investments at 30 September 2023 1 Page

## Cash and Investments as at 30 September 2023

		Credit Rating	Term (Days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits</b>	<b>\$ 8,800,000.00</b>					<b>82.99%</b>
Commonwealth Bank of Australia	600,000	AA-	364	5.33%	14/06/24	5.66%
Commonwealth Bank of Australia	500,000	AA-	365	4.67%	7/02/24	4.72%
Bank of QLD - Curve Securities	500,000	BBB+	365	5.05%	6/03/24	4.72%
Unity Bank/Reliance Credit Union	500,000	Unrated	366	5.50%	4/08/24	4.72%
Commonwealth Bank of Australia	500,000	AA-	367	4.37%	17/10/23	4.72%
AMP - Curve Securities	500,000	BBB	365	4.90%	26/03/24	4.72%
AMP - Curve Securities	500,000	BBB	365	4.80%	3/11/23	4.72%
Commonwealth Bank of Australia	500,000	AA-	365	4.48%	31/10/23	4.72%
Commonwealth Bank of Australia	500,000	AA-	364	5.00%	13/09/24	4.72%
AMP - Curve Securities	500,000	BBB	365	4.80%	14/03/24	4.72%
Bank of QLD - Curve Securities	500,000	BBB+	365	4.75%	11/03/24	4.72%
Macquarie Bank - Curve Securities	200,000	A+	0	4.50%	At Call	1.89%
NAB - Curve Securities	500,000	AA-	365	4.45%	2/04/24	4.72%
Commonwealth Bank of Australia	500,000	AA-	364	5.00%	13/09/24	4.72%
Bank of QLD - Curve Securities	500,000	BBB	365	5.25%	25/09/24	4.72%
NAB - Curve Securities	500,000	AA-	365	5.50%	2/07/24	4.72%
Bank of QLD - Curve Securities	500,000	BBB+	365	5.35%	7/06/24	4.72%
Reliance Bank	500,000	Unrated	366	5.91%	13/07/24	4.72%

<b>At Call Deposits</b>	<b>\$ 1,803,066.14</b>					<b>17.01%</b>
Commonwealth Bank - General Account	\$ 428,134.30	AA-	At Call	3.95%	N/A	
Commonwealth Bank - BOS Account	\$ 1,374,905.02	AA-	At Call	4.10%	N/A	
Reliance Credit Union - Cheque Account	\$ 26.82	Unrated	At Call	0.00%	N/A	
<b>Total Value of Investment Funds</b>	<b>\$ 10,603,066.14</b>					<b>100%</b>

**Average Rate on Term Deposits**

90 Day BBSW for September 2023	4.1400%
Average Rate on Term Deposits	4.8969%
Margin over 90 day BBSW	0.7569%

Average Term - Short Term Deposits (days)	342
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**Long Term Credit Rating**

	Amount \$	%
AA-	\$ 5,903,039.32	55.67%
A+	\$ 200,000.00	1.89%
BBB+	\$ 1,500,000.00	14.15%
BBB	\$ 2,000,000.00	18.86%
Unrated	\$ 1,000,026.82	9.43%
<b>Total</b>	<b>\$ 10,603,066.14</b>	<b>100.00%</b>

**BANK RECONCILIATION**

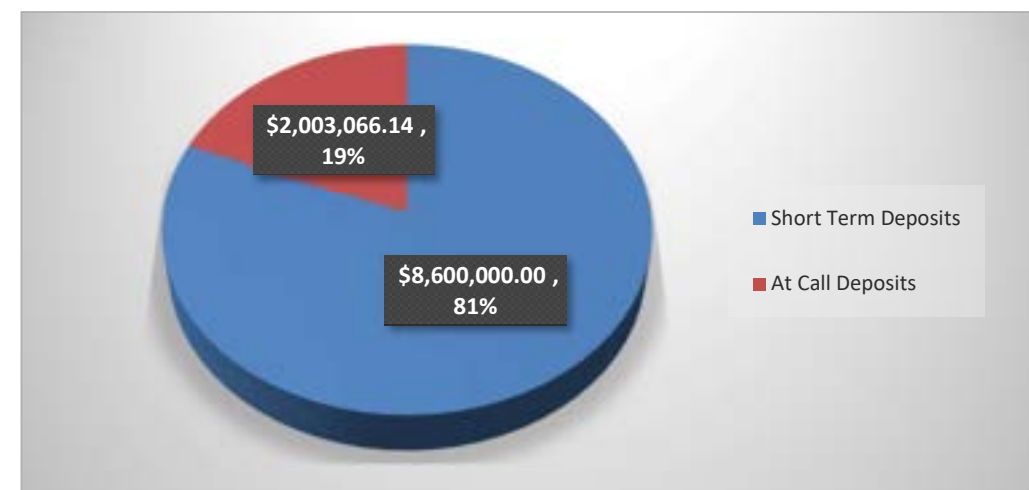
Balance as per Bank Statement	\$ 420,073.76
Add: Visa card purchases processed October 2023	\$ 7,436.25
Add: Cheque receipt deposited 03.10.23	\$ 624.29

Balance as per Cash Book	<u>\$ 428,134.30</u>
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**GENERAL FUND**

(a) Cash Book Balance	\$ 1,803,066.14
(b) Bank Balance	\$ 1,803,066.14

<b>Short Term Deposits</b>	<b>\$ 8,600,000.00</b>
<b>At Call Deposits</b>	<b>\$ 2,003,066.14</b>



**12.11) AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) (CM.AU.1)**

**Author:** Director Finance & Corporate Services  
**IP&R Link:** – 2.3: Continuous Improvement Whilst Managing Risk – 2.3.1: Manage the risk management framework including the risk register.

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**RECOMMENDATION:**

1. That Council receive and note the Audit Risk and Improvement Committee Minutes of the meeting of 30 August, 2023.
2. That Council receive and note the 2022/23 Chairperson's Annual Report.

**REPORT**

The minutes of the ARIC meeting held on 30 August, 2023 are attached for Council's consideration.

The major points arising from the meeting were:

- Independent members will now submit an annual Declaration of Interest form. This will be in the same form as that which applies to Councillors and Designated Persons.
- The draft General Purpose Financial Statements for the year ended 30 June 2023 were presented to the Committee after previously being distributed out of session.
- The final management letter for the interim audit had not been issued by the time of the meeting. It was subsequently distributed out of session to the Committee members.
- It was noted that with the Executive and Governance Support Officer now engaged, that work will be progressed on the recommendations arising from the Fraud Health Assessment and the Project Management Internal Audit.
- The regulatory framework to support the Office of Local Government (OLG), Internal Audit, Risk and Improvement Framework is still yet to be released.
- The Chairperson's ARIC Annual Committee Report was presented at the meeting. This Report has been referred to Council at this meeting.

As indicated the Chairperson's ARIC Annual Report for 2022/23 is attached to this report for Council's review.

The salient items in the report were:

- An internal audit was conducted on Project Management during the course of the 22/23 year. This was the first review of this area since 2012. A number of recommendations arose out of the review and are being worked through. The most significant of these was that a project management framework be developed for major projects (threshold to be determined by Council). This led to a new position of Project Support Officer being included in the 23/24 Operational Plan. The primary purpose of this position will be the development and implementation of the project management framework, noting that substantial infrastructure renewal is planned in the Long Term Financial Plan.
- A change was also made to the Committee charter to align the business paper preparation time to the same as the Council.
- During the year, CTW's Credit Card Policy was presented to the Committee to provide assurance that the policy aligned with the latest OLG guidelines.

- There was also a review of the excel based Risk Register undertaken during the year. Work is continuing on the risk register to align it more closely with mitigation actions taken to form a more accurate assessment of residual risk ratings.
- Looking forward, resources will be focused on actioning the recommendations arising from previous internal audits, developing a model internal audit charter and developing a longer term internal audit program beyond 2024/25. As resourcing permits, Council will also look at developing a legislative compliance framework (register) that can be used to document the large body of work that is currently undertaken in this regard.
- Resources will also need to be allocated to make the regulatory compliance changes required in accord with the new Audit, Risk and Improvement Guidelines.

### **BUDGET IMPLICATIONS**

The 23/24 approved budget for Internal Audit is \$25,000. The 23/24 costs year to date are \$1,399.

### **POLICY IMPLICATIONS**

Section 428A of the Local Government Act 1993 outlines the requirements and duties of the ARIC. The required date for implementation of the new guidelines is 1 July 2024. However, only draft guidelines have been issued by the OLG as yet, so implementation planning is being impacted by that delay.

The regulatory framework to support the draft guidelines are expected to be released shortly noting that the original reform process in this area commenced in 2019.

### **ATTACHMENTS**

- |   |                   |  |         |
|---|-------------------|--|---------|
| 1 | <a href="#">↓</a> | Audit Risk and Improvement Committee 2022/23 Annual Report | 5 Pages |
| 2 | <a href="#">↓</a> | ARIC Meeting Minutes 30 August, 2023                       | 3 Pages |



## Central Tablelands Water – Audit, Risk and Improvement Committee

### Annual Report to Council – 2022/23

#### Introduction

On behalf of the Audit, Risk and Improvement Committee ('Committee' or 'ARIC'), I present the ARIC report for Central Tablelands Water (CTW) covering the 1 July 2022 – 30 June 2023 year.

The ARIC is an independent forum that provides oversight and assistance to improve the risk management, governance and compliance, internal control and external accountability of Central Tablelands Water.

The ARIC operates in accordance with its Charter which sets out the roles and responsibilities of the Committee, its authority, membership and the tenure of its members, the operation of its meetings, how decisions are made and its reporting responsibilities. The Charter is subject to regular review and is also amended as necessary to reflect evolving regulatory guidance issued by the Office of Local Government.

#### Role of the Committee

The Committee seeks to achieve the objectives outlined in the Charter by:

- examining and commenting on CTW's risk management framework and practices;
- reviewing internal control mechanisms;
- reviewing financial reporting and controls in CTW including meeting with external auditors;
- monitoring legislative compliance including compliance with policies and guidelines issued by the Office of Local Government; and
- overseeing an active program of internal audit by authorising an annual and longer term strategic internal audit program, as well as overseeing progress with the implementation of the recommendations of completed internal audit reports.

#### Purpose of Report

This report provides background to the Committee's membership, activities during the period and areas for development in the year to come.

*Central Tablelands Water Audit, Risk and Improvement Committee 2022-23 Annual Report*



### **Committee Membership**

Membership of the ARIC comprises one Councillor, a nominated alternate Councillor and two Independent Members appointed by Council.

The Committee is comprised of the following members:

#### *Independent Members:*

- Donna Rygate (Chair)
- Ron Gillard

#### *Councillor Member:*

- Councillor Marlene Nash (voting)

#### *Independent Member Profiles*

Donna Rygate is an experienced independent chair/director, business leader and skilled problem solver with a solid track record of positive transformation of organisations. She currently holds various board, panel, statutory and committee chair and/or member roles. From 2014 to 2018 Donna was Chief Executive of Local Government NSW. She previously worked in chief executive, senior executive, policy, communications, governance and operational roles in the NSW public sector for more than 25 years. Donna has an Economics degree with Honours in Government and Public Administration, a Masters degree in Planning, a Diploma of Governance, and is a graduate of the Australian Institute of Company Directors course. She is currently enrolled in the Juris Doctor program at Macquarie University. Donna was made a Fellow of the Institute of Public Administration in 2012 and a Fellow of the Institute of Community Directors Australia in 2023. Currently Donna is chair of five local government audit committees, a member of one local government audit committee, a member of one Commonwealth Government audit committee, and a member of three State Government audit committees.

Ron Gillard has attained a broad range of commercial experience in the Australian manufacturing and investment sectors, as well as from participating in significant business ventures in Australia, the US and Europe. Since commencing his management consulting business in 2005, he has also held a number of honorary executive positions on boards and/or committees for not-for-profits, community organisations, and other institutions. At various times during this same period, Ron has been appointed as an Independent Member to ARICs of nineteen regional councils and two joint organisations. He is currently the Chair of six and member of a further ten. Ron holds a Masters Degree in Commerce.

During the year, the ARIC was supported and informed through reports to each meeting by:

- Gavin Rhodes, General Manager
- Peter McFarlane, Director Finance & Corporate Services
- Noel Wellham, Director of Operations and Technical Services

### **Meetings of the Committee**

The table below sets out the meetings of the Committee held during the reporting period and the attendance of Committee Members at these meetings.

*Central Tablelands Water Audit, Risk and Improvement Committee 2022-23 Annual Report*

Meeting Date	Donna Rygate (Chair)	Ron Gillard	Cr Marlene Nash	Cr David Somerville (Alternate)
23 August 2022	✓	✓	✓	NOT REQUIRED
23 November 2022	✓	✓		✓
16 February 2023	✓	✓	✓	NOT REQUIRED
18 May 2023	✓	✓	✓	NOT REQUIRED

### Committee Activities in the Reporting Period

#### *Internal Audit*

CTW has a limited annual budget allocation for internal audits and aims to complete at least one (1) review each year.

Resourcing for each internal audit is matched to the skills and experience required to satisfy the agreed scope. A scoping document for each internal audit engagement is prepared. Requests for quotations are requested from suitably qualified and experienced providers.

A Project Management Audit was completed during the year, with the various phases of this work being considered at each ARIC meeting (23/8/2022, 23/11/2022, 16/2/2023, 18/5/2023).

Other areas of focus in 2022/23 included:

- Committee Charter (23/11/2022)
- Asset Management – Letter from Central NSW JO (16/2/2023)

#### *Compliance and Governance*

CTW has been seeking to fill its key governance support role for most of the year. During 2022/23 an area of focus was:

- Credit Card Policy Update – OLG Circular (16/2/2023)

#### *Risk Management and Fraud Control*

The CTW Enterprise Risk Register (ERR) is a base working record of the CTW risk exposures that is being improved progressively to inform management decisions.

Areas of focus in 2022/23 included:

- Risk Register Review and Update (23/8/2022)
- Update on OLG draft Framework (23/8/2022)
- Fraud Health Risk Assessment (23/8/2022, 23/11/2022)
- Cyber Security – Internal scanning of Network (23/11/2022)
- JLT Public Sector Risk Assessment 2022/23 (18/5/2023)

*Central Tablelands Water Audit, Risk and Improvement Committee 2022-23 Annual Report*

- Council Risk Appetite Workshop (16/2/23)

#### *External Audit and Annual Financial Statements*

The Auditor General of New South Wales (AO) is the appointed external auditor of CTW but retains the services of Intentus Chartered Accountants as its contracted agent to conduct the external audit.

Both the Audit Office Director and Contract Agent were active contributors to the activities of the ARIC, attending meetings in person and online as appropriate.

CTW received an unqualified Audit report for 2021/22.

Specific areas of focus in 2022/23 included:

- Final Management Letter – Interim Audit 2021/22 (23/8/2022)
- Closure of Engagement Report for 2021/22 (23/11/2023)
- Progress Report – Interim Audit Management Letter (23/11/22)
- Final Audit – Management Letter 2021/22 (16/2/2023)
- Annual Engagement Plan 2022/23 (18/5/2023)

#### *Financial Management*

With regard to financial management, ARIC's areas of focus in 2022/23 included:

- Early Closure – Code Disclosure - Draft Statements 2022/23 (CM 18/5/2023)
- Early Closure – Land and Building Revaluations 2022/23 (CM\_18/5/2023)

#### *Status of Prior Report Recommendations*

The ARIC keeps the status of past report recommendations arising from internal audit reports and external audit management letters under review. Progress in implementing some recommendations has been slowed by CTW's difficulty in filling the role of Governance and Executive Support Officer. This permanent role had been vacant since September 2021 which affected CTW's ability to implement recommendations in the manner originally planned.

#### **2023/24: The Year Ahead**

The Committee's primary focus in 2023/24 will be in the following specific areas:

- Risk Management – CTW's risk management framework and associated procedures must continue to improve to facilitate effective management of business and financial risks.

*Central Tablelands Water Audit, Risk and Improvement Committee 2022-23 Annual Report*

- Internal Audit – CTW still lacks a strategic internal audit program with a long-term lens on critical operations. Consistent with available resources and influenced by key areas of risk as identified by the organisation and emerging risks in the local government sector which may impact CTW, management should develop a multi-year Internal Audit Plan. Proposed future audits for 2023/24 and 2024/25 include reviews of records management procedures and water quality management.
- Business Improvement – ARIC will continue to work with management to develop an approach.
- Compliance and Accountability – The Committee needs a better understanding of how CTW monitors legislative compliance across its operations and a reporting mechanism is still required.

Donna Rygate

**Independent Chair**

**Central Tablelands Water Audit, Risk and Improvement Committee**

**Minutes of the Audit, Risk and Improvement Committee Meeting of Central Tablelands Water held at the Blayney Shire Community Centre, on Wednesday, 30 August 2023, commencing at 11.10am.**

**Present**

Donna Rygate	(Chairperson – Independent Member – Voting)
Ron Gillard	(Independent Member – Voting)
Cr Marlene Nash	(Council Member – Voting)
Gavin Rhodes	(General Manager – Observer)
Peter McFarlane	(Director Finance and Corporate Services – Observer)
Noel Wellham	(Director Operations and Technical Services – Observer)
Achal Deo	(Governance & Executive Support Officer – Secretariat)

**1. WELCOME**

The Chairperson opened the meeting at 11.10am. A welcome was extended to Achal Deo who has recently joined the Council and will assume the role of secretariate for the Committee.

**2. ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson gave an acknowledgement of country.

**3. DECLARATIONS OF ANY CONFLICTS OF INTEREST**

Ron Gillard submitted his standing declaration that he has relationships with Weddin Shire Council, Cowra Council and Blayney Shire Council via ARIC membership of those councils. Donna Rygate has submitted a disclosure of interest form with Council that will be used as a standing declaration.

*Proceedings in brief: The Director Finance and Corporate Services will be sending a declaration form to those members who are yet to provide a written declaration.*

**4. DECLARATION OF ANY UNETHICAL BEHAVIOURS REPORTED TO COUNCIL**

Nil

**5. APOLOGIES FOR NON-ATTENDANCE**

An apology was received from Monique Bartley of the NSW Audit Office and Leanne Smith from Intentus Office. It was noted that Katy Henry from Intentus will be joining the meeting to discuss agenda item 8.

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This is Page No. 1 of the Minutes of the Central Tablelands Water Audit, Risk and Improvement Committee Meeting held 30 August 2023.

**6. CONFIRMATION OF MINUTES – MEETING 18 MAY 2023**

Mover: Ron Gillard

Seconded: Cr Nash

Resolved: That the minutes of the meeting of 18 May 2023 be adopted.

**7. RECENT DEVELOPMENTS**

Moved: Cr Nash

Seconded: Ron Gillard

**Resolved:**

That the Committee receive and note the report on recent developments since the 18 May 2023 meeting.

*Proceedings in brief: Katy Henry entered the meeting at 11.30am.*

**8. FINANCIAL STATEMENT UPDATES**

Moved: Ron Gillard

Seconded: Cr Nash

**Resolved:**

1. That the Committee receive the draft General Purpose Financial Statements for the year end 30 June 2023.
2. That the Committee note that the interim audit final management report from the NSW Audit Office is yet to be received.
3. That the interim audit final management letter be distributed out of session when received.

**9. INTERNAL AUDIT STATUS REPORT AND ACTION PLAN**

Moved: Cr Nash

Seconded: Ron Gillard

**Resolved:**

That the Committee note the report regarding the Project Management Audit, Fraud Health assessment and Risk Register update.

**10. INTERNAL AUDIT AND RISK FRAMEWORK GUIDELINES**

Moved: Ron Gillard

Seconded: Cr Nash

**Resolved:**

1. That the Committee receive and note the report.
2. That the Committee noted that the delay in the issue of final guidelines by the Office of Local Government makes planning for implementation by 1 July 2024 uncertain.
3. That Council seek additional advice regarding the requirement to make superannuation payments on behalf of Committee members.

*Proceedings in brief: Robust discussions around the application of the superannuation in respect to Committee members took place. It was agreed that further information be sought regarding the issue. The Director of Finance and Corporate Services advised that getting a tax ruling regarding the circumstances from the ATO will be investigated.*

**11. LATE REPORT – DRAFT CHAIRPERSON'S ANNUAL REPORT 22-23****Resolved:**

1. That the Committee receive and note the draft annual report.
2. That the Annual Report be referred to the next meeting of Council.

**12. GENERAL BUSINESS**

There was no general business.

**12. NEXT MEETING**

Wednesday 22 November 2023

There being no further business, the Chairperson declared the meeting closed at 12.20pm.

**12.12) POLICY REVIEW - PUBLIC INTEREST DISCLOSURES POLICY (CM.PL.1)**

**Author:** Director Finance & Corporate Services  
**IP&R Link:** – 1.2: Compliance and Regulation

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**RECOMMENDATION:**

That Council:

1. Note the report;
2. Endorse the draft Public Interest Disclosure Policy and place on public display for a period of 28 days, and
3. If no submissions are received during the public display period, the Public Interest Disclosure Policy be adopted

**REPORT**

The Public Interest Disclosures Act 2022 (the PID Act) came into effect on 1 October 2023. This was the first major review of the Public Disclosures requirements in NSW since 1994.

The PID Act applies to all NSW public sector agencies including local governments. The PID Act provides a framework for public officials to report serious wrongdoing in the public sector, and to be protected when they do so.

Section 42 of the PID Act requires that all agencies must have a PID policy in place. The draft PID policy includes changes required by the PID Act.

Central Tablelands Water (CTW) encourages a speak up culture where all public officials are encouraged to report any conduct that involves wrongdoing.

The draft policy sets outs:

- How CTW will support and protect you, if you come forward with a report of serious wrongdoing.
- How CTW will deal with the report and responsibilities under the PID Act.
- Who to contact if you want to make a report.
- How to make a report.
- The protections available to you under the PID Act.

It is notable that the policy applies to the reporting of serious wrongdoing. Serious wrongdoing is defined in the PID Act as:

- Corrupt conduct
- Serious maladministration
- Government Information contravention
- Pecuniary interest contravention
- Privacy contravention
- Serious or substantial waste of public money

The PID policy also outlines the protections that are available to a PID maker under the PID Act. A PID maker is protected from action when making a PID in the following ways:

- Protection from detrimental action



- Immunity from civil and criminal liability
- Confidentiality
- Protection from liability for own past conduct

This draft PID policy will also be distributed to all CTW staff after this meeting.

The PID Act is overseen by the NSW Ombudsman's Office. Senior Management has made contact with the Office of the Ombudsman to see when staff training can be provided in respect of the new PID Act requirements. Council is conscious of the need to ensure that staff are informed of the changes to the PID Act and the new policy.

The Ombudsman's Office provides a considerable amount of information and resources in respect of the new PID Act available at <https://www.ombo.nsw.gov.au/> and on YouTube.

### **BUDGET IMPLICATIONS**

The costs of administering the policy will be met from the 2023/24 and future Operational Plans. Staff Training costs will be met from the 2023/24 Operational Plan.

### **POLICY IMPLICATIONS**

The changes to the policy as noted in the report will bring the existing policy into line with the 2022 Public Interest Disclosures Act that came into effect on 1 October 2023.

### **ATTACHMENTS**

- 1↓ Draft Public Interest Disclosure Policy 22 Pages



CENTRAL TABLELANDS WATER

**DRAFT 3**

# **PUBLIC INTEREST DISCLOSURE POLICY**

**DOCUMENT CONTROL**

Document Title		Public Interest Disclosure Policy (PID)			
Policy Number		CTW-PR			
Responsible Officer					
Reviewed by					
Date Adopted					
Adopted by		Council			
Review Due Date					
Revision Number		1			
Previous Versions	Date	Description of Amendments	Author	Review /Sign Off	Minute No: (if relevant)

## Objectives

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the Public Interest Disclosures Act 2022 (PID Act).

At Central Tablelands Water we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors, and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- how Central Tablelands Water will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

## Scope

This policy principally concerns reports which are or may be disclosures that are protected under the Public Interest Disclosures Act 2022 (PID Act). The Act refers to these disclosures as public interest disclosures (PIDs).

The policy applies to the CTW's employees and to other public officials. However, some parts of the policy are relevant only to the CTW's employees and when this is the case the policy says so.

The policy complements normal communication channels between supervisors and staff and staff are encouraged to raise matters of concern at any time with their supervisors. This policy does not apply to staff grievances.

## Accessibility of this policy

This policy is available on the CTW website [www.ctw.nsw.gov.au](http://www.ctw.nsw.gov.au).

A copy of the policy will be distributed to all current staff of Central Tablelands Water. It will be distributed to all new staff upon commencement. A hard copy of the policy can be requested from Central Tablelands Office, 30 Church Street, Blayney, NSW or [water@ctw.nsw.gov.au](mailto:water@ctw.nsw.gov.au).

**The Policy Applies to:**

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by CTW or otherwise in the service of CTW.
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of CTW
- a statutory officer
- a person providing services or exercising functions on behalf of CTW, including a contractor, subcontractor, or volunteer
- an employee, partner or officer of an entity that provides services, under contract, subcontract, or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (MP), including a Minister
- a person employed under the Members of Parliament Staff Act 2013.

The General Manager, other nominated disclosure officers and managers within Central Tablelands Water have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for CTW may use this policy if they want information on how they can report wrongdoing to within CTW.

**The Policy Does Not Apply to:**

This policy does not apply to:

- people who have received services from CTW and want to make a complaint about those services
- people, such as contractors, who provide services to CTW.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(k) of this policy for more information).

However, you can still make a complaint to us. This can be done on the following address:

30 Church Street, Blayney, NSW 2799

Postal Address: P.O. Box 61, Blayney, NSW 2799

Ph: (02) 6391 7200

email: [water@ctw.nsw.gov.au](mailto:water@ctw.nsw.gov.au)

**Policy**

This policy will provide you with information on the following:

- ways you can make a voluntary PID to CTW under the PID Act

- the names and contact details for the nominated disclosure officers in CTW.
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of CTW.
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- CTW procedures for dealing with disclosures
- CTW procedures for managing the risk of detrimental action and reporting detrimental action
- CTW record-keeping and reporting requirements
- How CTW will ensure it complies with the PID Act and this policy.

## **1. Reporting of wrongdoing**

### ***a.) Reports, complaints, and grievances***

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

CTW staff should report any wrongdoing they see within the organization. Reports about four categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money and government information contravention – will be dealt with as PIDs in accordance with this policy.

### ***b.) When will a report be a PID?***

There are three types of PIDs in the PID Act. These are:

1. Voluntary PID: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
2. Mandatory PID: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
3. Witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

**c.) When will a report be protected?**

The CTW will support anyone who reports wrongdoing within the public sector. However, for a report to have the protections of a PID it needs to meet all the requirements of Part 2 of the PID Act, including that:

- The reporter must be a public official.
- The reporter must honestly believe on reasonable grounds that the information reported shows or tends to show corrupt conduct, maladministration, serious and substantial waste of public money, or a government information contravention.
- The report must be made to one or more of the following:
  - the Public Disclosures Coordinator (unless it is about another authority or a public official of another authority)
  - the General Manager
  - one of the investigating authorities nominated in the PID Act

**d.) Voluntary PID**

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:

- 1.) A report is made by a public official
- 2.) It is made to a person who can receive voluntary PIDs
- 3.) The public official honestly and reasonably believes that the information they are providing shows (or tends to show) serious wrongdoing
- 4.) The report was made orally or in writing
- 5.) The report is voluntary (meaning it is not a mandatory or witness PID)

If the report has all these five features, it is a voluntary PID.

The complainant will not be expected to prove that what they reported actually happened or is serious wrongdoing. The complainant should honestly believe, on reasonable grounds, that the information that they have reporting shows or tends to show serious wrongdoing.

Even though the complainant does not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If CTW make an error and do not identify that the complainant has made a voluntary PID, you will still be entitled to the protections under the PID Act.

If the complainant makes a report and believe CTW have made an error by not identifying that a voluntary PID, the complainant should raise this with Director finance & Corporate Services or the CTW contact officer for the report. If the complainant is still not satisfied with this outcome, they can seek an internal review, or the Council may seek to conciliate the matter.

***e.) Who can make a voluntary PID?***

Any public official can make a voluntary PID — see ‘Who this policy applies to’. You are a public official if:

- you are employed by CTW.
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of CTW, or
- you work for an entity (such as a non-government organisation) who is contracted by CTW to provide services or exercise functions on behalf of CTW — if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to any agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

***f.) What is serious wrongdoing?***

Reports must be of one or more of the following categories of serious wrongdoing to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- corrupt conduct — such as a public official accepting a bribe
- serious maladministration — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- a government information contravention — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- a local government pecuniary interest contravention — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a privacy contravention — such as unlawfully accessing a person’s personal information on an agency’s database
- a serious and substantial waste of public money — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to CTW what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

***g.) How to make a report***

For a report to be a voluntary PID, it must be made to certain public officials.

Making a report to a public official who works for Central Tablelands Water.

You can make a report inside CTW to:

- The General Manager



- A disclosure officer for CTW— a list of disclosure officers for CTW and their contact details can be found at Annexure A of this policy
- Your manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

#### **Making a report to a recipient outside of Central tablelands Water**

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- The head of another agency — this means the head of any public service agency  
An integrity agency — a list of integrity agencies is located at Annexure B of this policy
- A disclosure officer for another agency — ways to contact disclosure officers for other agencies is in an agency's PID policy which can be found on their public website
- A Minister or a member of a Minister's staff but the report must be made in writing.

If you choose to make a disclosure outside of CTW, it is possible that your disclosure will be referred back to us (CTW) so that appropriate action can be taken.

#### **Making a report to a Member of Parliament or journalist**

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from CTW:
  - Notification that CTW will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - The following information at the end of the investigation period:
    - notice of CTW decision to investigate the serious wrongdoing
    - a description of the results of an investigation into the serious wrongdoing
    - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- After six months from the previous disclosure being made, or
- After 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

***h.) What form should a voluntary PID take?***

You can make a voluntary PID:

- *In writing* — this could be an email or letter to a person who can receive voluntary PIDs.
- *Orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *Anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for CTW to investigate the matter(s) you have disclosed if we cannot contact you for further information.

***i.) What should I include in my report?***

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- Date, time and location of key events
- Names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- Your relationship with the person(s) involved, such as whether you work closely with them
- Your explanation of the matter you are reporting
- How you became aware of the matter you are reporting
- Possible witnesses
- Other information you have that supports your report.

***j.) What if I am not sure if my report is a PID?***

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for CTW to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of the agency's policies for dealing with reports, allegations or complaints.

***k.) Deeming that a report is a voluntary PID***

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager or the Director of Finance & Corporate Services (DFCS).

For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

#### *1.) Who can I talk to if I have questions or concerns?*

CTW staff are encouraged to discuss/ report general wrongdoing to their supervisor. However, if they want to make a PID it needs to be made to the Director of Finance & Corporate Services (DFCS) or the General Manager.

Anyone in the CTW who receives a report that they believe may be intended to be a PID should refer the reporter to the Director of Finance & Corporate Services (DFCS) or the General Manager (as appropriate).

## **2. Protections**

#### *a.) How is the maker of a voluntary PID protected?*

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

- **Protection from detrimental action**

- A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
- Once we become aware that a voluntary PID by a person employed or otherwise associated with CTW that concerns serious wrongdoing relating to has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
- It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- A person may seek compensation where unlawful detrimental action has been taken against them.
- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- **Immunity from civil and criminal liability**

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

- **Confidentiality**

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

- **Protection from liability for own past conduct**

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

**b.) How is the maker of a voluntary PID protected?**

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- A mandatory PID: This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- A witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
<b>Detrimental action</b> — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	P	P
<b>Right to compensation</b> — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	P	P
<b>Ability to seek injunction</b> — An injunction can be sought to prevent the commission or possible commission of a detrimental action	P	P

offence against a person. For example, an order to prevent dismissal or to require reinstatement.		
<p>Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for:</p> <ul style="list-style-type: none"> <li>breaching a duty of secrecy or confidentiality, or</li> <li>breaching another restriction on disclosure.</li> </ul>	P	P

### 3. Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to CTW or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

### 4. General support

The CTW will make sure that any CTW staff who has reported wrongdoing, regardless of whether the report is a PID, is provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

Any supervisors who believe that a CTW staff member is suffering any reprisal action must notify the Director Finance & Corporate Services (DFCS).

### 5. Roles and Responsibilities of CTW employees

<b>Council General Manager</b>	<ul style="list-style-type: none"> <li>Fostering a workplace culture where reporting is encouraged</li> <li>Receiving disclosures from public officials</li> <li>Ensuring there is a system in place for assessing disclosures</li> <li>Ensuring CTW complies with this policy and the PID Act</li> <li>ensuring that CTW has appropriate systems for: <ul style="list-style-type: none"> <li>overseeing internal compliance with the PID Act</li> <li>supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action</li> <li>implementing corrective action if serious wrongdoing is found to have occurred</li> <li>complying with reporting obligations regarding allegations or findings of detrimental action</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>- complying with yearly reporting obligations to the NSW Ombudsman.</li> </ul>
<b>Director Finance &amp; Corporate Services</b>	<ul style="list-style-type: none"> <li>• receiving reports from public officials</li> <li>• receiving reports when they are passed on to them by managers</li> <li>• ensuring reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)</li> <li>• ensuring that any oral reports that have been received are recorded in writing.</li> </ul>
<b>Managers</b>	<ul style="list-style-type: none"> <li>• receiving reports from persons that report to them or that they supervise</li> <li>• passing on reports they receive to a disclosure officer.</li> </ul>
<b>All employees</b>	<ul style="list-style-type: none"> <li>• report suspected serious wrongdoing or other misconduct</li> <li>• use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of [agency name]</li> <li>• treat any person dealing with or investigating reports of serious wrongdoing with respect.</li> <li>• All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.</li> </ul>

## 6. How we will deal with voluntary PIDs

### *a.) How CTW will acknowledge that we have received a report and keep the person who made it informed*

When a disclosure officer in [agency name] receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment that the report has been received. This acknowledgment will:
  - State that the report will be assessed to identify whether it is a PID
  - State that the PID Act applies to how [we/agency name] deals with the report
  - provide clear information on how you can access this PID policy
  - provide you with details of a contact person and available supports.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:

- that we are investigating the serious wrongdoing
  - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
  - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
    - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
      - a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
      - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
    - Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
  - There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
  - If you have made an anonymous report, in many cases we may not be able to provide this information to you.

#### ***b.) How CTW will deal with voluntary PIDs***

Once a report that may be a voluntary PID is received [we/agency name] will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

#### **Report not a voluntary PID**

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our internal complaint handling or grievance handling process or through an alternate process.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer, request an internal review or request that the matter be conciliated. We can, but do not have to, request the NSW Ombudsman to conciliate the matter.

#### **Cease dealing with report as voluntary PID**

CTW may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

#### **Where the report is a voluntary PID**

If the report is a voluntary PID:

- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the Independent Commission Against Corruption Act 1988.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

#### ***c.) How CTW will protect the confidentiality of the maker of a voluntary PID***

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- Where the person consents in writing to the disclosure
- Where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- When the public official or CTW reasonably considers it necessary to disclose the information to protect a person from detriment
- Where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- Where the information has previously been lawfully published



- When the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- When the information is disclosed for the purposes of proceedings before a court or tribunal
- When the disclosure of the information is necessary to deal with the disclosure effectively
- If it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. We will do this by:

- We will limit the number of people who are aware of the maker's identity or information that could identify them.
- If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so.
- We will ensure that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential.
- We will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker.
- We will undertake an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation.
- We will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, CTW will be:

- Advising the person whose identity may become known
- Updating the agency's risk assessment and risk management plan
- Implementing strategies to minimise the risk of detrimental action
- Providing additional supports to the person who has made the PID
- Reminding persons who become aware of the identifying information of the consequences for failing to maintain confidentiality and that engaging in detrimental action is a criminal offence and may also be a disciplinary matter.

***d.) How CTW will assess and minimise the risk of detrimental action***

CTW will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

We will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

CTW will take steps to assess and minimise the risk of detrimental action by:

- Explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- Providing details of the unit/role that will be responsible for undertaking a risk assessment
- Explaining the approvals for risk assessment and the risk management plan, that is, rank or role of the person who has final approval
- Explaining how the agency will communicate with the maker to identify risks
- Listing the protections that will be offered, that is, the agency will discuss protection options with the maker which may including remote working or approved leave for the duration of the investigation
- Outlining what supports will be provided.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied).

Detriment to a person includes:

- Injury, damage, or loss
- Property damage
- Reputational damage
- Intimidation, bullying or harassment
- Unfavourable treatment in relation to another person's job
- Discrimination, prejudice or adverse treatment
- Disciplinary proceedings or disciplinary action, or
- Any other type of disadvantage.

Detrimental action does not include:

- Lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- The lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- The lawful making of adverse comment, resulting from investigative action
- The prosecution of a person for a criminal offence
- Reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

***e.) How CTW will deal with allegations of a detrimental action offence***

If CTW is aware of an allegation that a detrimental action offence has occurred or may occur, we will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

***f.) What CTW will do if an investigation finds that serious wrongdoing has occurred***

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, CTW will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution, or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

## **7. Review and dispute resolution**

### ***1. Internal review***

People who make voluntary PIDs can seek internal review of the following decisions made by CTW:

- that CTW is not required to deal with the report as a voluntary PID
- to stop dealing with the report because CTW decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

CTW ensures internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of our decision. The application should state the reasons why you consider our decision should not have been made. You may also submit any other relevant material with your application.

## **2. Voluntary dispute resolution**

If a dispute arises between CTW and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where [we/agency name] and the maker of the report are willing to resolve the dispute.

## **8. Other agency obligations**

### **a.) Record-keeping requirements**

Central Tablelands Water must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that CTW complies with its obligations under the State Records Act 1998.

### **b.) Reporting of voluntary PIDs and CTW's annual return to the Ombudsman**

Each year CTW provides an annual return to the NSW Ombudsman which includes:

- Information about voluntary PIDs received by [agency name] during each return period (yearly with the start date being 1 July)
- Action taken by CTW to deal with voluntary PIDs during the return period
- How CTW promoted a culture in the workplace where PIDs are encouraged

### **c.) How CTW will ensure compliance with the PID Act and this policy**

- Arrangements will be in place and Director of Finance & Corporate Service (DFCS) will be responsible for this oversight
- Compliance measures — will this be through regular audits and reporting
- Reports about compliance will be provided to audit and risk committees.

**Annexure A — Names and contact details of disclosure officers for Central Tablelands Water****The General Manger**

Gavin Rhodes

Ph: (02) 6391 7200

Email: [grhodes@ctw.nsw.gov.au](mailto:grhodes@ctw.nsw.gov.au)

Website: [www.ctw.nsw.gov.au](http://www.ctw.nsw.gov.au)

**CTW Office Address**

Street address: 30 Church Street Blayney  
NSW 2799

Ph:(02)63917200

Email: [water@ctw.nsw.gov.au](mailto:water@ctw.nsw.gov.au)

**Director Finance & Corporate Services**

Peter McFarlane

Ph: (02) 63917200

Email: [pmfarlane@ctw.nsw.gov.au](mailto:pmfarlane@ctw.nsw.gov.au)

**Director Operation & Technical Services**

Noel Wellham

Ph: (02) 63917200

Email: [nwellham@ctw.nsw.gov.au](mailto:nwellham@ctw.nsw.gov.au)

**NSW Ombudsman****Street address and postal address:**

Level 24, 580 George Street

Sydney NSW 2000

**Telephone numbers:**

02 9286 1000

1800 451 524

(regional/charges may  
apply on mobile phones)

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

**Translating and  
Interpreter Service**

(TIS) 131 450

**If you are deaf, have a hearing impairment or  
speech impairment, use the National Relay  
Services:**

Speak and listen users:

Phone 1300 55 727 then as for 02 9286 1000.

**NRS Internet relay users**

connect then ask for 02 9286 1000

## Annexure B – List of integrity agencies

Integrity agency	What they investigate	Contact information
The NSW Ombudsman	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
The Auditor-General	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
Independent Commission Against Corruption	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
The Inspector of the Independent Commission Against Corruption	<b>Serious maladministration</b> by the ICAC or the ICAC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> PO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a>
The Law Enforcement Conduct Commission	<b>Serious maladministration</b> by the NSW Police Force or the NSW Crime Commission	<b>Telephone:</b> 02 9321 6700 or 1800 657 079 <b>Writing:</b> GPO Box 3880, Sydney NSW 2001 <b>Email:</b> <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
The Inspector of the Law Enforcement Conduct Commission	<b>Serious maladministration</b> by the LECC and LECC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> GPO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiilecc_executive@oiilecc.nsw.gov.au">oiilecc_executive@oiilecc.nsw.gov.au</a>
Office of the Local Government	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
The Privacy Commissioner	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
The Information Commissioner	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

DRAFT

**12.13) POLICY REVIEW - CONTRACTOR MANAGEMENT POLICY (CM.PL.1)**

**Author:** Director Finance & Corporate Services  
**IP&R Link:** – 1.2: Compliance and Regulation

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**RECOMMENDATION:**

That Council:

1. Note the report, and
2. Endorse the draft Contractor Management Policy and place on public display for a period of 28 days.
3. If no submissions are received during the public display period the Contractor Management Policy be adopted

**REPORT**

Council has not previously had a specific Contractor Management Policy (the policy). The NSW Audit Office has recommended that Central Tablelands Water (CTW) implement a policy to cover its engagement of contractors and the development of standard procedures to provide guidance for staff.

The policy deals with the management of contractors once they have been engaged by Council. It is noted that the overwhelming majority of Council's procurement for goods and services is done by approved purchase orders rather than by the execution of formal written contracts.

Prior to the development of this policy, individual contracts were often managed by the staff member who procured the goods and services and who oversaw the engagement of the contractor. In the case of large projects, some were overseen by a contracted Project Manager (new Carcoar Water Treatment Plant Reservoir earthworks or by a staff member appointed internally (Trunk Main K renewal). The CTW to Carcoar Emergency Pipeline construction (for that portion subject to CTW care and control) was managed by a Committee consisting of Orange City Council, CTW and contractor representatives.

The policy outlines:

- the key responsibilities of parties to a contract including Council Management, employees and the contractor.
- the importance of ensuring that dealings with contractors are well documented and capable of being substantiated.
- the key requirements and criteria with dealing contractor performance management.
- the importance of contractor induction (including code of conduct) and ensuring that all Workplace Health and Safety requirements are met.
- how insurance requirements need to be met.
- to ensure that evidence of compliance with Industrial Laws and the Fair Work Act is obtained.



It is noted that Council is currently finalising the position description for a Project Support Officer/Engineer whose responsibilities will include the development of a project management framework, it is possible that this policy may be subject to amendment as part of that process.

In any circumstances it is recommended that the policy be reviewed at least every Council term (4 years) or earlier if legislative or regulatory requirements change.

### **BUDGET IMPLICATIONS**

The costs of administering the policy will be met from the 2023/24 Operational Plan and future Operational Plans.

### **POLICY IMPLICATIONS**

As outlined in the report.

### **ATTACHMENTS**

1 [📄](#) Draft Contractor Management Policy 11 Pages

**POLICY**



**CENTRAL TABLELANDS WATER**

**DRAFT**

# **CONTRACTOR MANAGEMENT POLICY**

**DOCUMENT CONTROL**

Document Title		Contractor Management Policy			
Policy Number		CTW-PR			
Responsible Officer					
Reviewed by					
Date Adopted					
Adopted by		Council			
Review Due Date					
Revision Number		1			
Previous Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)

## Objectives

This policy aims to ensure Central Tablelands Council's (Council) expectations and management of Contractors is legal, ethical and transparent for all parties. It is to provide guidance in the selection, management and monitoring of Contractors engaged by Central Tablelands Council. The outcomes of this policy are:

- Clear & Defined Expectations & Responsibilities
- Performance Management Criteria & Matrix
- Ethical Behaviour & Fair dealing
- Maintaining a High Standard of Health & Safety Management
- Protection of Contractor Pricing, Rates and intellectual property

This policy applies to all Council workplaces including though not limited to depots, buildings and worksites. The policy covers the selection, management and monitoring of Contractors associated with the supply of goods and/or services to Council and all Contractors engaged by Council for the purpose of maintenance, repairs, and capital works, including those selected via a tender or a formal contract process. This procedure also encompasses other services engaged by Council such as training providers or consultants.

For workplace health and safety (WHS) risk management of Contractors refer to Council's WHS Management Policy.

## Related Policies

- Code of Conduct
- Procurement Policy
- Fraud Control Policy
- Statement of Business Ethics
- Work Health and Safety Policy
- Enterprise Risk Management Policy

## Policy

In entering into contracts, the carrying out of work, or the supply of goods & services, Council Officers will have regard to Council's Contractor Management objectives as set out above.

The general objectives of this policy apply to all Contractors regardless of engagement timeframes. Council's Contractors shall be considered to be agents of Council and therefore required to comply with Council's relevant policies and procedures. A breach of these policies and procedures may result in disciplinary action as specified in this policy.

## Fraud Control

The Council is committed to the prevention, detection and investigation of all fraudulent and corrupt activity. Fraud and corruption waste scarce public resources and damages organisational reputation. Council does not and will not tolerate fraudulent or corrupt practices either by staff, contractors or others working on behalf of Council.

Contractors are encouraged to report suspected fraudulent activity to the General Manager.  
Council's Fraud Control Policy is available on Council's website.

### Training of Staff

Staff involved in the engagement (and/or management) of Contractors will be appropriately trained in the relevant procedures.

Training will be provided based on position requirements:

- To new recruits;
- In line with revision schedules for this policy (see Review date);
- With any major changes to this policy;
- Intermittently, as directed by the General Manger, to address known risks.

### Responsibilities

Council General Manager and Directors	<ul style="list-style-type: none"> <li>• The compliance management of the Contractor Management Policy and other associated policies</li> <li>• Requesting/undertaking investigations relating to such policies &amp; procedures</li> <li>• Reporting suspected fraud and/or corruption</li> <li>• Document procurement decisions appropriately</li> </ul>
Council's Delegated Officers (including Managers, Coordinators, Supervisors, and Employees)	<ul style="list-style-type: none"> <li>• Ensure compliance to Council's Policies &amp; Procedures</li> <li>• Document procurement decisions appropriately</li> <li>• Confirm the goods/services received meet Council requirements</li> <li>• Advising the Council's Procurement team of proposed tenders including provision of scope, expectations, contract type, terms &amp; conditions, and financial requirements</li> <li>• Utilising only Council approved Contractors and/or obtaining the minimum compliance requirements from Contractors prior to engagement. This includes Council's Contractor inductions, appropriate insurances, licences, and motor vehicle/plant registrations where required</li> <li>• Confirming relevant Contractor compliance information prior to them entering a work site;</li> <li>• Confirm validity of the Contractors Council's Contractor Induction and their employees that will be entering or working on any Council site;</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting any hazards and non-conformance identified as a result of work being performed by Contractors or any other non-conformance immediately</li> <li>• Sighting Safe Work Method Statement (SWMS) where applicable;</li> <li>• Undertaking site specific inductions and risk assessments;</li> <li>• Investigating and/or eliminating any hazards identified by all Council &amp; Contractor's employees;</li> <li>• Ensuring relevant work permits are completed where applicable prior to commencing work;</li> <li>• Ensure compliance with all applicable obligations under the Fair Work Act 2009 and the Fair Work Regulations 2009;</li> <li>• Ensuring the term and conditions of the relevant Contractor contract are relevant, monitored and enforced;</li> <li>• Reporting suspected fraud and/or corruption</li> <li>• Maintaining probity</li> <li>• Maintaining compliance with Council's Policies &amp; Procedures</li> <li>• Coordination of the induction of Contractors &amp; relevant suppliers as required;</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Ensuring services/goods are executed as directed by Council in compliance with Council policies, procedures, specifications, requirements and expectations and/or any relevant Contract associated to their engagement;</li> <li>• Ensuring &amp; maintaining appropriate qualifications, training, experience and certifications of competency required by</li> <li>• Council for any Contractor persons conducting work under the Contract terms;</li> <li>• Commit to re-inducting their employees/representative to the Council specific induction when requested by Council;</li> <li>• Ensure their employees/representatives carry the Council specific induction ID on their person at all times and present to Council representatives on site as request (if issued);</li> <li>• Ensuring SWMS have been completed for tasks identified as high risk, are present on site and have been signed by all workers engaged in the task. This includes though is not limited to construction works exceeding \$250,000, and demolitions and/or asbestos removal work that requires a licence;</li> <li>• Ensuring all Risk Assessments are undertaken, and copies presented on for each Council Project;</li> <li>• Maintaining the workplace in a safe and healthy manner for themselves, subcontractors and other staff and visitors;</li> </ul>

	<ul style="list-style-type: none"> <li>• Raise any issues that may become a WHS concern with Council's nominated officer;</li> <li>• Ensure that all employees and, as far as practicable all subcontractors employees are paid the correct wages, loadings, allowances, penalties and that any underpayments identified are rectified immediately;</li> <li>• Maintain adequate insurance coverage and provide copies to Council of updated insurance information including current Certificates of Insurance, policy exemptions and a public liability Certificate of Insurance noting Council as an interested party;</li> <li>• Ensuring they are complying with all applicable obligations under the Fair Work Act 2009 and Fair Work Regulations 2009;</li> <li>• Ensure accuracy of invoicing and paperwork prior to forwarding to Council;</li> <li>• Maintaining probity</li> <li>• Reporting suspected fraud and/or corruption</li> </ul>
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### **Council's Responsibilities engaging a Contractor**

- For all goods & services engagements with a cumulative value (over the term of the contract) a financial value greater than \$50,000, Council will engage contractors via a relevant contract, however this policy is still relevant with regards to Contractor Management.
- Council is required to place all contract arrangements over \$50,000 in Council's Contracts Register.
- When a requirement is identified that cannot be provided or undertaken by a Council employee, the person requiring this good/service must estimate potential costs associated with the requirement for that particular service. Council have preferred prequalification contractor lists for several services including but not limited to: Trade Services, Wet & Dry Plant hire and also many contracts for the provision of goods to assist with the smooth engagement of our contractors. Council must engage contractors or purchase goods based on a spend threshold as noted in Council's Procurement Policy. Council does not have a local preference policy but will endeavour to engage contractors within our service areas.
- When engaging a Contractor that is not on a prequalification list, it is recommended that necessary compliance requirements be undertaken by the Council's Procuring Officer prior to engagement or commitment for any service or goods. If acceptable, the Contractor may be required to undertake several steps prior to engagement e.g., undertake inductions, provide evidence of insurances, develop safe method work statements.
- In some instance a non-tendered pre-qualification list may be established in Vendor Panel for commonly used Contractors enabling Council to capture and maintain compliance information. Council must also obtain relevant compliance information prior to the engagement of any supplier.

- When evaluating procurement responses, Council will document the reasoning of their evaluation outcome to ensure transparency around the decision.
- Council will provide appropriate feedback on procurement decisions as requested by respondents.
- All Contractors that enter a Council site must participate in induction processes, as specified by Council.
- WHS requirements are to be communicated to the Contractor prior to engagement provision of necessary documentation, including sign off and proof of receipt, as required).

### Contractor Selection Evidence

- It is essential that the process of selection regarding Contractors is well documented. Tenders for trade services and wet & dry plant hire maybe generated as both preferred and prequalification lists.
- Consideration needs to be made when sourcing goods and services with a holistic view highlighting the intent of obtaining value for money. Extra costs associated e.g., floating costs, travel costs or even providers location may move a particular plant/supplier from say No. 3 to No. 1 as the overall cost would be lower for that particular item or service. Demonstrating value for money and documenting evidence to justify why the No.3 was selected is an acceptable means of procuring from preferred supplier lists.

### Addition of Contractor to an Existing Procurement Service Arrangement

Procurement arrangements include:

- Pre-qualification panels; and
- Preferred supplier lists (overflow only).

The addition of Contractors to existing procurement arrangements can only occur in accordance (and if permitted) within the original tender documentation terms & conditions specification, compliance items and associated contract documents.

### Management of Rates/Pricing

#### ACCESS TO RATES

- All rates/pricing provided to Council are confidential when submitted. There are circumstances where rates are exposed publicly, however only the successful price can be documented in a Council report after acceptance from Council. The Council staff recommendation shall only state '\$XX' for the sum with no actual figure in the original report. All rates must be presented in the confidential section of the Business Paper. Once Council/General Manager accepts the recommendation, the minute will then demonstrate the approved pricing/sum for the project.



- In the instance of prequalification or preferred supplier lists, tenders and additional Contractor's rates, these shall be placed in the confidential section of the business paper to ensure 'commercial in confidence' is maintained. (section 10 (A) (2) (d) of Local Government Act 1993)
- In the event that Council engage a consultant to assist with the procurement and/or project management process, there may be instances that require Contractor rates to be shared with nominated consultants. If rates are authorized for release, consultants will be appropriately trained in confidentiality and protection of commercial rates.
- Tendered rates cannot be amended mid-contract unless the original tender documentation and contract specifically permits rate increase considerations. All requests for rate increases must be made in writing to the appropriate Council delegate and must not exceed the most recent annual CPI rate increase (nearest quarter) All Groups (or the rate specified in the tender/contract).
- Any approved increase must be responded to in writing from Council's delegate.
- In the event that a Request for Quote via VendorPanel is sent to contractors via a prequalification panel, Contractors have the opportunity to review rates depending on the requirements, however the value must not exceed the value of the original tendered amount.

### **Contractor Induction**

- Council's Contractor inductions will remain valid indefinitely unless this induction is withdrawn by Council or major amendments are made to the WHS Act, in which, a new induction process must be undertaken. Council will notify Contractors of any re-induction requirements.
- The induction process is coordinated by Council's approved delegate. Contractors, their employees or any other representative of the Contractor will be required to complete an on-line induction. Early renewal or updated inductions may be called at any time deemed necessary by Council.
- Site specific inductions will occur as necessary.
- Council employees must confirm the validity of Contractor inductions prior to engagement and all Contractors must have the induction card on their person at all times when working on a Council site. Council reserves the right to randomly request inductions cards (or any other WHS required item) at any time from any person or organization on their site. Should evidence of the induction (or any other WHS required item) not be supplied, the Council reserves the right to stand that person/Contractor down immediately and until such time as the evidence is provided.
- The Council Contractor induction may not be required in some instances. This is at the discretion of the project delegate.

### **Contractor Performance Management**

- Non-conformance relates to all activities concerning a Contractor where processes, actions, equipment or goods fail to meet Council's expected standards. These activities include (but are not limited to) the work whilst being undertaken, completion of works, behavior of

Contractors and their employees on Council worksites, condition of plant and equipment and any associated paperwork requirements, for example invoices and risk assessments or goods or services provided to Council.

- Any non-conformance issues identified with a Contractor must be forwarded to Council's Director of Operations & Technical Services (DOTS) for assessment. The relevant Council representative must notify the DOTS in writing via Council's non-conformance report or via email describing the incident in detail -- including at a minimum dates, times, offence and persons involved.
- The report must include details of any discussions undertaken with the Contractor regarding the non-conformance. In the event of a WHS non-conformance, the DOTS must also be notified as soon as practicable.
- If deemed appropriate, a non-conformance notification will be forwarded to the Contractor detailing Council's concerns, identified non-conformance and any corrective actions required. Each non-conformance notification must be coded with the Council's non-conformance codes. Any correspondence relating to this matter must be placed in Council's record management system.
- Contractors must be issued with a non-conformance notification once agreed with DOTS. For high-risk non-conformance the General Manager must be notified.
- Contractors that have tendered (and been accepted) for a preferred supplier list may be reprioritised as a consequence from the receipt of a non-conformance and/or face potential removal as per the matrix depending on the severity of the breach. All other Contractors are based on the non-conformance matrix and the severity of the breach. In the instance of a severe non-conformance (as determined by the Council representative) the Contractor may be immediately stood down from the site and/or removed from Council's prequalification list either before, during or following investigation. A severe or catastrophic non-conformance is a non-conforming behaviour or action that has the potential or is likely to cause high risk to people or property. Council reserves the right to stand down the contractor immediately until the completion of an internal investigation and deemed safe to do so.
- Contractors have the right to respond to any non-conformance received. The response must be made in writing and within 14 days of receipt of the non-conformance notification letter.
- Council reserves the right to randomly audit Contractors products & services to capture feedback on Contractors. All feedback must be documented accordingly.

### **Review of Contractor Management Policy**

This policy shall be reviewed each Council term (4 years) or if legislative or regulatory changes necessitate earlier amendment.

THIS MATRIX IS A GUIDE ONLY – IN THE EVENT THAT A NON-CONFORMANCE BEHAVIOR OR ACTION IS LIKELY TO CAUSE HIGH RISK TO PEOPLE OR PROPERTY. COUNCIL RESERVES THE RIGHT TO STAND DOWN THE CONTRACTOR IMMEDIATELY UNTIL THE COMPLETION OF AN INTERNAL INVESTIGATION AND DEEMED SAFE TO DO SO.

### 1. Non-Performance Matrix

		SEVERITY			
		>THREE Non-Conformances issued	THREE Non-Conformances issued	TWO Non-Conformances issued	ONE Non-Conformances issued
NON-CONFORMANCE	CATEGORY				
	NC001 Compliance	HIGH	MEDIUM	LOW	LOW
	NC002 Workmanship Performance Quality	HIGH	MEDIUM	MEDIUM	LOW
	NC003 Breach of Council's Policies and/or Procedures	HIGH	HIGH	MEDIUM	MEDIUM
	NC004 WHS and/or Environmental	HIGH	HIGH	HIGH	MEDIUM

## 2. Consequence

<b>HIGH</b>	<p>To be considered on a case-by-case basis:</p> <ol style="list-style-type: none"> <li>1. Investigation and issue of non-compliance.</li> <li>2. If non-conformance results in serious injury instant suspension from list for remainder of contract term OR Suspension pending investigation (if then proven negligent) removal from list for remainder of contract term</li> <li>3. Suspension from list for one month - all high-risk non-conformances require the General Manager to be notified and must be formalised by Non-Conformance letter being issued.</li> </ol>
<b>MEDIUM</b>	<p>To be considered on a case-by-case basis:</p> <ol style="list-style-type: none"> <li>1. Works to be rectified at service provider's expense with management or improvement plan produced by service provider, or,</li> <li>2. Suspension for one month</li> <li>3. Meeting to discuss issues and performance-improvement agreement made - DOTS must be notified and Non-Conformance letter must be issued.</li> </ol>
<b>LOW</b>	<p>To be considered on a case-by-case basis:</p> <ol style="list-style-type: none"> <li>1. Non-Conformance letter may be issued.</li> </ol>

## Definitions

<b>Council means</b>	Central Tablelands Council
<b>GM, Directors, Managers,</b>	any person employed by Council that holds a financial delegated authority to undertake the engagement of a contractor for the purchase of goods and services.
<b>Contractor is a Supplier</b>	Supplier means the person, body corporate or entity that sells the goods or provides the work or services to Council.
<b>Probity</b>	Probity is also known as procedural integrity. It is a concept that brings together moral excellence, integrity, uprightness, conscientiousness, honesty, and sincerity in Contractor Management and the associated procurement processes.

**12.14) RENEWABLE ENERGY PROJECTS UPDATE (ET.SP.2)**

**Author:** Director Operations & Technical Services  
**IP&R Link:** Strategic Priority 2: An efficient, sustainable and customer focused organisation – Strategic Priority 3: Regional leadership and collaboration – 3.1: Regional collaboration and partnerships – 3.1.2: Participate in CNSWJO opportunities for relevant joint procurement activities, knowledge and resource sharing, and advocacy for strategic regional priorities. – Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.1: Service provision through fit for purpose infrastructure – 1.1.1: Deliver capital works program based on asset management data. – 1.4: Mitigate environmental impacts of service delivery – 1.4.2: Review and update Renewable Energy Action Plan (REAP) including solar and battery optimisation projects. – 1.4.3: Continue to review operational processes with the objective of further mitigating environmental impacts.

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**RECOMMENDATION:**

That Council note the update report for the renewable energy projects.

**REPORT**

CTW continues to consult with Charge Works P/L for further renewable energy opportunities as well as opportunities to include electric and hybrid vehicles as part of CTW's transport fleet.

**CARCOAR WATER TREATMENT PLANT**

CTW continues to monitor the performance of a 99kW solar panel only system at our CWTP site before committing to change the majority of operational hours from an Off-Peak electricity time. Analysis to date highlights the inability of CWTP to utilise the maximum effectiveness of its solar generation, without a supplementary battery supply.

It was disappointing that CTW were unsuccessful with the CNSWJO Australian Renewable Energy Agency (ARENA) Battery grant submission of approx. \$700k, which would have addressed this issue.



### CANOMODINE PUMP STATION

CTW is pleased with the results of the customised pump station's automation that enables maximum solar generation to be consumed during daylight hours of pump operation, without exporting solar energy from the grid. CTW has received a long awaited 250mm Check Valve which can be installed, allowing the small tidying up works to be completed.

### QUANDIALLA & GOOLOOGONG BORE FIELDS POTENTIAL SOLAR SITES

In conjunction with advice from ChargeWorks P/L, neither of these sites would return their individual investments over a 10 year period due to the intermittent running and kW sizing of these sites. CTW will continue to assess these sites against any changes to the price of export kWh to the grid.

### LAKE ROWLANDS PUMP STATION (LRPS) 100kW SOLAR SITE.

CTW awaits the outcomes from the Belubula Water Security Project (i.e. raising Lake Rowlands Dam wall component), and Water Treatment Plants Strategic workshop, before committing to the installation of LRPS solar site as listed as Stage 2 of CTW's renewable energy plan.

### BUDGET IMPLICATIONS

Project		Stage 1 - CWTP and CPS Renewable Energy		
Approved Budget (Operational Plan 22/23)		\$360k from \$500k (includes \$30k contingency)		
Project end date		Original June 2023 (extended to December 2023).		
Revised Budget	Expenditure to date	Projected remaining costs	Total	Contingency Funds
\$360k	\$326.9k	\$16.1k	\$343k	\$17k

### POLICY IMPLICATIONS

Nil

This is Page No. 84 of the Agenda presented to the Ordinary Meeting of Central Tablelands County Council held at Grenfell on 18 October 2023

**ATTACHMENTS**

Nil.

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

**Author:** Director Operations & Technical Services  
**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.1.2: Review, update and implement existing maintenance program. – 1.1.4: Undertake regular water meter replacement program. – 1.5: Efficient use of water

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**RECOMMENDATION:**

That Council note the information in the General Report.

**REPORT****GENERAL REPORT**

- a) Meter Reading  
The second meter read for the 2023-24 financial year was started in accordance with CTW's meter reading schedule.
- b) Meter Change Program  
There have been forty three (43) water meter changes since the previous reporting period.
- c) Water Filtration Plants & associated Ancillary Plants  
Blayney Water Treatment Plant (BWTP) and Carcoar Water Treatment Plant (CWTP) has maintained their full operational performance. BWTP and CWTP Fluoride package plants have maintained their full operational performance. BWTP and CWTP Chlorination package plants have maintained their full operational performance.
- d) Pump Stations  
Cleaning of pump stations listed under general maintenance has continued throughout the supply network over the past months.
- e) Drinking Water Quality  
There have been no reportable incidences of exceeding CTW's Critical Control Points for the delivery of drinking water from CTW's Water Treatment Plants.
- f) Trunk Mains  
Ongoing inspections have been reduced in lieu of telemetry monitoring and community reporting. Installation of additional metering to improve water loss management is awaiting grant funding.
- g) Hydrants  
Ongoing inspections and maintenance requirements have continued throughout all towns on the CTW supply network during the previous three months.
- h) Rural Scheme renewals  
No renewals have been undertaken for this 2023-24 financial year.



i) Reticulation main renewals

Reticulation mains renewal will continue through South Canowindra after meter reading has been completed.

**BUDGET IMPLICATIONS**

Nil.

**POLICY IMPLICATIONS**

Nil.

**ATTACHMENTS**

Nil.

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

**Author:** Director Operations & Technical Services  
**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – Strategic Priority 2: An efficient, sustainable and customer focused organisation – 2.1.3: Review and update levels of service and report on performance.

**RECOMMENDATION:**

That Council note the information in the report.

**REPORT**

**FROM 1/8/2023 to 30/9/2023**

*a) Main Breaks*

Location		Date	Size / Type	Comment
Blayney	Adelaide St	20/08/2023	100mm AC	R&RP
Blayney	Stillingfleet St	21/09/2023	100mm PVC	R&RP
Blayney	Queen St	23/09/2023	100mm PVC	R&RP
Blayney	Queen St	29/9/2023	100mm PVC	R&RP

**Notes**

1. CTW Mains (Trunk & Retic) Break score of 4/573km == 0.70/100km.  
 Rolling Value across 12mths = 8.55/100km which is slightly lower than the 2017-18 NSW State Median benchmark of 9.0 breaks/100km.

*b) Service Activities and Requests*

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>BLAYNEY</b>	<b>17</b>	<b>6</b>	<b>9</b>	<b>14</b>	<b>0.94%</b>	<b>1491</b>
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	1	0	0	1	0.07%	
DIRTY WATER COMPLAINT	2	0	0	1	0.07%	
HYDRANT LEAKING	0	0	0	1	0.07%	
LEAKING METER	5	2	6	5	0.34%	
LEAKING SERVICE	3	1	2	1	0.07%	
LOW PRESSURE COMPLAINT	0	0	0	0	0.00%	
MAIN BREAK	0	1	0	1	0.07%	
MAINTENANCE - GENERAL	2	0	0	1	0.07%	
METER NEW / REPLACEMENT	4	2	0	1	0.07%	
METER NOT SHUTTING OFF	0	0	0	1	0.07%	
PATHCOCK FAILURE	0	0	1	0	0.00%	
RESTORATION WORK	0	0	0	1	0.07%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 1						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>CANOWINDRA</b>	<b>27</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>1.13%</b>	<b>1148</b>
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	1	0	0	0	0.00%	
LEAKING HYDRANT	1	1	2	0	0.00%	
LEAKING METER	8	5	2	6	0.52%	
LEAKING SERVICE	3	4	2	2	0.17%	
LOW PRESSURE COMPLAINT	0	1	0	0	0.00%	
MAIN BREAK	1	2	1	0	0.00%	
MAINTENANCE - GENERAL	12	0	3	1	0.09%	
METER NEW / REPLACEMENT	0	1	0	0	0.00%	
METER NOT SHUTTING OFF	0	0	3	3	0.26%	
NO WATER COMPLAINT	0	1	1	1	0.09%	
PATHCOCK FAILURE	0	0	0	0	0.00%	
RESTORATION WORK	1	0	0	0	0.00%	
Total Complaints = 1						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>CARCOAR</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1.49%</b>	<b>134</b>
HYDRANT LEAKING	0	0	0	0	0.00%	
LEAKING METER	0	0	0	0	0.00%	
LEAKING SERVICE	0	0	0	1	0.75%	
MAIN BREAK	2	1	0	0	0.00%	
MAINTENANCE - GENERAL	1	0	0	1	0.75%	
METER NOT SHUTTING OFF	0	0	0	0	0.00%	
METER - SPECIAL READING	1	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>CARGO</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>164</b>
LEAKING SERVICE	1	1	1	0	0.00%	
METER NOT SHUTTING OFF	0	1	0	0	0.00%	
NO WATER COMPLAINT	0	1	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>CUDAL</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>1.69%</b>	<b>236</b>
BURST METER	0	0	0	1	0.42%	
LEAKING METER	0	1	2	1	0.42%	
LEAKING SERVICE	1	1	2	0	0.00%	
HYDRANT LEAKING	0	0	1	0	0.00%	
MAINTENANCE - GENERAL	0	0	0	1	0.42%	
METER - SPECIAL READING	0	0	0	1	0.42%	
NO WATER COMPLAINT	0	0	0	1	0.42%	
PATHCOCK FAILURE	0	0	0	0	0.00%	
Total Complaints = 1						

ACTIVITIES		THIS PERIOD	
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	2020	2021	2022	2023	% of Total meters	Total Meters
<b>EUGOWRA</b>	<b>14</b>	<b>11</b>	<b>9</b>	<b>12</b>	<b>2.57%</b>	<b>389</b>
BURST METER	0	0	0	1	0.26%	
CHECK METER READING	0	0	0	1	0.26%	
DIRTY WATER COMPLAINT	1	0	0	1	0.26%	
HYDRANT LEAKING	0	1	0	0	0.00%	
LEAKING METER	3	8	3	3	0.77%	
LEAKING SERVICE	8	1	2	4	1.03%	
MAIN BREAK	1	0	0	0	0.00%	
MAINTENANCE – GENERAL	1	0	3	2	0.51%	
METER NOT SHUTTING OFF	0	1	1	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	0	0.00%	
Total Complaints = 1						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>GRENFELL</b>	<b>15</b>	<b>16</b>	<b>6</b>	<b>10</b>	<b>0.74%</b>	<b>1355</b>
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	4	4	0	1	0.07%	
DIRTY WATER COMPLAINT	1	0	0	1	0.07%	
LEAKING METER	3	6	3	3	0.22%	
LEAKING SERVICE	2	4	1	3	0.22%	
MAIN BREAK	0	0	0	0	0.00%	
MAINTENANCE – GENERAL	1	0	0	0	0.00%	
METER NEW / REPLACEMENT	1	0	0	1	0.07%	
METER NOT SHUTTING OFF	2	1	1	0	0.00%	
NO WATER COMPLAINT	0	1	1	1	0.07%	
PATHCOCK FAILURE	0	0	0	0	0.00%	
QUALITY COMPLAINT	1	0	0	0	0.00%	
Total Complaints = 2						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>LYNDHURST</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>160</b>
CHECK METER READING	0	0	0	0	0.00%	
LEAKING METER	1	1	0	0	0.00%	
LEAKING SERVICE	0	1	0	0	0.00%	
MAIN BREAK	0	0	0	0	0.00%	

MAINTENANCE – GENERAL	0	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>MANDURAMA</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0.75%</b>	<b>134</b>
CHECK METER READING	3	0	0	0	0.00%	
HYDRANT LEAKING	0	0	0	0	0.00%	
LEAKING SERVICE	0	0	0	0	0.00%	
MAINTENANCE – GENERAL	1	0	1	0	0.00%	
NO WATER COMPLAINT	0	0	0	1	0.75%	
PRV ISSUE/MAINTENANCE	1	0	0	0	0.00%	
Total Complaints = 1						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>MANILDRA</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>0.35%</b>	<b>282</b>
CHECK METER READING	3	0	0	1	0.75%	
HYDRANT LEAKING	1	1	0	0	0.00%	
LEAKING METER	0	0	1	0	0.00%	
LEAKING SERVICE	0	0	2	1	0.35%	
MAIN BREAK	0	0	1	0	0.00%	
MAINTENANCE - GENERAL	0	0	0	0	0.00%	
NO WATER COMPLAINT	0	1	0	0	0.00%	
Total Complaints = 0						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>MILLTHORPE</b>	<b>16</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>1.08%</b>	<b>461</b>
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	1	1	1	0	0.00%	
DIRTY WATER COMPLAINT	3	0	0	0	0.00%	
HYDRANT LEAKING	1	0	0	1	0.22%	
LEAKING METER	1	0	0	1	0.22%	
LEAKING SERVICE	0	0	1	1	0.22%	

LOW PRESSURE COMPLAINT	1	0	0	1	0.22%	
MAIN BREAK	2	0	0	0	0.00%	
MAINTENANCE - GENERAL	1	0	2	1	0.22%	
METER - SPECIAL READING	1	0	0	0	0.00%	
QUALITY COMPLAINT	4	0	0	0	0.00%	
RESTORATION WORK	1	0	0	0	0.00%	
Total Complaints = 1						

ACTIVITIES				THIS PERIOD		Total Meters
	2020	2021	2022	2023	% of Total meters	
<b>QUANDIALLA</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1.00%</b>	<b>100</b>
LEAKING METER	0	1	0	0	0.00%	
LEAKING SERVICE	0	1	0	1	1.00%	
MAINTENANCE - GENERAL	0	0	0	1	1.00%	
METER NOT SHUTTING OFF	0	0	0	1	1.00%	
Total Complaints = 0						

<b>TOTAL ACROSS CTW TOWNSHIPS</b>	<b>104</b>	<b>61</b>	<b>52</b>	<b>67</b>	<b>1.11%</b>	<b>6054</b>
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## Notes:

1. Comparison values listed each year use data from the period covering the same months of the year i.e. August and September
2. Total Meters is the number of meters connected to properties.
3. CTW complaint rolling value score across 12mths == 7.76, which is higher than the 2017/18 NSW State median of 5.0 complaints/1000 connections.
4. CTW Total Service Activities and Requests score == 1.11%, which is below CTW benchmark of 5% across all townships.

c) *Lake Rowlands*

The current level of Lake Rowlands Dam is 100% (10.10.23) with the Dam's scour valve fully shut.

d) *Water Services*

Since 1<sup>st</sup> August 2023, there have been an additional twenty four (24) new domestic water services connected to, and zero (0) water meter disconnected from 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.



**12.17) WATER SECURITY - DROUGHT IMPACT UPDATE (WS.AM.1)**

**Author:** Director Operations & Technical Services  
**IP&R Link:** Strategic Priority 1: Provide a high quality and reliable drinking water supply – 1.1.1: Deliver capital works program based on asset management data.

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**RECOMMENDATION:**

That Council note the information in the report.

**REPORT**

In following with NSW State Government directions, CTW continues to develop its drought resilience opportunities through continuance of the below projects:

**Woodstock Pump Station** - Installation of the retaining walls has been completed. CTW will review site with Cowra Shire Council representatives before signing off as complete.

**Centroc Water Grid Pipeline** - CTW, in conjunction with Parkes and Forbes Shire Councils, continues to await feedback from DPE Water on the Centroc Water Grid Pipeline project's draft final business case.

**12 ML Clear Water Tank (CWT)** – The major contractor Leed Construction (Leed) have erected the 28 wall panels. It is expected that all stitch joints (joints between each wall panel), floor to wall panel grouting and post tensioning of wall panels will be completed by end of October 2023. Next steps prior to filling the reservoir with water will be the erection of roofing supports, installation and connection of the new inlet and outlet piping between CTW's existing network and the installation of electrical and instrumentation conduits between CTW's Chlorination Room and the new reservoir.

The project remains on target for December 2023 completion.





### **BUDGET IMPLICATIONS**

Project		Woodstock Pump Station		
Approved Budget		\$806,703 (includes \$63,886 contingency)		
Project End date		Sept 2023 (revised from June 2023)		
Revised Budget	Expenditure to date	Projected cost to complete (**)	Total	Remaining Funds (**)
\$806k	\$704k	\$16k	\$720k	\$86k

Project		12ML CWT D&C contract		
Approved Budget		\$3,985k (includes \$353k contingency)		
Project End date		Dec 2023		
Revised Budget (*)	Expenditure to date (*)	Projected cost to complete	Total	Remaining Funds (***)
\$4,206k	\$2,461k	\$1,640k	\$4,101k	\$105k

Note:

- (\*) Includes \$221k Latent condition variation to be included in QBRS.
- (\*\*) Unused Funds will be available for CTW's 12ML CWT project.
- (\*\*\*) Remaining Funds to be used for Roadway & Landscaping purposes.

### **POLICY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil.

### **13. QUESTIONS ON NOTICE**

(General Manager)

No questions on notice were received.

### **ATTACHMENTS**

Nil