



22nd August 2012

NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

RIVERINA WATER COUNTY COUNCIL CHAMBERS,
91 HAMMOND AVENUE, WAGGA WAGGA

on

WEDNESDAY, 22nd AUGUST 2012 at 1.30 pm

and your attendance is requested accordingly

Yours faithfully

A handwritten signature in black ink, appearing to read 'G J Haley', written in a cursive style.

G J Haley
GENERAL MANAGER



*** AGENDA ***

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GENERAL MANAGER'S REPORT TO THE COUNCIL

16th August 2012

The Chairperson and Councillors:

1. MINUTES OF AUDIT AND RISK COMMITTEE

Author: Naomi Stuart
Director: Graeme Haley

RECOMMENDATION That Council receive and note the minutes of the Audit and Risk Committee Meeting held on 2 August 2012 and endorse the recommendations contained therein.

Report

The Audit and Risk Committee Meeting was held on 2 August 2012. Minutes of the meeting are attached.

Budget

N/A

Policy

Audit and Risk Committee Charter

MINUTES of the MEETING of AUDIT & RISK COMMITTEE

held at 91 HAMMOND AVENUE, WAGGA WAGGA,

on THURSDAY, 2nd AUGUST 2012 at 9.00 am

PRESENT: Clr. W. Geale OAM, Michael Commings and Steven Watson (Independents).

Ms Naomi Stuart (Manager Internal Audit Services), Graeme Haley (General Manager) and Ms Michele Curran (Finance Administration Manager) in attendance.

CONFIRMATION OF MINUTES – 3 MAY 2012

The Minutes of the Meeting of 3 May 2012 having been circulated and read by the Members, were taken as being CONFIRMED on the motion of Clr. Geale OAM and Mr. Commings.

DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST

No declarations of Pecuniary & Non-pecuniary interest received.

QUARTERLY INVESTMENT REPORT

RESOLVED on the motion of Mr. Commins and Clr. Geale OAM that the Audit and Risk Committee receive and note the quarterly investment report for the period 1st April to 30th June 2012.

QUARTERLY BUDGET REVIEW

RESOLVED on the motion of Mr. Commins and Clr. Geale OAM that the Audit and Risk Committee receive and note the quarterly budget review for the period 1st January to 31st March 2012.

Phil Swaffield entered the meeting at 9.50 am .

INTERNAL AUDIT REPORT

RESOLVED on the motion of Mr. Watson and Mr. Commins that the Audit and Risk Committee receive and note the report.

Michele Curran left the meeting 10.10 am.

Phil Swaffield left the meeting at 10:15am.

AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 30TH JUNE 2012

RESOLVED on the motion of Mr. Watson and Clr. Geale OAM that the Audit and Risk Committee endorse the Annual Report for the Year Ended 30th June 2012 for submission to the Council meeting in August 2012.

PROJECT MANAGEMENT STATUS

RESOLVED on the motion of Mr. Commins and Clr. Geale OAM that the Audit and Risk Committee note the Report of the Director of Engineering

SERVICE QUALITY – RESULTS OF THE CUSTOMER SERVICE SURVEY

RESOLVED on the motion of Mr. Watson and Mr Commins that the Audit and Risk Committee receive and note the report.

DRAFT RISK REMEDIATION PLAN

RESOLVED on the motion of Mr. Watson and Mr. Commins that the Audit and Risk Committee:

- a) receive and note the contents from Risk Remediation Plan recommendations 1 to 24;
- b) highlight items 9, 21, 22 and 23 for Councillors discussion;

- c) request an update on the progress of the Risk Remediation Plan be provided to the next Audit and Risk Committee meeting; and
- d) that the General Manager provide a report on the outsourcing of services to the next Audit and Risk Committee meeting.

QUESTIONS WITH NOTICE

PAYROLL VARIATIONS (2010 TO 2011) - MICHELE CURRAN:

To be discussed at the next Audit and Risk Committee Meeting on 8 November 2012.

OUTSOURCING OF SERVICES - CLR W GEALE OAM

Discussed as part of the Draft Risk Remediation Plan.

Meeting Closed 11.39 am

2. AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2012

Author: Naomi Stuart

General Manager: Graeme Haley

RECOMMENDED that Council receive and note the Audit and Risk Committee Annual Report for the Year Ended 30 June 2012.

Report

The Audit and Risk Committee Charter requires that an annual report is provided to Council summarising the activities undertaken during the year.

This is the first report of the Riverina Water Council Audit and Risk Committee, covering the Internal Audit and Audit and Risk Committee activities for the period 12 January 2012 to 30 June 2012.

Budget

N/A

Policy

Audit and Risk Committee Charter

Riverina Water County Council

AUDIT AND RISK COMMITTEE ANNUAL REPORT

30 June 2012

Chairperson's Message

This is the first report of the Riverina Water Council Audit & Risk Committee, covering the internal audit activities for the period 12 January 2012 to 30 June 2012.

The Audit & Risk Committee was established by Council in February 2012. It plays a pivotal role in the governance framework and provides Council with independent assurance and assistance in the areas of risk, internal controls, compliance and financial reporting.

The report outlines the Internal Audit function, which acts in accordance with the duties and responsibilities set out in the Internal Audit Charter and the Audit & Risk Committee Charter. The purpose of the report is to summarise the internal audit activity throughout the financial year.

During the period the Audit & Risk Committee received full support and cooperation from all levels of Council personnel and management in answering questions, facilitating internal audits and responding to audit concerns.

On behalf of all members of the Audit & Risk Committee it has been a pleasure to be of service to Riverina Water County Council and the local community.

A handwritten signature in black ink, appearing to be "S. Watson", written over a horizontal line.

Steven Watson
Chairperson, Audit & Risk Committee
2 August 2012

Providing Good Governance

Internal Audit is an essential component of good governance. Riverina Water County Council ("Council") has demonstrated its commitment to improved governance and better practice through the establishment and support of an internal audit function in 2012.

As stated by the Institute of Internal Auditors, 'an effective, professional internal audit activity can provide meaningful insights and assurance on all areas of risk, internal controls and governance'.

The objectivity, skills and knowledge of Internal Audit adds significant value to Council's internal controls, risk management and governance processes, as well as helping to provide assurance to Council and management that Riverina Water County Council is operating both effectively and efficiently.

Internal Audit supports Council's mission "to provide our Community with safe reliable water at the lowest sustainable cost" through its audit recommendations and process improvements.

The Audit & Risk Committee Annual Report provides a summary of activities undertaken by the Audit & Risk Committee (the "Committee") and Internal Audit during the year ending 30 June 2012.

Audit and Risk Committee

Role

The Committee was established by Council Res No 12/08 on the 22 February 2012. The Committee is an advisory Committee to Council pursuant to and in accordance with provisions contained in Section 355 of the Local Government Act 1993, the Local Government (General) Regulations, and the terms set out in the Audit and Risk Committee Charter.

The Committee plays a pivotal role in the governance framework by providing Council and the General Manager with independent, objective assurance and assistance in the areas of risk management, internal control, governance and financial reporting.

It establishes the importance and executive direction for internal audit activity and ensures that Council achieves maximum value from the Internal Audit activity.

Membership

As governed by clause 5 of the Audit and Risk Committee Charter, the composition of the Committee for the year ended 30 June 2012 was as follows:

Members (voting)

Independent External Chairperson – Steven Watson is a Chartered Accountant, Registered Company Auditor and Audit Principal at HMA Twomey Patterson Chartered Accountants.

Independent External Deputy Chairperson – Michael Commins is a Director at Commins Hendriks Solicitors.

Council Committee Member – Councillor Wayne Geale OAM

Attendee (non-voting)

General Manager – Graeme Haley

Manager Internal Audit Services – Naomi Stuart

Manager Finance and Administration – Michele Curran

Invitations are extended to guests as required.

Reporting lines

The Committee reports to Council after each meeting in the form of minutes and provides an annual report of activities undertaken during the year.

The Manager of Internal Audit Services has an independent status within Council and reports administratively to the General Manager and functionally to the Committee.

Reporting functionally to an Audit Committee means the Committee will:

- approve any changes to the Internal Audit Charter;
- review the scope of the internal audit plans and the effectiveness of the function;
- review the level of resources allocated to internal audit and the scope of its authority;
- review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit;
- facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;

- critically analyse and follow up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised;
- monitor the risk exposure of Council;
- identify and refer specific projects or investigations deemed necessary through the General Manager, internal auditor and the Council if appropriate; and
- address issues brought to the attention of the Committee that are within the parameters of the Committee's terms of reference.

Items considered by the Committee

Items considered by the Committee during this reporting period included the review of:

- 2011 Financial Statements;
- 2011 Management Letter;
- 2012 Interim Management Letter;
- Internal Audit Charter; and
- And adoption of the interim 2012 Internal Audit Plan to 31 December 2012.

Meeting attendance

During the 2012 financial year, the Committee met on one occasion being 3 May 2012. The meeting was attended by the following people:

- Steven Watson – Independent External Chairperson;
- Michael Commins – Independent External Deputy Chairperson;
- Councillor Wayne Geale OAM – Council Committee Member;
- Graeme Haley – General Manager;
- Naomi Stuart – Manager Internal Audit Services;
- Michele Curran – Manager Finance & Administration; and
- Peter King – Partner Bush & Campbell (invitation for specific agenda item).

Secretariat services are provided by a Council staff member.

Prior to the meeting an induction was held for the Committee members covering Work Health & Safety, Code of Conduct, Code of Meeting Practice and Audit & Risk Committee Charter.

Clause 10.1 of the Audit & Risk Committee Charter requires the Committee to meet at least for times per year, to coincide with relevant Council reporting deadlines and external audit visits.

The future meetings endorsed by the Committee for the 2013 financial year are as follows:

Date	Time	Meeting Type
2 August 2012	9am-11am	Regular Meeting
8 November 2012	9am-11am	Regular Meeting
7 February 2013	9am-11am	Regular Meeting
2 May 2013	9am-11am	Regular Meeting

Internal Audit Function

The purpose of Internal Audit at Riverina Water County Council is to provide an independent, objective assurance and consulting service to add value and improve Council's operations.

Internal Audit aims to help Council accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, internal control and governance processes across all activities and processes.

Internal Audit activities are generally designed to gain a measure of assurance relating to:

- reliability and integrity of financial and operational information;
- effectiveness and efficiency of operations and programs;
- safeguarding of assets; and
- compliance with laws, regulations, policies, procedures and contracts;

Internal Audit Services are provided by Wagga Wagga City Council under a Shared Services Agreement entered into on the 12 January 2012. Under this agreement Wagga Wagga City Council will assist Riverina Water County Council in the provision of Internal Audit Services in the following manner:

- Assist in the establishment of an Audit and Risk Committee and Internal Audit function;
- Assist in the development of a strategic internal audit plan;
- Undertake a tailored internal audit program. In the initial year it is intended to undertake two (2) programs with a view of expanding this to four (4) per year thereafter;
- Provide additional internal audit services as required; and
- Coordination & attendance at Audit & Risk Committee meetings, including review or preparation of business papers and liaising with Committee members.

As at 30 June 2012, one of the scheduled audits was in progress.

Looking Forward

With strong support from both Council and Management it is anticipated that the role and function of Internal Audit Services and the Committee will continue to grow and develop with the aim of adding value and improving Council's operations.

3. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of June and July 2012 be received.

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 31st June and July 2012 be received.

Monthly Investment Report as at 30/6/12

a) Council's Investments as at 30/6/12

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
IMB	14/06/2012	90	12/09/12	A-2	5.10	BBSW	3.87	8.410%	\$500,000.00	\$500,000.00
ME Bank	4/04/2012	90	03/07/12	A-2	5.72	BBSW	3.87	8.410%	\$500,000.00	\$500,000.00
Community CPS	10/05/2012	90	08/08/12	Unrated	5.61	BBSW	3.87	16.820%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	10/05/2012	90	08/08/12	A-2	5.36	BBSW	3.87	16.820%	\$1,000,000.00	\$1,000,000.00
								50.460%	\$3,000,000.00	\$3,000,000.00
Cash Deposit Account										
T Corp				A-1+	4.90	Cash Rate	3.50	22.385%	\$1,330,844.68	\$1,330,844.68
AMP				A-1	4.35	Cash Rate	3.50	27.155%	\$1,614,474.72	\$1,614,474.72
								49.540%	\$2,945,319.40	\$2,945,319.40
TOTAL INVESTMENTS								100.000%	\$5,945,319.40	\$5,945,319.40
Cash at Bank										\$262,841.91
TOTAL FUNDS										\$6,208,161.31

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$702,000.00
	Mains Replacement	\$500,000.00
	Loan Funds	\$2,850,000.00
	Sales Fluctuation	\$0.00
		\$4,052,000.00
Unrestricted Funds		\$2,156,161.31
TOTAL FUNDS		\$6,208,161.31

* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year.

Figures shown above are estimate only.

CERTIFICATE

I hereby certify that all the above investments have been made in accordance with the provision of Section 625 of the Local Government Act 1993 and the regulations thereunder.

M. L. Curran

M Curran

FINANCE / ADMINISTRATION MANAGER

Monthly Investment Report as at 31/7/12

a) Council's Investments as at 31/7/12

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
IMB	14/06/2012	90	12/09/12	A-2	5.10	BBSW	3.64	9.260%	\$500,000.00	\$500,000.00
ME Bank	3/07/2012	86	27/09/12	A-2	5.07	BBSW	3.64	9.260%	\$500,000.00	\$500,000.00
Community CPS	10/05/2012	90	08/08/12	Unrated	5.61	BBSW	3.64	18.519%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	10/05/2012	90	08/08/12	A-2	5.36	BBSW	3.64	18.519%	\$1,000,000.00	\$1,000,000.00
								55.557%	\$3,000,000.00	\$3,000,000.00
Cash Deposit Account										
T Corp				A-I+	4.78	Cash Rate	3.50	24.730%	\$1,335,401.26	\$1,335,401.26
AMP				A-I	4.35	Cash Rate	3.50	19.713%	\$1,064,474.72	\$1,064,474.72
								44.443%	\$2,399,875.98	\$2,399,875.98
TOTAL INVESTMENTS								100.000%	\$5,399,875.98	\$5,399,875.98
Cash at Bank										\$339,393.80
TOTAL FUNDS										\$5,739,269.78

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Unexpended Grants	-\$23,415.00
		-\$23,415.00
Internally Restricted	Employee Leave Entitlements	\$862,500.00
	Asset Replacement	\$669,257.78
	Loan Funds	\$2,210,809.00
	Sales Fluctuation	\$600,000.00
		\$4,342,566.78
Unrestricted Funds		\$1,420,118.00
TOTAL FUNDS		\$5,739,269.78

* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year.

Figures shown above are estimate only.

CERTIFICATE

I hereby certify that all the above investments have been made in accordance with the provision of Section 625 of the Local Government Act 1993 and the regulations thereunder.

M. L. Curran

M Curran

FINANCE / ADMINISTRATION MANAGER

4. QUARTERLY BUDGET REVIEW – PERIOD ENDED THE 30TH JUNE 2012

RECOMMENDATION that the Quarterly Budget Review for the period ended 30 June 2012 is submitted for examination by the Council refer following pages.

The final operating result for 2011/2012 as per Council's draft financial statements is a surplus of \$636,000. The original budgeted result was \$3,233,000. The lower than anticipated result is due primarily to low water sales after wet weather.

Also included is a quarterly review of capital projects. This should be read in conjunction with proposed revotes.

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Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 30/06/12 indicates that Council's projected financial position at 30/6/12 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date:

16-Aug-12

Michele Curran
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 June 2012

Income & Expenses - Water Fund

(\$000's)	Original Budget 2011/12	proved Chan Other than by a QBRs	Revised Budget 2011/12	Variations for this June Qtr	Notes	Projected Year End Result	Actual YTD figures
Income							
Rates and Annual Charges	3,097		3,097	132		3,229	3,229
User Charges and Fees	15,348		15,348	(3,373)	2a	11,975	11,975
Interest and Investment Revenues	100		100	87	2b	187	187
Other Revenues	422		422	(151)	2c	271	271
Grants & Contributions - Operating	200		200	13		213	213
Grants & Contributions - Capital	700		700	1,047	2d	1,747	1,747
Net gain from disposal of assets	36		36	(36)		-	-
Share of Interests in Joint Ventures			-			-	
Total Income from Continuing Operations	19,903	-	19,903	(2,281)		17,622	17,622
Expenses							
Employee Costs	8,376		8,376	(916)	2e	7,460	7,460
Borrowing Costs	161		161	(92)	2f	69	69
Materials & Contracts	1,235		1,235	317		1,552	1,552
Depreciation	4,600		4,600	332		4,932	4,932
Legal Costs			-	-		-	
Consultants			-	-		-	
Other Expenses	2,298		2,298	453		2,751	2,751
Impairment			-	200	2g	200	200
Net Loss from disposal of assets			-	22		22	22
Share of interests in Joint Ventures			-			-	
Total Expenses from Continuing Operations	16,670	-	16,670	316		16,986	16,986
Net Operating Result from Continuing Operations	3,233	-	3,233	(2,597)		636	636
Discontinued Operations			-			-	
Net Operating Result from All Operations	3,233	-	3,233	(2,597)		636	636
Net Operating Result before Capital Items	2,533	-	2,533	(3,644)		(1,111)	(1,111)

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
2a	Lower water sales due to higher than anticipated rainfall
2b	Interest income higher than budgeted due to loan funding not being fully spent during financial year and instead being invested
2c	Connection fees included in other revenues in original budget and user charges and fees included in actual figures
2d	Developer charges significantly higher than anticipated. Corresponding increase in capital works for developer works
2e	Larger portion of wages used in capital works than originally budgeted, therefore reducing operational wage costs. Overall distribution of actual costs between wages, materials and other expenditure varies slightly to original budget
2f	Borrowing occurred later than originally anticipated due to loans being taken out later in the year, therefore borrowing costs were lower than budget
2g	Impairment on water licence, after value reduced from \$1,700 to \$1,500 per ML at year end

Capital Budget Review Statement

Budget review for the quarter ended 30 June 2012

Capital Budget - Water Fund

(\$000's)	Original Budget 2011/12	Approved Changes			Revised Budget 2011/12	Variations for this June Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRs	Sep QBRs	Dec QBRs					
Capital Expenditure									
Plant & Equipment	1,148				1,148			1,148	499
Office Equipment & IT	575		(75)		500			500	180
Land & Buildings	1,265	70	480		1,815			1,815	758
Loan Repayments (Principal)	48				48			48	31
Water Infrastructure	5,921	810	(9)	(20)	6,702			6,702	4,335
Other Assets	550		75		625			625	382
Total Capital Expenditure	9,507	880	471	(20)	10,838	-		10,838	6,185
Capital Funding									
Rates & Other Untied Funding	6,260	880	471	(20)	7,591			7,591	5,196
New Loans	3,247				3,247			3,247	989
Total Capital Funding	9,507	880	471	(20)	10,838	-		10,838	6,185
Net Capital Funding	-	-	-	-	-	-		-	-

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
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	Refer to Capital Works Progress report for more detail on project budgets as well as 2011/2012 revotes.
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Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 June 2012

Cash & Investments - Water Fund

(\$000's)

Externally Restricted ⁽¹⁾

Lawn Replacement Program

Total Externally Restricted

(1) Funds that must be spent for a specific purpose

Internally Restricted ⁽²⁾

Employee Leave Entitlements

Asset Replacement

Sales Fluctuation

Loan Funds

Total Internally Restricted

(2) Funds that Council has earmarked for a specific purpose

Unrestricted (ie. available after the above Restrictions)**Total Cash & Investments**

	Original Budget 2011/12	Approved Changes		Revised Budget 2011/12	Variations for this June Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs					
				-	(23)		(23)	(23)
Total Externally Restricted	-	-	-	-	(23)		(23)	(23)
Internally Restricted ⁽²⁾								
Employee Leave Entitlements	772			772	91		863	863
Asset Replacement	1,000			1,000	(331)		669	669
Sales Fluctuation	1,200			1,200	(600)	4a	600	600
Loan Funds				-	2,210	4b	2,210	2,210
Total Internally Restricted	2,972	-	-	2,972	1,370		4,342	4,342
Unrestricted (ie. available after the above Restrictions)	4,715	(3,831)	20	904	985		1,889	1,889
Total Cash & Investments	7,687	(3,831)	20	3,876	2,332		6,208	6,208

Cash & Investments Budget Review Statement**Comment on Cash & Investments Position**

Projected cash & investments at year end after the last quarterly review was \$3,876k. At 30 June, the final balance was \$6,208k, primarily due to unexpended loan funds which have been invested.

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 30/06/12

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		263
Investments on Hand		5,945
less: Unpresented Cheques	(Timing Difference)	(18)
add: Undeposited Funds	(Timing Difference)	18
Reconciled Cash at Bank & Investments		6,208
Balance as per Review Statement:		6,208
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

4a Sales lower than anticipated, therefore accumulation of reserve lower than original budget

4b Loan funds not fully expended at year end

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 30 June 2012

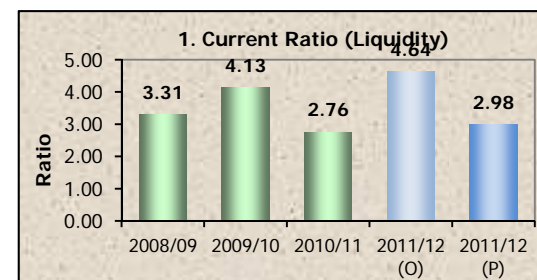
(\$000's)	Current Projection		Original Indicator 11/12	Actuals Prior Periods	
	Amounts 11/12	Indicator 11/12		10/11	09/10

The Council monitors the following Key Performance Indicators:

1. Current Ratio (Liquidity)

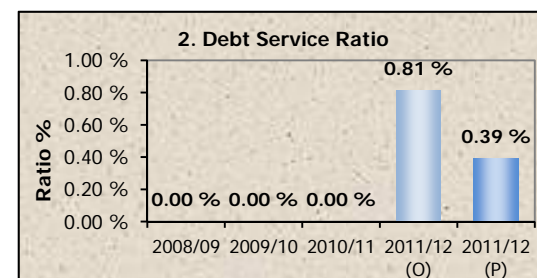
Current Assets	11,797	2.98	4.64	2.76	4.13
Current Liabilities	3,958				

This measures Council's ability to pay existing liabilities in the next 12 months. (target 1 to > 1.5)


2. Debt Service Ratio

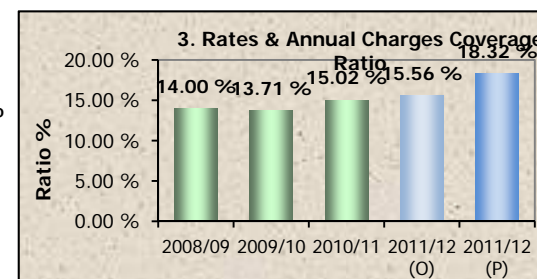
Debt Service Cost	69	0.39 %	0.81 %	0.00 %	0.00 %
Income from Continuing Operations	17,622				

This measures Council's ability to meet interest payments and therefore service debt. (target 0% to 5%)


3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	3,229	18.32 %	15.56 %	15.02 %	13.71 %
Income from Continuing Operations	17,622				

To assess the degree of Council's dependence upon revenue from rates and annual charges and to assess the security of Council's income. (target < 25%)

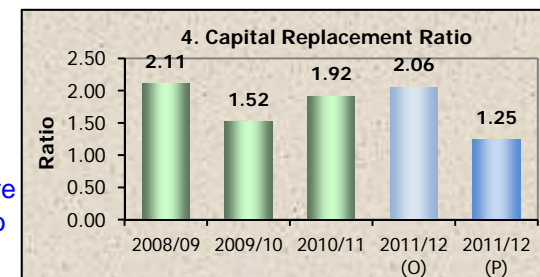


Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 30 June 2012

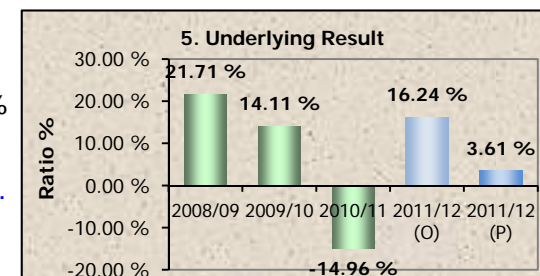
(\$000's)	Current Projection		Original Indicator 11/12	Actuals Prior Periods	
	Amounts 11/12	Indicator 11/12		10/11	09/10
4. Capital Replacement Ratio					
Infrastructure, Property, Plant & Equipment	6,154	1.25	2.06	1.92	1.52
Depreciation	4,932				

Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target 1 to > 1.5)


5. Underlying Result

Net Result	636	3.61 %	16.24 %	-14.96 %	14.11 %
Total Revenue	17,622				

A positive result indicates a surplus and the larger the percentage the stronger the result. A negative result indicates a deficit. Operating deficits cannot be sustained in the long term. (target -10% to > 0%)



Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (\$'000)	Budgeted (Y/N)
Consultancies	-	
Legal Fees	81	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

N/A

JUNE 2012 - QUARTERLY REVIEW OF CAPITAL PROJECTS

Project #	Description	Original Budget	Current Budget	Actual	Budget Remaining
	MANAGEMENT				
	STRATEGIES				
	Integrated				
47	Completion of IWCM - Urban	40,000	11,000	10,473	527
48	Completion of IWCM - Non-Urban	10,000	37,000	38,152	-1,152
129	Strategic Planning Documents	0	77,000	130,008	-53,008
	Demand Management				
123	Demand Management - Urban	95,000	95,000	52,784	42,216
49	Lawn Replacement Program - Urban	405,000	405,000	150,673	254,327
	SUB-TOTAL STRATEGIES	550,000	625,000	382,091	242,909
	LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS				
	Administration Office				
71	Administration Office	30,000	30,000	12,781	17,219
	Depot Buildings				
72	Store Building Hammond Ave - Urban	10,000	10,000	0	10,000
	Workshops				
73	Fitter/Electrician Workshop	700,000	1,550,000	533,788	1,016,212
	Access,parking and Landscaping				
74	Levee protection stage 1 Hammond Ave - Urban	350,000	170,000	191,833	-21,833
75	Levee protection feasibility study/land matters Hammond Ave - Urban	150,000	20,000	4,263	15,737
	Levee protection stage 2 Hammond Ave - Urban	0	0	0	0
76	Access, parking, landscaping - Non-Urban	10,000	10,000	0	10,000
	Environmental works - Urban				
77	Environmental works - Urban	10,000	10,000	0	10,000
	Depot Residence - Urban				
78	Depot Residence - Urban	5,000	5,000	3,448	1,552
	SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	1,265,000	1,805,000	746,112	1,058,888
	PLANT & EQUIPMENT				
	I.T. EQUIPMENT				
50	Computer Server Replacements & Software - Non-Urban	10,000	10,000	8,388	1,612
51	Corporate IT software upgrade/improvements - Urban	200,000	200,000	128,812	71,188
	OFFICE FURNITURE & EQUIPMENT				
52	Office Furniture & Equipment - Urban	30,000	30,000	22,532	7,468
53	Office Furniture & Equipment - Non-Urban	5,000	5,000	0	5,000
	WORKING PLANT & VEHICLE PURCHASES				
54	Routine plant & vehicle replacements	1,113,000	1,113,000	498,955	614,045
	FIXED PLANT TOOLS & EQUIPMENT				
55	Fixed Plant Tools & Equipment - Urban	25,000	25,000	0	25,000
56	Fixed Plant Tools & Equipment - Non-Urban	10,000	10,000	0	10,000
	SCADA SYSTEM, UPGRADES				
57	West Wagga WTP & Bores Control System Upgrade	50,000	50,000	0	50,000
58	Bulgary WTP Control System Upgrade	30,000	30,000	0	30,000
59	Galore Repeater Replacement & RTU	10,000	10,000	0	10,000
60	Burngoogie Repeater Replacement & RTU	10,000	10,000	0	10,000
61	Solar magflow & RTU installations	10,000	10,000	0	10,000
62	Telemetry RTU upgrades & replacements	25,000	25,000	0	25,000
127	Radtel Radio Analysis	15,000	15,000	1,518	13,482
	CAD/GIS/ASSET MANAGEMENT SYSTEM				
63	Asset Management system & Implementation	105,000	30,000	0	30,000
64	GIS Improvements	30,000	30,000	30,000	0
65	Engineering Software	5,000	5,000	1,695	3,305
	COMMUNICATION EQUIPMENT				
66	Voice Radio Repeaters	10,000	10,000	0	10,000
67	Mobile Phones	15,000	15,000	0	15,000
68	Car Kits	5,000	5,000	0	5,000
69	Voice Radios	5,000	5,000	0	5,000
70	PDA's	5,000	5,000	0	5,000

Project #	Description	Original Budget	Current Budget	Actual	Budget Remaining
	SUB-TOTAL PLANT & EQUIPMENT	1,723,000	1,648,000	691,900	956,100
	TOTAL MANAGEMENT	3,538,000	4,078,000	1,820,104	2,257,896
	SOURCES				
	Bores-renew/refurbish/decommission				
85	West Wagga Bore 4 - Reline & Riserless, Switchboard & Pump&Motor	350,000	350,000	0	350,000
	Groundwater Yield Analysis				
86	Zone 2 Stage 2	50,000	50,000	5,477	44,523
	TOTAL SOURCES	400,000	400,000	5,477	394,523
	TREATMENT PLANTS				
	General improvements				
87	Wagga Dosing Pumps replacements - Urban	20,000	20,000	6,875	13,125
88	Sludge Plant transfer pumps macerators - Urban	10,000	10,000	9,151	849
89	East Wagga Aeration Basin cover - Urban	25,000	25,000	0	25,000
90	Pit lid replacements at Water Treatment Plants - Urban	15,000	15,000	9,078	5,922
91	Rural Chlorinator replacements - Non-Urban	8,000	8,000	0	8,000
92	Rural Dosing Pumps replacements - Non-Urban	20,000	20,000	7,789	12,211
93	Rural Pit Lids replacements - Non-Urban	15,000	15,000	13,884	1,116
125	West Wagga Remote Chlorinator - Urban	15,000	15,000	9,313	5,687
126	Waterworks PID Chlorinator Controller - Urban	12,000	12,000	0	12,000
	Safety Equipment				
94	Safety Equipment - Urban	5,000	5,000	5,022	-22
95	Safety Equipment - Non-Urban	5,000	5,000	5,000	0
	Wagga Pilot Plant				
96	Wagga Pilot Plant - Urban	10,000	10,000	8,928	1,072
	Specific Treatment Plant improvements				
97	West Wagga WTP - Bulk silica handling upgrade - Urban	60,000	60,000	25,684	34,316
98	Gardners Crossing WTP Fluoridation system upgrade - Non-Urban	20,000	0	0	0
	Treatment Plant refurbishments				
79	Underground powerlines - Urban	1,000,000	900,000	16,929	883,071
80	WTP tender documentation - Urban	100,000	100,000	242,378	-142,378
99	Urana WTP replacement - Non-Urban	50,000	65,000	5,557	59,443
100	Morundah WTP upgrade - Non-Urban	50,000	35,000	0	35,000
	Laboratory Equipment				
101	Laboratory Equipment - Urban	6,000	6,000	0	6,000
102	Laboratory Equipment - Non-Urban	20,000	20,000	0	20,000
	TOTAL TREATMENT PLANTS	1,466,000	1,346,000	365,588	980,412
	DISTRIBUTION				
	PUMPING STATIONS				
	General improvements				
103	Pit Lids replacements - Urban	10,000	10,000	3,083	6,917
104	Pit Lids replacements - Non-Urban	10,000	10,000	11,921	-1,921
	Flow recorders				
105	magflow communciation upgrades - Urban	60,000	60,000	0	60,000
106	magflow replacements - Urban	20,000	20,000	16,374	3,626
	Pumping Stations new				
107	Pumping Stations new - Non-Urban	124,000	0	0	0
	Pumping Stations renewal & upgrade				
108	Brucedale pumpstation - metering, electrical switchboard and VSD upgrade - Non-Urban	30,000	50,000	934	49,066
109	Ralvona Bore 3 - Bore control systems, power supply and switchboard upgrade - Non-Urban	76,000	56,000	38,936	17,064
122	Oura Bore 1 Switchboard Replacement	14,000	14,000	26,519	-12,519
110	West Wagga Shires pump upgrade - Urban	100,000	100,000	0	100,000
111	Milbrulong Res - County Boundary Road pump station - Non-Urban	35,000	35,000	37,316	-2,316
121	RCD Retrofitting Switchboards	4,000	4,000	8,180	-4,180
	SUB-TOTAL PUMPING STATIONS	483,000	359,000	143,264	215,736

Project #	Description	Original Budget	Current Budget	Actual	Budget Remaining
	MAINS				
	System Improvements				
15	Koorungal Rd - (Hammond Av to Copland St)	100,000	50,000	0	50,000
23	Ladysmith township - Non-Urban	20,000	20,000	0	20,000
128	Hydraulic Analysis of RWCC Water Mains	50,000	100,000	124,455	-24,455
	Reticulation Mains Extensstions				
24	Reticulation Mains Extensstions - Non-Urban	10,000	10,000	40,086	-30,086
25	Vincent Rd - Koorungal Rd to Vincent Rd - Urban	60,000	60,000	0	60,000
	Reticulation for Developers				
26	Reticulation for Developers - Urban	150,000	150,000	1,105,249	-955,249
27	Reticulation for Developers - Non-Urban	20,000	20,000	138,270	-118,270
112	Robe - Bomen - Urban	150,000	150,000	160,993	-10,993
	Trunk Mains Extensions				
28	Gregadoo Rd to Llyod Rd - 250mm (subject to network analysis) - Urban	180,000	180,000	0	180,000
	Renew Reticulation Mains				
29	Renew Reticulation Mains - Non-Urban	50,000	50,000	44,137	5,863
30	Mount Austin Ave	100,000	10,000	0	10,000
31	Tarcutta St	100,000	40,000	0	40,000
32	General	100,000	160,000	228,857	-68,857
33	Brucedale System - The Gap Hall - Downside - Urban	160,000	250,000	340,182	-90,182
	Renew Trunk Mains				
19	Bomen trunk main A (south of river) - Urban	100,000	100,000	0	100,000
14	Jennings Ln, Henty (renew trunk mains) - Non-Urban	90,000	90,000	12,643	77,357
20	Low Level main to Ham Ave - Urban	300,000	300,000	0	300,000
21	Morven Balance tank to township (7km 150mm) - Non-Urban	210,000	210,000	9,852	200,148
130	Morven Reservoir rehab access track	40,000	40,000	21,266	18,734
152	Bolton Park Watermain Realignment - WWCC 1/2 funded	0	0	5,600	-5,600
	Hydrants & Valve refurbish				
34	Hydrants & Valve refurbish - Urban	40,000	40,000	0	40,000
35	Hydrants & Valve refurbish - Non-Urban	10,000	10,000	0	10,000
	SUB-TOTAL MAINS	2,040,000	2,040,000	2,231,589	-191,589
	RESERVOIRS				
	New Reservoirs				
113	Mangoplah - Non-Urban	347,000	347,000	0	347,000
81	Collingullie - Non-Urban	250,000	250,000	3,897	246,103
	Reservoirs- Protective treatment				
114	Reservoirs- Protective treatment - Urban	20,000	20,000	6,883	13,117
115	Reservoirs- Protective treatment - Non-Urban	10,000	10,000	12,779	-2,779
	Reservoirs-upgrade ladders and access				
116	Reservoirs- upgrade ladders and access - Urban	15,000	15,000	0	15,000
117	Reservoirs- upgrade ladders and access - Non-Urban	10,000	10,000	0	10,000
118	Road Access to Oura Reservoir - Non-Urban	5,000	5,000	0	5,000
	Reservoirs-control valves and systems.				
119	Reservoirs-control valves and systems - Urban	5,000	5,000	0	5,000
120	Reservoirs-control valves and systems - Non-Urban	5,000	5,000	0	5,000
	SUB-TOTAL RESERVOIRS	667,000	667,000	23,558	643,442
	SERVICES				
	Service Connections, new				
36	Service Connections, new - Urban	230,000	230,000	68,000	162,000
37	Service Connections, new - Non-Urban	60,000	60,000	33,438	26,562
	Renew Services				
38	Renew Services - Urban	120,000	90,000	10,248	79,752
39	Renew Services - Non-Urban	30,000	60,000	49,182	10,818
	SUB-TOTAL SERVICES	440,000	440,000	160,867	279,133
	METERS				
	Water meters replacement				
17	Water meters replacement - Urban	190,000	190,000	305,051	-115,051

Project #	Description	Original Budget	Current Budget	Actual	Budget Remaining
18	Water meters replacement - Non-Urban	30,000	30,000	16,646	13,354
	Water meters, additional (new services)				
40	Water meters, additional (new services) - Urban	20,000	20,000	0	20,000
41	Water meters, additional (new services) - Non-Urban	5,000	5,000	0	5,000
	Remote metering				
42	Remote metering - Urban	5,000	5,000	59,224	-54,224
43	Remote metering - Non-Urban	135,000	135,000	140,786	-5,786
	Standpipe replacement				
44	Standpipe replacement - Non-Urban	40,000	40,000	69,096	-29,096
	SUB-TOTAL METERS	425,000	425,000	590,803	-165,803
	TOTAL DISTRIBUTION	4,055,000	3,931,000	3,150,081	780,919
	TOTALS	9,459,000	9,755,000	5,341,250	4,413,750

	PREVIOUS YEAR CARRY OVER				
	Land / Buildings				
1	Carpark - Admin Building	70,000	10,000	0	10,000
	Sources				
4	Walla Walla Bore 1B	250,000	250,000	322,230	-72,230
	Reservoirs				
82	Walla Walla Reservoir - Replace Roof	10,000	10,000	55,560	-45,560
6	Construction of Red Hill Reservoir (3)	200,000	365,000	417,217	-52,217
84	Woomargama Reservoir 3	250,000	250,000	10,909	239,091
	Treatment Plants				
83	Tarcutta WTP	100,000	50,000	4,003	45,997
	TOTAL PREVIOUS YEAR CARRY OVER	880,000	935,000	809,919	125,081

	GRAND TOTAL	10,339,000	10,690,000	6,151,169	4,538,832
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5. FINANCIAL STATEMENTS - FUND POSITION AS AT 30TH OF JUNE 2012

RECOMMENDED that the unaudited statements of the financial position as at 30th June 2012 be received.

The unaudited statements of RWCC Financial Position as at 30th June 2012 are submitted for examination by Council

The anticipated operating result for 2011/2012 is a surplus of \$636,000. The original estimate was for a surplus of \$3,233,000.

Notes on material budget variations in the Financial Statements are included on pages 47 and 48 of the Statements. Performance Ratios are on page 42 of the Statements.

The draft statements of financial position are provided as a separate document.

6. FINANCIAL STATEMENTS 2011/2012

RECOMMENDED that:

- (i) Council's Draft Financial Statements be referred to audit by Council's auditors, John L Bush and Campbell,
- (ii) Council make a resolution in accordance with section 413 (2c) that the annual financial report is in accordance with:
 - the Local Government Act 1993 (as amended) and the Regulations made there under,
 - the Australian Accounting Standards and professional pronouncements,
 - the Local Government Code of Accounting Practice and Financial Reporting,
 - presents fairly the councils operating results and financial position for the year,
 - accords with Council's accounting and other records, and
 - that Council is not aware of any matter that would render this report false or misleading in any way.
- (iii) That Council adopt the abovementioned Statement and that the Chairman, Deputy Chairman and General Manager be authorised to complete the "Statement by Members of the Council" in relation to Council's 2011/12 Financial Statements and Special Purpose Financial Reports and be attached thereto.
- (iv) That Council delegate to the General Manager the authority to "finalise the date" at which the Audit Report and Financial Statements are to be presented to the public.

Council's Financial Statements and Special Purpose Financial reports for 2011/2012 have been completed and are ready to be forwarded to Council's Auditors.

Under the provisions of Section 412(2c) of the Local government Act 1993, the Financial Statements and Special Purpose Financial Reports shall be accompanied by a statement made in

accordance with a resolution by Council, signed by 2 Councillors, General Manager and Responsible Accounting Officer along the lines of the recommendation (ii) above.

Following receipt of the Auditor's Report, it will be necessary to give public notice for a period of at least seven (7) days prior to the adoption of the Financial Statements.

It is anticipated that the auditor's report will be submitted to Council's Ordinary Meeting on 24 October 2012. Council's Annual Report for 2010/2011 can be adopted at the same meeting.

A copy of the "Statement by Members of the Council" referred above in recommendation (iii) follows:-

Riverina Water County Council

General Purpose Financial Statements for the financial year ended 30 June 2012

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- The Local Government Act 1993 (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements, and
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these Financial Statements:

- present fairly the Council's operating result and financial position for the year, and
- accords with Council's accounting and other records.

We are not aware of any matter that would render the Reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 22/08//12.

Clr R Kendall
CHAIRPERSON

Clr J McInerney
COUNCILLOR

Mr G Haley
GENERAL MANAGER

Ms M Curran
RESPONSIBLE ACCOUNTING OFFICER

7. UNCOMPLETED CAPITAL WORKS 2011/2012

RECOMMENDED that expenditure totalling \$3,230,768 be transferred to and included in the 2012/2013 Capital works Programme.

After reviewing the status of the 2011/2012 Capital Works Programme generally, with the Director of Engineering and Senior Officers, I am of the opinion that some \$3,230,768 should be transferred to finance additional items of expenditure which have been ordered or which were ordered but not received prior to the end of June 2012, or for works commenced but were not completed before 30th June 2012.

8. VOTING OF EXPENDITURE FOR THE FINANCIAL YEAR 2011/2012

RECOMMENDED that the amounts provided in the Operational Plan, adopted by the Council for the year 2012/2013, by Resolution No. 12/61 be and are hereby voted for the several purposes for the 2012/2013.

It is necessary for the Council to authorise expenditure, as provided for in the Operational Plan, adopted on 28th June 2012 for the financial year 1st July 2012 to 30th of June 2013.

9. OPERATIONAL PLAN – PERFORMANCE TARGETS

RECOMMENDATION: That the report detailing progress achieved towards the various objectives set out in the 2011/2012 Operational Plan be noted and received.

Services

Strategies / Actions	Progress to 30 June 2012
- Monitor urban and rural per capita demands and determine if they significantly exceed the design peak demand levels of service.	Average kilolitres per quarter not exceeding design- wet weather assisting.
- Manage demand effectively using a range of measures	Water targets, Permanent Conservation Measure continue and Nature Strip Rebates commenced.
- Regularly monitor urban and village growth, and augment supply as required in line with ten year plan, and current needs	New IWCM strategy adopted for rural growth. Numbers refined for new Strategic Business Plan.
• Maintain network analysis of Wagga urban water system	Staff running model as required
• Maintain the water supply infrastructure in good working order.	Some but infrequent breakdowns.
• Monitor the operation of the water supply system to ensure continuity of supply.	Continuity of supply maintained other than isolated customers during flood.
- Reinforce throughout the organisation that we are customer orientated.	Timely responses.
- Maintain a request and complaint handling system that ensures both attention to the request and advice of action taken or to be taken.	CRM managed and reported
- Use customer news-sheets to disseminate information to customers.	Numerous media outlets used to advise customers on demand management.
- Utilise the local media when appropriate to increase awareness within the community.	Senior staff attend various meetings as required.
- Meet with sectional or interest groups or invite them to meet with us	

to communicate and receive feedback on relevant issues.	
- Increase inspection and documentation of consumer pipework where there is potential for contamination from backflow.	Required protection devices in use.

Asset Replacement

Strategies / Actions	Progress to 30 June 2012
Develop and maintain a rolling replacement plan for all assets with review every 3 years.	Consultants engaged for Asset Management Planning.
Identify potential system capacity deficiencies and incorporate in capital works programme.	Monitoring, pressure testing and failure analysis undertaken. Replacement of Wagga WTP adopted.
Maintain water network analysis programme to identify timetable of system improvements and extensions.	Network model calibrated and run.
Utilise Asset Register and associated technology and pipeline breakage history to determine the timing of mains replacement to minimise over all costs.	Pipe break definitions improved in reports.

Human Resources

Strategies / Actions	Progress to 30 June 2012
Identify and develop leadership potential in staff. Extend delegation and matching accountability to all levels of the organisation. Establish mechanisms for team building and operation.	Responsibilities accepted and met. Shift structure and financial delegations reviewed.
Continue system of position descriptions and skills based remuneration.	Skills review completed
Promote, enable and encourage multi-skilling.	Skills and needs reviewed regularly.
Continue practical operations of Work Health & Safety Committee, and Staff Consultative Committee.	Committee reinstated in accordance with new WHS Act.
Continue staff training system (refer to training plan Section 7.5).	Training Plan being completed.

OH&S/WHS Goals & Objectives 2011/2012

Objective/Goal

Riverina Water's OH&S goal for 2011/12 is **to continually improve on our OH&S performance – to be achieved through eliminating unsafe work conditions and/or actions** which will result in providing a safe workplace and safe systems of work. Our aim over the period 1st July, 2011 – 30th June, 2012 is to implement or continue with the following strategies to achieve the overall objective / goal for this 12-month period and to transfer to compliance with new WHS Act and regulations from 1st January 2012,

Objectives	Means of achieving	Progress to 30 June 2012
Continue promotion of responsibilities within the OHS/WHS Management System	Promote OHS/WHS responsibilities to all staff through regular Newsflash articles and induction processes.	OHS responsibilities undertaken by all staff. Can be measured through annual staff evaluations
Provide effective staff support through provision of appropriate and sufficient resources.	<ul style="list-style-type: none"> Regular discussion with work teams on needs. Ensure monitoring of human resources & equipment. 	Minutes of meetings or discussions between employees and supervisors/managers. Resources under review.
Improve Communication and Consultation	<ul style="list-style-type: none"> Continue promotion of "Take & Break & Talk Safety" & incentive by way of rewards (i.e. Kit Kats / Fruit / Luncheon) New requirement for manager to attend at least one meeting per team per quarter. 	<p>All monthly meetings were held with all work teams with documented evidence being provided by Supervisors.</p> <p>Team meetings sheets show manager attendance. (1 per quarter)</p> <p>Outstanding issues raised are</p>

	<ul style="list-style-type: none"> • Provide timely and appropriate feedback. 	<p>discussed with management & outcomes reached with feedback directly to the work team within a reasonable time frame.</p> <p>Diary or other appropriate recording of meetings with timely feedback to employees on raised issues.</p>
Develop & Review Safe Work Procedures	<ul style="list-style-type: none"> • Review, reformat & consolidate existing SWMS • Ongoing review of OHS/WHs Policies & procedures with a view to their effectiveness and legal compliance 	<p>Up to date supervisor manuals.</p> <p>Review all current policies/procedures within 12 months</p> <p>Review new WHs Act and Regulations.</p>
Develop & complete an annual CIAP (Continuous Improvement Action Plan)	<ul style="list-style-type: none"> • Develop CIAP in consultation with Management following annual OHS audits <ul style="list-style-type: none"> - Internal audits - StateCover Self Evaluation Tool & manager's consultation with work groups 	<p>CIAP developed & progress made on required actions</p>
Identification of hazards & elimination/reduction of risks	<ul style="list-style-type: none"> • Workplace inspections to be undertaken every 4-6 months • Timely reporting of accident/incidents/near misses • Improved investigation reports. • Manager involvement and response to incidents • Hazard register in place & reviewed regularly 	<p>Inspection schedules up to date. Identified issues controlled within an appropriate time frame.</p> <p>Most reports and investigations received within the required timeframes</p> <p>Processes reviewed to gain improvements.</p>
Continue on-going OHS training of new & existing staff	<ul style="list-style-type: none"> • Undertake inductions of new staff. • Continue internal and external training programs for staff. • As procedures/SWMS are released, appropriate training or instruction is given. 	<p>Induction & review of all new staff (evidence available through completion of Individual Induction Booklets).</p> <p>Annual training plan in place and skills gap analysis.</p> <p>Training record sheets received & skills database updated.</p>
Improve Safety Culture	<ul style="list-style-type: none"> • Continuous promotion and monitoring of safety performance • Ensure follow up actions are scheduled and implemented where incident investigations identify employee actions are less than desired • Senior staff to lead by example ('walk the talk') • Continue with Watch Out Award 	<p>Noticeable reduction in incidents relating to human factors.</p> <p>Noticeable increase in senior staff presence on job sites and areas outside of office.</p> <p>All incident reports involving human error element have follow up actions planned and implemented.</p> <p>Committee endorsed \$ Award continuation.</p>
Maintain & Improve Health & Well Being of Staff	<ul style="list-style-type: none"> • Continue with \$100 health incentive subsidy • Provision of EAP program 	<p>"Take up" of staff into fitness programs. walking, cycling sports etc. outside of work hours. Subsidy promoted.</p>

Environmental Protection

Strategies / Actions	Progress to 30 June 2012
Water returned to the environment from the filtration plant will be monitored for quality.	EPA standards achieved.
All field work-sites will be protected and restored to eliminate degradation.	No soil loss or siltation.
Soiled water from Urban field site works will be returned for proper disposal.	No soiled water entering town drainage systems.
Electrical efficiency will be considered in infrastructure design.	Electrical efficiency taken into account.
Fleet replacements to consider environmental criteria	Taken into account at all times. Diesel preference.
Decommission of Bores	Decommissioned as per DWE guidelines.

10. COUNCILLOR'S EXPENSES AND FACILITIES POLICY

RECOMMENDED that the Draft Councillor's Expenses and Facilities policy be placed on exhibition and that Council consider public comments prior to adopting or amending the Draft Policy at its Ordinary Meeting on 24 October 2012.

Under section 253 of The Local Government Act (as amended) 1993, Council is required, within five months of 30th June, to adopt a policy concerning councillor's expenses and facilities.

Council is required annually to consider whether it wishes to amend its expenses and facilities policy or adopt the current policy with no changes, engaging public notification of its attention, only if significantly changed, considering submissions received and make a resolution saying the matter.

Council's existing Councillor's Expenses and Facilities policy is quite brief and does not offer sufficient guidance for Councillors and staff. A Draft Policy has been developed and is attached for Councillors information.

POLICY NAME:	Councillors' Expenses and Facilities.
POLICY NO:	5.3
MINUTE NO:	97/57
ADOPTION DATE:	27 August 1997
NEXT REVISION DATE:	27 June 2012
LAST REVISED:	24 August 2011

PART 1 – INTRODUCTION

1.0 – GENERAL PROVISIONS

1.1 Purpose of the Policy

The purpose of the Policy is to ensure there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors.

The Policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

1.2 Objectives and coverage of the Policy

To give guidance to the Chairman and Councillors as to what facilities and resources are available to them.

To provide direction for the payment of expenses incurred, or to be incurred, by Councillors and the provision of facilities to the Chairman and other Councillors in relation to discharging the functions of their office.

Implementation of our legislative responsibility, in adopting a policy concerning the payment of expenses and the provision of facilities and resources to the Chairman and Councillors in carrying out their civic duty (Sections 252 and 253 of the Local Government Act 1993).

1.3 Making and Adoption of the Policy

Council must implement section 253 of the *Local Government Act 1993* before adopting or amending a policy. Council must give public notice of its intention and allow at least 28 days for public submissions.

Council must consider any submissions received and make any appropriate changes to the policy. Council does not need to give public notice of a proposed amendment to the policy, if the amendment is not substantial. Within 28 days of adopting or amending the policy, the policy and details of submissions are to be forwarded to the Director-General of the Division of Local Government.

The term “not substantial” should be taken to mean minor changes to wording of the policy or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provision of equipment and facilities. Substantial amendments to the policy that could include larger changes to monetary limits than the limit

noted above, and/or major changes to the standard provision of equipment and facilities, will require public notice of the amendment. Any new category of expenses, facilities and equipment included in the policy will also require public notice.

1.4 Promotion and Availability of the Policy

Council should promote its policies on the payment of expenses and the provision of facilities to councillors to the community by placing them on their websites and making them readily accessible. Council should ensure that the policy is easy to locate and view by the public.

1.5 Review

Councils are required on an annual basis to review and submit their policy to the Director-General of the Division of Local Government within 28 days of adoption by council, even if they propose to adopt an unchanged policy. Current policies must be submitted by 30 November each year.

1.6 Reporting Requirements

Section 428 of the *Local Government Act 1993* requires council to include in its annual report:

- the councils policy on the provision of facilities for, and the payment of expenses to, mayors and councillors,
- the total amount of money expended during the year on providing those facilities and paying those expenses
- additional information as required by the *Local Government (General) Regulation 2005*.

1.7 Legislative Provisions

1.7.1 Provisions under the *Local Government Act 1993*

Changes to sections 252(5) and 253 of the *Local Government Act 1993*, made by the *Local Government Amendment Act 2005*, require councils to make and submit their Expenses and Provision of Facilities Policy annually to the Department of Local Government.

Section 252 of the *Local Government Act 1993* requires councils to adopt or amend a policy annually for the payment of expenses and the provision of facilities to mayors, deputy mayors and other councillors. Mayors and councillors can only be reimbursed for expenses and provided with facilities in accordance with this policy.

Section 252 also makes provision for a council to reduce the amount payable to mayors and councillors (under sections 248-251 of the *Local Government Act 1993*) by the amount representing any private benefit of a facility provided by the council to them. It also requires that the policy be made under the provisions of this Act, the Local Government (General) Regulation and any relevant guidelines issued under section 23A of the Act.

Section 253 specifies actions that council must undertake before a policy concerning expenses and facilities can be adopted or amended. As earlier stated these actions include

a requirement to give public notice with a minimum period of 28 days for the making of submissions, procedure for consideration of any submissions received and circumstances where public notice is not required . This section also details the reporting requirements to the Director General.

Section 254 requires that part of a council or committee meeting which considers the adopting or amending of such a policy must not be closed to the public.

The Government Information Public Access Act 2009 and Regulation 2009 provides that the public is able to inspect during office hours at the council, and at no charge, the current version and the immediately preceding version of the council's expenses and facilities policy. The public are also entitled to a copy of the policy, either free of charge, or, on payment of a reasonable copying charge.

Section 23A makes provision for the Director-General of the Division of Local Government to prepare, adopt or vary guidelines that relate to the exercising by a council of any of its functions. It also requires that a council must take the relevant guidelines into consideration before exercising any of its functions.

Section 428(4)(b) requires that councils must report on any other information required by the regulations.

1.7.2 Provisions under the *Local Government (General) Regulation 2005*

Clause 217 Provides details of information to be included in Councils Annual Report in addition to the above provisions, such as details of overseas trips by councillors and staff representing Council and details of expenses paid to Councillors.

Clause 403 (Payment of expenses and provision of facilities) states:

A policy under section 252 of the Local Government Act 1993 must not include any provision enabling a council:

- (a) to pay any councillor an allowance in the nature of a general expense allowance, or*
- (b) to make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular Councillor other than a mayor.*

1.8 Other NSW Government Policy Provisions

1.8.1 Department of Local Government Guidelines

As previously noted under section 252(5) of the Local Government Act 1993 the council expenses policy must comply with these guidelines issued under section 23A of the Act.

1.8.2 Department of Local Government Circulars to Councils

The policy must take into account the following Circulars:

- Circular 11/27 Findings from Review of Councillors Expenses and Facilities Policies

- Circular 10/26 Misuse of Council Resources
- Circular 09/36 Updated Guidelines for the Payment of Expenses and the provision of facilities to Mayors and Councillors – Additional annual reporting requirements and other matters
- Circular 05/08 Legal Assistance for Councillors and Council Employees
- Circular 02/34 Unauthorised Use of Council Resources

1.8.3 The Model Code of Conduct for Local Councils in NSW

The policy should be consistent with the Model Code of Conduct for Local Councils in NSW, Department of Local Government – June 2008.

1.8.4 ICAC Publication – *No Excuse for Misuse, Preventing the Misuse of Council Resources*

Councils should also be aware of and take account of the Independent Commission Against Corruption (ICAC) publication, *No Excuse for Misuse, Preventing the Misuse of Council Resources (Guidelines 2)* November 2002.

This publication is available on the ICAC website at www.icac.nsw.gov.au.

1.9 Approval Arrangements

Approval of councillors to attend conferences and other council business that involves travel and/or accommodation should be, where possible, approved by a full meeting of the council. If this is not possible, the approval should be given jointly by the Chairperson and General Manager.

If the Chairperson requires approval to travel outside of council meetings, it should be given jointly by the Deputy Chairperson, or another councillor, if the Deputy Chairperson is unavailable and the General Manager.

PART 2 – PAYMENT OF EXPENSES

2.0 GENERAL PROVISIONS

2.1 Payment of Expenses Generally

This policy sets levels of expenses and facilities to realistically account for costs incurred by councillors independent of the level of their annual fees.

2.1.1 Allowances and Expenses

The Local Government Remuneration Tribunal determines the minimum and maximum limit of fees payable to Chairperson and councillors according to the category of council. The council will determine the actual level of fees between these limits on an annual basis following the determination of the Local Government Remuneration Tribunal.

The amount of the annual fee for the Chairperson and Councillors will be paid monthly in arrears.

During the month of June in each year, the Council will review the fees and expenses paid to or facilities provided for the Chairperson and Councillors and determine the amounts to be paid for the ensuing year.

The amount of expenses for conveyance to official Council functions by car will be determined by the rates provided in the Council's Award and will be paid monthly in arrears to Councillors that do not reside in the Local Government Area where the function is being held.

Provided that where a Councillor ceases to be the Chairperson, the fee to be paid will be calculated on a daily basis for the proportion of the month that the Councillor remained the Chairperson.

Similarly, where a Councillor is elected Chairperson, the fee to be paid will be calculated on a daily basis for the proportion of the month in which the Councillor became Chairperson.

2.1.2 Reimbursement and Reconciliation of Expenses

Actual expenses incurred by councillors in carrying out civic duty are only reimbursed upon the production of appropriate receipts, tax invoices and other documentation, together with the completion of the required claim forms. Expenses and costs incurred must be in accordance with the requirements of this policy.

2.1.3 Payment in Advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advance payment for the cost of any other service or facility covered by the policy. However, councillors must fully reconcile all expenses against the cost of the advance when they return within two months. No allowance type expense payment will be payable in any circumstances.

2.2 Establishment of Monetary Limits and Standards

2.2.1 Monetary Limits as to Expenses

The monetary limit for expenses will be generally guided by the budgeted items in the Operational Plan under the following line items:

- Travelling and Subsistence Allowance – Councillors
- Councillor Expenses

Some expenses will have a specific limit or rate set.

2.2.2 Standard of Provision of Equipment and Facilities

The standard of provision of equipment and facilities will be done so in conjunction with staff to ensure the most economically efficient method of delivery. This applies to accommodation, travel, services and facilities.

2.3 Spouse and Partner Expenses

There may be limited instances where certain costs incurred by the councillor on behalf of their spouse, partner or accompanying person are properly those of the councillor in the performance of his or her functions (hence they are properly incurred by, and reimbursable to the councillor). An accompanying person is a person who has a close personal relationship with the councillor and/or provides carer support to the councillor.

As a consequence, meeting the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature, is considered appropriate where accompanying councillors within the Riverina Water County Council area. Such functions would be those that a councillor's spouse, partner or accompanying person could be reasonably expected to attend. Examples could include, but not be limited to, Australia Day award ceremonies, civic receptions and charitable functions for charities formally supported by the council.

Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government and Shires Associations' annual conference may be met by council. These expenses will be limited to the cost of registration and the official conference dinner. Travel expenses, any additional accommodation expenses, and the cost of partner/accompanying person tours etc. are the personal responsibility of individual councillors. Consideration will be given to the payment of expenses for the spouse, partner or accompanying person of the Chairperson, or councillor when they are representing the Chairperson, when they are called on to attend an official function of council or carry out an official ceremonial duty while accompanying the Chairperson outside the council area, but within the general region of the Council. Examples include charitable functions to which the Chairperson has been invited and award ceremonies and other functions to which the Chairperson is invited to represent the council.

The above circumstances shall be distinguished from spouses, partners or accompanying persons who accompany a councillor at any event or function outside the council area, including interstate or overseas, where the costs and expenses of the spouse or partner or accompanying person should not be paid by council (with the exception of the attendance at the Local Government and Shires Associations' annual conference, as noted above).

The above examples shall also be distinguished from circumstances where spouses, partners or accompanying persons accompany councillors at seminars and conferences and the like. In these situations all costs, including any additional accommodation costs, must be met by the councillor or the Spouse/partner/accompanying person.

The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above shall be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not considered reimbursable expenses.

2.4 Incidental Expenses

Reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses that councillors incur may be reimbursed upon the presentation of official receipts and the completion of the necessary claim forms.

Incidental expenses could reasonably include telephone or facsimile calls, refreshments, internet charges, laundry and dry cleaning, newspapers, taxi fares and parking fees. In

addition, the cost of meals not included in the registration fees for conferences or similar functions may be reimbursed after reconciliation.

All advanced payments are required to be reconciled.

3.0 SPECIFIC EXPENSES FOR CHAIRPERSON AND COUNCILLORS

3.1 Attendance at Seminars and Conferences

Riverina Water Councillors are required to represent Council from time to time at a variety of seminars and conferences.

Attendance at these events will be approved by Council and recorded in the minutes of the relevant meeting. All travel, accommodation and seminar/conference fees, as well as incidental expenses will be met by Council.

A written report shall be provided to the Council on the seminar/conference by the Councillor or accompanying staff member (Local Government and Shires Associations' annual conferences excepted).

3.2 Training and Educational Expenses

It is desirable for Councillors to undertake training and development from time to time.

Attendance at these events will be approved by Council and recorded in the minutes of the relevant meeting. All travel, accommodation and training fees, as well as incidental expenses will be met by Council.

3.3 Motor Vehicle Travel Arrangements and Expenses

A Council vehicle shall be made available for the use of councillors wherever possible. However where it is not possible and councillors are required to provide their own private transport for travelling on authorised Council business then the councillors shall be paid an allowance for travelling at the rate specified in the Riverina Water Council Enterprise Award, currently:

- Under 2.5 Litres - \$0.64 per kilometre
- 2.5 Litres and Over - \$0.73 per kilometre

Council will also meet the costs associated with parking and road tolls. The driver of the vehicle is personally responsible for all traffic or parking fines incurred while travelling in private or Council owned vehicles and should abide by Council's *Safe Driving Policy* (Policy 3.4).

3.4 Overseas Travel

Councils shall avoid international visits unless direct and tangible benefits can be established for the council and the local community. Detailed proposals for overseas travel should be provided, including the nomination of the councillors undertaking the trip, purpose of the trip and expected benefits. The duration, itinerary and approximate total costs of each proposed visit, should also be provided.

Overseas travel must be approved by a meeting of the full council prior to a councillor undertaking the trip. Travel must be approved on an individual trip basis. Council shall not

allow the retrospective reimbursement of overseas travel expenses unless prior authorisation of the travel has been obtained.

Travel proposals should be included in the council business papers. The use of a chairperson's minute to obtain council approval for travel is not appropriate and is not consistent with the principles of openness and transparency.

After returning from overseas, councillors, or accompanying member of council staff, should provide a detailed written report to council on the aspects of the trip relevant to council business and/or the local community. Councillors are also strongly encouraged to report back on their overseas travel to a full meeting of the council.

Details of overseas travel must also be included in council's annual reports.

3.5 Interstate Travel

Prior approval of travel should generally be required for interstate travel. The application for approval shall include full details of the travel including itinerary, costs and reasons for the travel.

3.6 Attendance at Dinners and Other Non-Council Functions

Consideration will be given to meeting the cost of councillors' attendance at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business. Approval to meet expenses shall only be given when the function is relevant to the council's interest. Only the cost of the service provided shall be met. No payment shall be reimbursed for any component of a ticket that is additional to the service cost of the function, such as a donation to a political party or candidate's electoral fund, or some other private benefit. An additional payment to a registered charity may be acceptable as part of the cost of the function after prior approval by Chairman and General Manager.

3.7 Care and Other Related Expenses

Riverina Water County Council will make the provision for the reimbursement of the reasonable cost of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of councillors, to allow councillors to undertake their council business obligations. This is in accordance with the principles of participation, access and equity and is considered by the Division of Local Government to be a legitimate expense. Councillors claiming the carer expense should not be subject to criticism for doing so.

Consideration shall be given to the payment of other related expenses associated with the special requirement of councillors such as disability and access needs, to allow them to perform their normal civic duties and responsibilities. Application shall be made for such expenses.

3.8 Insurance Expenses and Obligations

Section 382 of the *Local Government Act 1993* requires a council to make arrangements for its adequate insurance against public liability and professional liability. Councillors are covered under such following insurance policies held by Riverina Water County Council:

- *Professional Indemnity* (for matters arising out of councillors' performance of their civic duties and/or exercise of their council functions)
- *Public Liability* (for matters arising out of councillors' performance of their civic duties and/or exercise of their council functions)
- *Statutory Liability* (provides indemnity for fines and penalties arising out of conduct of the business of Council)
- *Personal Accident* (provides for the payment of non-medical expenses and loss of wages resulting from an accident whilst on official business for the Council and a capital payment if the accident results in death)

3.9 Legal Expenses and Obligations

Council may indemnify or reimburse the reasonable legal expenses of a hearing into a Councillor's conduct by an appropriate investigative or review body in the following actions:

- a. A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers) or
- b. A Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act or
- c. A Councillor for proceedings before the Council's Conduct Review Committee/Reviewer, Office of the NSW Ombudsman, Independent Commission Against Corruption, Division of Local Government, Department of Premier and Cabinet, NSW Police Force, Director of Public Prosecutions Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

Council will not meet the costs of an action in defamation taken by a Councillor or council employee as plaintiff in any circumstances. Council will not meet the costs of a Councillor or council employee seeking advice in respect of possible defamation or in seeking a non-litigious remedy for possible defamation.

Legal assistance and reimbursement as specified above will only be provided upon resolution of Council.

PART 3 – PROVISION OF FACILITIES

4.0 GENERAL PROVISIONS

4.1 Provision of Facilities Generally

Councillors are provided with access and use of the following:

- Access to a room suitably furnished for use by all councillors
- Access to a motor vehicle for the purpose of attending conferences, seminars, official functions or meetings outside of Wagga Wagga
- Use of Council photocopiers, telephones, computers, facsimile machines and associated equipment in the course of undertaking official business.

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonuses or any other loyalty schemes. However it is acknowledged

that incidental use of Council equipment and facilities may occur from time to time. Such incidental use is not subject to a compensatory payment. Where more substantial private use has occurred, the Act provides that a payment may be made to cover the level of that private use.

5.0 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

Each Councillor will be provided with business cards and name badge and an IPAD.

Any equipment issued to the Chairperson or Councillors remains the property of the Council and is to be returned to Council upon the Chairperson or councillor ceasing to hold office, unless Council makes a resolution otherwise.

6.0 ADMINISTRATIVE SUPPORT

The Chairperson shall be provided secretarial support in relation to official correspondence.

7.0 SUSTENANCE/MEALS

Councillors shall, at the discretion of the General Manager, be provided with a meal and/or refreshments in conjunction with their attendance at Committee/Council meetings or at any official ceremony or gathering authorised by Council or the Chairperson or in carrying out their Council responsibilities including meetings with its residents, ratepayers or guests of Riverina Water County Council.

8.0 DISPUTE PROCESS

Any dispute over the payment or reconciliation of expenses to a Councillor is to be addressed in writing to the General Manager outlining reasons. If available, the disputed claim should be supported with relevant documentation. The General Manager is to review the matter within 14 days and provide a written response detailing his/her resolution to the dispute.

11.DRAFT POLICY 4.16 WHS RISK MANAGEMENT

RECOMMENDED that the draft WHS risk management policy be adopted by Riverina water county council.

In light of changes to legislation relating to occupational health and safety earlier in 2012 it was necessary to change councils formerly named OHS risk management policy to WHS risk management policy.

There are been a few changes from the previous policy except in relation to the relevant legislation.

A copy of the revised Policy:

POLICY NAME:		WHS RISK MANAGEMENT POLICY			
POLICY NO:	4.16	MINUTE NO:		ADOPTION DATE:	May 2003
LAST REVISED:	June 2010			NEXT REVISION DATE:	June 2014

Policy Statement

Riverina Water County Council is committed to the management of health and safety risks within the workplace.

In keeping with the aims of the NSW WHS Act 2011 & WHS Regulation 2011, RWCC will continue to implement, monitor and review its Health, Safety & Rehabilitation Management System to address all aspects of workplace safety including risk management strategies.

Goal

To ensure there is in place a program that provides for systematic identification and formal recording of hazards, and the elimination or satisfactory control of the risks associated with work undertaken by and for Riverina Water, to secure and promote the health, safety and welfare of all workers and visitors at all Riverina Water workplaces.

Action Plan

Management will:

- Continue their commitment to and participation in risk management;
- Educate & provide appropriate training;
- Provide & promote consultation between workers & PCBU's;
- Provide a systematic approach to identifying, assessing and eliminating / controlling risks.

Supervisors will:

- Develop & promote risk management awareness;
- Monitor & control;
- Consult with management & employees;
- Review (procedures, risk management strategies & work team safety performance)

All Staff will:

- Actively participate in the risk management process
- Undertake appropriate training
- Be involved in the consultation process

All Workers (including contractors & volunteers) will:

- Actively participate in the risk management process
- Be involved in the consultation process
- Comply with all RWCC WHS requirements

12. PECUNIARY INTEREST REGISTER-DISCLOSURE OF INTERESTS

RECOMMENDED that the information be received and noted.

Sections 441-448 of the Local Government Act, 1993, specify that returns in relation to disclosures of interest, are to be completed by councillors and designated persons, that is, General Manager and other senior staff of councils.

The returns must be completed and lodged with the General Manager within three months after 30th of June 2012.

The returns have been issued to each Councillor and designated person to have completed and lodged with the General Manager by 30 September 2011.

13. MEETING DATES

RECOMMENDED that Council's December Council Meeting be held on Friday 14th December 2012.

Council meeting dates are the fourth Wednesday of February, April, June, August, October and December, with the December meeting usually being held on the same day as the Staff Christmas Gathering.

The remaining scheduled dates for 2012 are:

24th October
28th December

Council's October meeting date in 2011 clashed with the Annual Conference of the Local Government Association of New South Wales. In 2012 this is not the case, since the LGA Conference commences on the 28th October 2012.

The Council normally conducts its Ordinary December meeting in conjunction with the staff Christmas Function. Last year the meeting was held on Friday, 10 December 2010 (the second Friday in December). A similar time this year would be on Friday, 14th December 2012.

14. APPLICATION FOR ANNUAL LEAVE - GENERAL MANAGER

RECOMMENDED that annual leave be approved for the period requested by the General Manager.

Application is made for annual leave to be granted to the General Manager from 29 October 2012 until 12 November 2012, inclusive (2 weeks).

The period of annual leave commences the week after Councils scheduled ordinary meeting on 24 October 2012.

15. DRAFT RISK REMEDIATION PLAN

RECOMMENDED that the Council consider the Report "Draft Risk Remediation Plan" whilst the meeting is closed to the public as it relating to information the disclosure of which would prejudice the maintenance of the law, as prescribed by Section 10A(2)(g) of the Local Government Act 1993.

16. TEMPORARY TRADING OF WATER LICENCE

RECOMMENDED that the advice of the General Manager relating to the temporary trade of Council's 950 Megalitre license be received and noted.

Riverina Water County Council holds a high security Murrumbidgee River Water Licence of 1000 megalitres.

Trading for the 2012/13 irrigation season finishes at the end of August 2012. A buyer has been found for the temporary sale of this license at \$19 per Megalitre. This trade has been entered into.

A similar trade was made in 2011/12 for \$20 per Megalitre.

17. POSSIBLE NAME FOR PROPOSED WATER TREATMENT PLANT

RECOMMENDED that the Council consider the Report "Possible Name for Proposed Water Treatment Plant" whilst the meeting is closed to the public as it relates to information the disclosure of which create personal hardship for a resident or ratepayer, as prescribed by Section 10A(2)(b) of the Local Government Act 1993.



Graeme J. Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING AUGUST 2012

24th July 2012

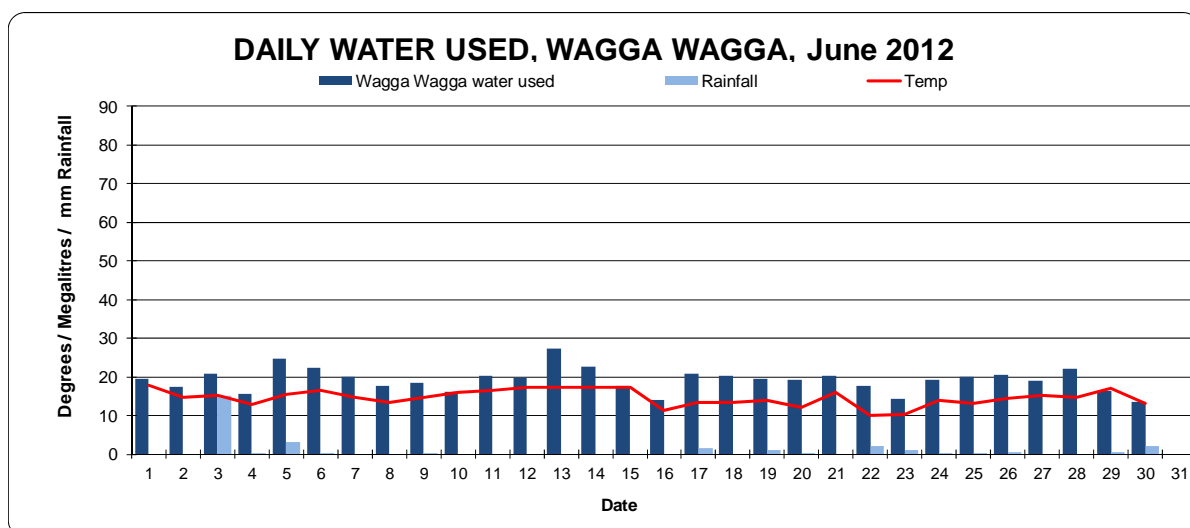
1. WORKS REPORT COVERING JUNE 2012

RECOMMENDATION That this report be received and noted.

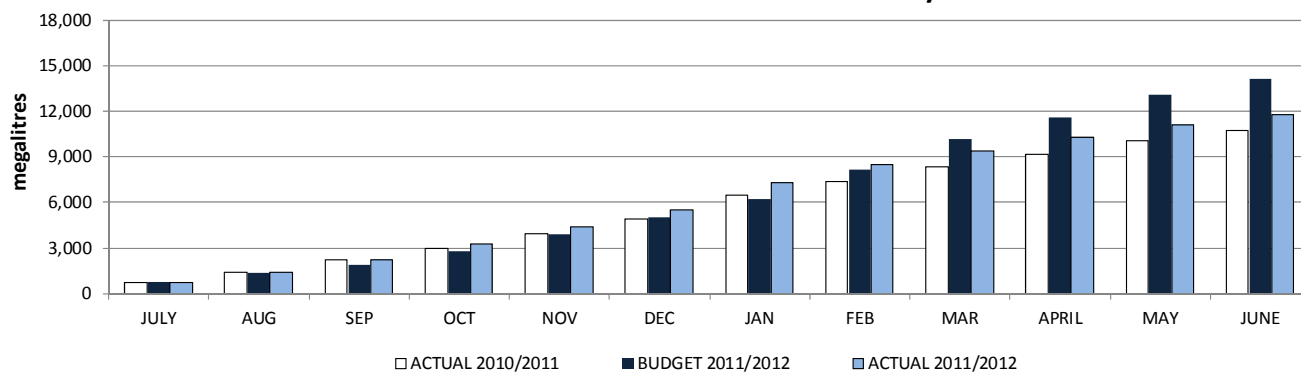
1.1 WATER SOURCED AND USED

June	2010	2011	2012
Rainfall	64.8	24	28.6
Wet Days	11	12	15
WATER SOURCED June 2012 (MI)			
North Wagga bores	132.35	126.19	153.25
West Wagga bores	267.92	313.49	297.76
East Wagga bores	52.65	114.30	209.55
Murrumbidgee River	221.56	84.68	0.00
SUB-TOTAL	674.48	638.66	660.56
Bulgary Bores	20.26	25.64	21.31
Urana Source	0.00	0.00	0.00
Ralvona Bores	15.41	13.47	13.95
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	0.94	1.10	1.10
SUB-TOTAL	36.61	40.21	36.36
Woomargama	0.92	1.16	0.83
Humula	0.53	0.46	0.76
Tarcutta	3.01	2.47	1.85
Oura	2.38	2.66	1.90
Walbundrie/Rand	1.77	1.72	1.55
Morundah	0.35	0.41	0.30
Collingullie	2.91	3.12	3.25
SUB-TOTAL	11.87	12.00	10.44
TOTALS	722.96	690.87	707.36

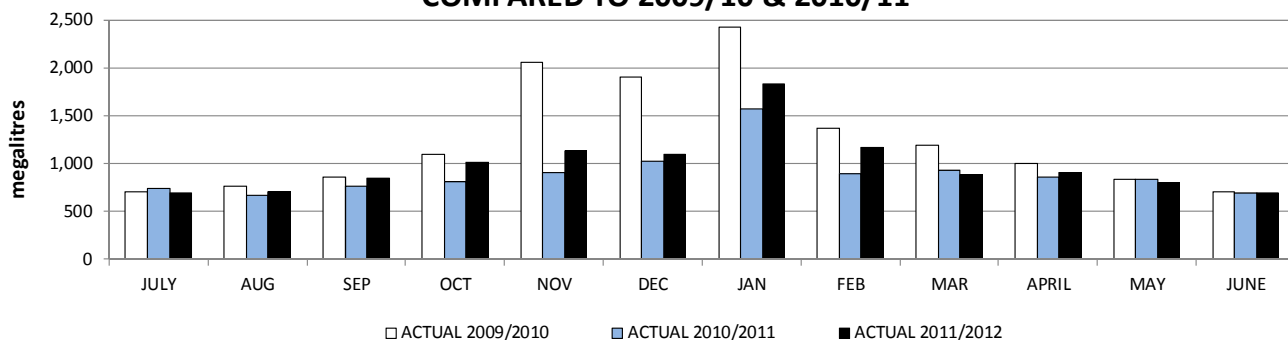
WATER USED June 2012 (MI)			
	2010	2011	2012
East Bomen	13.98	10.59	15.49
Estella	40.20	30.73	29.98
North Wagga	58.95	75.05	79.28
Wagga Wagga – Low Level	126.56	121.34	122.03
Wagga Wagga – High Level	295.46	282.47	285.71
Wagga Wagga – Bellevue Level	27.40	29.14	28.77
SUB-TOTAL	562.55	549.32	561.26
Ladysmith System	2.82	2.89	2.76
Brucedale Scheme	11.01	9.04	9.69
Currawarna Scheme	4.81	2.96	10.57
Rural south from Wagga Wagga	74.05	74.95	67.19
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	9.03	11.78	10.57
From Boree Crk to Urana and Oaklands	9.19	12.51	9.62
Holbrook	15.41	13.47	13.95
SUB-TOTAL	126.32	127.60	124.35
Woomargama	0.92	1.16	0.83
Humula	0.53	0.46	0.76
Tarcutta	3.01	2.47	1.85
Oura	2.38	2.66	1.90
Walbundrie/Rand	1.77	1.72	1.55
Morundah	0.35	0.41	0.30
Collingullie	2.91	3.12	3.25
SUB-TOTAL	11.87	12.00	10.44
TOTALS	700.74	688.92	696.05



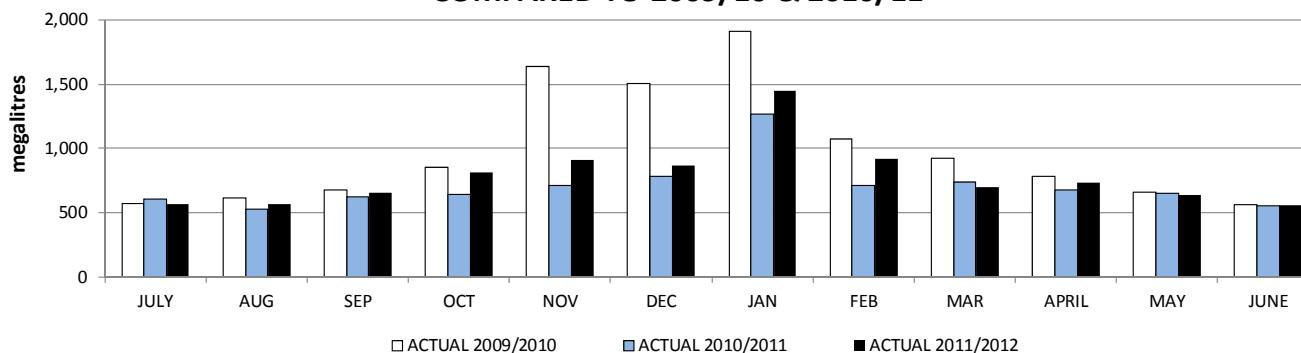
TOTAL CUMULATIVE WATER USED 2011/2012



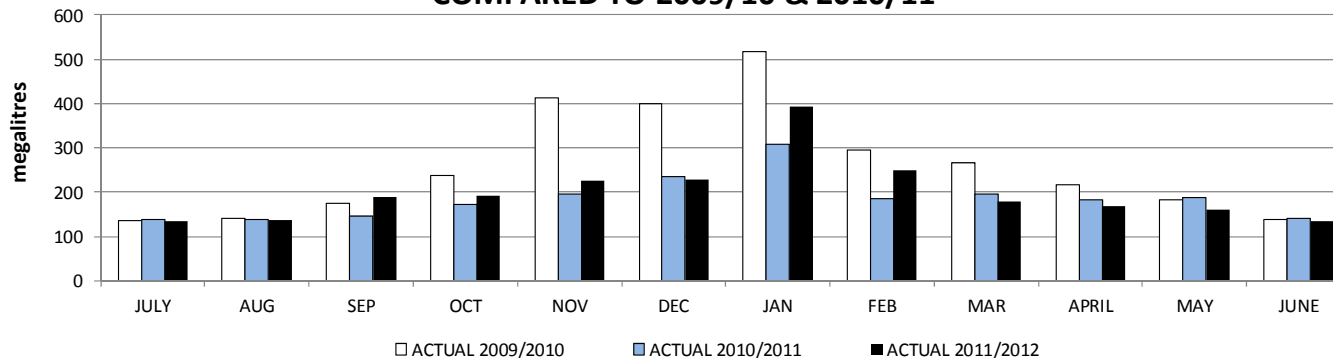
MONTHLY TOTAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



MONTHLY WAGGA WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



MONTHLY RURAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF JUNE 2012

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	9	2		25	1	3				13	1	6
Brucedale				1								
Currawarna										1		
Euberta												
Humula												
Ladysmith												
Oura				1								
San Isidore												
Tarcutta				1								
The Gap										1		
Bulgary												
Collingullie												
French Park				1								
Lockhart				1	1							1
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock												
Uranquinty												
Yerong Creek											1	
Culcairn												
Henty				3								
Holbrook												
Morven												
Walbundrie												
Walla Walla			1	1						1		
Woomargama												
Boree Creek				2								
Morundah					1							
Oaklands												
Rand				2								
Urana				2								
TOTAL	9	2	1	40	3	3	0	0	0	16	2	7

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
3	Farred Rd	Estella	250 AC	Pipe Failure (not specified)	No	2:30	5	15
17	Mitchell & Gregadoo Rd	Lake Albert	100 AC	Leaking SS clamp	Yes	0:00	0	3
TOTALS						2:30	5	18
Total Breaks – 2				Breaks needing shut off -	1	Breaks affecting customers – 1		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Gap Hall - D/Side Rd	The Gap	100 WPVC	T/ Band Broken/Leaking	No	3:00	2	5
2	Gap Hall - Coolamon Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	5
9	Wheel of Fortune Rd	Oura	25 PVC	Pipe Failure (not specified)	No	1:30	2	3
12	Lockhart Rd	Tootal	150 CI	Pipe Failure - Ground Movement	Yes	0:00	0	150
14	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	6
19	Olympic Hwy	Bulgary	200 WPVC	Pipe Failure (not specified)	Yes	0:00	0	90
19	Rohans Rd	Bulgary	250 CI	Corrosion	Yes	0:00	0	10
21	Reservoir	Collingullie	100 CI	Corrosion	Yes	0:00	0	60
26	Brookedale Rd	Bulgary	225 DI CL	Corrosion	Yes	0:00	0	50
28	South Boundry Rd	Collingullie	32 PVC	Leaking collar	Yes	0:00	1	25
TOTALS						4:30	5	404
Total Breaks – 10				Breaks needing shut off -	2	Breaks affecting customers – 3		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during June 2012 were:

Date	Location	Problem	Action Taken
1/06/2012	2 Mortimer Pl, Wagga	Dirty,cloudy water	Flushed service
16/06/2012	28 Green St, Lockhart	Smelly water	Flushed service
29/06/2012	6 Castlereagh St, Mt Austin	Dirty water	Flushed service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during June 2012 include:

LOCATION	PROJECT	150	200		250
		DICL	DICL	OPVC	DICL
Barton Ave, Lloyd	New Subdivision				11
Messenger Ave, Estella	New Subdivision			249.5	
Brindabella Drive, Tatton	New Subdivision	11			27.5
	TOTAL	11	0	249.5	38.5

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during June 2012 include:

LOCATION	PROJECT	100
		DICL
Urana Street, Wagga Wagga	Mains Replacement	167
	TOTAL	167

1.6 OTHER CONSTRUCTION

Other construction works during June 2012 include:

LOCATION OR PROJECT	WORK DONE
Bolton Park, Wagga Wagga	Locate Services for Main Replacement.
Walla Walla	Valve & Hydrant maintenance.
Water Works Depot, Wagga Wagga	Levee Bank Construction.

1.7 MAJOR REPAIRS / OVERHAULS

No major repairs/overhauls during June 2012.

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during June 2012 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	6
Plumpton Road	7
Gregadoo Road	12
Forest Hill	3
Estella	8
Bomen	22
Lockhart	6
Holbrook	17
Henty	5
Yerong Creek	1
Pleasant Hills	4

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during June 2012:

Training or Programme	Number of Staff
HSR – Bridging course	1
First Aid – Refresher	3
Warden Training	10
Flouride Operator Training	3
Confined Space – Refresher Training	18
Confined Space – Full Training	8
Design Build Plumbing Expo	2



Greg Finlayson
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING JULY 2012

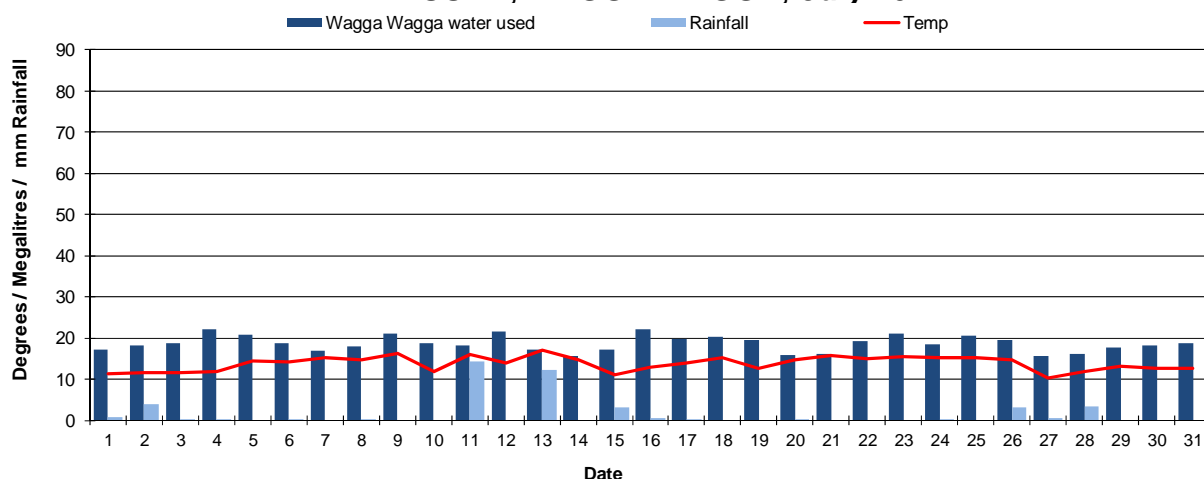
RECOMMENDATION That this report be received and noted.

2.1 WATER SOURCED AND USED

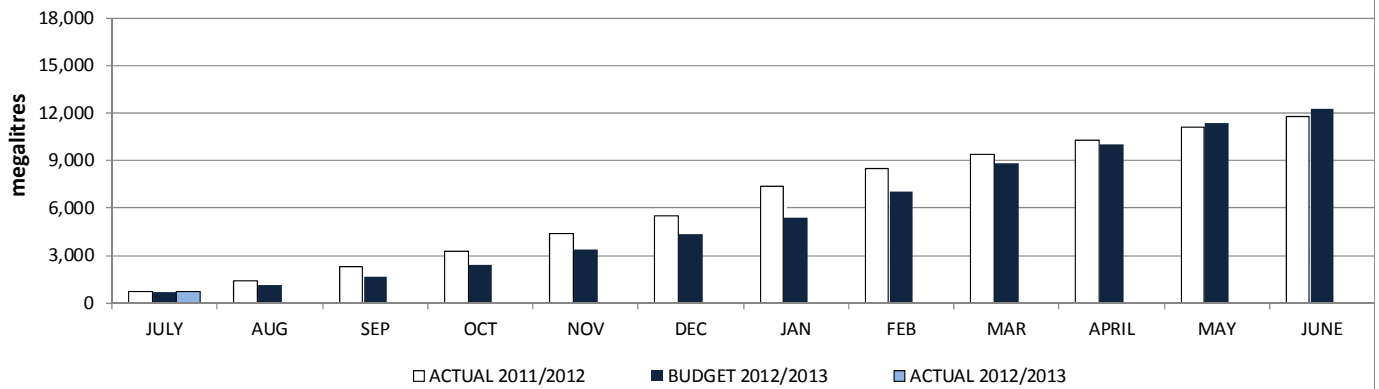
July	2010	2011	2012
Rainfall	70.6	34.2	43.2
Wet Days	19	13	16
WATER SOURCED July 2012 (MI)			
North Wagga bores	149.86	131.91	137.61
West Wagga bores	314.18	319.00	318.30
East Wagga bores	162.91	61.63	189.16
Murrumbidgee River	84.75	138.37	0.03
SUB-TOTAL	711.70	650.91	645.10
Bulgary Bores	0.00	28.83	19.77
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.90	11.93	17.62
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	0.61	0.98	2.51
SUB-TOTAL	14.51	41.74	39.90
Woomargama	0.82	0.78	0.95
Humula	0.47	0.48	1.25
Tarcutta	2.61	2.33	1.92
Oura	2.28	1.78	1.89
Walbundrie/Rand	1.63	1.54	1.80
Morundah	0.32	0.31	0.33
Collingullie	4.20	2.13	4.88
SUB-TOTAL	12.33	9.35	13.02
TOTALS	738.54	702.00	698.02

WATER USED July 2012 (MI)			
	2010	2011	2012
East Bomen	14.87	10.98	16.71
Estella	38.41	22.19	32.13
North Wagga	85.35	87.02	72.00
Wagga Wagga – Low Level	142.46	126.79	119.00
Wagga Wagga – High Level	293.72	291.38	282.68
Wagga Wagga – Bellevue Level	28.37	25.70	32.45
SUB-TOTAL	603.18	564.06	554.97
Ladysmith System	2.89	3.04	3.17
Brucedale Scheme	11.89	9.45	9.24
Currawarna Scheme	5.19	4.41	11.47
Rural south from Wagga Wagga	73.87	69.81	67.41
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	10.77	8.74	8.87
From Boree Crk to Urana and Oaklands	8.26	17.21	9.76
Holbrook	13.90	11.93	17.62
SUB-TOTAL	126.77	124.59	127.54
Woomargama	0.82	0.78	0.95
Humula	0.47	0.48	1.25
Tarcutta	2.61	2.33	1.92
Oura	2.28	1.78	1.89
Walbundrie/Rand	1.63	1.54	1.80
Morundah	0.32	0.31	0.33
Collingullie	4.20	2.13	4.88
SUB-TOTAL	12.33	9.35	13.02
TOTALS	742.28	698.00	695.53

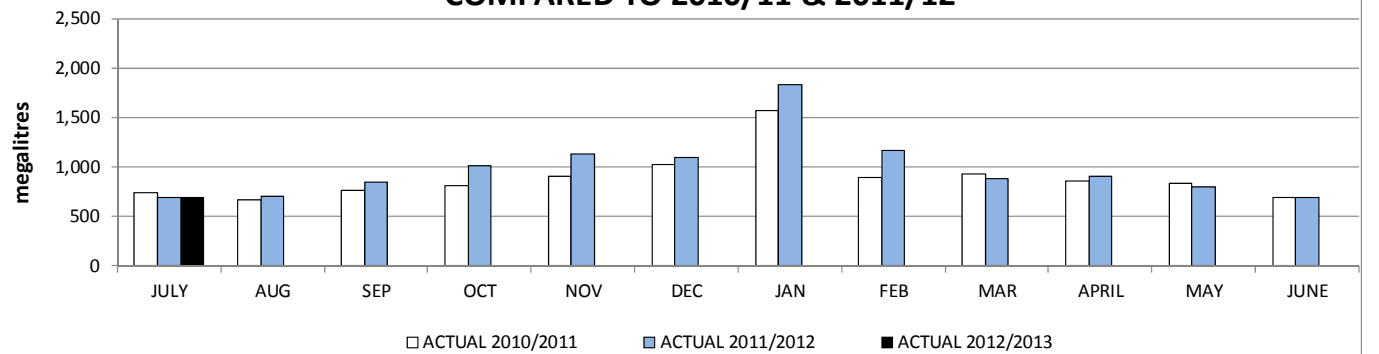
DAILY WATER USED, WAGGA WAGGA, July 2012



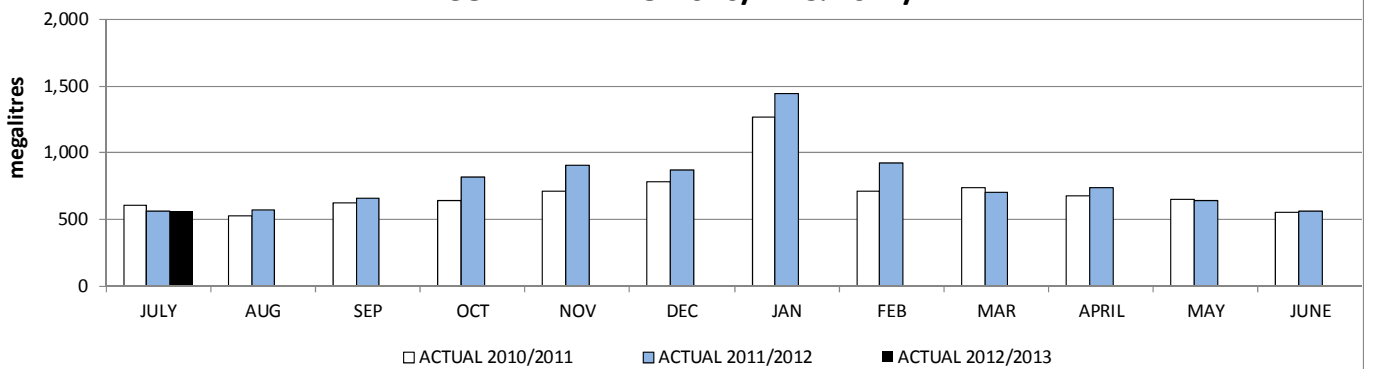
TOTAL CUMULATIVE WATER USED 2012/2013



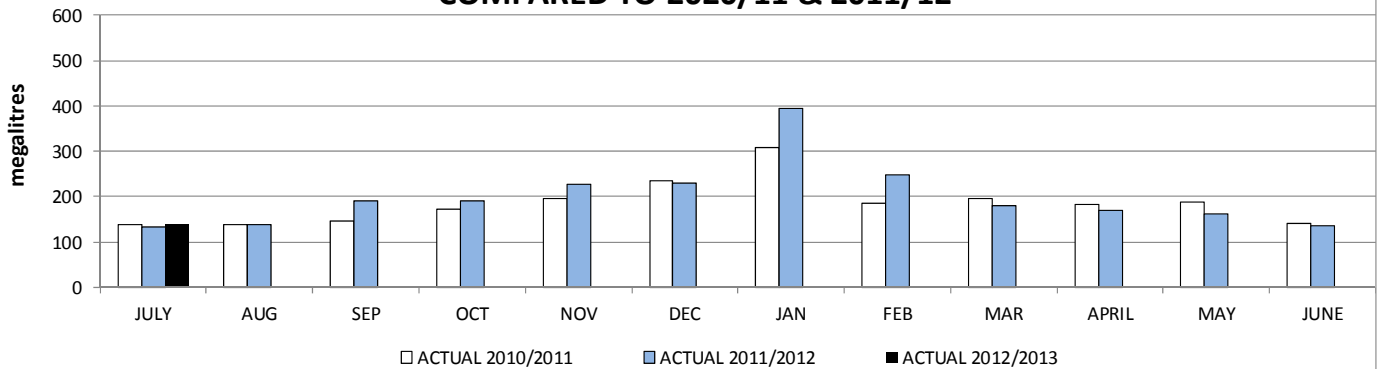
MONTHLY TOTAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



MONTHLY WAGGA WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



MONTHLY RURAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



2.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF JULY 2012

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	19	5	17	29	4					22	1	10
Bruceedale				1		1					2	
Currawarna												
Euberta												
Humula												
Ladysmith				1						1		
Oura												
San Isidore												
Tarcutta				2						2		
The Gap				2								
Bulgary												
Collingullie				1								
French Park												
Lockhart				3						3		
Mangoplah												
Milbrulong												
Pleasant Hills	1											
The Rock				1							1	
Uranquinty				1						1		
Yerong Creek												
Culcairn												
Henty												
Holbrook	1			7								
Morven				2								
Walbundrie						1						
Walla Walla				1								
Woomargama												
Boree Creek												1
Morundah				1								
Oaklands												
Rand												
Urana				1						1		
TOTAL	21	5	17	53	4	2	0	0	0	30	4	11

2.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	Gillard & Hammond	East Wagga	150 WPVC	Pipe Failure (not specified)	No	2:00	0	0
7	37 Simpson St	Forest Hill	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
10	94 Mima St	Glenfield	150 BPVC	T/ Band Broken/Leaking	No	1:29	6	7
14	Edmundson St	Wagga Wagga	200 AC	Pipe Failure (not specified)	No	3:00	0	12
16	Kincaid & Simmons	Wagga Wagga	80 CI	Pipe Failure (not specified)	No	1:00	30	12
18	Farrer Rd	Estella	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
TOTALS						7:29	36	46
Total Breaks – 6				Breaks needing shut off -	4	Breaks affecting customers – 2		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
3	Cambourne Lne	The Gap	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	2
6	Pleasant hills pump house	Henty	200 DICL	Corrosion	Yes	0:00	0	15
18	Olympic hwy	Henty	200 DICL	Corrosion	No	4:00	0	30
17	Downside-Shepherds Siding	Bruce Dale	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	15
26	Sturt H'way	Collingullie	32 PVC	Leaking collar	No	1:30	2	3
TOTALS						5:30	2	65
				Breaks needing		Breaks affecting		

2.4 WATER QUALITY COMPLAINTS

Water quality complaints received during July 2012 were:

Date	Location	Problem	Action Taken
8/07/2012	RSL Club, Kincaid St, Wagga	Dirty water	Flushed mains, service & baths
14/07/2012	16 Jarrick St, Wagga	Dirty water	Flushed mains in area
20/07/2012	39 Mason St, Wagga	Dirty water	Short gal service needs replacing
18/07/2012	28 Railway St, Turvey Park	Dirty water with stale smell in kitchen & bathroom	Turb through house 0.8NTU. Deadleg found in bathroom causing dirty water. Customer agreed.

2.5 MAINS CONSTRUCTIONS

2.5.1 MAINS EXTENSIONS AND NEW WORKS

No new water mains were laid during July 2012.

2.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during July 2012 include:

LOCATION	PROJECT	100	150	250
		DICL	DICL	DICL
Plumpton Road	Lower & Renew main for Subdivision			105
Urana St	Renew main as Urana St Upgrade	247	31	
	TOTAL	247	31	105

2.6 OTHER CONSTRUCTION

Other construction works during July 2012 include:

LOCATION OR PROJECT	WORK DONE
Wagga Wagga	Service Replacement
Wagga Water Works	Excavate Site for New Transformer
Charles Sturt Uni	Fix burst main in Uni grounds for Charles Sturt
Vanda St Park	Raise meter & install Backflow to WWCC Park
The Rock	Valve & hydrant maintenance
Wagga Water Depot	Levee bank Construction

2.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during July 2012 include:

LOCATION OR PROJECT	WORK DONE
Water Works	Overhaul auto-chlorinator.
Beauty Point Reservoir	Overhaul pneumatic valve operation system.
Morundah	Overhaul Chlorine system.
Woomargama	Overhaul high lift No.1 pump and motor.
Tarcutta	Overhaul Manganese filter and filter pumps.
Urana WTP	Upgrade pump station and fabricate new dosing
North Wagga WTP	Overhaul Chlorine system.

2.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during July 2012 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	14
Plumpton Road	5
Gregadoo Road	0
Forest Hill	0
Estella	9
Bomen	21
Lockhart	2
Holbrook	11
Henty	5
Yerong Creek	6
Pleasant Hills	1

2.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during July 2012:

Training or Programme	Number of Staff
Coagulant & Flocculation Training	1

2.10 FLEET ACQUISITIONS

One fleet acquisition was made during July 2012 are:

Existing Vehicle					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T32	Builders Utility	4WD Extra cab chassis	Holden Rodeo	2008	85,102
Replacement Vehicle					
Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST	
7	Jason Nissan	4WD Extra cab chassis	D40 Navara	\$27,871	
Disposal Details					
Method			Price		
Auction 1/8/2012			\$28,000		

Note that the favourable disposal price included a tipping tray whereas the tray cost is not included in the acquisition. Generally the quotes are government contract prices.



Greg Finlayson
DIRECTOR OF ENGINEERING

DIRECTOR OF ENGINEERING'S REPORTS **TO COUNCIL MEETING - AUGUST 2012**

16th August 2012

2.11 TENDER W.157 – TIP TRUCK REPLACEMENT

RECOMMENDATION: That the offer from Wagga Trucks for a Hino GH1728 auto at a cost of \$139,939 excluding GST be accepted as the best value offer for Council.

Riverina Water currently operate four gangs all with tipping trucks. Three trucks are based in Wagga and one at The Rock. Truck number T47, a 2001 model Isuzu FVR950, has done 151,000 kms and is due for replacement. This truck is based in Wagga and is used to undertake maintenance and construction work.

Tenders were called for one 15-16 tonne truck with tipping body. The Tenders closed on Tuesday 17 July 2012.

Five conforming tenders were received from three suppliers. The tendered prices ranged from \$134,262 to \$141,873 excluding GST.

Tenders were evaluated on the following

- Price
- Warranty period and location of service centre.
- Manufacturers Specifications – including power and weight
- Operator appraisal – appearance, layout, visibility, ride, turning circle
- Maintenance appraisal – appearance, quality of electrical system, serviceability.
- Risk evaluation – manual handling issues, access, quality of handbooks, protection against moving parts, heat and edges.

The tender evaluation group narrowed down the selection to the Hino or Isuzu machines. Both the Hino GH1728 and Isuzu FVD1000 trucks scored well on the evaluation criteria and either truck is considered to be suitable.

The Hino models are equipped with a passenger side air suspension seat as standard whereas the Isuzu requires retrofitting.

Three complying Hino models were tendered with the difference being the transmission. Options were 6 speed manual, 9 speed manual or 6 speed automatic. Although the automatic transmission option is approximately \$5,700 more it is preferred, and particularly as this vehicle is mostly for urban use.

The truck driver for T47 had a preference for the Hino GH1728-auto

The Hino GH1728-auto had a lower tender price and shorter delivery time then the Isuzu FVD1000.

A handwritten signature in black ink, appearing to read 'Greg Finlayson', with a stylized flourish at the end.

Greg Finlayson
DIRECTOR OF ENGINEERING

DIRECTOR OF ENGINEERING'S REPORTS **TO COUNCIL MEETING - AUGUST 2012**

16th August 2012

2.12 W.158 – REPLACEMENT OF TIP TRUCK FOR BUILDING SECTION & TRANSFER OF REPLACED VEHICLE TO WATER TREATMENT OPERATIONS

RECOMMENDATION: That the offer from Wagga Motors for an Isuzu FRR600 6speed manual tip truck at a cost of \$100,467.50 excluding GST be accepted as the best value offer for Council.

Riverina Water's treatment plant operators utilise Truck number T43 for various tasks related to the running of Wagga's WTP, including sludge handling. This truck is an Isuzu NPR 400 1995 Model with 140,000kms and is due for replacement. The truck is based in Wagga and is used primarily for sludge disposal and delivery of chemicals to site.

T43 will be replaced by an existing truck that is currently used by the building team. The building team require an upgraded vehicle to satisfactorily undertake their work.

Riverina Water's building team operate one tipping truck that is utilised for maintenance and construction work within the service area. This truck is used to move building materials and also tows a skid steer loader. The current truck number T49, a Hino Dutro 2004 model has done 82,000kms and is underpowered and undersized for the work being undertaken by the building team.

Tenders were called for one 9-12 tonne truck with tipping body to replace T49. The Tenders closed on Tuesday 17 July 2012.

Nine conforming tenders were received from three suppliers. The tendered prices ranged from \$92,989.50 to \$103,643.32 excluding GST.

Tenders were evaluated on the following

- Price
- Warranty period and location of service centre.
- Manufacturers specifications including power and weight.
- Operator appraisal – appearance, layout, visibility, ride, turning circle
- Maintenance appraisal – appearance, quality of electrical system, serviceability.
- Risk evaluation – manual handling issues, access, quality of handbooks, protection against moving parts, heat and edges.

The tender evaluation group narrowed down the selection to a Hino or Isuzu machine. Both the Hino FD1124 and Isuzu FRR600 trucks scored well on the evaluation criteria and either truck is considered to be suitable.

The Isuzu FRR600 truck was preferred due to the larger cab size with additional leg/storage room and increased load carrying capacity.

Four complying Isuzu models were tendered with the difference being the truck size (GVM) and transmission. The FRR500 and FRR600 both have a choice of 6 speed manual and or automatic transmission.

The building team had a strong preference for the Isuzu FRR600 with the 6speed manual.

A handwritten signature in black ink, appearing to read 'Greg Finlayson', with a stylized flourish at the end.

Greg Finlayson
DIRECTOR OF ENGINEERING

15th August 2012

3. ANNUAL REPORT STATISTICS FOR 2011/2012

RECOMMENDATION: That the Director of Engineering's Report covering 2011/2012 annual statistics be accepted and the contents noted.

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING AUGUST 2012

16th August 2012

3. ANNUAL REPORT STATISTICS FOR 2011/2012

RECOMMENDATION: That the Director of Engineering's Report covering 2011/2012 annual statistics be accepted and the contents noted.

Statistics and activities of Riverina Water County Council have been compiled in the following report for Councillors and staff information and reference:

3.1. Annual water sourced and water used for the last four years is summarised in Tables 3.1.1 & 3.1.2

Table 3.1.1 - Water Sourced:

	2008/2009	2009/2010	2010/2011	2011/2012
Rainfall (mm)	347	641	984	853
Wet Days	79	101	133	121
	Megalitres	Megalitres	Megalitres	Megalitres
North Wagga bores	2602	2323	1789	2011
West Wagga bores	4726	4345	3728	4400
East Wagga bores	2676	2676	2110	1892
Murrumbidgee River	5359	4384	2335	2505
TOTAL WAGGA SOURCES	15,363	13,728	9,962	10,808
Bulgary Bores	573	534	315	412
Urana Channel	55	56	16	28
Ralvona Bores	306	269	191	220
Walla Walla Bores	198	165	66	91
Goldenfields Water Supply System	24	22	19	28
TOTAL RURAL SOURCES	1,155	1,046	607	778
Woomargama	20	15	12	11
Humula	14	13	8	8
Tarcutta	51	43	38	35
Oura	45	48	40	37
Walbundrie	38	35	24	33
Rand	0	0	0	0
Morundah	10	10	7	8
Collingullie	76	63	50	51
TOTAL INDEPENDENT SOURCES	254	227	179	184
GRAND TOTALS	16,772	15,002	10,748	11,769
PROPORTION FROM SURFACE	32.7%	30.0%	22.0%	21.7%
PROPORTION FROM GROUNDWATER (BORES)	67.3%	70.0%	78.0%	78.3%

2011 / 2012 WATER PRODUCED

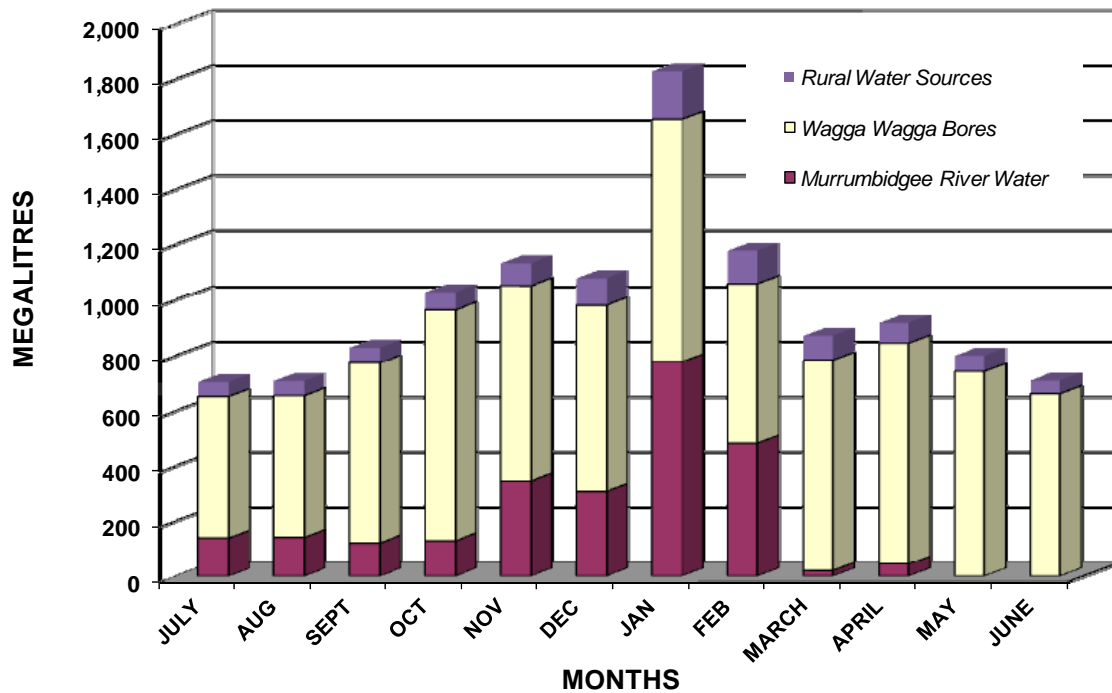
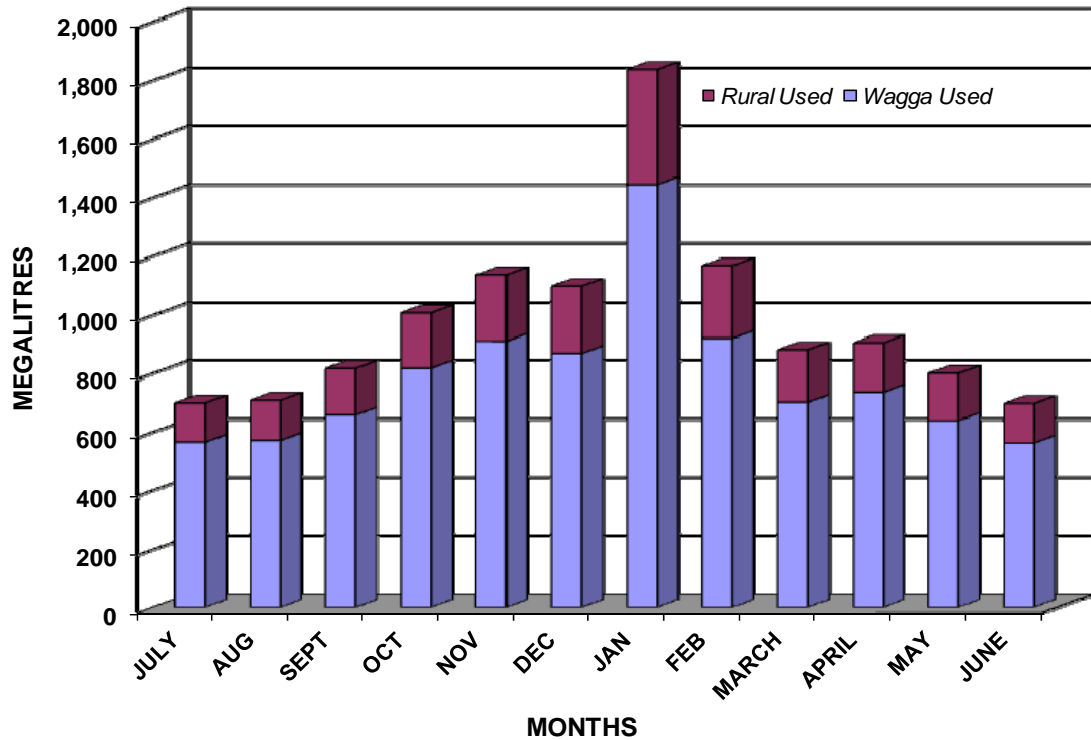


Table 3.1.2 – Water Used:

	MEGALITRES USED			
	2008/2009	2009/2010	2010/2011	2011/2012
East Bomen	282	233	151	191
Estella	898	804	545	513
North Wagga	1015	902	837	1002
Wagga Wagga – Low Level	2537	2148	1812	2120
Wagga Wagga – High Level	7761	6910	4660	4990
Wagga Wagga – Bellevue Level	886	784	471	569
SUB-TOTAL	13,379	11,781	8,477	9,385
Ladysmith	73	61	45	47
Bruceale	274	239	212	189
Currawarna	151	142	83	123
Rural south from Wagga Wagga	1330	1458	1130	1091
Rural from Walla Walla Bore	0	155	66	91
Milbrulong, Lockhart and Boree Creek	326	307	184	212
Urana and Oaklands	287	255	164	204
Holbrook	307	269	191	220
SUB-TOTAL	2,748	2,886	2,076	2,177
Woomargama	20	15	12	11
Humula	14	13	8	8
Tarcutta	51	43	38	35
Oura	45	48	40	37
Walbundrie	38	35	24	33
Rand	0	0	0	0
Morundah	10	10	7	8
Collingullie	76	63	50	51
SUB-TOTAL	253	227	179	184
TOTAL	16,381	14,895	10,732	11,746
AVERAGE RESIDENTIAL CONSUMPTION				
Urban (Wagga Wagga)	382	337	232	251
Non-Urban (Townships and rural)	475	432	274	327

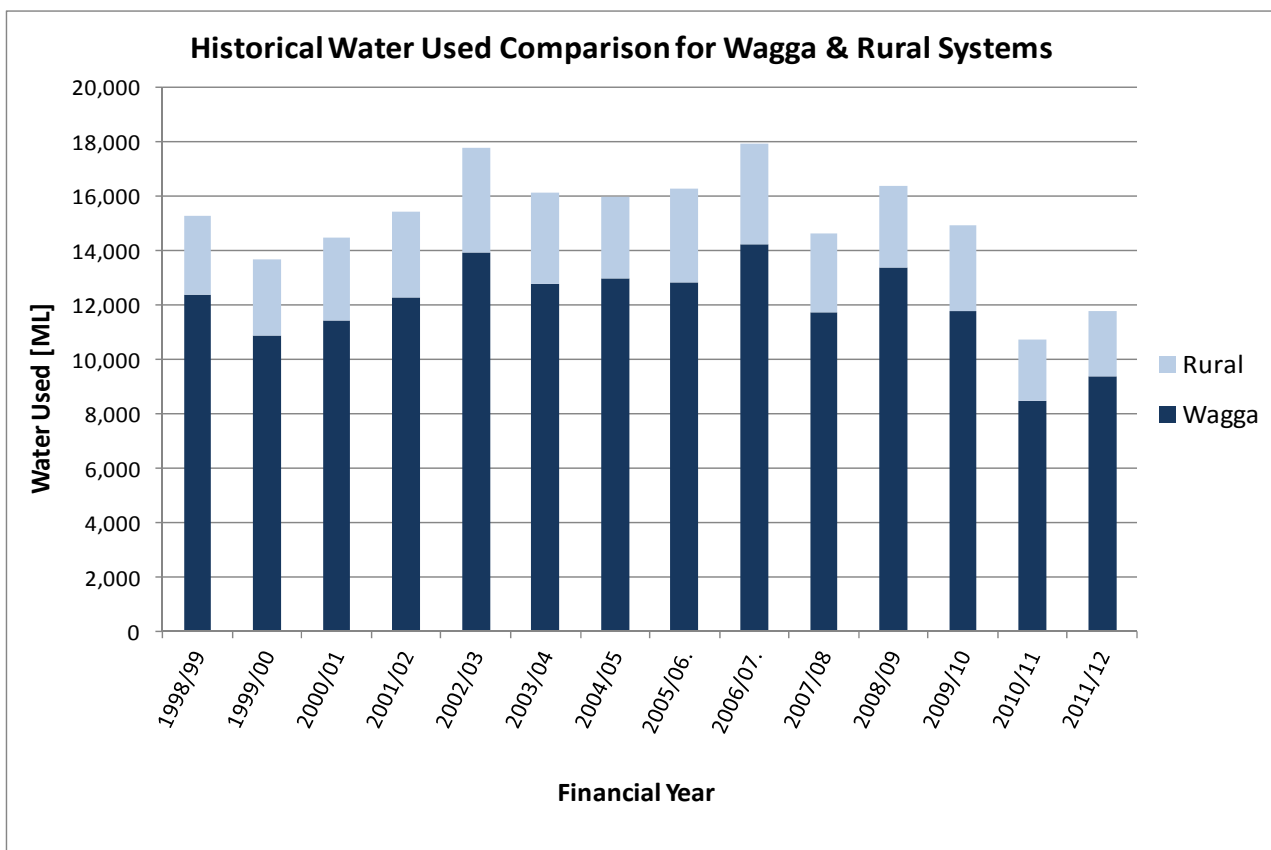
2011 / 2012 WATER USED



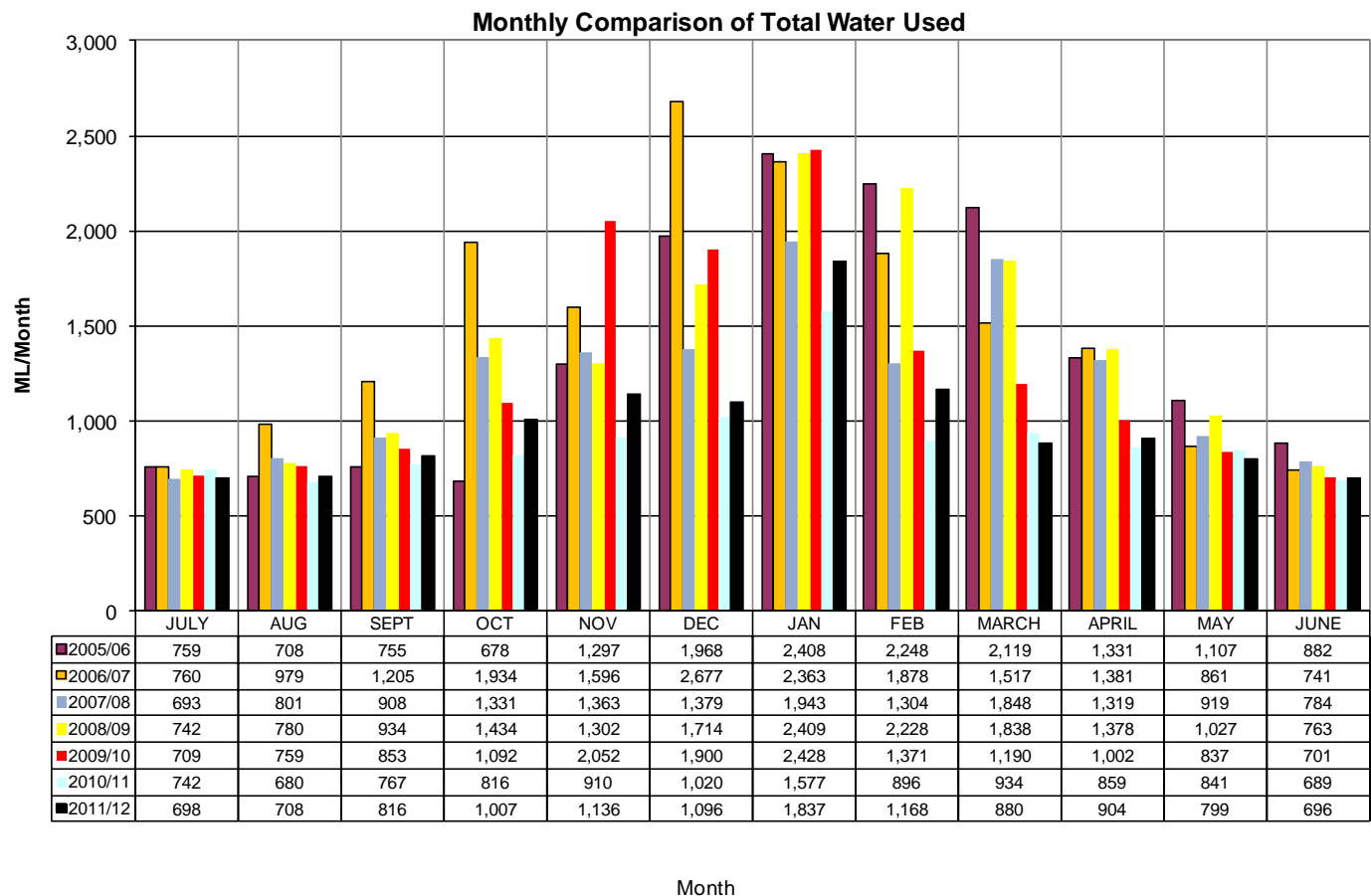
Monthly consumption peaked at 1,837 megalitres in January 2012.

The full year's total of 11,746 megalitres was an increase of 9.5% on last year's consumption of 10,732 megalitres. Wagga Wagga's urban water use is up by 10.7%. The 2011/2012 rainfall of 853mm was well above average and resulted in significantly reduced summer demand.

Graph – Historical Water Used Comparison for Wagga & Rural Systems



Graph - Historical Monthly Comparison of Total Water Used



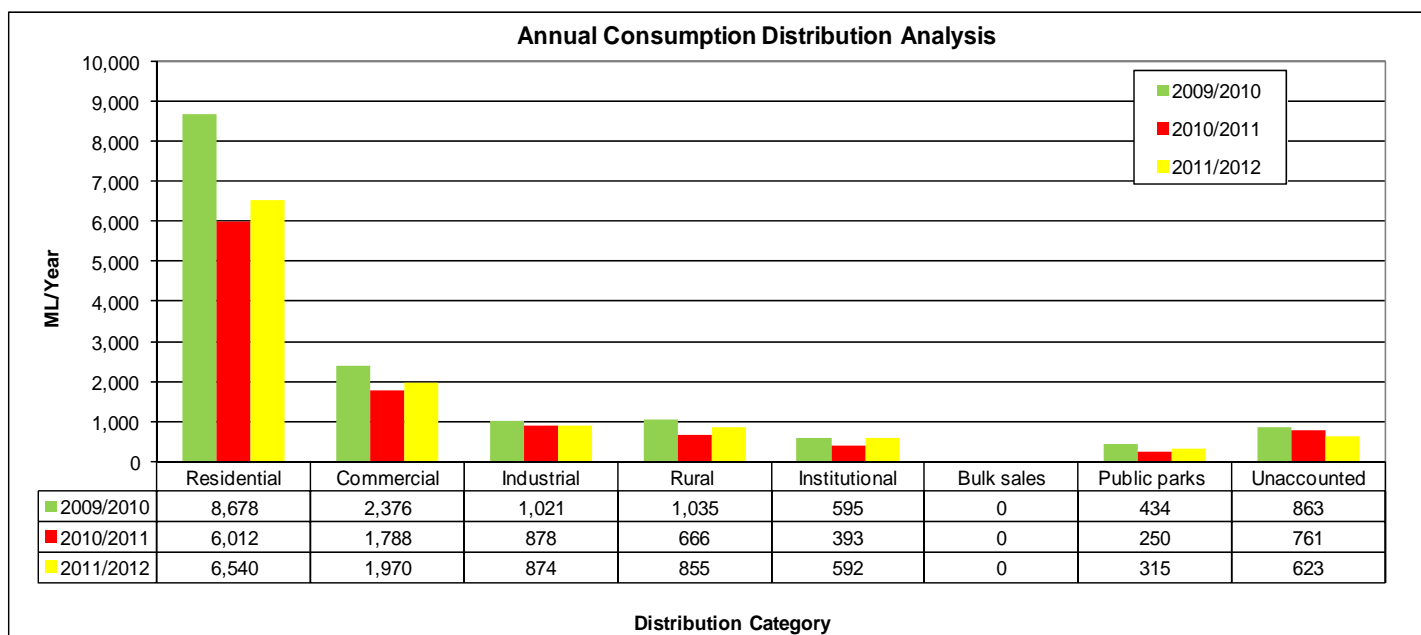
3.2. Distribution

Table 3.2.1 – Annual Distribution Analysis

	2010/2011		2011/2012		% change from previous year
	Consumption (MI)	Percentage	Consumption (MI)	Percentage	
Residential	6,012	55.9%	6,540	55.6%	8.8%
Commercial	1,788	16.6%	1,970	16.7%	10.2%
Industrial	878	8.2%	874	7.4%	-0.5%
Rural	666	6.2%	855	7.3%	28.4%
Institutional	393	3.7%	592	5.0%	50.6%
Bulk Sales	0	0%	0	0%	0%
Public parks	250	2.3%	315	2.7%	26.0%
Unaccounted (Including flushing, firefighting, unmetered use)	761	7.1%	623	5.3%	-18.1%
	10,748	100.0%	11,769	100%	9.5%

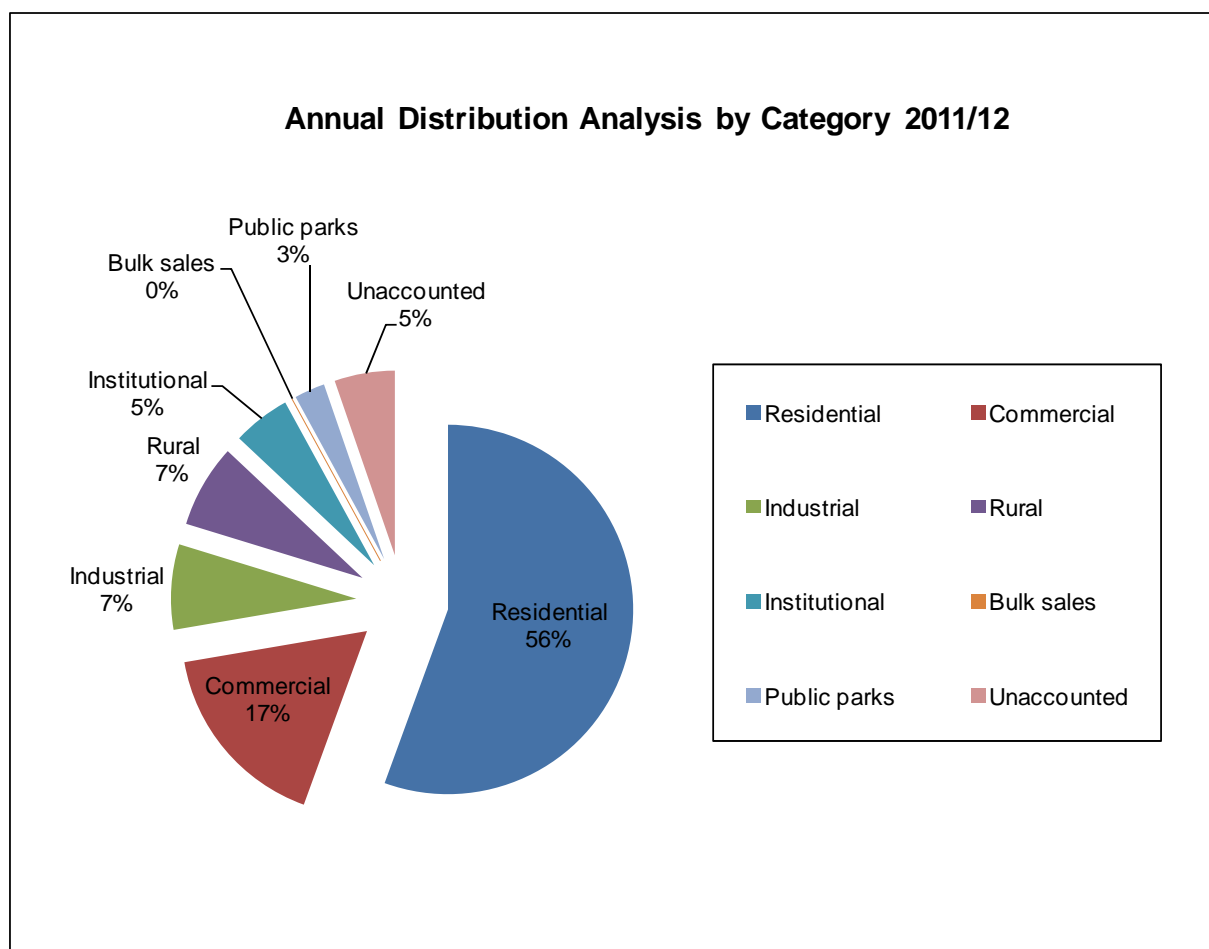
The total annual unaccounted water for 2011/12 is, as a percentage of all water produced, is 5.3%, a decrease from 7.1% in 2010/11. The actual volume of unaccounted water has reduced to 623 ML, down 18.1% when compared to 761 ML in 2010/11.

Graph – Annual Consumption Distribution Analysis



The chart above shows that water use is significantly reduced by rainfall in all sectors other than industrial. There have been no bulk sales in recent years. In previous years the military establishments were bulk sales, these are now classified as commercial.

Graph – Annual Distribution Analysis by Category 2011/12



New Customers

New consumers were connected at the various centres listed below:

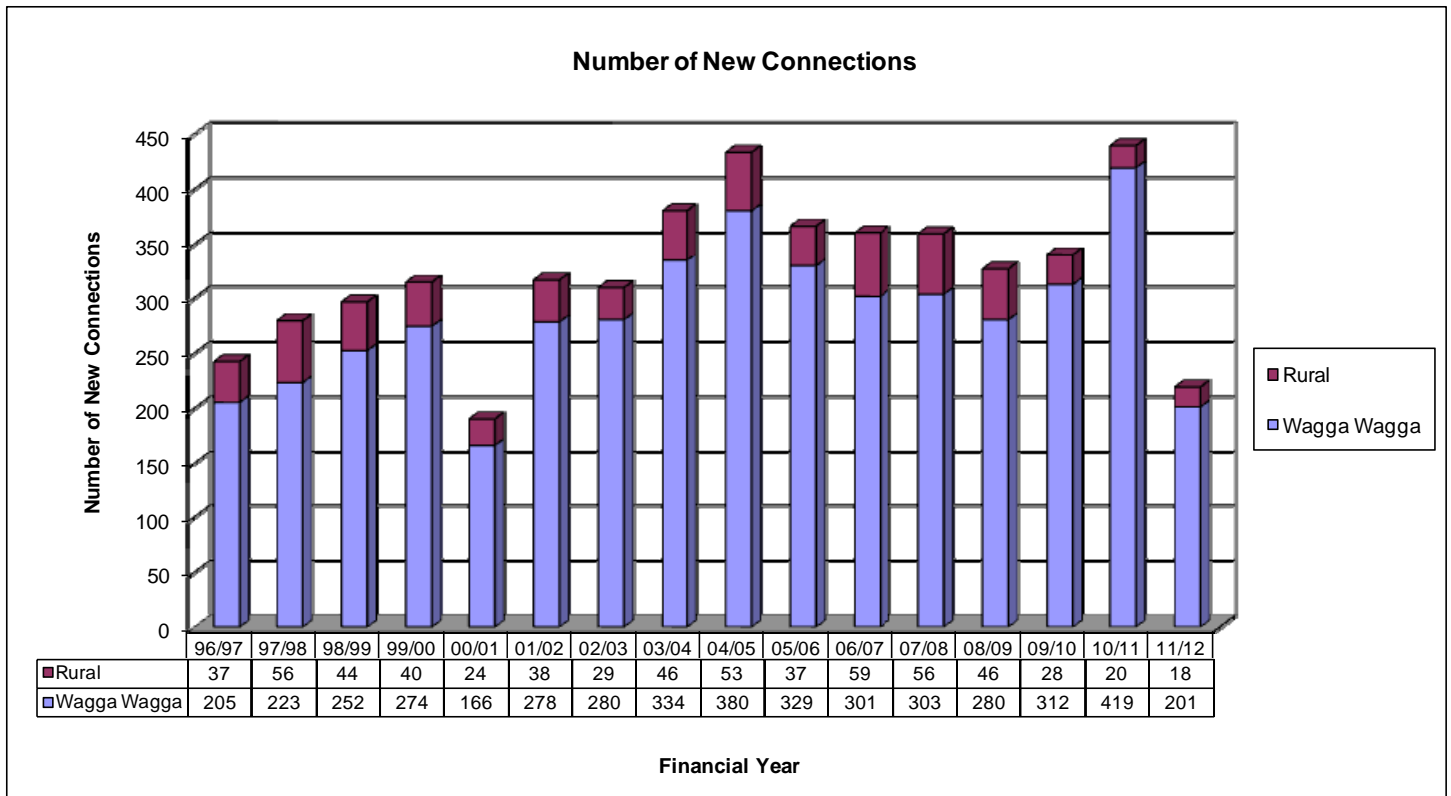
Table 3.2.2 – New Customers

LOCATION	NUMBER CONNECTED					
	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Bidgeemia	6					
Boree Creek				1		
Brucedale-The Gap	8	3	2		2	1
Bulgary	1					
Collingullie	1			2		
Coorabin	1					
Culcairn	1	3	1			
Currawarna	5	5	3		1	2
Forest Hill						
French Park		1				
Henty	5	3	2	3	1	1
Holbrook	4	8	5	4	5	
Humula			1			
Ladysmith	1	3		2		6
Lockhart	1	4	8	2	1	
Mangoplah	5			1		
Milbrulong	1		1			
Morundah						
Morven	3		2		3	
Oaklands		2		2	1	
Oura	1		1			2
Pleasant Hills	3		3	1		
Rand	1		1			
San Isidore						
Tarcutta	1		4	1		
The Rock	3	14	4	2	1	1
Urana	1	3		1		
Uranquinty	2	3	5	3	3	3
Wagga Wagga	301	303	280	312	419	201
Walbundrie		1	2			
Walla Walla	4	1	1	1	1	1
Woomargama		2				
Yerong Creek				2	1	1
TOTALS	360	359	326	340	439	219

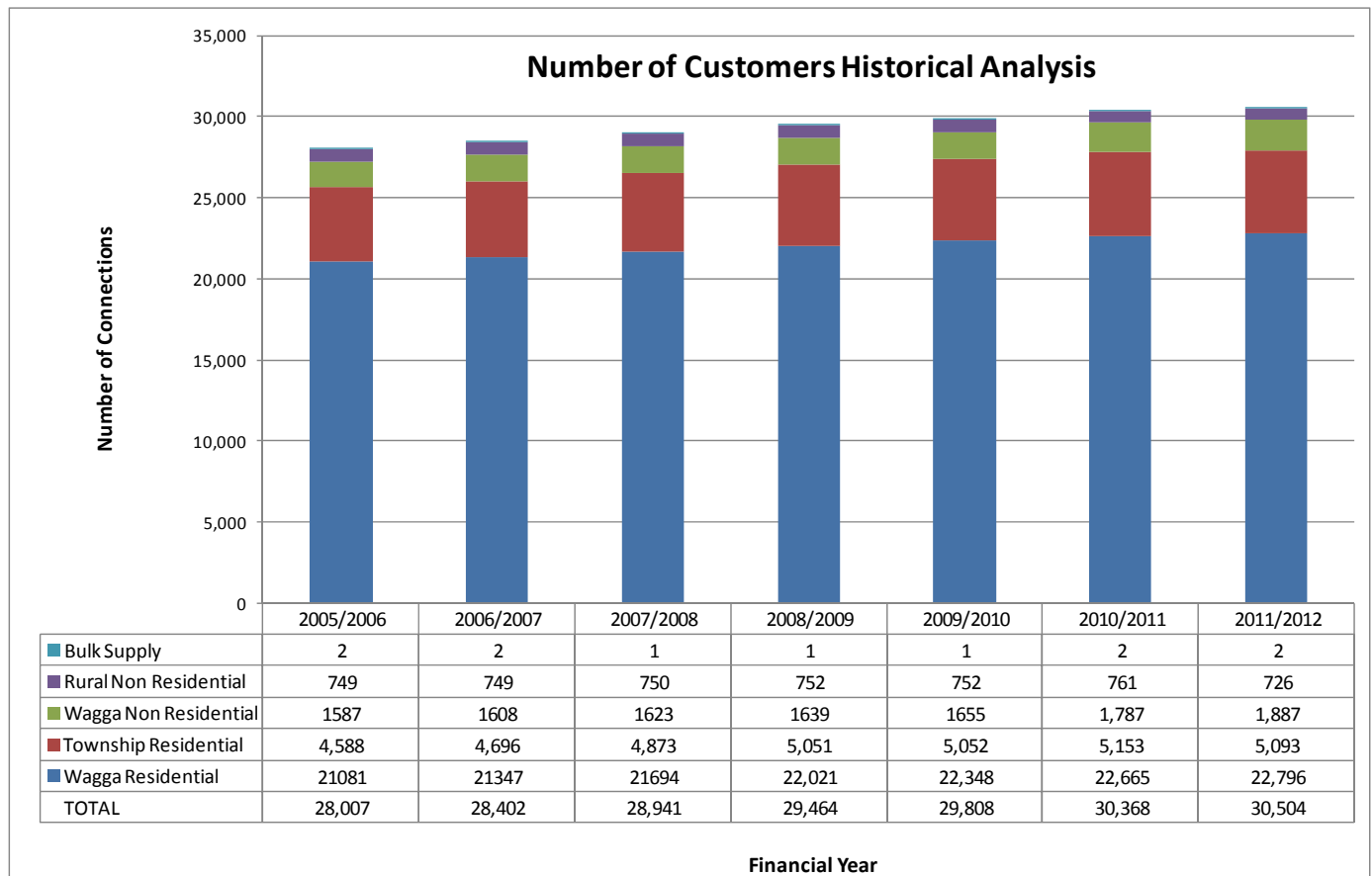
Total customers at 30th June 2012: 30,504

Growth in customers in 2011/12 was 0.7%, whereas in 2010/11 was double that at 1.4%. This generally matches the 1% growth adopted in the 30 year IWCM Strategy.

Graph – Number of New Connections 1996/97 to 2011/2012



Graph – Number of Customers Historical Analysis



The growth in total customers has averaged 1.45% per annum over the past 6 years.

3.3. Plant & Motor Vehicles

Table 3.3.1 - Total distances travelled covered by Council's fleet over the past 6 years:

YEAR	TOTAL KILOMETRES	NUMBER OF VEHICLES	AVERAGE KILOMETRES PER VEHICLE
2006/2007	1,199,906	54	22,220
2007/2008	1,275,098	57	22,370
2008/2009	1,219,458	59	20,669
2009/2010	1,240,820	65	19,090
2010/2011	1,262,931	62	20,370
2011/2012	1,092,224	61	17,905

3.4. Pipeline Losses

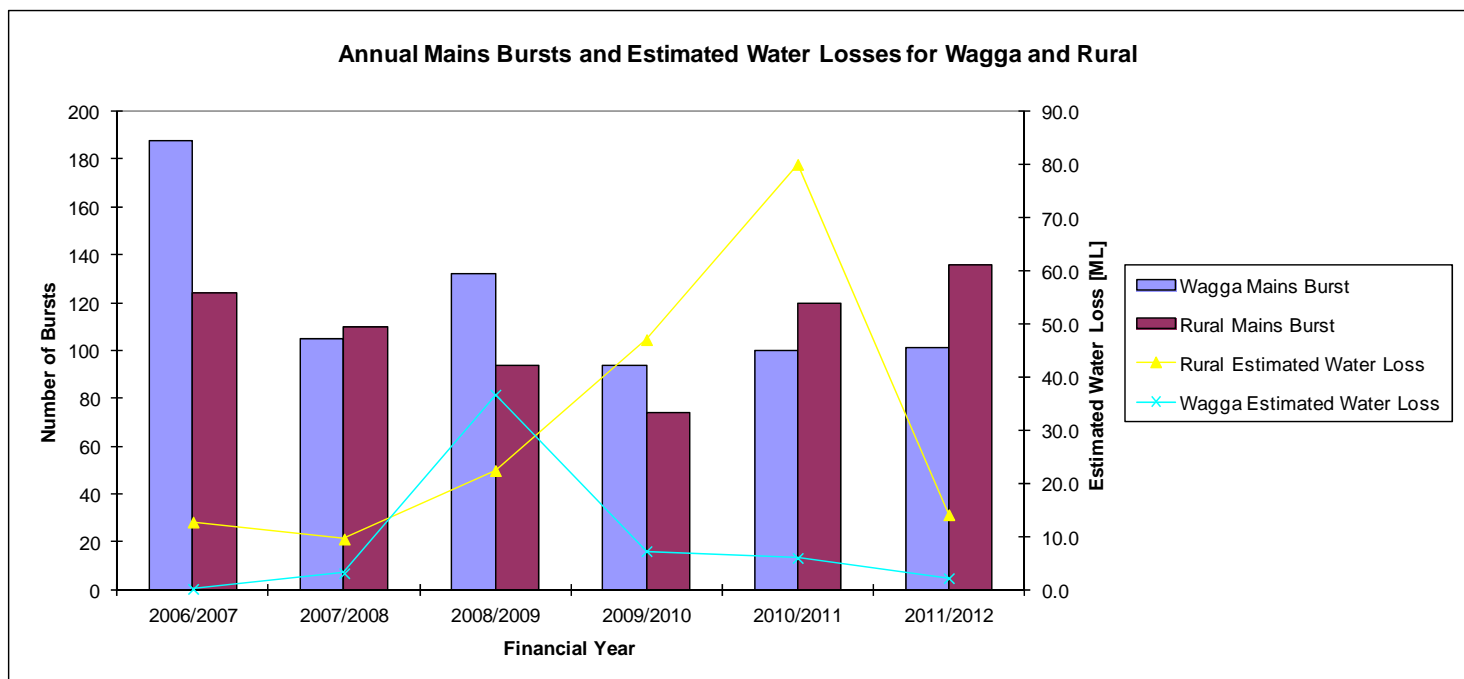
Estimated pipeline losses due to bursts for each month are shown in Table 3.5.1. The daily average over the past 6 years is shown in Table 3.5.2 for comparison.

Table 3.4.1 - Monthly analysis of pipeline breaks and rainfall for July 2011 - June 2012:

MONTH	RAINFALL Forest Hill	WET DAYS	WAGGA MAIN BREAKS	WAGGA MAIN LOSSES (kl)	RURAL MAIN BREAKS	RURAL MAIN LOSSES (kl)
Jul-11	34.2	13	3	47	9	119
Aug-11	48.8	10	8	124	10	286
Sep-11	39.8	10	6	67	11	557
Oct-11	18.4	11	5	33	9	450
Nov-11	151	9	16	103	6	266
Dec-11	151	10	7	89	9	201
Jan-12	74.4	3	15	116	16	296
Feb-12	43.4	13	14	72	9	311
Mar-12	207.8	9	11	70	19	862
Apr-12	8.2	9	5	22	14	872
May-12	47.6	9	9	46	14	540
Jun-12	28.6	15	2	18	10	404
TOTALS	853.2	121	101	807	136	5164

Table 3.4.2 – Average daily losses due to burst mains over the past 6 years:

YEAR	WAGGA WAGGA		RURAL	
	BURST MAINS	ESTIMATED LOSS kl/day	BURST MAINS	ESTIMATED LOSS kl/day
2006/2007	188	0.2	124	12.8
2007/2008	105	3.1	110	9.6
2008/2009	132	36.7	94	22.4
2009/2010	94	7.5	74	47.1
2010/2011	100	6.0	120	80.0
2011/2012	101	2.2	136	14.1



Extreme rain events during 2011/2012 have promoted a slight increase in mains failures.

3.5. Mains Construction

Table 3.5.1 – Pipes Laid – New & Extensions – Size, length (metres) and location of all watermains constructed during 2011/2012:

[illegible]

Messenger Ave, Estella	Jun-12							249.5					249.5
Brindabella Dr, Tatton	Jun-12						11				27.5		38.5
Total Wagga New		0	0	945.5	158.5	1302	139	1802	695.5	834	265	38.5	6,179.5
NEW MAINS - RURAL													
Uranquinty	Jul-11			72									72
Wilson St, The Rock	Aug-11					240							240
Parkins Lane, Oura	Aug-11	1150	1090										2,240
Holbrook	Jan-12					340							340
Scott St, The Rock	Jan-12			380									380
Sid Mathews Lane, Lockhart	Mar-12		1600										1,600
Lockhart	Apr-12			325									325
Green St, Lockhart	May-12			470									470
Total Rural New		1150	2690	1247	0	580	0	0	0	0	0	0	5,667
TOTAL NEW MAINS		1150	2690	2193	158.5	1882	139	1802	695.5	834	265	38.5	11,846.5

Table 3.5.2 - Pipes Laid – Renewed mains – Size, length (metres) and location of all watermains replaced during 2010/2011:

RENEWED MAINS - WAGGA WAGGA	Month	50 PE	80 WPVC	100 OPVC	100 DICL	125 PE	150 DICL	200 OPVC	200 DICL	250 OPVC	250 DICL	375 DICL	All Sizes
Brucedale / The Gap	Oct-11			957									957
Power / Rowe St, Wagga Wagga	Oct-11			212	110								322
Brucedale / The Gap	Nov-11			5011	22	72							5,105
Power / Bouquet St, Wagga Wagga	Nov-11			50	174								224
Brucedale / The Gap	Dec-11			980									980
Riverina Water Depot, Wagga Wagga	Feb-12				25								25
Base Hospital, Wagga Wagga	May-12				88								88
Urana St, Wagga Wagga	Jun-12				167								167
Total Wagga Renewed		0	0	7,210	586	72	0	0	0	0	0	0	7,868
RENEWED MAINS - RURAL													
Rohans Rd, Bulgary	Sep-11	1285											1,285
Rohans Rd, Bulgary	Oct-11	1150											1,150
Total Rural Renewed		2,435	0	0	0	0	0	0	0	0	0	0	2,435
TOTAL RENEWED MAINS		2,435	0	7,210	586	72	0	0	0	0	0	0	10,303

**Table 3.5.3 - Watermain constructed 2004 to June 2011 (metres)
(New & Replacement)**

Diameter ID	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2010/11
25mm				65			
32mm				300			
40mm							1,150
50mm	600	33,747	11,448		1,590		2,435
63mm					192	1,540	2,690
80mm	12					30	
90mm			70				
100mm	4,868	22,933	17,732	5,843	3,670	2,665	10,147
150mm	5,936	15,385	9,460	2,787	5,435	829	2,021
200mm	1,634	2,970	927	12,038	21,655	5,415	2,497
250mm	1,282	3,203	119		450	851	1,099
300mm		765					
375mm	5,567	61	8,329		480	247	
400mm			96				
450mm	26	140					
500mm							39
600mm		50				554	39
WAGGA (all sizes)	19,238	14,187	22,747	8,780	10,248	4,762	14,048
RURAL (all sizes)	686	65,067	25,433	15,672	23,224	7,367	8,102
TOTALS (metres)	19,924	79,203	48,180	24,452	33,472	12,129	22,150
Total length of main in the system – 1,708 km							

If pipes are assigned an average life of 50 years, then 2% would be replaced each year. This 2% equates to 34 km replaced each year.

3.6. Staff Movements

Table 3.6.1 - Staff Movements

	Admin	Engineering	Waterworks	Depot Base	Rural	Totals
Perm. June 2011	9	8	23	43	7	90
Temp. June 2011						
TOTAL June 2011	9	8	23	43	7	90
Retired						
Resigned			2	1		3
Terminated	1					1
Appointed	1	1				2
Casual		1				1
Internal Transfer						
Transfer to Perm.						
Temp. Appointed		2				2
Temp. Terminated			1			1
Perm. June 2012	9	10	20	42	7	88
Temp. June 2012		2				2
TOTAL June 2012	9	12	20	42	7	90

Table 3.6.2 - Training Undertaken 2010/2011

TRAINING COURSE	NUMBER OF
First Aid - Refresher	23
First Aid - Full Course	8
Dangerous Goods	4
Traineeship Training	2
Dogging Reassessments	2
Fluoride Training	3
Asset Management	1
Coagulation and Flocculation	1
Fleet Management Workshop	1
WorkCover Licence - Vehicle Crane	1
WorkCover Licence - Dogging	4
WorkCover Licence - Forklift	2
Backhoe Competency Training	2
Confined Space Training	19
Traffic Controller - Stop / Slow	11
Supervisor Training	19
Manual Handling Training	75
StateCover - Ageing Workforce & Psychological Injury	2
WHS Whitecard	2
Shoring	11
Fringe Benefit Tax Update	2
Civica Payroll – SIG	2
Intermediate Excel 2010	2
Advanced Excel 2010	2
Intermediate Word 2010	2
TOTAL	203

3.7. Capital Works

An extensive capital works programme was carried out in 2011/2012 including the following significant items:

System Extensions and Improvements

Numerous Wagga Wagga subdivisions including Lloyd West, Estella and the ROBE development. Lockhart West. Improvements include new Rural gang maintenance of rural trunk and reticulation main fittings and inspections. After floods at Lockhart Urana and The rock extensive cleanup of valves and hydrants.

Mains Replacements

Substantial of the Brucedale mains. These were PVC installed in 1980's and had suffered numerous failures from an inherent resin defect. Old parts of Lake Albert including trenchless replacements.

Reservoirs

Completed work at Red Hill Reservoir No.3, including fence and landscaping.

Water Treatment Plants

Commenced Feasibility Study for new Wagga Wagga WTP. Conducted further pilot plant work of innovative processes.

Sources

Replaced Walla Walla No.1 Bore.

Strategic Planning

Commenced a wide range of strategic plans to satisfy NSW Office of Water best practice and Division of Local Government IP&R. This included Strategic Business Plan, Demand Management Strategy, Long Term Financial Plan, Workforce Plan, and numerous others.

Depots and Buildings

New Fitters and Electricians workshop commenced. Commenced 1 in 20 year levee bank at Hammond Ave site.

3.8. Wagga Wagga Sources and Allocations

The following table compares water abstracted at Wagga Wagga to our Town Water Licence Allocations.

	Water Access Licence (ML)	Extraction Limit (ML)	Used (ML)	% of Allocation
Surface Water	7,000	7,000	2,505	35.8%
Ground Water	14,000	12,371	8,303	67.1%
Total Water	21,000	19,371	10,808	55.8%



Greg Finlayson
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC (Confidential Reports)