

AGENDA

Orana Water Utilities Alliance (OWUA)

Meeting No. 4

DATE:	Thursday 11 April 2019
TIME:	Commencing at 10.00am
LOCATION:	Narromine Shire Council Administration Building 124 Dandaloo St, Narromine
CHAIR:	Doug Moorby, Narromine Shire Council

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1. Presentation – Reservoirs and their importance in water supply

Guest Presenter – Jill Busch, Aqualift Project Delivery

2. Welcome and Apologies

3. Stakeholder Updates

3.1 Orana Joint Organisation

Update from Belinda Barlow, OJO Interim Executive Officer
Statement of Regional Priorities (refer to attachments)

3.2 DOI Water

Update from David Swan, Regional Manager (Western)

3.3 DPI Water

Update from Bruce Lamont, Inspector

3.4 NSW Health

Update from Mark Nave and Jason Harwood, Environmental Health Officers

4. Confirmation of Minutes from OWUA Technical Committee Meeting – 14 February

MINUTES

MEETING OF:	Orana Water Utilities Alliance Technical Committee Meeting No 3
DATE:	Thursday 14 February 2019
VENUE:	Narromine Shire Council Administration Building

Meeting opened 10.10am

Attendees:

Bogan Shire Council	Jayantha Ediriweera
Bourke Shire Council	Peter Brown
Brewarrina Shire Council	David Kirby
Central Darling Shire Council	Reece Wilson
Gilgandra Shire Council	Mark Linton-Harland
Mid-Western Regional Council	Brad Cam Tom Baldwin
Narromine Shire Council	Doug Moorby
Walgett Shire Council	Raju Ranjit
Warren Shire Council	Kerry Jones
Warrumbungle Shire Council	Cornelia Wiebels Dean Lewin
Orana Joint Organisation	Belinda Barlow
NSW Health	Mark Nave
OWUA Project Officer	Alayna Gleeson

1	<p>Welcome and Apologies Brad Cam opened the meeting.</p> <p>Apologies were accepted from Eric Poga from Cobar Shire Council and Samuel Lenaak from Walgett. An apology was also received from Stephen Taylor from Cobar Shire Council who advised he is no longer employed at Cobar.</p>
2	<p>Election of Chairperson B. Cam called for nominations for the position of Chairperson of the OWUA Technical Committee for the next 12 months.</p> <p>T. Baldwin put forward the motion that a there (3) person Committee should be elected with the Chair rotating. This motion was lost.</p> <p>Motion: C. Wiebels/R. Wilson That a Chair be elected for a period of 12 months. After that time, the Chair shall step down and a new Chair elected. CARRIED</p> <p>Motion: P. Brown/D. Kirby That Doug Moorby be elected Chairperson of the OWUA Technical Committee. No further nominations received. CARRIED</p>

	D. Moorby accepted the position and thanked Brad Cam and Belinda Barlow for their support during the interim period between LMWUA and OWUA and acknowledged the work already undertaken by the Project Officer.
3	<p>Confirmation of Minutes Motion: T. Baldwin/K. Jones That the Minutes of the OWUA Technical Committee Meeting held in Narromine on 29 November be taken as read and confirmed. CARRIED</p>
4	<p>Matters Arising from the Minutes There were no matters arising from the Minutes.</p>
5	<p>Project Funding Administration Fee Motion: That a 1% administration fee be applied on projects over \$50,000 (ex GST) total which are administered through MWRC. CARRIED.</p>
6	<p>Review of Current Water Restrictions Motion: D. Kirby/R. Wilson That the Project Officer send out the current water restrictions for review and comment and bring back to April Meeting. CARRIED</p> <p>A reminder that the current guidelines are exactly that, guidelines only. Each Council needs to take a practical approach in their individual circumstances.</p>
7	<p>Asset Management Working Group Motion: that the Asset Management Working Group be resurrected with a focus on water and sewer. Amendment: That Asset Management become a standing Agenda item and that uniform templates be developed. CARRIED</p> <p>OWUA to provide support to Warrumbungle to get their AMP to the same point as other Councils. MWRC to provide Warrumbungle copies of documents.</p>
8	<p>Smart Approved WaterMark Agreement and Subscription Fee Motion: T. Baldwin/C. Wiebels That the Project Officer be given authority to re-negotiate, on behalf of all Alliance Councils the Smart Approved WaterMark Agreement and Subscription Fee based on total number of Alliance connections, not individual Council connections. CARRIED</p>
9	<p>OWUA Brand, Website and LGA Map LOGO Concept 2 be adopted with slight changes (switch the blue and black) and overlaid over the LGA map (excluding labels).</p> <p>WEBSITE Project Officer to meet with MWRC IT to discuss hosting OWUA website and get quotes for website design.</p> <p>SOCIAL MEDIA Facebook page to be created.</p>

	Both the website and Facebook page to be community focused. Website may have protected area for Member Councils.
10	<p>Best Practice and Asset Management Update T. Baldwin notified the meeting that from his understanding, Safe & Secure Funding may be available for IWCM Plans under the next round in April.</p> <p>Project Officer to invite David Swan to next OWUA Technical Committee meeting in April.</p>
11	<p>LMWUA Projects Update</p> <p>Water Loss Management Plans</p> <ul style="list-style-type: none"> - Central Darling indicated they wish to participate. Project Officer to update PO. - Reminder to provide information required to progress project. <p>Water Saving Action Plan</p> <ul style="list-style-type: none"> - Project Officer presented draft. Distribute for review and feedback. <p>Drinking Water Quality</p> <ul style="list-style-type: none"> - MWRC is currently working with NSW Health and Public Works and will report at back and bring templates to next meeting. - M. Nave from NSW Health reminded Councils to send updated models to NSW Health, review data and identify trends.
12	<p>Projects for 2019/20 FY</p> <p>LG Procurement</p> <ul style="list-style-type: none"> - Project Officer to send instructions to Councils - Project Officer to contact LGP and organise presentation <p>Liquid Trade Waste Compliance Officer</p> <ul style="list-style-type: none"> - Project Officer to bring fee proposal to April meeting. <p>Concrete capping of old bores</p> <ul style="list-style-type: none"> - D. Moorby to send Code of Practice to C. Wiebels. - C. Wiebels advised to contact Bruce Lamont of licencing authority for regulations. <p>WTP Upgrades to meet MBT Targets</p> <ul style="list-style-type: none"> - Continue to focus on framework and CCP's. Project Officer to distribute.
13	<p>Capital Works Project Status Report</p> <p>B. Cam provided background on report – the concept came out of the previous GMAC Meeting. Draft copies were handed out and Councils asked to review and provide feedback, costings for Business Cases/Scoping Studies, design and any other missing information. Copies were to be distributed to GM's at GMAC Meeting on 15/02/19.</p> <p>K. Jones spoke about CWUA example. Project Officer to follow up with CWUA.</p>
14	<p>Safe & Secure Water Program – Bore Assessment</p> <p>Project Officer to email Councils to confirm interest in being involved and number of bores. Once confirmed, detailed application to be submitted.</p>
15	<p>Upcoming Meetings/Events/Conferences/Training</p> <p>Chair and Project Officer to attend CWUA on 21 February in Parkes.</p> <p>D. Moorby complimented Kim Stanton from MWRC for her assistance in facilitating training which Narromine and Warrumbungle are involved in.</p>

16	<p>General Business</p> <p>Operators Group</p> <ul style="list-style-type: none"> - Rotating Committee to drive Operators Group with first meeting to be held in Warren in March and hosted by T. Baldwin from MWRC. - Meetings to be held quarterly with Project Officer to organise arrangements and take Minutes. - Project Officer to email Councils to get best contact details for communication to Operators. <p>Contact Details</p> <ul style="list-style-type: none"> - Each Council to provide the Project Officer with an admin support contact (if applicable) <p>SAWM Shower Timers</p> <ul style="list-style-type: none"> - No interest from Councils to purchase shower timers. Bourke have already ordered 500.
17	<p>Next Meeting</p> <p>11 April – Narromine</p> <p>13 June – Narromine</p> <p>8 August – West?</p> <p>10 October – Mudgee</p> <p>12 December – Narromine</p>

5. Minutes from OWUA Operators Group Meeting – 19 March

MINUTES

MEETING OF:	Orana Water Utilities Alliance Operators Group
DATE:	Tuesday 19 February
VENUE:	Warren Cultural and Sporting Complex Centre

Meeting opened 10.10am

ATTENDEES

Organisation	Name	Role
Bogan Shire Council	Jayantha Ediriweera (Edi)	
Brewarrina Shire Council	Gary (Fred) Turner Craig Peterson	Town Supervisor WTP and STP Operator
Central Darling Shire Council	Tim Gageler Peter Kataloti	Ivanhoe WTP Operator CDSC WTP Consultant
Cobar Shire Council	Peter Hosie	Plant Operator
Mid-Western Regional Council	Tom Baldwin Rod Morton Matt Purtell	Treatment Plant Supervisor Operator
Narromine Shire Council	Dwayne Donnelly (10.55am)	
Warren Shire Council	Kerry Jones Darren Clark Michael George	Town Services Manager Services Overseer Treatment Plant Operator
Warrumbungle Shire Council	Graham Richardson	Supervisor South
NSW Health	Mark Nave	Environmental Health Officer
OWUA	Alayna Gleeson	Project Officer

APOLOGIES

Bogan Shire Council	Graeme Bourke Trevor Waterhouse
Gilgandra Shire Council	Mark Linton-Harland
Narromine Shire Council	Doug Moorby
Walgett Shire Council	Mick Dowell Paddy Mills
DPI Water	Bruce Lamont

ITEM	
1	Welcome and Introduction Tom Baldwin from MWRC welcomed everyone, gave an update on OWUA and outlined the purpose of the Operators Group. Each attendees then introduced themselves.
2	Election of Chairperson Nominations were called for the position of Chairperson of the OWUA Operators Group for a one (1) year term. Nomination: Darren Clark Seconded: Peter Kataloti CARRIED
3	Operators Group – Priorities and Targets <ul style="list-style-type: none"> Peter Kataloti – important to keep Alliance and Operators Group going.

	<ul style="list-style-type: none"> • Training – lobby Office of Water to restructure current training. Training to allow Operators to be licenced to operate certain types or sizes of plant, open book exams – need to have the source for reference in day-to-day environment. • Darren Clark – important for Technical Committee and Project Officer to support Operators Group. It was confirmed by Project Officer that the support was there. • Tom Baldwin gave an overview of previous OWUA Technical Committee Meeting Minutes • Kerry Jones – Dubbo and Coonamble – not members of JO so not part of OWUA. • Tom Baldwin – upcoming round of SSWP (Apr '19) has focus on IWCM, bores and weirs. • Peter Kataloti spoke about the Wilcannia Weir location and Kerry Jones emphasised the importance of the Catchment Management Plan • Mark Nave – Plants need to be designed to meet Health Based Targets as they will eventually come in. <p>ACTION: 3.1 Project Officer to send website link to group 3.2 Project Officer to send out LGP contact details</p>
4	<p>General Business</p> <ul style="list-style-type: none"> • Update from NSW Health (Mark Nave) – Operators are the most important part of supplying water. NSW Health is available for support and are happy to attend meetings if the group wishes. Training and workshops are available. • Assessment of water quality – there are a number of contractors available. MWRC is currently working with NSW Health and DOI Water with Inspectors going through CCP's and performance. Templates are in development and will be shared with the group once finalised. • Instrument Calibration – there is a difference between calibration and verification. Some Councils are choosing to go with local contractors. • Overview of previous LMWUA Operators Group Meeting • Speaking to our neighbours is encouraged, even if not in Alliance • Peter Kataloti happy to look at equipment and is available for advice and support. • Rod Morton from MWRC is available to provide water testing training • Old equipment to be made available to other Councils. Operators Group recommend that the Councils enter in to an MOU for the sharing of equipment and resources. • Project Officer is available to handle enquiries and pass them on through the group. • Supply of Chlorine – issues with getting stock. Some Councils are stocking up to avoid supply issues. Running out can lead to health issues and boil water alerts. • Invite presenters to attend future meetings – needs to be worthwhile. Members to put forward suggestions. <p>ACTION: 4.1 Project Officer to speak to NSW Health and arrange workshop/presentation at next Meeting 4.2 Project Officer to develop online tool for the sharing of equipment, supplies and resources.</p>
5	<p>Future Meetings Dates</p> <p>3 April – Orange – Joint Meeting with Central West Utilities Alliance as part of WIOA Conference 23 July – Nyngan November – Gilgandra proposed.</p>
6	<p>Meeting Closed 11.45am</p>

6. Matters in Progress

As at 28 March 2019

NUMBER	ITEM	WHO	PROGRESS	STATUS
11-18-4.1	Smart Approved WaterMark TVC	AG	Awaiting airtime figures	IN PROGRESS
11-18-5.1	IWCM – Hydrosphere Status of projects and payments	AG	Spoke to Robyn Campbell – all under control but at different stages.	IN PROGRESS
11-18-5.2 11-18-9.1	Best Practice/Asset Management Update	AG	Additional assistance for Warrumbungle to get to same stage as others. Updates to status table to be provided as needed.	IN PROGRESS
11-18-5.4	Lobbying for Best Practice funding	BC		IN PROGRESS
11-18-5.5	Lobby Office of Water for updated Action Plan	BC	Independent review released late Feb	IN PROGRESS
11-18-6.1	WIOA Support	AG	Development of skills matrix Interest Days	IN PROGRESS
11-18-6.2 02-19-16.1	Operators Group	AG	First OG Meeting held 19 March in Warren Next meeting 23 July in Nyngan Online tool for sharing of knowledge/resources MOU between Councils?	IN PROGRESS
11-18-8.1	WSAA Membership	AG	Paid up until July 2019	COMPLETE
11-18-9.1	Water Loss Management Plans	AG	All data received by Detection Services (26/02/19) Site visits in progress	IN PROGRESS
11-18-9.3	Reservoir Inspections	AG	Brewarrina – YES Warren – YES Warrumbungle interested once upgrades are complete	IN PROGRESS Status?
11-18-9.4	ASAM Membership	AG	Renewal Complete	COMPLETE
02-19-6.1	Review of Water Restrictions	AG	Responses were due 15 March No feedback received for changes. All Councils who have responded have indicated no feedback to warrant changes.	IN PROGRESS
02-19-8.1	Smart Approved WaterMark Agreement	AG	\$10K subscription fee agreed, agreement signed, fee to be paid (Jan 2019 to June 2020), Councils to be invoiced for their contribution.	COMPLETE
02-19-9.1	OWUA Brand	AG	Logo updated	COMPLETE
02-19-9.2	OWUA Website/Social Media	AG	oranawater.com.au owua.com.au MWRC Comms Team feedback – social media not suitable.	COMPLETE

NUMBER	ITEM	WHO	PROGRESS	STATUS
02-19-11.1	Drinking Water Quality MWRC working with NSW Health & Public Works	MWRC	Bring templates to April Meeting	IN PROGRESS
02-19-11.2	Water Saving Action Plan	AG	Draft presented for feedback <i>Feedback received from Bogan Shire Council</i>	IN PROGRESS
02-19-12.1	LG Procurement	AG	Training/Presentation – June Meeting	IN PROGRESS
02-19-12.2	Liquid Trade Waste Compliance Officer Bring proposal back to April Meeting	AG	Position Description/Fee Proposal - Salary + On-Costs, Other - Vehicle, Meals/Accom etc. Contract with Councils	IN PROGRESS
02-19-12.3	MBT Targets	AG	Framework and CCP's distributed	IN PROGRESS
02-19-13.1	Capital Works Projects Report	ALL	Draft 3 to be distributed for review	IN PROGRESS
02-19-14.1	Bore Assessments – SSWP	ALL	SSWP Phase 1 Detailed Application Submitted 26/03/19	IN PROGRESS Awaiting feedback
Future Meeting Invitations	David Swan Aqualift – Jill Busch LGP - Aisha Risk Edge – Annette Davison - Quote received (\$4.5K) ON HOLD DPI Water Best Practice – Roshani Iyadurai Jacqui Hansen iPac Solutions (Calibration) – Alan Mortimer WSAA – Adam Lovell		Invited to April Meeting Presenting at April Meeting Attending June Meeting	
OPERATORS				
03-19-4.1	NSW Health Workshop/Presentation at next meeting?	AG	Mark Nave to be approached for support	IN PROGRESS
03-19-4.2	Develop online tool and MOU for interaction and sharing of equipment	AG	MOU drafted IPWEA – Ask Your Mates?	IN PROGRESS
OTHER				
	Instrument Calibration		Review of iPac Solutions New contract or RFT?	NOT STARTED
	SSWP – ICWM Funding	AG	Copies of current IWCM's Apply for funding for review and updates? Who can do this?	NOT STARTED
	Training – Funding		NSW Health have funded training in CWUA?	NOT STARTED
	Policy Updates		Policy update and adoption	IN PROGRESS

7. Orana Water Utilities Alliance Policy Review

Report By:	Alayna Gleeson
Position:	Project Officer, OWUA
Date:	26 March 2019

RECOMMENDATIONS

That the OWUA Technical Committee:

1. Note the report on the Orana Water Utilities Policy Review
2. Adopt the:
 - Asset Management Policy
 - Disinfection of Potable Water Supply Assets (including procedure)
 - Fluoridation Policy
 - Pricing Policy

The previous Lower Macquarie Water Utilities Alliance (LMWUA) adopted four (4) policies in 2014. These policies included the:

- Asset Management policy
- Disinfection of Potable Water Supply Assets (including procedure)
- Fluoridation Policy
- Pricing Policy

The policies have been updated to represent the Orana Water Utilities Alliance (OWUA).

Refer to attachments for a copy of each Policy.

8. Best Practice Compliance

Report By:	Alayna Gleeson
Position:	Project Officer, OWUA
Date:	26 March 2019

RECOMMENDATIONS

That the OWUA Technical Committee:

1. Note the report on Best Practice Compliance
2. Provide updates to status table as required

The Vision of the OWUA is to provide a unified approach to the sustainable delivery of water and sewerage services, and to achieve and maintain gazetted Best Practice by the earliest feasible date.

Following the OWUA Technical Committee Meeting held in November 2018, Member Councils were asked to provide an update on their Best Practice status based on the below BPM Elements:

BEST PRACTICE ELEMENTS	
1	Integrated Water Cycle Management (IWCM) Strategy & Financial Plan
2	Water Conservation Measures (WCM)
3	Strategic Business Plan (SBP)
4	Drought Management Plan (DMP)
5	Pricing & Regulation of Water Supply, Sewerage & Trade Waste
6	Performance Monitoring

An outline of the response/current status of each Council is outlined on the following page.

BPM STATUS – FEBRURAY 2019

Council	BPM ELEMENT					
	1	2	3	4	5	6
Brewarrina	Completed Current	Completed	Completed Under Review	Completed Current	Completed Current	Completed
Bogan	Final issued July 2015	Final issued April 2010	Final Report issued March 2011	Final report issued May 2010	Completed	Complaint
Bourke	Complete	Complete	Needs updating	Needs updating	Complete	Complete
Central Darling	Updated 2018	Nil	Needs updating	Updated 2019	Requires review	Yes, daily monitoring
Cobar	Completed 2013	Water pricing reform, public education, water restrictions in place, Alliance TVC	2011 Will need updating on completion of new water plant in 2019	Completed 2005	User pays pricing implemented DSP adopted Trade Waste not progressing due to no resources	Compliant
Gilgandra						
MWRC	Update in progress	Yes	2008 version under review	Draft only	Yes Implementation stage	Yes
Narromine	IWCM Completed April 2013 due to be re done 2021 needs review for Safe Secure Application 20 year Financial Plan part of SBP	Part of Drought Management Strategy and Drinking Water Management System BP outcomes do not reflect Changes in DWMQ Planning and will require review. Water Loss management requires review in light of Capital Works Completed.	Completed November 2013 Adopted February 2014 along with 30 Financial Plan and updated Financial Model Due to be re done 2021 requires update in light of completed Capital Works and Safe Secure applications	Completed 2010 Requires urgent update	Pricing and Regulation of Water Supply requires review and a new Water Sewer Policy is required due to changes as a result of Risk Based Drinking Water and Sewage Systems Management Plans. Developer Serving Plan currently being Formulated by external Consultants	All TBL Performance Monitoring Data entered to date no action plans received from DOI Water for last two years
Walgett	Preparation in progress with Hydrosphere	Stalled with disbandment of LMWUA	N/A	Version 1 2018	N/A	Annual Reporting
Warren	Yes Due for update	Water restrictions in line with Narromine when necessary	Yes Due for update	March 2007 Due for update	Yes	Completed Daily monitoring
WBungle	In progress First PRG meeting Nov 2018	None	Draft Water and Sewer from 2013	Adopted Oct 2018	Have LTW policy in place Pricing & Regulation of Water Supply, Sewerage - ???	Providing annual report

9. Asset Management

Report By:	Alayna Gleeson
Position:	Project Officer, OWUA
Date:	26 March 2019

RECOMMENDATIONS

That the OWUA Technical Committee:

1. Note the report on Asset Management
2. Provide updates to status table as required

Following the OWUA Technical Committee Meeting held in November 2018, Member Councils were asked to provide an update on the status of their Asset Management Plans (AMP).

ASSET MANAGEMENT PLANS

1	Does your Council have an AMP?
2	What stage is your AMP at?
3	Is your AMP linked to your Council's Financial Plan?

AMP STATUS – FEBRURAY 2019

Council	AMP		
	1	2	3
Brewarrina	Yes Updated 2018	Completed Current	Yes
Bogan	Yes	2nd Generation	Yes
Bourke	Yes	Yes	Yes
Central Darling	Yes	Updated draft completed 2019	No Finance check required on draft AMP
Cobar	Yes	Completed Feb 2011	Yes
Gilgandra			
MWRC	Yes	Preliminary	Yes
Narromine	Yes 2017	Adopted 2018	Yes
Walgett	Yes	Mature	Yes
Warren	Yes Being updated	Draft dated 7/12/18	Once accepted by Council
WBungle	No		

10. Industry Updates

<p>10.1 NSW Water Directorate Update from Doug Moorby and David Kirby</p>
<p>10.2 WIOA Conference Update from Conference delegates in attendance</p>
<p>10.3 Town Water Supply Information Template and Infographics Correspondence from NSW Regional Town Water Supply Coordinator. Refer to attachments.</p>
<p>10.4 Smart Approved WaterMark – Blue House</p>

11. Upcoming Events/Conferences

EVENT	DATE	LOCATION
NSW Water Directorate	16 May	Sydney
AWA Conference	8-9 August	Orange
LGNSW Water Management Conference*	2 to 4 September	Albury

* LGNSW are currently calling for presentations. Nominations close 26 April.

12. General Business

13. Next Meeting

MEETING	DATE	LOCATION
Orana Water Utilities Alliance	13 June	Narromine or Nyngan?
	8 August	Orange – joint meeting with CWUA in conjunction with AWA Conference (TBC)
OWUA Operators Group	23 July	Nyngan

14. Close