

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at  
TEMORA OFFICE on 29 JUNE 2018**

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The meeting commenced at 10.03am

**PRESENT**

Chairperson D Palmer, Cr G Armstrong, Cr L McGlynn, Cr K Morris, Cr G Sinclair, Cr M Stadtmiller.

Mr D Hancock (General Manager) Mr Ian Graham (Corporate Services Manager), Mr T Goodyer (Operations Manager), Mrs A Coleman (Executive Assistant).

**1 LEAVE OF ABSENCE/APOLOGIES**

Apologies have been received from Cr B Callow and Cr D McCann.

**18/038 RESOLVED** on the motion of Crs Armstrong and Sinclair that the Board note and accept the apologies received for Cr B Callow and Cr D McCann.

**2 ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson read out the 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**

No presentations are scheduled for this meeting.

**4 DECLARATION OF PECUNIARY INTERESTS**

**Declaration of Interest**

Cr Armstrong declared a pecuniary interest in relation to the report CIVICA Authority Project Report. Cr Armstrong is a consultant for a financial software company.

**18/039 RESOLVED** on the motion of Crs Morris and Sinclair that the Board note Cr Armstrong's interest.

**5 DECLARATION OF NON PECUNIARY INTERESTS**

Nil.

**6 CONFIRMATION OF MINUTES**

**18/040 RESOLVED** on the motion of Crs Stadtmiller and Sinclair that the minutes of the meeting held 26 April 2018 having been circulated to members be confirmed as a true and accurate record.

**7 BUSINESS ARISING FROM MINUTES**

**18/041 RESOLVED** on the motion of Crs Armstrong and Stadtmiller that the Board note the reply on the question taken on notice.

At the April Council Meeting the Corporate Services Manager took a question on notice from Cr Armstrong in relation to the fee for processing of dishonoured cheques.

The following response was emailed to Councillors as an explanation of the fee charged.

*'In response to the question raised by Cr Armstrong at the April Board meeting regarding our Processing of Dishonoured Cheques fee of \$55.00, I can advise that this fee is charged because Goldenfields Water charges \$25 for a dishonoured payment by Australia Post. We add \$30 for administration costs.*

*Commonwealth Bank does not charge us if a customer's cheque is dishonoured.*

*Between 30 minutes to one hour admin time is involved to initially advise the customer, make the adjustments in water billing and revenue, write a memo in our system, and write a letter to the customer. There may be additional time if there is a subsequent query from the customer.'*

## **8 ADMISSION OF LATE REPORTS**

Nil

## **9 NOTICES OF MOTION/RESCISSION MOTIONS**

Nil

## **10 CHAIRPERSONS MINUTE**

Nil

## **11 PUBLIC PARTICIPATION CONFIDENTIAL SESSION**

**18/042 RESOLVED** on the motion of Crs Stadtmiller and Sinclair that Council move into CONFIDENTIAL SESSION.

In accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2005, in the opinion of the General Manager the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in part of the meeting closed to the media and the public.

### **11.1 MATTERS SUBMITTED BY THE GENERAL MANAGER**

#### **11.1.1 TENDER REPORT – JUNEE AND WYALONG RESERVOIR REPAIR**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

- (d) commercial information of a confidential nature that would if disclosed:*
- (i) prejudice the commercial position of the person who supplied it*

**18/043 RESOLVED** on the motion of Crs Sinclair and Armstrong that the Board;

1. Authorise the engagement of MAC Coatings as per the outcomes of the tender evaluation assessment.
2. Authorise the engagement of MAC Coatings to undertake the full removal of the existing external coating at Wyalong reservoir and replace the existing roof sheeting.

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**18/044 RESOLVED** on the motion of Crs Armstrong and Stadtmiller that Council revert back to Open Session and that the resolutions made in Confidential Session be made public.

*The General Manager read out the resolution made in closed session.*

**12 MATTERS TO BE SUBMITTED TO OPEN COUNCIL**

**12.1 MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER**

**12.1.1 COUNCIL INVESTMENTS**

**18/045 RESOLVED** on the motion of Crs McGlynn and Sinclair that the report detailing Goldenfields Water's Investments at 31 May 2018 be received and noted.

*Cr Armstrong asked if credit unions are rated in the same way as banks – the question was taken on notice by the Corporate Services Manager.*

**Report prepared by Accountant**

**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**

Goldenfields Water's investment portfolio increased by \$900,000 to \$49.45 million during April and May. The profile of Council's investments held at 31 May 2018 is detailed below:

	Rating	Market Value (\$)	Term (days)	Rate	Purchase Date	Maturity Date
<b>Long Term Deposits</b>		<b>41,000,000.00</b>				
Westpac Banking Corporation	AA-	3,000,000.00	1,097	3.04%	24/06/15	25/06/18
Bank of Queensland	A2	3,000,000.00	1,096	3.00%	29/10/15	29/10/18
ING Direct	A-	3,000,000.00	1,097	3.18%	18/03/16	20/03/19
Newcastle Permanent	BBB	2,000,000.00	1,096	3.08%	08/06/17	8/06/20
Westpac Banking Corporation	AA-	2,000,000.00	1,097	3.01%	12/07/17	13/07/20
Bank of Queensland	A2	2,000,000.00	1,462	3.45%	12/07/17	13/07/21
Westpac Banking Corporation	AA-	1,000,000.00	1,099	3.06%	25/09/17	28/09/20
Bank of Queensland	BBB+	3,000,000.00	1,098	3.00%	07/11/17	09/11/20
Rural Bank	BBB+	3,000,000.00	1,097	2.95%	06/12/17	07/12/20
ING Direct	A	3,000,000.00	728	2.91%	11/12/17	09/12/19
ING Direct	A	3,000,000.00	733	2.87%	20/12/17	23/12/19
Rural Bank	BBB+	3,000,000.00	1,098	3.10%	09/01/18	11/01/21
Rural Bank	BBB+	3,000,000.00	1,096	2.86%	14/02/18	14/02/20
Police Credit Union SA	NR	1,000,000.00	730	3.02%	21/03/18	23/03/20
Police Credit Union SA	NR	2,000,000.00	1,096	3.15%	21/03/18	22/03/21
Australian Military Bank	NR	1,000,000.00	1,096	3.20%	29/03/18	29/03/21
Westpac Banking Corporation	AA-	3,000,000.00	1,097	3.13%	24/04/18	27/04/21
<b>Short Term Deposits</b>		<b>7,000,000.00</b>				

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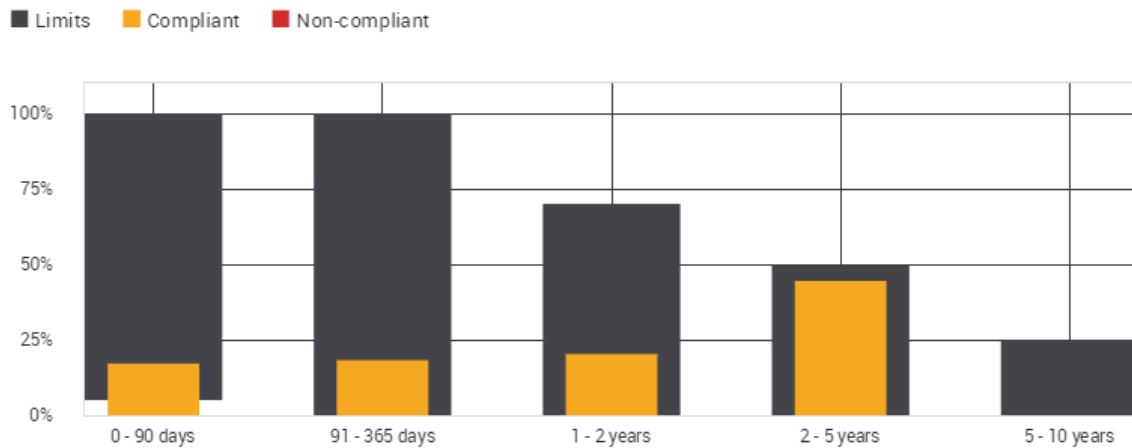
Auswide Bank	A2	1,000,000.00	365	2.82%	20/06/17	20/06/18
Bank of Queensland	A2	1,000,000.00	365	2.70%	12/07/17	12/07/18
B & A Bank	A1-	1,000,000.00	365	2.57%	10/08/17	10/08/18
Auswide Bank	A2	1,000,000.00	365	2.70%	04/12/17	04/12/18
Members Equity	A2	1,000,000.00	183	2.65%	09/01/18	09/07/18
AMP Bank	A-1	2,000,000.00	365	2.75%	16/05/18	16/05/19
<b>At Call Deposits</b>		<b>1,450,000.00</b>				
Commonwealth Bank At Call A/c	N/A	1,450,000.00	At Call	1.45%	N/A	N/A
<b>Total Value of Investment Funds</b>		<b>49,450,000.00</b>				

For the months of April & May, the deposit portfolio provided a solid return of +0.25% (actual), outperforming the benchmark AusBond Bank Bill Index return of +0.08% (actual). The strong performance continues to be driven by those deposits still yielding above 3% p.a.

**Over the past 12 months, the deposit portfolio returned +3.14% p.a., outperforming bank bills by 1.36% p.a.** This has been very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 18-24 months.

### TERM TO MATURITY

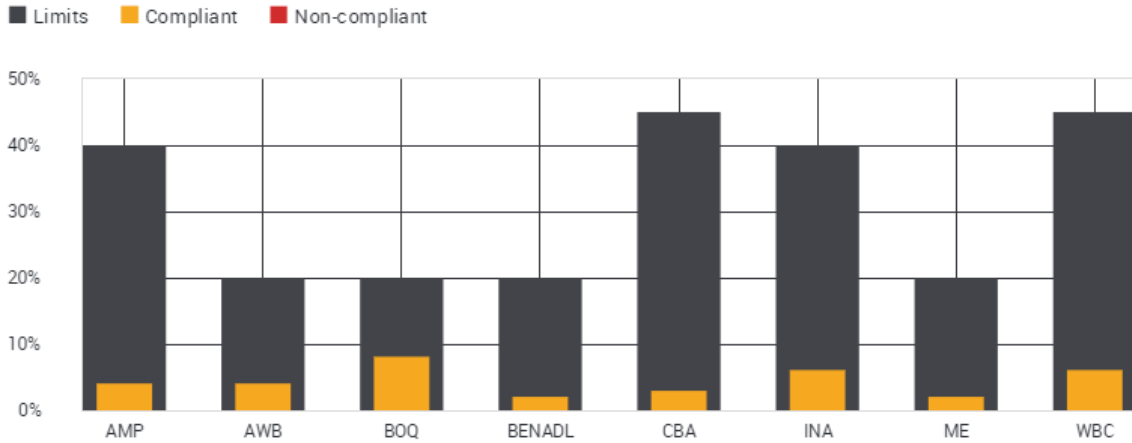
The percentage of investments maturing over the next ten years is detailed in the graph below.



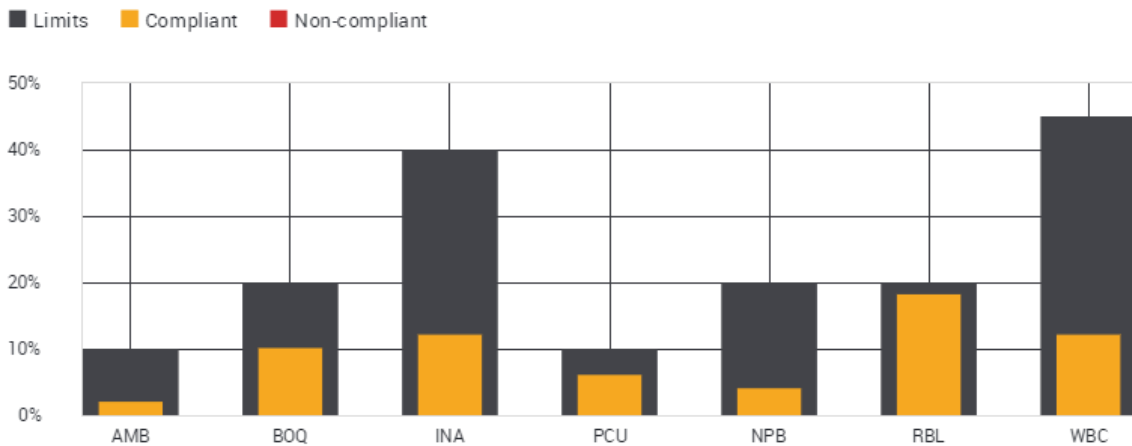
### COUNTER PARTY COMPLIANCE

The below graphs compare investments with each financial institution to the limits included in Council's Investment Policy.

**Counterparty compliance: short-term holdings**



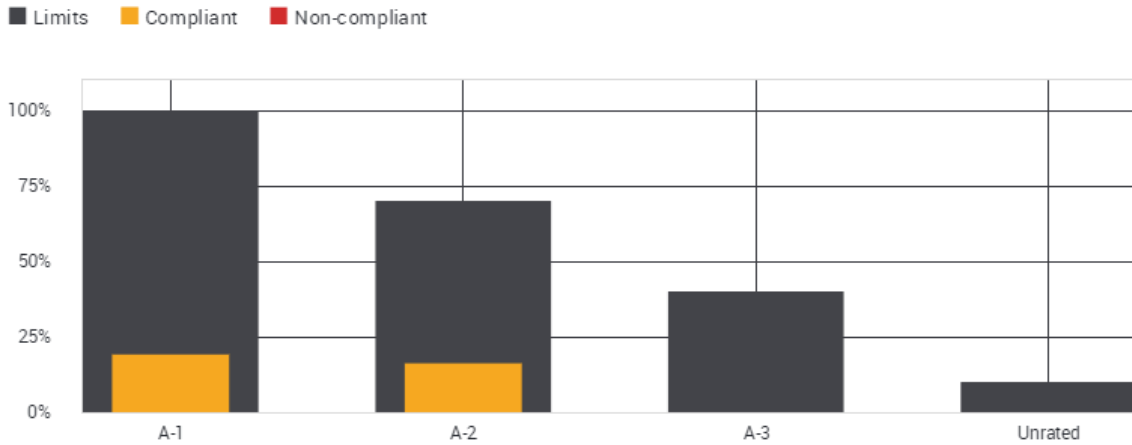
**Counterparty compliance: long-term holdings**



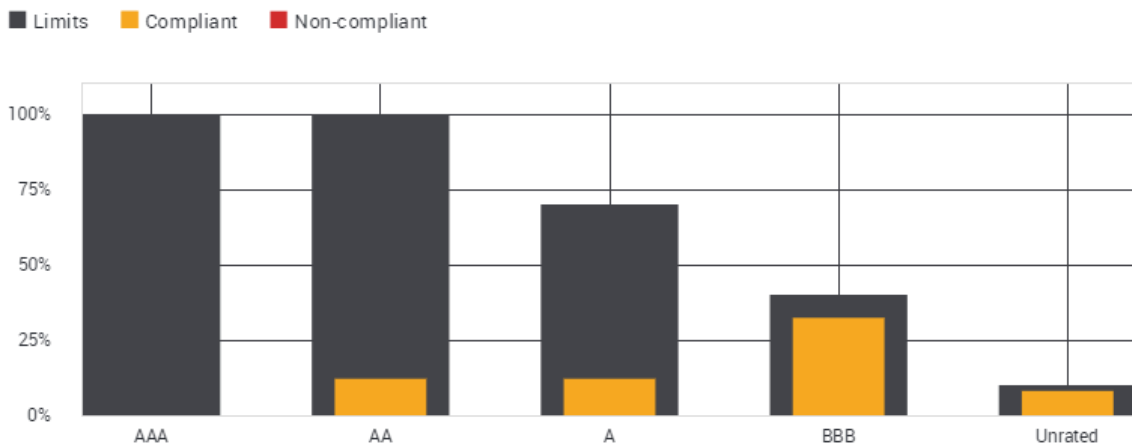
**CREDIT QUALITY COMPLIANCE**

The below graphs compare investments with each investment rating category to the limits included in Goldenfields Water’s Investment Policy.

**Credit quality compliance: short-term holdings**



**Credit quality compliance: long-term holdings**



**Attachments: Nil**

**Tabled Items: Nil**

**FINANCIAL IMPACT STATEMENT**

Goldenfields Water's investment portfolio increased by \$900,000 to \$49.45 million during April and May.

**RECOMMENDATION**

Recommendation made was adopted.

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**12.1.2 PROGRESS REPORT – CAPITAL WORKS EXPENDITURE**

**18/046 RESOLVED** on the motion of Crs Sinclair and Morris that the report detailing Goldenfields Water's capital works program as at 31 May 2018 be received and noted.

**Report prepared by Corporate Services Manager**

**BACKGROUND**

Capital Works represents an important part of Goldenfields Water's activities and expenditure. This report details progress year to date on programmed and emergent capital works. Water mains are a significant part of the annual program and are also reported in more detail.

**REPORT**

This report is presented for information on the progress of Goldenfields Water's Capital Works Program as at 31 May 2018.

Goldenfields Water County Council CAPITAL WORKS PROGRESS		2017/18 ESTIMATE	ACTUAL 31/05/2018	COMMITTED
<b>CAPITAL INCOME</b>				
<b>Proceeds Funding</b>				
Sale of Plant		690,000	524,186	-
<b>Total Proceeds Funding</b>		690,000	524,186	-
<b>Total Income</b>		690,000	524,186	-
<b>CAPITAL EXPENDITURE</b>				
<b>New System Assets</b>				
Plant & Equipment		1,765,000	1,752,858	-
Future Capital Project Investigations		100,000	12,548	-
Developer Paid Mains		40,000	121,316	-
Mains		220,000	40,144	-
Mandamah		3,590,000	1,282,190	-
Reservoirs		-	-	-
Pumping Stations		-	22,257	-
Treatment		62,000	47,145	-
Bores		170,000	43,203	-
Service Meters		200,000	255,994	-
Backflow Devices		750,000	815,987	-
Intangibles		1,044,500	585,419	-
Land & Buildings		700,000	691,631	-
<b>Total New System Assets</b>		<b>8,641,500</b>	<b>5,670,692</b>	<b>-</b>
<b>Renewals</b>				
Mains		810,500	376,245	-
Reservoirs		560,000	226,380	-
Pumping Stations		2,298,000	1,144,094	-
Treatment		150,000	252,197	-
Bores		-	137,424	-
Service Meters		145,000	108,301	-
Plant & Equipment		103,600	173,331	-
Land & Buildings		80,000	66,733	-
<b>Total New System Assets</b>		<b>4,147,100</b>	<b>2,484,705</b>	<b>-</b>
<b>Total Expenditure</b>		<b>12,788,600</b>	<b>8,155,397</b>	<b>-</b>

This is Page 7 of the Minutes to the Goldenfields Water Council meeting held on 29 June 2018

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

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Goldenfields Water County Council			
CAPITAL WORKS PROGRESS			
		2017/18 ESTIMATE	ACTUAL 31/05/2018
<b>NEW MAINS &amp; RENEWALS</b>			
<b>Developer Paid</b>			
Annual Budget		40,000	
<i>Developer Paid Design</i>			1,143
<i>Barellan Bendee Street</i>			7,040
<i>Temora Spitfire</i>			31,397
<i>Wyalong Wooten Street</i>			3,362
<i>Plemmings Subdivision</i>			21,386
<i>Junee Abatoirs</i>			2,250
<i>Bygoo Road Ardlethan</i>			49,339
<i>Gray Street Temora</i>			5,399
			121,316
<b>New System Asset Mains</b>			
Annual Budget		220,000	
<i>Uley Lane Stage 2</i>			18,248
<i>Orr to Booth Street Coolamon</i>			7,320
<i>Kingdon Drive Coolamon</i>			14,576
			40,144
<b>Mandamah</b>			
Annual Budget		3,590,000	1,282,190
			1,282,190
<b>Renewal Mains</b>			
Annual Budget		810,500	
<i>Fishers Lane</i>			7,255
<i>Rosehill</i>			248,819
<i>Cootamundra Temora Road</i>			-
<i>Stockinbingal</i>			21,223
<i>Valve Replacement</i>			98,949
			376,246
<b>Total Expenditure</b>		<b>4,660,500</b>	<b>1,819,896</b>

**Attachments:** Nil.

**Tabled Items:** Nil.

**FINANCIAL IMPACT STATEMENT**

The report indicates that there will be unexpended funds within the 2017/18 capital works budget.

A capital expenditure rollover report will be presented to the Board at the August meeting.

**RECOMMENDATION**

Recommendation made was adopted.



**12.1.3 DEBT RECOVERY UPDATE**

**18/047 RESOLVED** on the motion of Crs McGlynn and Armstrong that the update on Goldenfields Water's debt recovery process be noted.

**Report prepared by Corporate Services Manager**

**BACKGROUND**

Goldenfields Water has been using the services of an external debt collection company, Outstanding Collections, since June 2017 to assist in the recovery of monies that are overdue for water related fees, charges and other debts in line with Council's Debt Recovery & Financial Hardship Policy.

**REPORT**

Since engaged, 321 accounts with a total debt of \$469,200 have been referred to Outstanding Collections for further recovery action. These customers exceeded the allowable Final Notice timeframe to make payment or put a payment arrangement in place.

At 31 May 2018 Goldenfields Water has recovered \$328,035. Furthermore, 47 customers with a total debt of \$116,530 have current payment arrangements in place with Goldenfields Water.

The overall result for Council is a debt recovery performance (debt either paid in full or under a payment plan) of 95% up to 31 May 2018.

**Attachments:** Nil

**Tabled Items:** Nil

**FINANCIAL IMPACT STATEMENT**

The financial impact is a net reduction in outstanding debts of \$44,823 for the two monthly period of April/May 2018.

**RECOMMENDATION**

Recommendation made was adopted.

#### **12.1.4 COUNCILLORS AND CHAIRPERSONS FEES FOR 2018/19**

**Moved** on the motion of Cr Morris and McGlynn that;

1. Councillors and Chairperson Fees be increased by 2.5% for the 2018-19 financial year as per the Local Government Remuneration Tribunal Determination dated 17 April 2018 and that Councillors fees remain at the maximum amount payable.
2. The annual remuneration for 2018/19 is Councillor \$9,890 and Chairperson \$16,250.

An amendment was moved on the motion of Crs Armstrong and Stadtmiller that the Councillors and Chairpersons fees be retained at 2017/18 levels.

The amendment was put to a vote. The vote was tied. The Chairperson used his casting vote in favour of the amendment.

**18/048 RESOLVED** on the motion of Crs Sinclair and Armstrong that the Councillors and Chairpersons fees be retained at 2017/18 levels.

#### **Report prepared by Corporate Services Manager**

##### **BACKGROUND**

The Local Government Remuneration Tribunal Determinations provide the minimum and maximum amounts of fees for Councillors and Chairpersons for the coming year. The determination is pursuant to s239 and s241 of the Local Government Act 1993.

##### **REPORT**

The Local Government Remuneration Tribunal Annual Report and Determination dated 17 April 2018 has advised - *The Tribunal has determined that the minimum and maximum fees applicable to each category will be increased by 2.5 per cent which is consistent with the government's policy on wages.*

As per the determination, the Annual Fees effective on and from 1 July 2018 for County Councils - Water are as follows:

	<b>Minimum</b>	<b>Maximum</b>
Councillor	\$1,780	\$9,890
Chairperson-additional	\$3,820	\$16,250

The Board resolved at its August 2017 meeting (Minute 17/058) "*that Councillors fees be increased by 2.5% as per Local Government Remuneration Tribunal advice and that Councillors fees remain at the maximum amount payable*".

Based on this resolution, the table below sets out the changes as of 1 July 2018:

	<b>2017/18</b>	<b>2018/19</b>
Councillor	\$9,650	\$9,890
Chairperson	\$15,850	\$16,250

**Attachments:** Nil

**Tabled Items:** Nil

**FINANCIAL IMPACT STATEMENT**

Allocation is included in the budget for increases to Councillors and Chairpersons fees.

**RECOMMENDATION**

That;

1. Councillors and Chairperson Fees be increased by 2.5% for the 2018-19 financial year as per the Local Government Remuneration Tribunal Determination dated 17 April 2018 and that Councillors fees remain at the maximum amount payable.
2. The annual remuneration for 2018/19 is Councillor \$9,890 and Chairperson \$16,250.

**12.1.5 DEVELOPER CHARGES POLICY**

**18/049 RESOLVED** on the motion of Crs McGlynn and Armstrong that the Board adopt the revised Draft Policy PP008 Developer Charges Policy.

**Report prepared by Administration Coordinator**

**BACKGROUND**

An application for a new water service connection was recently received where the previous water supply had been permanently disconnected in 2003. While the applicant raised several claims, advice has been received that Goldenfields Water's Policy is sound in regards to its requirement to levy Developer Infrastructure Charges in these circumstances.

It is important to note that Goldenfields Water does not levy annual charges on Permanently Disconnected Properties.

Policy No PP008 Developer Charges Policy presently includes:

**5 Definitions**

**Permanent Disconnection** – Where the property service pipe is physically disconnected from GWCC's water mains.

**Permanent Disconnection Period** – A period of time, greater than ten years calculated from the date of permanent disconnection to the date the application has been received by GWCC and appropriate application fee has also been received, and no reconnection has occurred in the intervening period.

**6.10 Permanent Disconnected Connection**

Reconnection of a previously permanently disconnected water service connection is not guaranteed.

Full Developer Infrastructure Charges apply for any reconnection if the Permanent Disconnection Period is exceeded.

It is considered timely to bring forward the review of Policy PP008 particularly in regards to reconnection of Permanently Disconnected water service connections.

**REPORT**

**Reconnection of Permanently Disconnected water service connections.**

Firstly, there is no change that reconnection of a previously permanently disconnected water service connection is not guaranteed.

The Permanent Disconnection part of the Policy continued the established methodology of successive Goldenfields Water’s Management Plans from 2004-2005. When originally conceived, Developer Infrastructure Charges were \$2,000 while Annual Access Charges were a standard \$204 providing an obvious relationship to the ten year period of Permanent Disconnection. Subsequent Develop Service Plans increased the Developer Infrastructure Charge (presently \$7,800). Meanwhile Best Practice Pricing saw Access Charges at least for Residential at a level still below that of the 2004 – 2005 value which presents a disparity that may appear harsh.

In all cases to date, applications for reconnection of permanently disconnected properties are by a new owner of the property, sometimes twice removed.

The following recommendation sees a change whereby all reconnections would attract a Developer Infrastructure Charge for of any permanently disconnected property.

In calculating the proposed amount, the original intent of a ten year period has been maintained for the highest Annual Access Charge category (Non Residential Rural) , which results in a twenty year period for Non Residential – Other and in the case of Residential over thirty years. The recommendation is made to re-establish Goldenfields Water’s intent.

The following are the changes proposed for the revised policy.

**5 Definitions**

***Permanent Disconnection Period*** – A period of time calculated from the date of permanent disconnection to the date the application has been received by Goldenfields Water and appropriate application fee has also been received, and no reconnection has occurred in the intervening period.

**6.10 Permanent Disconnected Connection**

Reconnection of a previously permanently disconnected water service connection is not guaranteed.

Developer Infrastructure Charges apply for any reconnection of a previously permanently disconnected water service connection.

The Charge shall be the lessor of

- The Full Developer Infrastructure Charges or
- 120 percent of the current year’s 20mm Access Charge (for that property’s Goldenfields Water Classification), times the number of years of Permanent Disconnection.

**Attachments:**

1. Developer Charge calculation sheet
2. Revised Draft Policy PP008 Developer Charges

**Tabled Items:** Nil

**FINANCIAL IMPACT STATEMENT**

The recommendation will potentially reduce the revenue associated with reconnection of property that would have occurred a full development fee under the existing policy. However the proposed policy is considered to be more equitable and promotes development on this land.

**RECOMMENDATION**

Recommendation made was adopted.

**12.1.6 DELEGATION TO WRITE OFF RATES AND CHARGES**

**18/050 RESOLVED** on the motion of Crs Sinclair and Armstrong that, under Local Government (General) Regulation 2005, clause 131, the amount of rates and charges above which any individual rate or charge maybe written off only by resolution of the council is one thousand dollars (\$1,000.00).

**Report prepared by Corporate Services Manager**

**BACKGROUND**

The council must, from time to time, by resolution, fix the amount of rates and charges above which any individual rate or charge may be written off only by resolution of the council.

An amount of rates or charges of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution as above, rates and charges can be written off only by resolution of the council.

**REPORT**

Local Government Act 1993, Section 607 Writing off of rates, charges and accrued interest, states;

The regulations may specify circumstances, in addition to those for which provision is made in this Chapter, in which a council may write off rates and charges and interest accrued on unpaid rates and charges.

Local Government (General) Regulation 2005, clause 131, states;

(1) The council must, from time to time, by resolution, fix the amount of rates and charges above which any individual rate or charge may be written off only by resolution of the council.

(2) An amount of rates or charges of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (1), rates and charges can be written off only by resolution of the council.

(3) A resolution or order writing off an amount of rates or charges must:

- (a) specify the name of the person whose debt is being written off, and

(b) identify the account concerned, and

(c) specify the amount written off, or must refer to a record kept by the council in which those particulars are recorded.

(4) An amount of rates or charges can be written off under this clause only:

(a) if there is an error in the assessment, or

(b) if the amount is not lawfully recoverable, or

(c) as a result of a decision of a court, or

(d) if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.

(5) The fact that an amount of rates or charges is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the amount.

(6) The general manager must advise the council of rates and charges written off by written order of the general manager.

**Attachments:** Nil

**Tabled Items:** Nil

#### **FINANCIAL IMPACT STATEMENT**

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

#### **RECOMMENDATION**

Recommendation made was adopted.

#### **12.1.7 MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD 8 MARCH 2018**

**18/051 RESOLVED** on the motion of Crs McGlynn and Armstrong that the minutes/recommendations of the Audit, Risk & Improvement Committee meeting held 8 March 2018 be received and noted.

#### **Report prepared by Corporate Services Manager**

#### **BACKGROUND**

In 2008 pursuant to section 23A of the Local Government Act 1993, the Department released Internal Audit Guidelines for local government in NSW via Circular number 08-64.

The Guidelines advised all councils to develop an internal audit committee to act as an independent and objective oversight of council systems and processes.

#### **REPORT**

In accordance with the Audit Committee Charter, the Committee members held their second Audit, Risk & Improvement Committee meeting on Thursday 8th March.

**Attachments:** Minutes of Audit, Risk & Improvement Committee held 8<sup>th</sup> March 2018.

**Tabled Items:** Nil

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Goldenfields Water's financial position.

**RECOMMENDATION**

Recommendation made was adopted.

**12.1.8 CIVICA AUTHORITY PROJECT UPDATE**

**18/052 RESOLVED** on the motion of Crs Sinclair and Armstrong that the CIVICA Authority Project update report be received and noted.

**Report prepared by Corporate Services Manager**

**BACKGROUND**

This report is an update on the implementation of Goldenfields Water's new enterprise resource planning software (CIVICA) and the Electronic Content Management System.

The contract for this project was signed on the 2<sup>nd</sup> May 2017.

**REPORT**

The CIVICA implementation project has been underway since mid-2017. Significant progress has been made as detailed below. All modules except the Customer Relationship Mobile (CRM) App and Works Management have been or will be implemented as per the following schedule. Utility Billing go live has been revised from July to October. Goldenfields staff are reviewing the requirements for the CRM Mobile App and investigating an in-house developed option which is tailored to our organisational requirements. User training has been progressing over recent months and will continue up to and post the go live date.

**Objectives**

Key project objectives:-

- Transition Goldenfields Water to CIVICA Authority and HPE CM9 with minimal impact on operations
- Apply proven-practice design analysis to the alignment of the solution in line with CIVICA best practice recommendations
- Provide training for key Goldenfields Water staff in operational aspects of the Authority solution
- Ensure all stakeholders in Goldenfields Water are involved and informed as required throughout the project.

**Benefits**

Major benefits of the CIVICA Authority and HPE CM9 implementation:-

- Replacement of existing outdated Fujitsu 2000 software
- Improved financial reporting and control at operational levels
- Improved budgeting via detailed departmental budgeting
- Improved budgetary control through on-line requisitioning
- Improved Accounts Payable processes, automated workflow and invoice upload
- Improved document control through HPE CM9 - easier access to information for audit, financial reporting, GIPA reporting, contract review and management and project management.

## **Scope**

The scope of work for the implementation of HPE CM9 and Authority best practice includes tasks necessary to implement Authority for business as usual, as defined in the table below:-

## **MODULES**

### **Financial**

- General Ledger
- Work Orders
- Accounts Payable
- Accounts Receivable
- OLR/Purchasing
- Stores/Inventory
- Bank Reconciliation
- Payroll
- Human Resources
- Loans
- Trust
- Capital Value Register (CVR)
- Plant/Fleet

### **Land Information Systems (Property and Revenue)**

- Name and Address Register
- Property Enquiry
- Utility Billing
- Online Certificates
- Receipting
- Debt Recovery
- Integration GIS

### **Services**

- Customer Relationship Management (CRM)
- General Register

### **Reporting**

- BIS (Business Information System, financial reporting software)
- Excel Reporting Wizard

### **Document Management**

- HPE CM9 Records Management

### **Asset Management**

Asset Register

### **EzeScan**



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**Milestones**

<b>USER TRAINING</b>	<b>Completed</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>
Records Keeping CM9										
General Ledger										
Name & Address Register										
Standing Work Orders										
BIS										
Plant/Fleet										
Works Management	On hold									
Utility Billing/Property										
Receipting										
Accounts Payable										
Accounts Payable Workflow										
Accounts Receivable										
Debt Recovery										
OLR/Purchase Orders										
Payroll										
OL Timesheets										
Stores										
GIS Integration										
CRM Registers										
- Backflow										
- Connections										
Mobile App (CRM)	On hold									

<b>GO LIVE</b>	<b>Completed</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>
Records Keeping CM9										
General Ledger										
Name & Address Register										
Standing Work Orders										
BIS										
Plant/Fleet										
Works Management	On hold									
Utility Billing/Property										
Receipting										
Accounts Payable										
Accounts Payable Workflow										
Accounts Receivable										
Debt Recovery										
OLR/Purchase Orders										
Payroll										
OL Timesheets										
Stores										
GIS Integration										
CRM Registers										
- Backflow										
- Connections										
Mobile App (CRM)	On hold									

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**Records Management HPE CM9**

HPE CM9 Records Management went live on Tuesday 5<sup>th</sup> June 2018, a very significant milestone achievement.

Although an entirely new work process for staff, within the first four days of implementation over 550 documents had been registered within CM9. In addition, staff have used the actions workflow and provided feedback to the administration team.

The content management system will provide a significant benefit to Goldenfields Water through the collection, storage and access capabilities. Electronic content is stored into unique containers, each with their own level of security, only allowing access to those staff members with privileges to those containers.

Once finalised a document cannot be deleted, thus increasing the benefits of a content management system.

Searching for, and accessing documents can be significantly improved when metadata is added when registering a document.

**Financial update**

The following table provides the budget and actual costs for a three (3) year period. The current 2017-18 year includes actual costs up to 31<sup>st</sup> May 2018:-

CIVICA COSTS BUDGET/ACTUAL												
	2016-17			2017-18			2018-19			3 YEAR TOTAL		
	BUDGET	ACTUAL	VAR.	BUDGET	ACTUAL	VAR.	BUDGET	ACTUAL	VAR.	BUDGET	ACTUAL	VAR.
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>SUMMARY</b>												
HARDWARE	0	0	0	460,000	459,511	-489	0	0	0	460,000	459,511	-489
SOFTWARE	0	21,382	21,382	116,028	83,069	-32,959	138,000	0	-138,000	254,028	104,451	-149,577
IMPLEMENTATION	0	0	0	667,472	181,536	-485,936	100,000	0	-100,000	767,472	0	-767,472
<b>GRAND TOTAL:</b>	<b>0</b>	<b>21,382</b>	<b>21,382</b>	<b>1,243,500</b>	<b>724,116</b>	<b>-519,384</b>	<b>238,000</b>	<b>0</b>	<b>-238,000</b>	<b>1,481,500</b>	<b>563,962</b>	<b>-917,538</b>

Ongoing annual licence costs for CIVICA Authority, HPE CM9 and Ezescan are approximately \$27,000. In the 2018-19 year we have also included one-off software upgrade and maintenance costs in the budget.

**Attachments:** Nil

**Tabled Items:** Nil

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Goldenfields Water's financial position.

**RECOMMENDATION**

Recommendation made was adopted.

**12.2 MATTERS SUBMITTED BY GENERAL MANAGER**

**12.2.1 ADOPTION OF 2018-2019 OPERATIONAL PLAN**

**18/053 RESOLVED** on the motion of Crs Armstrong and McGlynn that the Board adopts the 2018-2019 Operational Plan incorporating 2018/19 Fees and Charges and 2018/19 Budget Summaries.

**Report prepared by General Manager**

**BACKGROUND**

Section 405 of the Local Government Act 1993 requires an operational plan to be adopted before the beginning of each year and for the Draft plan to be placed on public exhibition for a period of 28 days.

**REPORT**

In accordance with legislative requirements, the Draft 2018-2018 Operational Plan has been on public exhibition for 28 days. No submissions have been received.

The 2018-2019 Operational Plan is now re-presented to Council for adoption.

The 2018-2019 Operational Plan incorporates 2018/19 Fees and Charges and 2018/19 Budget Summaries.

**Attachments:**

1. Draft 2018-2019 Operational Plan

**Tabled Items:** Nil

**FINANCIAL IMPACT STATEMENT**

The Operational Plan including the budget continues to show Goldenfields Water in strong financial position with a positive operating result.

**RECOMMENDATION**

Recommendation made was adopted.

## 12.2.2 LGNSW WATER MANAGEMENT CONFERENCE

**Moved** on the motion of Crs Sinclair and Stadtmiller that the Board:

1. Nominate Board attendees for the Local Government NSW Water Management Conference
2. Approve the attendance of the General Manager

An amendment was moved on the motion of Crs Sinclair and Stadtmiller that the Chairman and the General Manager will attend the LGNSW Water Management Conference.

The amendment was put to a vote. All in favour.

**18/054 RESOLVED** on the motion of Crs Sinclair and Stadtmiller that the Chairman and the General Manager will attend the LGNSW Water Management Conference.

### Report prepared by General Manager

#### BACKGROUND

The annual Local Government NSW Water Management Conference presents a broad range of information from a local government perspective on water management, issues associated with water supply and sewerage services provided by water utilities.

#### REPORT

The Local Government NSW Water Management Conference will be held at Armidale on Monday 3 September 2018 to Wednesday 5 September 2018.

Nominations for attendance are sought from the Board to allow registration and booking arrangements to be made.

In past years the General Manager and a member/s of the board have attended this event.

#### Attachments:

1. LGNSW Water Management Conference Draft Program

**Tabled Items:** Nil

#### FINANCIAL IMPACT STATEMENT

Allocation is included in the budget for attendance at this conference.

#### RECOMMENDATION

That the Board:

1. Nominate Board attendees for the Local Government NSW Water Management Conference
2. Approve the attendance of the General Manager

### **12.2.3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE**

**Moved** on the motion of Crs Armstrong and Sinclair that the Board:

1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference.
2. Approve the attendance of the General Manager and the Chairperson
3. Nominate an additional Board member to attend.

An amendment was moved by Cr McGlynn and Anderson that the Board;

1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference.
2. Approve the attendance of the General Manager and the Chairperson.

The amendment was put to a vote. All were in favour.

**18/055 RESOLVED** on the motion of Crs Armstrong and Sinclair that the Board;

1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference.
2. Approve the attendance of the General Manager and the Chairperson

#### **Report prepared by General Manager**

#### **BACKGROUND**

The Local Government NSW Annual Conference is the annual policy making event for NSW Councils and where local councillors come together to share ideas and debate issues that shape the way their councils are governed.

#### **REPORT**

The LGNSW Annual Conference will be held in Albury from 21 October 2018 to 23 October 2018.

Goldenfields Water is eligible for one voting delegate, this role is usually fulfilled by the Chairperson of Goldenfields Water.

In previous years the General Manager, Chairperson and another member of the board have attended this event.

#### **Attachments:**

1. LGNSW Annual Conference Proposed Rule Amendments

**Tabled Items:** Nil

#### **FINANCIAL IMPACT STATEMENT**

Allocation is included in the budget for attendance at this conference.

**RECOMMENDATION**

That the Board:

1. Endorse the Chairperson as Goldenfields Water's voting delegate for the LGNSW Annual Conference
2. Approve the attendance of the General Manager and the Chairperson
3. Nominate an additional Board member to attend

**13 NEXT MEETING**

The next ordinary meeting of Council is scheduled to be held on Thursday 23 August 2018 at 10.00am.

**18/056 RESOLVED** on the motion of Crs McGlynn and Stadtmiller that the next ordinary meeting of Council is to be held on Thursday 23 August 2018 at 10.00am.

**14 QUESTIONS AND STATEMENTS**

Cr McGlynn raised a community issue at Ungarie regarding the watering of the gardens in the main street. Cr McGlynn asked if Goldenfields would assist in providing a tap closer to the gardens. The General Manager took the question on notice and will respond within 2 weeks.

Cr McGlynn requested a report on the volume of media releases being distributed. Cr McGlynn suggested newspaper advertising is not reaching a large audience and we should consider television news, especially in relation to the Mandamah Scheme. The General Manager advised that a media strategy and media performance report will be brought back to the Board for their information.

Cr Stadtmiller agreed with Cr McGlynn's statements regarding advertising.

Cr Morris requested a report to the Board on the viability of the proposed water scheme from the Collinroobie water group.

Cr Armstrong enquired as to whether there had been any progress with the business case for the water supply extension to supply Boorowa. The General Manager will provide information to the Board.

Cr Sinclair enquired about the Temora standpipe regarding compliance for licenced tanks for carting water. The General Manager responded that the Department of Health have set the guidelines.

Cr Armstrong asked about the liability to Goldenfields Water. Goldenfields needs to ensure the risk is mitigated.

Cr Sinclair suggested the matter needs to be discussed with the Department of Health to ensure the community has access to water. Cr McGlynn requested the matter be raised by the General Manager and the Chairperson at the LGNSW Water Conference.

**15 CLOSE OF BUSINESS**

There being no further business requiring the attention of Council the meeting was closed at 11.37am