

CENTRAL TABLELANDS *Water*



Business Paper

Ordinary Meeting of Central Tablelands *Water*

18th October 2017

Blayney



11 October 2017

Notice to Members

Your attendance is requested at an Ordinary Meeting of Council to be held at Central Tablelands Water Filtration Plant, Hills Lane, Blayney on Wednesday, 18th October 2017 at 10.30am. Morning tea will be served from 10.00am.

Agenda

1. Centroc Presentation – Ms Jenny Bennett – Executive Officer
2. Public Forum
3. Apologies for non-attendance
4. Leaves of absence granted
5. Confirmation of Minutes - Ordinary Meeting held on 09.08.17
6. Chairman's Minute
7. Councillor Representation
8. Notices of Motion
9. Reports of Staff
10. Adjourn Meeting and proceed into Committee of the Whole
11. Resume Ordinary Meeting & Report of Committee of the Whole
12. Next Meeting – Canowindra 13th December 2017

Yours faithfully

G. Rhodes
General Manager

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OF THE ORDINARY MEETING OF CENTRAL TABLELANDS WATER
HELD ON WEDNESDAY 18 OCTOBER 2017

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01) OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS (GO.CO.2)

(Gavin Rhodes)

RECOMMENDATION:

1. That the Oath or Affirmation of Office by Councillors be conducted.

REPORT

In accordance with Sec 233A of the amended Local Government Act 1993, Councillors (including the Chairperson) are now required to take an oath or affirmation of office. The oath or affirmation of office must be taken by each Councillor at or before the first meeting of a newly-elected Council after being elected.

The General Manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each Councillor in the minutes of the Council meeting.

A Councillor who fails, without a reasonable excuse, to take the oath or affirmation of office, will not be entitled to attend Council meetings until they do so and will be taken to be absent without leave. If a Councillor is absent without leave for three consecutive ordinary Council meetings their office is automatically declared vacant and a by-election must be held.

The oath or affirmation of which Councillors are required to take are listed below. Councillors may choose one of the options which will be duly recorded in the minutes of the Council Meeting.

OATH

I (name of Councillor) swear that I will undertake the duties of the office of councillor in the best interests of the consumers of Central Tablelands Water and the Central Tablelands Water County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

AFFIRMATION

I (name of Councillor) solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the consumers of Central Tablelands Water and the Central Tablelands Water County Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

02) ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN (GO.CO.2)

(Gavin Rhodes)

RECOMMENDATION:

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

REPORT

The Local Government Regulations (Schedule 8 Parts 1&2) state that ‘an election for chairperson of a county council is to be held: (a) at the first meeting of the county council after an ordinary election of members of the county council, and (b) at the first meeting of the county council after each anniversary of that ordinary election until the next ordinary election of members of the county council is held.’

The procedures for election of the Chairman and Deputy Chairman can be summarised as follows:

- nominations are to be announced and elections are to be conducted at the same council meeting.
- a nomination is to be made in writing by 2 or more councillors, one of who may be the nominee.
- Council must resolve that the election proceed by preferential ballot, ordinary ballot or open voting.
- preferential ballots and ordinary ballots must be secret ballots.

Nomination forms are enclosed with the business paper. 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 Chairman and Deputy Chairman.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

03) COUNCIL COMMITTEES (GO.CO.2)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council confirm the Audit Committee comprise of the Chairman (or delegate), two (2) external independents, the General Manager as an observer, and the Director Finance and Corporate Services assuming the role of Secretariat to the Audit Committee (responsible for the coordination of the audit committee, functions and processes).

REPORT

Council has only 1 constituted committee, namely, the Audit Committee and is represented by the Chairman and General Manager on the Centroc and WBC Alliance Boards.

Audit Committee

On 10 August 2011, Council resolved that membership of the Audit Committee, as outlined in the Audit Committee Charter, be amended to comprise of the Chairman (or delegate), two (2) external independents, the General Manager as an observer, and the Director Finance and Corporate Services assuming the role of Secretariat to the Audit Committee (responsible for the coordination of the audit committee, functions and processes).

Centroc Board and WBC Alliance Board

The Centroc and WBC Alliance boards meet three or four times a year and are represented on the boards by the Chairman and General Manager.

Both board meetings are generally full morning meetings and are followed by lunch.

Consultative Committee

The General Manager and Director Finance & Corporate Services are currently liaising with the United Services Union and LGNSW regarding the formation of a CTW Consultative Committee. This Consultative Committee will provide the following:

- (i) a forum for consultation between the employer and its employees that encourages a free and open exchange of views; and
- (ii) positively co-operate in workplace reform to enhance the efficiency and productivity of the employer and to provide employees with access to career opportunities and more fulfilling, varied and better paid work.

The Consultative Committee will have representation from Senior Management, Operational and Administration Staff. This committee will report to the General Manager.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

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

(Gavin Rhodes)

RECOMMENDATION:

1. That Council hold its ordinary meetings on the 2nd Wednesday of alternate months, as follows:

Wednesday	13 th December 2017	-	Canowindra
Wednesday	14 th February 2018	-	Grenfell
Wednesday	11 th April 2018	-	Blayney
Wednesday	13 th June 2018	-	Canowindra
Wednesday	8 th August 2018	-	Grenfell
Wednesday	10 th October 2018	-	Blayney

2. Council consider the Draft Operational Plan and Budget at the April ordinary meeting each year.

REPORT

Special Meetings

Council has held special meetings as determined by Council, or call of the Chairman, by giving 5 days written notice, or such shorter notice as emergency circumstances dictate.

Ordinary Meetings

Council has previously held its ordinary meetings on the 2nd Wednesday of alternate months, as follows:

February	-	Grenfell
April	-	Blayney
June	-	Canowindra
August	-	Grenfell
October	-	Blayney
December	-	Canowindra

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

05) Responsible Accounting Officer (CM.ME.1)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council endorse the appointment of Mr Peter McFarlane as Council's Responsible Accounting Officer.

REPORT

Council is required to formally endorse the appointment of a Responsible Accounting Officer who should present to Council the quarterly budget review and report on material variances from the budget and report to each meeting on Council's investments.

In accordance with his delegated authority, the General Manager has appointed the new Director Finance & Corporate Services, Mr Peter McFarlane, to the position of Council's Responsible Accounting Officer.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

06) FINANCIAL STATEMENT BY COUNCIL (FM.FR.1)

(Peter McFarlane)

RECOMMENDATION:

1. That Council's Financial Reports be referred to audit in accordance with Section 413(1) of the Local Government Act 1993.
2. That Council notes that the Annual Financial Reports have been compiled in accordance with:
 - a) The Local Government Act 1993 (as amended) and the regulations made thereunder;
 - b) The Australian Accounting Standards and Professional pronouncements; and
 - c) The Local Government Code of Accounting Practice and Financial Reporting.
3. That Council endorses the Annual Financial Reports as fairly presenting the Council's operating result and financial position for the year, and that the Financial Reports accord with Council's accounting and other records.
4. That Council states that it is not aware of any matter that would render this report false and misleading in any way.
5. That Council, in accordance with Section 413(2)(c) of the Local Government Act 1993 authorises the Chairman, the Deputy Chairman, the General Manager and the Responsible Accounting Officer to sign the required Statements relating to the General Purpose Financial Report and the Special Purpose Financial Report.
6. That Council delegates to the General Manager the authority to issue the Financial Statements upon receipt of the Auditor's Reports.

REPORT

Section 413(2)(c) of the Local Government Act 1993, requires Council to prepare Financial Reports and to refer those reports for audit within four (4) months after the end of the financial year (s416(1)).

As an attachment to the Financial Reports, Council is required to present a statement on its opinion on the reports. A copy of the Statement required is attached.

Once the auditor has completed the audit and has submitted their report, Council must fix a date for a meeting at which the auditor's report will be presented, and give public notice of the date. This date must be at least seven (7) days after the date on which notice is given, but not more than five (5) weeks after the auditor's reports are given to Council.

The auditor will be presenting their report to the December 2017 Meeting of Council.

A copy of the draft Primary Financial Reports will be tabled at the meeting.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Financial Statements - Statement by Council 2 Pages

Central Tablelands Water

General Purpose Financial Statements
for the year ended 30 June 2017

Statement by Councillors and Management
made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

- present fairly the Council's operating result and financial position for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 18 October 2017.

Name required... (via parameters tab)
Chairman

Name required... (via parameters tab)
Deputy Chairman

Gavin Rhodes
General Manager

Peter McFarlane
Responsible Accounting Officer

SPFS 2017

Central Tablelands Water

Special Purpose Financial Statements

for the year ended 30 June 2017

Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these financial statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 18 October 2017.

Name required... (via parameters tab)
Chairman

Name required... (via parameters tab)
Deputy Chairman

Gavin Rhodes
General Manager

Peter McFarlane
Responsible accounting officer

page 2

07) Local Government NSW Conference (CM.CF.1)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council give approval for the Chairman, General Manager and one other Councillor to attend the 2017 Local Government NSW Conference in Sydney, from Monday 4 December 2017 to Wednesday 6 December 2017, and any Councillor interested in attending should contact the General Manager to arrange registration.

REPORT

The Local Government NSW Annual Conference is to be held in Sydney from Monday 4 December 2017 to Wednesday 6 December 2017.

Central Tablelands Water is a member of Local Government NSW (LGNSW). LGNSW is the peak industry association that represents the interests of all NSW general purpose councils, 12 special purpose councils and the NSW Aboriginal Land Council.

LGNSW's objective is to strengthen and protect an effective, democratic system of Local Government across NSW by supporting and advocating on behalf of member councils and delivering a range of relevant, quality services.

This Conference is the annual policy-making event for NSW general-purpose councils, associate members and the NSW Aboriginal Land Council. It is the pre-eminent event of the local government year where local councillors come together to share ideas and debate issues that shape the way we are governed.

In past years, the Chairman, General Manager and, on occasions, another Councillor has attended the annual Local Government Conference and it is expected that Council would again be represented at the 2017 conference of LGNSW.

Early bird registrations for this Conference close on 23 October 2017 so the General Manager will be seeking an indication at this meeting as to who is wishing to attend.

A draft program of the conference is attached for information.

BUDGET IMPLICATIONS

Council's budget provides for attendance by the Chairman, General Manager and one other Councillor.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft program - LGNSW Annual Conference 2017 pages 4



Local Government NSW Annual Conference 2017

Monday 4 – Wednesday 6 December 2017

Main conference venue is Hyatt Regency Sydney, 161 Sussex Street Sydney

This program is correct at the time of publication; speakers and program details may have changed due to unforeseen circumstances.

DRAFT PROGRAM (as of 12 October 2017)

MONDAY 4 December	
11.00am – 4.00pm	Bump in sponsors to set up trade exhibition
2.00pm – 4.45pm	Registration opens in foyer entrance to main ballrooms
3.00pm – 4.00pm	Two optional concurrent briefing sessions. Coming together post-amalgamation: lessons and next steps three case studies Peter Tegart , Former Interim General Manager, Queanbeyan Palerang Regional Council Gail Connolly , General Manager, Georges River Council Mike Eden , Former Administrator, Federation Council or Elected life and good governance: building your capabilities. A session for new councillors Susan Benedyka , Chief Executive Officer, Rural and Regional Community Development
4.00pm – 5.00pm	Sessions repeated above
5.00pm – 7.00pm	President's Opening Reception in Maritime Ballroom in the trade exhibition
TUESDAY 5 December – Business Session Day 1 / Grand Ballroom/Maritime Ballroom	
7.30am – 5.00pm	Registration opens
8.00am – 9.00am	Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (Voting for all positions at the one time) in Wharf 3, 4 and 5 (rooms)
8.15am – 9.00am	Distribution of voting materials and electronic handsets Trade exhibition opens in Maritime Ballroom
9.15am – 9.45am	Address from The Hon Gladys Berjicklian MP, Premier of New South Wales
9.45am – 11.00am	Address from Cr Keith Rhoades AFSM, President, LGNSW Opening of the Federal Conference, chaired by Cr Keith Rhoades AFSM including demonstration of voting units, adoption of standing orders, presentation of

	<p>the auditor's report, general financial report and operating report to members. Business session and consideration of motions.</p> <p>Opening of the State Conference, chaired by Cr Keith Rhoades AFSM including adoption of standing orders. Presentation of the auditor's report, general financial and operating report to members.</p> <p>Business sessions and consideration of motions.</p>
11.00am – 11.30am	<p>Morning tea in trade exhibition area Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors</p>
11.30am – 1.00pm	<p>Consideration of Conference business continued, chaired by the President</p>
1.00pm – 2.00pm	<p>Lunch in trade exhibition Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors</p>
2.00pm – 3.30pm	<p>Consideration of Conference business continued, chaired by the President</p>
3.30pm – 4.00pm	<p>Afternoon tea in trade exhibition area Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors Voting closes</p>
4.00pm – 5.30pm	<p>Consideration of Conference business continued, chaired by the President Collection of all electronic handsets and motions voting cards Conference business session closes</p>
5.30pm – 6.30pm	<p>Delegate networking function in trade exhibition area</p>
6.30pm	<p>Trade exhibition closes. Free night for delegates.</p>
<p>Wednesday 6 December– Business Session Day 2 / Grand Ballroom/Maritime Ballroom/Wharf rooms</p>	
7.30am – 5.00pm	<p>Registration opens</p>
7.30am – 8.45am	<p>Australian Local Government Women's Association (ALGWA NSW) Breakfast Special Guest Speaker Rhoda Roberts, Head of First Nation Programming, Sydney Opera House, Festival Director Boomerang, will speak on Accessing and Creating Relationships with Your Local Community</p>
8.00am – 5.30pm	<p>Trade exhibition open in Maritime Ballroom</p>
9.00am – 9.05am	<p>Introduction by Ellen Fanning, Master of Ceremonies</p>
9.05am – 9.20am	<p>Address from The Hon Gabrielle Upton MP, Minister for Local Government</p>
9.20am – 9.35am	<p>Facilitated questions from the conference to the Minister</p>
9.35am – 10.05am	<p>Keynote: Dr Jonathan Carr-West, Chief Executive, Local Government Information Unit UK presents on Transforming Local Government</p>
10.05am – 10.30am	<p>Morning tea in trade exhibition area</p>
10.30am – 10.45am	<p>Address from The Hon Peter Primrose MLC, Shadow Minister for Local Government</p>
10.45am – 11.00am	<p>Facilitated questions from the conference to the Shadow Minister</p>

11.00am – 11.15am	Address from The Hon Melinda Pavey MP, Minister for Roads, Maritime and Freight
11.15am – 11.30am	Address from Carolyn McNally, Secretary of the Department of Planning and Environment, on Housing Affordability and Partnerships with Councils.
11.30am – 11.40am	MC to facilitate Q and A to both speakers (10 mins only)
11.40am – 12.10pm	Address from Stuart Reeve, Managing Director, Micromex Research and Consulting on Community Perceptions of Local Government
12.10pm – 12.30pm	Presentation of the AR Bluett Awards (20 mins)
12.30pm - 12.40pm	Address from Cr Keith Rhoades AFSM, LGNSW President on Association Initiatives
12.40pm – 12:50pm	Treasurer’s Report
12.50pm – 1.40pm	Lunch in the trade exhibition area General Managers Lunch sponsored by StateCover: a short update from StateCover, Local Government Super and LGP (30 mins)
1.40pm – 3.10pm	MOVE TO CONCURRENT SESSIONS
Environment and Planning 1.40pm – 1.45 intro 1.45pm – 2.05pm 2.05pm – 2.10 intro 2.10pm – 2.30pm 2.30pm – 2.35intro 2.35pm – 2.55pm 2.55pm – 3.10pm Q and A	Stream facilitated by Sarah Gardner , Executive Director Waste and Resource Recovery, Environment Protection Authority (EPA). <ul style="list-style-type: none"> • Dr Bruce Christie, Deputy Director General, Biosecurity and Food Safety, Department of Primary Industries on The biosecurity framework and shared responsibilities • Phoebe Ashe, Unit Head, Container Deposit Scheme Implementation Team, Environment Protection Authority on Introducing a Container Deposit Scheme • Tom Celebrezze, Director Biodiversity Policy, Office of Environment and Heritage on Biodiversity reforms and Local Government
Infrastructure and Economics 1.40pm – 1.45 intro 1.45pm – 2.05pm 2.05pm – 2.10 intro 2.10pm – 2.30pm 2.30pm – 2.35intro 2.35pm – 2.55pm 2.55pm – 3.10pm Q and A	Stream facilitated by Place Design Group . <ul style="list-style-type: none"> • Greg Dyer, General Manager City of Parramatta, Case study on the Redevelopment of Parramatta Square • Susie Matthews, Director Small Business Engagement, NSW Department of Industry on In Support of night-time economies • Sean Gordon, Chief Executive Officer, Darkinjung Local Aboriginal Land Council on Building local economies and the economic development of aboriginal lands

<p>People and Communities</p> <p>1.40pm – 1.45 intro 1.45pm – 2.05pm 2.05pm – 2.10 intro 2.10pm – 2.30pm 2.30pm – 2.35intro 2.35pm – 2.55pm 2.55pm – 3.10pm Q and A</p>	<p>Stream facilitated by TBC.</p> <ul style="list-style-type: none"> • Jody Broun, Director NSW/ACT, Red Cross on Disaster Preparedness – council's building resilience with their communities in times of natural disaster or accident • Wendy Waller, Mayor and Shabnam Bhana, Community Development Worker, Liverpool City Council, and Cr Greg Conkey, Mayor, Wagga Wagga City Council on Refugee Resettlement • Mary Barry, Chief Executive Officer, Our Watch on the national framework for preventing violence against families and women
<p>3.10pm – 3.20pm</p> <p>3.20pm – 4.00pm</p> <p>4.00pm – 4.30pm</p>	<p>RETURN TO PLENARY SESSION AND CLOSE OF CONFERENCE</p> <p>Keynote: Annabel Crabb, Walkley Award winning journalist on 'What the community wants and expects from government; what local government can learn from the international, national and state experience; and what it means for local government in the future'.</p> <p>Afternoon tea and delegate networking function in trade exhibition area</p>
<p>7.30pm – 11.00pm</p>	<p>CONFERENCE DINNER, Grand Ballroom Hyatt Regency (in the conference room)</p>
<p>7.30pm</p> <p>7.45pm</p> <p>8.00pm</p> <p>8.10pm</p> <p>8.35pm</p> <p>9.35pm</p> <p>11.00pm</p>	<p>Doors open</p> <p>Delegates seated and entrée served</p> <p>LGNSW President introduces Elite Sponsor, StateCover Mutual Limited</p> <p>LGNSW President and Elite Sponsor present the Outstanding Service Awards Presentation of the Heart Foundation Local Government Awards National Winner by CEO Kerry Doyle (invited)</p> <p>Main course served</p> <p>Entertainment and dancing</p> <p>Function finishes</p>
<p>CLOSE OF CONFERENCE</p>	

This program is correct at the time of publication. Speakers and program details may change due to unforeseen circumstances.

08) AUDIT OFFICE OF NSW – INTERIM AUDIT MANAGEMENT LETTER YE 30/06/2017 (CM.AU.1)

(Gavin Rhodes)

RECOMMENDATION:

1. That the information be noted.

REPORT

Following completion of the interim audit review for the year ended 30 June 2017, Council's auditors the Audit Office of NSW have issued their interim management letter to the General Manager.

The auditors state in the letter that, *"I planned and carried out the audit to obtain reasonable assurance the financial statements are free from material misstatement. Because the audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to my attention. The audit is ongoing and I will inform you if I identify any new matters of governance interest as they arise.*

This Management Letter may be sent to the Minister, if the Minister requests it.

For each matter in this letter, I have included my observations, risk assessment and recommendations. The risk assessment is based on my understanding of your business. Management should make its own assessment of the risks to the organisation."

All matters raised by the auditors have been addressed by Senior Management.

A copy of the auditor's letter is attached.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- 1 Interim Audit Letter – Audit Office of NSW 12 Pages

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Mr G Rhodes
General Manager
Central Tablelands Water
PO Box 61
BLAYNEY NSW 2799

Contact: John O'Malley
Phone no: 02 6362 5100
Our ref: D1713429/1817

20 June 2017

Dear Gavin

Management Letter on the Interim Phase of the Audit for the Year 2017

The interim phase of the audit for the year ending 30 June 2017 is complete. This letter outlines:

- matters of governance interest I identified during the current audit.
- unresolved matters identified during previous audits
- matters I am required to communicate under Australian Auditing Standards.

I planned and carried out the audit to obtain reasonable assurance the financial statements are free from material misstatement. Because the audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to my attention. The audit is ongoing and I will inform you if I identify any new matters of governance interest as they arise.

This Management Letter may be sent to the Minister, if the Minister requests it.

For each matter in this letter, I have included my observations, risk assessment and recommendations. The risk assessment is based on my understanding of your business. Management should make its own assessment of the risks to the organisation.

I have kept management informed of the issues included in this letter as they have arisen. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

If you would like to discuss any of the matters raised in this letter, please contact me on 02 92757311 or John O'Malley on 02 63625100.

Yours sincerely

A handwritten signature in black ink that reads 'Karen Taylor'.

Karen Taylor CA
Director, Financial Audit Services

cc: Steven Kent, Chairman of Audit Committee

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Central Tablelands Water

Interim Management Letter
for the Year Ending 2017



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**Central Tablelands Water
Interim Management Letter
for the year 2017**

I have rated the risk of each issue as 'Extreme', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur. The risk assessment matrix used aligns with the risk management framework in [TPP12-03 Risk Management Toolkit for the NSW Public Sector](#).

RISK LEVELS	
Extreme	12 - 16
Moderate	5 - 11
Low	1 - 4

The risk level is a combination of the consequences and likelihood.

		CONSEQUENCE			
		Low	Medium	High	Very High
LIKELIHOOD	Almost Certain	10	11	15	16
	Likely	4	9	13	14
	Possible	3	7	8	12
	Rare	1	2	5	6

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Central Tablelands Water Interim Management Letter for the year 2017

Assessing the impact of risks identified (Risk matrix)

When identifying a weakness in control processes we have assigned a risk rating by considering the likelihood and consequence of each risk using the following tables and matrix:

Consequence levels and descriptors

Consequence level	Consequence level description
Very High	Affects the ability of your entire agency to achieve its objectives and may require third party intervention
High	Affects the ability of your entire agency to achieve its objectives and requires significant coordinated management effort at the executive level
Medium	Affects the ability of a single business unit in your agency to achieve its objectives but requires management effort from areas outside the business unit
Low	Affects the ability of a single business unit in your agency to achieve its objectives and can be managed within normal management practices

Likelihood levels and descriptors

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

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Summary of Issues

Appendix	Detail	Likelihood	Consequence	Risk Assessment
1	Access Security - Stores	High	Low	Moderate

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Appendix 1

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Access Security - Stores	High	Low	Moderate	Yes	Operational, Compliance and Reporting
Observation	Implication	Recommendation	Management Response		
<p>During our audit including discussions with the Director of Finance and Corporate Services, it was noted the store person only works at the Blayney store (main store) two days a week. Two sets of keys are kept to access the main store. One set of keys is kept by the store person and another with the Director of Technical Services. We were informed other staff can access the store without the knowledge of the store person by using the other set of keys.</p>	<p>An opportunity exists to misappropriate stock through unauthorised access. Equally, store items may be removed and used for Council purposes without being costed to the relevant jobs.</p>	<p>We recommend Council:</p> <ul style="list-style-type: none"> restrict the physical access of its stores to appropriate staff remind staff that only the store person can issue and receipt stock to ensure clear accountability of stock movements. 	<p>Management will ensure the Storeman is the principal employee responsible for the management of inventory in the store. All staff have been advised that whenever items are required from the store, the storeman is the contact in the first instance, with a stores issue request to be completed and signed by the staff member requiring stock prior to issue.</p> <p>If the Storeman is unavailable, the Network Manager will be responsible for ensuring that a stores issue advice is completed, and he will oversee the issuing of stock in the absence of the Storeman. This will also be accompanied by a phone call and an email to the Storeman to verify the stock which has been issued.</p> <p>A Stores Procedure has been created, with the correct stores issue procedure to be followed by all operations staff.</p> <p>Person Responsible: Director Finance and Corporate Services Date to be Actioned: Procedure already implemented Date Resolved: 18 June 2017</p>		

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Appendix 2

REVIEW OF MATTERS RAISED IN PRIOR YEAR MANAGEMENT LETTERS

The issues in this appendix were raised in previous management letters but remain relevant in the current year. For each of these issues, I have determined:

- status of the issue during the recent visit
- how management has addressed the issue in the current year
- what management still needs to do to address unresolved issues.

Status of Issue Resolution

For matters identified in previous visits, we have used the following categories to classify our observations on the current status.

Status	Example of Consequence
UNRESOLVED	No action has been taken to address the issue identified, or action taken has not proved effective.
ONGOING	Management actions have been taken to address the issue identified, but have not been demonstrated to be fully effective.
COMPLETED	Management have asserted that the issue has been resolved. Upon our next cycle of visits, we will test the action taken and whether it has proved effective.
RESOLVED	Management actions have been reviewed and we have confirmed their appropriateness to address the issue raised.

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Prior Issues Raised	Risk	Assessment of Action Taken	Status
<p>1 WATER BILLING SYSTEM During our review of the water billing system, we noted the following:</p> <p>2014 No independent review was performed on the quarterly water billing process and reconciliation.</p> <p>2015 The following reports have been independently reviewed by the Director of Finance and Corporate Services: Water Billing Consumption Report Water Trial Billing Report (initial run); Update Report; and Water Trial Billing Report (final run). However, from the two (2) quarters tested we noted that for the December quarter the 'Water Billing Consumption Report' was not independently reviewed.</p> <p>2016 The March quarter Water Billing Consumption Report was not independently reviewed. Also no reconciliation was performed on the amount confirmed in the SEMA report to reports produced by Synergy soft (Water Trial Billing Report, Water Billing Update Reports and Water Billing total for each GL Code by Batch number).</p>	MEDIUM	<p>We are pleased to report that the quarterly water billing reports have been independently reviewed.</p> <p>Quarterly reconciliations have been performed on the amount confirmed in SEMA report to reports produced by Synergy soft (Water Trial Billing report, Water Billing Update Reports and Water Billing total for each GL code by batch number) and these reports have been independently reviewed and signed off by the Director of Finance and Corporate Services.</p>	RESOLVED

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Prior Issues Raised	Risk	Assessment of Action Taken	Status
<p>2 RECEIPTING SYSTEM</p> <p>Our review of receiving system in relation to cancelled receipts revealed the following discrepancies:</p> <p>2014</p> <p>There were six (6) instances where cancelled receipts did not appear in the End of Day Reports, no cancelled receipt report was printed.</p> <p>There were sixteen (16) instances where cancelled receipts inclusive of explanation and signature of staff responsible were not attached to the End of Day Reports.</p> <p>There was inconsistency on how the cancelled receipts were documented. We noted that different reports were used by different staff for example 'Cash Receipts- Audit Trail', 'Cash Receiving Bank Deposit Listing' and the 'Receiving Update Report'.</p> <p>On the 09/07/2013 the cancellation recorded in SynergySoft was \$150.00, however in the End of Day Report it was recorded as \$186.41.</p> <p>2015</p> <p>There were six (6) instances where the cancelled receipt was not attached to the Audit Trail Report.</p> <p>There were two (2) instances where an explanation was not provided by the cashier for the cancellation, and the attached receipt and/or Audit Trail Report was not signed by the cashier, and</p> <p>There were three (3) instances where the cancellation was not independently reviewed on the Audit Trail Report.</p> <p>Total population of cancelled receipts tested, eighteen (18) items, totalled \$2,750.97. Consequently, the issues above would not cause a material misstatement.</p> <p>2016</p> <p>There were two (2) instances where cancellation of receipts was performed by issuing receipts with negative balances and no explanations were provided by the cashier responsible.</p> <p>Reversals were not independently reviewed and authorised by a supervisor.</p>	<p>MEDIUM</p>	<p>During our May 2017 visit, we were pleased to note that appropriate and sufficient explanations have been provided for cancelled receipts and reversals. Also, both cancelled receipts and reversals have been independently reviewed and authorised by a supervisor.</p>	<p>RESOLVED</p>

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Prior Issues Raised	Risk	Assessment of Action Taken	Status
<p>3 FIXED ASSETS – TRUNKS AND RETICULATION MAINS</p> <p>It was noted at the 30 June 2015 and 30 June 2016 year end visits, that the fixed asset register (BIZASSET) did not reconcile to the written down value in the general ledger for trunk and reticulation mains.</p> <p>The variances noted are due to several reasons, including:</p> <ul style="list-style-type: none"> a) When mains are added to the water network, the costs (material and labour) incurred are taken up in the general ledger however only the cost of material used is taken up in BIZASSET or a standard unit rate is applied. Hence the amount taken up as addition in the general ledger is normally higher than the amount included in BIZASSET. b) Depreciation charges used in the general ledger are based on the depreciation charges calculated from BIZASSET hence these amounts may be understated due to certain costs not included in BIZASSET. c) Disposal of any mains in the general ledger is based on the value recorded in BIZASSET hence amount disposed may be understated. d) Changes made in the BIZASSET parameter may not be reflected accordingly in the general ledger for example changes in the length of a main to reflect actual changes found by Council will change the cost and written down value in BIZASSET but not in the general ledger. e) When individual water meters are replaced as necessary, the cost of materials and labour incurred are capitalised in the general ledger (Account # 5500009 - Reticulation Mains). These costs have not been taken up in the BIZASSET report. Council have capitalised the cost of replacing water meters in the general ledger since the last revaluation exercise. Although Council discontinued this practice in the current year consistent with the recommendation included in our final management letter dated 12 November 2015, previous differences have not been adjusted. 	<p>MEDIUM</p>	<p>This matter will be reviewed at our 2017 year end visit.</p>	<p>ONGOING</p>

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Prior Issues Raised	Risk	Assessment of Action Taken	Status
<p>4 EXPENDITURE SYSTEMS</p> <p>Lack of consistency around when and how purchase orders were to be used. Purchase orders did not need to be approved by a supervisor before being sent to suppliers of goods or services.</p> <p>Although a register is kept on which employee has what series of pre-numbered purchase orders, Council does not have information on how many purchase orders have been used as purchase order books with their duplicate copies are never returned. Also, numerous Council employees are holding purchase order books.</p> <p>The main reason for this is due to the lack of a formal Council procurement policy relating to purchase orders.</p>	HIGH	<p>Our current review revealed Council has adopted a formalised procurement policy on the 15 June 2016. However, Council is still in the process of finalising its staff financial delegation authority and as such purchase orders currently used only has the signature of the staff requesting the goods or services.</p> <p>Also, the manual purchase order register has not been properly updated and Council is considering the use of on-line purchase order module in Synergysoft as opposed to manual register.</p> <p>We will not place reliance on the controls surrounding expenditure system and will perform substantive testing on expenditure incurred for the current year. We will review this matter again in our next interim visit.</p>	ONGOING
<p>5 STORES SYSTEM</p> <p>There is lack of evidence of approval for the store items issued. However, for works such as a meter change a 'Work Order Form' is completed.</p>	MEDIUM	<p>We are pleased that store items issued has been independently reviewed and authorised by a supervisor.</p>	RESOLVED
<p>6 STORES SYSTEM</p> <p>From review of the stores system, it was noted this is mainly controlled by the Storeman at the Blayney depot. The Storeman also has access to SynergySoft and thus he can update the stores items in the system, for example when an item is issued and returned. In addition, we note that stores stocktake is only performed at June year end by the Storeman and the Director of Finance and Corporate Services and there is no formal Council Stocktake policy.</p>	LOW	<p>The quarterly store spot check is now being carried out by the Finance Department and the report produced has been reviewed and authorised by the Director of Finance and Corporate Services.</p> <p>However, it was revealed that other staff beside the store person in charge can access store. This has been raised as a new issue above.</p>	RESOLVED

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Prior Issues Raised	Risk	Assessment of Action Taken	Status
<p>7 SUNDRY DEBTOR RECONCILIATION During our review of the sundry debtor's reconciliation process, Council staff were unable to provide a completed reconciliation for the month of January 2016.</p>	<p>LOW</p>	<p>We are pleased to report that the monthly reconciliations have been completed, signed off by preparer and independently reviewed and authorised by a supervisor.</p>	<p>RESOLVED</p>

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09) FINANCIAL MATTERS (FM.BA.1)

(Peter McFarlane)

RECOMMENDATION:

1. That the information be noted.

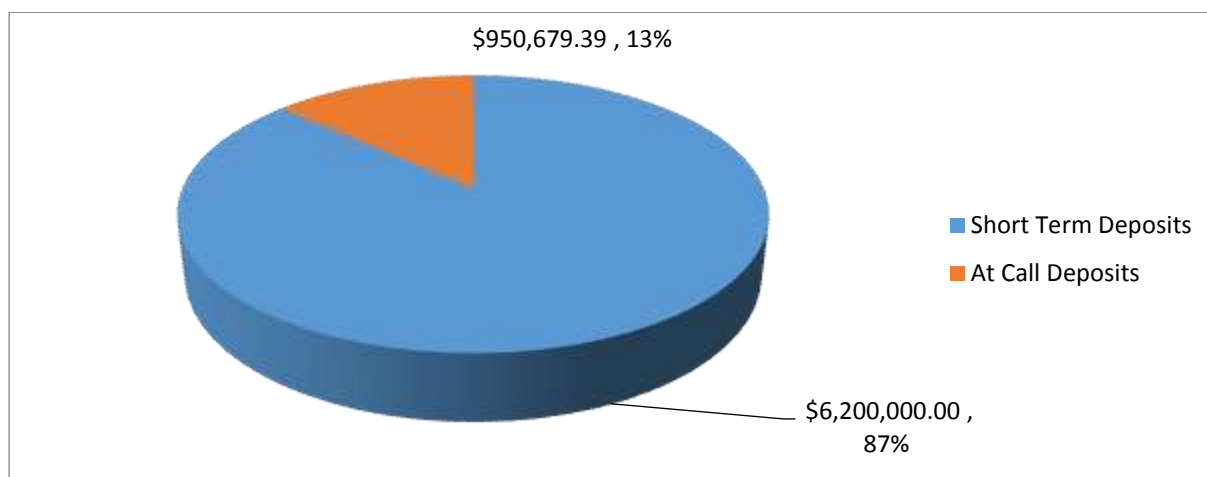
REPORT

Cash and Investments

The below investment summary represents Council’s total investments as at 30th September 2017 in accordance with clause 212 of the Local Government (General) Regulation 2005.

		Term (Days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits	\$6,200,000.00				86.71%
AMP - Curve Securities	500,000	182	2.60%	20/11/17	6.99%
BOQ - Curve Securities	700,000	181	2.60%	5/12/17	9.79%
RimSec - ING	500,000	245	2.62%	13/02/18	6.99%
RimSec - ING	500,000	183	2.50%	13/12/17	6.99%
BOQ - Curve Securities	800,000	273	2.60%	24/04/18	11.19%
AMP - Curve Securities	500,000	182	2.50%	29/01/18	6.99%
Reliance Credit Union	500,000	180	2.70%	2/02/18	6.99%
Reliance Credit Union	500,000	180	2.70%	2/02/18	6.99%
Reliance Credit Union	500,000	180	2.70%	8/02/18	6.99%
AMP - Curve Securities	700,000	182	2.55%	6/03/18	9.79%
Reliance Credit Union	500,000	180	2.70%	12/03/18	6.99%
At Call Deposits	\$950,679.39				13.29%
Commonwealth Bank Cheque Account	\$ 115,535.28	At Call	1.35%	N/A	
Commonwealth Bank - BOS Accounts	\$ 834,239.29	At Call	1.40%	N/A	
Reliance Credit Union - Cheque Account	\$ 904.82	At Call	0.00%	N/A	
Total Value of Investments	<u>\$7,150,679.39</u>				100%

Cash and Investments By Type



Bank Reconciliation as at 30th September 2017

BANK RECONCILIATION

Balance as per Bank Statements	\$	950,679.39
Less Outstanding Cheques	\$	50.00
Add Outstanding Deposits	\$	<u>2,233.68</u>
Balance as per Cash Book	\$	<u><u>952,863.07</u></u>

GENERAL FUND

(a) Cash Book Balance	\$	952,963.07
(b) Bank Balance	\$	950,679.39

The above investments have been secured in accordance with the Act, regulations and Councils Investment Policy.

Peter McFarlane
Responsible Accounting Officer

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

10) DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS (GO.CO.3)

(Gavin Rhodes)

RECOMMENDATION:

1. That the “Disclosures by Councillors and Designated Persons” Returns for the period ending 30 June 2017, as tabled be received.

REPORT

In accordance with Sect 450A of the Local Government Act 1993, all returns disclosing interests of Councillors and designated persons, for the period 1 July 2016 to 30 June 2017, must be tabled at the first meeting of Council following the last day for lodgement of the returns. This date was 30 September 2017.

Accordingly, a copy of the returns will be tabled at this meeting for each Councillor, who held office at 30 June 2017, and the General Manager who was the only designated person during that period.

As noted above this is a requirement of the Local Government Act Sect 450A. Newly elected Councillors will be issued with returns for completion in the near future. These returns must be lodged by 14 December 2017 pursuant to section 449 of the Local Government Act.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

11) HENRY LAWSON FESTIVAL GRENFELL (CR.SD.1)

(Gavin Rhodes)

RECOMMENDATION:

1. For Council's consideration and determination.

REPORT

The Grenfell Henry Lawson Festival of Arts Committee Treasurer, Ms Pene Starr has written to Council seeking support by way of sponsorship for the 2018 Henry Lawson Festival at Grenfell, which is held annually for five days over the June Long Weekend.

Council donated \$250 towards the Henry Lawson Festival in 2017.

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

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

BUDGET IMPLICATIONS

Council's budget can fund a contribution of up to \$250.

POLICY IMPLICATIONS

Nil

ATTACHMENTS

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



EVERY JUNE LONG WEEKEND

Refer to October Council Meeting - ml

Central Tablelands Water
Gavin Rhodes
30 Church Street
Blayney NSW 2799

16th August 2017

Dear Gavin,

2018 is going to be a big year for the Henry Lawson Festival of Arts in Grenfell as we are celebrating the 61st Festival.

We appreciate all the generous donations given to the Festival over the previous years from businesses and individuals. As a free community event, the Festival would simply not be able to continue without this support.

The Festival is an important part of the local economy and provides an economic stimulus for the town. It is one of the longest running arts festivals in NSW and has a wonderful reputation around the region. It provides us the perfect opportunity to showcase all the wonderful talent from right across Australia and offers exposure to approximately 7,000 people.

Whether you are a new business, established business or a former sponsor looking to support the Festival we welcome your donation. It doesn't matter the size, every little bit counts. If you would like to contribute this year we would be most grateful. I have attached the sponsorship form for you and if you wish to sponsor please return it to me by Wednesday 28th February 2018. You can find the sponsorship prospectus at www.henrylawsonfestival.com.au/sponsors if you would like to read about the different levels of sponsorship and the benefits.

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

Yours Sincerely,

Pene Starr
Treasurer
Grenfell Henry Lawson Festival of Arts Committee

P.O Box 77, Grenfell NSW 2810
E: treasurer@henrylawsonfestival.com.au
P: 0427 437 114



Central Tablelands *Water*

Our Reference: COI2027

File Reference: CR.SD.1

Contact: Gavin Rhodes

12 September 2017

Ms Pene Starr
Treasurer
Grenfell Henry Lawson Festival of Arts Committee
PO Box 77
GRENFELL NSW 2810

Dear Ms Starr,

Re: Sponsorship for the 2018 Henry Lawson Festival

Further to your letter dated 16 August 2017, I advise that Council has a policy of all requests for donations are considered by Council on application. Council has subsequently considered the case where an appeal for a donation is received between meetings and has decided that all appeals must still come before Council.

Therefore noting Council's policy, your letter will be submitted to Council at its next meeting on 11 October 2017 for consideration.

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

Yours faithfully,


G. Rhodes
General Manager

12) CENTROC BOARD MEETING HELD 10 AUGUST 2017 (CM.CF.3)

(Gavin Rhodes)

RECOMMENDATION:

1. That Council note the report, Centroc Mayoral Report and associated minutes of the Centroc Board Meeting held 10 August 2017.

REPORT

A Centroc Board meeting was held at Parliament House Canberra on 10 August 2017. The Chairman and General Manager attended and represented CTW. The meeting was very beneficial with the members of the Centroc Board having the opportunity to meet with Federal Ministers and Members to discuss various regional issues.

A copy of the Mayoral Report and the Minutes from the Centroc Board Meeting held 10 August 2017 at Parliament House Canberra are attached to this report for your information.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

- | | | |
|---|---|----------|
| 1 | Centroc Mayoral Board Report and minutes 10 August 2017 | 10 Pages |
|---|---|----------|



**Report from the Mayor attending the Centroc Board Meeting
10 August 2017
Parliament House Canberra**



I attended the Centroc Board meeting at Parliament House Canberra 10 August 2017.

Member for Riverina, the Hon Michael McCormack, Minister for Small Business and his office staff assisted with organising the meeting in Parliament House. The Board thanked Minister McCormack for his support.

The Board were fortunate to have the Deputy Prime Minister, and the following Ministers address the Board.

Ministers that addressed the Board

- The Hon Barnaby Joyce, Deputy Prime Minister
Minister for Agriculture and Water Resources.



- The Hon Fiona Nash, Senator for NSW, Deputy Leader of The Nationals, Minister for Regional Development, Minister for Regional Communications and Minister for Local Government and Territories
- The Hon Greg Hunt, Member for Flinders
Minister for Sport and Minister for Health
- The Hon Ken Wyatt, Member for Hasluck
Minister for Aged Care and Minister for Indigenous Health
- The Hon Dr David Gillespie, Member for Lyne
Assistant Minister for Health
- The Hon Darren Chester, Member for Gippsland
Minister for Infrastructure and Transport
- The Hon Simon Birmingham, Senator for SA
Minister for Education and Training
- The Hon Josh Frydenberg, Member for Kooyong
Minister for the Environment and Energy
- The Hon Michael McCormack, Member for Riverina
Minister for Small Business
- The Hon Angus Taylor, Member for Hume
Assistant Minister for Cities and Digital Transformation
- Mark Coulton, Member for Parkes
- Andrew Gee, Member for Calare





Follow up actions with Ministers will be undertaken and reported back to the Board.

I provide the following report for Council's information, along with the meeting minutes.

Transport Infrastructure – The issue of the Bells Line connectivity from Central NSW to Sydney was raised with the majority of Ministers throughout the day with encouragement from Mayors across the region to continue progressing this initiative.

A meeting for all interested Mayors to discuss further progress will be called as soon as possible.

Water Security -Advice received from the Deputy Prime Minister, the Hon Barnaby Joyce, prompted an urgent meeting to be held with Minister Niall Blair to provide feedback on the status of Federal water infrastructure funding in the context of the Lachlan Valley Water Security Investigations.

Health –the Board resolved to reiterate its support for the Murray Darling Medical School, and to undertake further advocacy work with the Member for Calare, Mr Andrew Gee.



Regional Development – Discussion was held around the Economic Development Plans based on Functional Economic Regions rolling out across the region. The Board will be seeking further follow up with DPC regarding the purpose and optimisation of this work by the State given funding will be contingent on this State led initiative.

Planning –The Board was thanked for their support for the Regional Plan (Central West and Orana Regional Plan). A significant amount of programming will occur in Central NSW as a result.

Advocacy will be ramped up in support of the Inland Code for planning recognising that not one size fits all especially considering planning outside of metropolitan Sydney.



Representatives will be meeting to discuss options for a regional body politic under the Local Government Act given the Joint Organisation legislation is not being progressed by the State.

Tourism – Members were encouraged to attend the next Tourism Managers Group meeting 6 September.

A meeting with Andrew Gee will be arranged to discuss ways the region can support Tourism Data.

Operational – A high level business case was provided for a combined LED with Smart Controls project across four neighbouring ROCS, called ‘Southern Lights’ the Board adopted this document. The Board also approved the next steps in researching this opportunity.

Financial – The Board anticipates a full year profit after 2016/2017 reserves of \$18,843 against a budgeted loss of \$697.



Cr Bill West Mayor of Cowra will act in the role of the Chair while Cr Medcalf is holidaying overseas.

I think you would agree the visit to Parliament house and the support from Michael McCormack was successful this year. There is a lot of valuable regional collaborative activity going on and Centroc members should be congratulated for their ongoing ability to work together for better outcomes for the region. I commend this report to you for noting.

Recommendation/s
That the Mayoral Report from the Centroc Board Meeting 10 August 2017 at Parliament House be noted.



Cr G Hanger	Bathurst Regional Council	Mr G Faulkner	Lithgow City Council
Mr D Sherley	Bathurst Regional Council	Cr K Sajowitz	Oberon Council
Cr S Ferguson	Blayney Shire Council	Mr G Wallace	Oberon Council
Ms R Ryan	Blayney Shire Council	Mr G Styles	Orange City Council
Cr I Gosper	Cabonne Council	Cr K Keith	Parkes Shire Council
Mr S Harding	Cabonne Council	Mr K Boyd	Parkes Shire Council
Cr D Somerville	Central Tablelands Water	Cr B McCormack	Upper Lachlan Shire
Mr G Rhodes	Central Tablelands Water	Mr J Bell	Upper Lachlan Shire
Cr B West	Cowra Council	Cr M Liebich	Weddin Shire Council
Mr P Devery	Cowra Council	Mr G Carroll	Weddin Shire Council
Cr G Miller	Forbes Shire Council	Ms J Andrews	RDACW
Mr D Green	Forbes Shire Council	Ms J Bennett	Centroc
Ms W Tuckerman	Hilltops Council	Ms M Macpherson	Centroc
Mr A McMahon	Hilltops Council	Ms A Thomas	Centroc
Cr J Medcalf	Lachlan Shire Council	Ms V Page	Centroc
Mr R Hunt	Lachlan Shire Council		

Minutes of the Board Meeting 10 August 2017 held at Parliament House

Board Delegates in bold

1. Welcome

The meeting was opened at 8.55am by Chair **Cr J Medcalf** for the 4th Centroc Board meeting in Parliament House, Canberra

2. Apologies

Cr J Davis, Cr S Lesslie, Mr A Albury, Mr Reg Kidd

Resolved	Cr G Miller/Cr K Keith
That the apologies for the Centroc Board meeting 10 August 2017 listed above be accepted.	

Meeting adjourned to hear Federal Ministers response to Centroc Priorities. Notes from this session are provided separately.

3. Ministers that addressed the Board

**The Hon Michael McCormack, Member for Riverina
Minister for Small Business**

**The Hon Ken Wyatt, Member for Hasluck
Minister for Aged Care and Minister for Indigenous Health**

**The Hon Darren Chester, Member for Gippsland
Minister for Infrastructure and Transport**

**The Hon Simon Birmingham, Senator for SA
Minister for Education and Training**



**The Hon Josh Frydenberg, Member for Kooyong
Minister for the Environment and Energy**

**Mark Coulton, Member for Parkes
11.15am Mr Robert Hunt left room, returned 12.00pm**

**The Hon Fiona Nash, Senator for NSW, Deputy Leader of The Nationals, Minister for
Regional Development, Minister for Regional Communications and Minister for Local
Government and Territories**

Andrew Gee, Member for Calare

**The Hon Dr David Gillespie, Member for Lyne
Assistant Minister for Health**

**The Hon Greg Hunt, Member for Flinders
Minister for Sport and Minister for Health
12.21pm Mr Danny Green departed the room**

**The Hon Angus Taylor, Member for Hume
Assistant Minister for Cities and Digital Transformation**

**The Hon Barnaby Joyce, Deputy Prime Minister
Minister for Agriculture and Water Resources.**

The meeting Normal Business began at 1.40 pm

The Chair recognised Cr Ian Gosper and Cr John Davis for their contribution to the Centroc Board and wishes them well for the future.

The Chair congratulated members Parkes and Upper Lachlan for their recent RH Dougherty LGNSW awards:

Parkes for Excellence in Communication award in Division A - Population less than 30,000 for corporate website and social media channel development.

Upper Lachlan as Winner in the category of Reporting to Your Community, Division A (population of less than 30,000).

4. Minutes

4a Noting of the Minutes of the GMAC Meeting 27 July 2017

Resolved	Mr K Boyd/Mr G Carroll
That the Minutes of the Centroc GMAC Meeting 27 July 2017 held in Orange be noted.	

4b Confirmation of the Minutes of the Board Meeting 25 May 2017 Parliament House Sydney

Resolved	Mr J Bell/Mr D Sherley
That the Minutes of the Centroc Board Meeting 25 May 2017 held at Parliament House Sydney be confirmed.	

4c Noting of the Centroc Executive meeting 27 July 2017 at Orange



Resolved	Cr K Keith/Mr D Sherley
That the Minutes of the Centroc Executive meeting 27 July 2017 at Orange be noted.	

5a. Business Arising from the Minutes – Matters in Progress

Resolved	Mr D Sherley/Mr K Boyd
That the Board note the Matters in Progress, making deletions as suggested and note that the CEEP 2 monies be reserved for progressing initiatives in the energy sector with advice at quarterly review.	

6 Correspondence

6a Correspondence In

Resolved	Mr D Sherley/Mr J Bell
That the Board note the incoming correspondence.	

8b Correspondence Out

Resolved	Mr D Sherley/Cr K Keith
That the Board note the outgoing correspondence.	

7 Reports

7a Transport Infrastructure including Bells Line of Road

Resolved	Cr K Keith/Cr G Miller
That the Board note the Transport Infrastructure Report; and	
<ol style="list-style-type: none"> 1. Call a meeting for interested Centroc Mayors to progress Bells Line Expressway as soon as possible; and 2. Send a letter of thanks to Mr Ian Armstrong. 	

2.00pm Upper Lachlan Shire Council departed the room

7b Water Infrastructure Report

Resolved	Cr D Somerville/Mr K Boyd
That the Board note the Water Infrastructure report and:	
<ol style="list-style-type: none"> 1. Endorse the response to Questions on Notice from the Public Hearing of the General Purpose Standing Committee No.5 Inquiring into Augmentation of Water Storages made under the hand of the Chair; 2. Commend to members the regional procurement of a third party to run the National Asset Management Assessment Framework (NAMAF) across Centroc member Councils inclusive of all asset classes to improve asset management practices at an estimated cost of up to \$25K per Council; 3. Provide representation to a meeting with Lachlan Valley Water to discuss options to achieve mutually beneficial results for communities in the Lachlan catchment; 4. Meet with the State Minister regarding the imminent deadline of Cranky Rock proposal; and 5. Develop a regional water security project for funding. 	

7c Health Report

Resolved	Cr J Medcalf/ Mr G Carroll
That the Board note the Health report and	
<ol style="list-style-type: none"> 1. review the Health Advocacy Plan in line with advice from the Charles Sturt University commissioned reports "PPB MDMS Economic Impact Report" and "MDMS Clinical Placement Assessment"; 2. the Executive investigate the alternative model for the Murray Darling Medical School as suggested by the Minister for Health; 	



3. invite the Chancellor of CSU to provide an update on health workforce training; and
4. reiterates its support the Murray Darling Medical School

7d Regional Development

Resolved **Cr B West/Mr G Styles**

- That the Board note the Regional Development report and;
1. Delete from the Management Plan for this year the item 1c Advocacy Support CNSWT through the change period as Destination Networks are implemented;
 2. Seek advice from the Department of Premier and Cabinet on opportunities in Central NSW for campuses for the Country University;
 3. Endorse the submission to the Inquiry into Regional Development and a Global Sydney;
 4. Through the Chair write to the Department of Premier and Cabinet seeking to ensure that RDA Central West is included in the Regional Leadership Executive Subcommittee for Economic Development for the Central West;
 5. Seek feedback from the Department of Premier and Cabinet on the purpose and optimisation of the Economic Development Plans based on “Functional Economic Regions” rolling out across Central NSW; and
 6. Review intergovernmental collaboration with a view to watching briefs where there is no traction.

7e Planning Report

Resolved **Mr G Styles/Cr B West**

- That the Board note the Planning Report and
1. Write to members thanking them for their support of the Regional Plan noting their efforts have resulted in a significant number of priority actions occurring in this region;
 2. Ramp up advocacy in support of the Inland Code SEPP;
 3. Advocate to have funding provided from the Planning Reform Fund for members Councils to progress the strategic work required to inform the development process;
 4. The progression of the OEH funded Biodiversity Reforms Support Program be supported in principle subject to the contract being satisfactorily developed and this be under the auspices of the Sponsoring General Managers;
 5. A report be received by the next Executive meeting progressing advice for the Board on the option of a regional body politic under the Local Government Act;
 6. Review intergovernmental collaboration with a view to watching briefs where there is no traction; and
 7. Support the preferences of members regarding “Functional Economic Regions” including that they fall into planning regions and include RDACW as stakeholders in the Regional Economic Development Plans under development through the Department of Premier and Cabinet.

7f Tourism Report

Resolved **Mr G Styles/Cr B West**

- That the Board note the Tourism Report and
1. Endorse Ms R Ryan as Sponsoring General Manager for Tourism;
 2. Encourage attendance at the next meeting for tourism to be held in Cowra 6 September;
 3. Note that a report will go to the Executive regarding engagement going forward with Destination Country and Outback including intentions regarding CNSWT intellectual property;
 4. Seek advice on processes going forward to ensure engagement with this region in light of the decision on headquarters’ location;
 5. Note that it is requested that the Chair or Nominee become a delegate to the Destination Network Outback and Country Board; and



6. Ask the Member for Calare Mr Andrew Gee if there is support the region can provide regarding tourism data for the link between Mudgee and Orange at Dixon's Long Point.

7g Operational Report

Resolved	Mr R Hunt/Cr K Keith
That the Board note the Operational Report and	
1. Encourage members to give consideration to signing up to the Cities Power Partnership;	
2. adopt the Southern Lights High Level Business Case;	
3. develop policy on options for the ownership of luminaires for streetlights;	
4. develop more detailed advice on a pathway for a rollout of LED Luminaires with smart controls across southern NSW;	
5. negotiate with Essential Energy to	
a. delay bulk rollout lamp replacement where possible; and	
b. optimise the rollout LED luminaires with smart controls;	
6. meet with Ministers and key representatives of OEH and other agencies to progress this initiative;	
7. thank Cr Gander of Orange City Council for his assistance in advocating for the Southern Lights Project	
8. receive advice on the management of bulk rollouts;	
9. commend to members they write to Essential Energy with a view to enable ESCs for spot replacements of street lights;	
10. commend to members they use a proforma letter developed by Centroc staff with a review of terms and conditions and providing advice as suggested in the body of the report to the Essential Energy letter dated 8 June on LED pricing.	
11. progress to Request for Proposal for Phases 2 and 3 of the mid-scale solar implementation roadmap, a comprehensive solar options analysis and a preliminary site preparation assessment for all interested Councils	
12. systematically identify the sites suitable for solar installation, and the maximum capacity which may be installed at each potentially through economy of scope with other Centroc energy programming. This work to include:	
a. For each of these generation sites compile the onsite consumption in order to assess the proportion of output which would be used behind the meter, to inform the business case;	
b. Identifying the capacity of solar that can be installed for behind the meter consumption, the additional capacity if the maximum capacity was installed at each site, and therefore the generation available for Local Electricity Trading ('netting off') from each site and in total;	
c. Determining a phased program of installation per year, which would suit Councils' program of works and other objectives;	
d. Including requirements in the request for electricity supply to allow for the phased installation of solar on both small and large sites, including the requirement to net off as relevant. (draft contract wording included in Appendices 1 and 2) noting that further work may be done regarding retailers that may need the exact system size proposed for each site before they will provide a proposed Feed in Tariff cost structure;	
e. include the tendering for a joint purchase of solar PV in order to reduce cost;	
13. investigate the option of purchase from solar farms via PPAs, including the option of a large regional purchase with other Centroc councils. Essential Energy should be included in these discussions. This could also include work with South Sydney Regional Organisation of Councils;	
14. support progressing power of choice metering with members Councils;	
15. maintain a watching brief on interest in progressing a community solar and battery storage project;	
16. maintain a watching brief on storage as a service; and	



- 17. approve contribution of up to \$12k to engage Next Energy to complete a detailed business case for the Southern Lights Project, in collaboration with REROC, RAMROC and CBRJO; and
- 18. develop Advocacy Policy for Energy.

7i Financial report

Resolved	Mr D Sherley/Mr R Hunt
That the Board note the Financial Report and;	
1. gives permission for the audited accounts to be signed under the auspices of the Treasurer if the final result after the audit does not differ greatly from figures presented in this report; and	
2. note the 2017/2018 budget.	

8. Late Reports - Nil

9. Other Matters

9a

Resolved	Cr M Liebich/Cr G Miller
That the Board deputise Cr B West acting in the Chair in the absence of Cr J Medcalf for the next month.	

9b

Resolved	Cr Ken Keith/Cr B West
That the Board thank Michael McCormack for his support hosting the Centroc Board at Parliament House.	

9c

Resolved	Cr Ken Keith/Cr B West
That the Board congratulate Ms Julia Andrews on her appointment as Executive Officer of Regional Development Australia Central West	

10. Speakers to the next meeting

- Board - Andrew Harvey, PHN
- Board - Statewide Chair, Bill Warne and Chief Executive of JLT, Leo Demer
- GMAC – ICAC Yvonne Miles, Principal Officer, Corruption Prevention
- GMAC – Privacy Commissioner
- GMAC – State Cover
- GMAC - Representative of EMS (Energy Management Services)

11. Next Meetings

- Board – 23 November – Hilltops
- Executive – 26 October – Orange
- GMAC – 26 October - Orange

The General Meeting of the Board closed at 3.05pm

Page 6 is the last page of the Centroc Board Minutes 10 August 2017

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

(Leonie Freeth)

RECOMMENDATION:

1. That the information be noted.

REPORT**a) *Meter Reading***

The first meter read for the 2017/18 financial year commenced at Grenfell on the 13th July 2017 and was finalised in early August 2017.

b) *Meter Change Program*

The meter change program continued throughout the County area with sixty-five meters replaced that were reading over 7,500kLs.

c) *Filtration Plant Maintenance*

Two lagoons at Carcoar Water Treatment Plant were cleaned.

d) *Reticulation Maintenance*

Reticulation Flushing was completed in Carcoar, Mandurama and Lyndhurst townships. Exercising of stop valves was undertaken in Canowindra and Quandialla. Maintenance of hydrants at Grenfell continued.

Widening of Cargo Road leading into Cargo township necessitated replacement of 250 metres of reticulation main.

A 100mm creek crossing in Polyethylene at Somers was completed

e) *Gooloogong Bore*

CTW is currently examining replacement of the No. 1 Gooloogong bore column and bore pump, following issues with operation during the 2016/17 summer period.

f) *Pump Station Maintenance*

Bi-monthly pump station maintenance checks were undertaken on Broad St, Canomodine, Gooloogong Surface Pumps, McDonalds Lane, North Grenfell, North St, Quandialla Bore, Quandialla Surface, Cargo, Trajere, Newry Downs, Trunk Main L Booster and Sugarloaf, with no major faults or issues identified.

A pump from North Canowindra was re-installed at Palona Pump Station to confirm sufficient pump capacity. While CTW always have duty/standby installations, purchasing "sister" pumps across the network provides additional safeguards.

g) *WH&S*

Work, Health & Safety Audits took place at Grenfell Depot, Cudal Depot, Canowindra Depot, Blayney Water Treatment Plant & Carcoar Water Treatment Plant.

h) *Reservoir Integrity Checks*

Reservoir Integrity Checks have been completed on most reservoirs which is a requirement of DPI Water & NSW Health.

i) *Asset Officer*

The CTW Asset Officer commenced work at the end of August 2017 and immediately commenced work on the revaluation of assets.

j) *Drinking Water Management Plan*

The Annual Review of the CTW Drinking Water Management Plan is currently being undertaken.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

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

(Leonie Freeth)

RECOMMENDATION:

1. That the information be noted.

REPORT**k) *Main Breaks***

The main failures recorded during the past two months are listed in the table below.

Location		Date	Size	Comment
Carcoar	Rodd Street	20/08/2017	100mm	DNR
Canowindra	Rodd Street	21/9/2017	100mm	DNR
Trunk Main C		8/09/2017	200mm	
Trunk Main U		11/09/2017	150 mm	

l) *Service Complaints and Requests*

A summary of service complaints and requests received for the last two months are as follows:

Row Labels	
BLAYNEY	17
BURST METER	4
CHECK METER READING	2
DIRTY WATER COMPLAINT	1
LEAKING METER	3
LEAKING SERVICE	1
LOW PRESSURE COMPLAINT	1
METER NOT SHUTTING OFF	2
PATHCOCK FAILURE	1
QUALITY COMPLAINT	2
CANOWINDRA	22
BURST METER	1
CHECK METER READING	1
LEAKING METER	8
LEAKING SERVICE	1
MAIN BREAK	2
MAINTENANCE - GENERAL	3
METER NEW/REPLACEMENT	1
METER NOT SHUTTING OFF	2
PATHCOCK FAILURE	1
PRV ISSUE/MAINTENANCE	2
CARCOAR	3
LEAKING SERVICE	3

CUDAL	2
LEAKING METER	1
METER NEW/REPLACEMENT	1
EUGOWRA	5
LEAKING METER	3
METER - SPECIAL READING	1
METER NOT SHUTTING OFF	1
GRENFELL	16
LEAKING METER	7
LEAKING SERVICE	1
MAINTENANCE - GENERAL	3
METER NOT SHUTTING OFF	2
NO WATER COMPLAINT	2
PRV ISSUE/MAINTENANCE	1
LYNDHURST	3
BURST METER	1
LEAKING METER	1
NO WATER COMPLAINT	1
MANDURAMA	3
CHECK METER READING	1
LEAKING SERVICE	1
PATHCOCK FAILURE	1
MANILDRA	4
BURST METER	1
LEAKING METER	1
LEAKING SERVICE	2
MILLTHORPE	7
DIRTY WATER COMPLAINT	1
HYDRANT LEAKING	1
LEAKING METER	3
NO WATER COMPLAINT	1
PATHCOCK FAILURE	1
QUANDIALLA	1
LOW PRESSURE COMPLAINT	1
TRUNK MAINS	2
TRUNK MAIN K	1
TRUNK MAIN U	1
Grand Total	85

m) Lake Rowlands

The level of Lake Rowlands has increased from 88% (06.06.2017). to 93% (10.10.2017)

n) *New Water Services*

During the past two months there have been ten new domestic water service connected to Council's mains.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

15) TRUNK MAIN 'K' RENEWAL PROGRESS REPORT (WS.AM.1)

(Leonie Freeth)

RECOMMENDATION:

1. That the information be noted.

REPORT

Trunk Main K supplies Grenfell with water from the Central Tablelands Water (CTW) system. Built in 1946, Trunk Main K stretches across 34 kilometres from Gooloogong to Grenfell. The pipeline is cast iron, and while the main has reliably delivered water to the town of Grenfell for the last 70 years, there are some areas of the pipeline that are beginning to fail. The Capital Works budget for replacement of Trunk Main K is \$6.2 million currently planned to extend across the 2015/16 – 2017/18 financial years.

Stage 1 construction (12.6 kms pipeline between McDonald's Lane pump station and Grenfell North Reservoir) commenced on 21st November 2016 and was completed in April 2017. Commencement of Stage 2 has been delayed owing to the considerable effort and attention required on the Regional Water Security Pipeline project.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

16) DRAFT BACKFLOW PREVENTION POLICY (WS.SP.1)

(Leonie Freeth)

RECOMMENDATION:

1. That Council endorse the draft Backflow Prevention Policy as presented and place on public display for a period of 28 days with a view to adoption at the December 2017 meeting of Council.

REPORT

In 2015, Central Tablelands Water (CTW) developed a risk-based drinking water management system (DWMS) to fulfil its obligations under Division 1 Section 25 of the NSW *Public Health Act 2010* and part 5 Section 34 of the Public Health Regulation 2012. The DWMS was developed in accordance with the “*Framework for Management of Drinking Water Quality*” in the *Australian Drinking Water Guidelines 2011* (ADWG). In particular, CTW’s DWMS contains an Improvement Plan with 48 actions to be completed by 2020.

The DWMS and supporting documentation are reviewed each year with a particular focus on the effectiveness of the DWMS and the implementation of the Improvement Plan. The Plan identified the development of a backflow prevention policy as a high priority for CTW.

The draft Backflow Prevention policy is intended to protect the CTW systems from contamination and therefore provide safe drinking water.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft Backflow Prevention Policy, Version 1.1 Pages 5

Central Tablelands *Water*



Backflow Prevention Policy

Policy Number:		
Policy Title:	Backflow Prevention Policy	
Responsible Officer:	Director Operations and Technical Services	
Adopted:	Date:	Minute Number:
Last Reviewed:	Date:	
New Review:	Date:	
Version Number:	1.1	

PART 1 : INTRODUCTION

1.1 Policy Objective

The objectives of the backflow prevention policy are:-

- To separate and protect the potable water supply from real or potential hazards by the installation of backflow devices.
- To minimise cross connection and thus reduce the possibility of backflow.
- To contain any real or potential hazard within the boundaries of the consumer's property.
- To ensure that non potable water from each end user does not infiltrate the Council water supply.

Central Tablelands Water as the supplier of water to the public undertakes to provide safe drinking water to the consumer's property. Council ensures this by protecting the systems from contamination or pollution. With this in mind Council aims to make all new and existing water connections compliant with the Local Government Acts and Australian Standards.

1.2 Scope of Policy

This policy applies to all new and existing customers and properties connected to, or wishing to connect to, the Central Tablelands Water supply systems.

1.3 Backflow

Backflow is the reverse flow of waters or other liquids from a potentially polluted source into the town's water supply. This is caused by several conditions:-

- Backsiphonage – is where the pressure in the reticulation system becomes less than atmospheric, this causes water from connected properties to flow backwards into the town's supply, eg watermain break.
- Backpressure – is when the consumer's water pressure is greater than the pressure in the town's water supply.
- Cross-connection – is a direct or indirect physical connection of a potable water supply to a line that is non-potable, eg town water supply to a rain water supply.

1.4 Related Documents

- Plumbing Code of Australia
- Australian and New Zealand Standards AS/NZS 3500.1:2003
- Plumbing and Drainage Act 2011
- Local Government Act 1993 Section 124 Order 5.
- Local Government (Water Services) Regulation 1999 Part 4 Clause 22.

PART 2 : POLICY CONTENT

2.1 General Principles

Central Tablelands Water requires the installation of backflow prevention devices at all property connections, including but not limited to, residential, rural, commercial and industrial properties. Backflow prevention devices prevent contamination and backflow of contaminants into the water supply distribution and reticulation systems.

2.2 Backflow Prevention Devices

Compliant backflow prevention include the following devices:

- **Break tanks** - A tank system specifically designed for backflow prevention registered by, or on behalf of a regulatory authority, for inspection and maintenance.
- **Air Gaps** - A device or system installed for backflow prevention registered by, or on behalf of, a regulatory authority for inspection and maintenance. Air gap for a water supply system is specifically defined as the unobstructed vertical distance through the free atmosphere between the lowest opening of a water service pipe (or fixed outlet) supplying water to a fixture or receptacle and the highest possible water level of that fixture or receptacle
- **Testable Reduced Pressure Zone Device** - A device to prevent backflow caused by back siphonage or backpressure in a water reticulation system that incorporates two independently operating force loaded non-return valves. These automatically drain to waste whenever the pressure in the system (between the upstream and downstream non-return valves) drops to less than 14 kPa below the pressure at the inlet to the upstream non- return valve
- **Double check valve assembly** - A device to prevent backflow caused by backpressure, which has two independently operating force loaded non-return valves and incorporates specific test points for in-service testing

All domestic meters have a dual check device incorporated within the water meters provided by Council for 20mm and 25mm meters, larger meters require separate devices. Owners of properties with meters larger than 25mm will be required to install an appropriate backflow prevention device – usually a Dual Check Valve – subject to an assessment of the property's water use activities.

The device required will be identified by the hazard rating detailed below (AS/NZS 3500:1 Section 4 table 4.1 and table F1, F2 and F3).

2.3 Hazard Ratings

Hazard Ratings are as follows:

- **High Hazard;** Any condition, device or practice within the water supply system and its operation, which has the potential to cause death.
- **Medium Hazard;** Any condition, device or practice within the water supply system and its operation, which could endanger health.
- **Low Hazard;** Any condition, device or practice within the water supply system and its operation, which would constitute a nuisance but not endanger health

2.4 Policy

The maintenance and testing of backflow prevention devices shall be carried out by authorised persons, who are accredited to carry out testing procedures AS/NZS 3500:1 at the property owner's expense.

A containment backflow prevention device is required regardless of zone or individual protection. As Central Tablelands Water cannot guarantee the integrity of zone or individual protection on a customer's site, we cannot guarantee the protection of the drinking water supply from backflow unless the site is contained at the boundary. The device to be installed on the property is determined by the hazard rating of the processes on site. If the hazard rating varies due to multiple business processes, the highest rating should be applied.

Cross-connection

Where, in the opinion of Council, a potential or physical cross-connection is found in the water service at any property, the property owner shall upon written advice by Council ensure that such a cross-connection is immediately disconnected or altered to comply with Council's requirements or otherwise be removed. Failure to comply within the period nominated by the Council may result in the immediate restriction or disconnection of the property from Council's water supply.

Fire Services

Separate hydrant and sprinkler services require the installation of a double check valve assembly. On a separate hydrant and sprinkler fire service at a non-residential property, the device shall be installed close to where the water service crosses the property boundary, prior to any booster assembly. A hydraulic design is required for any fire service assembly 32 mm or greater, and are to be completed by a competent person (Code of Practice 2.2.8).

Backflow prevention devices reduce pressure and must be taken into account during the design process.

Existing Properties without Backflow Prevention

In cases where Council becomes aware that an existing connection does not have backflow prevention protection Council will instruct the property owner to comply with this policy within seven (7) days of receipt of Council's notice. If the property owner fails to comply with Council's notice, Council's plumber will enter the property, under Sections 191, 191A or 192 of the Local Government Act, and install a backflow prevention device (supplementary containment, zone or individual devices). All costs incurred by Council taking this action will be met by the property owner.

Rainwater Tanks with Council Supply Back Up Connection

NSW Health and Central Tablelands Water does not recommend the interconnection of rainwater tanks with the potable or non-potable supplies. Where interconnection does occur rainwater tanks are to have

- a dual check valve as zone and containment protection if the tank is above ground or
- a testable double check valve as zone and containment protection if fully or partially buried (Code of Practice 2.2.9).

Standpipes

Council has a number of fixed standpipes available where bulk water is required directly from the main (i.e. flow rates, pressure requirements etc). Private non-fixed standpipes are not to be used to draw water under any circumstances. If a standpipe is required a Central Tablelands Water Council employee will supply, install and monitor the water supply from a Council standpipe at the applicants cost (as per Council's published fees and charges).

Testable Devices

In some circumstances, backflow devices require annual testing to ensure that they are operating appropriately (i.e. devices containing a high hazard property rating such as chemical mixing, stock drinking troughs, water tanker filling points etc). Council will maintain a database of all registered backflow devices. All testable devices must be registered with Council, tested on installation and then tested annually at the owners expense.

The property owner must undertake the necessary arrangements to install, to have tested and to register backflow devices by:

- engaging a licensed plumber for installation of such devices. Backflow prevention devices shall comply with Australian Standard AS2845 Water supply – Backflow Prevention Devices.
- engaging a licensed plumber, qualified in Backflow Prevention for testing of such devices;
- ensuring the submission of appropriate documentation (initial and annual test reports). Testing, and maintenance where necessary, must be carried out by a licensed plumber qualified in Backflow Prevention, and in accordance with AS2845 Water supply – Backflow prevention devices Part 3: Field testing and maintenance of testable device.

Council shall give notice to the property owner(s), or their designated contact person, approximately four (4) weeks in advance of when annual testing and certification of devices is required and due. Results of the testing and maintenance must be forwarded to Council within 2 weeks of the test date.

Where a customer has failed to install, register, test or maintain backflow prevention devices(s), Council may do one or more of the following (as applicable):

- test and certify the device and charge a fee to the property owner (or delegate)
- apply a water flow restrictor to the metered water service for the property, and charge a fee for the removal of the restrictor
- disconnect the water service if Council believes that the hazard presented by the activities on the property presents an unacceptable risk to the water supply, and charge a fee for the disconnection/reconnection.

17) DRAFT CLOSED CIRCUIT TELEVISION (CCTV) POLICY (RM.PO.4)

(Leonie Freeth)

RECOMMENDATION:

1. That Council endorse the draft Closed Circuit Television (CCTV) Policy as presented and place on public display for a period of 28 days with a view to adoption at the December 2017 meeting of Council.

REPORT

In 2016 and 2017, the Blayney Depot at Kingham Lane was broken into on three occasions resulting in significant loss and damage of plant and equipment. As a result, CTW has installed a Closed Circuit Television (CCTV) system at the Depot. In addition, CCTV systems are being installed at the new pump stations currently being constructed as part of the Regional Water Security Pipeline.

A draft CCTV policy has been developed to clearly detail the purpose, use and access of the CCTV systems. That is, that the objectives of the CCTV systems are:

- To support the security of assets by acting as a deterrent against acts of vandalism and theft.
- To support a variety of other security strategies, systems and facilities already adopted across CTW infrastructure, including lighting and access control.
- To assist in identification and prosecution of offenders.

The CCTV Systems are not designed to provide workplace surveillance.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft CCTV Policy, Version 1.1 Pages 3

Central Tablelands *Water*



Closed Circuit Television Policy

Policy Number:		
Policy Title:	CCTV	
Responsible Officer:	Director Operations and Technical Services	
Adopted:	Date:	Minute Number:
Last Reviewed:	Date:	
New Review:	Date:	
Version Number:	1.1	

PART 1 : INTRODUCTION**1.1 Policy Objective**

The objectives of the Closed Circuit Television (CCTV) Policy are:

- To support the security of assets by acting as a deterrent against acts of vandalism and theft.
- To support a variety of security strategies, systems and facilities already adopted across CTW infrastructure, including lighting and access control.
- To assist in identification and prosecution of offenders.

It is acknowledged that CCTV cameras installed on CTW property may also capture Council staff performing work tasks. The CCTV Systems are not designed to intentionally provide workplace surveillance.

CCTV systems and collection of recorded material/information from those systems will be managed in accordance with relevant legislation, regulations including the *Workplace Surveillance Act 2005 (NSW)*.

1.2 Scope of Policy

This policy applies to all new and proposed CCTV systems installed on CTW property.

1.3 Related Documents

- Security Industry Act [NSW] 1997;
- Workplace Surveillance Act [NSW] 2005;
- Government information (Public Access) Act 2009; and
- Privacy and Personal Information Protection Act [NSW] 1998

PART 2 : POLICY CONTENT

2.1 Access

Access to CCTV systems, whether to operate equipment or view recorded material is strictly limited to authorised CTW Staff as approved by the Director Operations & Technical Services.

Information and recordings will not be made available to third parties except in the following circumstances:

- To assess or investigate an occupational health and safety incident, hazard or other complaint.
- To identify and investigate an unlawful act, security breach or suspected criminal conduct (incl. referral to NSW Police).
- To ensure the Stores Procedure is being observed.
- To monitor access to premises and to detect unauthorised access.
- Where required to meet a legal requirement.

Requests for third party access to recorded material must be made to the Director Operations & Technical Services, clearly outlining the reason for access in accordance with the circumstances listed above. CTW Staff will be advised of the location of all CCTV installations in the CTW system.

2.2 Information Protection and Management

CTW will ensure that no CCTV system will be used to invade the privacy of any individual (except for legal purposes or in accordance with this policy). Recorded material and information from CCTV systems will be managed in accordance with the requirements of the Privacy and Personal Information Act 1998 (NSW) and other relevant legislation and policies relating to the control of personal information.

Recorded material will be kept on the system for no longer than 30 days, after this period it will be written over. Where an incident occurs and it is captured on CCTV, recorded material will be retained and will be stored in a secure location that is only accessible by the Director Operations & Technical Services. Recorded material will only be retained for more than 30 days where it is required in relation to an investigation, incidents or legal proceedings, in which case retention and disposal requirements apply as specified in the NSW State Records Retention and Disposal Authorities.

2.3 System Use

All persons involved in the operation, use and maintenance of CCTV systems (operating staff) have a responsibility to ensure due care and diligence is exercised at all times to protect the integrity of systems and information, and to prevent improper disclosure of information.

Operating staff must undertake their duties in accordance with this policy. Any misuse of CCTV systems, information and recorded material produced by the systems, or activity otherwise inconsistent with the conditions of this policy, is considered misconduct. Acts of misconduct will be subject to investigation and, depending on the outcomes of that investigation, may be subject to disciplinary action.

18) PROPOSED BOUNDARY READJUSTMENT (WS.SP.4)

(Leonie Freeth)

RECOMMENDATION:

1. That Council approve the proposed boundary readjustment in principle, and
2. That a plan of the proposed boundary readjustment be reported to Council once completed, for endorsement.

REPORT

In 2016, CTW re-negotiated the leases of CTW land located upstream of Lake Rowlands at Darrington Bridge, Blayney. CTW owns Lot 1 DP 1149009. In the past, CTW has leased to Mr Graham Whitehead who owns the properties immediately adjacent to the lot.

As part of the lease renegotiation, a portion of CTW land (Lot 1 DP 1149009), approximately 8 hectares, was removed from the portion of land leased to Mr Graham Whitehead. The proposal was to fence off the 8 hectares to improve catchment management.

The Director, Operations & Technical Services met with Mr Whitehead who was concerned with the proposed fencing alignment, in particular, the rock outcrops across the proposed alignment and the poor access which would result to both CTW's and his properties. Mr Whitehead suggested a boundary realignment.

The cost of a boundary adjustment is estimated at approximately \$5,500. This encompasses the following costs:

- Development Application for a boundary adjustment to Blayney Council;
- Survey and preparation of a Deposited Plan showing the new lots;
- Subdivision Certificate signed by Blayney Council; and,
- Lodgement at Land and Property Information for registration and issue of new titles.

The boundary realignment would result in Mr Whitehead gaining approximately 1.5 hectares of land. Mr Whitehead has agreed in principle to meet the above costs. The proposed alignment would result in cheaper fencing costs owing to a shorter length of fencing and avoidance of rocky outcrops.

Mr Whitehead would be responsible for managing the boundary adjustment, while CTW would install fencing as had previously been approved by Council.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

ATTACHMENTS

Nil

19) QUESTIONS ON NOTICE

(Gavin Rhodes)

No questions on notice were received.

ATTACHMENTS

Nil

- 20) REGIONAL WATER SECURITY PIPELINE (WS.AM.1)**
WATER LEAKAGE – ACCOUNT 9155000004 (CR.EQ.1)
WATER LEAKAGE – ACCOUNT 2719000008 (CR.EQ.1)
WATER LEAKAGE – ACCOUNT 9494010003 (CR.EQ.1)
WATER LEAKAGE – ACCOUNT 3803000003 (CR.EQ.1)

(Gavin Rhodes)

RECOMMENDATION:

1. That, Council adjourn into a Closed Meeting and the press and the public be excluded from the meeting of the Committee of the Whole, as these matters are considered to be confidential under Section 10A(2) of the Local Government Act, for the following reasons:
 - a. commercial information of a confidential nature that would, if disclosed:
 - i. confer a commercial advantage on a competitor of the council,
or
 - b. personal matters concerning particular individuals (other than councillors).

ATTACHMENTS

Nil

21) PROCEED TO COMMITTEE OF THE WHOLE

(Gavin Rhodes)

RECOMMENDATION:

1. That, as business for the Ordinary Meeting has now concluded, Council proceed into Committee of the Whole to discuss the items referred to in the report.

Council should exclude the press and public at this point, for confidential discussion on the items referred to Committee

ATTACHMENTS

Nil

22) REPORT OF THE COMMITTEE OF THE WHOLE

(Gavin Rhodes)

RECOMMENDATION:

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

ATTACHMENTS

Nil

**Minutes of the Ordinary Meeting of Central Tablelands Water held at
Weddin Shire Council on Wednesday, 9th August 2017,
commencing at 11.10am**

<u>Present</u>	Cr. David Somervaille	(Chairman)	Blayney
	Cr. Geoffrey Braddon (OAM)		Blayney
	Cr. Paul Best		Weddin
	Cr. Craig Bembrick		Weddin
	Cr. Kevin Walker	(Deputy Chairman)	Cabonne
	Cr. Anthony Durkin		Cabonne
	Gavin Rhodes	(General Manager)	
	Leonie Freeth	(Director Operations & Technical Services)	

APOLOGIES

Nil

CONFIRMATION OF MINUTES

17/056 RESOLVED:

That the Minutes of the Ordinary Meeting of Central Tablelands Water, held on 14th June 2017, being minute numbers 17/038 to 17/055 inclusive, be confirmed.

(Cr. Braddon /Cr. Walker)

CHAIRMAN'S MINUTE

Nil

COUNCILLOR REPRESENTATION

Nil

01) FINANCIAL MATTERS (FM.BA.1)

17/057 RESOLVED:

That the information be noted.

(Cr. Durkin/Cr. Bembrick)

02) GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 (GIPA) – AGENCY INFORMATION GUIDE (IM.CO.1)

17/058 RESOLVED:

That Council adopt the Draft Agency Information Guide 2018 in accordance with the Government Information Public Access Act 2009 (GIPA).

(Cr. Walker/Cr. Best)

03) DISCLOSURE OF INTERESTS (GO.CO.3)

17/059 RESOLVED:

That Council note the report.

(Cr. Durkin/Cr. Braddon)

04) LACHLAN VALLEY WATER SECURITY PROJECT PHASE 2 UPDATE (GR.SL.2)

17/060 RESOLVED:

1. That Council note the report, and
2. That senior management provide a report to the October 2017 Council meeting in relation to preferred operations and management arrangements of any potential pipeline linkage and engage consultants as necessary.

(Cr. Bembrick/Cr. Durkin)

05) APPOINTMENT – DIRECTOR FINANCE & CORPORATE SERVICES (CM.ME.1)

17/061 RESOLVED:

That Council endorse the action of the General Manager in appointing Mr Peter McFarlane to the position of Director Finance & Corporate Services.

(Cr. Durkin/Cr. Braddon)

06) HENRY LAWSON FESTIVAL GRENFELL – LETTER OF THANKS (CR.SD.1)

17/062 RESOLVED:

That Council note the report.

(Cr. Durkin/Cr. Braddon)

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

17/063 RESOLVED:

That the information be noted.

(Cr. Bembrick/Cr. Durkin)

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

17/064 RESOLVED:

That the information be noted.

(Cr. Best/Cr. Walker)

09) CENTRAL TABLELANDS REGIONAL WATER SECURITY PROJECT – STATUS UPDATE (WS.AM.1)

17/065 RESOLVED:

1. That the information be noted, and
2. That Council supports the Director Operations & Technical Services and key staff to protect the interests of Central Tablelands Water during the Project, and commends the efforts of the staff to date.

(Cr. Walker/Cr. Braddon)

10) TRUNK MAIN 'K' RENEWAL PROGRESS REPORT (WS.AM.1)

17/066 RESOLVED:

That the information be noted.

(Cr. Durkin/Cr. Braddon)

11) QUESTIONS ON NOTICE

No questions on notice were received.

12) GENERAL MANAGER PERFORMANCE REVIEW (GO.CO.4)

17/067 RESOLVED:

That, as these matter deals with items that are subject to the affairs of an individual, Council consider it in Committee of the Whole and that in terms of Section 10A (2) of the Local Government Act, the press and the public be excluded from the meeting of the Committee of the Whole.

(Cr. Braddon/Cr. Bembrick)

13) PROCEED TO COMMITTEE OF THE WHOLE

17/068 RESOLVED:

That, as business for the Ordinary Meeting has now concluded, Council proceed into Committee of the Whole to discuss the items referred to in the report.

(Cr. Walker/Cr. Braddon)

REPORT OF THE COMMITTEE OF THE WHOLE

GENERAL MANAGER PERFORMANCE REVIEW (GO.CO.4)

RECOMMENDATION:

That the General Manager's performance assessment report be noted and endorsed.

(Cr. Walker/Cr. Best)

RECOMMENDATION:

That as the deliberation of the Committee is concluded, the Council reconvene the Ordinary Meeting.

(Cr. Braddon/Cr. Durkin)

14) REPORT OF THE COMMITTEE OF THE WHOLE

17/069 RESOLVED:

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

(Cr. Braddon/Cr. Durkin)

Next Meeting: The next meeting of Central Tablelands Water will be held in Blayney on 11th October 2017.

There being no further business, the Chairman declared the meeting closed at 1.10pm.