

# Agenda

## Centroc Water Utilities Alliance

### 4 April 2013

<b>Mr Russell Deans</b>	Bathurst Regional Council	<b>Mr Luke Moloney</b>	Upper Lachlan Shire Council
<b>Mr Grant Baker</b>	Blayney Shire Council	<b>Mr Phil Newham</b>	Upper Lachlan Shire Council
<b>Mr Anthony McMahon</b>	Boorowa Shire Council	<b>Mr Bill Twohill</b>	Weddin Shire Council
<b>Mr Adam Stewart</b>	Boorowa Shire Council	<b>Ms Nicole Vonarx</b>	Young Shire Council
<b>Mr Jonathon Foong</b>	Cabonne Council	<b>Mr Mahendram Manoharan</b>	Young Shire Council
<b>Mr George Ridley</b>	Cowra Shire Council	<b>Mr Tony Perry</b>	Central Tablelands Water
<b>Mr Tim Long</b>	Cowra Shire Council	<b>Mr Darryl Sligar</b>	Central Tablelands Water
<b>Mr David Tinlin</b>	Forbes Shire Council	Mr Matt Parmeter	NSW Office of Water
<b>Mr Ray Graham</b>	Forbes Shire Council	Mr M Bickford	Harden Shire Council
<b>Mr Daniel Buckens</b>	Lithgow City Council	Mr Eric Poga	Wellington Council
<b>Mr Chris Lane</b>	Lithgow City Council	Ms Marnie Page	Department of Health
<b>Mr Aruna Wickramasinghe</b>	Oberon Shire Council	Ms Ana Corpuz	NSW Office of Water
<b>Mr Sam Golam</b>	Oberon Shire Council	Mr Paul Lee	NSW Office of Water
<b>Mr Chris Devitt</b>	Orange City Council	Ms Jennifer Bennett	Centroc
<b>Mr Wayne Beatty</b>	Orange City Council	Ms Meredith Macpherson	Centroc WUA Program Manager
<b>Mr Kent Boyd</b>	Parkes Shire Council	Ms Lee Chapman	Centroc
<b>Mr Andrew Francis</b>	Parkes Shire Council	For information	
<b>Mr Kevin Smith</b>	Lachlan Shire	Ms Laura Burgett	Centroc
<b>Mr Ben Falconer</b>	Lachlan Shire	Mr David Swan	LMWUA

It is advised that the next Centroc Water Utilities Alliance meeting will be held Thursday 4 April 2013 at Cowra Shire Council at 9.30am for a 10.00am start.

Morning tea will be provided on arrival.

Please contact Meredith Macpherson with any queries on 0427 451 085.

**Agenda**

- 1 Welcome**
- 2 Apologies**
- 3 Speakers**  
**Lee Edwards Interflow and John Brown and Lara Mottee KBR – GIS and GPS mapping of sewer systems**
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- 7j. Advice from LMWUA 45
8. Update from the Chair 46
9. Training needs for short courses 46
  
- 10. Next meeting date**
- 11. Close**

**Minutes WHITE****4. Confirmation of the minutes of the CWUA meeting 21 February 2013****1. Attendance – members in bold**

<b>Mr Russell Deans</b>	Bathurst Regional Council	<b>Mr Kevin Smith</b>	Lachlan Shire
<b>Mr Anthony McMahon</b>	Boorowa Shire Council	<b>Mr Ben Falconer</b>	Lachlan Shire Council
<b>Mr Adam Stewart</b>	Boorowa Shire Council	<b>Ms Nicole Vonarx</b>	Young Shire Council
<b>Mr Jonathon Foong</b>	Cabonne Shire Council	<b>Mr Mahendram Manoharan</b>	Young Shire Council
<b>Mr Tim Long</b>	Cowra Shire Council	<b>Mr Darryl Sligar</b>	Central Tablelands Water
<b>Mr David Tinlin</b>	Forbes Shire Council	Mr Matt Parmeter	NSW Office of Water
<b>Mr Sam Golam</b>	Oberon Shire Council	Ms Marnie Page	Department of Health
<b>Mr Wayne Beatty</b>	Orange City Council	Ms Jennifer Bennett	Centroc
<b>Mr Andrew Francis</b>	Parkes Shire Council	Ms Meredith Macpherson	CWUA Program Manager

**2. Apologies**

Mr G Baker, Mr D Buckens, Mr A Wickramasinghe, Ms L Chapman

<b>Resolved</b>	<b>Mr T Long /Mr K Smith</b>
That the apologies be accepted for the above CWUA members for the meeting on 21 February 2013.	

**3. Speakers – Interflow on GIS and GPS Mapping of Sewer Systems –held over to a future meeting****4. Confirmation of the minutes of the CWUA Meeting 11 October 2012**

<b>Resolved</b>	<b>Mr T Long /Mr K Smith</b>
That the Minutes of the meeting of 11 October 2012 be adopted.	

**5. Matters in Progress**

<b>Resolved</b>	<b>Mr R Deans /Mr A McMahon</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Note the Matters in Progress and deletions to item no. 4, 12 and 13 be made as recommended;</li> <li>2. Regarding item 1- linkages between the Supervisors and Operators Group and CWUA be formalised with the Minutes of CWUA Meeting referred to the SAOG;</li> <li>3. Regarding item 13 – copies of survey monkey for recently completed consultancies be provided at future CWUA meetings;</li> <li>4. A separate agenda item be added to look at opportunities for resource sharing; and</li> <li>5. Regarding item 11.12.7c, add the words “pending the outcome of the CEEP2 application”.</li> </ol>	

**6. Correspondence**

<b>Resolved</b>	<b>Mr A McMahon /Mr J Foong</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Note the incoming and outgoing correspondence ; and</li> <li>2. Write to Savewater Alliance to renew Centroc membership for a period of 2 years from 1 January 2013 to 31 December 2014.</li> </ol>	

**Minutes and Matters in Progress**

**7. Reports**

**7a. Stage 1 Best Practice update**

<b>Resolved</b>	<b>Mr T Long/Mr W Beatty</b>
<p>That the CWUA:</p> <ol style="list-style-type: none"> <li>1. Note the report on best practice and provide updates to the status tables as required;</li> <li>2. Members consider the draft Regional Demand Management Plan and provide feedback to the CWUA Program Manager prior to the April CWUA Meeting with a view to commending that it be adopted by GMAC at its April meeting;</li> <li>3. Include an Agenda item for the April CWUA meeting to review the possibility of joint procurement for the development of the IWCM strategy.</li> </ol>	

**7b. Strategic Business Planning**

<b>Resolved</b>	<b>Mr W Beatty/Ms N Vonarx</b>
<p>That the CWUA:</p> <ol style="list-style-type: none"> <li>1. Members note the need to provide NSW Public Works with as much data as possible prior to the SBP Workshop to facilitate the development of a draft Plan;</li> <li>2. Request NSW Public Works to provide advice to Councils upfront where there maybe variations to the scope of the project, for example the development of a 30 Years Capital Works Plan or a re-write as opposed to a review of their SBP;</li> <li>3. Note the balance of the Strategic Business Plan Report.</li> </ol>	

**7c. Asset Management**

<b>Resolved</b>	<b>Mr A McMahon/Mr W Beatty</b>
<p>That the CWUA members:</p> <ol style="list-style-type: none"> <li>1. Advise the CWUA Program Manager if they require any CCTV or smoke testing work to be done;</li> <li>2. Agree that all Councils, with the exception of Orange will accept the Centroc based safety induction as being suitable to undertake work within their councils except where a contractor is operating within a specific site that has uniquely identifiable risks, where a specific induction maybe required to be undertaken;</li> <li>3. Agree that where contractors for regional projects are inducted by Orange City Council, OCC will issue a Centroc induction card that will be accepted at other councils;</li> <li>4. Agree that where councils require a specific council induction as part of a Centroc project, the individual Council will absorb the costs associated with the contractor undertaking that induction;</li> <li>5. Agree that the minimum would be for Council's to provide a letter on their letterhead to All About Pipes to attach to the defect notices as they go out and any further requirements that an individual Council has could be determined between them and AAP; and</li> <li>6. Note the balance of the Asset Management Report.</li> </ol>	

**7d. Drinking Water Quality Management Plan Working Party**

<b>Resolved</b>	<b>Mr K Smith/Mr T Long</b>
<p>That the CWUA adopt the recommendations of the Drinking Water Quality Management Working Party that:</p> <ol style="list-style-type: none"> <li>1. Each member council use the services of a quality facilitator for a Risk Assessment process (and action plan) that engages relevant stakeholders (including operators) from which they can develop their own DWQM Plans in-house.</li> </ol>	

2. A tracking/rating system to monitor progress to achieving regional compliance be implemented by the CWUA Program Manager with a report to the CWUA as a regular agenda item and that this information be provided to the Operators Group where the Alliance’s key role is the flow of information up and down. This may also present opportunity for resource sharing as needs arise.
3. Members nominate a contact for the development of DWQM Plans and that this person be included in a network that can be used for information sharing, providing advice on effective tools, resources, facilitators etc. used in the process.
4. The DWQMP Working Party act in an advisory capacity monitoring progress to achieving regional compliance and meeting via WebEx as requested by the CWUA; and
5. That Council planning staff attend the in-house DWQM Planning sessions to ensure that catchment issues are taken into account when developing plans.

**7e. Water Resources Working Party**

<b>Resolved</b>	<b>Mr D Sligar/Mr R Deans</b>
That CWUA members:	
<ol style="list-style-type: none"> <li>1. Commend that councils represented on the CWRWP including Cowra, Parkes, Forbes, Lithgow and Orange participate in a pilot program to: <ul style="list-style-type: none"> <li>- undertake a workforce audit of Council water and sewer workforces</li> <li>- engage a consultant to undertake a workshop to assess future skillset requirements for each participating Council with the information gathered used to form the basis of an application to Government Skills Australia to fund the development and delivery of Centroc training based on core competencies.</li> </ul> </li> <li>2. Note the balance of the report from the CWRWP.</li> </ol>	

**7f. Centroc Mentoring for Sustainability**

<b>Resolved</b>	<b>Mr A McMahon/Mr K Smith</b>
That CWUA members:	
<ol style="list-style-type: none"> <li>1. Note the Centroc Mentoring for Sustainability Guidelines and that Andrew Francis is undertaking a trial of the mentoring program with the GM Wollongong City Council, Mr David Farmer; and</li> <li>2. Receive a report on the progress of the roll-out through the CWUA.</li> </ol>	

**7g. Savewater Alliance Review**

<b>Resolved</b>	<b>Mr T Long/Mr K Smith</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Agree to sign up to the Savewater! Alliance Pty three-pronged Demand Management Engagement program for a two year period from January 2013 to December 2014; and</li> <li>2. That the Program Manager request more information on EasyFill for distribution to members.</li> </ol>	

**7h. Advocacy Update**

<b>Resolved</b>	<b>Mr A McMahon/Mr W Beatty</b>
That the CWUA members:	
<ol style="list-style-type: none"> <li>1. Note that a Joint CWUA/LMWUA submission will be lodged to the review of Water Industry Act 2006 and regulatory arrangements for water recycling under the Local Government Act 1993 through the Executive;</li> <li>2. Leave follow up action with NSW Office of Water on secure yield modelling until further notice;</li> </ol>	

**Minutes and Matters in Progress**

3. Commend the idea of holding a CWUA event at the earliest possible date; and
4. Note the balance of the report.

**7i. CWUA Supervisors and Operators Sub-committee**

<b>Resolved</b>	<b>Mr T Long/Mr D Sligar</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Note advice regarding the Supervisors and Operators Sub-committee meeting on 13 February; and</li> <li>2. That linkages between the SAOG and CWUA be formalised through distribution of the Minutes of the CWUA meetings.</li> </ol>	

**7j. Advice from LMWUA**

<b>Resolved</b>	<b>Mr T Long/Mr D Tinlin</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Note the Minutes from the LMWUA Meeting on December 2012; and</li> <li>2. Attendance by the CWUA Program Manager and Centroc Executive Officer at the LMWUA Strategic Planning Day on 12 March to present the Mentoring for Sustainability Guidelines</li> </ol>	

**7. Update from the Chair**

- Paper accepted for the AWA Conference on resource sharing and skills development.

**8. Training needs for short courses**

**Evaluating Tenders**

- A number of members expressed interest in attending training in quantitative evaluation.

**9. Cold call Surveys**

<b>Resolved</b>
That the CWUA resolved that the following cold call survey suppliers be advised accordingly:
<ol style="list-style-type: none"> <li>1. Filtralite- Procure product on an individual basis- with contact details for Lachlan Shire to be provided;</li> <li>2. Macquarie Valley Control and Instrumentation- Note the information</li> <li>3. RotorGen- Procure product on an individual basis- with contact details for Parkes Shire to be provided;</li> <li>4. Quantum Energy Technologies- Note the information; and</li> <li>5. PGC Controls- Note the information.</li> </ol>

**Next Meeting Thursday 4 April 2013**

**The meeting finished at 3:30 pm.**

**PAGE SIX IS THE LAST PAGE OF THE MINUTES OF THE MEETING**

## 5. Matters in Progress

Item	By	Progress
1. Supervisors & Operators Group (SAOG)	Mr D Tinlin	<p>Ongoing agenda item for CWUA meetings. See item 2.13.7.</p> <p>Suggestion deletion</p>
<p>2. Note that Lithgow and Cabonne Councils are trialling drinking water quality management plans to inform development of the NSW guidelines.</p> <p>Progression regarding a regional approach to drinking water quality will be reviewed once guidelines have been released.</p>	Ms M Macpherson	<p>Awaiting finalisation of planning guidelines from the Department of Health and advice from the trial – feedback from Cabonne, Lithgow and Lachlan.</p> <p>Funding for Boorowa, Oberon and Forbes has been achieved.</p> <p>DoH PHU has confirmed funding for Parkes and Cowra. CTW to write to PHU requesting funding. CWUA will write a letter of support.</p> <p>DWQMP Working Party formed and regional approach agreed.</p> <p>Future advice regarding the development of DWQM Plans will form part of the Best Practice Update Report</p> <p>Suggest deletion</p>
<p>3. Regarding issues raised by the Operators Group with respect to responsibility and remuneration/conditions in the water industry:</p> <p>i) Members note that Government Skills Australia is providing a report, where the Victorian Framework is being viewed favourably, that will inform discussions regarding responsibility and remuneration/conditions in the water industry.</p> <p>ii) The Victorian Framework and the Centroc Workforce, Mentoring and Training Plan be circulated</p> <p>iii) Subsequent to the Government Skills Australia report being published this matter be progressed</p>	Mr A Francis, Mr W Beatty and Mr R Deans	<p>National Skills Forum Report circulated as an attachment to 21 February meeting papers</p> <p>Centroc Mentoring Plan circulated at 21 February meeting and will be presented to the next SAOG meeting.</p> <p>Monitor status of the GSA Report.</p>
5. A small group led by Mr T Perry and including Mr W Beatty, Mr R Deans, Mr M Parmeter and Mr A Francis to provide advice to the Board regarding	Ms M Macpherson	<p>Scoping meeting held on 17 April 2012.</p> <p>Follow-up meeting 20 June in</p>

# Minutes and Matters in Progress

secure yield.		<p>Orange including MWH and Mr Steve Palmer of NOW.  <b>Meeting convened with NOW 5 December 2012.</b>  <b>See item 2-13-7h Advocacy.</b></p> <p><b>Suggest deletion</b></p>
<p>6. That regarding the strategic direction for the alliance, the CWUA adopts advice and actions regarding the shared strategies between the LMWUA and CWUA and update the management plan accordingly.</p>	Ms M Macpherson	<p>Minutes from CWUA sent to LMWUA as an ongoing action. Follow-up with them undertaken 30 May 2012.</p> <p><b>Meeting planned with CWUA Program Manager and EO and Stewart McLeod and Eric Poga (LMWUA) to present Mentoring Program.</b></p> <p><b>Joint Executive Meeting proposed for June.</b></p> <p><b>Management Plan updated.</b></p> <p><b>Suggest deletion</b></p>
<p>7. Commend advocacy, including correspondence, which is to be circulated for members comment, and attendance with NOW representatives at the direction of the Centroc Executive seeking a process review for best practice that:          supports Centroc's intentions to procure strategic work collectively and recognises that there is a great deal of work required for NOW officers and suggest other models, for example independent audit</p>	Ms M Macpherson	<p><b>See report to this meeting on Five Year Procurement Plan and suggested correspondence to NOW.</b></p>
<p>8. Seek follow-up advice from Mr C McLean regarding the timeline for release of information on the Gellatly Report</p>	Ms M Macpherson	<p>Meeting convened on 5 December with Ms Maree Abood, newly appointed Executive Director, NOW.          NOW advise that KPMG report is cabinet-in-confidence and possibly not available under GIPA.</p> <p><b>GIPA request for KPMG report informing Gellatly Report in progress.</b></p>
<p>9. Receive advice regarding the NOW guidelines for lodgement of plans</p>	Ms M Macpherson	<p><b>Correspondence to NOW November/December 2012.</b></p> <p><b>Issue followed up at Meeting with NOW on 5 December 2012. Have not received a response to date.</b></p>

## Minutes and Matters in Progress



		See report and recommended correspondence to this meeting on Five Year Procurement Plan.  Suggest deletion.
10. Receive advice regarding the status of Best Practice with regard to being mandatory	Ms M Macpherson	Correspondence to NOW Nov/Dec 2012.  Issue followed up at Meeting with NOW on 5 December 2012. Awaiting response.
11. Undertake to ensure that Save Water links are in place	Ms M Macpherson	Actioned. Suggest deletion
12. Note that a Survey Monkey will be provided regarding recent completed consultancies and note that consultants will be asked to provide feedback on improving work with Centroc	Ms L Chapman and Members	Survey monkey developed for asset reval process and Interflow, and circulated 25 September. Advice provided October meeting.  Link to survey monkey provided to members  Computer terminal will be provided for members to complete surveys at CWUA meetings  Suggest deletion

<b>11-12 Matters in progress</b> 1. Regarding item 2 - write to Sam Samra of NSW Office of Water (NOW) to clarify performance reporting requirements for storm water data; 2. Regarding item 5- check with LMWUA members through Eric Poga the process to remove themselves from the NOW potable supply register; 3. Regarding item 6 – add the Infrastructure NSW Report to issues to be followed up with Sam Samra of NOW; 4. Regarding item 22- note that the Survey Monkey regarding recently completed consultancies deadline be extended to 25 October and that a report summarising feedback be circulated to members.	Ms M Macpherson	Items 1 to 4 completed. Suggest deletion
<b>11-12 Correspondence</b> 1. A letter be written to Sam Samra of NOW seeking;	Ms M Macpherson	Correspondence sent.

## Minutes and Matters in Progress

<ul style="list-style-type: none"> <li>- Clarification of performance reporting requirements for storm water data;</li> <li>- A process review for best practice encompassing guidelines for the lodgement of plans; and</li> <li>- Advice regarding the INSW First Things First recommendations.</li> </ul>		<p>Follow-up from meeting with NOW on 5 December being done regarding process review. See items 7 &amp; 9. Suggest deletion.</p>
<p><b>11-12-7a Best Practice</b></p> <ol style="list-style-type: none"> <li>1. Establish a sub-committee for Drinking Water Quality Management Plan scoping to be led by Wayne Beatty and including Anthony McMahon , Doug Warby (Lachlan), Nicole Vonarx , Jonathon Foong, Andrew Francis and Matt Parmeter of NOW (observer); and</li> <li>2. Receive a report to the February 2013 meeting on scoping a regional approach to Drinking Water Quality Management Plans.</li> </ol>	Ms M Macpherson	<p>Actioned.</p> <p>Future advice regarding the development of DWQM Plans will form part of the Best Practice Update Report.</p> <p>Suggest deletion.</p>
<p><b>11-12-7b- Savewater Alliance</b></p> <ol style="list-style-type: none"> <li>1. Undertake to ensure the Save Water links are in place ASAP;</li> <li>2. Note the importance of cost implications of members pulling out of previously agreed programs</li> </ol>	Ms M Macpherson	<p>Ongoing agenda item for CWUA meetings. See item 2.13.7g</p> <p>Suggest deletion</p>
<p><b>11-12-7c Asset Management</b></p> <ol style="list-style-type: none"> <li>1. Proceed with a regional tender for pipeline rehabilitation in early 2013;</li> <li>2. Have Interflow present to a meeting in early 2013 on GIS and GPS mapping of sewer systems;</li> <li>3. Add Developer Servicing Plans to the Five year Plan schedule for end 2013;</li> <li>4. Provide details of smoke testing requirements so that a 12 month milk-run can be established;</li> <li>5. Provide details of missing plans for Best Practice Plan table</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>1. actioned. See draft tender spec to this meeting.</li> <li>2. Interflow invited to attend April Meeting.</li> <li>3. actioned. See Report on 5 year procurement plan to this meeting</li> <li>4. actioned.</li> <li>5. ongoing</li> </ol> <p>Suggest deletion</p>
<p><b>11-12-7d- Water Resources Working Party</b></p> <ol style="list-style-type: none"> <li>1. Commend to the Board that all Water Operators in the region be encouraged to obtain a minimum Cert III Water Operations qualification;</li> <li>2. Determine that they are willing to go ahead with Cert III Water Operations training for identified staff;</li> <li>3. Note that CWUA to commence Cert III training asap;</li> <li>4. Develop a regional school based trainee program utilising resources provided by the NSW Public Sector Industry Training Advisory Body</li> </ol>	Ms M Macpherson	<p>Item 1,2 &amp; 3 superseded by item 2137 e</p> <p>4. Parkes Shire trialling school based trainee program. Will report to future meeting.</p> <p>Suggest deletion items 1 to 3</p>
<p><b>11-12-7e- Water Sampling Training</b></p> <ol style="list-style-type: none"> <li>1. Given the costs associated with the Australian Water Association water sampling training, proceed with the tailored program being designed by Centroc in collaboration with the</li> </ol>	Ms M Macpherson	<p>Training in sampling being progressed. Course outline and presentations developed by DoH.</p> <p>See report to this meeting at</p>

<p>Department of Health;</p> <ol style="list-style-type: none"> <li>Identify how many staff at each Council require training; and</li> <li>Note that Centroc staff will proceed to follow-up on the delivery of training.</li> </ol>		<p>9. Training Needs</p> <p>Suggest deletion.</p>
<p><b>11-12-7f Learning and sharing Energy Efficiency</b></p> <ol style="list-style-type: none"> <li>Research funding opportunities for Water Loss Management Plans and energy efficiencies;</li> <li>Scope a regional approach to Water Loss Management with an energy efficiency component for a report to the April meeting;</li> <li>Have Simon Wright of Simply Sustainable present to the February meeting on distributed energy planning with a view to grant readiness.</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>CEEP 2 application developed and submitted 7 Feb.</li> <li>In progress</li> <li>Simon Wright no longer involved. Presentation to be provided by Centroc staff. See report to this meeting</li> </ol> <p>Suggest deletion.</p>
<p><b>11-12-7g – Advice from LMWUA</b></p> <ol style="list-style-type: none"> <li>Provide advice to the LMWUA on its procurement activities including the updated 5 year plan;</li> <li>Thank the LMWUA for its support regarding the need for resourcing of the NSW Office of Water;</li> <li>Provide access to the business papers of the CWUA to the LMWUA;</li> <li>Agree to a joint operators’ group meeting ;</li> <li>Develop a joint submission to Infrastructure NSW with LMWUA on recommendations in the First things First report;</li> <li>Recommend to the Board that it lodge a GIPA request for information provided by the consultancy that informed the Gellatly Report</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>In progress</li> <li>actioned</li> <li>on-going</li> <li>In planning</li> <li>actioned</li> <li>In progress. See item 8. Suggest deletion.</li> </ol> <p>Suggest deletion items 2, 3, 5 &amp; 6.</p>
<p><b>2-13-5 - Matters in Progress</b></p> <ol style="list-style-type: none"> <li>Linkages between the Supervisors and Operators Group and CWUA be formalised with the Minutes of CWUA Meeting referred to the SAOG;</li> <li>Copies of survey monkey for recently completed consultancies be provided at future CWUA meetings;</li> <li>Agenda item be added to look at opportunities for resource sharing; and</li> <li>Regarding item 11.12.7c, add the words “pending the outcome of the CEEP2 application”.</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>ongoing</li> <li>See item 12. Suggest deletion.</li> <li>in progress</li> <li>See item 11.12.7c 1. Suggest deletion</li> </ol> <p>Suggest deletion items 2 &amp; 4</p>
<p><b>2-13-6 - Correspondence</b></p> <ol style="list-style-type: none"> <li>Write to Savewater Alliance to renew Centroc membership for a period of 2 years from 1</li> </ol>	Ms M Macpherson	<p>Actioned</p> <p>See report to this meeting.</p> <p>suggest deletion</p>

## Minutes and Matters in Progress

January 2013 to 31 December 2014.		
<p><b>2-13-7a - Best Practice Update</b></p> <ol style="list-style-type: none"> <li>1. Members consider the draft Regional Demand Management Plan and provide feedback to the CWUA Program Manager prior to the April CWUA Meeting with a view to commending that it be adopted by GMAC at its April meeting;</li> <li>2. Include an Agenda item for the April CWUA meeting to review the possibility of joint procurement for the development of the IWCM strategy.</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>1. Regional Demand Management Plan circulated for comment. No feedback received at the time of writing.</li> <li>2. See Best Practice Update report to this meeting.</li> </ol>
<p><b>2-13-7b - Strategic Business Planning</b></p> <ol style="list-style-type: none"> <li>1. Request NSW Public Works to provide advice to Councils upfront where there maybe variations to the scope of the project, for example the development of a 30 Years Capital Works Plan or a re-write as opposed to a review of their SBP.</li> </ol>	Ms M Macpherson	Actioned. Suggest deletion
<p><b>2-13-7c - Asset Management</b></p> <ol style="list-style-type: none"> <li>1. Advise the CWUA Program Manager if CCTV or smoke testing work required;</li> <li>2. Councils, with the exception of Orange accept the Centroc based safety induction as being suitable to undertake work within their councils except where a contractor is operating within a specific site that has uniquely identifiable risks, where a specific induction maybe required to be undertaken; <ul style="list-style-type: none"> <li>- Where contractors for regional projects are inducted by Orange City Council, OCC will issue a Centroc induction card that will be accepted at other councils;</li> <li>- Where councils require a specific council induction as part of a Centroc project, the individual Council will absorb the costs associated with the contractor undertaking that induction;</li> </ul> </li> <li>3. As a minimum Council's provide a letter on letterhead to All About Pipes to attach to the defect notices as they go out and any further requirements that an individual Council has be</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>1. On-going</li> <li>2. Referred to WHS committee who have referred the issue to GMAC. Advice will be provided to a future meeting.</li> <li>3. AAP advised of councils requirements.</li> </ol> <p>Suggest deletion 1 &amp; 3.</p>

<p>determined between them and AAP</p>		
<p><b>2-13-7d - Drinking Water Quality</b></p> <p>1. Each member council use the services of a quality facilitator for a Risk Assessment process (and action plan) that engages relevant stakeholders (including operators) from which they can develop their own DWQM Plans in-house.</p> <p>2. A tracking/rating system to monitor progress to achieving regional compliance be implemented by the CWUA Program Manager with a report to the CWUA as a regular agenda item and that this information be provided to the Operators Group where the Alliance’s key role is the flow of information up and down. This may also present opportunity for resource sharing as needs arise.</p> <p>3. Members nominate a contact for the development of DWQM Plans and that this person be included in a network that can be used for information sharing, providing advice on effective tools, resources, facilitators etc used in the process.</p> <p>4. The DWQMP Working Party act in an advisory capacity monitoring progress to achieving regional compliance and meeting via WebEx as requested by the CWUA; and</p> <p>5. That Council planning staff attend the in-house DWQM Planning sessions to ensure that catchment issues are taken into account when developing plans.</p>	<p>Ms M Macpherson</p>	<p>See item 2.</p> <p>2.Tracking system implemented.</p> <p>3.Contacts nominated.</p> <p>4. on-going as required.</p> <p>Future advice regarding the development of DWQM Plans will form part of the Best Practice Update Report</p> <p>Suggest deletion</p>
<p><b>2-13-7e - Water Resources Working Party</b></p> <p>1. That councils represented on the CWRWP including Cowra, Parkes, Forbes, Lithgow and Orange participate in a pilot program to:</p> <ul style="list-style-type: none"> <li>- undertake a workforce audit of Council water and sewer workforces</li> <li>- engage a consultant to undertake a workshop to assess future skillset requirements for each participating Council with the information gathered used to form the basis of an application to Government Skills Australia to</li> </ul>	<p>Ms M Macpherson</p>	<p>In progress</p>

fund the development and delivery of Centroc training based on core competencies.		
<b>2-13-7f - Mentoring for Sustainability</b> 1. Note the Centroc Mentoring for Sustainability Guidelines and that Andrew Francis is undertaking a trial of the mentoring program with the GM Wollongong City Council, Mr David Farmer; and 2. Receive a report on the progress of the roll-out through the CWUA.	Ms M Macpherson	In progress
<b>2-13-7g - Savewater Alliance</b> 1. Sign up to the Savewater Alliance Pty three-pronged Demand Management Engagement program for a two year period from January 2013 to December 2014; and 2. That the Program Manager request more information on EasyFill for distribution to members.	Ms M Macpherson	1. Contract currently with member councils for signature. 2. actioned. See report to this meeting.  Suggest deletion
<b>2-13-7h - Advocacy</b> 1. Note that a Joint CWUA/LMWUA submission will be lodged to the review of Water Industry Act 2006 and regulatory arrangements for water recycling under the Local Government Act 1993 through the Executive; 2. Leave follow up action with NSW Office of Water on secure yield modelling until further notice; 3. Commend the idea of holding a CWUA event at the earliest possible date.	Ms M Macpherson	1. Actioned. See Advocacy report. 2. Pending further advice. 3. see report to this meeting  Suggest deletion
<b>2-13-7i - Supervisor &amp; Operators Group</b> 1. That linkages between the SAOG and CWUA be formalised through distribution of the Minutes of the CWUA meetings.	Ms M Macpherson	1. in-progress
<b>2-13-7j - LMWUA</b> 1. Attendance by the CWUA Program Manager and Centroc Executive Officer at the LMWUA Strategic Planning Day on 12 March to present the Mentoring for Sustainability Guidelines	Ms M Macpherson	See item 6. Due to Agenda change, CWUA did not attend the LMWUA strategic Planning day. A joint CWUA /LMWUA Executive meeting in in planning as part of the CWUA regional event. Suggest deletion.

<p><b>2-13-9 - Training</b>  <b>Evaluating Tenders</b>  That training in quantitative evaluation of tenders is undertaken.</p>	Ms M Macpherson	<p>Advice re training provided see report to this meeting.  Suggest deletion.</p>
<p><b>2-13-10 - Cold Canvas Surveys</b>  1.Filtralite- Procure product on an individual basis- with contact details for Lachlan Shire to be provided;  2.Macquarie Valley Control and Instrumentation- Note the information  3.RotorGen- Procure product on an individual basis- with contact details for Parkes Shire to be provided;  4.Quantum Energy Technologies- Note the information; and  5. PGC Controls- Note the information.</p>	Ms M Macpherson	<p>Advice provided to companies.  Suggest deletion.</p>

**6. Correspondence****6a. Incoming Correspondence GREEN**

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<b>No</b>	<b>Date/Who</b>	<b>Subject</b>	<b>Comments</b>
1	8 Feb /INSW	Response to CWUA/LMWUA joint submission	See attachment
2	8 Feb/Minister Hodgkinson	CWUA Model	See attachment
3	27 Feb/Attorney General	Response to request for changes to NDRRA	See attachment



**6b. Outgoing Correspondence BLUE**

<b>No</b>	<b>Date/Who</b>	<b>Subject</b>	<b>Comment</b>
1	22/2/13 Professor Graeme Sansom, Chair Independent LG Review Panel	Joint CWUA/LMWUA Submission in response to INSW Strategy	See attachment
2	22/3/13 Minister Hodgkinson, Minister for Primary Industries	Joint CWUA/LMWUA Submission in response to INSW Strategy	See attachment
3	22/2/13 Mr Barry O'Farrell, Premier NSW	Joint CWUA/LMWUA Submission in response to INSW Strategy	See attachment
4	22/2/13 Minister Don Page	Joint CWUA/LMWUA Submission in response to INSW Strategy	See attachment
5	25/2/13 Metropolitan Water Directorate, Dept. of Finance & Services	WIC Act and regulatory review of LG Act joint CWUA/LMWUA submission	See attachment
6	5/3/13 Robert Bell, Savewater! Alliance	CWUA membership Renewal	See attachment

## 7. Reports YELLOW

### 7a. Stage 1 Best Practice update

Report by Meredith Macpherson 20 March 2013

#### Précis

This report provides an update and advice on the current status of strategic work in delivering 100% best practice compliance including Plans for:

- Drought Management
- IWCM
- Demand Management
- Drinking Water Quality Management

The report seeks endorsement of:

- a Five Year Procurement Plan; and
- the Regional Demand Management Plan for commendation to GMAC.

#### Summary

CWUA are nearing completion of the first suite of strategic work in delivering 100% best practice compliance with a number of plans currently with the NSW Office of Water (NOW) for approval.

There continues to be delays in receiving feedback on plans, many of which have been lodged with NOW for some time, notably the Sydney and Wollongong offices.

As there has been no response to correspondence to NOW sent in November and December 2012 regarding a process review for the lodgement of Best Practice Plans and associated issues, further correspondence has been drafted and is included in correspondence attached.

As resolved at the February CWUA Meeting this report includes the addition of a table to monitor progress in the development of Drinking Water Quality Management Plans to ensure members are on target to meet the September 2014 regulatory deadline to have a Plan in place.

A proposed Five Year Procurement Plan is provided later in this report and includes the joint procurement for an IWCM strategy raised at the February meeting.

#### Drought Management Plan Status

The following tables are being updated progressively. If any of these needs updating please advise at the meeting.

Colour key:

Centroc needs to act
Approved
NOW needs to act
Council needs to act

Local Water Utility	Status update on Drought Management Plans
Bathurst	Bathurst provided advice that the plan is NOW compliant. Hydrosience included advice on the Plan in the Regional Plan.
Blayney	See CTW
Boorowa	Boorowa provided advice that plan has been approved by NOW subject to some minor additions.
Cabonne	Cabonne provided advice that the plan is NOW compliant. Hydrosience included advice on the Plan in the regional plan.
Central Tablelands Water	Hydrosience have completed the Plan and included advice in it into the Regional Plan. SEPM provided Plan to NOW for comment 31 January. NOW advises the Plan is approved from their perspective where further work on it will ensure its utility for the engineers. This is being undertaken.
Cowra	Hydrosience have completed the Plan and included advice in it into the Regional Plan. Plan approved by NOW and Council.
Forbes	Forbes provided advice that the plan is plan is NOW compliant. Hydrosience included advice on the Plan in the Regional Plan. NOW have provided advice that while the Plan is approved, further work will ensure its utility. This is being undertaken.
Lithgow	Hydrosience have completed the Plan and included advice in it into the Regional Plan. Plan approved
Oberon	Plan completed by DLM and included in Regional Plan. Plan lodged with NOW. Plan with Peter Ledwos.
Orange	Draft provided by DLM. Awaiting feedback from Orange. Draft provided to M Parmeter in draft for comment. M Parmeter provides advice that Orange has a plan from 2008 that may require review but that Orange is approved. Review anticipated from NOW mid November.
Parkes	Hydrosience have completed the Plan and included advice in it into the Regional Plan. SEPM provided Plan to NOW for comment 31 January. NOW have provided advice that while the Plan is approved, further work will ensure its utility. This is being undertaken.
Lachlan	Final draft Plan received. Have provided advice to Council. Plan to go on exhibition week beginning 25/2/13. Plan lodged with NOW
Upper Lachlan	Hydrosience have completed then Plan and included advice in it into the Regional Plan. NOW approved.
Weddin	See CTW
Young	Plan approved by NOW.
Regional Plan	Completed and lodged with Federal Government. Plan approved by the Board and some members. Plan remains live all feedback welcome and recommendations will be progressed upon engagement of support to the CWUA in the new financial year. See 5 Year procurement Plan.

### IWCM

All new plans have been lodged with NOW. There is at least a 12 week turnaround from NOW on plan approval. Regional Plan is currently under development. Member status regarding the program

is as follows. This update has been developed in consultation with MWH. Please provide advice if there are any changes.

Colour key:

Centroc needs to act
Approved
NOW needs to act
Council needs to act
Consultant needs to act

Local Water Utility	Status update on Integrated Water Management Cycle Plans
Bathurst Regional	Status update has been issued to Council 21/11. Comments received from Council 30/11. MWH currently has finalised status update which will be included in the regional plan.
Blayney Shire	Status update has been issued to Council 21/11. Comments received 5/12 and being incorporated by MWH in the regional plan.
Boorowa Shire	Plan has been lodged with NOW. Check with Ana Corpuz.
Cabonne Shire	Status update has been issued to Council 21/11/. Comments received from Council 23/11. MWH currently finalising status update in the regional plan.
Central Tablelands Water	Status update has been issued to Council 21/11. Comments received from CTW 23/11. MWH has finalised status update which will be included in the regional plan
Cowra Shire	Responses back from NOW - with consultant.
Forbes Shire	Status update has been issued to Council 21/11. Comments received from Council 21/12. MWH currently finalising status update as part of the regional plan.
Lachlan Shire	Draft outcomes were presented at PRG meeting on 23rd Nov. Awaiting contacts from Council for PRG survey. Survey and media release provided. Survey up.
Lithgow City	Lithgow IWCM Evaluation Study was completed under separate contract in February 2012. Plan has been approved with NOW to go to the next stage Relevant outcomes will be documented in the regional plan.
Oberon	Lodged with NOW 2 April. NOW advise their policy is for an 8 week turnaround. Concerns raised by now re BAU case and storm water harvesting. Status to be checked with Council.
Orange City	Advice provided by Geolyse and incorporated into regional plan. Geolyse advise that the final draft will be with OCC by Easter. It will then reviewed by Council and then submitted to NOW for their approval. IWCM approved by Council and lodged with NOW 19 July. Anticipate response by mid-October. Have an existing plan that has approval.
Parkes Shire	Parkes review has been issued. Advice being incorporated into regional plan.

Local Water Utility	Status update on Integrated Water Management Cycle Plans
Upper Lachlan Shire	Responses back from NOW – with consultant.
Weddin Shire	Status update has been issued to Council 21/11. Comments received and MWH incorporating as part of the regional plan.
Young Shire	IWCM completed by MWH. Plan signed off by NOW with comments for next stage development. Plan to be tabled with Council for signoff at April Meeting.
Regional Plan	Initial trends were presented and confirmed with the PRG on 23 Nov. MWH has now consolidated trends and prioritised. This was presented and confirmed with the PSC meeting on 5/12.  MWH proceeding with the development of Regional IWCM Plan including Draft Council IWCM plans where necessary.

### Demand Management Plans

Colour key:

Centroc needs to act
Approved
NOW needs to act
Council needs to act

Local Water Utility	Current Position
Bathurst Regional	Issued to Council on 18/11. Comments received from Council 30/11. MWH now finalising for inclusion in regional plan
Blayney Shire	Issued to client 7 December. Comments received 12 December. MWH now finalising for inclusion in regional plan.
Boorowa Shire	Plan lodged with NOW 30 August.
Cabonne Shire	Issued to client 7 December. Comments received 12 December. MWH now finalising for inclusion in regional plan.
Central Tablelands Water	Issued to client 7 December. Comments received 12 December. MWH now finalising for inclusion in regional plan.
Cowra Shire	Issued to client end of February. Awaiting feedback from Cowra.
Forbes Shire	Issued to Council on 24/11. Comments received 23/12. MWH now finalising for inclusion in regional plan.
Lachlan Shire	Plan lodged with NOW. Check with Ana Corpuz.
Lithgow City	Issued 21 Nov to NOW after review by Council.  NOW Approved.

Local Water Utility	Current Position
Oberon	Issued 21 Nov to NOW after review by Council. NOW Approved.
Orange City	Issued to Council on 24/11. Geolyse did plan which has now been provided to MWH for development of Regional Demand Management Plan. Work is being undertaken with Geolyse now that the IWCM has been completed.
Parkes Shire	Issued to client.
Upper Lachlan Shire	Plan lodged with NOW 30 August.
Weddin Shire	Issued to client 7 December. Comments received 12 December. MWH now finalising for inclusion in regional plan.
Young Shire	Plan lodged with NOW
Overall regional plan	Draft Regional Demand Management Plan is attached to this report for consideration with a view to commendation to GMAC.

### Regional Demand Management Plan

The Regional Demand Management Plan was distributed to members at the February CWUA Meeting for consideration.

Member's feedback is required to finalise the Plan and enable it to be commended to GMAC for adoption at its April meeting.

### Five Year Procurement Plan

The CWUA Program Manager in consultation with Centroc staff has developed a five year plan for a regional approach to the procurement of strategic work including best practice and asset management to inform the Best Practice Strategic Plan process. See Five Year Procurement Plan attached (page 24).

This plan is a work in progress contingent on NOW approval of Plans and is being developed with consideration of the four year Integrated Planning cycle. Work to demonstrate the cost savings to Councils through regional procurement for the CWUA is in progress and will be tabled at the meeting.

As the Demand Management Plans require a 2 year tactical review, it is has previously been commended that the CWUA advocate the state government for members to do this on a regional level, and timeframe, in order to minimize costs and maximize output. To this end it is proposed to write to NOW outlining the CWUA's Plans with respect to the implementation of a five year regional procurement schedule.

<b>Recommendation/s</b>
<p><b>That CWUA:</b></p> <ol style="list-style-type: none"> <li><b>1. Note the report on Best Practice and provide updates to the status tables as required</b></li> <li><b>2. Commend that the Regional Demand Management Plan be adopted by GMAC</b></li> <li><b>3. Adopt the Five Year Procurement Plan; and</b></li> <li><b>4. Write to NOW</b> <ul style="list-style-type: none"> <li>- <b>outlining understanding of Best Practice Review schedule</b></li> <li>- <b>advising of CWUA review of delivery schedule</b></li> <li>- <b>advising of the Five Year Procurement Plan, and</b></li> <li>- <b>seeking approval to proceed as planned.</b></li> </ul> </li> </ol>

<b>For determination</b>
<p><b>That CWUA consider:</b></p> <ol style="list-style-type: none"> <li><b>1. the draft Regional Demand Management Plan</b></li> <li><b>2. the draft Five Year Procurement Plan.</b></li> </ol>

## Five Year Procurement Plan- 2013 to 2017

Program / Activity	2013	2014	2015	2016	2017
<b>Drought</b>	Review Regional drought Plan recommendations Develop implementation plan	Scope review *Regional Plan including individual councils as appendices	Deliver review		
<b>Demand</b>	Review Regional demand Plan recommendations. Develop implementation plan	Scope review *Regional Plan including individual councils as appendices	Deliver review		
<b>IWCM</b>	Deliver Regional IWCM		Scope IWCM review Trial CSP	Regional rollout Community Strategic Plan consultation	Deliver
<b>Strategic Business Planning</b>	Deliver			Scope review	Deliver review
<b>Developer Servicing Plans</b>	Late 2013 scope response to DSP implementation	Implement	implement	implement	implement
<b>Drinking Water Quality Plans</b>	Plan Development	Deliver by Sept 2014	Scope requirement for regional DWQM Plan		
<b>Asset Valuations</b>				Scope/tender early 2016	Deliver
<b>CCTV</b>	Deliver Year 2 of 3 year contract. Commence contract review October	Deliver Year 3 (up to April) Implement new contract (from May)	Deliver Year 1 of 3 year contract	Year 2 delivery of 3 year contract. Commence contract review October	Year 3 (up to April) Implement new contract (from May)
<b>Smoke testing</b>	Deliver Year 2 of 3 year contract. Commence contract review October	Deliver Year 3 (up to April) Implement new contract (from May)	Deliver Year 1 of 3 year contract	Year 2 delivery of 3 year contract. Commence contract review October	Year 3 (up to April) Implement new contract (from May)
<b>Pipe relining</b>	Scope/tender	Deliver	Deliver year 2 of 3 year contract. Commence contract review October	Deliver year 3. Implement new contract.	
<b>Savewater! membership</b>	Deliver year 1 of 2 year contract	Deliver year 2. Review membership October 2014			
<b>Dam Management Safety/audit/surveillance</b>	Scope regional plan (by late 2013)				
<b>Water Loss Management</b>	Scope regional plan (2013-early 2014)	implement	implement	implement	
<b>Trade Waste Monitoring</b>	Scope regional plan (2013- early 2014)	implement	implement	implement	



## 7b. Drinking Water Quality Management Plan Status Update

Report by Meredith Macpherson 21 March

### Précis

This report provides an update and advice on progress to achieving regional compliance with the Department of Health's quality assurance program for the Management of Drinking Water Quality as set out in the Australian Drinking Water Guidelines to be in place by 1 September 2014.

The report seeks advice from members to update the Drinking Water Quality Management Plan Status table. The balance of the report is for noting.

### Background

As resolved at the CWUA meeting on 21 February, the table attached (see page 26) is to monitor progress to achieving regional compliance with the Department of Health's quality assurance program for the Management of Drinking Water Quality as set out in the Australian Drinking Water Guidelines to be in place by 1 September 2014. This will be included as a regular Agenda item and will be provided to the operators group.

Members are requested to nominate a contact for the development of DWQM Plans to be included in a network that can be used for information sharing, providing advice on effective tools, resources, facilitators etc used in the process. Opportunities for resource sharing will be assessed as needs arise.

A DWQM Working Party has been established and will act in an advisory capacity monitoring progress to achieving regional compliance and meeting via WebEx as requested by the CWUA.

### Drinking Water Quality Management and the catchment

Since the February CWUA meeting, discussions have been held between the CWUA Chair, Program Manager and the Public Health Unit regarding the issues raised concerning drinking water quality and the catchment. It has been suggested that the Department of Health, Public Health Unit write formally to Centroc to clarify the issues and provide advice regarding scoping a solution. This will enable the issue to be raised and formally considered by GMAC.

### Funding for DWQM Plans

The PHU has advised that funding for the development of DWQM Plans is in the process of being confirmed for Parkes and Cowra. Discussion is underway with regard to the possibility of funding for Central Tablelands Water. As resolved at the February CWUA meeting

The following tables are being updated progressively. If any of these needs updating please advise at the meeting.

Recommendation/s
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<p><b>That CWUA:</b></p>
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<p><b>1. Note the report on Drinking Water Quality Management Plan development and provide updates to the status tables as required.</b></p>
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**CENTROC WATER UTILITIES ALLIANCE  
DRINKING WATER QUALITY MANAGEMENT PLAN STATUS**

<b>Council</b>	<b>Contact Name &amp; Email</b>	<b>Risk Assessment</b>	<b>Plan Development</b>	<b>Consultants/resources/comments*</b>
Bathurst	Russell Deans <a href="mailto:Russell.deans@bathurst.nsw.gov.au">Russell.deans@bathurst.nsw.gov.au</a>	Rating: ☆ Est. completion date:	Rating: ☆ Est. completion date: June 2014	
Blayney		Rating: Est. completion date:	Rating: Est. completion date:	
Boorowa	Adam Stewart <a href="mailto:adam.stewart@boorowa.nsw.gov.au">adam.stewart@boorowa.nsw.gov.au</a>	Rating: ☆☆☆ Est. completion date:	Rating: ☆☆☆ Est. completion date:	GHD through NSW Health – very pleased with their work. Happy to share plan. Have some work to do to address identified risks
Cabonne		Rating: Est. completion date:	Rating: Est. completion date:	
Cowra	Tim Long <a href="mailto:tlong@cowra.nsw.gov.au">tlong@cowra.nsw.gov.au</a>	Rating: ☆ Est. completion date:	Rating: ☆ Est. completion date:	
Forbes	David Tinlin-Mgr. Tech. Services <a href="mailto:davidti@forbes.nsw.gov.au">davidti@forbes.nsw.gov.au</a> Nilakshi Fernando – Water & Sewer Engineer <a href="mailto:Nilakshi@forbes.nsw.gov.au">Nilakshi@forbes.nsw.gov.au</a>	Rating: ☆☆ Est. completion date: 30 June 2013	Rating: ☆☆ Est. completion date: 30 June 2013	Gap Analysis & Risk Assessment workshops undertaken, and draft Drinking Water Management System Document, Draft Risk Analysis Workshop Output paper, Draft Critical Control Points and Procedures, and Draft Drinking Water Quality Improvement plan, have been sent to stakeholders for feedback prior to finalisation.
Lachlan	Ben Falconer <a href="mailto:Ben.falconer@lachlan.nsw.gov.au">Ben.falconer@lachlan.nsw.gov.au</a>	Rating: ☆☆ Est. completion date:	Rating: ☆☆ Est. completion date:	Completed the Lake Cargelligo DWQMP and are implementing the action plan. The plan for Condobolin and Tottenham is being prepared by consultants following our workshops and is expected to be completed in the next few weeks.

Council	Contact Name & Email	Risk Assessment	Plan Development	Consultants/resources/comments *
Lithgow	Daniel Buchans <a href="mailto:daniel.buchans@lithgow.nsw.gov.au">daniel.buchans@lithgow.nsw.gov.au</a>	Rating: ★★★ Est. completion date:	Rating: ★★★ Est. completion date:	
Oberon	Samdani Golam <a href="mailto:sam.golam@oberon.nsw.gov.au">sam.golam@oberon.nsw.gov.au</a>	Rating: ★★★ Est. completion date: Oct 2012	Rating: ★★★ Est. completion date: Oct 2012	New South Wales Public works
Orange		Rating: Est. completion date:	Rating: Est. completion date:	
Parkes	Andrew Francis <a href="mailto:andrew.francis@parkes.nsw.gov.au">andrew.francis@parkes.nsw.gov.au</a>	Rating: ★ Est. completion date: 31/7/2013	Rating: ★ Est. completion date: 30/11/2013	Dates for completion are based on indicative dates assuming that Parkes will still be getting funding to complete DWQMP from Dept. Health.
Upper Lachlan	Luke Moloney <a href="mailto:lmoloney@upperlachlan.nsw.gov.au">lmoloney@upperlachlan.nsw.gov.au</a>	Rating: ★ Est. completion date:	Rating: ★ Est. completion date:	DWQMPs to be developed as part of the commissioning of a new WTP and reservoir at Taralga and proposed upgrades to the Gunning/Dalton water supply.
Weddin		Rating: Est. completion date:	Rating: Est. completion date:	
Wellington		Rating: Est. completion date:	Rating: Est. completion date:	
Young	Nicole Vonarx <a href="mailto:nicole.vonarx@young.nsw.gov.au">nicole.vonarx@young.nsw.gov.au</a>	Rating: ★ Est. completion date: late 2013	Rating: ★ Est. completion date: early 2014	
CTW		Rating: Est. completion date:	Rating: Est. completion date:	

**Star rating:** ★ Not commenced   ★★ Partially complete   ★★★ Completed

**Consultants/resources/comments \***

-Please provide advice here of consultants used and whether you would recommend them to other Councils

-Any tools or resources that you would be willing to share with other CWUA member e.g. samples of procedures

## 7c. Strategic Business Planning Update

Report by Meredith Macpherson 20 March

### Précis

This report provides an update of progress by NSW Public Works on the delivery of the Centroc contract for Strategic Business Planning for water and sewer for CWUA member councils.

This report is for noting.

### Progress to Date

To date SBP Workshops have been held in Young, Lachlan, Lithgow, Oberon and Upper Lachlan with workshops scheduled for Weddin, Cabonne, Orange and Parkes in April and May.

The SBP Project Steering Committee comprising representatives from tranche 1 Councils has been meeting fortnightly by WebEx ensuring that the project is running according to schedule and that any issues are being dealt with as they arise. There have been an increasing number of apologies to join this meeting. The importance of these for tranche 1 Councils, particularly those whose workshops are yet to be undertaken must be emphasised to ensure they learn from the outcomes of previous workshops and discussions. It is proposed that Steering Committee participants be changed in May to include one or two Councils from Tranche 1 and Councils in Tranche 2.

The status of SBP development for tranche 1 Councils is as follows:

COUNCIL	Workshop Dates	Draft SBP Development	Comment
Young	14-15 Jan 2013	17/1-15/2	Final draft report issued. Draft SBP under review by Council
Lachlan	30-31 Jan	31/1-28/2	SBP document under preparation and waiting on 30-year capital works program in the NSW PW spread sheet format for proceeding further with the financial model.
Lithgow	12-13 Feb	14/2-14/3	Workshop complete. Progressing with the draft document. Levels of Service and other details including 30-year capital works programs are still awaited.
Oberon	19-20 Feb	21/2-21/3	Workshop complete. All required data has been received. Draft Report and financial modelling underway.
Upper Lachlan	26-27 March	27/3-26/4	SBP workshops rescheduled from 20-21 March to 26-27 March
Weddin	3-4 April	5/4-3/5	Workshop dates rescheduled. Confirmed.
Cabonne	17-18 April	19/4-17/5	As scheduled originally.
Orange	30 April -1 May	2/5-30/5	Workshop dates rescheduled. Confirmed.
Parkes	30-31 May	1/6-28/6	Workshop dates rescheduled. Confirmed.

## Data Supply

NSW Public Works have emphasised the need to receive data, in particular, the following, in advance of the workshops so as to maximise the outcomes from this exercise:

- 30-year capital works program
- Water supply and sewerage asset summaries
- Levels of Service (current and target)
- Repayment schedule(s) for existing water and sewer fund loans.

NSW Public Works is circulating the templates for easy compilation of these details to Councils along with the workshop briefing notes.

Councils are requested to forward all the data, including the ones prioritised above, to the following NSW PW recipients:

Ada Ngyuen – [Ada.Nguyen@services.nsw.gov.au](mailto:Ada.Nguyen@services.nsw.gov.au) and Riccardo Pagni – [Riccardo.Pagni@services.nsw.gov.au](mailto:Riccardo.Pagni@services.nsw.gov.au) with copies marked to Chris– [Chris.Jefferd@services.nsw.gov.au](mailto:Chris.Jefferd@services.nsw.gov.au) and Meredith – [Meredith.Macpherson@centroc.com.au](mailto:Meredith.Macpherson@centroc.com.au)

## Delivery Schedule

NSW Public Works is working to ensure that Workshop Briefing Notes and Agendas can be issued to Council for advance circulation to participants. Workshop Briefing Notes and Agenda have now been sent to all the remaining Councils in Tranche1 and workshop dates for all Councils have been confirmed.

NSW Public Works will continue to stick to the delivery of the draft SBPs within 4 weeks of completion of workshop subject to all data/ information being promptly supplied by Councils. The changes to the workshop dates will alter the dates for delivery of draft SBP only for those Councils that have rescheduled the workshop.

## Invoicing

As was the case for the Asset Valuation contract with CPEa, Centroc will invoice Councils upfront for the full amount of the SBP development to ensure Centroc has the necessary funds to pay NSW Public Works quarterly. All Tranche 1 Councils have now been invoiced.

Centroc will not pay monies to Public Works without first checking to ensure that the work being invoiced has been completed and completed to a satisfactory standard acceptable to Councils.

<b>Recommendations/s</b>
<b>That CWUA:</b>
<b>1. Note the Strategic Business Plan Update report.</b>

## 7d. Asset Management

### Report by Meredith Macpherson 21 March

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#### Précis

This report provides an update on the regional approach to asset management to inform the Best Practice Strategic Plan Process.

It also provides a progress report on the delivery of the Community Energy Efficiency Program – Round 1.

The report seeks advice regarding the scoping of a Request For Tender for the regional procurement of pipe relining.

As outlined in the Best Practice Update report to this meeting a five year plan for a regional approach to the procurement of strategic work including best practice and asset management to inform the Best Practice Strategic Plan process has been devised -See Five Year Procurement Plan (page 24).

Following is an update on the status of work being undertaken through asset management contracts currently in place:

#### Asset Valuations

CPEa has now provided Centroc a full copy of the datasets provided for the completion of asset valuations for Blayney, Cabonne, Cowra, Lachlan, Lithgow, Oberon, Orange and Parkes.

This includes:

- Photographs of inspected assets, organised in a systematic manner
- GIS files, if provided
- CCTV survey design files, if a CCTV survey design was completed
- CCTV inspection databases or reports, excluding video files
- Reports etc provided by the client and filed in CPEa's systems
- Valuation report, inclusive of the text report and spread sheet.

This has been uploaded onto the Centroc shared drive and is available on request.

#### A regional approach to CCTV and smoke testing of sewer lines

All About Pipes provided an update on 7 March advising that the schedule for the current milk-run of smoke testing has slipped in Parkes and Bathurst due to wet weather in late February early March. This and some changes to numbers of properties being tested in Bathurst (from 500 to 660) and Weddin (from 50 to 135) is impacting on the schedule for smoke testing.

A revised tentative schedule has been requested from All About Pipes and will be distributed to members.

## **Council Inductions for Regional Projects**

As discussed at the February CWUA meeting the issue relating to the Centroc Induction and Council's use of it has been discussed at the March WHS Committee meeting and will be referred to the GMAC meeting on 8 April. Advice will be provided to a future meeting.

Meanwhile there continues to be difficulties in issuing Centroc Induction cards to the All About Pipes team who were initially inducted at Orange City Council. The CWUA Program Manager is working to resolve this issue.

## **CCTV**

The main objective of the CCTV contract is to assist Councils with condition and assessment of sewer mains for their asset valuations. Work is currently being scheduled with Interflow in Lachlan, Forbes and Parkes. Any members interested in participating in a "milk-run" should contact the CWUA Program Manager.

## **Tender for Pipe Re-lining**

Since the February CWUA meeting, some members have expressed interest in Pipe relining work resulting in the preparation of a draft Request for Tender for regional procurement of Pipe Re-lining by the Compliance and Cost Saving Program Manager. A draft RFT will be provided as a late attachment.

It is proposed that the CWUA nominate members to participate in a WebEx to discuss in detail the RFT requirements.

## **Community Energy Efficiency Program (CEEP) Update- Round 1**

As members will be aware, the application to the Round 1 of the Community Energy Efficiency Program was successful.

While every effort has been taken to fast track the funding agreement, unfortunately this was a protracted process with the agreement signed on 6 November. Media releases are available on the Centroc website.

The funding will bring up to over \$1.1m to the region for energy efficiency projects across 51 sites. There is also a level 2 audit component for Forbes and a significant communication component. Priority and Phase One projects have commenced with work at the Oberon Pool, Parkes Pool and LWU sites at Upper Lachlan. These have either been completed or are well under way.

The lighting Request for Tender has been let and includes free lighting audits for all member Councils. The work undertaken to date regarding audit has been at a high level and may not have taken into account issues around older light fittings where some Councils (Orange and Oberon) have reported significant problems in this area.

The usage of an NSW Office of Environment and Heritage approved electrician in this process means that members outside the CEEP program may be eligible for significant cost savings should they wish to engage in the process.

More advice regarding the tender process including all documentation is available on request. Please note that Ms Lee Chapman will be following up with all members regarding the free audit and engagement in the regional program.

Signage for each location is near completion and should be with members by the Board meeting.

The first four milestone reports have been completed, some slippage has occurred primarily due to the late start of the project. Centroc has recently received a response from the DCCEE on Milestone 2 and are amending the report in line with direction provided federally.

The Project Steering Committee has recommended that Centroc member councils be provided with a proforma report on setting up revolving energy cost savings funds as internally restricted reserves.

The Project Technical Committee (PSC) has met and the Project Steering Committee meets on a weekly basis via WebEx.

**Round 2 CEEP**

Centroc has been advised that its application to CEEP Round 2 is currently being considered. As members will be aware, a grant application was lodged for a project in water and energy through the Centroc Water Utilities’ Alliance. Members will have received regular updates and proforma letters outlining their exact commitments. Please request the grant application if interested. The project itself lends itself to funding, is shelf ready and has elements which the CWUA can consider for inclusion in the three year rolling business plan.

<b>Recommendation/s</b>
<p><b>That CWUA:</b></p> <ol style="list-style-type: none"> <li><b>1. Note the report on Asset Management; and</b></li> <li><b>2. Scope a RFT for the regional procurement of pipe relining.</b></li> </ol>

<b>For determination</b>
<p><b>CWUA members to consider the draft Request for Tender for the regional procurement of pipe re-lining and nominate members to participate in a WebEx to scope the RFT requirements.</b></p>



## 7e. Centroc Water Resources Working Party

Report by Meredith Macpherson 21 March

### Précis

This report provides an update on progress on the Centroc Water Resources Working Party pilot workforce development project.

This report is for noting.

### Background

At the February CWUA meeting, members resolved that Councils represented on the Centroc Water Resources Working Party including Cowra, Parkes, Forbes, Lithgow and Orange participate in a pilot program to:

- undertake a workforce audit of Council water and sewer workforces
- engage a consultant to undertake a workshop to assess future skillset requirements for each participating Council with the information gathered used to form the basis of an application to Government Skills Australia to fund the development and delivery of Centroc training based on core competencies.

### Progress

A verbal update will be provided at the meeting.

Recommendation/s
<p>That CWUA:</p> <p><b>1. Note the report on the Centroc Water Resources Working Party pilot workforce development project.</b></p>

## 7f. Centroc Mentoring for Sustainability Program

Report by Meredith Macpherson 22 March

### Précis

This report provides advice on the re-badging and roll-out of the Centroc Mentoring for Sustainability Program for the CWUA.

This report is for noting.

### Background

The Centroc Mentoring for Sustainability Program has been developed by Centroc with funding from the NSW Environmental Trust. It is based on recent experience Centroc gained while taking part in two successful mentoring programs for council staff.

The Guide, presented to the February CWUA meeting is for managers working in local councils in NSW, particularly Human Resources who wish to add a mentoring program to the range of professional options available to council staff. The Guide outlines how to set-up and deliver a “within-council” mentoring program.

### Update

The Guide is now being re-badged and adapted for use by local council staff working with the Centroc Water Utilities Alliance – in this first instance as part of a mentoring program to develop leadership skills.

The Guide includes templates that that can be used as working documents by the Project Manager for the mentoring program, and the mentors and mentees (i.e. those being mentored), can adapt and use while they are participating in the mentoring program.

The Centroc Executive Officer and CWU Program Manager are awaiting confirmation of a meeting to present the CWUA Mentoring Guidelines to the LMWUA Executive.

A draft of the CWUA Mentoring Program is provided as an attachment.

Recommendation/s
<p><b>That CWUA:</b></p> <p><b>1. Note the report providing advice on the progress of the roll-out through the CWUA.</b></p>

## 7g. Savewater! Alliance

### Report by Meredith Macpherson 27 March

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#### Précis

This report provides advice on the renewal of membership of the Savewater! Alliance for the period 1 January 2013 to 31 December 2014.

The report includes advice on:

- completed engagement program
- revised schedule for engagement in 2013-2014
- breakdown of membership fees by financial year; and
- recommends that members allocate \$5,000 for participation in the 2013-2014 program.

This report is for noting.

#### Completed Engagement Program 2012-2013

The previous Centroc / Savewater! Alliance Three- Pronged Demand Management Engagement Program implemented in 2012-2013 included the following components:

##### 1. Account Inserts

8 member councils engaged with the account Insert campaign with a total of 40,650 account inserts produced.

##### 2. TV Campaign

4 member logo branded (including Centroc) advertisements were run over the month of December totaling 55 allocated advertised spots. In conjunction to the paid advertisements, the ads were run as Community Service Announcements (CSA's) for a 3 month period over November, January and February at no cost to Centroc members. The cost of the TV campaign to members was between \$990 and \$1700 + GST as determined by network costs and the number of members connections.

##### 3. Shower Head Exchange

Shower Heads were ordered and delivered to Centroc members at a fixed price of \$35.00+ GST and delivery. The recommended retail price for the shower heads is \$199.00. A "call to action" to promote the shower head exchange program agreed by Centroc was negotiated with the Austerio Network and read out by DJs over the summer period.

##### 4. Access to the Mobile Display

One of two Savewater! mobile displays have been exclusively available for use at events and shows by Centroc members free of charge since August 2012. Non-Savewater! Members pay \$1,750 for 10 days usage.

## 5. Web Content and Portal Access

An aspect of Centroc's previous engagement with Savewater! that, according to the Savewater Alliance's NSW Regional Manager, has not been maximized is the free access to web based resources.

Printed and web resources are available and have been branded with each individual member's logo. Personalising each resource.

Publications and information sheets on relevant topics to Centroc members are available at the following links:

<http://www.savewater.com.au/local-information/>  
<http://www.savewater.com.au/videos>  
<http://www.savewater.com.au/products/>  
<http://www.savewater.com.au/research-and-resources/resources>

Savewater! Membership entitles members to full access of the web site (www.savewater.com.au), a product library and a dedicated Member Manager.

Savewater!® resources can be accessed through the savewater!® Portal at [www.savewater.com.au/portal](http://www.savewater.com.au/portal) and customized to your local savewater!® website.

### On-going Engagement - 1 January 2013 to 31 December 2014

As agreed at the February 2013 CWUA meeting, the Centroc/Savewater! Alliance Three pronged Demand Management Engagement Program will be implemented again for the 2013-2014 period.

	Initial Engagement	Start Date	Cost \$\$
Account Inserts	Collation of Member Billing details.	July/August	\$0.18 Per Insert + GST and Delivery. Multiplied by total number of Connections
TV Campaign	25 <sup>th</sup> August Savewater to advise.	Paid Logo Placement Advertising run over December. Community Service Announcement Broadcast over 3 months beginning 10 <sup>th</sup> November (November, January and February).	Between \$990 and \$1700 + GST
Shower Head Exchange	Ordering set number of Shower Heads.	Suggest over the Summer Period. In conjunction with TV Campaign and Radio broadcast with Call to Action.	\$35 Per Shower Head + GST + Delivery

It is recommended that CWUA members allocate \$5,000 per member for the 2013-2014 engagement program.

### Membership Financial Breakdown per Connections

The tables below provided by the savewater! Alliance are for the 2013, 2014 and 2015 financial years. A projected 1.66% average growth in connections/ annum for 2014 and 2015 has been calculated. The 2013-2014 Financial year figures will be updated once the NOW Performance Review data for 2012 is released.

**2012-2013 Financial Year**

Fin yr 2012-2013 CENTROC COUNCILS	TOTAL CONNECTIONS*	MEMBERSHIP FEE BASED ON 54 CENTS PER CONNECTION	DISCOUNTED 25% EXCL GST	FEE INCL GST	QUARTERLY AMOUNT INCL GST
Bathurst Regional Council	14,900	\$8,046.00	\$6,034.50	\$6,637.95	\$1,659.49
Blayney Shire Council	0	\$0.00	\$0.00	\$0.00	\$0.00
Boorowa Council	660	\$356.40	\$267.30	\$294.03	\$73.51
Cabonne Council	1,140	\$615.60	\$461.70	\$507.87	\$126.97
Cowra Shire Council	5,270	\$2,845.80	\$2,134.35	\$2,347.79	\$586.95
Forbes Shire Council	3,660	\$1,976.40	\$1,482.30	\$1,630.53	\$407.63
Lachlan Shire Council	2,910	\$1,571.40	\$1,178.55	\$1,296.41	\$324.10
Lithgow City Council	8,040	\$4,341.60	\$3,256.20	\$3,581.82	\$895.46
Oberon Council	1,370	\$739.80	\$554.85	\$610.34	\$152.58
Orange City Council	16,330	\$8,818.20	\$6,613.65	\$7,275.02	\$1,818.75
Parkes Shire Council	5,880	\$3,175.20	\$2,381.40	\$2,619.54	\$654.89
Upper Lachlan Shire Council	1,940	\$1,047.60	\$785.70	\$864.27	\$216.07
Weddin Shire Council	0	\$0.00	\$0.00	\$0.00	\$0.00
Young Shire Council	4,640	\$2,505.60	\$1,879.20	\$2,067.12	\$516.78
Central Tablelands Water**	5,320	\$2,872.80	\$2,154.60	\$2,370.06	\$592.52
<b>TOTAL</b>	<b>72,060</b>	<b>\$38,912.40</b>	<b>\$29,184.30</b>	<b>\$32,102.73</b>	<b>\$8,025.68</b>
* FIGURES ARE FROM THE NSW 2010-11 PERFORMANCE MONITORING REPORT					
** CENTRAL TABLELANDS IS A COUNTY COUNCIL COMPRISING: BLAYNEY,CABONNE AND WEDDIN					
					\$729.61
					\$7,296.08

**2013-2014 Financial Year**

Fin yr 2013-14CENTROC COUNCILS	TOTAL CONNECTIONS*	MEMBERSHIP FEE BASED ON 54 CENTS PER CONNECTION	DISCOUNTED 25% EXCL GST	FEE INCL GST	QUARTERLY AMOUNT INCL GST	ESTIMATED GROWTH FACTOR
Bathurst Regional Council	15,147	\$8,179.56	\$6,134.67	\$6,748.14	\$1,687.03	0.0166
Blayney Shire Council	0	\$0.00	\$0.00	\$0.00	\$0.00	
Boorowa Council	671	\$362.32	\$271.74	\$298.91	\$74.73	
Cabonne Council	1,159	\$625.82	\$469.36	\$516.30	\$129.08	
Cowra Shire Council	5,357	\$2,893.04	\$2,169.78	\$2,386.76	\$596.69	
Forbes Shire Council	3,721	\$2,009.21	\$1,506.91	\$1,657.60	\$414.40	
Lachlan Shire Council	2,958	\$1,597.49	\$1,198.11	\$1,317.93	\$329.48	
Lithgow City Council	8,173	\$4,413.67	\$3,310.25	\$3,641.28	\$910.32	
Oberon Council	1,393	\$752.08	\$564.06	\$620.47	\$155.12	
Orange City Council	16,601	\$8,964.58	\$6,723.44	\$7,395.78	\$1,848.95	
Parkes Shire Council	5,978	\$3,227.91	\$2,420.93	\$2,663.02	\$665.76	
Upper Lachlan Shire Council	1,972	\$1,064.99	\$798.74	\$878.62	\$219.65	
Weddin Shire Council	0	\$0.00	\$0.00	\$0.00	\$0.00	
Young Shire Council	4,717	\$2,547.19	\$1,910.39	\$2,101.43	\$525.36	
Central Tablelands Water**	5,408	\$2,920.49	\$2,190.37	\$2,409.40	\$602.35	
<b>TOTAL</b>	<b>73,256</b>	<b>\$39,558.35</b>	<b>\$29,668.76</b>	<b>\$32,635.64</b>	<b>\$8,158.91</b>	
* FIGURES ARE BASED ON ESTIMATED GROWTH IN CONNECTIONS OF 1.66%						
** CENTRAL TABLELANDS IS A COUNTY COUNCIL COMPRISING: BLAYNEY,CABONNE AND WEDDIN						
				GST	\$741.72	
				QTRLY EXCL GST	\$7,417.19	
				Total increase	\$121.11	

**2014-2015 Financial year**

Fin yr 2014-2015 CENTROC COUNCILS	TOTAL CONNECTIONS*	MEMBERSHIP FEE BASED ON 54 CENTS PER CONNECTION	DISCOUNTED 25% EXCL GST	FEE INCL GST	QUARTERLY AMOUNT INCL GST	ESTIMATED GROWTH FACTOR
Bathurst Regional Council	15,399	\$8,315.34	\$6,236.51	\$6,860.16	\$1,715.04	0.0166
Blayney Shire Council	0	\$0.00	\$0.00	\$0.00	\$0.00	
Boorowa Council	682	\$368.33	\$276.25	\$303.87	\$75.97	
Cabonne Council	1,178	\$636.21	\$477.16	\$524.87	\$131.22	
Cowra Shire Council	5,446	\$2,941.06	\$2,205.80	\$2,426.38	\$606.59	
Forbes Shire Council	3,783	\$2,042.56	\$1,531.92	\$1,685.11	\$421.28	
Lachlan Shire Council	3,007	\$1,624.00	\$1,218.00	\$1,339.80	\$334.95	
Lithgow City Council	8,309	\$4,486.94	\$3,365.20	\$3,701.72	\$925.43	
Oberon Council	1,416	\$764.57	\$573.42	\$630.77	\$157.69	
Orange City Council	16,877	\$9,113.39	\$6,835.05	\$7,518.55	\$1,879.64	
Parkes Shire Council	6,077	\$3,281.49	\$2,461.12	\$2,707.23	\$676.81	
Upper Lachlan Shire Council	2,005	\$1,082.67	\$812.00	\$893.20	\$223.30	
Weddin Shire Council	0	\$0.00	\$0.00	\$0.00	\$0.00	
Young Shire Council	4,795	\$2,589.48	\$1,942.11	\$2,136.32	\$534.08	
Central Tablelands Water**	5,498	\$2,968.97	\$2,226.73	\$2,449.40	\$612.35	
<b>TOTAL</b>	<b>74,472</b>	<b>\$40,215.01</b>	<b>\$30,161.26</b>	<b>\$33,177.39</b>	<b>\$8,294.35</b>	
<b>* FIGURES ARE BASED ON ESTIMATED GROWTH IN CONNECTIONS OF 1.66%</b>						
<b>** CENTRAL TABLELANDS IS A COUNTY COUNCIL COMPRISING: BLAYNEY, CABONNE AND WEDDIN</b>						
					<b>GST</b>	<b>\$754.03</b>
					<b>QTRLY EXCL GST</b>	<b>\$7,540.32</b>
					Total increase	\$123.13

**Future Opportunities**

Information on future opportunities available to members through the Savewater! Alliance is available as an attachment, this includes:

- Water refill stations
- Refillit Bottled Water
- Strategic partnerships
- Educational programs
- Account insert content, competitions and surveys

**Contract**

CWUA members are encouraged to sign the Savewater! Alliance contract asap and return to the CWUA Program Manager to enable finalisation of the contract.

<b>Recommendation/s</b>
<b>That CWUA members</b>
<b>1. Sign the Savewater! Alliance membership agreement and return to the CWUA Program Manager to enable finalisation of the membership agreement;</b>
<b>2. Allocate \$5,000 towards the savewater! Alliance three pronged demand management engagement program for 2013-2014; and</b>
<b>3. Note the balance of the report.</b>

## 7h. Advocacy update

Report by Meredith Macpherson 27 March

### Précis

This report provides an outline of work being undertaken to advocate the CWUA as the preferred model for the delivery of water and sewer services to regional communities.

It includes advice on a CWUA:

- Logo
- Newsletter; and
- Regional event.

The report seeks advice on the date, location and proposed program for a CWUA regional event.

### Background

Recent recommendations made by Infrastructure NSW and the inclusion of the structure of Local Water Utilities in deliberations by the Independent Local Government Review Panel has seen the need for the CWUA to raise its profile and more actively advocate for Local Councils across the Centroc region to retain ownership and management of their water utilities presenting themselves as working collaboratively to deliver the best service possible to their communities.

To this end the CWUA Program Manager in consultation with the CWUA Executive has undertaken the following initiatives.

### CWUA Logo

As advised to the February CWUA meeting, in consultation with the CWUA Executive, the CWUA Program Manager has commissioned the design of a logo that can be used on all CWUA business papers, emails, submissions, correspondence and promotional material including an E-newsletter.

The logo has been designed to be consistent with other related Centroc logos including the Square Deal logo which Centroc is looking to make more use of in the future.

It is proposed that this logo be used with the Centroc logo for CWUA business where ever practical and for all paper work associated with the proposed region event



### CWUA E-Newsletter

To further raise the profile of the CWUA, specifically in the lead up to the regional event, the design of a CWUA newsletter template has also been commissioned. It is proposed that this be used to promote the CWUA and its achievements to a broader range of stakeholders. The CWUA Program Manager seeks feedback from members on key stakeholders who should be included in the database to receive newsletters. To keep costs low we will endeavour to maintain a small database and rely on our existing networks for distribution. A proposed template is included below.



Welcome to the first edition of the Centroc Water Utilities Alliance newsletter, MARCH 2013

**HEADING ARTICLE ONE**

Sus, ut plicibus efacciamdit; es camquer unterdie conicat aterei fachucerius, escione stimius? Nos, sicionfiri, quasternius omanumermis? P. Nata pulis adet, untem aucient. Qua etissolum in volum adducivena, fatiquis M. Emquam sus, fac teres me conti, C. Cerite, facis patem

[Click here for more information](#)



**NEWS FEED**

News article text small blurb then click on to read more...

[Click here for more](#)

**HEADING ARTICLE TWO**

Sus, ut plicibus efacciamdit; es camquer unterdie conicat aterei fachucerius, escione stimius? Nos, sicionfiri, quasternius omanumermis? P. Nata pulis adet, untem aucient. Qua etissolum in volum adducivena, fatiquis M. Emquam sus, fac teres me conti, C. Certe, facis patem

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**NEWS FEED**

News article text small blurb then click on to read more...

[Click here for more](#)

**HEADING ARTICLE THREE**

Sus, ut plicibus efacciamdit; es camquer unterdie conicat aterei fachucerius, escione stimius? Nos, sicionfiri, quasternius omanumermis? P. Nata pulis adet, untem aucient. Qua etissolum in volum adducivena, fatiquis M. Emquam sus, fac teres me conti, C. Certe, facis patem

[Click here for more information](#)



**NEWS FEED**

News article text small blurb then click on to read more...

[Click here for more](#)

**HEADING ARTICLE FOUR**

Sus, ut plicibus efacciamdit; es camquer unterdie conicat aterei fachucerius, escione stimius? Nos, sicionfiri, quasternius omanumermis? P. Nata pulis adet, untem aucient. Qua etissolum in volum adducivena, fatiquis M. Emquam sus, fac teres me conti, C. Cerite, facis patem

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## Regional CWUA Event

### Scoping Report

Regional event (title to be determined) aimed at:

- showcasing the efficiencies and cost benefits of the Alliance model
- promoting the model to government, community and other regions (ROCs)
- providing networking and capacity building opportunities
- building the knowledge base of LWU with regard to future directions
- planning/scoping future regional work from regional drought/demand/IWCM.

### Format

Informal networking dinner on the night of arrival followed by a one day formal event with an optional second day for site tours, regional network meetings etc.

### Location

Possible locations identified due to their proximity to an airport are as follows:

Bathurst- Mount Panorama (potential in-kind contribution to the event by Bathurst City Council)  
Benefits of the venue include adjacent rooms for Media interviews, regional meetings and breakout sessions. Proximity of airport, accommodation on site and all-day parking is an advantage. (event title-“ CWUA on Track”)

Orange- Ex-Services Club (Large room/break out – fee for use approximately \$700 per day + audio visual equipment and support \$500)

Benefits include proximity of airport and access to a range of accommodation. Downside to this venue is the cost and general layout including the need to hire additional rooms for breakout sessions, media and regional meetings. Parking is limited.

Parke- Ex- Services Club (large room/break out- fee for use approximately \$500 per day + audio visual equipment & support & set-up \$500)

Benefits include proximity of airport, access to a range of accommodation, plenty of parking. Downside to this venue is the size of the room, cost and need to hire additional rooms for breakout sessions, media and regional meetings.

### Date

Proposed 27 June (previously scheduled date for CWUA meeting)

### Financial Implications

Need to determine possible funding avenues including options for in-kind contributions to assist with the event. The event will most likely require a registration fee to cover costs associated with:

- Venue hire
- Audio-visual costs
- Key note Speaker Fees- including travel/accommodation/meals
- Marketing /publicity (program)
- Administration Costs (registration)
- Catering (morning tea/lunch/coffee cart?)

A draft budget is being developed and will be tabled at the meeting.

## CENTROC WATER UTILITIES ALLIANCE 2013 REGIONAL EVENT DRAFT PROGRAM



Session ** Arrival	Topic
3.00 – 5.00pm Evening 6.00pm onward	Joint LMWUA/CWUA Executive Meeting Informal Networking Dinner
DAY 1 / Session	Topic
Morning 8.30 9.00 – 9.20	Registration - Tea/Coffee available on arrival <b>Official Opening</b> <ul style="list-style-type: none"> <li>▪ Mayor</li> <li>▪ Welcome to Country</li> </ul>
9.20 – 9.40	<b>Welcome to Water Utilities Alliance Model</b> – Andrew Francis/Kent Boyd
9.40 – 10.45	<ul style="list-style-type: none"> <li>▪ <b>Local Water Utilities Management- The Big Picture National &amp; State</b></li> <li>▪ <b>NSW Office of Water- Best Practice Update</b> Good news results for Non-Metropolitan LWUs (Stephen Palmer?)</li> <li>▪ <b>National Perspective</b> – Murray Darling Basin Plan (speaker?)</li> </ul>
Morning Tea 10.45-11.15	
Late Morning 11.15-11.35	<ul style="list-style-type: none"> <li>▪ <b>State Government Update- Minister Hodgkinson</b> (20 min) Update on State Government initiatives including State Dam Inquiry/LG review</li> <li>▪ <b>Water Directorate Update- Chair/EO</b></li> <li>▪ <b>How Big is My Catchment ?- Drinking Water Quality Management</b> Presentation by Dept. of Public Health/NSW Public Works/Planning? Case studies? (Lachlan/Orange) Facilitator- Annaliesa Contos?</li> </ul>
11.35-12.30	
Lunch 12.30-1.30	
Afternoon 1.30 – 2.30	<ul style="list-style-type: none"> <li>▪ <b>Training, Mentoring &amp; Resource Sharing</b> Update by AWA- Petra Kelly Update by ITAB- Jenny James</li> <li>▪ <b>CWUA Mentoring Program-</b> Jenny Bennett/Andrew Francis</li> <li>▪ <b>CWRWP Pilot Program Workforce Planning–</b> Grant Leslie?</li> </ul>
Late Afternoon 2.30 – 4.15	<b>Break-out Sessions</b> <ul style="list-style-type: none"> <li>▪ <b>The Alliance Model</b> Promotion of the model/Planning/Tools &amp; resources. CWUA Management Plan Progress Report- Efficiencies and cost savings.5 Year Procurement Plan <b>Regional Planning- Where to Now?</b> Facilitator Annaliesa Contos? Regional Drought Management/IWCM/DWQM</li> </ul>
4.15-5.00	<b>Plenary on emergent issues as a result of event and close</b>
Dinner 6.00pm- onward	<b>Pre-dinner drinks</b> <b>Speaker</b>
DAY 2 * Optional	Suggested Activities –Site Tour Joint LMWUA/CWUA Operators Meeting Regional meeting of Water Directorate/AWA/ITAB Network

**Advocacy**

As detailed in out-going correspondence, copies of the Joint CWUA/LMWUA Submission in response to the Infrastructure NSW Strategy recommendations has been sent with covering letters to Ministers Hodgkinson, Page, the Premier, Barry O’Farrell and the Chair of the Independent Local Government Review Panel, Professor Grahame Sansom.

Professor Sansom made specific reference to the submission when he addressed the Centroc Board in Wellington on 28 February noting the effectiveness of the Alliance in delivering cost savings and other benefits to Central NSW communities.

A meeting is currently being sought with the NSW Premier to follow up on the submission’s content.

<b>Recommendation/s</b>
<p><b>That the CWUA</b></p> <ol style="list-style-type: none"> <li><b>1. Note the CWUA logo and E newsletter and agree to plans for their use</b></li> <li><b>2. Agree to proceed with the Regional CWUA Event</b></li> <li><b>3. Note the balance of the report.</b></li> </ol>

<b>For determination</b>
<p><b>CWUA members to consider:</b></p> <ul style="list-style-type: none"> <li><b>- the E-Newsletter template and provide advice about the format</b></li> <li><b>- the Regional Event scoping report and provide advice on the preferred format including the date, venue, program content and speakers.</b></li> </ul>

**7i. CWUA Supervisors and Operators Sub-Committee**

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A verbal update to be provided to the meeting by David Tinlin

**7j. Advice from LMWUA**

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**Report by Meredith Macpherson 22 March****Précis**

In accordance with the CWUA Management Plan, this report provides advice from the Lower Macquarie Water Utilities Alliance, specifically the Minutes from the LMWUA's Strategic Planning Day held on 12 March.

This report is for noting.

The minutes from the LWUA Strategic Planning Day on 12 March 2013 will be tabled at the meeting.

**Recommendation/s**

**That the CWUA note the Minutes from the LMWUA Strategic Planning Day on 12 March 2013.**

## 8. Update from the Chair

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Update by Andrew Francis.

## 9. Training needs for short courses

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### Water Sampling

Members will recall that the CWUA has requested that a training course be developed for all staff conducting water sampling throughout Central NSW Councils. The course has been developed in conjunction with Department of Health and will cover the following aspects:

- Overview of Drinking Water Management
- NSW Drinking Water Monitoring Program
- Theory of water sampling
- Practical demonstration of field testing equipment
- Online training session on how to access and update the Drinking Water Monitoring database

To be deemed competent, participants will need to complete an online test on completion of the training.

Training has now been confirmed and will take place on the following dates:

**Monday 22<sup>nd</sup> April – Orange**

**Tuesday 7<sup>th</sup> May – Parkes**

**Thursday 9<sup>th</sup> May – Bathurst**

The course will run from 10am – 2.30pm, at a cost of \$100 + GST pp which includes lunch, quick reference guides, and a certificate and wallet card.

A copy of the registration form stating the participants name and which date and location they would prefer to attend is provided as an attachment.

Please be aware that there are limited spaces available at the venues, so it will be a case of first in best dressed.

### Evaluating Tenders

With a number of regional tenders being developed by Centroc this year there has been some interest in the region for Tender Evaluation Training.

Lange Consulting, providers of the APET tender evaluation tool used by Centroc, delivers “Evaluation Insight” a half day practical workshop where participants are introduced to qualitative evaluation of tenders.

This training would benefit those that are involved in assessing Council tenders and anyone who is on a regional tender steering committee.

Tentative dates for the running of this workshop in the region are:

- Tuesday 16 April – Bathurst
- Wednesday 17 April – Parkes

The two dates and locations are based on the amount of interest to attend the course and are not guaranteed. The cost of the course is \$150 + GST per person.

A copy of the EOI is provided as an attachment. Please contact Laura Burgett at [laura.burgett@centroc.com.au](mailto:laura.burgett@centroc.com.au)