

# Agenda

## Centroc Water Utilities Alliance

### 30 January 2014

<b>Mr Russell Deans*</b>	Bathurst Regional Council	<b>Mr Phil King</b>	Lachlan Shire Council
<b>Mr Grant Baker</b>	Blayney Shire Council	<b>Mr Ben Falconer *</b>	Lachlan Shire Council
<b>Mr Anthony McMahon</b>	Boorowa Shire Council	<b>Mr Luke Moloney</b>	Upper Lachlan Shire Council
<b>Mr Adam Stewart</b>	Boorowa Shire Council	<b>Mr Phil Newham</b>	Upper Lachlan Shire Council
<b>Mr Jonathon Foong</b>	Cabonne Council	<b>Mr Bill Twohill</b>	Weddin Shire Council
<b>Mr George Ridley</b>	Cowra Shire Council	<b>Ms Nicole Vonarx</b>	Young Shire Council
<b>Mr Tim Long*</b>	Cowra Shire Council	<b>Mr Mahendram Manoharan</b>	Young Shire Council
<b>Mr David Tinlin</b>	Forbes Shire Council	<b>Mr Tony Perry</b>	Central Tablelands Water
<b>Mr Ray Graham</b>	Forbes Shire Council	<b>Mr Darryl Sligar</b>	Central Tablelands Water
<b>Mr Iain Stewart</b>	Lithgow City Council	Mr Matt Parmeter	NSW Office of Water
<b>Ms Rose Perrott</b>	Lithgow City Council	Ms Marnie Page	NSW Health
<b>Mr Aruna Wickramasinghe</b>	Oberon Shire Council	Ms Meredith Macpherson	CWUA Program Manager
<b>Mr Sam Golam</b>	Oberon Shire Council	Ms Lee Chapman	Centroc
<b>Mr Chris Devitt</b>	Orange City Council	<b>For information</b>	
<b>Mr Wayne Beatty*</b>	Orange City Council	Ms Jennifer Bennett	Centroc
<b>Mr Jon Francis</b>	Orange City Council	Ms Kate Barker	Centroc
<b>Mr Kent Boyd</b>	Parkes Shire Council	Ms Laura Burgett	Centroc
<b>Mr Andrew Francis*</b>	Parkes Shire Council	Mr David Swan	LMWUA

\* Denotes CWUA Executive Members.

It is advised that a meeting of the Centroc Water Utilities Alliance will be held on **Thursday 30 January 2014** at **Cowra Shire Council**.

The meeting commences at 10.00am. Morning tea will be provided on arrival from 9.30am.

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

**Agenda**

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

<b>Mr Russell Deans</b>	Bathurst Regional Council	<b>Mr Bill Twohill</b>	Weddin Shire Council
<b>Mr Adam Stewart</b>	Boorowa Council	<b>Mr Mahendram Manoharan</b>	Young Shire Council
<b>Mr Tim Long</b>	Cowra Shire Council	Mr Matt Parmeter	NSW Office of Water
<b>Mr Sam Golam</b>	Oberon Shire Council	Ms Marnie Page	NSW Health
<b>Mr Wayne Beatty</b>	Orange City Council	Ms Jenny Bennett	Centroc
<b>Mr Andrew Francis</b>	Parkes Shire Council	Mr Lee Chapman	Centroc
<b>Mr Ben Falconer</b>	Lachlan Shire Council	Ms Meredith Macpherson	CWUA Program Manager

**2. Apologies**

Mr Grant Baker, Mr Ray Graham, Mr Phil King, Mr Luke Moloney, Mr David Tinlin, Mr Tony Perry, Mr Darrell Sligar

<b>Resolved</b>	<b>Mr T Long /Mr W Beatty</b>
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That the apologies be accepted for the above CWUA members for the meeting on 21 November 2013.
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**3. Speakers – Mr James Hornery- BAEC-Electric Motors & Energy Efficiency Gains****4. a) Confirmation of the minutes of the CWUA Meeting 27 June 2013**

<b>Resolved</b>	<b>Mr B Twohill/Mr T Long</b>
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That the Minutes of the meeting of 27 June 2013 be adopted.
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**4. b) Confirmation of the minutes of the CWUA Executive Meeting 18 September 2013**

<b>Resolved</b>	<b>Mr W Beatty/Mr T Long</b>
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That the Minutes of the CWUA Executive Meeting of 18 September 2013 be adopted with amendment to the attendance list removing Mr R Deans and Mr B Falconer.
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**5. Matters in Progress**

<b>Resolved</b>	<b>Mr T Long /Mr R Deans</b>
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That the CWUA:
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|---|
| <ol style="list-style-type: none"> <li>Note the Matters in Progress and deletion of the following items as recommended:<br/>Items 3, 11-12-7g, 2-13-5, 2-13-7c, 2-13-7i, 4-13-7c, 9-13-7c, 4-13-7d, 4-13-7h, 9-13-7f, 9-13-7a, 6-13-7c, 6-13-7c, 6-13-7d, 9-13-7d 1, 6-13-7f, 6-13-9, 6-13-10.</li> </ol> |
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**6. Correspondence**

<b>Resolved</b>	<b>Mr R Deans/Mr B Falconer</b>
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That the CWUA:
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- |  |
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| <ol style="list-style-type: none"> <li>Note the incoming and outgoing correspondence.</li> </ol> |
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## Minutes and Matters in Progress

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

<b>Resolved</b>	<b>Mr T Long /Mr B Falconer</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Form a Working Party including Mr R Deans, Mr A Francis, Mr W Beatty, Mr A Stewart and Mr S Golam to consider the 40 WSUD Performance Indicators in priority order and how the CWUA member Councils could manage the collection of these for a report to GMAC with a view to looking at performance monitoring across all councils;</li> <li>2. Await advice from the meeting with NOW on streamlining the Best Practice Management Framework before proceeding on further scoping the proposal to integrate the IWCM review with the IP&amp;R Strategic Planning Process;</li> <li>3. Commend to GMAC that the regional IWCM be commended to the Board for adoption;</li> <li>4. Refer discussion of regional procurement of IWCM strategies for individual member Councils (Boorowa, Lachlan, Upper Lachlan, Cowra and Young) to the February CWUA meeting; and</li> <li>5. Note the report on Best Practice and provide updates to the status tables as required.</li> </ol>	

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

<b>Resolved</b>	<b>Mr T Long /Mr R Deans</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Commend to GMAC that the Centroc Water Sampling Policy template be adopted by CWUA member Councils;</li> <li>2. Request details from the PHU regarding the scope that consultants are required to deliver against for the development Drinking Water Systems Plans including a checklist of issues missed by Consultants to date and gaps in pilot plans;</li> <li>3. Conduct an audit of Council's data, policies, procedures and registers relating to water quality with a view to putting an informed response to GMAC requesting a model for co-operation throughout Council departments for water quality matters; and</li> <li>4. Note the report on Drinking Water Quality Management Plan development and updates to the status tables.</li> </ol>	

**7c. Strategic Business Planning Update**

<b>Resolved</b>	<b>Mr A Stewart/Mr B Twohill</b>
That the CWUA note the Strategic Business Plan Update report and updates to the status table.	

**7d. Asset Management**

<b>Resolved</b>	<b>Mr T Long/Mr R Deans</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Commit to using the Centroc Induction for contractors contracted under Centroc for CWUA asset management;</li> <li>2. Nominate a tender panel including Mr R Deans, Mr A Francis, Mr T Long, Mr T Perry and a representative from Lithgow to review the final draft of the Dam Surveillance RFT and participate in tender assessments with a timeframe allowing for tenders to be assessed on 17 January with a report to Forbes Shire Council on 20 February 2014; and</li> <li>3. Note the report on Asset Management and provide updates to tables as required.</li> </ol>	

**7e. Water Resources Working Party**

<b>Resolved</b>	<b>Mr R Deans/Mr T Long</b>
That the CWUA note the report detailing progress on the Centroc Water Resources Working Party pilot workforce development project.	

**7f. Advocacy Update**

<b>Resolved</b>	<b>Mr W Beatty/Mr R Deans</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Propose that Daryl McGregor be approached regarding assistance in drafting a response to the request for submissions to the National Water Commission's 2014 Triennial Assessment; and</li> <li>2. Note the Advocacy update report.</li> </ol>	

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

<b>Resolved</b>	<b>Mr T Long/Mr A Stewart</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Seek advice from Orange City Council of its nominee to lead the SAOG for 2014;</li> <li>2. Propose that the next meeting of the SAOG coincide with the WIOA Conference in Orange on 2 -3 April; and</li> <li>3. Note the report on the Supervisors and Operators Group.</li> </ol>	

**7h. Savewater ! Alliance Update**

<b>Resolved</b>	<b>Mr W Beatty/Mr T Long</b>
That the CWUA:	
<ol style="list-style-type: none"> <li>1. Write to Savewater! alliance seeking assurance regarding the scheduling and other arrangements for the three-pronged Demand Management Engagement program for 2014-2015;</li> <li>2. Review the current benefits to members of participation in the Savewater /Centroc campaign where not all members participate in all components of the campaign; and</li> <li>2. Note the Savewater! Alliance update report.</li> </ol>	

**7i. Advice from LMWUA**

<b>Resolved</b>	<b>Mr W Beatty/Mr R Deans</b>
That the CWUA :	
<ol style="list-style-type: none"> <li>1. Agree to proceed with the Joint CWUA/LMWUA Gathering at the 2014 WIOA Conference to be held in Orange 2-3 April; and</li> <li>2. Note the Minutes from the LMWUA Technical Committee.</li> </ol>	

**8. Confidential Report – Pipe Relining Tender Evaluation**

<b>Resolved</b>	<b>Mr W Beatty/Mr R Deans</b>
That the CWUA :	
<ol style="list-style-type: none"> <li>1. Endorse the selection of Insituform Pacific, Kembla Watertech and Interflow as the providers for sewer rectification services;</li> <li>2. Advise Centroc Councils preference of provider of sewer rectification works;</li> <li>3. Introduce a quality stop for any Council that is not assigned to their chosen provider;</li> <li>4. Review providers performance at every CWUA meeting; and</li> <li>5. Note the balance of the report.</li> </ol>	

**9. CWUA Strategic Planning – Business Plan 2011-2014 Review**

**Resolved**

**Mr B Twohill/Mr S Golam**

That the CWUA :

1. Review the draft CWUA Business Plan 2014-2016 considering regional resources and what member’s want from the CWUA with responses required to the CWUA Program Manager by mid-January with a view to the final draft being included in the Centroc Management Plan to be put to the February meeting of the Centroc Board.

**10. Training Opportunities**

Information noted

**11. Cold Call Surveys**

**Resolved**

That the CWUA advise the following cold call survey suppliers accordingly:

1. Project Coach- Note the information ;
2. Prominent Fluid Controls Pty Ltd- Note the information; and
3. Independent Sewer Consulting Services Pty Ltd- Note the information.

**10. General Business**

None.

**Next Meeting:** Schedule of meetings for 2014 to be confirmed in line with the schedule for Centroc General Manager’s Advisory Committee and Board meetings.

The meeting finished at 2:10 pm.

**PAGE SIX IS THE LAST PAGE OF THE MINUTES OF THE MEETING ON 21 NOVEMBER 2013**

## 5. Matters in Progress

Item	By	Progress
<p>1. 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 was presented to Joint CWUA/LMWUA SAOG meeting at Regional water Utilities event -24 July.</p> <p>See Water Resources Working Party Report to this meeting regarding GSA Framework.</p>
4. Receive advice regarding the status of Best Practice with regard to being mandatory	Ms M Macpherson	<p>Correspondence to NOW Nov/Dec 2012.</p> <p>Follow- up meeting with NOW on 5 December 2012.</p> <p>Follow-up correspondence 31 July 2013</p> <p>Correspondence to NOW on Best Practice Plan Streamlining October 2013</p> <p>Meeting to be convened with Mr Steve Palmer and Mr Sam Samra on their return from leave on 28 January 2014. In progress. Refer item 11-13-7a-3.</p>
<p><b>11-12-7d- Water Resources Working Party</b> Develop a regional school based trainee program utilising resources provided by the NSW Public Sector Industry Training Advisory Body</p>	Ms M Macpherson	<p>Parkes trialling school based trainee program.</p> <p>Progress to be monitored.</p>
<p><b>2-13-7f - Mentoring for Sustainability</b></p> <p>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</p> <p>2. Receive a report on the progress of the roll-out through the CWUA.</p>	Ms M Macpherson	Some delays in progressing- process to be re-visited in February 2014.
<p><b>4-13-7a- Stage 1 Best Practice update</b> That the CWUA Program Manager canvas</p>	Ms M Macpherson	Refer item 11-13-7b. Suggest deletion.

<p>members to determine who needs to develop an IWCM Strategy with a view to drafting a RFT specification.</p>		
<p><b>9-13-7b- Drinking Water Quality Management (Executive Meeting)</b></p> <ol style="list-style-type: none"> <li>1. Agree that the scope of the Drinking Water Quality Policy and Procedures be limited to Water Sampling and refer development of this to the DWQM working party;</li> <li>2. Under the auspices of the GM for Infrastructure commend to GMAC the development of an MOU with NSW Health; and</li> <li>3. Aggregate projects from individual DWQM Plans development to develop a Regional Plan that will address policy, on-the-ground issues and training.</li> </ol>	<p>Ms M Macpherson</p>	<ol style="list-style-type: none"> <li>1. Refer to item 11-13-7b. Suggest deletion.</li> <li>2. In progress. Approved by Board at November 2013 meeting.</li> <li>3. To be progressed on completion of individual DWQM Plans.</li> </ol>
<p><b>4-13-7d. Asset Management</b> That members doing smoke testing with All About Pipes, check and rank defect notices before distributing to residents.</p>	<p>Ms M Macpherson</p>	<p>on-going</p>
<p><b>6-13-7a Best Practice Update</b></p> <ol style="list-style-type: none"> <li>1. Form a working party to be headed up by Russell Deans and including Andrew Francis to develop a proposal for how the CWUA would like to see the Regional Demand Management Plan reviewed and to consider overlap with other plans in order to provide a more streamlined process for plan review that can be provided to NOW; and</li> <li>2. That the resourcing of a Regional Demand Management officer to co-ordinate CWUA member’s Demand Management Planning process be investigated with a report provided to a future meeting.</li> </ol> <p><b>9-13-7a Best Practice Update- (Executive Meeting )</b></p> <ol style="list-style-type: none"> <li>1. Provide comments to the CWUA Program Manager on the draft Regional IWCM;</li> <li>2. Request a copy of the Circular being prepared by Sam Samra, NSW Office of Water and canvass the opportunity to have input into its development; and</li> <li>3. Recommend to GMAC that it request a report from the CWUA on the 40 WSUD Performance Indicators in priority order and how the CWUA Member Councils could manage the collection of these.</li> </ol>	<p>Ms M Macpherson</p>	<ol style="list-style-type: none"> <li>1. Refer item 11-13-7a-4. Suggest deletion</li> <li>2. Will be progressed following finalisation of the CWUA Business Plan Review. See report to this meeting.</li> <li>1. Done. Suggest deletion.</li> <li>2. Done. Suggest deletion.</li> <li>3. Refer 11-13-7a. Suggest deletion</li> </ol>



<p><b>9-13-7d. Asset Management (Executive Meeting)</b></p> <ol style="list-style-type: none"> <li>1. Modify the Tweed Shire Council/Rous Water Consultant Brief for Dam Surveillance and annual inspections to tender for a consultant with a procurement timeframe that allows for the contract to commence from 1 March 2014; and</li> <li>2. Seek a review of the standard Centroc contract in line with the Australian Standard 4000 series.</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>1. Done. See report to this meeting. Suggest deletion.</li> <li>2. In-progress. See report to this meeting. Suggest deletion.</li> </ol>
<p><b>6-13-7h. CWUA Supervisors and Operators Subcommittee</b></p> <ol style="list-style-type: none"> <li>1. That Doug Moorby, Lachlan Shire, work with the CWUA Program Manger to co-ordinate the next meeting of the Supervisors and Operators Subcommittee to include a revisit of the strategic direction for the group; and</li> <li>2. That the meetings be rotated around the region with the CWUA members sharing responsibility to attend ensuring a conduit between the two groups.</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>1. Refer 11-13-7g. Suggest deletion.</li> <li>2. On-going.</li> </ol>
<p><b>9-13- Other Business- (Executive Meeting)</b></p> <p>That the CWUA agree to make an annual contribution of \$2,500 to the Co-operative Research Centre for Water Sensitive Cities for three years with the results to be monitored</p>	Ms M Macpherson	<p>Meeting held between Local Land Services, CWUA and LMWUA to agree MOU. See report to this meeting. Suggest deletion.</p>
<p><b>11-13-7a. Stage 1 Best Practice update</b></p> <ol style="list-style-type: none"> <li>1. Form a Working Party including Mr R Deans, Mr A Francis, Mr W Beatty, Mr A Stewart and Mr S Golam to consider the 40 WSUD Performance Indicators in priority order and how the CWUA member Councils could manage the collection of these for a report to GMAC with a view to looking at performance monitoring across all councils;</li> <li>2. Await advice from the meeting with NOW on streamlining the Best Practice Management Framework before proceeding on further scoping the proposal to integrate the IWCM review with the IP&amp;R Strategic Planning Process;</li> <li>3. Commend to GMAC that the regional IWCM be commended to the Board for adoption;</li> <li>4. Refer discussion of regional procurement of IWCM strategies for individual member Councils (Boorowa, Lachlan, Upper Lachlan, Cowra and Young) to the February CWUA meeting.</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>1. In progress. Meeting to be convened in February.</li> <li>2. In progress.</li> <li>3. Regional IWCM to be referred to February GMAC Meeting.</li> <li>4. Awaiting finalisation of IWCM evaluations for Boorowa, Lachlan &amp; Cowra.</li> </ol>
<p><b>11-13-7b- Drinking Water Quality Management</b></p> <ol style="list-style-type: none"> <li>1. Commend to GMAC that the Centroc Water Sampling Policy template be adopted by CWUA</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>1. To be commended to February meeting of GMAC.</li> </ol>

<p>member Councils;</p> <ol style="list-style-type: none"> <li>Request details from the PHU regarding the scope that consultants are required to deliver against for the development Drinking Water Systems Plans including a checklist of issues missed by Consultants to date and gaps in pilot plans;</li> <li>Conduct an audit of Council's data, policies, procedures and registers relating to water quality with a view to putting an informed response to GMAC requesting a model for co-operation throughout Council departments for water quality matters.</li> </ol>		<ol style="list-style-type: none"> <li>See response provided in Drinking Water Quality Management report to this meeting.</li> <li>Underway.</li> </ol>
<p><b>11-13-7d- Asset Management</b></p> <ol style="list-style-type: none"> <li>Commit to using the Centroc Induction for contractors contracted under Centroc for CWUA asset management;</li> <li>Nominate a tender panel including Mr R Deans, Mr A Francis, Mr T Long, Mr T Perry and a representative from Lithgow to review the final draft of the Dam Surveillance RFT and participate in tender assessments with a timeframe allowing for tenders to be assessed on 17 January with a report to Forbes Shire Council on 20 February 2014</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>On-going.</li> <li>See report to this meeting. Suggest deletion.</li> </ol>
<p><b>11-13-7f- Advocacy</b></p> <ol style="list-style-type: none"> <li>Propose that Daryl McGregor be approached regarding assistance in drafting a response to the request for submissions to the National Water Commission's 2014 Triennial Assessment.</li> </ol>	Ms M Macpherson	<p>See submission prepared by CWUA Program Manager attached. Suggest deletion.</p>
<p><b>11-13-7g- Supervisors and Operators Sub-Committee</b></p> <ol style="list-style-type: none"> <li>Seek advice from Orange City Council of its nominee to lead the SAOG for 2014;</li> <li>Propose that the next meeting of the SAOG coincide with the WIOA Conference in Orange on 2 -3 April.</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>Seek update from Wayne Beatty</li> <li>See report to this meeting.</li> </ol>
<p><b>11-13-7h- Savewater Alliance</b></p> <ol style="list-style-type: none"> <li>Write to Savewater! alliance seeking assurance regarding the scheduling and other arrangements for the three-pronged Demand Management Engagement program for 2014-2015;</li> <li>Review the current benefits to members of participation in the Savewater /Centroc campaign where not all members participate in all components of the campaign</li> </ol>	Ms M Macpherson	<ol style="list-style-type: none"> <li>Awaiting finalisation of 2013-14 summer campaign.</li> <li>See report to this meeting.</li> </ol>

<p><b>11-13-7i-Advice from LMWUA</b></p> <p>1. Agree to proceed with the Joint CWUA/LMWUA Gathering at the 2014 WIOA Conference to be held in Orange 2-3 April;</p>	Ms M Macpherson	<p>See report to this meeting. Suggest deletion.</p>
<p><b>11-13-8- Pipe Relining Tender Evaluation</b></p> <p>1. Endorse the selection of Insituform Pacific, Kembla Watertech and Interflow as the providers for sewer rectification services;</p> <p>2. Advise Centroc Councils preference of provider of sewer rectification works;</p> <p>3. Introduce a quality stop for any Council that is not assigned to their chosen provider;</p> <p>4. Review providers performance at every CWUA meeting</p>	Ms M Macpherson	<p>1.2.3 See report to this meeting. Suggest deletion.</p> <p>4. Ongoing.</p>
<p><b>11-13-9 CWUA Strategic Planning – Business Plan 2011-2014 Review</b></p> <p>Review the draft CWUA Business Plan 2014-2016 considering regional resources and what member’s want from the CWUA with responses required to the CWUA Program Manager by mid-January with a view to the final draft being included in the Centroc Management Plan to be put to the February meeting of the Centroc Board.</p>	Ms M Macpherson	<p>See report to this meeting. Suggest deletion.</p>

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

<b>No</b>	<b>Date/Who</b>	<b>Subject</b>	<b>Comments</b>
1	3 December 2013 Savewater Alliance	Annual Report 2012-2013	
2	20 December 2013 Dept Resources Energy & Tourism	CEEP2 Project Plan External Assessment	
3	13 January 2014, Craig Mathisen, WIOA	WIOA Conference Program	

**6b Outgoing Correspondence BLUE**

<b>No</b>	<b>Date/Who</b>	<b>Subject</b>	<b>Comment</b>
1	2 December 2013, Dept Resources, Energy & Tourism	Submission of CEEP2 Project Plan	
2	6 December 2013, National Water Commission	Triennial Assessment – Urban Water Futures-submission	
3	16 December 2013, David Lilley, Interflow	CCTV contract – reporting	Re-sent 15 January 2014
4	13 January 2014, Local Media	Local Government reform & Regional Water Utilities	Email
5	14 January 2014, Dept Resources Energy & Tourism	CEEP2 Project Plan – Final Version	Email

**7 Reports YELLOW**

**7a Stage 1 - Best Practice Update**

**Report by Meredith Macpherson 16 January 2014**

**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.

The report is for noting and updating where required.

**Summary**

At the time of writing there remain four IWCM Plans, one Drought Management Plan and five Demand Management Plans yet to be finalised.

The five Demand Management Plans and the Drought Management Plan are with NOW awaiting comments while the four IWCM Plans are awaiting action by member councils.

It is hoped that these will be finalised in the next couple of weeks and those requiring NOW approval re-submitted.

**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. Hydroscience 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. Hydroscience included advice on the Plan in the regional plan.
Central Tablelands Water	Hydroscience 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	Hydroscience 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 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 by NOW.
Oberon	Plan completed by DLM and included in Regional Plan. Plan lodged with NOW. NOW have approved and provided comments for Council’s consideration on Plan review.
Orange	Draft provided by DLM. Awaiting feedback from Orange. Draft provided to M Parmeter 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 2013.
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 be presented to the Community Consultative Committee at a future date. Plan lodged with NOW awaiting comment.
Upper Lachlan	Hydrosience have completed the 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. Recommendations yet to be progressed. See 5 Year Procurement Plan.

**IWCM**

There are four IWCM Plans yet to be finalised by members with work currently progressing. The Regional IWCM accepted at the November 2013 CWUA meeting will be put to the February GMAC meeting with the recommendation that it be adopted by the Board.

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

Local Water Utility	Status update on Integrated Water Management Cycle Plans
	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. Comments received from NOW 4/6/13. Council finalising with consultant.
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. Consultant provided advice to Council. Council have reviewed comments and provided feedback to MWH for update.
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. Referred to community consultative committee. Surveys completed and provided to MWH November 2013.
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 2012. Comments received from NOW. Consultant working with Council to finalise.
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. Received comments from NOW. Council to respond. Have an existing plan that has approval.
Parkes Shire	Parkes review has been issued. Advice being incorporated into regional plan.
Upper Lachlan Shire	Responses back from NOW – with consultant. Plan updated. Re-lodged with NOW. Verbal approval provided. Awaiting formal advice from NOW
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 adopted at April Council Meeting.
Regional Plan	The final version of the Regional IWCM incorporating member's comments has been completed and was tabled at the CWUA meeting in November 2013 where it was recommended that it be commended to GMAC to be commended to the Board for adoption. Recommendations from the IWCM have been reviewed and incorporated in the draft CWUA Business Plan 2014-2016. See report on the CWUA Business Plan revision.



## 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. See CTW advice.
Boorowa Shire	Plan lodged with NOW 30 August. Matt Parmeter currently reviewing.
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. Strategy prepared by Hydrosience. Lodged with NOW. Comments received and Plan amended by the consultant. Re-lodged with NOW
Cowra Shire	Issued to client end of February. Council comments received and plan amended by MWH in November 2013. Plan to be adopted by Council.
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 in June 2012. Check status with Matt Parmeter.
Lithgow City	Issued 21 Nov to NOW after review by Council. NOW Approved.
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. Plan lodged with NOW
Parkes Shire	Issued to client.
Upper Lachlan Shire	Plan lodged with NOW 30 August. Comments received, updated by consultant and re-lodged with NOW. Received verbal approval awaiting formal advice.

Local Water Utility	Current Position
Weddin Shire	Issued to client 7 December. Comments received 12 December. MWH now finalising for inclusion in regional plan. See CTW advice.
Young Shire	Plan lodged with NOW. Approved by NOW and Council.
Regional plan	<p>Regional Demand Management Plan adopted by GMAC and Board at May 2013 meeting.</p> <p>The CWUA resolved at its July 2013 meeting to investigate the resourcing of a Regional Demand Management officer to co-ordinate CWUA member’s Demand management Planning. Considered as part of the Business Plan review.</p>

**Five Year Procurement Plan**

A copy of the Five Year Procurement Plan is provided as an attachment to this report as a regular item. This is a living document and has been updated with advice regarding the current status of activities. This will be reviewed in line with the CWUA Business Plan review (see separate report) with respect to member’s priorities with the following activities earmarked for scoping in late 2013-early 2014:

- Developer Servicing Plans
- Trade Waste Management
- Implementation/monitoring
- Backflow Prevention Management.

Note that the development of DSPs and Trade Waste Management are both issues that have been specifically highlighted by the Strategic Business Planning process for the majority of Councils. Blayney has advised that they are currently seeking quotes for the development of a DSP.

**Determination**  
**CWUA members are asked to provide an indication of whether they are interested in participating in the regional procurement of Developer Servicing Plans and the timeframe.**

**Recommendation/s**  
**That the CWUA:**  
**1. Commend to members that they participate in the regional procurement of Developer Servicing Plans and agree a timeframe: and**  
**1. Note the report on Best Practice providing updates to the status tables as required.**

**Five Year Procurement Plan- 1 July 2013 – 30 June 2018**

Program / Activity	1 July 2013-30 June 2014	1 July 2014-30 June 2015	1 July 2015-30 June 2016	1 July 2016-30 June 2017	1 July 2017-30 June 2018
<b>Drought</b>	Review Regional Drought Plan recommendations Develop implementation plan	Scope review	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 and deliver IWCM strategy development for members Awaiting completion of Councils IWCM evaluation studies.	Scope IWCM review Trial CSP	Regional rollout Community Strategic Plan consultation	Deliver	
<b>Strategic Business Planning</b>	Deliver SBPs including Regional Plan.			Scope review	Deliver review
<b>Developer Servicing Plans</b>	Late 2013 develop implementation plan for DSP based on new guidelines. Blayney seeking quote from NSW Public Works	Implement	implement	implement	implement
<b>Drinking Water Quality Plans</b>	Plans in 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)	Year 1 delivery of 3 year contract	Year 2 delivery of 3 year contract Commence contract review October. Implement new contract (from May)	Deliver year 1 of 2 year contract
<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)	Year 1 delivery of 3 year contract.	Year 2 delivery of 3 year contract Commence contract review October. Implement new contract (from May)	Deliver year 1 of 2 year contract
<b>Pipe relining</b>	Scope/tender. Commence contract 1 January 2014. Underway	Deliver year 1 (to Jan 2015)	Deliver year 2 (to Jan 2016)	Deliver year 3. Commence contract review October Implement new contract Jan 2017.	
	Deliver year 1 of 2 year contract	Deliver year 2. Review			

<b>Savewater! membership</b>		membership October 2014			
<b>Dam Management Safety/audit/surveillance</b>	Scope regional plan (by late 2013). Underway				
<b>Water Loss Management</b>	Scope regional plan (2013-early 2014). Pilot as part of CEEP2 with Parkes & Lithgow with a view to regional roll-out	implement	implement	implement	implement
<b>Trade Waste Management Implementation/monitoring</b>	Scope regional plan (2013- early 2014) for implementation and on-going monitoring	implement	implement	implement	implement
<b>Backflow Prevention Management</b>	Scope regional plan 2013-early 2014	implement	implement	implement	implement
<b>Regional Panel Contract</b>		Develop specs/advertise	implement	implement	implement

**7b Drinking Water Quality Management Plan Status Update****Report by Meredith Macpherson 16 January 2014****Précis**

This report provides an update and advice on progress to achieving regional compliance with NSW 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 provides advice regarding:

- The monitoring of the NSW Health Drinking Water Database by Centroc; and
- The scope for Consultants for the Development of Drinking Water Quality Management Plans.

Advice is sought on:

- A review of Drinking Water Quality Management Plans against the ADWG; and
- Updates to 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 24) is to monitor progress to achieving regional compliance with NSW 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 is included as a regular Agenda item.

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.

**NSW Health Drinking Water Database**

In March the CWUA Program Manager wrote to members seeking permission for access to the NSW Health Drinking Water Database for Centroc to participate in Water Sampling Training.

At the time permission was received from all members with the exception of Orange, Oberon and Upper Lachlan. At the time of writing permission has now been received from Oberon with advice from Orange and Upper Lachlan pending.

Following recent discussions with the Public Health Unit and NSW Health, Centroc is planning to trial a process to monitor sampling results in order to provide the PHU with an added level of confidence that CWUA members take seriously their commitment to providing quality drinking water to our communities.

Members are to be reassured that none of the data will be used for any purpose other than internal monitoring and that they will be consulted on this.

A NSW Drinking Water Database Authorised User Confidentiality Agreement has been signed and sent to NSW Health. A copy is provided as an attachment.

**Drinking Water Quality Management Plans**

Following discussion at the November CWUA meeting it was recommended that details be sought from the Public Health Unit regarding the scope that consultants are required to deliver against for

the development of Drinking Water Systems Plans including a checklist of issues missed by consultants to date and gaps in pilot plans.

The following advice was provided by Ms Marnie Page on 25 November.

*I have been asked what Environmental Health Branch required of consultants for the production of DWMS.*

*I have spoken to Environmental Health Branch about this matter and have been advised that consultants were asked to produce a DWMS in accordance with 'NSW Guideline for Drinking Water Management Systems' 2013 <http://www.health.nsw.gov.au/environment/water/Documents/NSW-Guidelines%20for-Drinking-Water-Management-Systems.pdf>.*

*Documents will vary between water utilities due to variation in supplies. However if you feel that the draft DWMS produced is not in accordance with the 'NSW Guideline for Drinking Water Management Systems' 2013 please let me know. There may be an exception to this if the Water Utility did not provide the consultant with all necessary information or relevant staff were not available at the risk assessment workshops.*

*If you have additional questions regarding this matter please let me know.*

Further to this an email was sent on 17 January seeking advice regarding issues missed or gaps in pilot plans. Verbal advice will be provided to the meeting.

Preliminary feedback from members to date suggests that there could be some gaps or issues in pilot plans that need to be addressed. These relate to issues such as:

- Council's governing limits, specifically operating procedures for testing
- risk assessment tables; and
- on-line water quality monitoring.

Feedback has also been provided about potential conflicts between the generic DWQM plan on the NSW Health website with the ADWG, for example, in relation to online water quality monitoring.

#### **Determination/s**

That the CWUA consider the following options to review pilot DWQM Plans against the NSW Guidelines for Drinking Water Management Systems.

That the DWQM Working Party oversee;

a) a full review of pilot plans on completion of all plans and provide advice to the CWUA; or

(a) and in addition (b) a review of plans completed to date and provide preliminary advice to the CWUA.

That the CWUA commend to GMAC that feedback be provided to NSW Health Environmental Health Branch relating to process improvements where DWQM plans have been procured by NSW Health.

While the CWUA gratefully acknowledge the funding assistance provided in the development of DWQM Plans by NSW Health it is suggested that advice be sought through the PHU from the Environmental Health Branch about who the CWUA should speak to regarding quality assurance on DWQM Plans procured through NSW Health.

**Recommendation/s****That the CWUA:**

- 1. Commend the Centroc trial to monitor member's water sampling results on the NSW Health Drinking Water;**
- 2. Commend to GMAC that a review of Drinking Water Quality Management Plans procured through NSW Health Environmental Health Branch be undertaken by the CWUA;**
- 3. Seek advice from the NSW Health Public Health Unit about who the CWUA should speak to regarding quality assurance on Drinking Water Quality Management Plans procured through NSW Health; and**
- 4. Note the report on Drinking Water Quality Management Plan development providing updates to the tables as required.**

**Attachment:**

NSW Drinking Water Database Authorised User Confidentiality Agreement

**CENTROC WATER UTILITIES ALLIANCE  
DRINKING WATER QUALITY MANAGEMENT PLAN STATUS**

Council	Contact Name & Email	Risk Assessment	Plan Development	Consultants/resources/comments*
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:	See CTW-will participate in DWQM Plan workshops
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	Jonathan Foong <a href="mailto:Jonathan.foong@cabonne.nsw.gov.au">Jonathan.foong@cabonne.nsw.gov.au</a>	Rating: ☆☆ Est. completion date:	Rating: ☆☆ Est. completion date:	See CTW- will participate in DWQM Plan workshops.
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. Draft plans for Condobolin and Tottenham have been provided by consultants.



Council	Contact Name & Email	Risk Assessment	Plan Development	Consultants/resources/comments *
Lithgow	Rose Perrott <a href="mailto:rose.perrott@lithgow.nsw.gov.au">rose.perrott@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	NSW Public Works
Orange	Nicole Reid <a href="mailto:nreid@orange.nsw.gov.au">nreid@orange.nsw.gov.au</a>	Rating: ★★ Est. completion date:	Rating: ★★ Est. completion date:	Water Quality Management Plan-including provision of water provided to the mine-with subset including drinking water/stormwater harvesting.
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. Funding from Dept. Health to complete DWQMP confirmed. Awaiting details not expected before August.
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:	See CTW- will participate in DWQM Plan workshop
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:2014	Rating: ★ Est. completion date:2014	Letter requesting DoH funding sent. DoH funding confirmed – consultants- Hydroscience.

**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 17 January****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**

All Councils in Tranche 1, including Young, Lachlan, Lithgow, Oberon, Upper Lachlan, Weddin, Cabonne, Orange and Parkes have completed Strategic Business Planning Workshops with plans now finalised for all Councils with the exception of Orange, Parkes, Lithgow and Upper Lachlan. Tranche 2 workshops have been held in Blayney, Forbes, Cowra and Boorowa with draft plans issued for all Councils.

There remain a couple of Councils where NSW Public Works are awaiting feedback on drafts or additional data to complete final plans. While there have been some delays over the Christmas/New Year holiday period it is anticipated that outstanding data and Council feedback will be provided once staff return at the end of January.

Where Councils have issues with resources needed to collate data, the offer by NSW Public Works to provide on-site assistance still stands. Councils seeking assistance will be provided with a quote to undertake this additional consulting work.

At the time of writing, the status of SBP development is as follows:

<b>COUNCIL</b>	<b>Workshop Dates</b>	<b>Draft SBP Development</b>	<b>Comment</b>
Young	14-15 Jan 2013	17/1-15/2	Final SBP issued and adopted by Council.
Lachlan	30-31 Jan	31/1-28/2	Final SBP issued.
Lithgow	12-13 Feb	14/2-14/3	Final Draft including financial model forecasts to be issued in January 2014
Oberon	19-20 Feb	21/2-21/3	Final SBP issued.
Upper Lachlan	26-27 March	27/3-26/4	Draft SBP issued. Necessary data is yet to be provided. NSW Public Works has informed the Council of the additional cost implication to the Council
Weddin	3-4 April	5/4-3/5	Final SBP issued.
Cabonne	17-18 April	19/4-17/5	Final SBP issued.
Orange	30 April -1 May	2/5-30/5	Editable version of texts and diagrams to incorporate Council comments in the SBP has been received. Finalisation of the SBP document is underway and is expected to be completed by end of January.
Parkes	30-31 May	1/6-28/6	Preferred financial scenarios have been finalised in the presentation to Council on 15 Oct. Updated

			versions of some service area maps and scheme diagram awaited. The final SBP document will be issued after incorporating the latest details
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### Tranche 2 Councils

COUNCIL	Workshop Dates	Draft SBP Development	Comment
Blayney	11-12 Sept	13/9 - 03/10	Comments on draft report received from Council. Final plan issued mid Nov. Minor amendments required to finances.
Forbes	16-17 Oct	17/10 - 06/11	Draft SBP issued mid November. Awaiting information from Council to complete final plan.
Cowra	12-13 Nov		Workshop completed. Draft issued. Awaiting feedback from Council.
Boorowa	26-27 Nov		Requested data for completing the draft are awaited from Council. Draft Report to be issued in January 2014.

Following resolution by the CWUA Executive at the 18 September, GMAC has been advised at the November meeting that there could be cost implications in finalising outstanding tranche 1 SBP's.

### Regional SBP

A template is currently being prepared for approval by members for the development of the Regional SBP. It is anticipated that a template will be available for tabling at the meeting.

<b>Recommendation:</b>
<b>That the CWUA note the Strategic Business Plan Update report and provide updates to the status table as required.</b>

**7d Asset Management****Report by Meredith Macpherson 20 January****Précis**

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

The report seeks advice on;

- interest in participation in a regional manhole rectification program; and
- the performance of currently contracted providers.

The Report provides advice on;

- CCTV Condition Assessment reports provided by Interflow;
- Review of the Centroc contract;
- regional procurement of pipe relining; and
- Dam Surveillance Services.

A report on the CEEP2 grant is provided as a separate Agenda item.

**Background**

A Five Year Procurement Plan for a regional approach to the procurement of strategic work including best practice and asset management has been devised. This is a living document provided to this meeting as a regular item for review. See Five Year Procurement Plan (page 19) and commentary in report - 7a Stage 1 - Best Practice Update

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

**Smoke Testing**

As members are aware, a 3 year smoke testing contract is available for use by member councils for smoke testing of gravity sewer mains. Follow-up inspections of non-compliant properties are being scheduled as well as the next milk run for smoke testing. Smoke testing is scheduled for Oberon and Boorowa in the coming weeks and for Young prior to 30 June. Reinspections were undertaken in Parkes in December.

**CCTV – Interflow**

As reported to the November CWUA meeting, issues relating to the provision and quality of CCTV Condition Assessment Reports in line with the Centroc contract have been raised with Interflow over past months.

Despite seeking assurances from Interflow that the reports that have been provided are in accordance with clause 1.5.3 of the Centroc Contract in conforming with WSA- 05-2008 and are of a compatible industry standard, in December more issues were reported in relation to the quality of reporting for work done in Parkes in November.

Concerns were specifically in relation to the recording of WSA05 gradings for work undertaken by Interflow in November 2013 where advice has been that the records that do have WSA05 grades

seem to have ignored wall deterioration i.e. a reinforced concrete pipe with exposed reinforcing should attract a score of 80 and structural grading of 5 (prioritised renewal), but at the moment is graded at 1 (no action required).

While the above provides Centroc with grounds to terminate the contract with Interflow, in correspondence to Mr David Lilley, Director Business Development with Interflow, Centroc requested that an independent assessment of a random sample of reports prepared by Interflow for Centroc Councils be undertaken and paid for by Interflow.

The independent assessment should include:

- Random sample of reports agreed by both parties which includes reports provided prior to 20 June and those provided at 27 August;
- The assessment be done by a mutually agreed independent consultant (preferably one chosen by going out for quotation requests);
- A Report to Centroc as to how each reviewed report does or does not meet WSA to be received by Centroc no later than 28 February 2014.

Acceptance of the above proposal was requested by 10 January. No response was received and the correspondence was resent on 15 January. At the time of writing no response has been received.

### **Centroc Contract Review**

As reported to the November CWUA meeting, a review of the standard Centroc contract in line with the Australian Standard 4000 series is underway and is hoped will be completed in the next few months. An update on the process will be provided at the March meeting.

### **Community Energy Efficiency Program (CEEP) Update- Round 2**

Information relating to the Community Energy Efficiency Program Round 2 grant will be provided as a separate Agenda item.

### **Tender for Pipe Relining**

The pipe relining tender for works to be undertaken under the CEEP2 grant was assessed on 6 November with members providing advice as to their preferred provider at the CWUA meeting on 21 November. The following councils have not provided this advice and are encouraged to do so ASAP:

- Cabonne
- Harden
- Wellington
- Narromine

Centroc will follow up with the non-CWUA members as they will not receive a copy of this report.

The solicitors engaged to assist with putting together the AS4000 contract for the pipe relining tender took longer than anticipated and the contract has yet to be finalised. All tender applicants have been notified of the delay and are anxiously awaiting a contract from us. It is hoped that one will be provided by the end of January. Once a contract is provided to the tender applicants, negotiations can then be entered into with the preferred providers. It is anticipated that a contract for works will be ready to be entered into from 1 March 2014.

In order to progress the contract, the scope of works that each Council requires under the CEEP2 grant needs to be provided to Ms Lee Chapman or Ms Meredith Macpherson ASAP. At the time of writing, the following Councils have yet to provide this information:

- Bathurst
- Oberon
- Lachlan
- Forbes
- Cabonne
- Lithgow
- Upper Lachlan
- Harden
- Wellington

**Regional Procurement for Manhole Rectification**

Following discussion at the CEEP2 Project Inception Meeting held in Cowra on 23 October, interest has been expressed in a regional manhole rectification program, along the lines of the work being undertaken by Forbes Shire Council as part of the CEEP2. A proposed schedule for this is detailed below.

Tender	Jan	Feb	March	April	May	June	July
<b>CWUA Manhole Rectification</b>	interest in participation		Tender docs approved	Tender up	Tender assess/ Contract negotiation	Contract negotiation/ report to Forbes	Contract commences

**Determination:**  
**That the CWUA members advise of their interest in participating in the regional procurement of manhole rectification services.**

**Regional Procurement of Dam Surveillance Services**

Members will note that Centroc has gone to tender for Dam Surveillance for all active dams looked after by CWUA members. The RFT went up on 17 December 2013 and was scheduled to close Tuesday 21 January 2014. There were multiple requests for an extension due to some respondents needing to seek quotations from sub-contractors that were away in early January. Members of the steering committee were consulted and agreed that an extension should be granted. The tender is now scheduled to close on Tuesday 28 January with the tender assessment being held on 4 February in Orange. A verbal update to the number of tender responses will be provided at the meeting.

**Regional Contract Review**

In order to monitor the performance of regional contracts, Centroc asks its teams to complete the survey below with responses included in the Minutes of Meetings and feedback reported to the provider.

**Review of Smoke Testing Contract- All About Pipes**

1. How has the provider rated in the following areas? (1=Poor, 5=Excellent)

- Customer Service
- Delivery
- Product
- Responsiveness
- Pricing
- Overall Performance

2. How many times have you dealt with the provider since the last review?

3. Has service increased/decreased/stayed the same since the last review?

4. Is there anything that the provider should be made aware of?

5. Are you happy to continue utilising this regional contract?

**Review of CCTV Condition Assessment Contract- Interflow**

1. How has the provider rated in the following areas? (1=Poor, 5=Excellent)

- Customer Service
- Delivery
- Product
- Responsiveness
- Pricing
- Overall Performance

2. How many times have you dealt with the provider since the last review?

3. Has service increased/decreased/stayed the same since the last review?

4. Is there anything that the provider should be made aware of?

5. Are you happy to continue utilising this regional contract?

**Recommendation/s**

**That the CWUA:**

- 1. Commend to members that they provide advice regarding the scope of pipe relining works required under the CEEP2 grant to Centroc ASAP;**
- 2. Commend to members that they participate in regional procurement of manhole rectification services; and**
- 3. Note the report on Asset Management providing updates to tables as required.**

**Attachment/s:**

See correspondence to Mr David Lilley, Interflow, 16 December 2013

**7e Community Energy Efficiency Program – Round 2 –Nexus between Water & Energy****Report by Meredith Macpherson 20 January****Précis**

This report provides an update on progress on the Community Energy Efficiency program – round 2 grant.

**Background**

Members will be aware that in response to the request from the Centroc Summit in November 2012, the CWUA applied for funding of up to \$2.28m from the Community Energy Efficiency Program (CEEP) for the “Nexus between Water and Energy” Program. Advice was received on 22 May that the Centroc application was successful.

As reported to the November CWUA meeting, the Funding Agreement between Centroc and the Department of Resources, Energy and Tourism (DRET) for the CEEP2 grant was executed on 5 August. This was Milestone 1. Milestone 2 involves the submission of a detailed Project Plan to be assessed by DRET and then a panel of external assessors who will assess the quality and suitability of the Plan to ensure the Activity can be properly implemented under the terms of the Funding Agreement. Subject to these assessments DRET will then either formally accept the Project Plan or provide feedback about any required changes under the Terms of the Funding Agreement.

No work must commence or expenditure be incurred until the Project Plan has been accepted by the department with the exception of some audit work deemed to be needed to inform the Project Plan.

**Progress to Date**

The Project Plan was submitted to the DRET on 2 December (see correspondence attached) with minor amendments requested on 9 December. On 20 December, Centroc was provided with advice from the panel of external assessors with, once again, very minor amendments required. A revised plan has been submitted with formal sign-off by DRET imminent. A copy of the Final Project Plan and the External Assessment are provided as an attachment.

Once we have received confirmation of the completion of Milestone 2, work can commence in earnest on delivery of the project.

**Smoke Testing**

Members will recall discussion regarding the inclusion of smoke testing in the CEEP2 budget as the majority of this work occurred prior to the signing of the funding agreement on 5 August.

Since the November CWUA meeting it has been confirmed that smoke testing undertaken prior to the signing of the Funding Agreement (5 August) cannot be included and needs to be removed from the overall budget. As the total contribution by CWUA members to the project funding is greater than the CEEP contribution, the removal of these items will not affect the grant amount but will affect the overall budget and the Recipient Contribution. The project budget has been amended accordingly and will have no impact to members. In line with advice provided in the Viability Assessment, the CEEP portion of the administration costs has been reduced making the total amount of the contribution from CEEP, \$2,233,073. See correspondence relating to the submission of the Project Plan signed by Mr Brian Steffen, GM Forbes.



### Pipe Relining

Refer to advice regarding the status of Pipe Relining tender in 7b, Asset Management Report. Please note that Councils will be invoiced for the pipe relining component of the project work prior to 30 June 2014.

### Project Management

A Project Inception Meeting was held on 23 October in Cowra to outline the program of works, review the risk management plan and confirm the role and membership of the Project Steering Committee and Project Technical Committee.

### Project Steering Committee

The five Project Steering Committee members were confirmed at the meeting and include:

Tim Long (Cowra)

Adam Stewart (Boorowa)

Nicole Vonarx (Young)

Jon Francis (Orange)

Andrew Francis (Parkes)

It was agreed that the membership of the Steering Committee is reviewed as needed dependent on the Project Implementation Schedule.

It is proposed that the PSC meet weekly by Webex on Fridays at 9.30am commencing in February. It is anticipated that these may go for no longer than 30 mins or less.

### Project Technical Committee

The CWUA is the Project Technical Committee for the delivery of the CEEP2 project. It is proposed that the PTC meetings be held as a separate meeting following the regular CWUA meetings commencing in March. This will also allow for non-CWUA member, Harden and Wellington to participate.

### Next Steps

Once Centroc has received final sign-off of Milestone 2, the CWUA Program Manager will contact individual members to progress project work as per the Project Implementation Schedule.

Recommendation/s
<p><b>That the CWUA :</b></p> <ol style="list-style-type: none"> <li><b>1. Agrees that Project Technical Committee meetings for CEEP2 be held as a separate meeting following the regular CWUA meetings commencing in March.</b></li> <li><b>2. Agrees that the Project Steering Committee meet weekly by WebEx on Fridays at 9.30am commencing in February.</b></li> <li><b>3. Notes the report on the CEEP2 project.</b></li> </ol>

**Attachments:**

CEEP Round 2 – Project Plan – Final

CEEP Round 2 – Project Plan Assessment

**7f Centroc Water Resources Working Party****Report by Meredith Macpherson 20 January****Précis**

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

It provides advice on the current status of the National Certification Framework.  
This report is for noting.

**Background**

In October 2011 CENTROC's Water Utility Alliance (CWUA) released its *Training, Mentoring and Regional Resources Sharing Strategy* which documents workforce development issues and proposed strategies and actions to address identified skills shortages and gaps in the region's local government water industry workforce.

At a meeting of the CWUA on 21 February 2013 it was resolved to progress a pilot project with the five Councils represented on the Water Resources Working Party including Cowra, Parkes, Forbes, Lithgow and Orange with a view to the project being rolled-out to other members at a later date.

The purpose of this project is to progress the outcomes of the 2011 Strategy by:

- Developing a 5 year Workforce Development Plan for the water employees of 5 CENTROC councils – Parkes, Lithgow, Cowra, Forbes and Orange;
- Exploring options to subsidise the costs of vocational education and training;
- (If agreed by participating councils), applying for funding from the appropriate Government bodies to facilitate the delivery of vocational education and training for the region.

Ms Jennifer James and Mr Grant Leslie, a consulting team with unique expertise in the vocational education and training sector for the water industry specifically for Local Government Water Industry employees and the urban water industry has been contracted to deliver the project in partnership.

**Project Progress To-date**

To date the following activity has been undertaken with the five participating councils:

- Data on the demographic profile of water industry employees and the qualifications, units of competencies and other skills attained by individuals has been collected by survey and personal interview.
- A 1 day scoping workshop conducted in Orange on 28 June 2013 where preliminary data was presented and agreement reached on the aims, objectives and scope of the project. See report on Part 1- Outcomes and Proposed Actions from the Scoping Workshop attached.
- A 1 day workshop was conducted in Cowra on 12 September to further qualify data and explore future workforce demand over the period of the Workforce Plan incorporating various scenarios.

## **Current Status**

In order to prepare a Workforce Development Plan, Jennifer James has been working to align job titles with the Government Skills Australia (GSA) competency framework for water/wastewater staff in each participating Council completing a breakdown of potential units of competency for each of Councils groups of employees, sorted according to the functional areas that Government Skills Australia has developed and referred to in workshop 2 held in Cowra.

Once the units of competency related to certification, the non-technical units identified in the workshops and any other units that might be relevant to the job role (particularly if the employee is multi-skilled across wastewater and/or reticulation) are included there is a long list that goes beyond the number of units required in a standard Cert II, III or IV qualification. Hence it is likely that each council will need to prioritise what is important for their organisation and for each individual concerned.

Jennifer James is in close contact with GSA about the units of competency that they are looking to merge, drop or rewrite during 2014. Whilst these changes will not be applicable until 2015, it is good to keep them in mind while trying to identify which are the units of highest priority, assuming that the CWUA want to start the delivery of training (or RPL) in 2014.

Spread sheets have been provided for consideration by each Council of non-technical skills/knowledge identified in workshops 1 and 2 (detailed above) and the potential units of competency that may be required under certification.

The next stage will involve Jennifer visiting each council to talk through any changes needed to be made to the list as some of the job roles and training needs will vary even within the broad functional group. At the time of writing meetings are scheduled for 17-18 February.

## **Next Steps**

Following consideration of the above, a Workforce Development Plan will be prepared that analyses the gaps between the current and future workforce of each council and proposes strategies and actions to address these gaps.

The Plan will include the identification of appropriate vocational education and training required to build the skills of new and existing workers and will recommend funding programs that will minimise the cost of training for councils. An estimate of the financial investment required by the councils will also be provided.

If the councils agree to proceed with Funding Applications to subsidise the cost of vocational education and training delivery, the application/s will need to be prepared, RTOs sourced via a tender process and reports prepared to the funding bodies on progress with the delivery of training.

## **National Certification Framework**

As reported to the November CWUA meeting, the CWUA have expressed in-principle agreement to participating in a pilot of the National Certification Framework to be managed by AWA in NSW with a proposed start date of early 2014.

Currently the Water Industry Skills Taskforce (WIST) is considering the steps required to implement the pilot in both rural and urban water businesses. More advice will be following.

## Government Skills Australia - Occupation & Competency Framework Project

GSA is developing an occupation and competency framework (framework) for the water industry. It will be an online tool and live within the new companion volumes of the National Water Training Package (NWP).

A draft of the framework incorporating all streams and their roles is now available for review and comment until Friday 31 January 2014 at:

[http://www.governmentskills.com.au/usercontent/documents/Resources/Water\\_Occupation/Water\\_Draft\\_Report.pdf](http://www.governmentskills.com.au/usercontent/documents/Resources/Water_Occupation/Water_Draft_Report.pdf)

The framework will define competency requirements for specific occupations covered by the Water Training Package. The framework will be contained within the new preliminary section of the National Water Training Package (NWP).

It is anticipated that the final competency framework will be available 30 June 2014 and the newly endorsed NWP in early 2015.

### Benefits for the Water Industry

- Defines and clarifies roles within the water industry nationally
- Assists with building the case for expansion and improved representation in the ANZSCO codes and for data collection
- Provides a guide for industry to meet any certification or licensing of occupations within the water industry
- Recognises the skills required of individuals responsible for the provision of drinking water and treatment of sewage in Australian communities
- Highlights gaps for further development and improvement of the training package

Comments about the competency framework or the training package can be made to Sue Peisley on 08 8100 7426 or [S.Peisley@govskills.com.au](mailto:S.Peisley@govskills.com.au)

Recommendation/s
<b>That the CWUA note the report detailing progress on the Centroc Water Resources Working Party pilot workforce development project.</b>

**7g Advocacy Update****Report by Meredith Macpherson 22 January****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:

- the status of the ATOM consulting report on Scenario Planning for Regional Water Utilities;
- recommendations on water utilities from the final report by the Independent Local Government Review Panel;
- advocacy for improving regional water security and progressing the Centroc Water Security Study regional solutions from the November meeting of the Centroc Board; and
- Infrastructure NSW recommendations for additional storage in the Lachlan and Macquarie catchments.

The report is for noting.

**Regional Water Utilities on Track- Scenario Planning for Water Utilities in the Context of the Local Government Review**

As resolved by the Centroc Board at its 23 May meeting, the CWUA has contracted Dr Annalisa Contos of Atom Consulting to undertake an in-depth analysis of a range of scenarios applicable to the Central NSW region for the management of Regional Water Utilities in the context of Local Government Reform to inform the region's progress for the water utilities alliance.

As reported to the November CWUA meeting, a *Water Utilities on Track Workshop Outcomes Report* summarising outcomes from the two workshop sessions held at the Regional Water Utilities on Track event is still being finalised.

The report provides analysis of 12 key initiatives identified in the Priority Planning Workshop and develops these into a regional program.

The original consultant brief was to provide in-depth analysis of various structural options for delivering regional activity including legislative impediments and changes required to implement each scenario.



Delays in finalising the report are due to the complexity of the brief, specifically, the structural options and associated legislation and governance issues. A confidential draft is available. It is anticipated that this report will be finalised in early February.

Refer to advice regarding the Independent Local Government Review Panel's final report issued in January 2014 below.

## Independent Local Government Review Panel’s Final Report

The final report of the Independent Local Government Review Panel: *Revitalising Local Government* was issued in October 2013 and publicly released by the Minister for Local Government in January 2014.

The Review was conducted in parallel with several other important reviews looking at various aspects of local governance. Most important was the work of the Local Government Acts Task Force which has been looking at a re-write of the Local Government Act and the City of Sydney Act. The Panel and Taskforce have liaised throughout on legislative issues likely from the Panel’s recommendations.

Members will recall that the Panel was tasked with reviewing the 2009 Armstrong-Gellatly recommendations to consolidate the existing 105 utilities into around 30 groupings- either merged businesses or alliances. A similar recommendation was made in *First Things First: The State Infrastructure Strategy 2012-2013* and was adopted in principle by the State Government. The CWUA made submissions regarding both the INSW Strategy and State Government response.

The Panel’s report highlights 12 themes for reform and makes 65 recommendations. The focus of the recommendations is on the strengthening of the capacity of local government and its sustainability, fiscal management and the acknowledgement of the need to assess the impact of infrastructure backlogs.



The table on pages 39 – 42 includes specific recommendations that relate to Regional Water Utilities and the preliminary response to these by Centroc.

A full copy of the Panel’s report is available at:

<http://www.localgovernmentreview.nsw.gov.au/Index.asp?areaindex=LGR&index=49&acode=GL&mi=1>

The State government is seeking submissions on the report by March 2014. The Centroc Board is currently formulating their response to the Panel’s recommendations. A full copy of the current draft of the Centroc response, including response to recommendations made by the Acts Taskforce review is available on request.

A Media Release was issued by Centroc Chair on the 14 January. A copy is attached.

Panel Recommendation	Centroc Response	Further detail to inform the suggested recommendation
<p><b>Recommendation 17</b></p> <p>Establish Regional Water Alliances as part of new regional Joint Organisations</p>	<p>It is unclear as to what is meant by supporting this without an asset transfer.</p> <p>Having County Council assets transferred to a JO is not supported. The JO should own no assets.</p> <p>Centroc has undertaken significant work in this area and suggests that each region determine what a water utilities alliance is and go from there.</p>	<p>Using the Gellatly Report Model where for this region the County Councils are disbanded and become part of the Joint Organisation...somehow assets don't go in though?</p> <p>Which Gellatly Report are they referring to – hopefully those that were made public and not the State response which has never been made public?</p>
<p><b>Recommendation 31</b></p> <p>Introduce additional options for local government structures, including regional Joint Organisations, 'Rural Councils' and Community Boards, to facilitate a better response to the needs and circumstances of different regions</p>	<p>As long as this is all <b>OPTIONAL</b> it is supported though the workability of it all must be questioned.</p> <p>It should be noted that the research undertaken by the Panel showed that these models come at a cost.</p> <p>The proposals for regional collaboration are patently still too early in development and are not workable in this region. This was the advice provided subsequent to the meeting 14 August between the Panel and ROCs in Sydney.</p> <p>More detail on regional impacts in Central NSW is below.</p> <p><b>Management of, or technical support for, water utilities</b></p> <p>It should be noted that members in this region are diametrically opposed to losing control of any of their assets to any JO. The report is confusing regarding its commentary regarding assets and ownership. On the one hand it recognises the work undertaken by regional water utilities in offering value for money secure and quality water supply and sewage services. It also makes commentary that <i>local government</i> should retain control. Concern has been expressed in this region that this will involve a</p>	<p><b>Proposed Core Functions of Joint Organisations</b></p> <ul style="list-style-type: none"> <li>• Strategic regional and sub-regional planning</li> <li>• Inter-government relations and regional advocacy</li> <li>• Information and technical exchanges between member councils</li> <li>• Activities of existing County Councils</li> <li>• Regional alliances of local government water utilities</li> <li>• Road network planning and major projects (through Regional Roads Groups)</li> <li>• Collaboration with State and federal agencies in infrastructure and service provision</li> <li>• Strategic procurement (which could also include accessing state-wide contracts and arrangements)</li> <li>• Other joint activities specified in the proclamation, such as major infrastructure projects, regional waste and environmental management (including weeds and floodplain management), regional economic development, regional library services and 'high level' corporate services or 'back office' functions</li> <li>• Administrative and technical support for any 'Rural Councils' established within the JO's area</li> </ul>

	<p>centralisation of services and over time, assets.</p> <p>Further, the report also talks about the JOs being separate statutory authorities replacing County Council legislation and at the same time Council owning the JOs. Concurrently, County Council assets are owned by the JOs, see above.</p> <p>Clarity will need to be developed around the reality and then effectiveness of this activity.</p> <p>Current Centroc Status:</p> <p>The national award winning Centroc water Utilities Alliance is well into this work where examples include:</p> <ul style="list-style-type: none"> <li>• 100% best practice according to NOW Guidelines;</li> <li>• On track for completion of Drinking Water Quality Management Plans where a vast majority of members are well into this work;</li> <li>• Rollout of regional 5year rolling procurement plan;</li> <li>• In-house training developed on an as needs basis for example in water quality sampling;</li> <li>• Rollout of regional mentoring plan;</li> <li>• Over \$3m of grant funded activities; and</li> <li>• Regional Drought and Demand Management Plans completed with IWCM scheduled for completion in the near future.</li> </ul> <p>Centroc is currently near completion more detailed advice regarding the appropriate level of activity required in Central NSW to support members in the efficient and effective delivery of quality and secure water supplied and sewage service to 2059.</p>	<p><b>Factors in Defining Regions</b></p> <ul style="list-style-type: none"> <li>• Manageable geographic area and suitable scale for strategic planning</li> <li>• Regional or sub-regional communities of interest reflected in current arrangements, including existing ROCs and County Councils</li> <li>• Alignment as far as possible with key State and federal agencies for strategic planning purposes</li> <li>• In the Sydney region, alignment with sub-regional boundaries proposed for the metropolitan strategy</li> <li>• Strong socio-economic links identified through the Panel’s ‘cluster-factor’ analysis</li> <li>• Viability of a regional alliance of water utilities (at least 10,000 connections)</li> <li>• A regional centre with existing or potential strategic capacity to anchor the Joint Organisation and to assist smaller member councils where required.</li> </ul>
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		<p><b>Framework for Establishing New Joint Organisations</b></p> <p>JOs would be regional bodies established under new provisions of the Local Government Act replacing those for County Councils</p> <ul style="list-style-type: none"> <li>• Membership and ongoing active participation by councils would be mandatory</li> <li>• Each JO would be established by a separate proclamation which would be negotiated amongst the member councils and with the Minister, with the assistance of expert facilitators provided by the State government</li> <li>• The proclamation would set out the name, area, membership, functions, staffing and governance and financial arrangements (including payment of any ‘dividends’ to member councils)</li> <li>• In finalising a proclamation the Minister would act on the advice of a Ministerial Advisory Group (see section 18.1)</li> <li>• The governing body would comprise the mayor of each member council, but the proclamation could provide for additional council representatives and for ‘participating observers’ or advisers from outside local government</li> <li>• Each JO would prepare a 10 year Strategic Business Plan and 4-year Delivery Program to guide (but not restrict) operations, both to be endorsed by member councils and updated as required</li> <li>• JOs would be able to establish subsidiaries to undertake specific functions, and would incorporate existing County Councils (for which transitional provisions would apply)</li> <li>• Subsidiaries would have their own boards, which would be skills-based, and could include senior council staff and people with relevant expertise drawn from outside local government</li> <li>• Subsidiaries would be required to agree an annual Statement of Intent with the governing body to ensure that their activities and priorities align with those of the</li> </ul>
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		<p>JO and its member councils</p> <ul style="list-style-type: none"><li>• JOs would hold annual general meetings open to all councillors of member councils and to the public, at which they would report on and account for their activities, and at which priorities and strategies for the coming year could be discussed</li><li>• Other provisions of the Act would apply to JOs as they do to councils, but variations could be made by Regulations or the terms of proclamations (eg to eliminate unwarranted compliance processes).</li></ul>
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**GIPA Request-KPMG/ Armstrong- Gellatly Report**

Ms Jennifer Bennett has received advice that despite the CWUA's GIPA request for access to the KPMG report that informed the Armstrong-Gellatly report being denied as the document is classified as cabinet-in-confidence, further representations should be made on this matter to Mr Peter Collacino in the Premier's Office. A meeting is currently being sought.

**Advice from the November Meeting of the Centroc Board – Seeking support for Centroc Water Security Study - Regional Solution**

In line with recommendations from the November meeting of the Centroc Board, advocacy has commenced to access some of the \$40M earmarked for water security by the NSW Government in response to the Decentralisation Taskforce Report to progress the CWSS regional infrastructure solution to water security for the region (Option F2A). This would include further investigation into new storages in line with NSW Government priorities.

A meeting was convened on 13 December with Mr Jason Collins. Dept of Premier and Cabinet attended by Mr Kent Boyd, Mr Chris Devitt, Mr Tony Perry, Ms Jennifer Bennett, Ms Meredith Macpherson and Ms Jayne Hutchison (Premier & Cabinet) to discuss the proposal and seek support.

The meeting was positive and a briefing note is being drafted for Premier and Cabinet to assist with representations on this issue.

At the time of writing meetings are being coordinated with Mr Stephen Palmer, NSW Office of Water and Mr Oliver Steele, Infrastructure NSW to progress this matter.

**Infrastructure NSW recommendations for additional storage in the Lachlan and Macquarie catchments**

Advice was provided to the November CWUA meeting with regard to progress on recommendations from the Infrastructure NSW *First Things First* Strategy to develop a second Fish River storage in the Macquarie catchment and a new Carcoar Dam in the Lachlan catchment.

It was reported that State Water had undertaken a secure yield analysis in the Macquarie catchment looking at additional storage options in the area servicing Lithgow, Oberon, Energy Australia (Delta) and the Sydney Catchment with a supply study done by SKM.

With announcement of the closure of Delta's Wallerawang Power Station, the need for additional storage options in the Macquarie catchment have been re-prioritised.

With attention now focussed on the Lachlan Catchment, the proposal for a new dam at the Needles site has again been raised and is being supported by The Hon. John Cobb, MP, Federal Member for Calare.

In a Media Release issued on 21 January, Mr Cobb proposed the construction of a 90,000ML dam at Needles Gap near Canowindra and called on the State and Federal Governments to back the plan. He said that \$3M was needed from NSW State Water Corporation to conduct a detailed feasibility study and that the dam would create 150 jobs and take up to 5 years to plan and construct.

A meeting is being sought with Mr Cobb. A copy of the Media Release is provided as an attachment.

<b>Recommendation</b>
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<b>That the CWUA note the Advocacy update report.</b>
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**Attachments:**

Centroc Media Release 14 January 2014  
John Cobb, Media Release 21 January 2014

**7h CWUA Supervisors and Operators Sub-Committee****Report by Meredith Macpherson 20 January****Précis**

This report provides advice on the Supervisors and Operators Group and plans for a facilitated session to revisit the strategic aims of the group and a networking event to coincide with the WIOA Conference to be held in Orange 2-3 April.

The report requests advice on the leadership of this group.

**Update**

As discussed at the November meeting of the CWUA, Orange City Council has indicated that they may have a staff member who can work with the CWUA Program Manager to Chair and guide the Agenda for meetings of the SAOG.

Centroc is currently awaiting advice regarding this staff member.

It is proposed that the next formal SAOG meeting (yet to be scheduled) include a facilitated re-visit of the strategic planning done with this group some time back to confirm their aim and objectives.

In the meanwhile it is proposed that a networking event be coordinated for the CWUA Operators to coincide with the Water Industry Operators Association Conference scheduled in Orange for 2-3 April. This could be held in partnership with the LMWUA Operators.

**WIOA Conference- Orange PCYC 2-3 April 2014**

As reported to the November CWUA meeting it is proposed that the CWUA and LMWUA hold a joint meeting to coincide with the Water Industry Operators Association (WIOA) Conference to be held in Orange at the PCYC on 2-3 April 2014. While there have been preliminary discussions between the Chair CWUA and LMWUA Executive member, Stewart McLeod the agenda and format are yet to be determined.

It has also been suggested that the event would be ideal for a networking event for the CWUA and LMWUA Operators. Format and agenda, also yet to be determined.

In an email from Craig Mathieson, WIOAs Chief Operations Officer on 6 January, WIOA confirmed their previous offer to host the joint meeting.

The Conference & Exhibition days are **Wednesday 2<sup>nd</sup> & Thursday 3<sup>rd</sup> of April 2014** and the event is being held at the **Orange PCYC**, 2-10 Seymour Street Orange.

WIOA are in the process of printing the delegate registrations for this event however the preliminary program can be viewed from the delegate link on the conference website at:

<http://www.wioa.org.au/2014conferences/nsw.htm>

Obviously they are hoping that a number of those who would attend the joint meeting may also be delegates at the conference. The exhibition is FREE for those who do not registered as delegates

Apparently the exhibition sold out quickly with over 100 of the world's leading suppliers to the industry in attendance.

#### **WIOA NSW Operator of the Year Nomination**

Nominations for the NSW Operator of the Year Award are now open. The NSW Water Directorate sponsors this award each year to reward excellent performance, initiative and all round attention to detail by an operator of water or wastewater treatment facilities. The winner will be announced at the WIOA NSW conference in Orange. The nominations close on 28 February. The form is available on the conference website detailed above.

#### **Determination**

**That CWUA members consider and provide advice regarding the Agenda and Format for the joint CWUA/LMWUA meeting to coincide with the WIOA conference.**

#### **Recommendation/s**

**That the CWUA :**

- 1. Seek confirmation regarding the leadership of the CWUA Supervisors and Operators Group; and**
- 2. Commend a joint CWUA/LMWUA networking event be held to coincide with the WIOA Conference.**

**7i Savewater Alliance Update****Report by Meredith Macpherson 23 January****Background**

At the April 2013 CWUA Meeting members resolved to renew the Savewater! Alliance membership agreement for the period 1 January 2013 to 31 December 2014 and to allocate \$5,000 towards the Three-pronged Demand Management Engagement program for 2013-2014.

The revised schedule for involvement in the Centroc/savewater!Alliance three pronged Demand Management Engagement Program for 2013-2014 was agreed as follows:

1. Account Inserts.
2. TV campaign Involvement/Logo placement.
3. Shower Head Exchange Program.

All members participate in the Save water Alliance at 25% less cost than standards fees.

**2013-2014 Three-Pronged Demand Management Engagement Program Commitment**

The table below shows members involvement with each phase of the program.

Council	Bill Inserts	TV Campaign	Showerhead	Refill stations
Bathurst	No	Yes	No	No
Boorowa	yes	No	No	No
Cowra	Yes	Yes	Yes	No
Forbes	Yes, Q1 only	yes	Yes	No
Lithgow	No	Yes	No	No
Lachlan	yes	yes	No	No
Oberon	yes	No	No	No
Orange	Yes	Yes	yes	No
Parkes	Yes	Yes	No	No
Upper Lachlan	No	No	Yes	No
Young	Yes	Yes	No	TBC
CTW	yes	yes	No	Yes (1 )

**2013-2014 Program Roll-out****Bill Inserts**

Content for all bill inserts with the exception of Boorowa was approved in late November with bill inserts printed and distributed to mailing houses in early December. Concerns have once again been raised by members regarding the timeframe provided by SaveWater for the provision and proofing of content.

**TV Campaign**

It was agreed that for the 2013-2014 period the TV Campaign would include four (4) Member Logo Branded (including Centroc) advertisements over the month of December totaling 55 allocated advertised spots.

A copy of the advertisement placement broadcast schedule for the television campaign was distributed to members via email on 13 December.

In conjunction with the paid Advertisements, Community Service Announcements (CSA's) for 3 months, November, January and February commenced in November.

In line with arrangements for 2012-2013 program, a "Call to Action" for Radio Broadcast was to be provided to be read out by Austerio DJ's to promote the Shower Head Exchange over the summer period.

A quote was provided for radio placement in the Centroc area to compliment the TV and bill inserts including 4 different advertisements run 112 times for 15 seconds at a cost of approximately \$2,500. Members were canvassed regarding this with the general consensus being that the broadcast area was not large enough to cover all member councils.

### **Shower Heads**

Shower heads have been obtained by Savewater and delivery to members arranged.

Shower Heads are at a fixed price of \$35.00 + GST and Delivery. The RRP for the shower head is \$199.00.

Savewater will invoice Centroc for all members' participation in the whole program. Centroc will then invoice members accordingly.

<b>Recommendation</b>
<b>That the CWUA note the SaveWater Alliance report.</b>



**7j Advice from LMWUA**

**Report by Meredith Macpherson 21 January**

**Précis**

In accordance with the CWUA Management Plan, the Lower Macquarie Water Utilities Alliance and Centroc Water Utilities Alliance share Minutes of their meetings.

Please note that the LMWUA Chair is now Ms Kerrie Murphy, Director Engineering, Narromine Shire Council. There has been no other advice from LMWUA since the November CWUA meeting.

Refer to report 7h for advice regarding a proposed joint CWUA/LMWUA meeting to coincide with the WIOA Conference.

**Recommendation/s**

**That the CWUA note advice from the LMWUA regarding the appointment of Ms Kerrie Murphy as Chair.**

**8. Centroc Water Utilities Alliance Business Plan 2014-2016****Report by Meredith Macpherson 21 January****Précis**

The CWUA Business Plan 2014-2016 was reviewed at a Strategic Planning session held on 24 October 2013.

This report requests that the CWUA commend to GMAC the CWUA Business Plan 2014-2016 for adoption by the Centroc Board and incorporation into the Centroc Management Plan.

**Background**

A strategic planning session for the CWUA to review its' Management and Procurement Plans following discussions at the *Regional Water Utilities on Track* event Priority Planning Workshop was held in Cowra on 24 October.

The session, facilitated by Ms Jenny Bennett was attended by Mr Kent Boyd (Sponsoring GM, Parkes), Chris Devitt (Orange), Wayne Beatty (Orange), Andrew Francis (Chair, CWUA, Parkes), Darrell Sligar (Central Tablelands Water), Tony Perry (GM Central Tablelands Water), Tim Long (Cowra), Russell Deans (Bathurst), Nicole Vonarx (Young) and Meredith Macpherson (Centroc).

Discussion notes from this session were forwarded to CWUA members separately with a request that these be considered with feedback to be provided at the November CWUA meeting for inclusion in the updated version of the CWUA Business Plan 2014-2016. A copy of the draft CWUA Business Plan 2014-2016 was tabled at the CWUA meeting on 21 November.

Following the meeting the Plan was circulated again on 22 November and 21 January and members invited to review the plan to determine what their Council wants to get out of the CWUA over the next period of time. Members were also asked to consider whether there are any items that may need more expenditure on a regional basis so that these can be discussed.

At the time of writing the Plan is being updated with member's feedback and will be circulated prior to the meeting.

**Recommendation**

**That the CWUA commend to GMAC that the Board adopt the CWUA Business Plan 2014-2016 for incorporation into the Centroc Management Plan.**

**Attachments:**

CWUA –Business Plan 2014-2016

## 9. Co-operative Research Centre (CRC) for Water Sensitive Cities

Report by Meredith Macpherson 21 January

### Précis

This report provides advice on the negotiation of a MOU between the Centroc Water Utilities Alliance, the Lower Macquarie Water Utilities Alliance, the Salinity & Water Quality Alliance and the Central West and Central Tablelands Local Land Services (LLS) – to be collectively known as the Central NSW IWCM (Integrated Water Cycle Management) Consortium for membership of the Co-operative Research Centre for Water Sensitive Cities research program.

It commends that the CWUA agree to the signing of the MOU.

### Background

The Central West CMA and Salinity & Water Quality Alliance are stakeholders in the CRC for Water Sensitive Cities research program. 2013 is the last year to be covered by the CMA's initial 5 year investment, and the CMA has advised that as they move into Local Land Services it is unlikely they will be able to commit to the \$10,000 annual payment.

In recognition that the research being undertaken will become more and more relevant to the CWUA and LMWUA, particularly as the Office of Water will be requiring Water Utilities to report on the "Liveability of Towns and Cities", the CMA has invited the Alliances to partner with them to make a financial commitment of \$2,500 per annum for the next 3 years.

At its meeting on 18 September the CWUA Executive resolved to partner with the LMWUA and CMA/Local Land Services to make an annual contribution of \$2,500 to the CRC for Water Sensitive Cities for three years with the results to be monitored.

### Progress

At a meeting in Parkes on 4 December attended by Ms Diana Kureen (LLS), Mr Chris McCulloch (LLS), Mr Murray Wood (Salinity & Water Quality Alliance), Mr Stewart Mcleod (LWWUA) Mr Andrew Francis and Ms Meredith Macpherson a Memorandum of Understanding (MOU) was discussed.

The MOU is a cooperative agreement between the Central Regional Organisation of Councils (Centroc) Water Utilities Alliance, the Lower Macquarie Water Utilities Alliance, the Salinity & Water Quality Alliance and the Central West and Central Tablelands Local Land Services (LLS) – to be collectively known as the Central NSW IWCM (Integrated Water Cycle Management) Consortium for the purpose of this MOU.

It establishes a framework by which the Alliances and organisations listed above will form a joint partnership for the purpose of membership of the Cooperative Research Centre (CRC) for Water Sensitive Cities.

Membership of the CRC for Water Sensitive Cities provides the various Alliance member Councils, together with the two regional LLSs, direct access to cutting-edge research which seeks to address a

number of key challenges to urban water reform, as identified by stakeholders, required to transform cities into liveable, resilient, sustainable and productive cities.

The CRC will assist its stakeholders to effectively address the complex inter-dependencies of the many socio-technical factors influencing water management in towns and cities of the future by employing an inter-disciplinary delivery approach. This approach will place practitioners, policy makers and regulators in inter-disciplinary teams with researchers whose expertise may be in areas such as: water engineering; urban planning; commercial and property law; urban ecology; urban climatology and global climate science; social and institutional science; organisational behaviour; change management; the water economy; risk assessment; social marketing; and community health.

This arrangement will also provide members of the Consortium opportunities to work more collaboratively at the regional level to deliver the aims, objectives and targets of each of the groups, and to engage with the researchers.

### **CWUA Commitment**

The Parties agree to communicate at regular intervals to enable issues and opportunities to be quickly identified and discussed, and for negotiations and joint projects to be developed.

Primary contact officers from each organisation will meet as required, to discuss arising issues and joint projects. Formal minutes of these meetings will be kept and circulated within each organisation. LLS Local Government section will provide the secretariat and coordination role.

The Parties will be invited to attend each other's formal meetings and be given opportunities to present information. This invitation shall be extended on at least an annual basis. To facilitate attendance, scheduled meeting dates will be provided by each organisation at the start of the calendar year. Each organisation agrees to share newsletters and other information which may be of interest to the other.

For more detail refer to the MOU provided as an attachment.

A copy of the Participants Quarterly Report, December 2013 will be circulated at the meeting and is available on request.

The Annual Report for the CRC can be found at:

<http://watersensitivecities.org.au/resource-library/crc-for-water-sensitive-cities-2012-13-annual-report/>

<b>Recommendation</b>
<p><b>That the CWUA :</b></p> <ol style="list-style-type: none"> <li><b>1. Commend the signing of the MOU for the Central NSW IWCM Consortium for membership of the Co-operative Research Centre for Water Sensitive Cities research program; and</b></li> <li><b>2. Note the balance of the report.</b></li> </ol>

**Attachment:**

Central NSW IWCM Consortium MOU

## 10. Cold-call Surveys

Centroc has developed a cold call survey to better enable providers to be in touch with the right Centroc group. A link to the survey is on the home page of Centroc's website and can be viewed here <http://www.surveymonkey.com/s/improvingproductsandservices>

Since its launch in December 2011, Centroc staff have been directing sales people to this site. If team members speak to a supplier who they think might be better off speaking to someone at Centroc, please direct them to the survey on our website so that we can best direct their query.

Should suppliers have relevant items for the CWUA, their request will be discussed at the next meeting.

**PLEASE NOTE: there has been no cold call surveys submitted since the November CWUA meeting.**

**12. Proposed Meeting Dates 2014**

For the CWUA meetings to be in line with the reporting schedule for GMAC and the Centroc Board, the following meeting dates are suggested.

<b>Date</b>	<b>Meeting of</b>	<b>Time</b>	<b>Host</b>
Thursday 30 January	CWUA	9.30 for 10am	Cowra
Thursday 20 March	CWUA	9.30 for 10am	Cowra
2- 3 April	WIOA *		Orange
Thursday 22 May	CWUA	9:30 for 10am	Cowra
Thursday 24 July	CWUA	9.30 for 10am	Cowra
Thursday 18 September	CWUA	9.30 for 10am	Cowra
Thursday 20 November	CWUA	9:30 for 10am	Cowra

\*WIOA Conference- in Orange – Proposed for Joint Meeting of CWUA/LMWUA

**Recommendation**

**That the CWUA agree to the CWUA meeting schedule for 2014.**