

## **MINUTES**

**MEETING NUMBER 117**  
**STRATEGIC PLANNING**

**Meeting date:** 1 November 2017

**Time:** 12noon – 4.30pm

**Venue:** Colin Biggers & Paisley, 2 Park St, Sydney

### **PRESENT:**

WAYNE BEATTY	WB	ORANGE SHIRE COUNCIL
JIM COLLINS	JC	BEGA VALLEY SHIRE COUNCIL
RUSSELL DEANS	RD	BATHURST REGIONAL COUNCIL
MATT FANNING	MF	BELLINGEN SHIRE COUNCIL
ALAN FLETCHER	AF	UPPER HUNTER SHIRE COUNCIL
JASON IP	JI	RIVERINA WATER COUNTY COUNCIL
GRAHAM KENNETT	GK	KYOGLE SHIRE COUNCIL
MATT KIDD	MK	SHOALHAVEN CITY COUNCIL
ROLLY LAWFORD	RL	GILGANDRA SHIRE COUNCIL
BRUCE LOGAN	BL	TAMWORTH REGIONAL COUNCIL
DAVID OXENHAM	DO	TWEED SHIRE COUNCIL
JEFF SHARP	JS	PORT MACQUARIE HASTINGS COUNCIL
GEOFFREY VENERIS	GV	GOLDENFIELDS WATER COUNTY COUNCIL
CR ROD KENDALL	RK	LG NSW REPRESENTATIVE
SASCHA MOEGE	SMO	LG NSW REPRESENTATIVE
GARY MITCHELL	GM	WATER DIRECTORATE, EXECUTIVE OFFICER
JULIET COBB	JCo	WATER DIRECTORATE
DARYL MCGREGOR	DM	WATER DIRECTORATE

### **SUB-COMMITTEE MEMBERSHIPS**

- Policy: RD, DO, JS, MF (Chair RD)
- Sewer: BC, JC, GG, RL, MK (Chair BC/JC)
- Water: JI, BL, AF, GK, GV (Chair JI)
- Training: WB, DO, JI, JS, MH (Chair DO)

No.	Items	Discussion	Who	When	Resolutions
1.	Apologies	<ul style="list-style-type: none"> <li>Apologies from Graham Gordon, Michael Herraman, Brett Corven, David Swan, Terence Seymour</li> </ul>	GM		<ul style="list-style-type: none"> <li></li> </ul>
2.	Review Strategic Plan revised Nov 16	<ul style="list-style-type: none"> <li><b>Metrics</b> page 5 ('We measure our success by'): Discussion about reporting on the metrics/KPIs twice a year, at 6 months and 12 month meetings, so we can measure progress</li> <li>Are there better ways to reach our members? Do we need face to face meetings, get out into regions? Is there a technical committee we can dovetail into? Or IPWEA regional meetings? More value visiting a ROC, they are effective forum, promote what we are doing.</li> <li>Suggestion that WD creates a Facebook page. Do we need to promote ourselves for any reason? Better not to allow feedback, just one way communication, because workload would increase.</li> <li>LGNSW uses Twitter</li> <li>RK suggests mobile phone messaging, direct targeting, bypasses email which people get bogged down by.</li> <li>Could we reinvigorate the forum, and use that as our way of building better connection with our members? Should be industry issues, not about promoting ourselves.</li> </ul>	GM Policy Sub ctee  GK		<ul style="list-style-type: none"> <li>Policy Sub-committee to look at how we measure our performance</li> <li>GM also to consider which of the metrics we could report on</li> <li>Watching brief on better outreach strategy</li> <li>GM to write to ROCs to make them aware of WD</li> <li>GK to engage water managers</li> <li>GM &amp; JCo to review what social media other organisations are doing. Could promote interesting info on our publications, forums, regional meetings etc.</li> </ul>
		<p><b>Section 1</b>, and throughout: in the Actions column, use a, b, c, d etc rather than 1, 2, 3 etc.</p> <p><b>Section 2</b>, add two further points: 'employ additional digital tools to better promote the Water Directorate within the water industry' and 'provide updates to industry forums e.g. ROCs etc'.</p> <p><b>Section 3</b>, should be about promoting the industry, not ourselves. Currently: '<b>Strengthen and develop our profile and brand in the national water industry</b>'</p> <p>Suggest change of wording to: <b>Provide leadership, advocacy and liaison with government and regulators to strengthen and develop the water industry in NSW</b></p> <ul style="list-style-type: none"> <li>3.1.action 1 add AWA ; correct term for DPI Water / CLAWD</li> <li>3.8 delete, not actions, not a strategic goal</li> <li>3.11 change LGSA to LGNSW</li> <li>3.12 include an action 'advocate for sustainable governance models that support appropriate local government/LWU ownership of water utilities'</li> </ul>	GM	Current	<ul style="list-style-type: none"> <li>Make the changes and review revised Strategic Plan at the March meeting, circulate to all beforehand</li> </ul>

		<ul style="list-style-type: none"> <li>3.13 action 2, delete the specific number (4) and (to the value of \$30,000) – leave this open.</li> </ul> <p><b>Section 4</b>, change the main heading to: Ensure our activities encourage and deliver sustainable best practice water management.</p> <ul style="list-style-type: none"> <li>4.2 action 1, change DPI Water to CLAWD</li> </ul> <p><b>Section 5:</b> delete this and amalgamate the objectives and actions into Section 4 (Current BP guidelines are 10 years old.)</p>			
3.	<b>Review Three-Year Program, revised Nov 16</b>	<ul style="list-style-type: none"> <li><b>Infiltration /Rehab of Sewer lining Spec</b></li> <li><b>Sewer Grading Table</b> - Sewer sub-committee to review</li> <li><b>Recycled Water Management Plan Guidelines:</b> watching brief (talk to regulator)</li> <li><b>Energy Audit</b> - upload examples to Members Area</li> <li><b>Outstanding to be published:</b> Water supply Reservoir O&amp;M Manual, Water and Sewer Meter reading guidelines</li> </ul>	GK DO BL JCo MK JI	Current	<ul style="list-style-type: none"> <li>GK, DO and BL to upload their sewer relining docs to Members Area of website – JCo to promote</li> <li>MK and JI to upload their Energy Audits to Members Area</li> </ul>
4.	<b>Review suggested projects</b>	<ul style="list-style-type: none"> <li>Important note re funds: to keep within our new financial formula, only \$30,000 remains to spend on publications until end of 17/18 financial year.</li> <li>Approx \$10,000 available for new projects</li> </ul> <p>Suggested projects:</p> <ol style="list-style-type: none"> <li>Building in the Vicinity of Trunk Water Mains (BC submitted)</li> <li>Section 64 Contributions (Myles Humphries, Berrigan SC)</li> <li>Standardisation of Codes of Practice for Pressure Sewers (Myles Humphries)</li> <li>Water Metering Requirements, esp re in-service testing (Anne Maree Burke, Kempsey SC)</li> <li>Telco Model Agreements, Telco Model Clauses. There is a danger our infrastructure could be re-zoned. WSAA keen to coordinate – long term prospect this would be politically better for us. (GM and JI)</li> <li>Establishing a Water Industry Reference Group We need to know what the white paper will say and have input into it. We reject the prescriptive nature of best practice guidelines – we need freedom to adapt. We ask to be consulted before the white paper is released. (GK email to Michael Blackmore)</li> <li>Fire Fighting Foam and what to do about the clean-up (GM)</li> <li>Draft contract to engage a consultant (DW retired)</li> </ol>	WB JC	Current	<ol style="list-style-type: none"> <li>Approved: Suggest could be an addendum to existing Building over Sewer Mains Guidelines (2013)</li> <li>Not approved</li> <li>Already done, suggest Myles ask about this via the website Forum</li> <li>Approved – Metering Reading Guidelines update</li> <li>More discussion/advocacy for WD and WSAA and Qld WD; talk to Mobile Association.</li> <li>This was raised last year – nothing has happened. We must drive this regulatory reform. DPI Water says no legislative change for now. Must deal with what we have got re best practice legislation. Need more consultation with CLAWD, Health and EPA.</li> <li>Watching brief</li> <li>No action.</li> </ol>

		<p>9. BC Analysis of water demand against annual water usage rate – 75/25 percentage needs to be more flexible.</p> <p>10. Jen James Survey \$20,000 - \$30,000</p> <p>11. Digital strategy</p> <p>12. WSAA project</p> <p>13. BL: solar providers trying to sell bulk solar as water and waste uses a lot of power. What project is needed to help members deal with this? (JS Port Macquarie's long term energy strategy = 100% renewable energy by 2027)</p> <p>14. GK potential project: inflow and infiltration by storm (not salt) water. Seek legal advice on how this could be managed? Inspection could be imposed at time of sale of house, similar to plumbing inspection, smoke test to catch problems. New developments, ORDs not being checked properly. Mains are under control, but internal plumbing a pain as no powers to enter a property.</p>			<p>9. Take up with Michael B?</p> <p>10. Not approved – we don't have funds</p> <p>11. Watching brief – resource hungry\</p> <p>12. Watching brief</p> <p>13. DO: Tweed has got a document</p> <p>14. Watching brief</p>
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**4.1 Visitors**

Jen James, Service Development Consultant, LGNSW Proposal for online survey of gaps in training and skills	<ul style="list-style-type: none"> <li>• Research on workforce last done 3 years ago. Systematic data collection processes needed, to monitor training issues, course delivery. All councils need to do forward workforce planning.</li> <li>• 2014/15 Occupational Profiling of Water Industry done by Jen. Need to revisit to identify skills shortages and gaps, future profile of the workforce.</li> <li>• Are you able to access training, and what is your expenditure on learning and development?</li> <li>• Jen suggests a WD funded survey to look at gaps, to be filled in by every water manager – need 60% response in order to be useful.</li> <li>• JI is on the IRC, Gary on the ITAB, this information will be useful to feed into these mechanisms.</li> <li>• Survey can be replicated every 3 years to pick up trends</li> </ul>			<ul style="list-style-type: none"> <li>• Consider a second skills shortage survey every 5 years, ie in 2 years' time.</li> </ul>
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	Carl Radford, WSAA LWU versions of WSAA's Water Supply and Sewerage Codes	<ul style="list-style-type: none"> <li>Codes provide technical documentation for planners, designers and constructors serving land development industry or undertaking contract work on behalf of water engineers.</li> <li>These are voluntary codes, there are some barriers that prevent national standardisation</li> <li>Codes are moving to HTML format (Adobe FrameMaker) so can be updated continuously and based on common core with State changes</li> <li>Scalable vector graphics so you can view on any platform including phones</li> <li>Project funded by WSAA with input from members and interested parties. Members access codes for free, others 50% off (details available from Carl) Intention is to make this affordable, less than \$200.</li> <li>Fit for purpose codes that can be used by LWUs, including standard drawings. Hope to produce a generic code that can be used by NSW and QLD</li> </ul>			
5	<b>Review Publications list</b>	<ul style="list-style-type: none"> <li>Continue policy of revising all publications after ten years.</li> </ul>	GM JCo	Current	<ul style="list-style-type: none"> <li>Check attachment to Item 5 to make sure these are most recent versions of publications</li> </ul>
6.	<b>Meeting Dates 2017</b>	<ul style="list-style-type: none"> <li>Thursday 2 November – AGM, 9:30am</li> <li>Thursday 2 November – Executive Committee Meeting, 10am</li> </ul>	All		