

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 28 February 2019**

The meeting commenced at 10.15am.

PRESENT

Cr D Palmer, Cr G Armstrong, Cr D McCann, Cr L McGlynn, Cr G Sinclair.

ALSO IN ATTENDANCE

Mr G Haley (Interim General Manager), Mr G Veneris (Production and Services Manager), Mr T Goodyer (Operations Manager), Mr I Graham (Corporate Services Manager), Mr A Drenovski (Interim Engineering Manager), Mrs A Coleman (Executive Assistant).

1. LEAVE OF ABSENCE/APOLOGIES

BOARD RESOLUTION

19/003 RESOLVED on the motion of Crs McGlynn and McCann that Cr Callow, Cr Stadtmiller and Cr Morris be granted a leave of absence.

2. ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

3. PRESENTATIONS

Nil

4. DECLARATION OF PECUNIARY INTERESTS

Nil

5. DECLARATION OF NON PECUNIARY INTERESTS

Nil

**6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 21 DECEMBER 2018 AND
20 FEBRUARY 2019.**

BOARD RESOLUTION

19/004 RESOLVED on the motion of Crs McGlynn and McCann that the minutes of the meetings held on the 21 December 2018 and 20 February 2019, having been circulated and read by members be confirmed.

7. BUSINESS ARISING FROM MINUTES

Nil

8. CORRESPONDENCE

Nil

9. ADMISSION OF LATE REPORTS

Nil

10. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

11. CHAIRPERSON'S MINUTE

Nil

12. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

12.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

12.1.1. COUNCIL INVESTMENTS

BOARD RESOLUTION

19/005 RESOLVED on the motion of Crs McCann and Armstrong that the report detailing Council Investments as at 31st January 2019 be received and noted.

Cr Sinclair enquired as to the reduction in investments. Mr Graham responded.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Investments as at 31st January 2019 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2005.

REPORT

This report is presented for information on Council Investments as at 31st January 2019.

Council's investment portfolio decreased by \$750,000.00 from \$47,750,000.00 as at 31st December 2018 to \$47,000,000.00 as at 31st January 2019.

For the month of January, the deposit portfolio provided a solid return of +0.26% (actual), outperforming the benchmark AusBond Bank Bill Index return by +0.08% (actual). The strong performance continues to be driven by those deposits still yielding above 3% p.a. However, some of these deposits are fast maturing and may be reinvested at lower prevailing rates unless a longer duration is maintained.

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Over the past year, the deposit portfolio returned +3.03% p.a., strongly outperforming bank bills by 1.08% p.a., and more than double the official cash rate. This is considered very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 2½ years.

As at the end of January 2019, Council's deposit portfolio was yielding 3.06% p.a. (unchanged from the previous month), with an average duration of around 581 days (~1.6 years).

FINANCIAL IMPACT STATEMENT

Council's investment portfolio decreased by \$750,000.00 from \$47,750,000.00 as at 31st December 2018 to \$47,000,000.00 as at 31st January 2019.

ATTACHMENTS: Council Investments Report as at 31st January 2019.

TABLED ITEMS: Nil.

12.1.2. PROGRESS REPORT – CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

19/006 RESOLVED on the motion of Crs Sinclair and McCann that the Capital Works Progress Report as at 31st January 2019 be received and noted.

Cr Sinclair sought clarification regarding funds set aside for Nangus and Boorowa. Mr Graham responded.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Capital Works Progress Report as at 31st January 2019 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Capital Works represents an important part of Councils activities and expenditure. This report details expenditure and progress for the year to date on programmed and emergent capital works.

REPORT

This report is presented for information on the expenditure and progress of Council's Capital Works Program as at 31st January 2019.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Capital Works Progress Report as at 31st January 2019.

TABLED ITEMS: Nil.

12.1.3. DECEMBER 2018 QUARTERLY BUDGET REVIEW

BOARD RESOLUTION

19/007 RESOLVED on the motion of Crs McCann and Armstrong that the Board resolves to:

- 1. Adopt the changes to the 2018/19 Budget as detailed below**
- 2. Receive and note the Responsible Accounting Officers Statement**
- 3. Receive and note the Mandatory Quarterly Budget Review document.**

Cr Sinclair enquired as the adjustments made for materials and contracts. Mr Graham responded.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board resolves to:

1. Adopt the changes to the 2018/19 Budget as detailed below
2. Receive and note the Responsible Accounting Officers Statement
3. Receive and note the Mandatory Quarterly Budget Review document.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

The Quarterly Budget Review Statement is presented to Council to revise estimates of income and expenditure in accordance with clause 203 of the Local Government Act (General Regulations) 2005.

The review is for the Quarter ending 30th December 2018 and is attached for Council's consideration.

REPORT

The Annual Budget for 2018/19 was prepared based on knowledge and assumptions at that time.

The Annual Budget for 2018/19 estimated that the net result from continuing operations would be a surplus of \$4.111m. Based on the September 2018 quarterly review, the projected operating result decreased by \$219k to a net surplus of \$3.892m.

Following a review of the 2018/19 actual results to 31 December 2018, the projected operating result has now been amended to \$2.882m. The following amendments have been incorporated into the revised Budget for the year-ended 30 June 2019:

Operating Statement:

1. Grants and Contributions - Capital:

A review of the Original budget has identified that an allowance was made for income from augmentation charges totalling \$1.150m, mostly relating to the Mandamah scheme. This was an error as the Mandamah scheme augmentation income was included in the 2017-18 financial year financial statements. An adjustment of -\$1.050m to income has been made to correct this error.

2. Materials & Contracts and Other Expenses:

An adjustment needs to be made between Materials & Contracts and Other Expenses of \$907k. There is no effect on the operating result from this adjustment.

12.1.4. RELATED PARTY TRANSACTIONS NOTIFICATION

BOARD RESOLUTION

19/008 RESOLVED on the motion of Crs McGlynn and Sinclair that Council note the tabling of the Related Party Transaction Notifications.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the tabling of the Related Party Transaction Notifications.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

The Australian Accounting Standards Board (AASB) has determined that AASB 124 Related Party Disclosures apply to government entities, including local government.

Related parties include Council's key management personnel, their close family members, and any entities that they or any of their close family members control or jointly control. A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

In the annual financial statements councils must disclose related party relationship, transactions and outstanding balances, including commitments.

REPORT

Key Management Personnel – elected members, the general manager, directors and managers are required to complete Related Party Transaction Notifications disclosing any existing or potential related party transaction to assist Council in compliance with its statutory obligations.

Related Party Transaction Notifications are tabled biannually to ensure the requirements are met.

ATTACHMENTS: Nil

TABLED ITEMS: Related Party Transactions

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

12.2. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER

12.2.1. WATER PRODUCTION REPORT

BOARD RESOLUTION

19/009 RESOLVED on the motion of Crs McCann and Sinclair that the Water Production Report be received and noted.

Report prepared by Manager Production and Services

COUNCIL OFFICER RECOMMENDATION

That the Water Production Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

03 Strategic Water Management

BACKGROUND

Goldenfields Water provides the essential water requirements of about 40,000 people spread over an area in excess of 20,000 square kilometres between the Lachlan & Murrumbidgee Rivers in the South West of NSW.

Goldenfields Waters' supply system consists of five separate water schemes, Jugiong, Oura, Mt Arthur, Mt Daylight and Hylands Bridge. Goldenfields Water carries out water supply functions within the Local Government areas of Bland, Coolamon, Cootamundra, Hilltops, Junee, Temora, and part of Narrandera.

Hilltops Shire Council and Cootamundra Gundagai Shire Council are retailers, who purchase bulk water from GWCC and supply the water to retail customers in their respective local government areas. Goldenfields Water also supplies small quantities of bulk water to Riverina Water County Council.

REPORT

Jugiong drinking Water Scheme

The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence of 40ML per day. Water from the Murrumbidgee River is treated through a conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation. The Jugiong Scheme has 14 sets of reservoirs. The Jugiong Scheme supplies bulk water to the Cootamundra-Gundagai Regional Council for supply to the township of Cootamundra with a population of approximately 6800. Bulk water

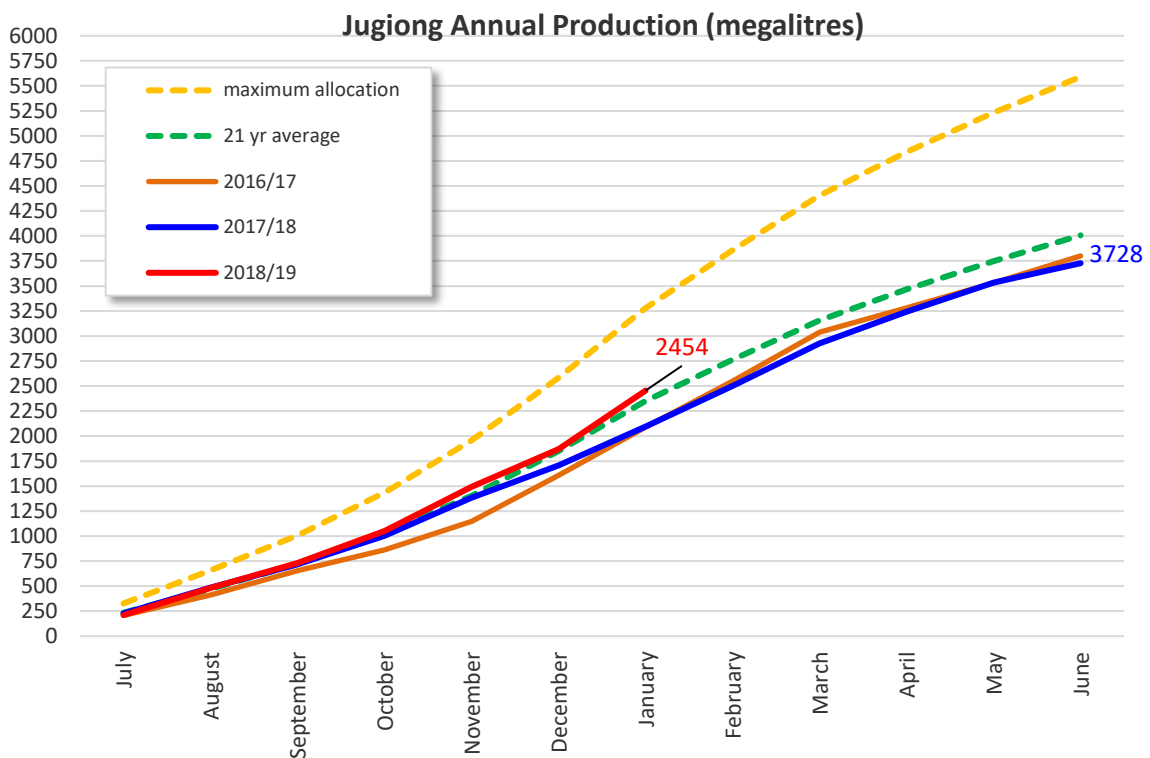
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is also supplied to the Hilltops Council for the town of Harden with a population of approximately 2200, and the town of Young with a population of approximately 8000.

Retail supply to approximately 600 people in the villages of Stockinbingal, Wallendbeen and Springdale.

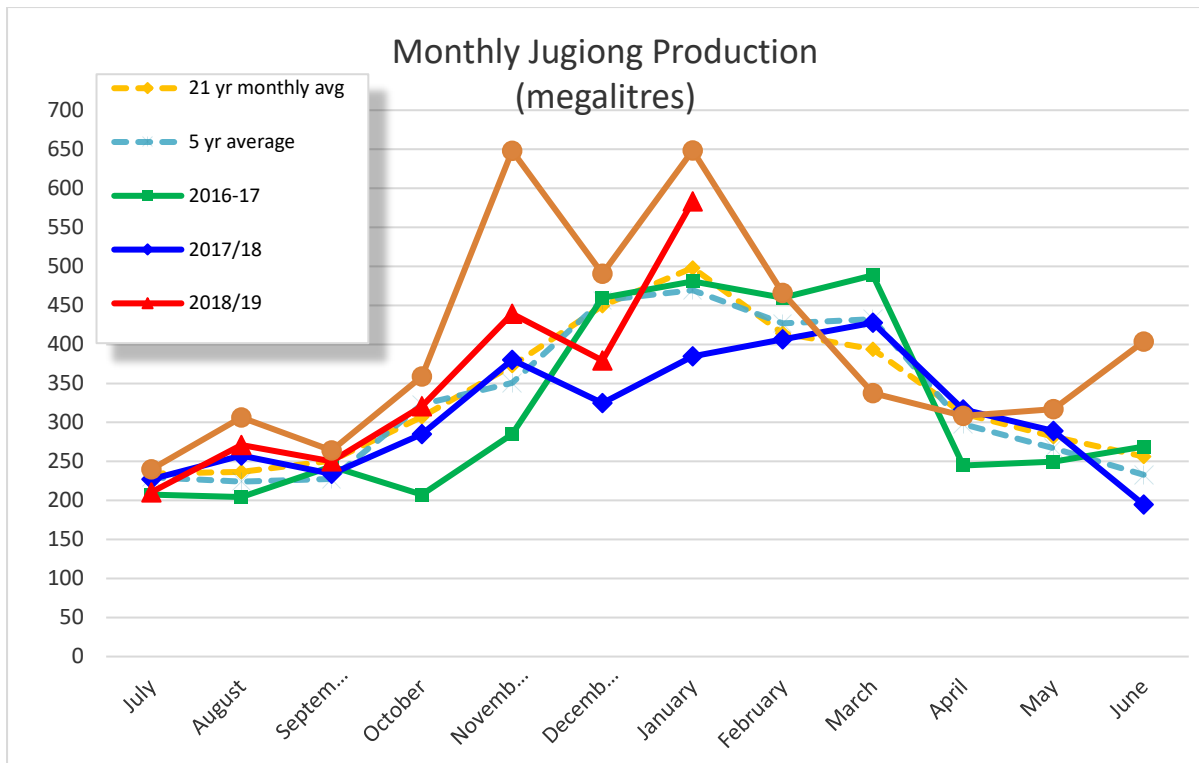
Jugiong annual water production is trending in a similar fashion to previous years.

During the period 27th December 2018 to 31st January 2019 (5 week period). January water production was 2454 ML, this is much higher, 361 ML, than for the same period last year which was 2093ML. An increase of 17.24%. Mainly due to the extremely hot weather that has been experienced over this period.



Jugiong monthly water production for the period 27th December 2018 to 31st January 2019 (5 week period). Was 583ML this indicates an increase of 199 ML compared to the same period last year (384ML).

It is however still below the peak year of 2002-03 which had a production of 648ML, some 65ML more than January 2019.

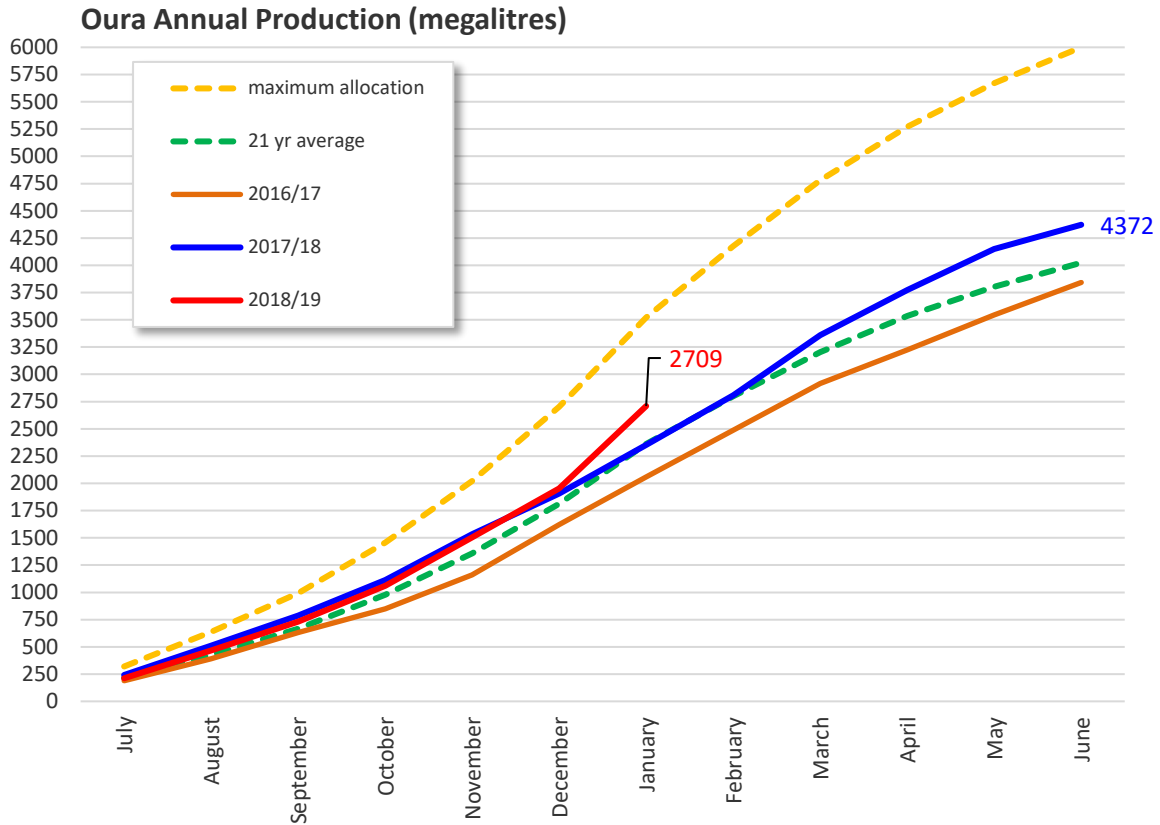


Oura Drinking Water Scheme

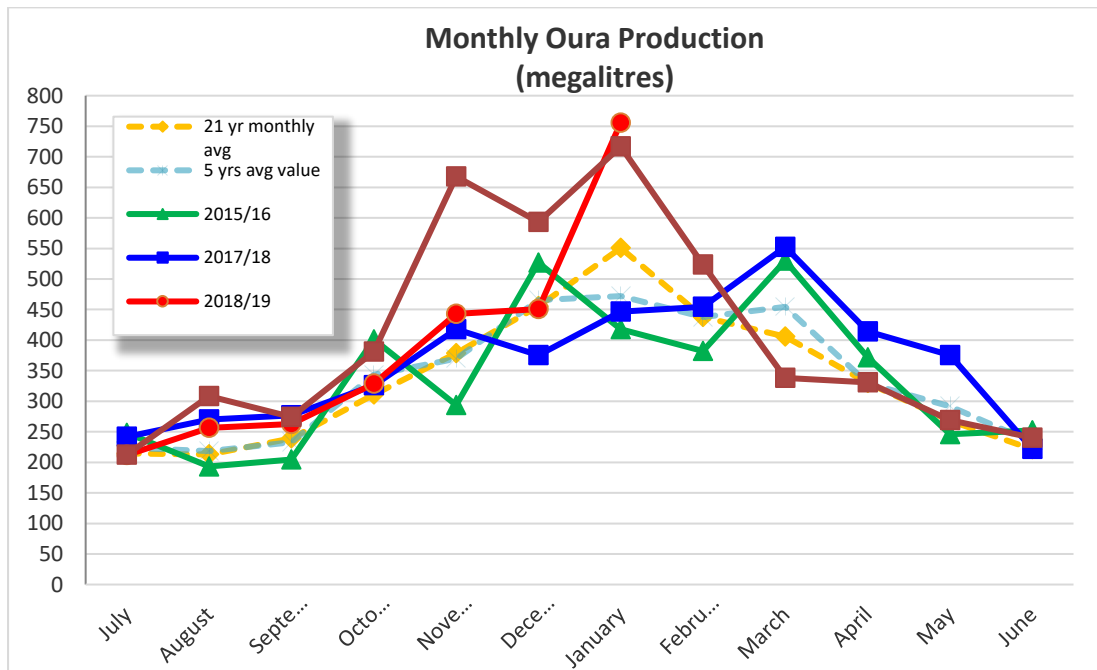
The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 3 bores namely: Bores 3, 4 and 6. The raw water then goes through a treatment process at the Oura Water Treatment Plant that includes Aeration, Disinfection and Fluoridation. The Oura scheme has 33 sets of reservoirs and produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

During the period 27th December 2018 to 31st January 2019 (5 week period). January water production from the Oura bores was 2709 ML, this is much higher, 355 ML, than for the same period last year which was 2354ML. An increase of 15.09%. Mainly due to the extremely hot weather that has been experienced over this period.

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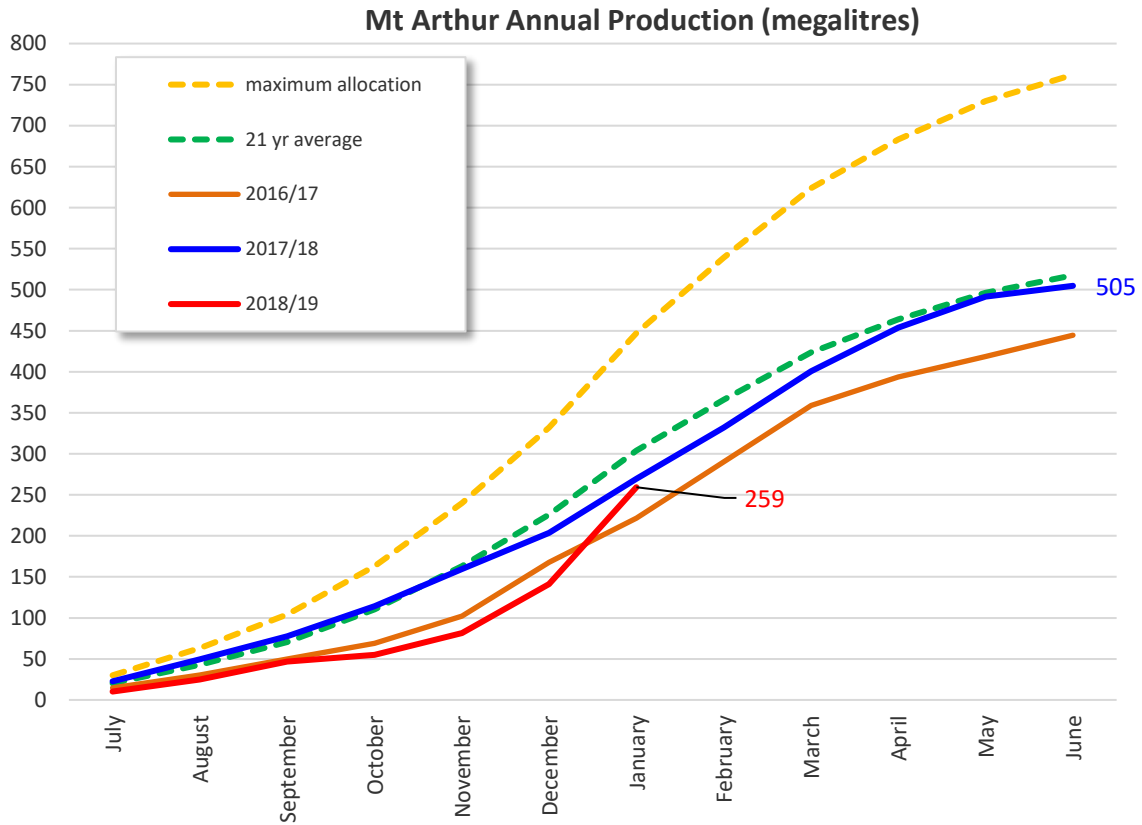
Oura monthly water production for the period 27th December 2018 to 31st January 2019 (5 week period). Production for the month was 755ML and increase of 309ML as compared to the same month in 2018 where production was 446ML. This is fractionally higher than our peak year of 2002-03 over the same period.



Mount Arthur Drinking Water Scheme

The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with water in the Coolamon shire.

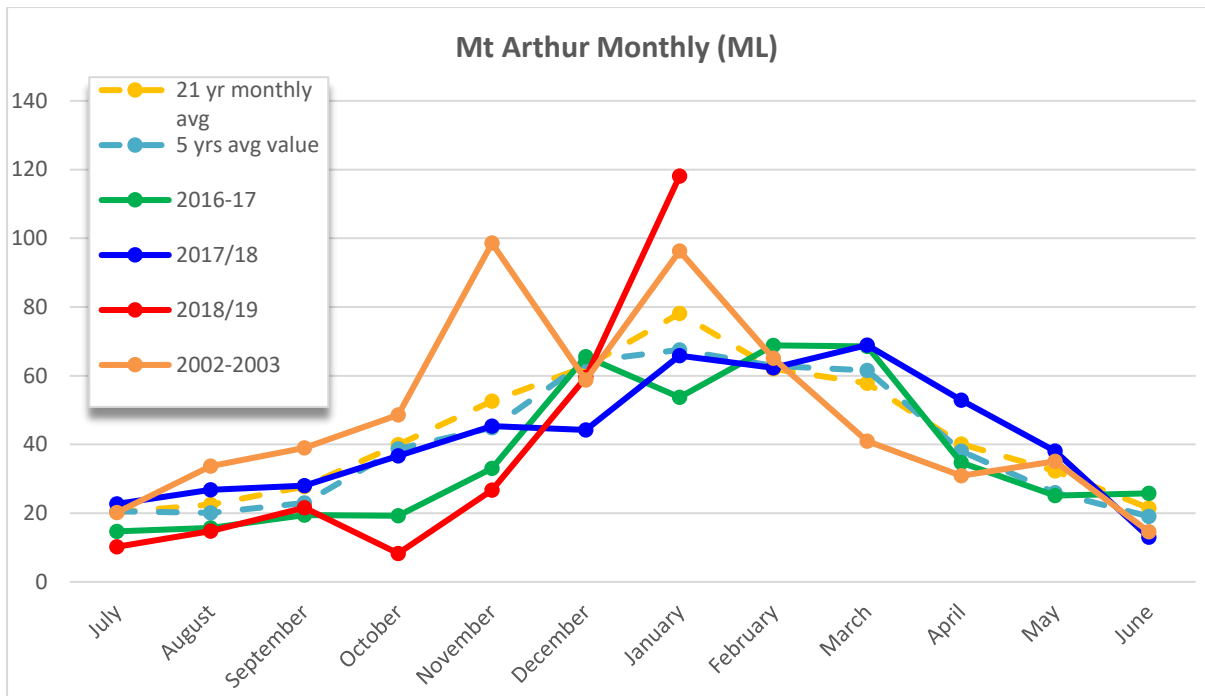
To the end of January 2019, 259ML of water has been extracted from the Mt Arthur Bores this is fractionally lower than for the same period in 2017/18 (270ML). Trending indicates a sharp increase in production for the month. Mainly due to the extreme hot weather.



Mount Arthur monthly water production for the period 27th December 2018 to 31st January 2019 (5 week period). Production for the month was 118ML an increase of 64ML as compared to the same period in 2018 where production was 54ML.

This month is also the highest production month for the Mount Arthur drinking water scheme surpassing the peak year of 2002-03 over the same period.

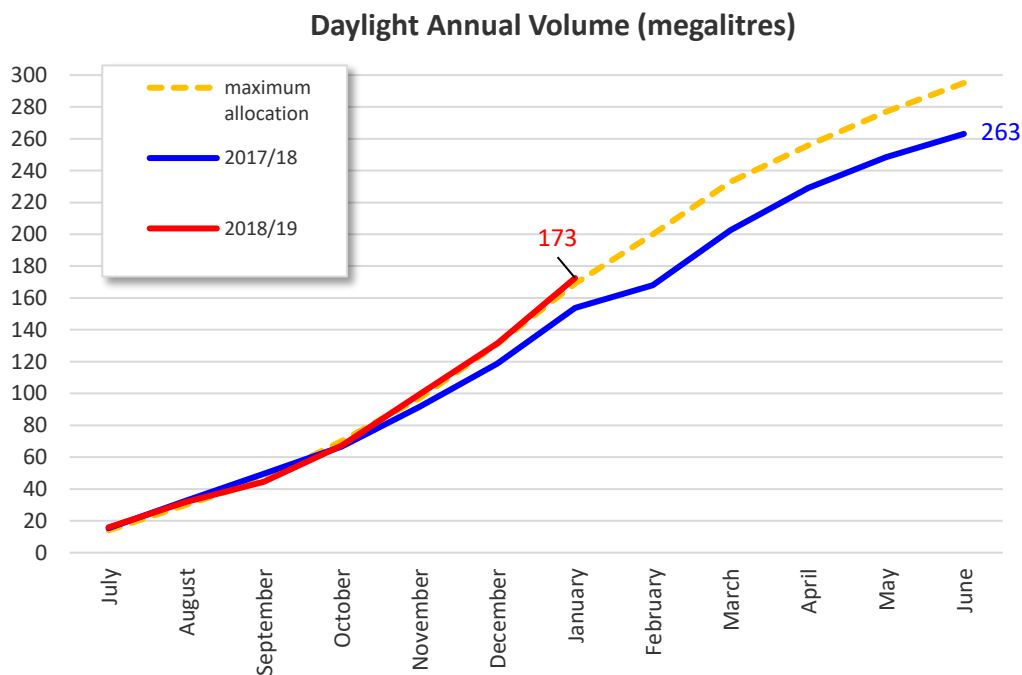
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Mount Daylight Drinking Water Scheme

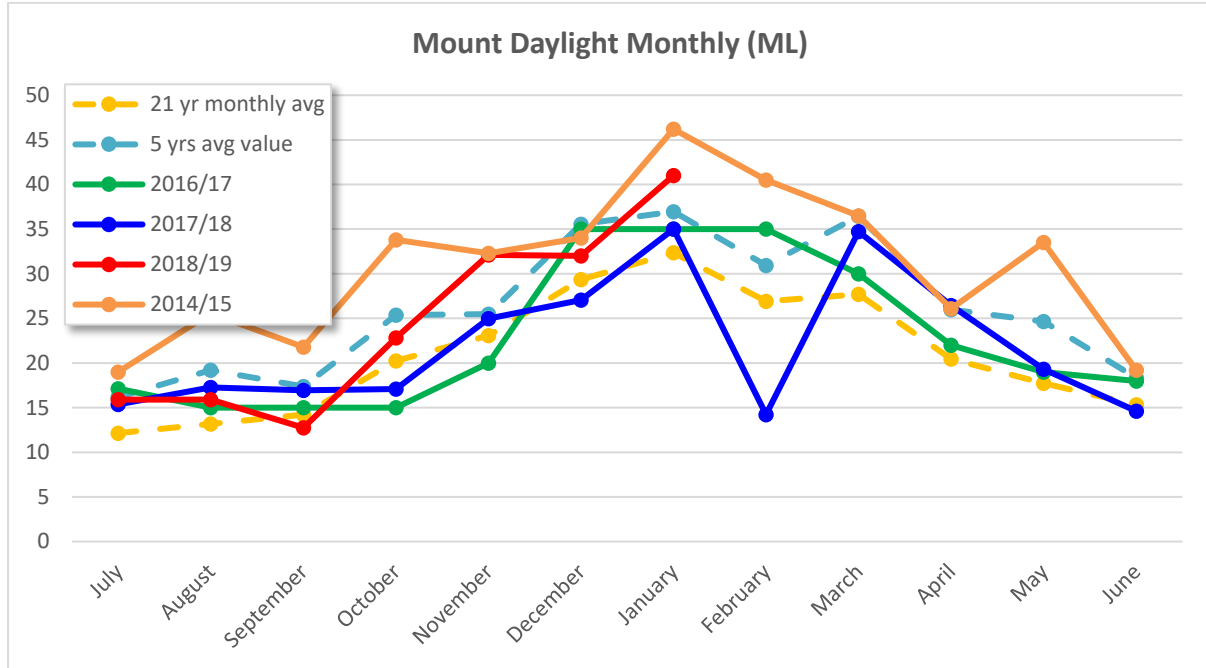
The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately 125 people in the villages of Naradhan Weethalle and Tallimba in the Bland Shire Council.

To the end of January 2019, 173ML of water has been extracted from the Mt Daylight Bores this is higher than for the same period in 2017/18 (154ML). Indicating an increase of 19ML.



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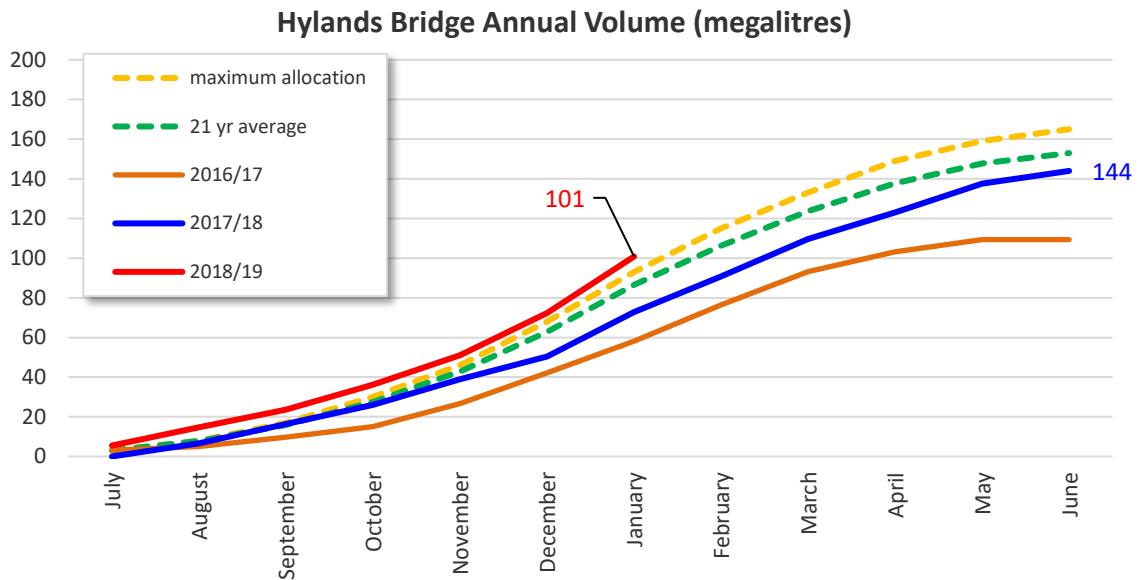
Mount Daylight monthly water production for the period 27th December 2018 to 31st January 2019 (5 week period). Production for the month was 41ML and increase of 6ML as compared to the same period in 2018 where production was 35ML. However it is a reduction in comparison to the peak year of 2014-15 where 46ML was produced over the January period.



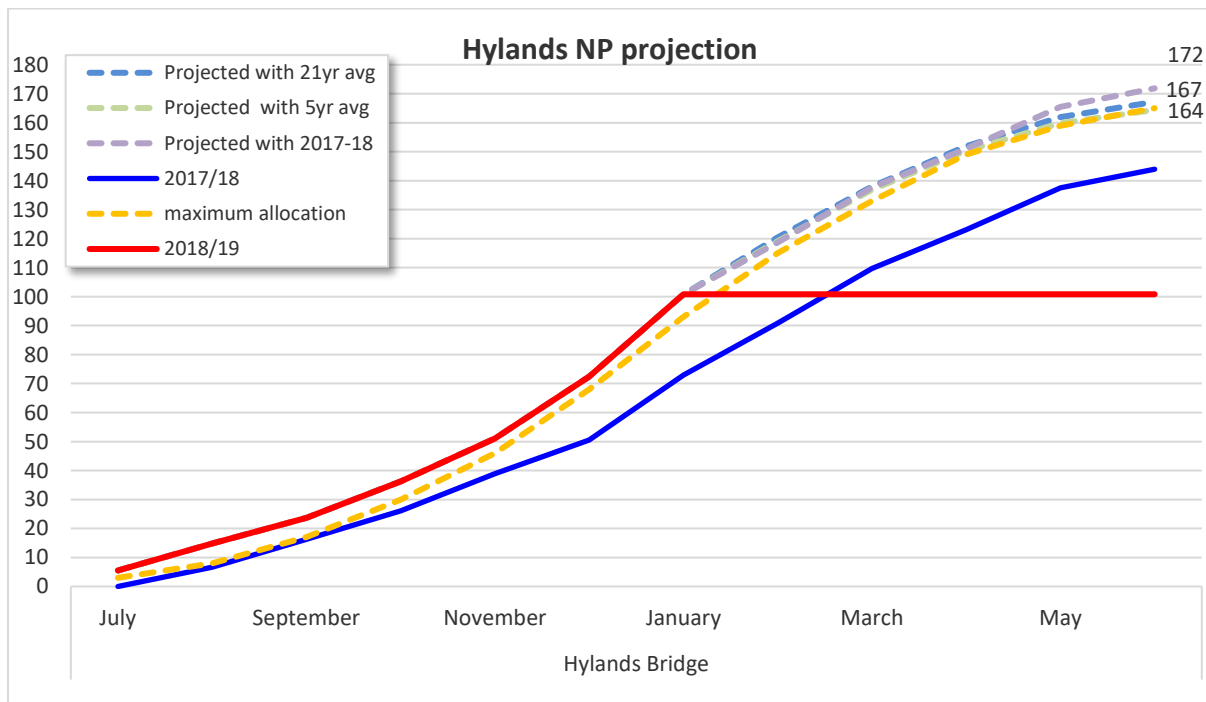
Hylands Bridge - Non Potable

Hylands Bridge supplies Non Potable water to Barellan and Binya.

To the end of January 2019, 101ML of water has been extracted from Hylands Bridge scheme, this is higher than for the same period in 2017/18 (73ML). An increase in production of 28ML compared to the same period last year.



Hylands Projections are as per the graph below.



12.3. MATTERS SUBMITTED BY ENGINEERING MANAGER

12.3.1. ROSEHILL HARDEN PIPELINE REPLACEMENT PROGRESS REPORT

BOARD RESOLUTION

19/010 RESOLVED on the motion of Crs McGlynn and Sinclair that:

1. Report on progress be received and noted
2. Council accept variations and prices to date

Report prepared by Engineering Officer

COUNCIL OFFICER RECOMMENDATION

1. Report on progress be received and noted
2. Council accept variations and prices to date

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

GWCC engaged GHD Wagga under LGP Contract 1208-3 - Professional Consulting Services to carryout investigation and design for the replacement of 2 sections of pipeline between the Rosehill Pump Station and Harden. The total lump sum price accepted was \$254,662 Inc. GST. Due to the significant amount of unknowns which included environmental impact requirements, significant heritage, and landholder negotiations the budget allocated to this portion of the project is \$750,000. This figure is based on the NSW Reference Rates for survey investigation and design of pipeline replacement projects and similar recent replacement projects conducted by GWCC with in the area.

REPORT

Investigations conducted by GHD as part of the original scope identified issues. The issues were separately priced as variations to the initial scope. Issues are itemised and priced in the table below.

Issue	Price
1. An additional 900m of pipe designed for replacement	\$36,247
2. Specialist flora/fauna studies required to complete the Review of Environmental Factors (REF)	\$30,595
3. Third party services in the area that require additional locating and survey	\$12,800
4. Additional landholders and subsequent consultation	\$8,800
5. Pumps within the Rosehill Pump Station are, and will continue operating well outside efficient parameters even when proposed pipe replacement works are carried out. Hydraulic modelling required to provide operation options and workshop/presentation	\$47,400
6. Design connections for the Harden offtake and the Rosehill pump station.	\$39,155
Total Variations	\$174,997
Total for Design and Investigation	\$406,507

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The operational issues have now been overcome and the design is being finalised accordingly. The design is scheduled for completion in April, once completed tender documents will be finalised. GWCC also need to secure Landowner permission to allow construction. These documents are being prepared by our legal representatives and will be distributed upon completion. Providing there are no further hold ups we would likely advertise for construction June/July 2019.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position. Variations and payments to date have not exceeded the original budget.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

12.3.2. MANDAMAH RURAL WATER SUPPLY SCHEME PROGRESS REPORT

BOARD RESOLUTION

19/011 RESOLVED on the motion of Crs Sinclair and McGlynn that the progress report on the Mandamah Rural Water Supply Scheme be received and noted.

Report prepared by Engineering Officer

COUNCIL OFFICER RECOMMENDATION

That the progress report on the Mandamah Rural Water Supply Scheme be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

02 Maximising Regional Water Supply

BACKGROUND

Goldenfields Water is expanding its supply area by adding a new rural water supply scheme to its existing service area around the Mandamah region of NSW (west of the town of Barmedman). The scheme will have the capacity to supply water to approximately 100 connections and will include approximately 180km of pipe, two reservoirs and a pump station.

The scheme has been broken up into four stages with Stage one currently in construction phase which includes; 2 reservoirs and 60km of pipeline.

The project is scheduled to be delivered by July 2023 with a total project budget of \$10.9m.

REPORT

Construction of the reservoirs and security fencing has been completed, and the reservoirs will be hydrostatically tested and disinfected in coming months.

Stage one pipeline construction is being delivered in house, construction started November 2017 and currently Goldenfields Water has completed the following:

- 24km of 200mm PVC

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- 5.7km of 63mm PE
- 10.0km of 100mm PVC

The newly constructed pipelines have not been tested or commissioned.

Construction Staff will lay a further 18km of main this financial year to complete Stage 1, having laid 4km of 200mm main since the New Year.

KBR are finalising the design of Stage 2-4 as well as the pump station configuration. The pumps were ordered in late January with an 8 week timeframe for delivery.

FINANCIAL IMPACT STATEMENT

The Project is currently budgeted within the 2018/19 Capital Works Budget with a breakdown as follows:

Item	Budget (18/19)	Expenditure & Committed (31/1/19)	Notes
Reservoirs	\$1,175,000	\$844,353	5% Retention (\$56,913) still to be paid
Pump Station	\$490,000	\$59,534	Expected to be completed by EOFY
Pipework (Includes Legals)	\$1,665,275	\$630,887	Reservoirs and Pump Station Expenditure was carried over
Stage 2-4 Design	\$74,725	\$41,309	
TOTAL	\$3,405,000	\$1,576,083	

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

12.4. MATTERS SUBMITTED BY THE GENERAL MANAGER

12.4.1. DELIVERY PROGRAM PROGRESS UPDATE

BOARD RESOLUTION

19/012 RESOLVED on the motion of Crs McGlynn and McCann that Council's July – December 2018 Delivery Program Progress Report be received and noted.

Report prepared by Interim General Manager

COUNCIL OFFICER RECOMMENDATION

That Council's July – December 2018 Delivery Program Progress Report be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Section 404 of the Local Government Act 1993, requires Council to provide a delivery program progress report at least every 6 months.

REPORT

Council's July – December 2018 Delivery Program Progress Report has been included as an attached item.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Delivery Program Progress Report

TABLED ITEMS: Nil

12.4.2. PECUNIARY INTEREST RETURNS

BOARD RESOLUTION

19/013 RESOLVED on the motion of Crs McCann and Sinclair that Council note the tabling of the Pecuniary Interest Returns

Report prepared by Interim General Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the tabling of the Pecuniary Interest Returns

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Under section 450A of the Local Government Act 1993 and the Local Government (General) Regulation 2005, councillors and designated persons (staff) must provide a declaration of pecuniary interest as contained in the prescribed form.

REPORT

Declaration of Pecuniary interest returns must be completed and lodged with the General Manager within three (3) months after becoming a councillor or designated person, or alternatively a councillor or designated person holding that position at 30 June is required to lodge their pecuniary interest return with the General Manager by 30 September each year.

Returns must be tabled at the first meeting held after the required lodgement date.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Pecuniary Interest Returns – Mr A Drenovski

12.4.3. DRAFT CODE OF MEETING PRACTICE

BOARD RESOLUTION

19/014 RESOLVED on the motion of Crs McCann and Sinclair that the advice of the Interim General Manager be received and noted.

Report prepared by Interim General Manager

COUNCIL OFFICER RECOMMENDATION

That the advice of the Interim General Manager be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

The Office of Local Government issued a draft Model Code of Meeting Practice for Local Councils in New South Wales on 14 December 2018.

A summary of the circular follows:-

What's new or changing

- Amendments made to the Local Government Act 1993 (LGA) in August 2016 by the Local Government Amendment (Governance and Planning) Act 2016 (the Phase 1 amendments) provide for a model code of meeting practice (Model Meeting Code) to be prescribed by the Regulation.
- Following an extensive consultation process, a Model Meeting Code has been prescribed under the Local Government (General) Regulation 2005 (the Regulation) and the existing meetings provisions of the Regulation have been repealed. The new Model Meeting Code is available on OLG's website.
- The Model Meeting Code has two elements:
 - It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and update and enhance the meetings provisions previously prescribed under the Regulation to reflect contemporary meetings practice by councils.
 - It contains non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.
- The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font. References to councils below also include references to joint organisations and county council unless otherwise specified.

What this will mean for your council

- Councils are required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.

Key points

- Under the transitional provisions of the LGA, councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after the next ordinary elections.
- Until a council adopts a new code of meeting practice, its existing code of meeting practice will remain in force up until six months from the date on which the new Model Meeting Code was prescribed, (14 December 2018 – 14 June 2019). If a council fails to adopt a new code of meeting practice within this period, under transitional provisions contained in the Regulation and the LGA, any provision of the council's adopted meeting code that is inconsistent with a mandatory provision of the Model Meeting Code prescribed under the Regulation will automatically cease to have any effect to the extent that it is inconsistent with the mandatory provision of the Model Meeting Code.
- Irrespective of whether councils have adopted a code of meeting practice based on the Model Meeting Code, all councils (but not joint organisations) will be required to webcast meetings of the council and committees of which all members are councillors from 14 December 2019. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.
- Before adopting a new code of meeting practice, under section 361 of the LGA, councils are still required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.
- In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

REPORT

The Draft Code of Meeting Practice is not markedly different from Council's existing Code of Meeting Practice except that it includes a number of optional provisions that Council currently does not have. It also has a mandatory provision that from 14 December 2019 onwards each Council shall have a "webcast" (either audio or video) of its meetings available on its website.

Some concern has been expressed at the cost of this.

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General Manager.....Chairperson.....

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Quotes have been obtained for the options of audio and video recording of Council meetings. The cost of installing the necessary equipment to both audio and video record meetings will be \$3,495. To just audio record meetings it would cost \$2,095.

Given the relatively small cost difference between the two options, the decision was made to purchase equipment to both audio and video record meetings. This gives Council the option of doing either type of recording and would also enable video conferences to be undertaken should the need arise. There are sufficient funds in Council's IT Purchases budget to finance this purchase.

It is suggested that Council trial the audio recording of meetings for at least two meetings prior to the December deadline. This would enable councillors and staff to hear the meeting processes and amend habits accordingly.

The Council will need to determine how long it retains audio recording of meetings on its website. There are no guidelines available for this length of time. It is suggested that recordings be kept for a period of 12 months.

A Draft Code of Meeting Practice will be provided to Councillors in the coming months. This should enable appropriate consideration of any matters prior to eventual adoption.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

12.4.4. PURCHASE OF STAFF HOUSING FROM PROPERTY ASSET RESERVE

BOARD RESOLUTION

19/015 RESOLVED on the motion of Crs McCann and Sinclair that the Board authorise the General Manager or his delegate to undertake all necessary steps to complete the purchase of the property to be used for staff housing.

Three Councillors were in favour of the motion. One was opposed.

Report prepared by Interim General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board authorise the General Manager or his delegate to undertake all necessary steps to complete the purchase of the property to be used for staff housing.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

Goldenfields Water is in the process of recruitment for a General Manager and an Engineering Manager. At the October 2018 Council meeting it was resolved that *Council allocates \$1,000,000.00 to the Property Asset Reserve for the purpose of purchasing suitable staff housing in accordance with the Act.*

REPORT

The recruitment process for the General Manager and Engineering Manager is due to conclude mid-March.

Goldenfields Water resolved to purchase a property – 155 Kitchener Road Temora – in December 2017, however it is considered prudent to have more than one property available to accommodate for management roles.

Temora’s limited rental market presents a challenge for potential candidates looking to relocate. Goldenfields is considering ways of attracting and retaining senior staff, and providing comfortable housing opportunities is considered a viable option.

Legal advice obtained previously has concluded that Council may purchase residential property for staff accommodation for the bona fide use in exercise of the relevant functions of the County Council.

The Interim General Manager inspected a suitable property and after consultation with Chairperson Palmer, Cr McCann and Cr Sinclair an offer has been submitted for the property which has been accepted.

Another potential option was suggested, however after consideration was not deemed to be suitable due to land size and availability timeframe.

FINANCIAL IMPACT STATEMENT

Council has allocated \$1,000,000.00 to the Property Asset Reserve for the purpose of purchasing suitable staff housing in accordance with the Act.

ATTACHMENTS: Nil

TABLED ITEMS: Property Flyer

12.4.5. APPOINTMENT OF AN ACTING GENERAL MANAGER

BOARD RESOLUTION

19/016 RESOLVED on the motion of Crs McCann and Sinclair that Council appoints Tony Goodyer, Operations Manager, as Acting General Manager during the period 7 March 2019 to 14 March 2019, inclusive.

Report prepared by Interim General Manager

COUNCIL OFFICER RECOMMENDATION

Council appoints Tony Goodyer, Operations Manager, as Acting General Manager during the period 7 March 2019 to 14 March 2019, inclusive.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Under section 334 of the Local Government Act, council must appoint the general manager.

REPORT

I will be absent from 7 March 2019 until 14 March 2019 while overseas on a pre-booked holiday. As this period is greater than 4 days, the appointment of an Acting General Manager is required to ensure efficient operations and the functions of the General Manager are maintained during this period.

It is my recommendation that Tony Goodyer, Operations Manager, is appointed to this position for the period between 7 March 2019 and 14 March 2019, inclusive.

FINANCIAL IMPACT STATEMENT

The annual operating budget includes funding for acting allowances, therefore there is not an impact on Councils Financial Position.

ATTACHMENTS: Nil

TABLED ITEMS: Nil

**12.4.6. RELATIVE EFFICIENCIES AND ECONOMIES OF THE RETICULATION AND
DISTRIBUTION OF WATER**

BOARD RESOLUTION

19/017 RESOLVED on the motion of Crs McCann and Armstrong that Goldenfields Water receive and note the advice of Minister for Regional Water, The Hon Niall Blair MLC

Report prepared by Interim General Manager

COUNCIL OFFICER RECOMMENDATION

That Goldenfields Water receive and note the advice of Minister for Regional Water, The Hon Niall Blair MLC.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

As part of Goldenfields Water's Proclamation, every three years we are required to undertake a review of "the relative efficiencies and economies of the reticulation and distribution of water" by the Councils of the towns of Cootamundra, Harden and Young "compared with reticulation and distribution of water within such areas by the County Council" and report the findings to the Minister.

REPORT

Goldenfields Water engaged Atom Consulting to undertake such a review and submitted this report to the Minister.

The Minister has reviewed the report and has responded to Council and advised he supports that the current proclamation be retained, allowing Hilltops and Cootamundra Councils to continue to be responsible for their reticulation systems through purchase of bulk water from Goldenfields Water.

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

ATTACHMENTS: Copy of letter from Minister The Hon Niall Blair MLC.

TABLED ITEMS: Nil.

12.4.7. RECOGNITION AND GIFTS POLICY

BOARD RESOLUTION

19/018 RESOLVED on the motion of Crs Armstrong and Sinclair that the Board adopt Goldenfields Water's Gifts and Recognition Policy

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board adopt Goldenfields Water's Gifts and Recognition Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

In December 2016, Council adopted PP012 Gifts and Recognition Policy. This Policy is due for review in line with its review schedule.

REPORT

It is acknowledged that formal reward and recognition for deserving employees in the workplace is proven as a critical element to driving employee engagement, a positive workplace culture, reducing turnover and ensuring that Goldenfields Water County Council (Council) is reputed as an employer of choice within our community.

The Gifts & Recognition Policy has been updated to ensure it is current and provides clear parameters around formally recognising employees who have contributed extensive lengths of service; formally rewarding work teams and individual employees who perform exceptionally; and the provision of gifts to staff when departing the organisation.

FINANCIAL IMPACT STATEMENT

The provisions of this Policy have been allocated within the current budget under Sundry Staff Expenses. \$7,000 is allocated for the 18/19 financial year.

ATTACHMENTS: PP012 Recognition and Gifts Policy.

TABLED ITEMS: P004 Recognition and Gifts Procedure.

13. NEXT MEETING

BOARD RESOLUTION

19/019 RESOLVED on the motion of Crs McCann and McGlynn that the next meeting of Council is scheduled to be held on Thursday 2 May 2019 commencing at 10.00am.

14. QUESTIONS AND STATEMENTS

Cr McCann enquired as to the possibility of tanks being installed at standpipes to lower filling times. Management suggested this would not be a suitable solution. Management advised of other standpipes that provide a faster flow rate. Cr McCann requested that this information be shared with consumers.

15. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was declared closed at 11.50am.
