

Business Paper

Ordinary Meeting of Central Tablelands Water

21 February 2024

Blayney



Friday, 16 February 2024

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at the Darrell Sligar Centre in Blayney on Wednesday, 21 February 2024 at 10.30am.

Morning tea will be available from 10am.

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

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.

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(WS.SP.4)

12. REPORTS OF STAFF

12.1) <u>ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON (GO.CO.2)</u>

Author: General Manager

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

RECOMMENDATION:

That Council adopt the ordinary voting system for election of Chairperson and Deputy Chairperson.

REPORT

The Local Government Regulations (Schedule 8 Part 1) state that 'an election for chairperson of a county council is to be held at the first meeting of the county council after: (b) the term of the chairperson of the county council has ended.'

The Chairperson holds office for 2 years, in accordance with Section 391 of the Local Government Act 1993. It has also been Central Tablelands Water's normal practice to elect a Deputy Chairperson for the same term as the Chairperson.

As the Chairperson and Deputy Chairperson were both elected at the 16 February 2022 Council meeting, their current 2 year term has now ended and an election for both positions is to be held.

The Chairperson and Deputy Chairperson elected at this meeting will serve until 14 September 2024 when their civic office expires on the polling day of the ordinary election of councillors.

The procedures for election of the Chairperson and Deputy Chairperson are summarised as follows:

- The general manager of the county council in respect of which an election is being held (or a person appointed by the general manager) is the returning officer.
- A nomination is to be made in writing by 2 or more councillors, one of who may be the nominee.
- The nomination is to be delivered or sent to the Returning Officer.
- Nominations are to be announced and elections are to be conducted at the same council meeting.
- If only one Member is nominated, that Member is elected.
- If more than one Member is nominated, Council must resolve that the election proceed by preferential ballot, ordinary ballot or open voting.

Nomination forms have been circulated to all councillors. Nominations can be made at the meeting, prior to the conduct of elections.

Council has in the past opted to use the ordinary voting system for election of both Chairperson and Deputy Chairperson.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

12.2) MEETING TIMES AND DATES (GO.CO.2)

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

RECOMMENDATION:

That Council hold its ordinary meetings for the next 12 months including a budget workshop on the following dates:

Council budget workshop	3 April 2024	Canowindra
Council meeting	24 April 2024	Grenfell
Council meeting	19 June 2024	Canowindra
Council meeting	21 August 2024	Blayney
Council meeting	16 October 2024	Grenfell
Council meeting	11 December 2024	Canowindra
Council meeting	19 February 2025	Blayney

REPORT

Special Meetings

Council may hold special or extraordinary meetings as determined by Council, or call of the Chairperson. Notice of less than three (3) days may be given to members of an extraordinary meeting of the council in cases of emergency.

Ordinary Meetings

Council has previously held its ordinary meetings on the 2nd Wednesday of alternate months, however on review, the following dates have been proposed for the next 12 months to allow for adequate time to exhibit draft Integrated Planning & Reporting (IP&R) Plans, the adoption of IP&R Plans, adoption of financial statement certificates and presentation of end of year financial statements:

24 April 2024 - Grenfell
19 June 2024 - Canowindra
21 August 2024 - Blayney
16 October 2024 - Grenfell
11 December 2024 - Canowindra
19 February 2025 - Blayney

Following a review of the constituent councils' scheduled meeting dates, there appears to be no conflict with the CTW meeting dates proposed in this report.

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

ATTACHMENTS

Nil.

12.3) <u>DELIVERY PROGRAM PROGRESS REPORT (FM.PL.1)</u>

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

RECOMMENDATION:

That Council note the Delivery Program 2022-2026 progress report as at December 2023.

REPORT

This report relates to and provides information regarding Council's progress in achieving the strategic outcomes prescribed in Council's Integrated Planning and Reporting Delivery Program 2022-2026. It provides information on the performance of Council's strategic objectives in a streamlined summary aligned directly with Council's Delivery Program 2022-2026.

In accordance with Section 404(5) of the *Local Government Act 1993*, the General Manager must ensure that regular reports are provided to Council as to progress with respect to the achievement of the principal activities detailed in the Delivery Program.

This report has been compiled in consultation with management and staff.

A copy of the Delivery Program Progress Report as at December 2023 is attached for information.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

1 Delivery Program progress report as at December 2023 8 Pages

Traffic Lights Progress Key Indicator:

Not due to commence

Completed

Progressing

Not Progressing

STRATEGIC PRIORITY 1

PROVIDING A HIGH QUALITY AND RELIABLE DRINKING WATER SUPPLY

	KEY RESULT AREA – 1.1 SERVICE PROVISION THROUGH FIT FOR PURPOSE INFRASTRUCTURE											
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24 24/25 25/26		25/26	COMMENTS	PROGRESS INDICATOR				
1.1.1	Deliver capital works program based on asset management data.	Capital works milestones delivered	x	x	x	x	The Capital Works program is progressing. Stage 1 Reticulation mains renewals in Millthorpe and Canowindra are complete. Stage 2 Reticulation mains renewals are now progressing. Carcoar Water Treatment Plant's 12ML Clear Water Tank and the Woodstock Pump Station have both been completed in accordance with the grant funding requirements. Some minor ancillary works on both projects are to be carried out over the next few months (i.e. telemetry, landscaping). Canomodine Pump Station refurbishment is awaiting installation of internal permanent grating over new pipeline and external cladding to be completed.					
1.1.2	Review, update and implement maintenance program.	Maintenance program is delivered	x	x	x	х	CTW develops a maintenance program based on operational needs and asset condition on an annual basis.					
1.1.3	Develop and implement backflow prevention program.	Program is in place	x	x	x	x	Program is finalised. Backflow devices have been fitted with QR coded tags to enable and give advanced warning of 12 month testing requirement. CTW is engaging with suitable contractors to provide initial testing of all existing backflow devices					
1.1.4	Undertake regular water meter replacement program.	Program is in place	x	х	х	х	Meter replacement program when the meter is above 7,500 kL is ongoing. Smart meters are being rolled out into areas of safety concerns i.e. 100km zones etc.					
1.1.5	Consider potential use of CTW's existing underutilised groundwater sources.	Water quality analysis undertaken.			x		To be delivered in FY24/25.	•				

KEY RESULT AREA – 1.2 ENSURE COMPLIANCE WITH REGULATION										
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR		
1.2.1	Review and update CTW's Drinking Water Management System (DWMS).	DWMS updated in accordance with NSW Health DWMS guidelines.	x	x	x	x	A strategic Water Treatment and DWMS workshop for the CTW Board and Management was conducted in November 2023. A follow up DWMS workshop with Management and water quality staff is scheduled for March 2024 with an updated draft DWMS to be circulated to Council in June 2024.			
1.2.2	Inform and involve our customers and regulators about projects, programs and other activities.	Issuing of media releases and notification via social media. Performance monitoring reporting.	×	x	x	x	Notification regarding projects and programs are provided via CTW's website, facebook page, public notices in local newspapers, newsletters, householder pamphlets, local radio and television.			
1.2.3	Undertake strategic reviews of water treatment facilities.	Reviews completed	x				A strategic Water Treatment and DWMS workshop for the CTW Board and Management was conducted in November 2023. A follow up workshop, including an options analysis by Atom Consulting, is currently being planned for Councillors and Management in 23/24.			
1.2.4	Undertake regular water sampling programs in accordance with NSW Health DWMS guidelines.	Program ongoing with NSW Health DWMS.	x	x	x	х	Council has an extensive water quality sampling program in place which enables Council to meet regulatory water quality compliance requirements.			

		KEY RESULT ARE	A – 1.3 BE	ST PRACTI	ICE ASSET	MANAG	EMENT	
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR
1.3.1	Assets are managed strategically, using whole of life methodology to improve delivery of services and financial management	Asset management system in place	x	x	x	х	Revised Asset Management Plan adopted in June 2022.	
1.3.2	Review and update Integrated Water Cycle Management Plan (IWCM) in accordance with applicable regulatory best practice guidelines.	IWCM reviewed, updated and implemented in accordance with guidelines		x			CTW is participating in the CNSWJO Pilot IP&R project for the potential transition from IWCM Planning to the IP&R framework for Local Water Utilities strategic planning.	
1.3.3	Review and update strategic business plan (SBP) in accordance with applicable regulatory best practice guidelines.	SBP reviewed and updated in accordance with applicable regulatory guidelines.	x				CTW is participating in the CNSWJO Pilot IP&R project for the potential transition from IWCM Planning to the IP&R framework for Local Water Utilities strategic planning.	
	KEY RES	SULT AREA – 1.4 MIT	IGATE ENV	/IRONMEN	ITAL IMP	ACTS OF S	SERVICE DELIVERY	
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR
1.4.1	Develop and implement a catchment management plan for Lake Rowlands.	Catchment management plan has been developed and implemented.	x	x			CTW is currently working with WaterNSW under the Town Water Risk Reduction Program (TWRP) to assist in the development of a catchment management plan for Lake Rowlands. An initial catchment management workshop is being planned for March/April 2024.	
1.4.2	Review and update Renewable Energy Action Plan (REAP) including solar and battery optimisation projects.	REAP reviewed and updated. Renewable energy projects delivered.	x		х		SMT are continuing to work with industry experts and the CNSWJO with a focus on solar and storage sites. Solar works have been commissioned at Canomodine Pump Station and Carcoar Water Treatment Plant sites allowing assessment of their performance to guide CTW to provide further recommendations based on Return of Investment covering max 10 years for future installations within CTW's network.	
1.4.3	Continue to review operational processes with the objective of further mitigating environmental impacts.	Evidence of continuous improvement. Operational process efficiencies realised.	х	x	х	х	CTW's operational processes will continue to be reviewed to mitigate environmental impacts. Recommendations resulting from DPE inspections i.e. Chlorine injection system upgrades to Quandialla, Greys Hill, TM'L' Booster and Gooloogong Bore sites have been implemented.	

	KEY RESULT AREA – 1.5 EFFICIENT USE OF WATER										
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR			
1.5.1	Provide customers with regular and current information regarding how to use water wisely.	Number of water wise updates issued via social media and newsletters.	x	x	x	~	Water saving and monitoring measures are provided via CTW's website, newsletters, television advertising and Smart Water Mark.				
1.5.2	Develop and promote a source to tap educational program for schools in the water supply area.	Number of schools the educational program is delivered to in the supply area.	x	x	x		CTW water bottles are being rolled-out to all Primary Schools in the CTW supply area. To date 775 water bottles have been delivered to 12 schools, with approximately 1,000 more bottles to be delivered to the remaining schools over the next few months.				

STRATEGIC PRIORITY 2

AN EFFICIENT, SUSTAINABLE AND CUSTOMER FOCUSSED ORGANISATION

	KEY RESULT AREA – 2.1 QUALITY CUSTOMER SERVICE										
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR			
2.1.1	Review and update community/stakeholder engagement strategy.	Strategy has been reviewed and updated	x		x		A Community Engagement Strategy was adopted by Council in December 2020. This existing strategy will be reviewed in 24/25.				
2.1.2	Undertake customer satisfaction survey.	Survey is completed and feedback being used to improve performance	x				Customer satisfaction survey completed by independent research company in March 2019. The next customer satisfaction survey will be conducted in 24/25.				
2.1.3	Review and update levels of service and report on performance.	Levels of services reviewed and updated. Regular reporting of performance.	x	x	x	x	A capability review of CTW's Asset Software System to enable monitoring and reporting of CTW's LOS is currently underway.				
2.1.4	Provide regular updates to stakeholders and customers regarding projects and works	Number of updates issued via social media and newsletters.	×	x	x	x	Updates regarding CTW projects and works will continue to be provided via CTW's website, Facebook page and newsletters.				

	KEY RESULT AREA – 2.2 SOUND FINANCIAL MANAGEMENT										
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR			
2.2.1	Review and update long term financial plan (LTFP).	LTFP reviewed and updated annually	x	x	х	х	LTFP adopted June 2023. Reviews are undertaken during the Quarterly Budget Review process.				
2.2.2	Review schedule of fees and charges as part of the annual operational plan development for endorsement and adoption by council.	Annual Fees & Charges adopted by Council.	x	x	x	x	2023/24 Fees & Charges adopted June 2023. A review of the annual fees and charges for FY24/25 to be undertaken in March/April 2024.				
2.2.3	Collaborate with constituent councils in the review and update of the Development Servicing Plan (DSP) in accordance with applicable guidelines.	DSP review and update completed in accordance with guidelines. DSP implemented.				х	To be reviewed and updated in 25/26.	•			
2.2.4	Explore additional revenue stream opportunities.	New income identified	x	x	x	x	Additional revenue stream opportunities explored on a continuous basis. CTW has engaged with REGIS for delivery of water related to construction and temporary office requirements.				
2.2.5	Secure grant funding where available to support the delivery and development of services and infrastructure.	Grant funding applications successful	x	×	x	х	Grant funding opportunities continue to be advocated for where available. CTW's Main Artery Pipeline Augmentation project proposal was successful under the Safe & Secure Water Program to the value of \$300k based on a 50/50 funding split. Disaster recovery funding is also being sought following the recent devastating floods in the region.				

	KEY RESULT AREA – 2.3 CONTINUOUS IMPROVEMENT WHILST MANAGING RISK										
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR			
2.3.1	Manage the risk management framework including the risk register.	Framework is in place and risk register regularly reviewed and updated.	x	х	x	х	Risk management framework and register are regularly reviewed and updated prior to Audit Risk and Improvement Committee (ARIC) meetings.				
2.3.2	Review and update Business Continuity Plan (BCP).	BCP reviewed and updated in consultation with insurers.		x		x	The BCP is to reviewed and updated in 23/24.				
2.3.3	Review and update internal audit plan in consultation with the Audit Risk and Improvement Committee (ARIC).	Internal Audit Plan adopted by ARIC. Internal Audits undertaken in accordance with the Plan.	x	x	x	х	Internal audit plan to be reviewed and updated in consultation with ARIC.				
2.3.4	Review and update CTW's Work, Health & Safety (WHS) policy and procedures in accordance with WHS legislation.	WHS policy and procedures updated and implemented.	x	x	x	х	CTW's WHS policy and procedures are contiuously reviewed and updated in consultation with CTW staff.				
		KEY RESULT AREA -	2.4 A CA	PABLE AN	D MOTIV	ATED WO	RKFORCE				
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR			
2.4.1	Review, update and implement CTW's Workforce Management Strategy.	Strategy reviewed, updated and implemented.		x		x	CTW's Workforce Management Strategy 2022-2026 was adopted by Council in June 2022. The strategy is to be reviewed in 23/24 with a key focus on succession planning due to future retirements of senior staff.				
2.4.2	Provide staff with professional development opportunities to meet future needs.	Professional development needs identified in consultation with staff.	x	x	x	х	Professional development opportunities to be discussed and agreed during staff performance appraisals, or as training opportunities or needs arise. A training database is being developed with training requirements to be applied to each position in consultation with staff members.				
2.4.3	Develop capability and innovate with technological advances in the field.	Technology used in the field, operational efficiencies realised.	x	x	x	х	Technological advances in the field continue to be explored as they become available. This includes areas such as mapping infrastructure (GIS), meter reading, telemetry, etc.				

STRATEGIC PRIORITY 3

REGIONAL LEADERSHIP AND COLLABORATION

KEY RESULT AREA – 3.1 REGIONAL COLLABORATION AND PARTNERSHIPS									
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR	
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.	Active participant of the CNSWJO and CWUA.	x	x	x	х	The Chairperson and General Manager attend Central NSWJO (CNSWJO) Board Meetings. The GM attends CNSWJO GMAC Meetings. DFCS attends CNSWJO HR Meetings. The GM or DOTS attend CNSWJO WUA Meetings. CTW Staff participate in		
3.1.2	Participate in CNSWJO opportunities for relevant joint procurement activities, knowledge and resource sharing, and advocacy for strategic regional priorities.	Opportunities identified, considered and pursued.	x	x	x	x	joint CNSWJO Projects and training when applicable to CTW. Recent joint procurement and training activities includes: employee assistance program contract, renewable energy projects, IP&R training, and Water Loss Management training.		
3.1.3	Collaborate with and support constituent councils to attract residential, commercial and industrial growth to the region.	Growth in constituent councils is increased.	x	x	x	x	CTW continues to work with constituent councils to encourage growth in the region. Subdivisions in constituent council areas have increased over the past 2 years with more planned for the future.		
3.1.4	Consider further regional water security pipeline linkages to form a Central-West water grid.	Grant funding approved and project(s) commenced.	x	x	×	x	CTW in collaboration with Cabonne and Orange City Council as well as DPE Water continue to participate in the Sub-Regional Town Water Strategy (SRTWS) study. The purpose of the study is to provide additional water security and resilience to the participating councils and neighbouring local water utilities. CTW is also working in collaboration with Parkes and Forbes Shire Councils in the development of the Centroc Water Grid Project to further strengthen water security for the region.		
3.1.5	Reach agreement with all other relevant water utilities on the governance, management and operation of regional water assets across LGA boundaries.	Water Supply Agreements in place.	x	x	x	x	CTW are currently in the process of finalising water supply agreements (WSAs) with our existing interconnecting local water utilities. These WSAs are expected to be finalised in 23/24 during the development of the SRTWS.		
3.1.6	Continue to be a key delivery partner of the Belubula Water Security Project (BWSP) with Water Infrastructure NSW and WaterNSW.	BWSP business case completed. Continued advocacy for BWSP construction.	x	x	x	х	CTW continues to be a key delivery partner and key stakeholder of the BWSP. The BWSP is progressing in parallel with the development of the Lachlan Regional Water Strategy.		

	KEY RESULT AREA – 3.2 REGIONAL LEADERSHIP IN THE WATER SECTOR										
DP REF.	ACTIVITY	PERFORMANCE MEASURE	22/23	23/24	24/25	25/26	COMMENTS	PROGRESS INDICATOR			
3.2.1	Explore opportunities to influence water industry policy and direction	Active participation in water industry groups and policy development opportunities.	x	x	x	x	CTW continues to have a strong working relationship with DPE Water and WaterNSW. GM represents CTW on the WaterNSW Lachlan Customer Advisory Group. GM & DOTS regularly attend DPE Water regulatory framework workshops for the Town Water Risk Reduction Program and the development of the Regional Water Strategies and Water Sharing Plans. The GM & DOTS represented CTW at the annual NSW Water Directorate Forum in Sydney in September 2023. The Chairman and GM gave evidence at a public hearing in Dubbo on 13 February 2024 for the inquiry into protecting local water utilities from privatisation.				
3.2.2	upon the strong relationship with the other water county councils and advocate collectively on water industry.	Regular meetings with other water county councils. Collective advocacy on water industry issues.	x	x	x	x	The GM continues to collaborate and build strong relationships within the water industry by attending regular meetings with the other water county council's general managers, DPE Water and WaterNSW executive staff.				

12.4) LEVELS OF SERVICE UPDATE REPORT (CU.ST.2)

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 – 1.2: Compliance and Regulation – 1.3: Best Practice Asset management – 1.4: Mitigate environmental impacts of service delivery – 1.5: Efficient use of water – 2.1: Quality Customer Service –

2.2: Sound Financial management

RECOMMENDATION:

That Council note the Levels of Service update report.

REPORT

As reported previously, within Central Tablelands Water's (CTW) Integrated Planning and Reporting (IP&R) Plans, CTW has defined levels of service (LOS). The LOS detail the standards that the water supply systems will deliver to customers. CTW's current LOS objectives are summarised below:

- To provide water supply services to customers in accordance with acceptable LOS;
- To build on reputation as a reliable, sustainable and regional water utility service provider;
- To offer a comprehensive service in the location, treatment, storage, movement and delivery of water and associated services, and
- Meet the 2011 Australian Drinking Water Guidelines.

To assist CTW through the process of capturing data to provide a reliable measurement and verifiable reporting of its achievements against its LOS and industry benchmarks, CTW engaged the professional services of Chartis, CTW's Assets Software System consultant to undertake a capability review of CTW's current system.

In addition to this review, Chartis has been requested to explore the opportunity of developing electronic "soft-forms" that would enable a more efficient method of capturing and uploading data whilst in the field of operations.

The existing system capability review, completed in the latter half of 2023, identified shortfalls of information required as part of operational staff reporting, to enable verifiable reporting to council for items related to "response times for customer complaints" LOS.

CTW's Asset Officer has worked closely with Chartis since the system capability review was completed to assist with the design and generation of soft-forms that would enable the recording of data that includes GPS location, dates and times.

A 'beta' soft-form is currently being trialed by Canowindra depot staff to evaluate its design and outcomes. Upon a successful outcome of the 'beta' soft-form, a suite of soft-forms will be generated in the form of "Business as Usual" documentation that will be provided to operational staff to address the shortfall that currently exists in providing a complete verifiable LOS report to council.

CTW's LOS continue to be reviewed by Senior Management and Management on a regular basis to ensure ongoing compliance with applicable industry guidelines.

This is Page No. 16 of the Agenda presented to the Ordinary Meeting of Central Tablelands County Council held at Blayney on 21 February 2024

BUDGET IMPLICATIONS

Nil – Undertaken using CTW's existing Service and Support Arrangements with Chartis.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

12.5) 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

RECOMMENDATION:

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

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

1 COUNCIL RESOLUTIONS UPDATE TO DECEMBER 2023 1 Page

COUNCIL RESOLUTIONS UPDATE

Resolution Ref.	Date of Meeting	Subject	Responsible Officer	Decision	Action Taken/Status
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.	15/2/24 – A report is being presented to Council at the February 2024 meeting on the progress of the system capability review currently being undertaken by Asset Software consultants to explore/design data gathering opportunities to support monitoring and reporting against CTW's LOS.
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.	Status: ongoing 15/2/24 – The GM has been advised by the Lachlan Regional Water Strategy (LRWS) team that the BWSP Final Business Case is proceeding in parallel with the development of the LRWS. A Councillor and Management workshop to review CTW's strategic objectives with regards to the BWSP and MOU to be held at the completion of the February 2024 Council meeting. Ref: Resolution 23/094. Status: ongoing
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.	15/2/24 – CTW awaiting the new Deed from the property owner. Follow up email issued in February 2024. Status: ongoing

12.6) <u>FINANCIAL MATTERS - INVESTMENT REPORT AS AT 31 JANUARY, 2024 (FM.BA.1)</u>

Author: Director Finance & Corporate Services

ver Mi Forme

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).

RECOMMENDATION:

That the information in relation to Council's Cash and Investments as at 31 January 2024 be noted.

REPORT

Cash and Investments

The investment summary below represents Council's total investments as of 31 January 2024 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 annual Consumer Price Index (CPI) was 4.1% for the December 2023 Quarter which was lower than the 5.4% in the September 2023 Quarter. It was substantially down on the peak of 7.8% recorded in the December 2022.

In response to the lower CPI figures, the weaker than expected December retail spending figures and uncertain outlook for broader international issues such as the Chinese economy and conflicts in Ukraine and the Middle East, the RBA retained the existing case rate of 4.35%.

Although pleased with the lower CPI figure, the RBA was cautious about the future direction of interest rates noting that they have not ruled out further increases in rates.

In response to the lower CPI result, markets priced in lower term deposit rates in an expectation of cash rate falls in late 2024. Following the RBA decision this mood has tempered somewhat with the markets not as optimist of cash rate falls in 2024.

Term Deposit rates of 5.00% to 5.20% for 12 month term deposits are still available to Council when rolling maturing deposits. This is expected to continue whilst the cash rate remains at the current level of 4.35%.

Council is always willing to looking at special offers by Approved Deposit Taking Institutions in accord with the CTW Investment Policy.

BUDGET IMPLICATIONS

Interest rates offered have softened a little over the course of the month upon expectations that interest rates may be cut in mid to late 2024.

Interest income still remains on target to reach the amended estimate for 2023/24.

Consideration will need to be taken in framing the 2024/25 Operational Budget to reflect the expected lowering of interest rates prior to 30 June 2025.

POLICY IMPLICATIONS

Council's investment policy continues to ensure that good returns are achieved with minimal risk whilst enabling Council to maintain sufficient on call funds to meet its liquidity needs.

ATTACHMENTS

1 Cash and Investments at 31 January 2024 1 Page

Ordinary Meeting – 21 February 2024

Cash and Investments at 31 January 2024

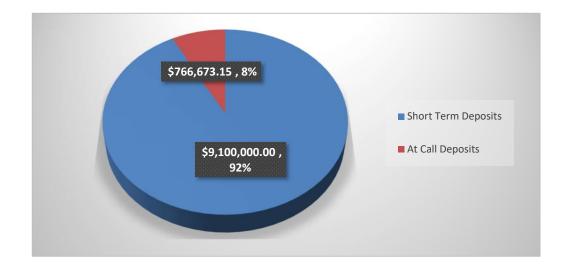
At Call Deposits

Short Term Deposits	\$	9,300,000.00	Credit Rating	Term (Days)	Rate	Maturity Date	% of Portfolio 94.26%
Commonwealth Bank of Australia	<u> </u>	600,000	AA-	364	5.33%	14/06/24	6.08%
Commonwealth Bank of Australia		500,000	AA-	365	4.67%	7/02/24	5.07%
Bank of QLD - Curve Securitiles		500,000	BBB+	365	5.05%	6/03/24	5.07%
Reliance/Unity Bank		500,000	Unrated	366	5.50%	4/08/24	5.07%
ING - Curve Securities		500,000	Α	365	5.20%	16/10/24	5.07%
AMP - Curve Securities		500,000	BBB	365	4.90%	26/03/24	5.07%
ING - Curve Securities		500,000	Α	367	5.48%	4/11/24	5.07%
NAB - Curve Securities		500,000	AA-	365	5.20%	4/10/24	5.07%
Commonwealth Bank of Australia		500,000	AA-	364	5.00%	13/09/24	5.07%
AMP - Curve Securities		500,000	BBB	365	4.80%	14/03/24	5.07%
Bank of QLD - Curve Securitiies		500,000	BBB+	365	4.75%	11/03/24	5.07%
Macquarie Bank - Curve Securities		200,000	A+		4.65%	At Call	2.03%
NAB - Curve Securities		500,000	AA-	365	4.45%	2/04/24	5.07%
ING - Curve Securities		500,000	Α	365	5.25%	9/10/24	5.07%
Bank of QLD - Curve Securitiies		500,000	BBB	365	5.25%	25/09/24	5.07%
NAB - Curve Securities		500,000	AA-	365	5.50%	2/07/24	5.07%
Bank of QLD - Curve Securitiies		500,000	BBB+	365	5.35%	7/06/24	5.07%
Reliance/Unity Bank		500,000	Unrated	366	5.91%	13/07/24	5.07%
NAB - Curve Securities		500,000	AA-	365	5.22%	19/09/24	5.07%
At Call Deposits	\$	566,673.15					5.74%
Commonwealth Bank - General Account	\$	178,049.05	AA-	At Call	4.20%	N/A	
Commonwealth Bank - BOS Account	\$	388,597.28	AA-	At Call	4.35%	N/A	
Reliance Credit Union - Cheque Account	\$	26.82	Unrated	At Call	0.00%	N/A	
Total Value of Investment Funds	\$	9,866,673.15					100%
Average Rate on Term Deposits 90 Day BBSW for September 2023 Average Rate on Term Deposits		4.3460% 5.1244%					
Margin over 90 day BBSW		0.7784%					
Average Term - Short Term Deposits (days)		365					
Long Term Credit Rating AA- A+ A BBB+	\$ \$ \$	Amount \$ 4,166,646.33 200,000.00 1,500,000.00 1,500,000.00	<u>%</u> 42.23% 2.03% 15.20% 15.20%				

BANK RECONCILIATION		
Balance as per Bank Statement	\$	168,343.02
Add: Visa card purchases processed November 2023	\$	9,109.95
Add: Cash receipt deposited 01.02.2024	\$	500.00
Add: Eftpos received 01.02.2024	\$	285.00
Less: Direct credit receipt outstanding transaction	-\$	188 92

Short Term Deposits	\$ 9,100,000.00	_	
(b) Bank Balance		\$	566,673.15
GENERAL FUND (a) Cash Book Balance		\$	566,673.15
Balance as per Cash Book			178,049.05

766,673.15



 1,500,000.00
 15.20%

 1,000,026.82
 10.14%

 9,866,673.15
 100.00%

BBB

Unrated **Total**

12.7) QUARTERLY BUDGET REVIEW STATEMENT - 31 DECEMBER 2023 (FM.FR.1)

Author: Director Finance & Corporate Services

IP&R Link: – 2.2: Sound Financial management – 2.2.1: Review and update long

term financial plan (LTFP).

RECOMMENDATION:

That Council adopt the budget review statement for the quarter ended 31 December 2023 and the variations therein be voted.

REPORT

The Quarterly Budget Review Statement (QBRS) for the period ended 31 December 2023 is submitted for consideration by Council in accordance with clause 203 of the Local Government (General) Regulation 2005.

There were no significant variations in the income statement during the quarter.

The net operating result before capital that was originally estimated to be a surplus of \$46,218 at the beginning of the year, will remain as a deficit of \$681,782 as reported at the 30 September 2023 QBRS.

The outlook for water usage revenue remains challenging due to continuing rain events in parts of the service area combined with relatively moderate temperatures.

The capital expenditure budget is estimated to increase from \$7.035M on the 30 September 2023 QBRS to an estimated \$7.547M at 31 December 2023.

This increase has been largely attributable to the costs of undertaking an emergency renewal at the Jacks Creek crossing on Trunk Main C. The estimated cost of this emergency works was \$450K. This was funded from the infrastructure restriction.

A further \$50K was estimated capital expenditure in respect of trunk main extensions across the network. Revenue from Capital contributions for new trunk mains has exceeded budget reflecting further development across the network.

BUDGET IMPLICATIONS

The overall revised budget result indicates that the financial position of the Council remains sound, however, rising costs and reduced revenues will continue to remain a challenge over the course of 2023/24.

POLICY IMPLICATIONS

The budget result indicates that being able to produce a sustained period of positive operating results before capital will be difficult unless water sales improve over time or costs are able to be reduced.

ATTACHMENTS

1. December 23 QBRS - 9 Pages 9 Pages

Quarterly Budget Review Statement for the period 01/10/23 to 31/12/23

Та	ble of contents	page
1.	Responsible accounting officer's statement	2
2.	Budget Review Statement Summary	3
3.	Income Statement budget review statement	4
	- Income Statement Variations	5
4.	Capital budget review statement	6
	- Capital Budget Variations	7
5.	Leakage Allowances Granted	8
6.	Contracts and Other Expenses	9

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Report by responsible accounting officer

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

31 December 2023

It is my opinion that the Quarterly Budget Review Statement for Central Tablelands Water for the quarter ended 31/12/23 indicates that Council's projected financial position at 30/6/24 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

My opinion above, that Council's projected financial position as at 30/6/24 will be unsatisfactory has been based on the following factors:

- 1. Lower than expected income from water sales compared to original budget.
- 2. Lower income from water access charges than calculated in the original budget.

Recommended remedial action to deal with this unsatisfactory position includes:

- a. Closely monitor expenditure and make savings where possible
- b. Review future capital programs in the LTFP
- c. Maximise the availability of grant funds.
- d. Review level of future borrowings in LTFP
- e. Review the future level of fees and charges
- f. Maximise revenue opportunities
- g. Defer expenditure if possible

Signed: Por Forman

16/02/2024

Responsible accounting officer

Budget Review Statement

as at 31 December 2023

Council's Revised Income and Expenditure for the year 2023/2024

Original			Revised
Budget	Operating Revenue		Budget
2,175,110	Availability Charges		1,820,110
5,872,441	User Charges		5,488,441
276,750	Interest and Investment Income		376,750
150,992	Other Revenues		150,992
443,740	Capital Grants and Contributions		2,825,389
40,000	Operational Grants and Contributions		-
60,000	Gains on Disposal of Assets		60,000
9,019,033	Total Operating Revenue	_	10,721,682
	Operating Expenses	_	
2,869,500	Employee Costs		2,862,500
2,650,375	Materials & Contracts		2,696,375
9,500	Legal Costs		9,500
259,500	Consultants		269,500
14,500	Other Expenses		14,500
2,725,700	Depreciation and Impairment		2,725,700
8,529,075	Total Operating Expenses		8,578,075
489,958	Operating Result for Period After Capital	Surplus/(Deficit)	2,143,607
46,218	Operating Result for Period Before Capital	Surplus/(Deficit)	(681,782)
	Less Non-Operating Expenditure		
2,083,460	Acquisitions of Assets		7,547,383
310,000	Transfer to Reserves - Plant		310,000
1,800,000	Transfer to Reserves - Renewal Reserves		1,750,000
90,000	Transfer to Reserves - ELE		90,000
60,000	Transfer to Reserves - Consultancy		60,000
718,601	Transfer Estimated Budget Surplus/(Deficit)		340,601
5,062,061		_	10,097,984
(4,572,103)		_	(7,954,377)
	Add Non-Operating Revenue		
232,412	Book Value of Assets Sold		232,412
194,941	Transfer from Reserves - Plant		194,941
30,000	Transfer from Reserves - ELE		30,000
1,389,050	Transfer from Reserves - Infrastructure		4,750,924
	Transfer from Reserves - Development Assista	nce	20,400
-	Transfer from External Restriction		-
1,846,403			5,228,677
(2,725,700)	Add Francisco and Involving Flour of Francis	=	(2,725,700)
2,725,700	Add Expenses not Involving Flow of Funds Depreciation		2 725 700
	•		2,725,700
<u>\$ -</u>	Budget (Cash) Result Surplus/(Deficit)	9	-

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Income & expenses budget review statement

Budget review for the quarter ended 31 December 2023

Income & expenses - General Fund

•	Original	Approved	Changes	Revised	Variations		Projected	Actual
(\$000's)	budget		Sep	budget	for this	Notes	year end	YTD
	2023/24	Revotes	QBRS	2023/24	Dec Qtr		result	figures
Income								
Annual charges	2,175,110		(355,000)	1,820,110			1,820,110	913,977
User charges and fees	5,872,441		(384,000)	5,488,441			5,488,441	2,343,688
Other revenues	150,992			150,992			150,992	74,131
Grants and contributions - operating	40,000			40,000	(40,000)	(a)	-	-
Grants and contributions - capital	443,740	2,351,649		2,795,389	30,000	(b)	2,825,389	1,604,036
Interest and investment revenue	276,750		100,000	376,750			376,750	277,872
Net gain from disposal of assets	60,000			60,000			60,000	53,214
Total income from continuing operations	9,019,033	2,351,649	(639,000)	10,731,682	(10,000)		10,721,682	5,266,918
Expenses								
Employee benefits and on-costs	2,869,500		(7,000)	2,862,500			2,862,500	1,186,255
Materials and services	2,650,375		46,000	2,696,375			2,696,375	1,034,357
Depreciation and amortisation	2,725,700		ŕ	2,725,700			2,725,700	1,362,850
Legal costs	9,500			9,500			9,500	2,665
Consultants	259,500	50,000		309,500	(40,000)	(c)	269,500	40,582
Other expenses	14,500			14,500	,		14,500	8,194
Total expenses from continuing operations	8,529,075	50,000	39,000	8,618,075	(40,000)		8,578,075	3,634,903
Net operating result from continuing operations	489,958	2,301,649	(678,000)	2,113,607	30,000		2,143,607	1,632,015
_								
Net operating result from all operations	489,958	2,301,649	(678,000)	2,113,607	30,000	_	2,143,607	1,632,015
Net Operating Result before Capital Items	46,218	(50,000)	(678,000)	(681,782)	_		(681,782)	27,979
not operating result before oupitur items	40,210	(55,555)	(010,000)	(001,702)	_		(001,702)	21,515

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Income & expenses budget review statement Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
(a)	\$40K grant for Integrated Water Cycle Management (IWCM) plan not expected to be received in 23/24. Grant was for 50% of estimated IWCM cost of \$80K.
(b)	\$30K estimated additional capital contributions in respect of mains extensions requested by new water users to enable a service connection.
(c)	\$40K Reduction in consultants cost for IWCM as grant not received in 23/24. Note Council's share of IWCM cost retained in the budget to assist with funding Water Quality Support engagement.

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Capital budget review statement

Budget review for the quarter ended 31 December 2023

Capital budget - General Fund

	Original	App	roved change	es	Revised	Variations		Projected	Actual
(\$000's)	budget		Other than	Sep	budget	for this	Notes	year end	YTD
	2023/24	Revotes	by QBRS	QBRS	2023/24	Sep Qtr		result	figures
Capital expenditure									
New assets									
- Telemetry Upgrades	25,000	34,099			59,099			59,099	-
- Town Village Restriction Signage	80,000				80,000			80,000	950
- Reticulation Mains - New Connections	40,000	-			40,000	50,400	(a)	90,400	54,828
- Renewable Energy Infrastructure	150,000	213,602			363,602			363,602	-
- New Metering Lake Rowlands		11,988			11,988			11,988	2,829
- New Metering - Gooloogong Bore						8,370	(b)	8,370	8,370
- New Metering - Quandialla Bore						2,622	(c)	2,622	2,622
- Carcoar 12Ml Reservoir		3,161,649		222,000	3,383,649	-		3,383,649	2,632,794
- Woodstock Pump Station		25,000			25,000			25,000	18,821
Total New Assets	295,000	3,446,338	-	222,000	3,963,338	61,392	-	4,024,730	2,721,214
Renewal assets (replacement)									
- Pump Station Renewals	53,000	63,468			116,468			116,468	_
- Vehicle Replacements	504,410	100,000			604,410			604,410	124,681
- Other Plant & Equipment	30,000				30,000			30,000	24,255
- Office Equipment	31,050				31,050			31,050	7,123
- Blayney Office - Outdoor Refurb	10,000	17,873			27,873			27,873	-
- Blayney Office Indoor Refurb		35,699			35,699			35,699	8,770
- Depot Refurbishments	60,000	117,560			177,560			177,560	2,824
- Trunk Main U Renewals - 7kms	320,000				320,000			320,000	-
- Trunk Mains Design Western Artery	300,000				300,000			300,000	-
- Trunk Main C Emergency Repair					-	450,000	(d)	450,000	2,191
- Manildra Trunk Main (Flood Event)				64,000	64,000	-		64,000	-
- Conomadine Pump Station Renewal	-	28,586			28,586			28,586	12,798
- Bangaroo Booster pump					-	80,000	(e)	80,000	-
- Eugowra Booster Pump Renewal	120,000				120,000			120,000	-
 Gooloogong Bore Renew Switchboard 		250,000			250,000	(80,000)	(f)	170,000	-
 Carcoar WTP - Reseal internal Access Road 	120,000				120,000			120,000	-
 Blayney Water Treatment Plant Renewals 	30,000				30,000			30,000	-
 Carcoar Water Treatment Plant Renewals 	60,000				60,000			60,000	65,804
- Reticulation Mains Renewals	150,000	588,007			738,007			738,007	98,110
- Trunk Main I - Relocation		19,000			19,000			19,000	-
Total Renewed Assets	1,788,460	1,220,193	-	64,000	3,072,653	450,000	-	3,522,653	346,556
Total capital expenditure	2,083,460	4,666,531	-	286,000	7,035,991	511,392	-	7,547,383	3,067,770
Capital funding									
Water Charges					_			_	_
Capital grants & contributions	190,000	2,351,649			2,541,649	30,000	(g)	2,571,649	1,604,036
Reserves:	.55,550	_,00.,010			2,5 ,5 10	22,300	(9)	2,0,0 10	.,00.,000
- Internal restrictions/reserves	1,689,050	2,314,882		286,000	4,289,932	481,392	(h)	4,771,324	1,354,474
Receipts from sale of assets	.,,-30	-,,-02			.,===,===	,302	(,	.,,	.,,
- Vehicle Sales	204,410				204,410			204,410	109,260
Total capital funding	2,083,460	4,666,531	-	286,000	7,035,991	511,392	_	7,547,383	3,067,770
Not capital funding _curplus//deficit\							-	-	
Net capital funding - surplus/(deficit)		-	-	-	-	-	-	-	<u>-</u>

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

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Capital budget review statement Recommended changes to revised budget

Budget variations being recommended include the following material items:

Notes	Details
(a)	\$50.4K Additional Mains extensions funded from capital contributions 30K and \$20.4K from Development assistance restriction (refer to CM 13/12/2023)
(b)	Additional costs to complete works
(c)	Additional costs to complete works
(d)	\$450K estimated for emergency repair to Trunk Main "C" at Jacks Creek near Canowindra. Refer to detailed report to Council meeting 13 December 2023.
(e)	\$80K transferred from Gooloogong bore switchboard renewal project to enable renewal of the Bangaroo bore booster pump. This will allow transfer of water from Gooloogong bore to the Canowindra township in emergency circunmstances.
(f)	\$80K reduction in Gooloogong bore switchboard renewal project budget due to cost savings now transferred to the funding of Bangaroo bore booster pump renewal project.
(g)	\$30K additional estimated contributions for reticulation main extensions.
(h)	\$461K transferred from infrastructure restriction for new works and 20K from the development assistance restriction.

Quarterly Budget Review Statement

for the period 01/07/23 to 31/12/23

Leakage Allowances Granted - Financial Year to Date

	No of Applications	<u>Total</u> Allowance Kls	Total Allowance
Sept Qtr.	<u>Granted</u>	Allowarioc Itis	Granted \$
Residential	6	365.00	1,437.67
Total	6	365.00	1,437.67

	No of Applications	Total	<u>Total</u> Allowance
Dec Qtr.	Granted	Allowance Kls	Granted \$
Residential	4	268.50	1,031.04
Total	4	268.50	1,031.04

Note: Council's undetected water leaks policy provides for an allowance to be granted if strict eligibility criteria are met as per the policy The granting of a leakage allowance is at the absolute discretion of Council based upon individual circumstances.

Property owners are responsible for the maintenance of private water infrastructure on their properties.

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Contracts budget review statement

Budget review for the quarter ended 31 December 2023

Part A - Contracts listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract value	Start date	Duration of contract	Budgeted (Y/N)	Notes
Leed Engineering	Renewal Trunk Main C - Jacks Crossing	Up to 400K	07/12/23	3 weeks	N	Tfr from Infrastructure Restriction

Notes:

- 1. Minimum reporting level is 1% of estimated iincome from continuing operations of Council or \$50,000 whatever is the lesser.
- 2. Contracts listed are thoseentered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
- 3. Contracts for employment are not required to be included.

12.8) 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.

RECOMMENDATION:

1. That Council receive and note the Audit Risk and Improvement Committee Minutes of the meeting of 22 November, 2023.

 That Council note that regulations to implement the new Internal Audit and Risk Management guidelines have commenced and are due for implementation by 1 July, 2024.

REPORT

The minutes of the ARIC meeting held on 22 November, 2023 are attached for Council's consideration. This meeting was undertaken online via Microsoft Teams.

The major points arising from the meeting were:

- All outstanding matters relating to the Financial Statements for year ended 30 June 2023 were presented to the Committee.
- Draft policies for Contractor Management, Protected Information Disclosures and Social Media were presented to the Committee.
- An update was provided to the Committee in relation to superannuation payments in respect of fees paid to independent ARIC members. Local Government NSW has engaged an independent accounting firm to seek an industry wide ruling (class ruling) from the Australian Taxation Office regarding the matter. CTW will be participating in that ruling.

Following the final release of the new regulations, Council has commenced on the development of a transition plan to enable the Internal Audit and Risk Management functions of Council to comply with the new framework by 1 July, 2024.

This plan will be outlined to Council at the April, 2024 meeting and will concentrate on the following areas:

- Revised Committee Structure adding an additional independent member to satisfy the requirement to have a minimum of three.
- The changing of the status of the Council member from being a voting member to a non-voting member.
- The appointment of an Internal Audit Co-ordinator. This will most likely be a staff member.

- New Terms of Reference (currently known as the Committee charter) will be developed in accord with the Office of Local Government model guidelines.
- An Internal Audit Charter will also be developed in accord with the OLG model template to suit Council's requirements and resources.

BUDGET IMPLICATIONS

The 23/24 approved budget for Internal Audit is \$25,000. The 23/24 costs year to date are \$2,714. The budget for 24/25 will have to be carefully considered taking into consideration the compliance requirements of the new regulatory framework.

POLICY IMPLICATIONS

The new Internal Audit, Risk and Improvement Committee guidelines are required to be in place by 1 July, 2024.

ATTACHMENTS

1 <u>↓</u>	ARIC Minutes - Meeting 22 November 2023	4
2 <u>↓</u>	OLG Circular 23-15 - Update on Risk Management and Internal Audit Guidelines	Pages 5 Pages

Page No 1

Minutes of the Audit, Risk and Improvement Committee Meeting of Central Tablelands Water held via Microsoft Teams, on Wednesday, 22 November 2023, commencing at 11.00am.

Present

Donna Rygate (Chairperson – Independent Member – Voting)

Ron Gillard (Independent Member – Voting)

Cr Marlene Nash (Council Member – Voting)

Peter McFarlane (Director Finance and Corporate Services – Observer)

Achal Deo (Governance & Executive Support Officer – Secretariat)

1. WELCOME

The Chairperson opened the meeting at 11.00am.

2. ACKNOWLEGEMENT OF COUNTRY

The Chairperson gave an acknowledgement of country.

3. DECLARATIONS OF ANY CONFLICTS OF INTEREST

Ron Gillard submitted his standing declaration that he is an ARIC member for Weddin Shire Council, Cowra Council and Blayney Shire Council. Donna Rygate has submitted a disclosure of interest form with Council as a standing declaration.

Proceedings in brief: The Director Finance and Corporate Services has sent a declaration form to Ron Gillard, however, it had not been submitted at the time of the meeting.

4. DECLARATION OF ANY UNETHICAL BEHAVIOURS REPORTED TO COUNCIL

Nil

5. APOLOGIES FOR NON-ATTENDANCE

Apology was received from:

- Gavin Rhodes General Manager CTW
- Noel Wellham Director Operations and Technical Services CTW
- Monique Bartley NSW Audit Office
- Leanne Smith Intentus

It was noted that Katy Henry from Intentus will be joining the meeting to discuss agenda item 8.

This is Page No. 1 of the Minutes of the Central Tablelands Water Audit, Risk and Improvement Committee Meeting held 22 November 2023.

Page No 2

6. CONFIRMATION OF MINUTES - MEETING 30 AUGUST 2023

Mover: Cr Nash Seconded: Ron Gillard

Resolved:

That the minutes of the meeting of 30 August 2023 be adopted.

7. RECENT DEVELOPMENTS

Moved: Ron Gillard Seconded: Cr Nash

Resolved:

That the Committee receive and note the report on recent developments since the 30 August 2023 meeting.

8. FINANCIAL STATEMENT UPDATES

Moved: Cr Nash Seconded: Ron Gillard

Resolved:

- 1. That the Committee receive the audited Financial Statements for the year ending 30 June 2023.
- That the Committee receive the Engagement Closing Report for the year ending 30 June 2023.
- 3. That the Committee note that the Audit was unqualified.
- 4. That the Committee note the interim audit management letter form the NSW Audit Office that was distributed out of session.
- 5. That the Committee note that the final audit management letter for the year 30 June 2023.
- 6. That the Committee requests a report regarding possible risks indicated by Special Schedule 7 at the next meeting.

Proceedings in brief:

Katy Henry joined the meeting at 11.20am to discuss item 8. The following points were highlighted:

- Council to address issues stated in the management letter on cyber security policies and procedures.
- Council to resolve current year matters on Legislative Compliance register and frameworks. Katy advised to focus on drafting the legislative compliance register first and then move on to operational compliance.
- Katy thanked CTW's finance team for providing all required documents for audit.

At 11.47am Katy left the meeting.

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Page No 3

9. INTERNAL AUDIT STATUS REPORT AND ACTION PLAN

Moved: Ron Gillard Seconded: Cr Nash

Resolved:

- 1. That the Committee note the report regarding progress on the actioning of Fraud Health Risk assessment and project management Audit recommendations.
- 2. That the committee note that work on the Risk Register in the form requested is yet to be finalised.

10. INTERNAL AUDIT AND RISK FRAMEWORK GUIDELINES

Moved: Cr Nash Seconded: Ron Gillard

Resolved:

1. That the Committee receive and note the information regarding superannuation as it applies to independent ARIC members.

Proceedings in brief: attachments for item 10 were for item 11 in the agenda.

11. COUNCIL POLICY UPDATES

Moved: Ron Gillard Seconded: Cr Nash

Resolved:

That the Committee note the draft Contractor Management, Protected Information Disclosures and Social Media Policy.

12. INTERNAL AUDIT AND RISK TRAINING

Moved: Cr Nash Seconded: Ron Gillard

Resolved:

That the Committee note the training undertaken.

13. GENERAL BUSINESS

There was no general business.

This is Page No. 3 of the Minutes of the Central Tablelands Water Audit, Risk and Improvement Committee Meeting held 22 November 2023.

Page No 4

14. NEXT MEETING

Proposed meeting months for year 2024 are as follows:

- February
- May
- August
- November

Dates to be confirmed.

There being no further business, the Chairperson declared the meeting closed at 12.06pm.

This is Page No. 4 of the Minutes of the Central Tablelands Water Audit, Risk and Improvement Committee Meeting held 22 November 2023.



Circular to Councils

Circular Details	23-15 / 4 December 2023 / A860774	
Previous Circular	22-41 Update on the Guidelines for Risk Management and Internal	
	Audit for Local Government in NSW	
Who should read this	s General Managers / Councillors / Council governance staff /	
	Audit, risk and improvement committee members and internal	
	audit personnel	
Contact	Council Governance Team / (02) 4428 4100 / olg@olg.nsw.gov.au	
Action required	Council to Implement	

Regulation amendments prescribing requirements for audit risk and improvement committees, internal audit and risk management

What's new or changing

- As foreshadowed in circular 22-41, the Local Government (General)
 Regulation 2022 (the Regulation) has been amended to give statutory force
 to key elements of the Office of Local Government's (OLG) Guidelines for
 Risk Management and Internal Audit for Local Government in NSW (the
 Guidelines).
- The Amendment Regulation, which is attached to this circular, commences on 1 July 2024 to give councils and joint organisations time to implement the new requirements.
- The Guidelines have been updated to reflect the Regulation amendments as drafted.

What this will mean for your council

- The requirements prescribed under the Regulation are largely the same as those set out in the draft Guidelines issued in December last year.
- Some minor modifications have been made for legal reasons, but these largely give effect to the same outcomes set out in the draft Guidelines issued in December last year.
- An overview of the amendments and any modifications are set out in the attachment to this circular.

Key points

- The amendments do not take effect until 1 July 2024 to allow councils and joint organisations time to implement them.
- Councils and joint organisations will be required to report on their compliance with the Regulation in their annual reports from 2024/25.
- Councils and joint organisations are exempt from compliance with the Regulation in certain circumstances subject to their reporting their noncompliance, the reasons for their non-compliance and the alternative steps taken to achieve the same outcomes prescribed by the Regulation to OLG and in their annual reports.

Where to go for further information

- The Amendment Regulation is attached to this circular.
- An overview of the Amendment Regulation is set out in the attachment to this circular.
- An updated version of the Guidelines has been published on OLG's website here.
- The model terms of reference for audit risk and improvement committees, an example risk management policy and the model internal audit charter are available in Word format for use by councils and joint organisations on OLG's website here.
- Templates for the attestation and non-compliance statements required to be published in councils' and joint organisations' annual reports from 2024/25 is available in Word format for use by councils and joint organisations on OLG's website here.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.
- If councils or joint organisations require assistance in establishing an ARIC or shared arrangements for an ARIC, they should contact their council engagement manager at OLG.

December 2023

Brett Whitworth

Deputy Secretary, Local Government

ATTACHMENT

Membership of audit risk and improvement committees (ARICs)

- The Amendment Regulation prescribes the membership of councils' and joint organisations' ARICs.
- As foreshadowed in circular 22-21 and the draft Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines), ARICs must comprise of an independent chairperson and at least two independent members.
- Councils and joint organisations may appoint one councillor (who must not be the Mayor) as a non-voting member of the ARIC.
- Members of ARICs must be appointed by resolution.
- The Amendment Regulation prescribes the same eligibility criteria and independence requirements for chairpersons and independent members of ARICs previously set out in circular 22-21 and the draft Guidelines.
- As previously foreshadowed, council staff may serve as independent members of another council's or joint organisation's ARIC if they satisfy the eligibility criteria and independence requirements but not as chairperson.
- Council staff cannot be appointed as an independent member of another council's or joint organisation's ARIC where the ARIC is shared by the council or joint organisation that employs that person. However, staff may now be appointed as an independent member of another councils' or joint organisation's ARIC where that council or joint organisation shares an internal audit function with the council or joint organisation that employs that person (NB, this softens a restriction previously foreshadowed in circular 22-21 and the draft Guidelines).
- ARIC chairpersons and members are to be appointed for a term of no more than 4 years. They may be re-appointed if eligible but must not be a member of the ARIC for more than 8 years in any 10-year period.
- Councils and joint organisations may remove chairpersons and independent members of the ARIC at any time but must notify OLG within 28 days of doing so.
- Councils may pay remuneration to the chairperson and independent members of the ARIC.

Operations of ARICs

- ARICs must meet at least quarterly.
- The chairperson may decide the procedure for calling meetings and their conduct (NB, guidance on ARIC meetings is provided in the Guidelines).
- Councils and joint organisations must adopt terms of reference for the ARIC by resolution. In doing so, they must consider the model terms of reference approved by OLG (NB, these are provided in the Guidelines and are available on OLG's website in Word format for use by councils and joint organisations).
- ARICs must exercise their functions in accordance with the adopted terms of reference.

- General managers of councils and executive officers of joint organisations
 must ensure that the ARIC has the resources necessary to properly exercise
 its functions and is readily able to access the staff, information and records
 the ARIC considers necessary to exercise those functions.
- ARICs are to keep under the review the council's or joint organisations internal audit functions.

Internal audit

- Councils and joint organisations must adopt an internal audit charter by resolution. In doing so, they must consider the model internal audit charter approved by OLG (NB, this is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- Councils and joint organisations must exercise their internal audit functions in accordance with the adopted internal audit charter.
- General managers of councils and executive officers of joint organisations
 must appoint a member of staff (who may be an existing staff member) to be
 the internal audit coordinator for the council or joint organisation (NB, this
 role was previously referred to as the "head of the internal audit function" in
 the draft Guidelines).
- Councils and joint organisations may enter into an arrangement with another council or joint organisation to share that council's or joint organisation's internal audit coordinator. Where a council or joint organisation enters into such an arrangement with another council or joint organisation, they are not required to appoint their own internal audit coordinator.
- The internal audit coordinator must report to and comply with directions of the ARIC in relation to the exercise of internal audit functions. The internal audit coordinator is not to be subject to direction by the council or a member of staff of the council in relation to the exercise of internal audit functions.
- The general manager of a council or executive officer of a joint organisation must consult with the chairperson of the ARIC about a proposed decision affecting the employment of the internal audit coordinator.
- General managers of councils and executive officers of joint organisations
 must ensure the internal audit coordinator has the resources necessary to
 properly exercise their functions and is readily able to access the staff,
 information, and records necessary to exercise those functions and is able
 to access the ARIC.
- The ARIC must oversee internal audit activities.
- The ARIC must review the performance and efficacy of internal audit activities over each period of 4 years and prepare a report for the governing body which may include recommendations.

Risk management

 Councils and joint organisations must adopt and implement a system for managing risk (NB, councils and joint organisations are required under section 23A of the *Local Government Act 1993*, to consider OLG's Guidelines when doing so).

 The ARIC must monitor and review the implementation of the system for managing risk and report to the governing body on its operation and efficacy.

Attestation

- From 2024/25, councils and joint organisations must publish in their annual reports, an attestation signed by the general manager or the executive officer in the case of a joint organisation, that specifies whether the council or joint organisation has complied with the Regulation (NB, a template for the attestation is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- In preparing an attestation, the general manager or executive officer must give the chairperson of the ARIC an opportunity to comment on it. If the chairperson of the ARIC is not satisfied with the attestation, they may prepare an alternative attestation and provide it to OLG.

Exemption

- A council or joint organisation is not required to comply with a requirement under the Regulation where:
 - the council or joint organisation cannot comply with the requirement because of temporary extenuating circumstances or resourcing constraints that will significantly impact the council's or joint organisation's budget, and
 - the council or joint organisation cannot enter into an agreement with another council or joint organisation to share the performance of activities necessary to satisfy the requirement, and
 - current or proposed alternative arrangements will achieve outcomes equivalent to the requirement under the Regulation, and
 - the council or joint organisation notifies OLG of the failure to comply with the Regulation within 28 days, and
 - the council or joint organisation publishes a statement in its annual report about the non-compliance that includes details of the above matters (NB, a template for this statement is provided in the Guidelines and is available on OLG's website in Word format for use by councils and joint organisations).
- Councils and joint organisations are no longer required to seek the prior approval of OLG to be exempt as previously foreshadowed in the draft Guidelines. They will automatically be exempt if they satisfy all the above requirements.

12.9) POLICY REVIEW - PROJECT MANAGEMENT POLICY AND METHODOLOGY AND GIFTS AND BENEFITS POLICY (CM.PL.1)

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

RECOMMENDATION:

That Council:

- 1. Note the report,
- 2. Endorse the draft Project Management Policy, Project Management Methodology and Gifts and Benefits 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 Project Management Policy and Project Management Methodology be adopted.

REPORT

A Project Management Methodology (PMM) and Project Management Policy (PMP) is attached for Council's endorsement.

The PMP outlines how CTW will plan, manage and execute projects. The PMP establishes the overall framework of what is expected when Council undertakes projects.

In order to not make the application of the methodology too onerous for everyone involved in a project, the threshold for application of the policy and methodology has been set at a project minimum cost of \$1 million dollars. Projects under \$1 million dollars can have the methodology applied subject to the risk and complexity of the project.

Reference was made to the Long Term Financial Plan Capital Expenditure Budget (2024-2032) in determining the \$1M threshold as there are a series of major projects involving, trunk mains, dams and treatment plants that exceed this threshold.

The Gifts, Benefits and Hospitality policy is also presented to Council. This new policy brings it into line with the thresholds set in the Model Code of Conduct.

Council is committed to preventing corruption and this policy addresses the situations where Council officials may be subject to bribery by other parties by seeking to influence their conduct and attitude through inducements in the form of gifts, benefits and hospitality.

The policy also provides guidance to Council officials about how to deal with different situations so they can deal with potential inducements in the form of gifts, benefits and hospitality.

BUDGET IMPLICATIONS

The costs of administering the project methodology and project policy will be met from votes within the current and future Operational Plans which includes the engagement of a Project Manager within the organisational structure.

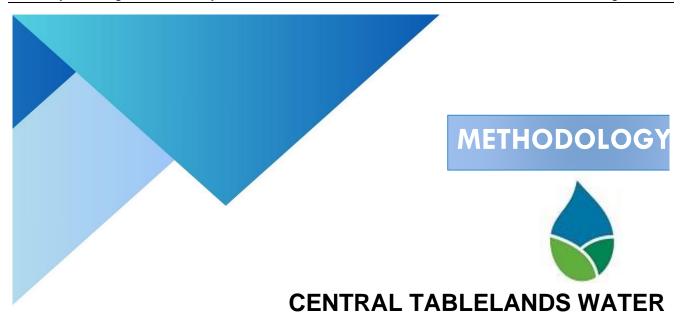
The costs of administrating the Gifts, Benefits and Hospitality Policy will be met from the current and future operational plans.

POLICY IMPLICATIONS

As outlined in the report.

ATTACHMENTS

- 1 Project Methodology Draft 5 10 pages
- 21 Project Management Policy Draft 5 9 Pages
- 35 Gifts Benefits & Hospitality Policy Draft 2 10 Pages



DRAFT 5

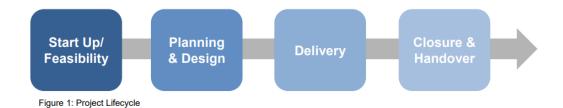


DOCUMENT CONTROL

Document ⁻	Title	Project Management Methodology			
Responsible	e Officer	Director Finance and Corporate Services			
Reviewed b	У				
Date Adopt	ed				
Adopted by	,	Council			
Review Due	e Date				
Revision Nu	ımber	1			
Previous Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)

What is CTW Project Management Methodology?

A four-stage project lifecycle (see figure 1 below), with guidance outlining the purpose of each stage, key activities and outputs of each stage, and useful templates, tools and signposts that can be used to help manage and control projects from start to finish.



Why do we need a Project Management Methodology?

Having a standard methodology helps to ensure that the Council's projects are being managed in a consistent manner, are utilising best practice throughout, and project managers have clarity on what is required of them.

Who should use the Methodology?

- The four-stage lifecycle is mandatory for all projects on the Corporate Project Register. The guidance, tools and templates should be applied to these projects as appropriate, depending on the nature of the project.
- The methodology and its associated tools and templates will be used for all projects exceeding in estimated cost (GST excl) \$1 million dollars.
- Projects not exceeding the threshold estimated cost may adopt the methodology depending upon the complexity and/or risk of the project.

How to use the Methodology?

- The methodology is a tool to assist with the planning, management and execution of projects. It represents a base level of information that all projects should have, however templates and tools can be adapted to meet the specific requirements of individual projects.
- Structure and organise your project around the four-stage lifecycle. Use the guidance to understand the key activities and outputs required at each stage.

1. Start Up / Feasibility Stage



Purpose of the Stage

This stage starts once a formal acceptance for project initiation has been given. Its purpose is to ensure that appropriate time and effort are put into undertaking the feasibility work required to justify progression to the planning and design stage. It should provide enough information for senior management to make the decision as to whether the project should progress further.

Key Outputs and Activities of the Stage

Business Case Part 1 - Outline Business Case:

- Project scope, objectives, and explanation of the benefits for the project.
- Dependencies with other projects, services, and external bodies.
- Assessment of potential impacts on other projects, services, and external bodies.
- Constraints on the project (e.g., political, financial, timescales).
- Assumptions that have been made while assessing the feasibility of the project.
- Indicative project timescales / milestones.
- Indicative costs and basis of indicative costs (including ongoing revenue implications).
- Funding sources, and details of any funding gaps.
- Assessment of high-level risks.
- Project approach (e.g., use in house resource or contract out)
- Initial assessment of legal, equality, climate change and carbon reduction implications
- Long list of potential options available to meet the objectives of the project. A short list of options should be selected from this for further appraisal at the planning and design stage.
- For capital projects:
 - Property / land assessment
 - Assessment of Sustainability Impacts

Initial Governance Arrangements:

Indicative Project team structure emphasising expertise required for the delivery of the project.

2. Planning & Design Stage



Purpose of the Stage

This stage starts once the feasibility of the project has been considered and authorisation to proceed given. Its purpose is to finalise and get agreement of the preferred option to deliver the project objectives, undertake planning of the delivery stage, and complete all design work relating to the project's outputs (including any tendering exercises).

Key Outputs and Activities of the Stage

Business Case Part 2 - Options Appraisal:

- Appraisal of the short list of options derived from all options listed in the Outline Business Case.
- Each option should be assessed against clearly defined criteria, for example costs, benefits, timescales, level of risk etc. Cost / benefit analysis should be used where appropriate.
- A preferred option should be specified, with clear justification for its selection.
- For the preferred option details of the following to be specified: affordability (costs and funding), procurement and commercial considerations, summary of high-level risks, benefits profile, implications (legal, equality, climate change, and carbon reduction), project governance and delivery arrangements.

Planning:

- Stakeholder analysis
- Communication plan and timetable
- High level planning schedule
- Risk Assessment that includes use, creation, handling or sharing of personal or sensitive data/information.
- Equality Impact Assessment
- Sustainability Impact Assessment (where relevant)
- Consultation exercise (where relevant may form part of the options appraisal)

Key Outputs and Activities of the Stage

Delivery Stage Governance Arrangements:

Potential Project team structure for the delivery stage of the project.

Central Tablelands Water

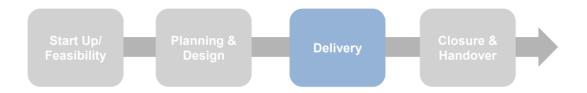
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Project Management Methodology

Design:

- Development of the following depending on the nature of the project being undertaken:
 - Specifications, drawings, or designs for project outputs
 - Acceptance Criteria / Customer quality expectations
- Generation of Tendering documentation

3. Delivery Stage



Purpose of the Stage

To execute and control the delivery of project outputs to achieve the objectives specified in the Outline Business Case. This includes the implementation and monitoring of contracts.

Purpose of the Stage

- Management of project delivery team (including 3rd parties)
- Monitor progress against project schedule
- Ongoing management of risks
- Issue management
- · Ongoing stakeholder and communications management
- Spend monitoring
- Management of change requests
- Contract implementation and management (where there is a procurement element to the project)
- Quality control and Sign off of completed project outputs / work packages (where relevant)
- Detailed Progress reporting to CTW management and summary progress reporting to Council.
- Planning for project closure, handover, and benefits realisation.
- Logging of lessons learned

4. Closure & Handover Stage



Purpose of the Stage

To ensure a controlled close down and handover of the project and undertake post project planning to embed the change and deliver long term outcomes (such as delivery of savings, meeting performance targets, delivery of a new contract to specification).

Key Outputs and Activities of the Stage

Controlled closure of project:

- Decommission the project team
- Summary of project performance
- Summary of lessons learned
- Post project implementation plan
- Handover of outstanding risks
- Handover of project outputs
- Asset capitalisation details given to Asset Officer and Finance Team.

Proi	ect	Pro	oosal	T	emp	late

Basic Information	
Project Tile	
Proposal Date	
Project Location	
Project Duration	
Total Cost	
Funded By	

1. Start-up/ Feasibility
Project Description
Briefly explain the rationale for the project, the need for improvements in this particular area, the efforts that have been undertaken so far and the value-added that the project is expected to bring.
Constraints on the project (e.g., political, financial, timescales)
Indicative costs (including ongoing revenue implications).
Funding sources, and details of any funding gaps
Assessment of high-level risks
Project approach (e.g., Use in house resource or contract out)
Initial assessment of legal, equality, climate change and carbon reduction implications

Central Tablelands Water

8

Project Management Methodology

List of potential options available to meet the	he objectives of the project	
For capital projects:		
Property / land assessment		
Assessment of Sustainability Impacts		
Planning & Design Stage Activities & work Plan (describe the work plane)	an)	
Risks & Assumptions (identify the main risk including conditions to be met prior to and of the processed action)		
Sustainability Impact Assessment (where re	elevant hriefly give an overvie	ew of key indicators foreseen for measuri
progress. Once the project implementation ends, the the long term. Briefly describe the mechani	project should be able to cor sms, including financial mech	ntinue, and the project should be sustains anisms which shall be put in place to
disseminate and consolidate the results of t	the project and ensure its fina	incial sustainability.
Evaluation (indicate foreseen evaluation pro	ocesses)	

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3. <u>Delivery Stage</u>		
Progress Reports	Tick if completed	Comments
(prepare weekly & monthly progress reporting)		
Identify ongoing management of risks (prepare a list of all risks involved in the project)		
Ongoing stakeholder and communications management		
Spend & Progress monitoring		
Contract implementation and management (where there is a procurement element to the project)		
Quality control and Sign off of completed project outputs / work packages (where relevant)		

4. Closure & Handover Stage

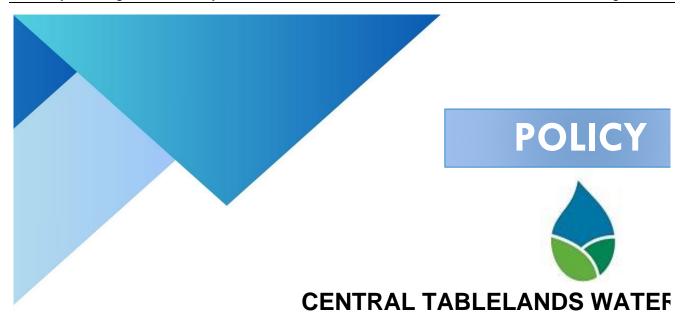
Logging of lessons learned

	Tick if completed	Comments
End Project report		
Summary of project performance		
Summary of lessons learned		
Post project implementation plan		
Handover of outstanding risks		
Handover of project outputs		

Central Tablelands Water

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Project Management Methodology



DRAFT 5

PROJECT MANAGEMENT POLICY

DOCUMENT CONTROL

Document 1	Title	Project Management Policy			
Policy Num	y Number CTW-PR0				
Responsible	e Officer	Director Finance and Corporate Services			
Reviewed I	ру				
Date Adop	ted				
Adopted b	у	Council			
Review Due	e Date				
Revision Nu	umber	1			
Previous Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)

Introduction

Council has implemented a common project management framework that is to be used by all Council project managers to deliver successful projects.

Purpose

For Council to develop, maintain and implement an overarching Project Management Framework that:

- Provides a consistent Council wide framework for managing projects.
- Aligns projects with Council's strategic plans.
- Increases project transparency and visibility to enable effective decision making regarding the optimal use of resources.
- Delivers services through improved project management capability.
- Improves the efficiency and consistency in project delivery.
- Defines roles and responsibilities, performance measures and accountability for success.
- Identifies and manages project risks.
- Supports the capability development of staff managing projects.
- Supports process improvement, staff development and learning.

Scope

The Project Management Framework applies to all Council staff responsible for delivering any Council project with an estimate capital value exceeding \$1million (GST excl). The framework will consider the nature and size of different lower value projects to determine the complexity of the required documentation and reporting requirements.

If a project exceeding \$1million (GST excl) requires any exemption from, or variation to, the processes and documentation in this framework, prior approval must be obtained from the General Manager to proceed.

Projects not exceeding the threshold estimated cost may adopt this policy depending upon the complexity and/or risk of the project.

All projects must have funding approved and voted by Council. Funding may be from revenue, cash reserves, grants, or borrowings. In case of works considered an emergency funding approval may be sought after a commitment to the works has been made, subject to approval by the General Manager and Chairperson.

Policy

Council's Project Management Framework provides a systematic, consistent, and corporate wide approach to managing projects.

Policy Statement

Council strives to continually improve the efficiency and effectiveness of its performance in the provision of works and services for its customers, the community, and stakeholders. The following principles will guide how the projects will be managed.

Principles

Key principles of effective management of projects are:

- Project decisions are integrated with corporate strategic planning.
- Project investment decisions are based on Investment Logic Maps, Business Cases or similar
 with documented understanding of the project considerations, evaluation of alternatives,
 incorporation of 'life cycle' costs, benefits, and risks of project deliverables.
- An effective internal control structure is established to manage the projects.
- · Review of project outcomes and documentation of learnings
- Projects are approved and funded by Council in its Operation plan or Quarterly Budget Review Statement.

This Project Management Framework addresses these principles by providing guidance for employees about matters that need to be taken into account when managing a project related to policies, procedures, templates and relevant checklists, to facilitate:

- effective and consistent project management across the organisation
- appropriate project governance
- effective change, communication, and risk management
- improvement to Council's project methodology through the use of post implementation reviews.
- Projects consider the impact of intergenerational equity.
- Project cost estimates to include a 20% contingency factor.

Project Management Framework Overview

• The Project Management Framework developed for Central Tablelands Water covers the lifecycle of a project and is broken down into four (4) generic project phases:

Phase 1 – Initiation and Approval

Phase 2 - Project Definition and Planning

Phase 3 - Execution and Control

Phase 4 – Closing

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• The Framework includes of a set of streamlined processes, tools and templates that can be used by all project managers across the organisation, to capably manage any project (small or large scale) that they have, through its entire lifecycle

Project Sources

- Projects may be initiated from a variety of sources, including Council adopted strategies or plans, legislative requirements, community needs, Council resolutions or Council officer initiatives identified prior to annual business plan reviews and development.
- Regardless of their place of origin, a project is only to commence after the relevant approval process has been completed and business case supported.

Project Categorisation

- All projects will be subject to an Initial Project Assessment based on Council's Enterprise Risk
 Management Policy and involves consideration of project risk factors as well as projected cost. The
 outcome of that assessment then determines which category a project falls into low, medium, or
 high risk and subsequently, the appropriate level of diligence to be applied. The higher the level of
 project risk, the higher the level of planning and detail required.
- The appropriateness of project diligence is important. By providing the tiered approach to Project
 Management, the Framework aims to avoid unnecessary frustrations and delays that may result
 from over-management of simple, straight-forward projects, but at the same time, looks to
 prevent complications that can arise from complex projects being under-managed.
- All projects must follow the processes relevant to its categorisation, to ensure that appropriate controls are in place throughout the duration of the project.

Approval of Project Variances

- Any variance to a project's initial approved project plan, including to budget and/or timeline that
 falls outside of a project's defined tolerances, needs to be reported to and approved by the General
 Manager.
- All contract variations (capital or service) must be managed in accordance with Council's procedure for contract variation, detailed within Council's Procurement and Tendering Procedures.
- Where a contract variation is within the approved contingency it must be approved by an officer with an authority of financial delegation calculated on the total value of the variation.
- Where a contract variation results in the project contingency being exceeded, the variation will
 need to be reported to Council for funding approval. This may be done through the quarterly
 Budget Review Statement (QBRS) or in a report to the Council.

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Central Tablelands Water

Project Management Policy

Reporting

- Council's Project Management Framework has been designed to ensure accurate and timely reporting. This policy requires Project Managers to enter regular status updates for projects under their control.
- At a minimum, a progress and budget update report showing the status of projects previously assessed as being medium or high-risk projects is to be presented to each ordinary meeting of Council
- Project Management is also reportable to Council's Internal Audit Committee and therefore projects may be selected for internal audit test how this policy has been applied.

Mandatory Project Management Requirements

All projects will:

- Adhere to the Council Project Management Framework and be managed through the project management lifecycle.
- Have a direct link to an Operational Plan, Delivery plan or Asset plan. Exceptions to this will be approved by the General Manager and/ or responsible Director (delegations shall apply) only
- Have the documented Project Management Assessment/ Charter approved by the General Manager, responsible Director.
- Be subject to project assurance processes as appropriate to the scale and risk of the Project
- Have documentation managed in the corporate records management system. Ensure project cost estimates contain financial contingency at a minimum of 20% of estimated costs.
- Where the confidence level in the project estimates is low a higher contingency may be provided.
- Specify level and type of funding being sought and timeframe for the use of the funds when requesting additional or new funding from Council.
- Adhere to procurement processes.
- Be allocated (for capital projects only) a unique work order number/ general ledger (for financial budgeting and accounting purposes) and to be added to Council's assets register.
- Undertake post-completion report that will include an analysis of benefits realised, lessons learned and include a sign off on the quality and adequate completion prior to Project ledgers and Work Orders closed out.
- Have a designated Project Sponsor. This may be Council or an external party.

Project Sponsors will:

- Make themselves aware of their responsibilities of the role of Project Sponsor.
- Be accountable for the project benefits being realised and holds the responsibility and accountability for ensuring the project objectives are achieved.
- Align the project governance structure and processes with the Project Management Framework and undertake an orientation on project roles and responsibilities.
- Critique and if appropriate provide documented approval to the project for any foreseeable variation (this includes variation to project scope) to project cost and/ or project time greater than the approved tolerances.
- Where a foreseeable variation to project cost over and above the approved Council budget, becomes apparent, shall liaise with Finance to ensure that appropriate funding is located, and Councillor approval is sought for change in funding as appropriate.
- Complete appropriate project over expenditure reports
- Ensure records of meeting minutes and project decisions are kept in records.

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Project Management Policy

- Ensure that when project sponsorship responsibility for projects change, a formal record of project sponsorship acceptance is gained and stored in records.
- Designate a project manager that is trained in project management (at the appropriate level) prior to starting a project.

Project Managers will:

- Be competent in project management prior to starting a project.
- Be responsible and is accountable for the delivery of the project objectives as well as ensuring the management of the project adheres to this Policy.
- Ensure all subject groups are managed effectively (integration, stakeholder, scope, resource, time, cost, risk, quality, procurement, and communication).
- Ensure project risks are articulated, the controls and risk treatment are monitored.
- Report the status of the project on a monthly basis to the project sponsor or more frequent as determined by the project sponsor.
- Provide the necessary information to the Project Sponsor so as to provide the Project Sponsor visibility and facilitate sound decision making.
- Gain documented Project Sponsor approval for any foreseeable variation (this includes variation to project scope) to project cost and/ or project time greater than the approved tolerances.
- Ensure that when responsibilities for projects and/ or project deliverables change a formal record of acceptance is stored in the records system.
- Maintain project management documentation necessary to provide information for project assurance activities.
- Shall ensure that appropriate project closure documentation is completed to enable asset capitalisation to occur, within 60 days of closing the project.

Project Team members will:

- Participate in the definition and estimation of work to be completed.
- Be responsible for the delivery of the project objectives as well as ensuring the management of the project adheres to this Policy

Project Related Document Management

All documentation associated with the management of a project is to be stored within records.

Policy Compliance

- All those persons involved in Council's project work are expected to read and understand this
 Policy so as to ensure that they are intimately aware of their responsibilities and processes to
 which they are to conform.
- Non-compliance with this Policy may result in appropriate remedial action in the form of disciplinary action and/or dismissal, being taken.

Review

A review of the policy for any necessary amendments will be undertaken no later than four (4) years after its formulation or after the last review.

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Project Management Policy

Accountability, Roles, and Responsibilities

General Manager

The success of a particular project is dependent on the support and guidance of the General Manager and their input at strategic stages of the project to:

- The General Manager is responsible for the authorisation of this Policy.
- Ensure the project aligns with Council's strategic intent
- Provide oversight to the project from inception to completion
- Negotiate with and influence stakeholders to achieve the project outcomes
- Approve the project at key hold points, throughout its lifecycle
- Ensure the Council financial plan provides for the Whole of life costs of the new assets created including the long-term operating and maintenance costs

Council's Delegated Officers (including Managers and Directors)

- Develop an Investment Logic Map, Business Case, or similar process
- Identify and document outcomes and objectives
- Development of project scope, concept plans and cost estimates
- Develop and implement funding strategies
- Develop and implement community engagement strategies where applicable
- Appoint a Project Manager and Project Team
- Maintain an overview the project, and review project status report

All Employees

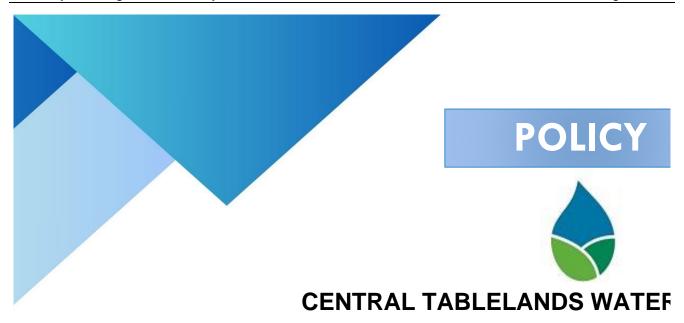
Any employee who has agreed to the appointment of Project Manager for a project shall take ownership of that projects' outcomes collaboratively with the Project Sponsor to achieve a holistic solution.

Project Managers are responsible for:

- Review and acceptance of project brief
- Development of a Project Plan
- Facilitating project development and delivery
- Liaison with and obtaining stakeholder approvals
- Monitor and seek approval for any changes to project scope, budget, and timing
- Prepare project progress reports throughout the project and as requested
- · Project closures and handover

Definitions

Council means	Central Tablelands Council
GM, Directors, Managers,	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.
Project	An action being delivered by an individual or organization to meet unique objective; and/or deliverables within defined schedule, cost, and performance parameters.
Project Management	The process of guiding a project from its beginning through its performance, to its closure.
Project Sponsor	May be the Council or on behalf of an external party. External parties may include, but not be limited to, other tiers of Government.
Project Manager	The officer responsible for the day-to-day management of the project objectives, tasks, progress, and project team.
Project Team	Individuals, groups and/or organisations, including consultants, who are responsible for undertaking project tasks as directed by the Project Manager.



DRAFT 2

GIFTS,
BENEFITS
&
HOSPITALITY
POLICY

DOCUMENT CONTROL

Document Title		Gifts, Benefit & Hospitality Policy			
Policy Number		CTW-PR029			
Responsible Officer		Director Finance and Corporate Services			
Reviewed I	ру				
Date Adop	ted				
Adopted by		Council			
Review Due	e Date				
Revision Nu	umber				
Previous Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)
1	9/10/15				15/097

Introduction

The Council is committed to preventing corruption in all its forms. One form of corruption that can seriously damage the credibility of an organisation is bribery. Staff must be open and transparent about offers of gifts, benefits or hospitality.

This policy sets the principles and requirements to support good decision making including the integrity of decisions made when undertaking your official business activities. Council recognises that gifts and benefits of nominal value are frequently offered and accepted and there is little risk of harm in permitting this to occur. However, this Policy also recognises that on occasions, gifts and benefits are offered to influence the attitudes or decisions of Council Officials in favour of the provider. In this case the gifts or benefits must be regarded as bribes and the giving and acceptance of them is a criminal offence.

Policy Coverage

This policy applies:

- to all persons undertaking official work for the Council in either a paid or unpaid capacity. This extends to close associates where there is a link between an offer made to the close associate and the employee's official duties.
- in all circumstances where gifts offered by a stakeholder can be perceived as linked to
 official business, This includes where gifts, benefits or hospitality may be offered
 outside normal working hours or while on leave.

Scope

This Policy applies to all Councillors, employees, contractors, volunteers, Committee members (referred to as Council Officers) in relation to gifts and benefits.

This policy operates in addition to all other obligations under the Local Government Act 1993 (the Act), any other legislation, or relevant codes and policies regarding the disclosure of any interests.

Legislative Context

Corruptly receiving a gift or benefit is an offence under both the common law and NSW legislation.

(1) Crimes Act 1900 (NSW)

Section 249B (1) of the Crimes Act 1900 (NSW) creates an offence if any employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. This also pertains to receiving benefits for showing favour or disfavour to any person in relation to their official duties.

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Gifts, Benefits & Hospitality Policy

(1) Local Government Act 1993

Section 440 of the Act requires that councils adopt a code of conduct. The section states that serious corrupt conduct, of which bribery is an example, may lead to the dismissal or temporary suspension from office of a Councillor or staff member.

(2) Independent Commission Against Corruption Act 1988 (ICAC Act)

Under Section 11 of the ICAC Act, the General Manager has a duty to inform ICAC regarding any matter that he or she suspects on reasonable grounds, concerns or may concern corrupt conduct.

Policy

The Council encourages all Council officials to discuss any offers of gifts or benefits that you are considering accepting with your manager no matter what their monetary value. If you accept any gifts or benefits valued at \$100.00 or more, you must complete the <u>Gifts and Benefits Declaration Form</u> to register the details. Completing the form and registering an offer is also required in situations where you are offered but don't accept a gift or benefit of significant value or you believe the offer has been made to induce you to provide preferential treatment. In all situations you must be aware of and understand your role and responsibilities to protect your reputation and that of CTW ensuring no negative consequences for the Council.

Code of Conduct (CTW 2020)

Gifts and Benefits are dealt with under Part 6 of the Code of Conduct (Personal Benefit). This policy expands on the provisions of the Code of Conduct and establishes a procedure for disclosing and, where necessary, surrendering certain gifts and benefits.

For the purposes of this Part, a gift or a benefit is something offered to or received by a council official, or someone personally associated with them for their personal use and enjoyment.

Exclusions

- 1.1 The following items are not considered a gift, benefit, or hospitality for the purposes of this Policy and hence no disclosure is required:
 - a) items with a value of \$10 or less
 - b) a political donation for the purposes of the Electoral Funding Act 2018
 - c) a benefit or facility provided by the council to an employee or councillor
 - d) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - e) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i. The discussion of official business
 - ii. Work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii. Conferences

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Gifts, Benefits & Hospitality Policy

- iv. Council functions or events
- v. Social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 1.2 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 1.3 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

1.4. You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer—supplier relationship with the competition organiser
- e) personally benefit from reward points programs when purchasing on behalf of the council.
- 1.5 Where you receive a gift or benefit of any value other than one referred to in Exclusions (item 1.1), you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
 - a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 1.6 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 1.7 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
 - a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 1.8 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 1.4(d) and, subject to clause 1.6, must not be accepted.
- 1.9 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 1.10 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 1.11 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

1.12 For the purposes of clause 1.4(e), "cashlike gifts" include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

1.13 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A

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Gifts, Benefits & Hospitality Policy

councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.

1.14 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

Roles and responsibilities

Employees	 Comply with this Policy and Procedure Keep appropriate records Are accountable for any activities involving receiving or giving of gifts, benefits, or hospitality as a public official in conducting your business activities Must ensure that you act with integrity and demonstrate that you are not influenced in the performance of your duties
General Manager, Councillors and Directors	 Ensure staff understand this policy and implement it effectively. Review all gifts, benefits and hospitality declared to them, in accordance with this policy and the Council's Code of Conduct launch and finalise their decision within five (5) working days of the gift, benefit or hospitality being declared. Notify the Councillors, General Manager and Directors of any gift, benefit or hospitality being offered to staff about which they have concerns as to why it is being offered. Keep appropriate records of gifts, benefits and hospitality accepted by staff in the business area valued below \$100.00.
Governance Officer	 Maintain the Council's Gifts, Benefits and Hospitality Register for all reportable gifts, benefits, and hospitality, including decisions to not accept offers that are significant in value or influential in nature Reviews the Council's Gifts, Benefits and Hospitality Register on a regular basis and provides guidance and assistance to managers and staff on the application of this policy Consults with the General Manager, Councillors, Directors to ensure gifts that are not retained by staffed are appropriately held, distributed, or disposed

BREACHES

- All Councillors, employees, contractors, volunteers, Committee members (referred to as Council Officers) found to be in breach of the Gifts and Benefits Policy and Procedure will be subject to relevant disciplinary processes, as set out in the Code of Conduct.
- Suppliers of goods or services to Council found to be in breach of this Gifts and Benefits
 Policy and Procedure may receive a warning for non-compliance, or, if the breach is
 considered by the General Manager to be serious, may be banned from use by CTW
 Officers. The General Manager will determine if a warning is provided, or immediate
 banning will be implemented.
- Non-disclosure of Political Donations and Gifts may be subject to a breach in accordance with the Environmental Planning & Assessment Act 1979

GIFTS REGISTER

The register below shows the gifts, benefits and hospitality and their value that has been accepted by CTW employees. This register is updated quarterly.

Date	Position	Description	Estimated Value	Reason for Gift Offered	Accepted or Refused	Action Taken	Authorized Officer	Organization

REVIEW

This Policy will be reviewed at least every two years in the absence of any significant changes or more frequently where required taking into account legislative or organisational changes, risk factors and consistency with other supporting policies.



Gift and Benefit Declaration Form

This declaration form is to be completed by a Council officials who has been offered, or given, a gift or benefit. All details should be disclosed. Please forward the completed declaration to the Governance officer for assessment and referral to the General Manager if required.

OCCURRENCE DETAILS			
Name			
Position		Date	
Name of person offering gift/benefit			
Organization			
Gift/benefit description			
Estimated value			
Date offered	Time offered	Location	
Response to the offer	Gift/benefit accepted		
	Gift/benefit declined		
	Gift/benefit handed int	o Manager for disposal	
		0.000	
Has this person or organisation offered y	you a gift in the past?	es No	
If yes – please provide details of gift,			
when offered, action taken.			
DECLARATION			
Date	Name	Signature	
Approved by General Manager			
Approved/ Disposal	Date	Signature	
Governance Officer			
Enter into register	Date	Signature	

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Gifts, Benefits & Hospitality Policy

Definitions

Council means	Central Tablelands Council
Council Official(s)	An individual who carries out public official functions or acts in the capacity of a public official. These include Councillors, members of staff, members of Council committees, conduct reviewers and delegates of Council.
GM, Directors, Managers	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.
Benefit	a non-tangible item of value (e.g., a new job or promotion, preferential treatment or access to confidential information) that one person or organization confers on another. Some examples include:
	 Tickets to sporting events or other entertainment; Use of facilities such as a gymnasium or holiday home; Free or discounted travel, Frequent Flyer points.
Bribery	is defined as receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behavior in that office, and to incline that person to act contrary to the known rules of honesty and integrity.
Corruption	the abuse of public office (i.e., public trust) for private or personal advantage.
Nominal Value	a value that usually does not create a sense of obligation in the receiver that will influence, or appear to influence, the exercise of his or her official duties. For the purpose of this Policy, Council has determined that \$100 is the maximum nominal value of any gift or benefit.
Gift	An item of value which one person or organisation presents to another
Gift Register	An official agency records that details gifts and benefits received by staff and how they were managed.
Official Duties	the work undertaken by a public official as defined by relevant or governing legislation (and regulations), the official's position description or lawful directions given by a supervisor Cash-Like Gift
Cash-Like Gift	A cash-like gifts includes, but is not limited to, gift vouchers, lottery tickets, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, membership or entitlements to discounts

12.10) 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

RECOMMENDATION:

That Council note the information in the General Report.

REPORT

GENERAL REPORT

a) <u>Meter Reading</u>

The third meter read for the 2023-24 financial year commenced in accordance with CTW's meter reading schedule.

b) <u>Meter Change Program</u>

There have been fifty-five (55) 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 Fluoride package plant has maintained its full operational performance, however CWTP Fluoride package plant is out of action due to a gearbox failure. 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) <u>Drinking Water Quality</u>

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) <u>Trunk Mains</u>

Ongoing inspections continue to be hampered due to the impacts of weather conditions and restricted staff resources.

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 has been suspended due to meter reading and other priority requirement.

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

ATTACHMENTS

12.11) 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 1/12/2023 to 31/1/2024

a) Main Breaks

	Location		Size / Type	Comment
Canowindra	TMC Bangaroo Bore	12/12/2023	160mm/Steel	DNR
Canowindra	TMC leak	15/12/2023	200mm/Steel	Weld Repair
Cargo	Cnr Loftus St & Davys Plains Rd	19/12/2023	130mm/AC	DNR
Cargo	Belmore St	23/12/2023	130mm/AC	DNR
Canowindra	Bingarra TMC	24/01/2024	200mm/Steel	Weld Repair
Carcoar	Icely St	29/01/2024	100mm/PVC	DNR







DNR

PIPE FAIL

Notes

CTW Mains (Trunk & Retic) Break score of 6/573km == 1.05/100km.
 Rolling Value across 12mths = 5.76/100km which is lower than the 2017-18 NSW State Median benchmark of 9.0 breaks/100km.

b) Service Activities and Requests

	PRE	VIOUS YE	ARS	THIS P		
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
BLAYNEY	14	52	17	16	1.06%	1507
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	0	1	3	0	0.00%	
DIRTY WATER COMPLAINT	4	34	1	0	0.00%	
HYDRANT LEAKING	0	0	0	0	0.00%	
LEAKING METER	4	3	7	8	0.53%	
LEAKING SERVICE	3	5	1	2	0.13%	
LOW PRESSURE COMPLAINT	0	0	0	0	0.00%	
MAIN BREAK	2	0	0	0	0.00%	
MAINTENANCE - GENERAL	1	2	1	2	0.13%	
METER NEW / REPLACEMENT	0	3	2	3	0.20%	
METER NOT SHUTTING OFF	0	0	1	1	0.07%	
NO WATER COMPLAINT	0	0	0	0	0.00%	
PATHCOCK FAILURE	0	1	1	0	0.00%	
QUALITY COMPLAINT	0	3	0	0	0.00%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P		
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
CANOWINDRA	8	10	21	17	1.48%	1152
BURST METER	0	0	0	0	0.00%	
CHECK METER READING	0	1	0	0	0.00%	
CUSTOMER DAMAGED METER	0	0	0	1	0.09%	
DIRTY WATER COMPLAINT	0	0	0	1	0.09%	
HYDRANT LEAKING	0	0	0	0	0.00%	
LEAKING METER	2	1	12	3	0.26%	
LEAKING SERVICE	1	1	4	7	0.61%	
LOW PRESSURE COMPLAINT	1	0	1	1	0.09%	
MAIN BREAK	2	2	1	0	0.00%	
MAINTENANCE - GENERAL	0	4	1	0	0.00%	
METER SPECIAL READING	1	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	1	3	0.26%	
METER NOT SHUTTING OFF	0	1	0	0	0.00%	

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NO WATER COMPLAINT	1	0	1	1	0.09%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
RESERVOIR MAINTENANCE	0	0	0	0	0.00%	
Total Complaints = 3						

	PRE	VIOUS YE	ARS	THIS P		
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
CARCOAR	3	2	1	1	0.74%	135
CHECK METER READING	0	0	0	0	0.00%	
LEAKING METER	0	1	0	1	0.74%	
LEAKING SERVICE	0	1	0	0	0.00%	
MAINTENANCE - GENERAL	0	0	0	0	0.00%	
MAIN BREAK	3	0	1	0	0.00%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P		
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
CARGO	3	2	4	5	2.45%	163
HYDRANT LEAKING	0	0	0	1	0.61%	
LEAKING METER	0	0	1	2	1.23%	
LEAKING SERVICE	1	1	1	1	0.61%	
LOW PRESSURE COMPLAINT	0	0	1	0	0.00%	
MAIN BREAK	1	1	0	0	0.00%	
MAINTENANCE - GENERAL	1	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	1	1	0.61%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P		
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
CUDAL	3	7	4	3	1.25%	240
HYDRANT LEAKING	0	1	0	0	0.00%	
LEAKING METER	1	1	0	1	0.42%	
LEAKING SERVICE	2	2	3	2	0.83%	
LOW PRESSURE COMPLAINT	0	1	0	0	0.00%	
MAIN BREAK	0	0	0	0	0.00%	
MAINTENANCE - GENERAL	0	0	1	0	0.00%	
NO WATER COMPLAINT	0	2	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	0	0.00%	_

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QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P	ERIOD	
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
EUGOWRA	3	4	11	6	1.54%	390
CUSTOMER DAMAGED METER	0	0	0	0	0.00%	
LEAKING METER	0	0	2	2	0.51%	
LEAKING SERVICE	2	2	2	0	0.00%	
MAIN BREAK	0	2	0	0	0.00%	
MAINTENANCE - GENERAL	0	0	5	3	0.77%	
METER NEW / REPLACEMENT	0	0	1	1	0.26%	
METER NOT SHUTTING OFF	1	0	1	0	0.00%	
NO WATER COMPLAINT	0	0	0	0	0.00%	
QUALITY COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P	ERIOD	
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
GRENFELL	8	13	19	11	0.81%	1355
CHECK METER READING	0	0	0	0	0.00%	
DIRTY WATER COMPLAINT	0	0	1	0	0.00%	
LEAKING METER	2	5	15	5	0.37%	
LEAKING SERVICE	1	2	1	0	0.00%	
LOW PRESSURE COMPLAINT	1	0	0	1	0.07%	
MAIN BREAK	0	0	0	0	0.00%	
MAINTENANCE – GENERAL	0	1	1	0	0.00%	
METER NEW / REPLACEMENT	1	3	1	5	0.37%	
METER NOT SHUTTING OFF	1	0	0	0	0.00%	
METER SPECIAL READING	1	0	0	0	0.00%	
NO WATER COMPLAINT	1	0	0	0	0.00%	
QUALITY COMPLAINT	0	2	0	0	0.00%	
Total Complaints = 1						

	PREVIOUS YEARS			THIS P		
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters

LYNDHURST	1	2	2	0	3.70%	162
CHECK METER READING	0	1	0	0	6.79%	
HYDRANT LEAKING	0	0	0	0	0.00%	
LEAKING METER	0	0	1	0	0.00%	
LEAKING SERVICE	1	1	0	0	3.09%	
MAINTENANCE – GENERAL	0	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	0	0.62%	
METER NOT SHUTTING OFF	0	0	1	0	0.00%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P	ERIOD	
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
MANDURAMA	2	1	0	2	1.49%	134
DIRTY WATER	0	0	0	0	0.00%	
HYDRANT LEAKING	0	0	0	0	0.00%	
LEAKING METER	0	1	0	1	0.75%	
LEAKING SERVICE	1	0	0	0	0.00%	
LOW PRESSURE COMPLAINT	0	0	0	0	0.00%	
MAIN BREAK	1	0	0	0	0.00%	
MAINTENANCE – GENERAL	0	0	0	1	0.75%	
METER NEW / REPLACEMENT	0	0	0	0	0.00%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P	ERIOD	
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
MANILDRA	4	6	3	2	0.00%	282
CUSTOMER DAMAGED SERVICE	0	1	0	0	0.00%	
HYDRANT LEAKING	0	0	1	0	0.00%	
LEAKING METER	0	2	0	0	0.00%	
LEAKING SERVICE	2	0	1	0	0.00%	
LOW PRESSURE COMPLAINT	0	0	0	0	0.00%	
MAIN BREAK	2	3	1	0	0.00%	
MAINTENANCE - GENERAL	0	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	2	0.43%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P		
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters

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MILLTHORPE	4	6	4	3	0.65%	463
CHECK METER READING	1	1	0	0	0.00%	
CUSTOMER DAMAGED SERVICE	0	2	0	0	0.00%	
LEAKING METER	0	1	2	2	0.43%	
LEAKING SERVICE	0	1	2	1	0.22%	
MAIN BREAK	3	1	0	0	0.00%	
MAINTENANCE - GENERAL	0	0	0	0	0.00%	
LOW PRESSURE COMPLAINT	0	0	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	0	0.00%	
METER NOT SHUTTING OFF	0	0	0	0	0.00%	
NO WATER COMPLAINT	0	0	0	0	0.00%	
Total Complaints = 0						

	PRE	VIOUS YE	ARS	THIS P	ERIOD	
ACTIVITIES	2021	2022	2023	2024	% of Total meters	Total meters
QUANDIALLA	1	4	0	1	0.99%	101
CHECK METER READING	0	2	0	0	0.00%	
LEAKING METER	0	0	0	0	0.00%	
LEAKING SERVICE	1	1	0	0	0.00%	
METER NEW / REPLACEMENT	0	0	0	1	0.99%	
METER NOT SHUTTING OFF	0	1	0	0	0.00%	
Total Complaints = 0						

TOTAL ACROSS CTW	EA	400	96	67	4 400/	6004
TOWNSHIPS	54	109	86	67	1.10%	6084

Notes:

- 1. Comparison values listed each year use data from the period covering the same months of the year i.e. December to January
- 2. Total Meters is the number of meters connected to properties.
- 3. CTW complaint rolling value score across 12mths == 5.42, which is slightly higher than the 2017/18 NSW State median of 5.0 complaints/1000 connections.
- 4. CTW Total Service Activities and Requests score == 1.10%, which is below CTW benchmark of 5% across all townships.

c) Lake Rowlands

The current level of Lake Rowlands Dam is 96% (14.2.24) with the Dam's scour valve half open since 7.2.24 to enable scouring and flushing purposes due to increased levels of minerals in the raw water supply received at both Water Treatment Plants.

d) Water Services

Since 1st December 2023, there have been an additional seven (7) new domestic water services connected to, and one (1) 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

12.12) 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.

RECOMMENDATION:

That Council note the information.

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 – The pump station, in relation to the NSW Grant funding, is determined as 100% complete. Additional works including the interconnection of CTW's and Cowra Shire Council's telemetry systems to share appropriate data continues to be developed and implemented.

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 12ML CWT, in relation to the NSW Grant funding, is determined as 100% complete with a Certificate of Practical Completion issued to Leed Construction on 20 December 2023. CTW's Director of Operations and Technical Services is pleased with water tightness take-up of the weepage around the ringbeam and some stich joints. CTW's Water Treatment Operators continue to use the new 12ML CWT in parallel with the existing 2.1ML CWT to maximise both the effectiveness of the solar power generation for the operation of the Carcoar Water Treatment Plant and increased water storage.







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 contrac	ML 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	\$3,999k	\$0k \$3,999k \$207k				

Note:

- (*) Interlinking of CSC & CTW telemetry systems plus outstanding electrical invoices.
- (**) Unused Funds will be available for CTW's 12ML CWT project.
- (***) Remaining Funds to be made available for Roadway & Landscaping purposes.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

12.13) RENEWABLE ENERGY PROJECTS UPDATE (ET.SP.2)

Author: IP&R Link:

Director Operations & Technical Services
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

(REAP) including solar and battery optimisation projects. – 1.4.3: Continue to review operational processes with the objective of further

delivery – 1.4.2: Review and update Renewable Energy Action Plan

mitigating environmental impacts.

RECOMMENDATION:

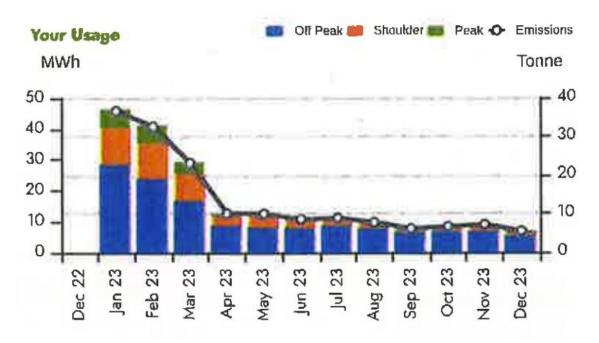
That Council note the update report for the renewable energy projects.

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.

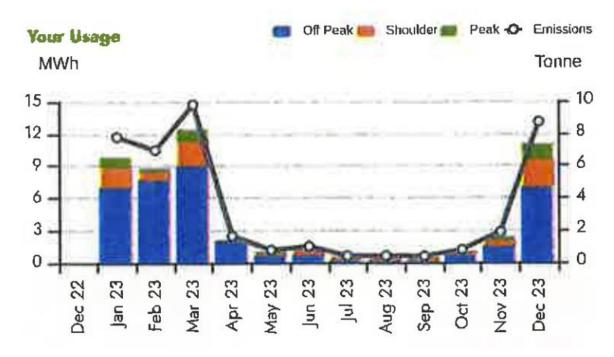
CARCOAR WATER TREATMENT PLANT (CWTP)

CTW continues to monitor the performance of a 99kW solar panel only system at CTW's 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.



CANOMODINE PUMP STATION

CTW continues to be 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. The increased sourcing of power from the grid in November and December 2023 is in direct relation to the operational requirement whilst undertaking emergency repairs to Jacks Creek pipeline and warmer weather conditions.



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	Expenditure to	Projected	Total	Contingency Funds		
Budget	date	remaining costs				
\$360k	\$326.9k	\$16.1k (*)	\$343k	\$17k		

^(*) Allowance for further refinement of PLC control programming.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil.

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12.14) TRUNK MAIN "C" EMERGENCY PIPE REPLACEMENT WORKS (WS.SP.4)

Author: Director Operations & Technical Services

IP&R Link: Strategic Priority 1: Provide a high quality and reliable drinking water supply – Strategic Priority 3: Regional leadership and collaboration – 1.1: Service provision through fit for purpose infrastructure – 1.1.1:

1.1: Service provision through fit for purpose infrastructure – 1.1.1:
 Deliver capital works program based on asset management data. – 1.3:
 Best Practice Asset management – 1.3.1: Assets are managed

strategically, using whole of life methodology to improve delivery of services and financial management. – 3.2: Regional Leadership in the

Water Sector

RECOMMENDATION:

That Council note the update report on the Trunk Main "C" Jacks Creek emergency pipe replacement works.

REPORT

In late November a significant break was located at an under bore section of CTW's Trunk Main "C" across Jacks Creek, near Canowindra. Trunk Main "C" is the main artery of CTW's distribution network, which delivers water from Mandurama through to Gooloogong.



The location of the break was between Trunk Main "V" the main feed to the Moorbel Reservoir that supplies the Canowindra township and Trunk Main "U", the supply to Canomodine Pump Station which services Cargo, Cudal and Manildra townships.

As a result of the location of this break, CTW deemed this failure as an emergency situation and acted accordingly to initiate, evaluate and accept Leed Construction's (Leed) offer to undertake emergency repairs. Leed commenced onsite works on 8 December 2023 and completed works 21 December 2023.

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BUDGET IMPLICATIONS

Project		TMC Jack's Creek Emergency repair			
Approved Budget		\$402.7k (includes \$67k contingency).			
Project End date		December 2023			
Original Budget	Expenditure to date	Projected cost to complete	Total	Remaining Funds	
\$402.7k	\$341.4k	\$0k	\$341.4k	\$61.3k	

In the absence of emergency grant funding, funding was sourced from CTW's Infrastructure Reserves and reported through the December 2023 Quarterly Budget Review.

POLICY IMPLICATIONS

Nil.

Attachments

12.15) CTW MAIN ARTERY PIPELINE AUGMENTATION PROJECT UPDATE (WS.SP.4)

Author: Director Operations & Technical Services

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

supply – Strategic Priority 3: Regional leadership and collaboration – 1.1: Service provision through fit for purpose infrastructure – 1.1.1: Deliver capital works program based on asset management data. – 1.3: Best Practice Asset management – 1.3.1: Assets are managed strategically, using whole of life methodology to improve delivery of services and financial management. – 3.2: Regional Leadership in the

Water Sector

RECOMMENDATION:

That Council note the update report on the Central Tablelands Water (CTW) Main Artery Pipeline Augmentation Project.

REPORT

Background

In recapping earlier advice presented to council, the Safe and Secure Water Program (SSWP) is delivering funding to local water utilities throughout NSW for high priority water and sewer projects. The program provides funding to reduce the most significant risks to water security, water quality and the environment.

The NSW Government has invested \$90 million in new funding to expand the SSWP over 22/23 and 23/24. The SSWP will allocate the new funding to local water utilities with significant risks to support their projects get to a tender ready stage.

DPE Water have identified the water supply scheme of CTW to be a Risk Score of 5, being a significant water security risk. The reason provided by DPE Water for this risk rating is as follows:

"The water security deficiency index is equal to or greater than 11%, indicating that the consumptive need is much greater than the headwork capacity on a secure yield basis. These systems are expected to have significantly more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with significantly higher risk and duration of water access failure in dry periods. This impacts a population of greater than 1,000."

Based on the risk, the SSWP have advised that CTW is eligible for funding to a tender ready stage to co-fund a project in accordance with the program subsidy levels and progress resolving the risk. The SSWP have also advised that there is no commitment at this time to support the delivery of the project beyond a tender ready stage.

After receiving notification from the SSWP of funding eligibility, the general manager sought further clarification regarding eligibility noting that Water Infrastructure NSW was responsible for delivering the final business case for the Belubula Water Security Project (BWSP). The main objective of the BWSP is to improve the efficiency and resilience of water management in the Belubula Valley which includes Lake Rowlands. The general manager also advised the SSWP that although the BWSP is in progress to address water security issues within the region, there are still other CTW projects yet to be delivered which are vital in reducing CTW's current Risk Score of 5 for water security.

These projects include the augmentation of trunk mains which are the "main arteries" of CTW's existing water supply scheme providing quality drinking water to CTW's consumers as well as Cowra Shire Council and potentially Forbes and Parkes as part of the Centroc Water Grid Project. The need for a strategic upgrade of CTW's trunk mains has also been referenced in the draft Lachlan Regional Water Strategy and included in the scope of works for the Sub-Regional Town Water Strategy currently being undertaken by Cabonne Council, Orange City Council and CTW, in collaboration with DPE Water.

CTW was subsequently advised by the SSWP to provide a project proposal regarding the strategic upgrade of CTW's trunk mains for funding consideration by 30 November 2022, including an in-principle commitment to co-fund the project to a tender ready stage. CTW was also offered the opportunity by the SSWP to formally decline the funding offer.

To take advantage of this potential funding opportunity and based on the short timeframe associated with the development and submission of a proposal in conjunction with recent flooding events, the general manager and Director Operations & Technical Services consulted with DPE Water to put a proposal together with respect to a strategic upgrade of CTW's trunk mains.

In accordance with the staged approach for SSWP funding, a proposal for the "Preparation of pre-development works associated with CTW's Main Artery Pipeline Augmentation project" was submitted to the SSWP for consideration. A copy of the proposal was provided to all CTW Councillors for information.

This proposal will greatly assist CTW in providing the necessary background information to support CTW with the preparation of the tender documentation that will assist in the whole, or sections, of its main western artery potable water pipeline augmentation.

This project also contains options to support a detailed hydraulic analysis study that can include a Reservoir-to-Reservoir analysis of all the CTW System West of Carcoar Reservoir, which can be expanded to include the proposed pipeline between Gooloogong and Forbes Water Treatment Plant to assist in the further development of the Sub-Regional Town Water Strategy.

CTW has sought extensive external consultation with expert providers to assure the SSWP panel that this project can be delivered by 30 June 2024 and keep within the budgetary estimate of \$300k to undertake these pre-development works. CTW's current SSWP subsidy level is 50%.

It is to be noted that the renewal and upgrade of CTW's main western trunk mains is currently scheduled to commence in 2026/27, as per CTW's Long Term Financial Plan.

Update Report

In following from DPE Water advice that CTW's application for funding had been successful, CTW undertook a selective tendering process in November 2023 with three (3) companies being Premise Australia, GHD and HunterH2O.

On the 16th of January 2024, Premise Australia P/L (Premise) were advised that they were the successful tenderer with an offer of \$180,683.80 (inc GST) to complete the Main Western Artery Pipeline Preconstruction Works (Contract No: CTW-05-023).

A project initiation meeting between Premise and CTW is planned for February 2024 to ensure all timelines and milestones are deliverable as per the SSWP funding conditions.

BUDGET IMPLICATIONS

CTW's contribution of up to \$150k can be funded from CTW's Infrastructure Reserves.

POLICY IMPLICATIONS

Nil.

Attachments

13. QUESTIONS ON NOTICE

(General Manager)

No questions on notice were received.

ATTACHMENTS

Nil