

Agenda

Centroc Water Utilities Alliance

27 June 2013

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

It is advised that the next Centroc Water Utilities Alliance meeting will be held Thursday 27 June 2013 at Cowra Shire Council at 9.30am for a 10.00am start.

Morning tea will be provided on arrival.

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

Agenda

- | | | |
|------------|---|----|
| 1 | Welcome | |
| 2 | Apologies | |
| 3 | Speakers | |
| | Orange City Council presentation on pipe relining- Josh Barnes/Andrew Wright | |
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| | | |
| 11. | Other Business | |
| | New Water Restrictions – Kevin Smith | |
| | | |
| 12. | Next meeting date | |
| | Meeting Dates for remainder on 2013 (19 September, 21 November - TBC) | |
| | | |
| 13. | Close | |

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

| | | | |
|-------------------------|---------------------------|--------------------------|-----------------------|
| Mr Russell Deans | Bathurst Regional Council | Mr Andrew Francis | Parkes Shire Council |
| Mr Grant Baker | Blayney Shire Council | Mr Ben Falconer | Lachlan Shire Council |
| Mr Adam Stewart | Boorowa Shire Council | Ms Nicole Vonarx | Young Shire Council |
| Mr Tim Long | Cowra Shire Council | Mr Matt Parmeter | NSW Office of Water |
| Mr Sam Golam | Oberon Shire Council | Ms Marnie Page | Department of Health |
| Mr Wayne Beatty | Orange City Council | Ms Meredith Macpherson | CWUA Program Manager |

2. Apologies

Mr A McMahon, Mr J Foong, Mr D Buckens, Mr A Wickramasinghe, Mr Kevin Smith, Mr L Moloney, Mr P Newham, Mr B Twohill, Mr M Manoharan, Mr T Perry, Mr D Sligar

| | |
|--|-------------------------------|
| Resolved | Mr S Golam /Mr R Deans |
| That the apologies be accepted for the above CWUA members for the meeting on 4 April 2013. | |

3. Speakers – Lee Edwards (Interflow) and John Brown and Lara Mottee (KBR) on GIS and GPS Mapping of Sewer Systems**4. Confirmation of the minutes of the CWUA Meeting 21 February 2013**

| | |
|---|---------------------------------|
| Resolved | Mr T Long /Mr B Falconer |
| That the Minutes of the meeting of 21 February 2013 be adopted. | |

5. Matters in Progress

| | |
|--|-------------------------------|
| Resolved | Mr T Long /Mr W Beatty |
| That the CWUA: | |
| 1. Note the Matters in Progress and deletion of the following items as recommended: 1, 2, 5, 6, 9, 11, 12, 11-12 (matters in progress), 11-12 (correspondence), 11-12.7a, 11-12.7b,11-12.7c, 11-12-7d (items 1 to 3), 11-12.7e, 11-12.7f, 11-12.7g (items 2,3,5 & 6), 2-13.5 (items 2 & 4), 2-13.6, 2-13.7b, 2-13.7c (items 1 & 3), 2-13.7d, 2-13.7g, 2-13.7h, 2-13.7j, 2-13.9 and 2-13.10. | |

6. Correspondence

| | |
|---|--------------------------------|
| Resolved | Mr R Deans /Ms N Vonarx |
| That the CWUA: | |
| 1. Note the incoming and outgoing correspondence. | |

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

| | |
|--|--------------------------------|
| Resolved | Mr W Beatty /Mr G Baker |
| That the CWUA: | |
| 1. Note the report on Best Practice and provide updates to the status tables as required; | |
| 2. Recommend that the CWUA Program Manager canvas members to determine who needs to develop an IWCM Strategy with a view to drafting a RFT specification and provide a report to the next meeting; | |

Minutes and Matters in Progress

3. Recommend that final amendments be made to the Regional Demand Management Plan and that it be recommended to GMAC that it commend the Regional Demand Management Plan to the Board;
4. Adopt the draft Five Year Procurement Plan with amendments to Trade Waste Monitoring, the addition of a program for Backflow Prevention and a Panel contract and that the plan be provided by financial year; and
5. Recommend to GMAC that it commend to the Board that it write to NOW regarding the Five Year Procurement Plan, advising of Centroc's intentions to implement the strategy and seeking the endorsement of NOW .

7b. Drinking Water Quality Management Plan Status Update

Resolved

Ms N Vonarx/Mr R Deans

That the CWUA:

1. Note the report on Drinking Water Quality Management Plan development and provide updates to the status tables as required.

7c. Strategic Business Planning Update

Resolved

Mr B Falconer/Mr A Stewart

That the CWUA :

1. Note the Strategic Business Plan Update Report; and
2. Recommend that as the majority of tranche 1 councils have completed SBP workshops that members participating in the fortnightly SBP Project Steering Committee WebEx meetings be amended to include Weddin, Cabonne, Orange, Parkes, Cowra and Boorowa.

7d. Asset Management

Resolved

Mr T Long/Mr B Falconer

That the CWUA:

1. Note the report on Asset Management;
2. Recommend that members doing smoke testing with All About Pipes, check and rank defect notices before distributing to residents;
2. Recommend that Mr T Long, Mr A Francis, Mr David Tinlin and Mr J Barnes (Orange City Council) participate in a WebEx to scope two RFTs one for the regional procurement of pipe relining for sewer and the second for water mains.

7e. Water Resources Working Party

Resolved

Mr W Beatty/Mr T Long

That CWUA members:

1. Note the report on the Centroc Water Resources Working Party pilot workforce development project and that a WebEx will be arranged to discuss the way forward for the pilot project with members of the Working Party.

7f. Centroc Mentoring for Sustainability**Resolved****Mr B Falconer/Ms N Vonarx**

That CWUA members:

1. Note the report providing advice on the progress of the roll-out of the Centroc Mentoring Program through the CWUA.

7g. Savewater Alliance**Resolved****Mr S Golam/Mr T Long**

That the CWUA:

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

7h. Advocacy Update**Resolved****Mr T Long/Ms N Vonarx**

That the CWUA:

1. Note the CWUA logo and E newsletter and agree to plans for their use;
2. Recommend to GMAC that it commend to the Board that it proceed with the development of a CWUA event; and
3. Note the balance of the report.

7i. CWUA Supervisors and Operators Sub-committee

Mr D Tinlin was not available to provide an update to the meeting.

7j. Advice from LMWUA

The LMWUA Minutes were unavailable at the time of the meeting and will be distributed at a later date.

8. Update from the Chair

- Advised that paper delivered at the AWA Conference on resource sharing and skills development was well received.

9. Training needs for short courses**Resolved****Ms N Vonarx/Mr T Long**

That the CWUA:

1. Request that due to the numbers seeking training that additional Water Sampling Training Course(s) are made available in a venue more accessible for operators from Boorowa and Young.

Next Meeting Thursday 27 June 2013 (CWUA Event- TBA)**The meeting finished at 2:50 pm.****PAGE FIVE IS THE LAST PAGE OF THE MINUTES OF THE MEETING****Minutes and Matters in Progress**

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 to be presented to a future SAOG meeting.</p> <p>Monitor status of the GSA Report.</p> |
| <p>2. Commend advocacy, including correspondence, which is to be circulated for members comment, and attendance with NOW representatives at the direction of the Centroc Executive seeking a process review for best practice that supports Centroc's intentions to procure strategic work collectively and recognises that there is a great deal of work required for NOW officers and suggest other models, for example independent audit</p> | Ms M Macpherson | <p>Correspondence to be drafted to NOW regarding Five Year Procurement Plan. Will be tabled at the meeting.</p> <p>Refer item 4-13-7a Suggest deletion.</p> |
| <p>3. Seek follow-up advice from Mr C McLean regarding the timeline for release of information on the Gellatly Report</p> | Ms M Macpherson | <p>Meeting convened on 5 December with Ms Maree Abood, newly appointed Executive Director, NOW.</p> <p>NOW advise that KPMG report is cabinet-in-confidence and possibly not available under GIPA.</p> <p>GIPA request for KPMG report informing Gellatly Report in progress.</p> |
| <p>4. Receive advice regarding the status of Best Practice with regard to being mandatory</p> | Ms M Macpherson | <p>Correspondence to NOW Nov/Dec 2012.</p> <p>Issue followed up at Meeting with NOW on 5 December 2012. Awaiting response.</p> |
| <p>11-12-7d- Water Resources Working Party 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 Shire trialling school based trainee program. Will report to future meeting.</p> |

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|---|-----------------|--|
| <p>11-12-7g – Advice from LMWUA</p> <ol style="list-style-type: none"> 1. Provide advice to the LMWUA on its procurement activities including the updated 5 year plan; 2. Agree to a joint operators’ group meeting | Ms M Macpherson | <p>1. Joint Executives Meeting planned for 24 July</p> <p>2. Joint Operators Meeting proposed for 24 July</p> <p>Refer to the CWUA Event Program</p> |
| <p>2-13-5 - Matters in Progress</p> <ol style="list-style-type: none"> 1. Linkages between the Supervisors and Operators Group and CWUA be formalised with the Minutes of CWUA Meeting referred to the SAOG; 2. Agenda item be added to look at opportunities for resource sharing. | Ms M Macpherson | <p>1. ongoing</p> <p>2. in progress</p> |
| <p>2-13-7a - Best Practice Update</p> <ol style="list-style-type: none"> 1. Members consider the draft Regional Demand Management Plan and provide feedback to the CWUA Program Manager prior to the April CWUA Meeting with a view to commending that it be adopted by GMAC at its April meeting; 2. Include an Agenda item for the April CWUA meeting to review the possibility of joint procurement for the development of the IWCM strategy. | Ms M Macpherson | <p>1. Regional Demand Management Plan adopted by Centroc Board at 23 May meeting.</p> <p>2. Covered in item 4-13-7a</p> <p>Suggest deletion of item 1 & 2</p> |
| <p>2-13-7c - Asset Management</p> <ol style="list-style-type: none"> 1. Councils, with the exception of Orange accept the Centroc based safety induction as being suitable to undertake work within their councils except where a contractor is operating within a specific site that has uniquely identifiable risks, where a specific induction maybe required to be undertaken; <ul style="list-style-type: none"> - Where contractors for regional projects are inducted by Orange City Council, OCC will issue a Centroc induction card that will be accepted at other councils; - Where councils require a specific council induction as part of a Centroc project, the individual Council will absorb the costs associated with the contractor undertaking that induction; | Ms M Macpherson | <p>1. Referred to WHS committee who have referred the issue to GMAC. Advice will be provided to a future meeting.</p> <p>See Asset Management Report to this meeting</p> |

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| <p>2-13-7e - Water Resources Working Party</p> <p>1. That councils represented on the CWRWP including Cowra, Parkes, Forbes, Lithgow and Orange participate in a pilot program to:</p> <ul style="list-style-type: none"> - undertake a workforce audit of Council water and sewer workforces - engage a consultant to undertake a workshop to assess future skillset requirements for each participating Council with the information gathered used to form the basis of an application to Government Skills Australia to fund the development and delivery of Centroc training based on core competencies. | <p>Ms M Macpherson</p> | <p>In progress. See report to this meeting</p> <p>A report on the progress of the pilot program will be included as a regular Agenda item. Suggest deletion.</p> |
| <p>2-13-7f - Mentoring for Sustainability</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> | <p>Ms M Macpherson</p> | <p>In progress. See report to this meeting</p> |
| <p>2-13-7i - Supervisor & Operators Group</p> <p>1. That linkages between the SAOG and CWUA be formalised through distribution of the Minutes of the CWUA meetings.</p> | <p>Ms M Macpherson</p> | <p>1. on-going. February & April Meeting minutes provided to June meeting of SAOG.</p> |
| <p>4-13-7a- Stage 1 Best Practice update</p> <p>1. That the CWUA Program Manager canvas members to determine who needs to develop an IWCM Strategy with a view to drafting a RFT specification and provide a report to the next meeting;</p> <p>2. That final amendments be made to the Regional Demand Management Plan and that it be recommended to GMAC that it commend the Regional Demand Management Plan to the Board;</p> <p>3. Adopt the draft Five Year Procurement Plan with amendments to Trade Waste Monitoring, the addition of a program for Backflow Prevention and a Panel contract and that the plan be provided by financial year; and</p> <p>4. Recommend to GMAC that it commend to the</p> | <p>Ms M Macpherson</p> | <p>1. In progress. Report to be provided to next meeting.</p> <p>2. Adopted by Centroc Board at May 2013 meeting.</p> <p>3. Done.</p> |

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| <p>Board that it write to NOW regarding the Five Year Procurement Plan, advising of Centroc's intentions to implement the strategy and seeking the endorsement of NOW .</p> | | <p>4. In progress. Correspondence to be tabled at the meeting.</p> <p>Suggest deletion items 2, 3 & 4</p> |
| <p>4-13-7c. Strategic Business Planning Update</p> <p>As the majority of tranche 1 councils have completed SBP workshops that members participating in the fortnightly SBP Project Steering Committee WebEx meetings be amended to include Weddin, Cabonne, Orange, Parkes, Cowra and Boorowa.</p> | Ms M Macpherson | See report to this meeting |
| <p>4-13-7d. Asset Management</p> <ol style="list-style-type: none"> 1. That members doing smoke testing with All About Pipes, check and rank defect notices before distributing to residents; 2. That Mr T Long, Mr A Francis, Mr David Tinlin and Mr J Barnes (Orange City Council) participate in a WebEx to scope two RFTs one for the regional procurement of pipe relining for sewer and the second for water mains. | Ms M Macpherson | <p>1. In progress</p> <p>2. Done. Refer to report to this meeting</p> <p>Suggest deletion item 2.</p> |
| <p>4-13-7g. Savewater! Alliance</p> <p>Sign the Savewater! Alliance membership agreement and return to the CWUA Program Manager to enable finalisation of the membership agreement.</p> | Ms M Macpherson | <p>Completed.</p> <p>Suggest deletion.</p> |
| <p>4-13-7h Advocacy</p> <p>Recommend to GMAC that it commend to the Board that it proceed with the development of a CWUA event.</p> | Ms M Macpherson | In progress |
| <p>4-13-9 Training Needs</p> <p>Request that due to the numbers seeking training that additional Water Sampling Training Course(s) are made available in a venue more accessible for operators from Boorowa and Young.</p> | Ms M Macpherson | <p>Water Sampling Training completed. Consideration being given to other means of delivering this training. See report to this meeting.</p> <p>Suggest deletion.</p> |

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

| No | Date/Who | Subject | Comments |
|-----------|--|-------------------------------------|-----------------|
| 1 | Mr Grant Baker, Blayney Shire Council | Centroc Strategic Business Planning | See attached |
| 2 | Mr Greg Divall, Head of Division, Energy Efficiency Division, Dept Resources, Energy & Tourism | CEEP2 Funding Announcement | See attached |

6b. Outgoing Correspondence BLUE

| No | Date/Who | Subject | Comment |
|-----------|--|---|-------------------------------|
| 1 | David Sherley, GM Bathurst | Sponsorship for CWUA event | See attachment |
| 2 | Mr Jonathon McKeown, CEO AWA | Sponsorship for CWUA event | See attachment |
| 3 | Mr Stewart McLeod, Secretary LMWUA | Sponsorship for CWUA event | See attachment |
| 4 | Maree Abood, Executive Director, NSW Office of Water | 5 Year Procurement strategy | Will be tabled at the meeting |
| 5 | Dr Therese Jones | Thank-you for Water Sampling Training assistance | See attachment |
| 6 | Council staff x 60 | Water Sampling Training Certificate & Card | See attachment |
| 7 | Dept of Health | Letter of support for CTW Funding for Drinking Water Quality Plan development | Will be tabled at the meeting |

7. Reports YELLOW

7a. Stage 1 Best Practice update

Report by Meredith Macpherson 17 June

Précis

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

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

This report is for noting and updating where required.

Summary

The Centroc Water Utilities Alliance (CWUA) are nearing completion of the first suite of strategic work in delivering 100% best practice compliance with the majority of plans now approved by the NSW Office of Water (NOW).

There continues to be delays in receiving feedback on a small number of Demand Management and IWCM evaluation plans, most of which have been lodged with NOW for some time.

At its May meeting the Centroc Board resolved to adopt the Regional Demand Management Plan. The Board also resolved to write to NOW regarding the Five Year Procurement Plan advising of Centroc’s intentions to implement the strategy and seeking endorsement of NOW. Correspondence to be tabled.

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 plan is NOW compliant. Hydroscience 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 | Hydroscience have completed the Plan and included advice in it into the Regional Plan. Plan approved |
| Oberon | Plan completed by DLM and included in Regional Plan. Plan lodged with NOW. Plan with Peter Ledwos. |
| Orange | Draft provided by DLM. Awaiting feedback from Orange. Draft provided to M Parmeter 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 | Hydroscience 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 |
| Upper Lachlan | Hydroscience 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 and recommendations will be progressed upon engagement of support to the CWUA in the new financial year. See 5 Year Procurement Plan. |

IWCM

All new plans have been lodged with NOW. There is at least a 12 week turnaround from NOW on plan approval. Regional Plan is currently under development. Member status regarding the program is as follows. This update has been developed in consultation with MWH. Please provide advice if there are any changes.

Colour key:

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

| Local Water Utility | Status update on Integrated Water Management Cycle Plans |
|--------------------------|---|
| Bathurst Regional | Status update has been issued to Council 21/11. Comments received from Council 30/11. MWH currently has finalised status update which will be included in the regional plan. |
| Blayney Shire | Status update has been issued to Council 21/11. Comments received 5/12 and being incorporated by MWH in the regional plan. |
| Boorowa Shire | Plan has been lodged with NOW. Comments received from NOW 4/6/13. Council reviewing. |
| 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- awaiting response. |
| 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. |
| 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. Status to be checked with Council. |
| Orange City | Advice provided by Geolyse and incorporated into regional plan. Geolyse advise that the final draft will be with OCC by Easter. It will then reviewed by Council and then submitted to NOW for their approval. IWCM approved by Council and lodged with NOW 19 July. 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. |
| 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 | <p>Initial trends were presented and confirmed with the PRG on 23 Nov. MWH has now consolidated trends and prioritised. This was presented and confirmed with the PSC meeting on 5/12.</p> <p>MWH proceeding with the development of Regional IWCM Plan including Draft Council IWCM plans where necessary.</p> |

Demand Management Plans

Colour key:

| |
|----------------------|
| Centroc needs to act |
| Approved |
| NOW needs to act |
| Council needs to act |

| Local Water Utility | Current Position |
|--------------------------|--|
| Bathurst Regional | Issued to Council on 18/11. Comments received from Council 30/11. MWH now finalising for inclusion in regional plan |
| Blayney Shire | Issued to client 7 December. Comments received 12 December. MWH now finalising for inclusion in regional plan. |
| Boorowa Shire | Plan lodged with NOW 30 August. 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. MWH now finalising for inclusion in regional plan. |
| Cowra Shire | Issued to client end of February. Awaiting feedback from Cowra. |
| Forbes Shire | Issued to Council on 24/11. Comments received 23/12. MWH now finalising for inclusion in regional plan. |
| Lachlan Shire | Plan lodged with NOW in June 2012. Check with Ana Corpuz. |
| 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. |
| Weddin Shire | Issued to client 7 December. Comments received 12 December. MWH now finalising for inclusion in regional plan. |

| Local Water Utility | Current Position |
|-----------------------|--|
| Young Shire | Plan lodged with NOW. Approved by NOW and Council. |
| Overall regional plan | Draft Regional Demand Management Plan adopted by GMAC and Board at May 2013 meeting. |

Five Year Procurement Plan

A five year plan for a regional approach to the procurement of strategic work including best practice and asset management to inform the Best Practice Strategic Plan process was adopted at the April 2013 CWUA meeting . See Five Year Procurement Plan (page 18).

This plan is a work in progress contingent on NOW approval of Plans and has been developed with consideration of the four year Integrated Planning cycle.

As the Demand Management Plans require a 2 year tactical review, it is has previously been commended that the CWUA advocate the state government for members to do this on a regional level, and timeframe, in order to minimize costs and maximize output. Correspondence will be tabled at the meeting.

CWUA Cost Savings

The table below details cost savings achieved through joint procurement of best practice management plans and asset management services by the CWUA to date.

| | IWCM | Drought | Demand | Asset Valuations | *CCTV | *Smoke Testing | SBP | SaveWater | Total CWUA Savings |
|---------------|---------------------|---------------------|--------------------|-------------------|------------|----------------|-------------------|-------------------|---------------------|
| Bathurst | \$ 5,000.0 | \$ 12,000.0 | \$ - | | | | \$ 44.0 | \$ 1,925.0 | \$ 18,969.0 |
| Blayney | \$ 5,000.0 | \$ - | \$ - | \$ 402.0 | | | \$ 457.5 | ctw | \$ 5,859.5 |
| Boorowa | \$ 4,000.0 | \$ 9,000.0 | \$ 5,000.0 | | | | \$ 669.0 | \$ 86.0 | \$ 18,755.0 |
| Cabonne | \$ 4,000.0 | \$ 9,000.0 | \$ 9,000.0 | \$ 690.0 | | | \$ 649.5 | \$ 160.0 | \$ 23,499.5 |
| Cowra | \$ 14,000.0 | \$ 5,000.0 | \$ 6,000.0 | \$ 673.0 | | | \$ 669.0 | \$ 732.0 | \$ 27,074.0 |
| Forbes | \$ 5,000.0 | \$ 9,000.0 | \$ - | | | | \$ 669.0 | \$ 79.0 | \$ 14,748.0 |
| Harden | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - |
| Lachlan | \$ 13,000.0 | \$ 6,000.0 | \$ 9,000.0 | \$ 522.0 | | | \$ 763.5 | \$ 61.0 | \$ 29,346.5 |
| Lithgow | \$ 5,000.0 | \$ 8,000.0 | \$ - | \$ 873.0 | | | \$ 649.5 | \$ 976.0 | \$ 15,498.5 |
| Oberon | \$ 4,000.0 | \$ 4,000.0 | \$ 5,000.0 | \$ 454.0 | | | \$ 764.0 | \$ 194.0 | \$ 14,412.0 |
| Orange | \$ 5,000.0 | \$ 12,000.0 | \$ 14,000.0 | \$ 785.0 | | | \$ 650.0 | \$ 2,250.0 | \$ 34,685.0 |
| Parkes | \$ 25,000.0 | \$ 5,000.0 | \$ 6,000.0 | \$ 776.0 | | | \$ 650.0 | \$ 127.0 | \$ 37,553.0 |
| Upper Lachlan | \$ 14,000.0 | \$ 4,000.0 | \$ 6,000.0 | | | | \$ 764.0 | \$ 269.0 | \$ 25,033.0 |
| Weddin | \$ 5,000.0 | \$ 9,000.0 | \$ - | | | | \$ 447.0 | ctw | \$ 14,447.0 |
| Wellington | \$ - | \$ - | \$ - | | | | | \$ 1,280.0 | \$ 1,280.0 |
| Young | \$ 4,000.0 | \$ 9,000.0 | \$ 5,000.0 | | | | \$ 764.0 | \$ 646.0 | \$ 19,410.0 |
| CTW | \$ 5,000.0 | \$ 7,000.0 | \$ - | | | | | \$ 644.0 | \$ 12,644.0 |
| Total | \$ 117,000.0 | \$ 108,000.0 | \$ 65,000.0 | \$ 5,175.0 | \$- | \$ - | \$ 8,610.0 | \$ 9,429.0 | \$ 313,214.0 |

* Cost savings for CCTV and Smoke testing to be provided at a later date.

| Recommendation/s |
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| <p data-bbox="177 271 1401 309">That the CWUA:</p> <ol data-bbox="177 342 1401 421" style="list-style-type: none"><li data-bbox="177 342 1401 421">1. Note the report on Best Practice and provide updates to the status tables as required. |

Five Year Procurement Plan- 2013 to 2017

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

7b. Drinking Water Quality Management Plan Status Update

Report by Meredith Macpherson 17 June

Précis

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

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

Background

As resolved at the CWUA meeting on 21 February, the table attached (see page 20) is to monitor progress to achieving regional compliance with the Department of Health's quality assurance program for the Management of Drinking Water Quality as set out in the Australian Drinking Water Guidelines to be in place by 1 September 2014. This will be included as a regular Agenda item and will be provided to the operators group.

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

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

Drinking Water Quality Management

Water sampling training developed in collaboration with the NSW Department of Health (DoH) Public Health Unit was rolled out in early May 2013 with training delivered in Orange, Parkes and Bathurst.

To date 65 water operators from CWUA member councils have been trained. Water Sampling Policy is in development with opportunities for further training in the use of the DoH Drinking Water database for ongoing analysis and monitoring of drinking water quality in planning. Trainees undertook an online exam at the conclusion of training and have been issued with copies of a Certificate and Card. See outgoing correspondence.

Funding for DWQM Plans

Funding for the development of DWQM Plans for Parkes and Cowra has now been confirmed. Central Tablelands Water has written to the Department of Health seeking funding. A letter of support has been provided by Centroc.

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

| Recommendation/s |
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| <p>That the CWUA:</p> |
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| <p>1. Note the report on Drinking Water Quality Management Plan development and provide updates to the status tables as required.</p> |
|--|

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

| Council | Contact Name & Email | Risk Assessment | Plan Development | Consultants/resources/comments* |
|----------------|--|--|--|--|
| Bathurst | Russell Deans Russell.deans@bathurst.nsw.gov.au | Rating: ☆ Est. completion date: | Rating: ☆ Est. completion date: June 2014 | |
| Blayney | | Rating: Est. completion date: | Rating: Est. completion date: | See CTW |
| Boorowa | Adam Stewart adam.stewart@boorowa.nsw.gov.au | 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 Jonathan.foong@cabonne.nsw.gov.au | Rating: ☆☆ Est. completion date: | Rating: ☆☆ Est. completion date: | |
| Cowra | Tim Long tlong@cowra.nsw.gov.au | Rating: ☆ Est. completion date: | Rating: ☆ Est. completion date: | |
| Forbes | David Tinlin-Mgr. Tech. Services davidti@forbes.nsw.gov.au Nilakshi Fernando – Water & Sewer Engineer Nilakshi@forbes.nsw.gov.au | 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 Ben.falconer@lachlan.nsw.gov.au | 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 | Daniel Buchans daniel.buchans@lithgow.nsw.gov.au | Rating: ★★★ Est. completion date: | Rating: ★★★ Est. completion date: | |
| Oberon | Samdani Golam sam.golam@oberon.nsw.gov.au | Rating: ★★★ Est. completion date: Oct 2012 | Rating: ★★★ Est. completion date: Oct 2012 | New South Wales Public works |
| Orange | Nicole Reid nreid@orange.nsw.gov.au | Rating: ★★ Est. completion date: | Rating: ★★ Est. completion date: | |
| Parkes | Andrew Francis andrew.francis@parkes.nsw.gov.au | Rating: ★ Est. completion date: 31/7/2013 | Rating: ★ Est. completion date: 30/11/2013 | Dates for completion are based on indicative dates assuming that Parkes will still be getting funding to complete DWQMP from Dept. Health. |
| Upper Lachlan | Luke Moloney lmoloney@upperlachlan.nsw.gov.au | Rating: ★ Est. completion date: | Rating: ★ Est. completion date: | DWQMPs to be developed as part of the commissioning of a new WTP and reservoir at Taralga and proposed upgrades to the Gunning/Dalton water supply. |
| Weddin | | Rating: Est. completion date: | Rating: Est. completion date: | |
| Wellington | | Rating: ★★ Est. completion date: | Rating: ★★ Est. completion date: | |
| Young | Nicole Vonarx nicole.vonarx@young.nsw.gov.au | Rating: ★ Est. completion date: late 2013 | Rating: ★ Est. completion date: early 2014 | |
| CTW | | Rating: ★ Est. completion date: | Rating: ★ Est. completion date: | Letter requesting DoH funding sent. |

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 June 2013

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.

The report recommends that SBP Project Steering Committee membership be reviewed to include all Tranche 2 Councils, Blayney, Boorowa, Forbes and Cowra.

This balance of the 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 now completed Strategic Business Planning Workshops and draft Plans have been issued.

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

| COUNCIL | Workshop Dates | Draft SBP Development | Comment |
|---------------|----------------|-----------------------|---|
| Young | 14-15 Jan 2013 | 17/1-15/2 | Final draft report issued. Draft SBP under review by Council |
| Lachlan | 30-31 Jan | 31/1-28/2 | Financial model forecasts and draft SBP issued for review and comments by Council. Comments received from Council. Report will be finalised by 14 June 2013. |
| Lithgow | 12-13 Feb | 14/2-14/3 | Workshop complete. Progressing with the draft document. Levels of Service and other details including 30-year capital works programs are still awaited. |
| Oberon | 19-20 Feb | 21/2-21/3 | Draft SBP issued. Financial model forecast expected to be finalised within a fortnight. Council to come back with comments on the draft report. |
| Upper Lachlan | 26-27 March | 27/3-26/4 | Draft SBP issued. Requested to provide 30-year sewerage capital works program and review the water supply capital works program. Council to provide comments on the draft report. |
| Weddin | 3-4 April | 5/4-3/5 | Financial model forecasts and draft SBP issued for review and comments by Council. Council to come back with comments. |
| Cabonne | 17-18 April | 19/4-17/5 | Draft SBP issued. Financial model forecast |

| | | | |
|--------|-----------------|----------|--|
| | | | expected to be finalised by 25 June 2013. Council to provide comments on draft report. |
| Orange | 30 April -1 May | 2/5-30/5 | Draft SBP issued. Financial model forecast expected to be finalised within a fortnight. Council to provide comments on draft report |
| Parkes | 30-31 May | 1/6-28/6 | Draft SBP for Parkes expected to be issued by 14 June 2013. |

Fee Variation

NSW Public Works will be able to complete all the reports including financial model forecasts provided Councils can review and comment on the draft reports. Public Works will request a fee variation towards work that might extend to the next financial year (2013/14), adjusted for State Government pay.

Workshop Timetable for Tranche 2 Councils

| COUNCIL | Workshop Dates | | Draft SBP Development |
|---------|----------------|------------|-----------------------|
| Blayney | 11-12 Sept | Wed-Thur | 13/9 - 03/10 |
| Boorowa | 26-27 Sept | Thur - Fri | 30/9 - 18/10 |
| Forbes | 15-16 Oct | Tues-Wed | 17/10 - 06/11 |
| Cowra | 12-13 Nov | Tues-Wed | 07/11 - 27/11 |

Data Supply

NSW Public Works will circulate a SBP Workshop Briefing Note and data collection templates to all remaining Tranche 2 Councils in July.

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

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

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

Ada Ngyuen – Ada.Nguyen@services.nsw.gov.au ; and

Riccardo Pagni – Riccardo.Pagni@services.nsw.gov.au ; with copies marked to

Sundar– Marimuthu.Sundaravadivel@services.nsw.gov.au; and

Meredith – Meredith.Macpherson@centroc.com.au

Please note that Chris Jefferd has taken a voluntary redundancy with the NSW Public Works Project Manager now Marimuthu Sundaravadivel (Sundar).

Delivery Schedule

NSW Public Works is working to ensure that Workshop Briefing Notes and Agendas can be issued to Council for advance circulation to participants. NSW Public Works will continue to stick to the delivery of the draft SBPs within 4 weeks of completion of workshop subject to all data/ information being promptly supplied by Councils.

Invoicing

As was the case for the Asset Valuation contract with CPEa, Centroc will invoice Councils upfront for the full amount of the SBP development to ensure Centroc has the necessary funds to pay NSW Public Works quarterly. All Tranche 2 Councils will be invoiced in August.

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

Fortnightly Project Steering Committee Webex

The SBP Project Steering Committee comprising representatives from tranche 1 Councils has been meeting fortnightly by WebEx ensuring that the project is running according to schedule and that any issues are being dealt with as they arise.

Tranche 1 Councils including Parkes, Orange, Weddin have been participating on the Steering Committee together with Tranche 2 Councils, Boorowa and Cowra. It is suggested that with Tranche 2 Councils scheduled to commence workshops in September that the steering committee membership be reviewed.

| Recommendations/s |
|---|
| That the CWUA: 1. Review the SBP Project Steering Committee membership to include all Tranche 2 Councils, Blayney, Boorowa, Forbes and Cowra; and 2. Note the Strategic Business Plan Update report. |

7d. Asset Management

Report by Meredith Macpherson 17 June

Précis

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

It also provides advice on:

- the Department of Resources, Energy and Tourism's announcement of funding of \$2.28m for the CWUA's "Nexus Between Water and Energy" program through round two of the Community Energy Efficiency Program (CEEP); and
- the scoping of a Request for Tender for the regional procurement of pipe relining.

The report recommends that the CWUA approve Centroc to contract Mr Mike Cuthbert of MC Environmental Consulting to assist in developing tender specifications for the regional procurement of pipe relining.

As outlined in the Best Practice Update report to this meeting a five year plan for a regional approach to the procurement of strategic work including best practice and asset management to inform the Best Practice Strategic Plan process has been devised -See Five Year Procurement Plan (page 18).

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

Smoke testing of sewer lines

All About Pipes advised in an update on 24 May that they are scheduled to start work in Wellington where there are now 860 properties for testing. Wet weather has caused delays in schedules with remaining work in Young now postponed for completion in the new financial year. Re-inspections are currently being scheduled.

It is suggested that Councils who plan to undertake smoke testing in the new financial year consider doing this work early in the financial year while the teams are operating in the region. Any members interested should contact the CWUA Program Manager.

CCTV

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

WHS Centroc Induction Program

It was brought to Centroc's attention that some member Councils have not been issuing Centroc Induction Cards. The issue was brought to light when Bathurst Regional Council (BRC) had

contractors on site as part of the regional smoke testing contract through the CWUA that did not have a Centroc induction card. BRC then had to run a special induction.

The issue was raised at the WHS meeting and it was discovered that a few other councils are also not using the Centroc Induction handbook or issuing Centroc Induction Cards either to staff or contractors.

A regional induction program was developed in order to reduce the costs of holding inductions for contractors at each council and with a rise in regional contracts it is important that all member councils are using the induction program. Contractors have already provided advice that they would want to charge extra costs for conducting multiple inductions.

The Centroc Local Government Work Health and Safety handbook was last updated in January 2012 after the changes to WHS legislation and the handbook has been re-issued to all council HR and WHS Managers.

The matter is being worked through by the Centroc WHS team and support for the program has been provided by GMAC.

Community Energy Efficiency Program (CEEP) Update- Round 2

Members should now be aware that the CWUA has been successful in securing \$2.28m for its “Nexus Between Water and Energy” program.

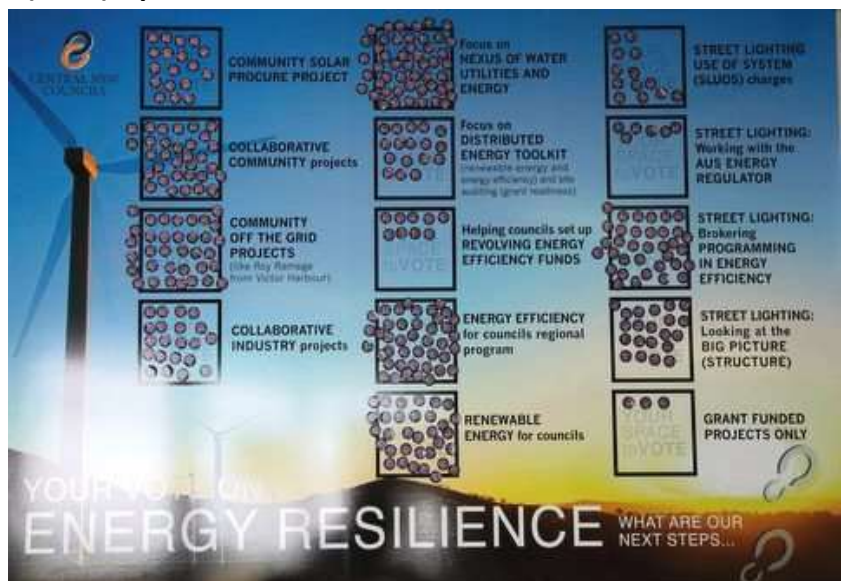
In response to the request from the Centroc Summit last November, the national award winning Centroc Water Utilities Alliance applied for funding of up to \$2.28m from the Community Energy Efficiency Program for the “Nexus between Water and Energy” Program.

This project delivers innovative programming that saves member Councils money on their electricity bills, but also showcases the Council managed water utilities as the structures of choice for delivering quality secure water supplies.

Advice was received 22 May that the Centroc application was successful. Letters confirming member commitment have been received from all participants. See incoming correspondence provided as an attachment.

The draft funding agreement is in negotiation with the Department of Resources, Energy and Tourism. A copy of the Project Plan is provided as an attachment.

The Department of Resources, Energy and Tourism have indicated that the funding agreement populated with their details will be provided shortly with a view to the Agreement being finalised and signed by 21 June 2013.



Tender for Pipe Re-lining

Members will recall that at the April CWUA meeting it was agreed that a RFT be scoped for the regional procurement of pipe re-lining.

The successful outcome of the Community Energy Efficiency Program (CEEP) 2 application for the “Nexus Between Water and Energy” project and work required for the next round of asset valuations has compounded the need for the regional procurement of pipe re-lining.

This is a complex tender to compile at a regional level with a range of variables across participating Councils. There are also a range of technologies that can be used and risks that need to be managed. Given these, it is recommended that Centroc contract Mr Mike Cuthbert of MC Environmental Consulting to assist in developing tender specifications. A proposal from MC Environmental Consulting is provided as an attachment.

The CEEP2 grant will require a large amount of pipe relining to be undertaken across the region in a relatively short period of time to meet the requirements of the grant. The successful tenderer will need capacity to have multiple teams in the region undertaking work and any one time.

A presentation will be provided to this meeting by Orange City Council staff experienced in tendering for and managing pipe re-lining work.

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| Recommendation/s |
| <p>That the CWUA:</p> <ol style="list-style-type: none"> 1. Approve Centroc to contract Mr Mike Cuthbert of MC Environmental Consulting to assist in developing tender specifications for the regional procurement of pipe relining; and 2. Note the report on Asset Management. |

Attachments:

- 8. CWUA “Nexus between Energy & Water” Project Plan.
- 9. MC Environmental Consulting Proposal

7e. Centroc Water Resources Working Party

Report by Meredith Macpherson 18 June

Précis

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

This report is for noting.

Background

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.

Contract Procurement

Following discussions with Ms Jennifer James and Mr Grant Leslie at the Centroc Water Resources Working Party Meeting in October 2012, a proposal was received for a pilot project to develop a Regional Workforce Development Plan with a view to developing a business case to apply for funding from the appropriate Government bodies to facilitate the delivery of vocational education and training for the region.

Given the unique skills offered by the consultants and the total project cost being no more than \$27k (\$5,500 per Member Council) it has been agreed by the Centroc Water Resources Working Party that a formal tender process is not required for Part 1 and Part 2 of the project proposal on the basis that:

- The services offered represent good value for money given the consultants 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 as well as first-hand knowledge of Government Skills Australia funding requirements.
- The total project costs will not exceed \$27k (incl GST) and will comprise Part 1– conducting and scoping workshop at a cost of \$6,900 (Incl GST) inclusive of travel and report preparation

and Part 2 between \$15-\$20k. These costs will be apportioned across the 5 participating member Councils at a cost of no more than \$5,500 per Council.

- The Agreement will be between Centroc and Jenny James Consulting. Centroc will be responsible for payment of invoices for the work completed and will invoice participating member Councils for their share of the costs on receipt of invoices.

It is agreed that for Part 3 of the Project Proposal – the implementation of a Workforce Development Plan- the CWRWP will review progress at this point as a tender process will be required. Minutes of Teleconference Meetings discussing the project and a copy of the Project proposal are provided as an attachment to this report.

The total project costs will not exceed \$27K and will be apportioned across the five participating member councils at a cost of no more than \$5,500 per Council. Centroc will manage the project on behalf of the participating Councils.

Project Structure

The project has been structured in three parts, giving councils the option to proceed or withdraw at each stage of the project.

Part 1: Conduct of a Scoping Workshop

The first stage of the project involves the conduct of a 1 day workshop during which agreement on the aims, objectives and scope of the project would be reached.

Part 2: Preparation of the Workforce Development Plan

A: Development of a Current Workforce Profile

This stage of the project involves the collation of data on the demographic profile of water industry employees and the qualifications, units of competencies and other skills attained by individuals. This data may be collected by survey or personal interview or both.

B: Development of a Future Workforce Profile

Through the conduct of a two day workshop, this stage of the project explores future workforce demand over the period of the plan, incorporating various scenarios.

C: Gap Analysis and Strategy Development

During this stage of the project 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.

Part 3: Implementation of Workforce Development Plan

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.

Progress

A survey has been developed to assist Councils in the collection of data required for Part 2 A. The Scoping Workshop will be held in Orange on 28 June.

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| Recommendation/s |
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| That the CWUA: |
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| 1. Note the report on the Centroc Water Resources Working Party pilot workforce development project. |
|---|

Attachments:

- 10. Project Proposal
- 11. Centroc Water Resources Working Party Teleconference Meeting Minutes

7f. Centroc Mentoring for Sustainability Program

Report by Meredith Macpherson 18 June

Précis

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

It provides information on the Regional Water Utilities scenario planning project being developed in conjunction with the “Regional Water Utilities on Track” event scheduled for 23 -24 July.

This report is for noting.

Background

As advised to the April CWUA Meeting, the Centroc Mentoring for Sustainability Program developed by Centroc with funding from the New South Wales Environmental Trust has been adapted for use by local council staff working with the Centroc Water Utilities Alliance – in the first instance as part of a mentoring program to develop leadership skills. The program is currently being trialled with a view to being rolled out to member councils in late 2013- early 2014.

The trial is being undertaken by Ms Jenny Bennett, Executive Officer, Centroc and Mr Andrew Francis, Natural Resources Manager, Parkes Shire Council and Chair of the CWUA as the Mentees with Mr David Farmer, General Manager, Wollongong City Council as the Mentor and Ms Meredith Macpherson, Program Manager, CWUA providing project management support.

To participate in the program Mentees and Mentors are required to agree a project that will be the focus of their learning within the program.

The Project

At the initial planning meeting held on 10 May two projects were identified, one to provide research and analysis of a number of scenarios for the range of services that could be delivered and the structure that may be applied to deliver these. This project will be undertaken in-house.

The second project is to undertake a more focussed analysis of a range of scenarios applicable to the Central NSW region for the management of regional water utilities in the context of the Local Government Reform process. The analysis will take into account:

1. Services that Councils want to deliver for water utilities management; and
2. The structure that may potentially be applied to deliver these services.

This more in-depth advice will inform the region’s progress for the water utilities alliance in the context of Local Government Reform and along with other research will add-value to the higher level work.

It has been proposed that a consultant be engaged to undertake a stakeholder workshop to inform and develop the various scenarios with a view to being able to provide advice to the Board.

Recommendations were made to a meeting of the Infrastructure Group held in Orange on 17 May

that they commend to the Board that it proceed with the proposed project with a financial structure that will require Centroc member councils to be invoiced if required with a ceiling amount for the project of \$12k.

At the Centroc Board Meeting held at NSW Parliament on 23 May it was resolved to proceed with the engagement of a consultant to undertake this analysis.

Centroc have now approached prospective consultants who have been identified as having the background required to undertake this work in a short timeframe.

The Brief provided is as follows:

The Centroc Water Utilities Alliance is looking for a suitably qualified consultant to undertake a focussed analysis of a range of scenarios applicable to regional groupings of Councils for the support of regional water utilities in the context of the Local Government Reform process. The analysis will need to provide solid advice on:

- *The range of water and sewer services that could be delivered; and*
- *The structure that could be applied to deliver these that has a legislated strategic relationship with the State Government.*

The analysis requires a comprehensive understanding of what local water utilities currently do in regional NSW to inform an analysis of what can be done differently in terms of an operational structure with a minimal number of staff.

Of note is that the region has heard that the State Government as well as the Local Government Review Panel is very interested in this advice to help with their deliberations.

Scenarios could include, for example:

- *What is currently being delivered regionally with some realistic advice on next logical steps using the CWUA Business Plan with commentary around making the alliance more “binding” through legislative support;*
- *The ideas contemplated by the Panel and their workability versus what is now being said by Mr G Inglis about “strategic” County Councils and what they might deliver from a Water Utilities’ perspective;*
- *Map 5 of the Gellatly Report; and*
- *Options around incorporated entities.*

We are looking for detailed advice reflective of a deep understanding of the industry, services and workforce in regional NSW.

If you are interested I would appreciate if you could provide advice on how you would tackle this task and the potential cost by cob Wednesday 19 June.

This work will be required to be completed in a short timeframe with preliminary advice to be provided for discussion and feedback at the Regional Water Utilities Event to be held on 23 July in Bathurst. Event details are provided as an attachment.

This would require a paper to be prepared for pre-reading by event attendees and a facilitated session to discuss the various scenarios.

Recommendation/s

That the CWUA:

- 1. Note that Centroc is contracting a consultant to undertake scenario planning for Local Water Utilities in the context of Local Government Reform; and**
- 2. Note the report providing advice on the progress of the trial of the Centroc Mentoring for Sustainability Program.**

7g. Advocacy update

Report by Meredith Macpherson 18 June

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 Independent Local Government Review Panel's current position on regional water utilities; and
- progress on the organisation of the CWUA / LMWUA "Regional Water Utilities on Track" event.

It recommends that CWUA members commit to assisting in promoting the "Regional Water Utilities on Track" within their Councils and through their networks

Advocacy Update

Independent Local Government Review Panel Position on Regional Water Utilities

The CWUA will be aware that the Independent Local Government Review Panel progress report, Future Directions for NSW Local Government- Twenty Essential Steps released on 24 April 2013 provides the Panel's current position with respect to future governance structures and boundaries proposing a County Council model where a core set of functions includes the management of, or technical support for water utilities.

The Panel was asked specifically to consider the Armstrong-Gellatly and Infrastructure NSW recommendation to consolidate the existing 105 local government water utilities into around 30 regional groupings. The report advises that:

The panel sees no case for major changes in the way they are being managed unless the councils concerned identify a need to make adjustments. In particular the Panel believes that local government should retain its current responsibilities for water supply and sewerage, not only because it is delivering those services efficiently and effectively, but also because those services give rural local government critical financial mass and the capacity to recruit and retain professional staff.

Nevertheless, the Panel sees merit in enhanced regional collaboration to facilitate strategic business planning, to provide high level technical support to smaller councils, and –where agreed-to offer an additional option for infrastructure development and service delivery. Making water utilities a function of the new multi-purpose County Councils achieves those objectives whilst keeping rural water supply and sewerage assets and operations firmly under local government ownership and control.

In discussion of County Councils centred around existing or potential major regional centres, the report cites the role that Dubbo City Council provides in its leadership of the Lower Macquarie Water Utilities Alliance, the model on which the Centroc Water Utilities Alliance is based.

While the CWUA welcomes the Panel's position with respect to LWUs it recommends that the Board's position should be that the LWUs should own some, but not all, of the assets and that if Central Tablelands Water is to be incorporated into any new entity the assets should go back to one of the general purposes councils. This is recommended to avoid the risk of communities being

stripped of assets at a later date and to ensure that LWUs can offer similar levels of service to their communities.

At the time of writing a project proposal has been referred to the Centroc Infrastructure Group meeting on 17 May, to undertake an in-depth analysis to inform the region's progress for the water utilities alliance in the context of Local Government Reform. See CWUA Mentoring Program Project report.

Increasing the Profile of the CWUA

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



To this end the CWUA Program Manager in consultation with the CWUA Executive is working to organise a CWUA Event.

CWUA Event

As agreed at the April CWUA meeting it is proposed to hold a CWUA event at Mount Panorama, Bathurst aimed at:

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

At its April meeting GMAC resolved to recommend the CWUA event to the Centroc Board with a financial structure that will require CWUA member councils to be invoiced \$350 each for which they will be entitled to send one delegate. This amount will assist to underwrite the event with additional delegates to be charged \$200 for CWUA member councils and \$250 for non-CWUA members with the balance to come out of the CWUA budget. The Board have agreed to this.

It was also suggested that the event be held in late July. The 23-24 July have now been agreed and the Mount Panorama Pit Complex in Bathurst booked for these dates.

Event Program

Following discussion with the General Managers including the CWUA sponsoring General Manager, Mr Kent Boyd, regarding the proposed Event Program it has been agreed that the focus of the event needs to be on both the Lower Macquarie and Centroc Water Utility Alliances and on the future of LWUs in the context of the Local Government Review Panels – Twenty Essential Steps Progress Report.

To this end the LMWUA have been approached to participate in the event in line with the financial structure proposed to the CWUA members. The Secretary, LMWUA, Mr Stewart McLeod has agreed to these terms and to underwrite the event to the amount of \$5,000. See correspondence to this report.

As detailed in the Centroc Mentoring for Sustainability Report suitably qualified consultants have been approached to undertake a focussed analysis of a range of scenarios applicable to regional groupings of Councils for the support of regional water utilities in the context of the Local Government Reform process.

It is proposed that the consultant be prepared to present preliminary advice for discussion and feedback at the Regional Water Utilities Event with a paper to be prepared for pre-reading by event attendees and a facilitated session to discuss the various scenarios.

In line with this advice below is a current draft of the Event Program. This is a work in progress with confirmation of speakers currently in progress.



“Regional Water Utilities on Track” - 23-24 July 2013

| Session /Arrival | Topic |
|---|--|
| Evening 6pm onward | Informal Networking Dinner |
| DAY 1 / Session | Topic |
| Morning 8.30am 9.00am start | <p>Tea/Coffee available on arrival Registration Official Opening (welcome to country) – Mayor, Bathurst, Cr Monica Morse (tbc)</p> <p>Introduction to Local Water Utility Alliances - What are they and how do they lead? Andrew Francis, Chair CWUA/Kent Boyd, GM Parkes Shire/Stewart McLeod, LMWUA</p> <p>Local Water Utilities Management- The Big Picture</p> <ul style="list-style-type: none"> ▪ NSW Office of Water- Performance of Non-Metro LWUs Maree Abood/Stephen Palmer (tbc) ▪ National Water Commission- National Perspective – Ms Kerry Olsson, Manager Industry and Sustainability, NWC |
| Morning Tea 11-11.30 | |
| Late Morning 11.30-12.00 12.00-1.00 | <ul style="list-style-type: none"> ▪ State Government Update- Minister Hodgkinson (tbc) Update on State Government initiatives including State Dam Inquiry ▪ Independent Local Government Review Panel – the future of LWUs / current vision for LWUs in the reform of Local Government in NSW- Mr G Ingliss (tbc) |
| Lunch 1- 1.45 | |
| Afternoon 1.45 -2.45 2.45- 3.45 | <ul style="list-style-type: none"> ▪ Drinking Water Quality Management- How big is my Catchment? Dept. of Health/ Public Health Unit- Mr Paul Byleveld/Mr G van Yzendoorn - Case studies - Orange City Council/LMWUA member ▪ Training, Mentoring & Resource Sharing-Facilitator- Emma Pryor |

| | |
|-------------------------------|---|
| | <p>(MWH) Where we started and where we are heading Jenny Bennett, EO Centroc /Andrew Francis, Chair CWUA Update on Training & Certification Framework – Grant Leslie, Manager National Policy & Planning AWA CWUA Mentoring Program- Jenny Bennett/Andrew Francis CWUA Regional Workforce Development Planning– Jennifer James Water Training Assessment Network</p> |
| Late Afternoon 3.45 – 5.00 | <p>▪ The future for LWUs in the context of Local Government Reform in NSW Facilitator- Annalisa Contos (tbc) Scenario Planning – services to be delivered & the structures to deliver these. Plenary on emergent issues</p> |
| Dinner 6.30pm- onward | <p>Pre-dinner drinks Church Bar, 1 Ribbon Gang Lane, Bathurst (tbc) Speaker- Leadership in context of Local Government Reform (TBA)</p> |
| DAY 2 * Optional | <p>Suggested Activities –Site Tour – Bathurst Treatment Plants Joint LMWUA/CWUA Operators Meeting Joint LMWUA /CWUA Executive Meeting</p> |

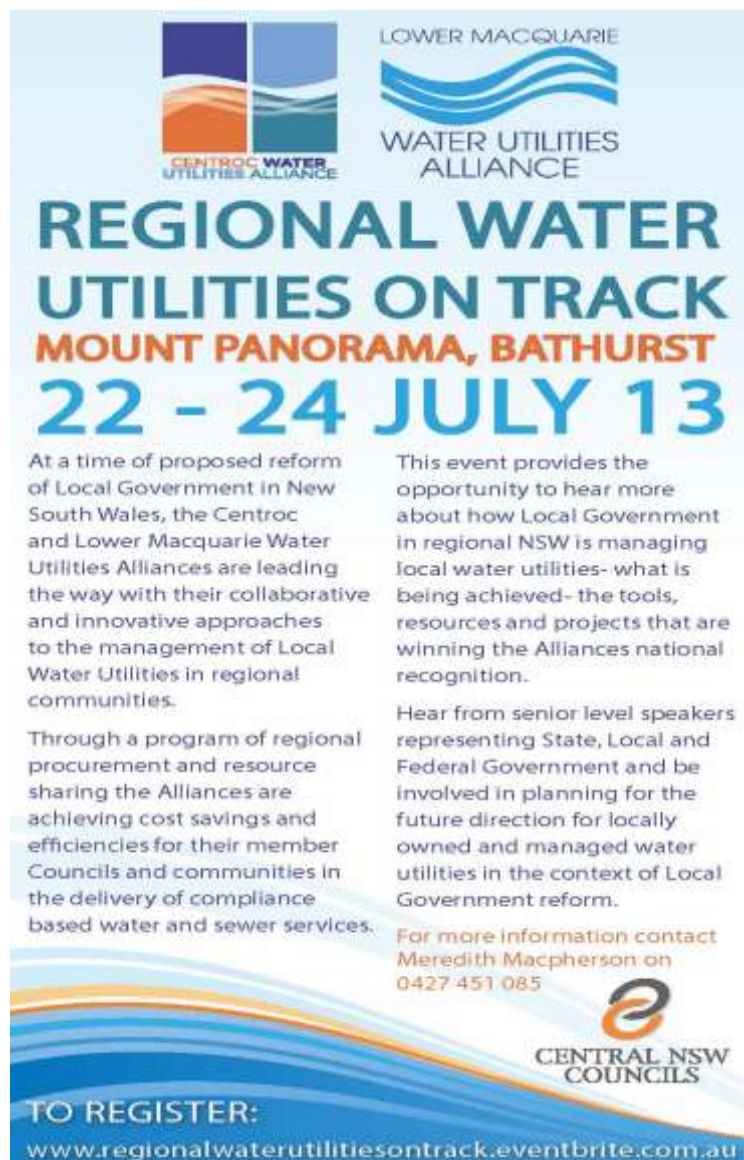
Right is a copy of the Event Flyer distributed through a range of networks including:

- CWUA Members
- LMWUA Members
- General Managers
- AWA NSW Branch
- SaveWater Alliance
- Water Directorate
- Regional Organisations of Councils
- Water Training & Assessment Network
- CMAs

More detailed weekly updates are being provided as the Event Program and speakers are confirmed. This will increase towards the event.

Centroc staff will commit to ringing potential attendees closer to the event. It is hoped to attract at least 70 -100 attendees for the 23 July.

CWUA members are asked to support the event by promoting it to relevant Council staff and through their networks.



Sponsorship/Organisational Participation

Bathurst Regional Council has been approached for in-kind support for use of the Mount Panorama Pit Complex. The request has been discussed with the General Manager and referred to Council for a decision. See correspondence attached.

Offers have been made to the AWA and WTAN to host regional networking meetings to coincide with the event. While there was initially some interest for a range of reasons these will not proceed. However members of both groups have expressed interest in attending.

A couple of requests have been made for sponsorship of the event dinner though these have not eventuated. If members have any ideas, please let me know.

CWUA E-Newsletter Update

Centroc is currently refreshing its website. The CWUA E-Newsletter template provided to the April meeting is being reviewed as part of the overall communications plan review.

Banner

A CWUA Banner has been commissioned for use at the Event as well as for other CWUA functions.

Recommendation/s

That the CWUA

- 1. Commit to assisting in promoting the “Regional Water Utilities on Track” within their Councils and through their networks;**
- 2. Note the report.**

7h. CWUA Supervisors and Operators Sub-Committee

Report by Meredith Macpherson 19 June

Précis

This report provides advice on the next meeting of the Supervisors and Operators Group and plans for a Joint LMWUA/CWUA Supervisors and Operators Meeting.

The next meeting of the Supervisors and Operators Sub-committee is scheduled for 26 June commencing at 10am at the Orange TAFE College Block C corner of March and Anson Streets Orange.

Mr Doug Moorby, Lachlan Shire Council has co-ordinated the meeting to be hosted by the TAFE School of Plumbing to enable a presentation on Backflow Prevention by the TAFE Staff.

A practical demonstration of backflow devices and the testing procedures involved in the certification of testable devices will be provided. TAFE staff will also be previewing a new course being developed for Council Staff on this subject.

As advised in the Advocacy report to this meeting it is proposed that a Joint LMWUA/CWUA Supervisors and Operators Meeting be held on 24 July at Mount Panorama, Pit Complex with a site tour of the Bathurst Water and Waste Water Treatment Plants. Opportunities for a training session to be provided by the Water Industry Operators Association are being canvassed.

A verbal update will be provided to the meeting.

7i. Advice from LMWUA

Report by Meredith Macpherson 19 June

Précis

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

Copies of the Minutes of the LMWUA technical Committee are provided as an attachment.

Recommendation/s

That the CWUA note the Minutes from the LMWUA Technical Committee.

Attachments:

12. LMWUA Technical Committee Meeting Minutes No.26

13. LMWUA Technical Committee Meeting Minutes No.27

8. Update from the Chair

Update by Andrew Francis.

9. 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.

See below three providers who have responded to Centroc's cold call survey:

Date: 14 June 2013

1. Your Organisations Name

Barron GJM P/L

2. Contact Person

Weyand Magnaye or Jeff Briggs

3. Contact Number and Email

Weyand Magnaye : Mb: 0418 674 173 Jeff Briggs: Mb: 0402 702 747

4. What products or services does your organisation offer?

Auma and SIPOS Electric Actuators to motorise various types of valves (butterfly, gate, penstocks, knife gate, tec.) on water/sewer treatment plants, water/sewer pumping stations, reservoirs and dams.

5. Why do you think your product or service would be of benefit to Centroc Councils?

Barron GJM P/L has a long history, experience, background, knowledge in the water/sewer industry. We can provide solutions or tailored solutions to council(s) by sharing our technical know how that has been gathered thru years of experience.

6. Please specify which area or project team you are targeting.

- Water Utilities
- Infrastructure
- Other (please specify) - Water/Sewer Engineers and Operators

For Determination

That the group decide on one of the following options:

- Trial the product at a member council
- Request a presentation to the group at the next meeting
- Procure product on an individual basis
- Undertake a regional expression of interest for a tender process to procure similar products
- Note the information

Date: 14 June 2013

7. Your Organisations Name

Hydrogeological Solutions Pty Ltd

8. Contact Person

John Bradd

9. Contact Number and Email

0417 653 072 john.bradd@hydrogeologicalsolutions.com.au

10. What products or services does your organisation offer?

Groundwater consulting services

11. Why do you think your product or service would be of benefit to Centroc Councils?

Groundwater management, remediation, advice, modelling, assessments and environmental impacts are essential to agriculture, mining, towns, government and industries sectors. All these sectors require our type of service related to groundwater and are found in Centroc councils.

12. Please specify which area or project team you are targeting.

- Sustainability
- Water Utilities
- Other (please specify) - Environment and Engineering Directors

For Determination

That the group decide on one of the following options:

- Trial the product at a member council
- Request a presentation to the group at the next meeting
- Procure product on an individual basis
- Undertake a regional expression of interest for a tender process to procure similar products
- Note the information

Date: 14 June 2013

1. Your Organisations Name

Wise Waste Solutions

2. Contact Person

Cynthia Lim

3. Contact Number and Email

Phone: 0403 831 520 Email: cynthia@wisewastesolutions.com

4. What products or services does your organisation offer?

Stabilised magnesium hydroxide liquid batching plants, Automated well cleaners, safety lids with void protection, van proof manhole covers with void protection & gas detection port, installation of products.

5. Why do you think your product or service would be of benefit to Centroc Councils?

Stabilised magnesium hydroxide liquid batching plants, Automated well cleaners, safety lids with void protection, van proof manhole covers with void protection & gas detection port, installation of products.

6. Please specify which area or project team you are targeting.

- Water Utilities
- Infrastructure

For Determination

That the group decide on one of the following options:

- Trial the product at a member council
- Request a presentation to the group at the next meeting
- Procure product on an individual basis
- Undertake a regional expression of interest for a tender process to procure similar products
- Note the information