



21st February 2013

Could you please attend workshop on

DRAFT OPERATIONAL PLAN 2013/2014

on

WEDNESDAY, 27th FEBRUARY 2013 at 11.30 am

to be held at

Riverina Water County Council Office Building,
91 Hammond Avenue, Wagga Wagga

**Council meeting will commence
following these discussions at 1.30 pm**
and your attendance is requested accordingly.

Lunch will be supplied at 1.00 pm

Yours faithfully

A handwritten signature in dark 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 January 2013

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS - LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of June and July 2013 be received.

Monthly Investment Report as at 31/12/12

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

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										
Bank of Queensland	21/09/2012	153	21/02/13	A-2	5.01	BBSW	3.37	13.284%	\$500,000.00	\$500,000.00
Community CPS	5/11/2012	87	31/01/13	Unrated	4.61	BBSW	3.23	26.567%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	5/11/2012	64	08/01/13	A-2	4.17	BBSW	3.20	26.567%	\$1,000,000.00	\$1,000,000.00
ME Bank	4/12/2012	91	05/03/13	A-2	4.62	BBSW	3.23	13.284%	\$500,000.00	\$500,000.00
								79.702%	\$3,000,000.00	\$3,000,000.00
Cash Deposit Account										
T Corp				A-I+	4.42	Cash Rate	3.00	10.615%	\$399,569.35	\$399,569.35
AMP				A-I	4.10	Cash Rate	3.00	9.683%	\$364,474.72	\$364,474.72
								20.299%	\$764,044.07	\$764,044.07
TOTAL INVESTMENTS								100.000%	\$3,764,044.07	\$3,764,044.07
Cash at Bank										\$628,385.98
TOTAL FUNDS										\$4,392,430.05

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Unexpended Grants	-\$93,522.00
		-\$93,522.00
Internally Restricted	Employee Leave Entitlements	\$862,500.00
	Asset Replacement	\$695,580.78
	Loan Funds	\$1,666,618.00
	Sales Fluctuation	\$600,000.00
		\$3,824,698.78
Unrestricted Funds		\$661,253.27
TOTAL FUNDS		\$4,392,430.05

* 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 31/1/13

a) Council's Investments as at 31/1/13

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										
Bank of Queensland	21/09/2012	153	21/02/13	A-2	5.01	BBSW	3.32	11.454%	\$500,000.00	\$500,000.00
ME Bank	31/01/2013	90	01/05/13	A-2	4.35	BBSW	3.15	22.909%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	8/01/2013	91	09/04/13	A-2	4.32	BBSW	3.15	22.909%	\$1,000,000.00	\$1,000,000.00
ME Bank	4/12/2012	91	05/03/13	A-2	4.62	BBSW	3.15	11.454%	\$500,000.00	\$500,000.00
								68.725%	\$3,000,000.00	\$3,000,000.00
Cash Deposit Account										
T Corp				A-1+	4.31	Cash Rate	3.00	9.180%	\$400,721.80	\$400,721.80
AMP				A-1	4.10	Cash Rate	3.00	22.095%	\$964,474.72	\$964,474.72
								31.275%	\$1,365,196.52	\$1,365,196.52
TOTAL INVESTMENTS								100.000%	\$4,365,196.52	\$4,365,196.52
Cash at Bank										\$360,364.72
TOTAL FUNDS										\$4,725,561.24

b) Application of Investment Funds

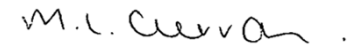
Restricted Funds	Description	Value
Externally Restricted	Unexpended Grants	
		-\$147,340.00
		-\$147,340.00
Internally Restricted	Employee Leave Entitlements Asset Replacement Loan Funds Sales Fluctuation	
		\$862,500.00
		\$799,472.78
		\$804,145.00
		\$600,000.00
		\$3,066,117.78
Unrestricted Funds		\$1,806,783.46
TOTAL FUNDS		\$4,725,561.24

* 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 Curran

FINANCE / ADMINISTRATION MANAGER

2. QUARTERLY BUDGET REVIEW – PERIOD ENDED 31ST DECEMBER 2012

RECOMMENDED that the Quarterly Budget Review for the period ended 31st December 2012 is submitted for examination by the Council.

The anticipated operating result for 2012/13 is a surplus of \$1,318,000. The original budget forecast was for a surplus of \$3,088,000. Proposed budget variations are as a result of additional borrowing required under the LIRS interest rate subsidy scheme, not included in the original budget as Council's application had not been accepted at the time of adoption. The other variation is due to increased depreciation expenditure after finalisation of the 2011/12 financial statements and associated valuations.

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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 31/12/12 indicates that Council's projected financial position at 30/6/13 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:

7/02/2013

Ms Michele Curran
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2012

(\$000's)	Original Budget 2012/13	Approved Changes Sep QBRs	Revised Budget 2012/13	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income							
Rates and Annual Charges	3,622		3,622			3,622	1,853
User Charges and Fees	15,203	500	15,703			15,703	5,979
Interest and Investment Revenues	100		100			100	90
Other Revenues	618	(500)	118			118	172
Grants & Contributions - Operating	195		195			195	3
Grants & Contributions - Capital	1,300		1,300			1,300	1,042
Net gain from disposal of assets	36		36			36	-
Total Income from Continuing Operations	21,074	-	21,074	-		21,074	9,139
Expenses							
Employee Costs	8,436		8,436			8,436	3,176
Borrowing Costs	333		333	20	2a	353	80
Materials & Contracts	1,382		1,382			1,382	735
Depreciation	4,801		4,801	1,750	2b	6,551	3,248
Other Expenses	3,034		3,034			3,034	1,694
Total Expenses from Continuing Operations	17,986	-	17,986	1,770		19,756	8,933
Net Operating Result from Continuing Operations	3,088	-	3,088	(1,770)		1,318	206
Net Operating Result from All Operations	3,088	-	3,088	(1,770)		1,318	206
Net Operating Result before Capital Items	1,788	-	1,788	(1,770)		18	(836)

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
2a	Additional borrowing costs associated with extra borrowing required under LIRS with associated interest rate subsidy. Subsidy not confirmed at time of original budget.
2b	Increase estimate of annual depreciation after 2011/12 financial statements finalised.

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2012

(\$000's)	Original Budget 2012/13	Approved Changes		Revised Budget 2012/13	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Sep QBRs					
Capital Expenditure								
Plant & Equipment	1,125			1,125			1,125	423
Office Equipment & IT	404	10		414			414	54
Land & Buildings	3,543	1,016		4,559			4,559	1,151
Water Infrastructure	9,124	2,204		11,328			11,328	1,745
Other Assets	550		254	804			804	239
Loan Repayments (Principal)	122			122	270	3a	392	45
Total Capital Expenditure	14,868	3,230	254	18,352	270		18,622	3,657
Capital Funding								
Rates & Other Untied Funding	8,868	3,230	254	12,352	(8,730)		3,622	3,657
New Loans	6,000			6,000	9,000	3b	15,000	
Total Capital Funding	14,868	3,230	254	18,352	270		18,622	3,657
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-		-	-

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
	Refer to Capital Works Progress report for more detail on Capital Projects
3a	Additional loan repayments associated with LIRS borrowings. Interest rebate subsidy not confirmed at time of original budget.
3b	Additional borrowings associated with LIRS. Subsidy not confirmed at time of original budget. All borrowings under the scheme required to be drawdown during current financial year.

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2012

(\$000's)	Original Budget 2012/13	Approved Changes Sep QBRs	Revised Budget 2012/13	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted ⁽¹⁾							
Lawn Replacement Program	-		-			-	(147)
Total Externally Restricted	-	-	-	-		-	(147)
(1) Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
Employee Leave Entitlements	750	136	886			886	862
Asset Replacement	200		200			200	799
Loan Funds	-		-	9,000	4a	9,000	804
Sales Fluctuation	600		600			600	600
Total Internally Restricted	1,550	136	1,686	9,000		10,686	3,065
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	1,667	157	1,824	(289)		1,535	1,474
Total Cash & Investments	3,217	293	3,510	8,711		12,221	4,392

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Cash & investment balance anticipated to be significantly higher than originally budgeted due to additional borrowing required to be drawn down during the current financial year, as required under the LIRS.

Investments

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

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$4,392

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 03/01/13

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		648
Investments on Hand		3,764
less: Unpresented Cheques	(Timing Difference)	(113)
add: Undeposited Funds	(Timing Difference)	93

Reconciled Cash at Bank & Investments

4,392

Balance as per Review Statement:

4,392

Difference:

-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

- | | |
|----|--|
| 4a | Additional borrowings to be drawn down in current financial year after approval of LIRS interest rate subsidy. |
|----|--|

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 December 2012

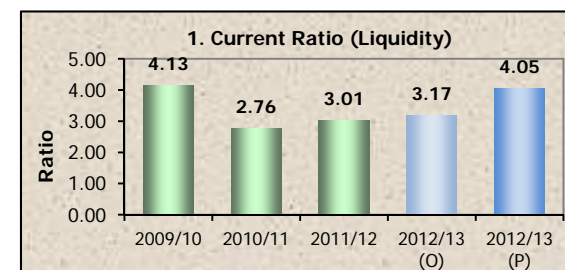
(\$000's)	Current Projection		Original Budget 12/13	Actuals Prior Periods	
	Amounts	Indicator		11/12	10/11
	12/13	12/13			

The Council monitors the following Key Performance Indicators:

1. Current Ratio (Liquidity)

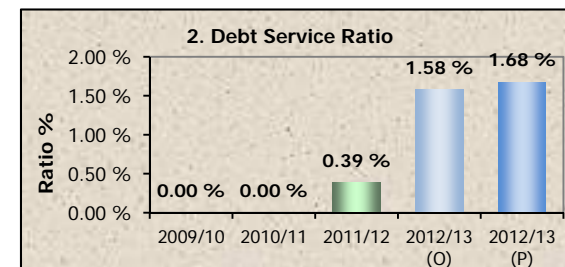
Current Assets	16,197	4.05	3.17	3.01	2.76
Current Liabilities	4,004				

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


2. Debt Service Ratio

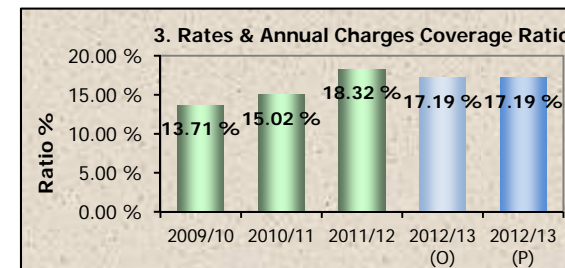
Debt Service Cost	353	1.68 %	1.58 %	0.39 %	0.00 %
Income from Continuing Operations	21,074				

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	3,622	17.19 %	17.19 %	18.32 %	15.02 %
Income from Continuing Operations	21,074				

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%)

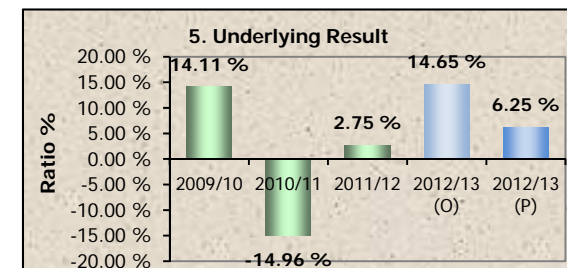
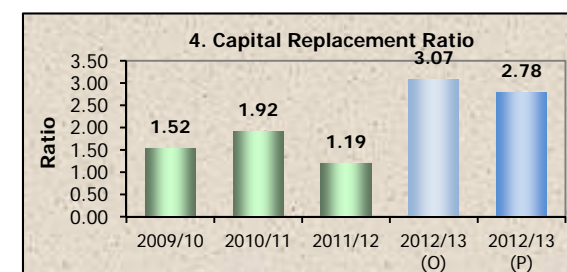


Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 December 2012

(\$000's)	Current Projection		Original Budget 12/13	Actuals	
	Amounts	Indicator		Prior Periods	
	12/13	12/13		11/12	10/11
4. Capital Replacement Ratio					
Infrastructure, Property, Plant & Equipment	18,230	2.78	3.07	1.19	1.92
Depreciation	6,550				
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	1,318	6.25 %	14.65 %	2.75 %	-14.96 %
Total Revenue	21,074				

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 (Actual Dollars)	Budgeted (Y/N)
Consultancies	-	
Legal Fees	57,797	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

Riverina Water County Council

	Actual	Actual	Projected
BALANCE SHEET	2010/11	2011/12	Budget
	\$'000	\$'000	\$'000
ASSETS			
Current Assets			
Cash & Cash Equivalents	1,561	6,191	12,221
Receivables	2,531	1,991	2,162
Inventories	3,475	3,567	1,710
Other	44	179	104
Total Current Assets	7,611	11,928	16,197
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	189,712	187,505	198,811
Intangible Assets	1,700	1,500	1,500
Other	-	-	-
Total Non-Current Assets	191,412	189,005	200,311
TOTAL ASSETS	199,023	200,933	216,508
LIABILITIES			
Current Liabilities			
Bank Overdraft	-	-	-
Payables	417	973	638
Borrowings	-	110	1,370
Provisions	2,342	2,875	1,996
Total Current Liabilities	2,759	3,958	4,004
Non-Current Liabilities			
Borrowings	-	3,059	16,419
Provisions	-	-	959
Total Non-Current Liabilities	-	3,059	17,377
TOTAL LIABILITIES	2,759	7,017	21,382
Net Assets	196,264	193,916	195,127
EQUITY			
Retained Earnings	61,714	62,199	63,410
Revaluation Reserves	134,550	131,717	131,717
Council Equity Interest	196,264	193,916	195,127
Total Equity	196,264	193,916	195,127

Riverina Water County Council

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE
OPERATING INCOME				
Access Charges				
Urban	1,504	2,861	1,357	47%
Non-Urban	349	761	412	54%
	1,853	3,622	1,768	49%
User Charges				
Consumption Charges				
Urban	4,741	12,393	7,652	62%
Non-Urban	831	2,713	1,881	69%
	5,572	15,106	9,534	63%
Extra Charges				
Urban	12	0	-12	0%
Non-Urban	9	0	-9	0%
	21	0	-21	0%
	7,446	18,727	11,281	60%
Other Income	432	715	283	40%
Interest	87	100	13	13%
Operating Grants & Contributions	0	195	195	100%
Capital Grants & Contributions	1,042	1,300	258	20%
Private Works Income	129	0	-129	0%
Asset Sales	0	36	0	0%
Loan Proceeds	0	0	0	0%
TOTAL OPERATING INCOME	9,137	21,074	11,901	56%
OPERATING EXPENSES				
Management	1,989	6,754	4,764	71%
Operations & Maintenance				
<i>Buildings & Grounds</i>				
Urban	310	555	245	44%
Non-Urban	37	63	27	42%
	346	618	272	44%
<i>Management - Operations</i>				
Urban	414	300	-114	-38%
Non-Urban	202	100	-102	-102%
	617	400	-217	-54%
<i>Sources</i>				
Urban	326	671	345	51%
Non-Urban	50	173	123	71%
	376	843	467	55%
<i>Pumping Stations</i>				
Urban	104	523	420	80%
Non-Urban	168	318	150	47%
	272	842	570	68%
<i>Reservoirs</i>				
Urban	93	118	26	22%
Non-Urban	57	131	73	56%
	150	249	99	40%
<i>Treatment Plant</i>				
Urban	708	1,696	988	58%
Non-Urban	158	505	348	69%
	866	2,202	1,336	61%
<i>Mains & Services</i>				
Urban	602	901	299	33%
Non-Urban	432	551	118	21%
	1,034	1,452	418	29%
<i>Other Operations</i>	187	-174	-361	208%
Depreciation	3,248	4,800	1,552	32%
TOTAL OPERATING EXPENSES	9,086	17,986	8,900	49%
OPERATING RESULT	51	3,088		

DECEMBER 2012 - QUARTERLY REVIEW OF CAPITAL PROJECTS

Description	Current Budget	Actual	Budget Remain
	\$	\$	\$
MANAGEMENT			
STRATEGIES			
Integrated			
Completion of IWCM - Urban	50,000	0	50,000
Completion of IWCM - Non-Urban	10,000	0	10,000
Strategic Planning Documents - Urban	0	39,062	-39,062
Demand Management			
Demand Management - Urban	80,000	38,379	41,621
Lawn Replacement Program - Urban	664,327	161,117	503,210
SUB-TOTAL STRATEGIES	804,327	238,558	565,769
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS			
Administration Office			
Administration Office	0	2,735	-2,735
Depot Buildings			
Store Building Hammond Ave - Urban	2,500,000	35,340	2,464,660
Depot Building The Rock- Non-Urban	10,000	0	10,000
Workshops			
Fitter/Electrician Workshop	1,466,212	1,001,182	465,030
Access,parking and Landscaping			
Levee protection stage 1 Hammond Ave - Urban	170,000	111,252	58,748
Levee protection feasibility study/land matters Hammond Ave - Urban	360,000	0	360,000
Environmental works - Urban			
Environmental works - Urban	10,000	0	10,000
Depot Residence - Urban			
Depot Residence - Urban	5,000	0	5,000
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	4,521,212	1,150,509	3,370,703
PLANT & EQUIPMENT			
I.T. EQUIPMENT			
Corporate IT software upgrade/improvements - Urban	95,900	47,759	48,141
OFFICE FURNITURE & EQUIPMENT			
Office Furniture & Equipment - Urban	5,000	0	5,000
Office Furniture & Equipment - Non-Urban	5,000	0	5,000
WORKING PLANT & VEHICLE PURCHASES			
Routine plant & vehicle replacements	1,100,000	423,971	676,029
FIXED PLANT TOOLS & EQUIPMENT			
Fixed Plant Tools & Equipment - Urban	20,000	0	20,000
Fixed Plant Tools & Equipment - Non-Urban	5,000	0	5,000
SCADA SYSTEM, UPGRADES			
Bulgary WTP Control System Upgrade	55,000	0	55,000
Galore Repeater Replacement & RTU	0	169	-169
Solar magflow & RTU installations	15,000	0	15,000
Radio Telemetry Software Upgrade - Clear SCADA	55,000	0	55,000
Radtel Radio Analysis	0	0	0
CAD/GIS/ASSET MANAGEMENT SYSTEM			
Asset Management system & Implementation	110,000	-410	110,410
GIS integration with asset management system	30,000	0	30,000
GIS Improvements	40,000	2,250	37,750
Engineering Software	3,000	2,495	505
COMMUNICATION EQUIPMENT			
Communication equipment for new workshop	38,000	542	37,458
SUB-TOTAL PLANT & EQUIPMENT	1,576,900	476,777	1,100,123
TOTAL MANAGEMENT	6,902,439	1,865,843	5,036,596
SOURCES			
Bores-renew/refurbish/decommission			
Walla Walla Bore 1B - Non-Urban	0	0	0
West Wagga Bore 4 - Reline & Riserless, Switchboard & Pump&Motor	0	130,743	-130,743
West Wagga Bore 1 - Power Supply Transformer (Country Energy)	50,000	0	50,000
TOTAL SOURCES	50,000	130,743	-80,743

Description	Current Budget	Actual	Budget Remain
	\$	\$	\$
TREATMENT PLANTS			
General improvements			
Wagga Dosing Pumps replacements - Urban	10,000	0	10,000
HACCP - Urban	5,000	0	5,000
East Wagga Aeration Basin cover - Urban	25,000	0	25,000
Pit lid replacements at Water Treatment Plants - Urban	15,000	5,658	9,342
Rural Chlorinator replacements - Non-Urban	4,000	0	4,000
Rural Dosing Pumps replacements - Non-Urban	10,000	9,560	440
Rural Pit Lids replacements - Non-Urban	10,000	606	9,394
Waterworks PID Chlorinator Controller - Urban	0	240	-240
Safety Equipment			
Safety Equipment - Urban	5,000	0	5,000
Safety Equipment - Non-Urban	5,000	0	5,000
Wagga Pilot Plant			
Wagga Pilot Plant - Urban	0	3,587	-3,587
Specific Treatment Plant improvements			
West Wagga WTP - Bulk silica handling upgrade - Urban	34,316	754	33,562
Gardners Crossing WTP Fluoridation system upgrade - Non-Urban	15,000	0	15,000
Treatment Plant refurbishments			
Underground powerlines - Urban	883,071	22,912	860,159
WTP tender documentation - Urban	100,000	140,575	-40,575
WTP stage 1 - Urban	2,800,000	0	2,800,000
WTP ancillary work including intake - Urban	1,000,000	0	1,000,000
Gardners Crossing WTP Gantry - Non-Urban	15,000	0	15,000
Urana WTP replacement - Non-Urban	300,000	79,448	220,552
Morundah WTP upgrade - Non-Urban	50,000	0	50,000
Laboratory Equipment			
Laboratory Equipment - Urban	5,000	0	5,000
Laboratory Equipment - Non-Urban	5,000	546	4,454
TOTAL TREATMENT PLANTS	5,296,387	263,886	5,032,501
DISTRIBUTION			
PUMPING STATIONS			
General improvements			
Pit Lids replacements - Urban	10,000	4,948	5,052
Pit Lids replacements - Non-Urban	10,000	8,272	1,728
Flow recorders			
magflow communciation upgrades - Urban	30,000	0	30,000
magflow replacements - Urban	15,000	0	15,000
magflow replacements - Non-Urban	5,000	0	5,000
Pumping Stations renewal & upgrade			
Pumping Stations renewal & upgrade - Urban	50,000	13,645	36,355
Pumping Stations renewal & upgrade - Non-Urban	10,000	0	10,000
10MG High Level pump upgrade - Urban	20,000	0	20,000
Brucedale pumpstation - metering, electrical switchboard and VSD upgrade - Non-Urban	49,066	77,914	-28,848
Ralvona Bore 3 - Bore control systems, power supply and switchboard upgrade - Non-Urban	0	15,561	-15,561
West Wagga Shires pump upgrade - Urban	250,000	0	250,000
Refurbish pipework/fittings	0	0	0
Refurbish pipework/fittings	20,000	0	20,000
SUB-TOTAL PUMPING STATIONS	469,066	120,339	348,727
MAINS			
System Improvements			
Hydraulic Analysis of RWCC Water Mains	0	56,092	-56,092
System Improvements - Urban	75,000	0	75,000
System Improvements - Non-Urban	10,000	0	10,000
Reticulation Mains Extensions			
Reticulation Mains Extensions - Urban	60,000	0	60,000
Reticulation Mains Extensions - Non-Urban	10,000	0	10,000
Reticulation for Developers			
Reticulation for Developers - Urban	500,000	250,891	249,109
Reticulation for Developers - Non-Urban	50,000	13,694	36,306
Robe - Bomen - Urban	0	1,339	-1,339
Trunk Mains Extensions			
Glenfield Reservoir Feeder Main - 600mm - Urban	500,000	0	500,000

Description	Current Budget	Actual	Budget Remain
	\$	\$	\$
Renew Reticulation Mains			
Renew Reticulation Mains - Non-Urban	100,000	11,496	88,504
Renew Reticulation Mains - Urban	300,000	115,671	184,329
General	0	110,529	-110,529
Bruce Dale System - The Gap Hall - Downside - Urban	0	50,896	-50,896
Renew Trunk Mains	0	0	0
Low Level main to Hammond Ave - Urban	300,000	0	300,000
Morven Balance tank to township (7km 150mm) - Non-Urban	200,000	4,310	195,690
Bolton Park Watermain Realignment - WWCC 1/2 funded	0	323,477	-323,477
Olympic Highway Kapooka Section Mains Renewal	500,000	8,289	491,711
Hydrants & Valve refurbish			
Hydrants & Valve refurbish - Urban	60,000	0	60,000
Hydrants & Valve refurbish - Non-Urban	20,000	0	20,000
SUB-TOTAL MAINS	2,685,000	946,684	1,738,316
RESERVOIRS			
New Reservoirs			
Walla Walla Reservoir - Replace Roof	0	29,475	-29,475
Construction of Red Hill Reservoir (3)	0	14,175	-14,175
Woomargama Reservoir 3	0	19,194	-19,194
Mangoplah - Non-Urban	347,000	0	347,000
Collingullie - Non-Urban	246,103	0	246,103
Shires - Non-Urban	1,000,000	0	1,000,000
Reservoirs- Protective treatment			
Reservoirs- Protective treatment - Urban	20,000	0	20,000
Reservoirs- Protective treatment - Non-Urban	50,000	0	50,000
Reservoirs-upgrade ladders and access			
Reservoirs- upgrade ladders and access - Urban	15,000	0	15,000
Reservoirs- upgrade ladders and access - Non-Urban	10,000	0	10,000
Road Access to Oura Reservoir - Non-Urban	50,000	0	50,000
Reservoirs-control valves and systems.			
Reservoirs-control valves and systems - Urban	10,000	0	10,000
Reservoirs-control valves and systems - Non-Urban	20,000	0	20,000
SUB-TOTAL RESERVOIRS	1,768,103	62,844	1,705,259
SERVICES			
Service Connections, new			
Service Connections, new - Urban	420,000	32,926	387,074
Service Connections, new - Non-Urban	60,000	6,618	53,382
Renew Services			
Renew Services - Urban	120,000	0	120,000
Renew Services - Non-Urban	30,000	0	30,000
SUB-TOTAL SERVICES	630,000	39,544	590,456
METERS			
Water meters replacement			
Water meters replacement - Urban	300,000	138,582	161,418
Water meters replacement - Non-Urban	65,000	7,570	57,430
Water meters, additional (new services)			
Water meters, additional (new services) - Urban	20,000	0	20,000
Water meters, additional (new services) - Non-Urban	5,000	0	5,000
Remote metering			
Remote metering - Urban	10,000	19,732	-9,732
Remote metering - Non-Urban	10,000	15,769	-5,769
Standpipe replacement			
Standpipe replacement - Non-Urban	20,000	0	20,000
SUB-TOTAL METERS	430,000	181,652	248,348
TOTAL DISTRIBUTION	5,982,169	1,351,064	4,631,105
TOTALS	18,230,995	3,611,536	14,619,459

3. LOAN FACILITY

RECOMMENDATION that Council resolve to borrow \$15,000,000 over 10 years from the National Australia Bank on 28 February 2013, being budgeted borrowing under the LIRS, to fund part of the new water treatment plant project.

Quotes have been requested from National Australia Bank, Westpac, ANZ and Commonwealth. National Australia Bank is able to provide the most competitive rate. The loan listed below does not have any associated set-up or monthly fees. The interest rate listed is as of the date noted, which changes daily and may vary to the rate on the day the loan is actually drawn down.

The LIRS requires a 10 year fixed structure loan, to be paid out after 10 years.

The proposed loan structure and rate is listed below:

10 year fixed principal and interest loan - \$15,000,000 – 5.37% (as of 14/2/13)

4. AGREEMENT - LOCAL INFRASTRUCTURE RENEWAL SCHEME

RECOMMENDATION that Riverina Water County Council complete the agreement for a 4% interest subsidy under the Local Infrastructure Renewal Scheme, for the Wagga Wagga Water Treatment Plant Replacement, under the Common Seal of Council

As Councillors would be aware Riverina Water County Council's application for a 4% interest subsidy under the New South Wales Government's Local Infrastructure Renewal Scheme for the Wagga Wagga Water Treatment Plant replacement has been approved.

Under this scheme, Council borrowings, to the value of \$15 million, will receive a 4% interest subsidy for a period of 10 years.

A loan for the Wagga Wagga Water Treatment Plant replacement is the subject of a separate report to this meeting of the council.

Details of the subsidy have been previously reported to Council.

The Local Infrastructure Renewal Scheme Subsidy requires the Council to lodge a claim for the reimbursement of the 4% interest subsidy in June and December each year.

5. AUDIT AND RISK COMMITTEE MINUTES

Author: Naomi Stuart

General Manager: Graeme Haley

RECOMMENDATION: That Council receive and note the minutes of the Audit and Risk Committee Meeting held on 7 February 2013 and endorse the recommendations contained therein.

Report

The Audit and Risk Committee Meeting was held on 7 February 2013. Minutes of the meeting are attached.

Budget

N/A

Policy

Audit and Risk Committee Charter.

on THURSDAY, 7th FEBRUARY 2013 at 9.05 am

Ms Naomi Stuart (Manager Internal Audit Services), Mr. Phillip Swaffield (Internal Audit Officer), Mr. Graeme Haley (General Manager), and Ms Michele Curran (Finance Administration Manager).

RESOLVED on the motion of Mr. Commins and Clr. Negline that the Minutes of the proceedings of the Audit and Risk Committee meeting held on 23rd November 2012 be confirmed as a true and accurate record.

No declarations of Pecuniary & Non-pecuniary interest received.

RESOLVED on the motion of Mr. Commins and Clr. Negline that the Audit and Risk Committee receive and note the draft quarterly budget review for the period 1st October to 31st December 2012. This is a draft report to be presented to Council's February meeting for adoption.

RESOLVED on the motion of Mr. Commins and Clr. Negline that the Audit and Risk Committee receive and note the investment reports for the periods October, November and December 2012.

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

Any additional items to be forwarded to Graeme Haley for inclusion.

INTERNAL AUDIT MANUAL

RESOLVED on the motion of Clr. Negline and Mr. Commins that the Audit and Risk Committee endorse the Riverina Water County Council Internal Audit Manual.

DRAFT INTERNAL AUDIT STRATEGY AND AUDIT UNIVERSE

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

Receive and note the draft Internal Audit Strategy and Audit Universe.

Conduct an Audit and Risk Committee planning session to review and finalise the Internal Audit Strategy on 8th April 2013, 9.00am to 12.00 noon.

PROJECT MANAGEMENT STATUS

RESOLVED on the motion of Clr. Negline and Mr. Commins that the Audit and Risk Committee note the reports of the Director of Engineering.

REPORT FROM GENERAL MANAGER ON RWCC RISK REMEDIATION PLAN

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

REPORT FROM GENERAL MANAGER ON PROGRESS – DELEGATIONS, POLICIES/PROCEDURES AND RISK FRAMEWORK

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

PROPOSED RESERVOIR CONSTRUCTIONS 2013

RESOLVED on the motion of Mr. Commins and Clr. Negline that the Audit and Risk Committee receive and note the presentation by Mr. Graeme Haley, General Manager.

QUESTIONS & STATEMENTS

Naomi Stuart: asked if anyone had any suggestions for presentation at next meeting.

Clr. Negline: Suggested Ken Murphy does a presentation on policies.

Mr. Watson: Asked if a tour of new workshop and water treatment plant could be arranged.

Naomi Stuart: Could be arranged for next Audit and Risk Committee Meeting date.

Next Meeting: Thursday 2nd May 2013

Meeting Closed 11.05 am

6. DELEGATION TO COUNCIL OF FUNCTIONS UNDER THE PLUMBING AND DRAINAGE ACT 2012

RECOMMENDATION that Council advise NSW Fair Trading that it is willing to accept the delegation of regulatory powers under the Plumbing and Drainage Act 2012 and that Council complete the Instrument of Delegation under the Common Seal of Council.

NSW Fair Trading advises that the Plumbing and Drainage Act 2011 was passed by Parliament on 9 November 2011. The Act established a single scheme of regulation of on-site plumbing and drainage work in New South Wales and established NSW Fair Trading as the New South Wales plumbing regulator.

It was advised that the legislation is being implemented in stages.

In the first stage, the act commenced on 1 July 2012, implemented the Plumbing Code of Australia as the new technical standard across all of New South Wales. NSW Fair Trading became the plumbing regulator in areas that, immediately before the commencement of the act, were within the areas of operation of the Sydney Water Corporation, Hunter Water Corporation and other licensed utility operators under the Water Industry Competition Act 2006. Local councils and county council in other areas continued to retain compliance and inspection roles in relation to plumbing and drainage work.

In the second stage, from 1 January 2013, NSW Fair Trading became the sole regulator across New South Wales. NSW Fair Trading advises that it has always intended to delegate certain functions back to local councils and, where relevant, county councils, in order to continue the important regulatory role of councils in their local areas.

Section 21 of the act allows the plumbing regulator to delegate any of the plumbing regulator's functions to a local council, or any other person the regulator considers has the necessary skills, knowledge or experience to exercise the function. A local council may, in turn, sub-delegate in these functions, but only as set out in the act. A county council may not sub-delegate.

NSW Fair Trading proposes to delegate the functions of plumbing regulator to local councils or county councils outside the Sydney Water Corporation and Hunter Water Corporation areas of operation. NSW Fair Trading has forwarded an instrument of delegation for completion.

This delegation is presented to Council for consideration. Acceptance of the delegation is required to enable Council to continue to undertake activities in the regulation of on-site plumbing works.

NSW Fair Trading requests that Council complete and return an acknowledgement of delegation of council's acceptance of delegation.

Riverina Water County Council would only be undertaken regulatory works as regard to plumbing works. It is proposed that the regulation of drainage works will continue be undertaken by the RWCC's constituent Councils.

7. PROPOSED ACQUISITION OF RWCC LAND ON WILLANS HILL FOR ROAD PURPOSES

RECOMMENDATION that Riverina Water County Council agree to the sale of lots 8 and 10 of DP 1177748 for road purposes to Wagga Wagga City Council and that Council resolve to complete any necessary documents under the Common Seal of the Council.

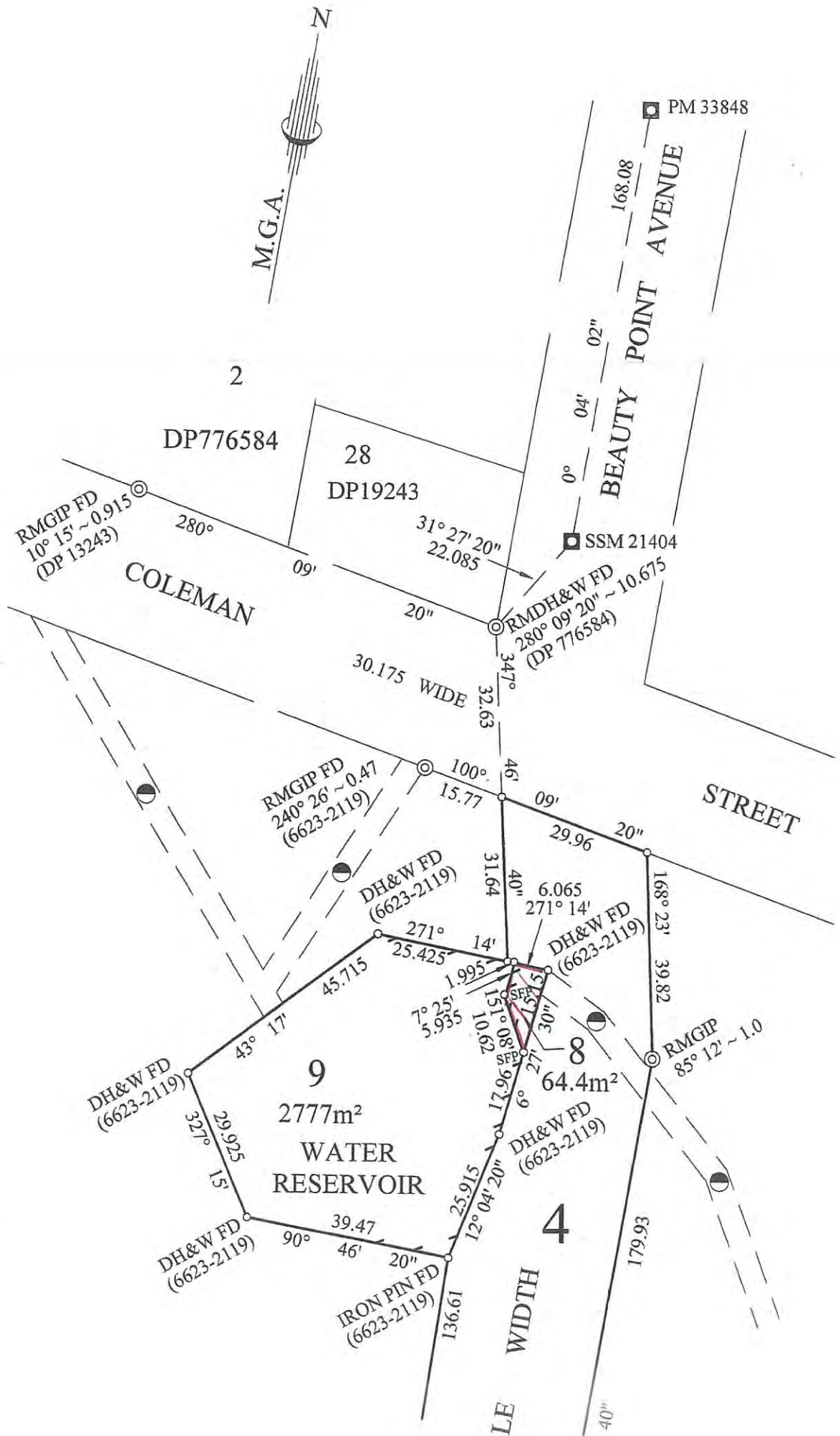
Wagga Wagga City Council has been in discussion with staff of Riverina Water County Council regarding the acquisition of a small amount of land adjacent to the Beauty Point Reservoir (64.4 m²) and the Shires Reservoir (253.8 m²).

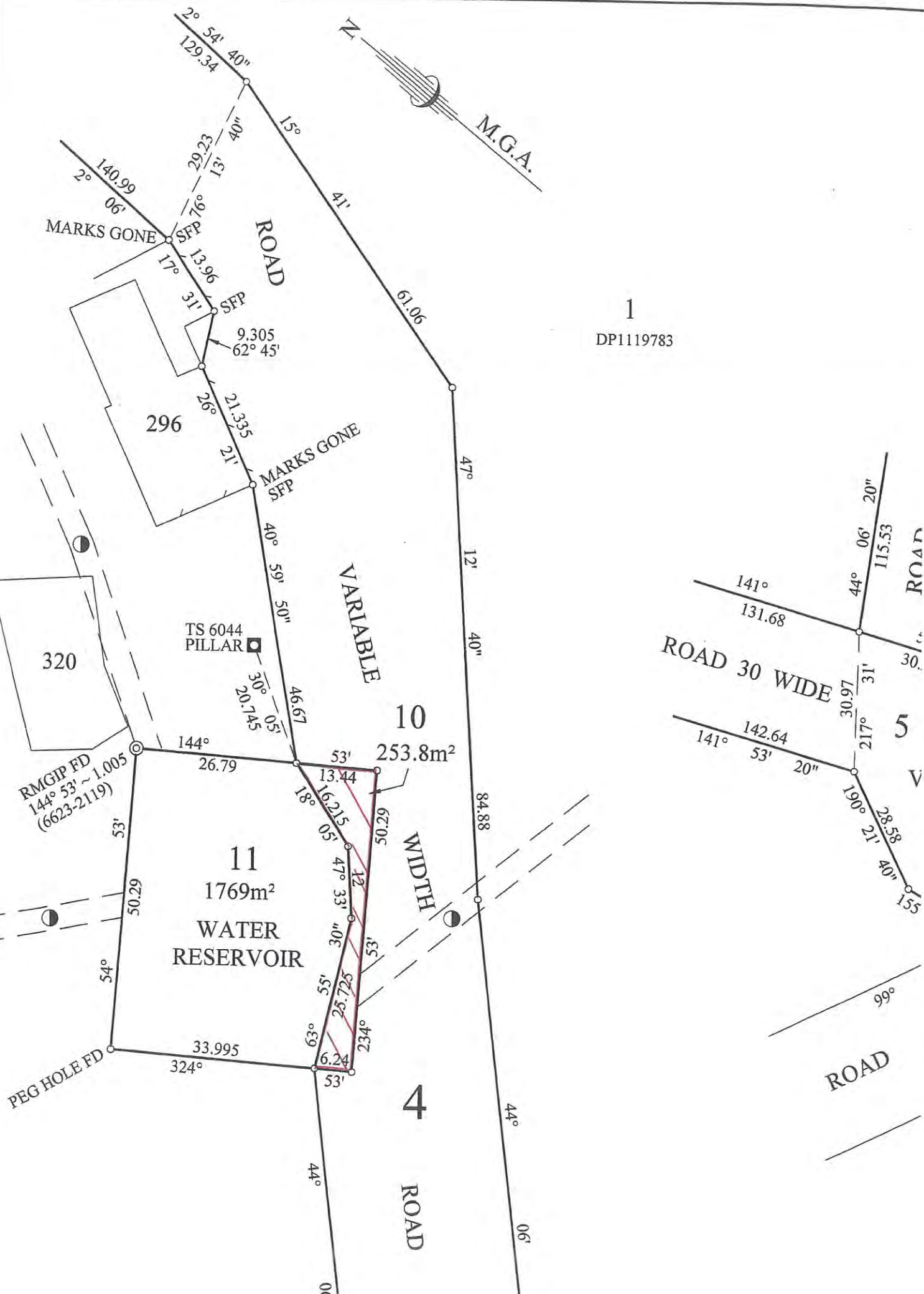
Wagga Wagga City Council has obtained a market valuation for both parcels and has offering compensation of \$1,000 (plus GST if applicable) and \$5,000 (plus GST if applicable) for this land.

A plan of the sites, indicating the land in question is attached.

Wagga Wagga City Council request confirmation from Riverina Water County Council that this sale is acceptable, prior to undertaking the formal acquisition process.

5TH





8. POLICY 1.1 DRAFT CODE OF CONDUCT

RECOMMENDATION that Riverina Water County Council adopted Draft Policy 1.1 Code of Conduct and Draft Policy 1.1a Procedures for the Administration of the Model Code of Conduct and that Council enter into an arrangement with Riverina Eastern Regional Organisation of Councils (REROC) to share a panel of conduct reviewers and, until the panel of reviewers is appointed, that Council re-appoint Mr Gerry Holmes as its independent code of conduct reviewer.

The Division of Local Government has advised by circular, dated 19 December 2012, that a new model code of conduct has been released, together with Procedures for the Administration of the Model Code of Conduct.

The Division advised that the Model Code and Procedures are supported by new provisions in the Local Government Act 1993 to more effectively deal with serious repeated breaches of the code through expanded and strengthened penalties.

Key features of the new code framework included:

- Greater flexibility to resolve serious complaints, minimising cost to councils
- Improved compliance management, with complaints about councillors and the general manager managed from start to finish by qualified and independent conduct reviewers
- Greater fairness and rigour in the investigation process through clearer procedures
- Stronger penalties for ongoing disruptive behaviour and serious misconduct to more effectively deter and address such behaviour, allowing councils to get on with the business of serving their communities.

The proposed commencement date for the new model code framework is 1 March 2013.

There are provisions in the Procedures for councils to share a panel of conduct reviewers. Riverina Eastern Regional Organisation of Councils (REROC) has advertised for expressions of interest from suitably qualified persons for appointment to a panel of conduct reviewers.

The Procedures also stipulate that the general manager should appoint a staff member as a complaints coordinator, together with an alternate.

Attached for councillors information is the proposed Code of Conduct, Procedures for the Administration of the Code of Conduct for Local Councils, Circular 12-45 from the Division of Local Government (including a summary of key changes to the Model Code of Conduct), and a Summary of Standards of Conduct for Council Officials.

Circular No. 12-45
Date 19 December 2012
Doc ID. A296794

Contact Council Governance
02 4428 4100

THE NEW MODEL CODE OF CONDUCT FRAMEWORK

Purpose

To advise councils of the new Model Code of Conduct framework and implementation arrangements.

Issue

- The new Model Code of Conduct for Local Councils in NSW, Procedures for the Administration of the Model Code and Summary of the Model Code are now available on the Division of Local Government (the Division) website at www.dlg.nsw.gov.au.
- The code and procedures are supported by new provisions in the *Local Government Act 1993* to more effectively deal with serious or repeated breaches of the Code through expanded and strengthened penalties. Key changes to the code are summarised at Appendix A.
- The key features of the new code framework include:
 - Greater flexibility to resolve non-serious complaints, minimising costs to councils
 - Improved complaints management, with complaints about councillors and the general manager managed from start to finish by qualified and independent conduct reviewers
 - Greater fairness and rigour in the investigation process through clearer procedures
 - Stronger penalties for ongoing disruptive behaviour and serious misconduct to more effectively deter and address such behaviour, allowing councils to get on with the business of serving their communities.
- The proposed commencement date for the new model code framework is 1 March 2013.
- The following transitional arrangements will apply:
 - Complaints made or yet to be finalised before 1 March 2013 are to be dealt with under the current Model Code of Conduct and Procedures.
 - Complaints received after 1 March 2013 but where the alleged conduct occurred prior to this date are to be assessed against the standards

prescribed under the current Model Code but dealt with under the new Procedures.

- Complaints relating to alleged conduct that occurred after 1 March 2013 are to be assessed against the new Code and Procedures.
- The Division will provide further information in early 2013 to assist councils implement the new code and procedures.

Actions

Councils should make the following administrative arrangements in preparation for commencement of the Code:

- Adopt the new Model Code and Procedures by 1 March 2013
- Appoint members of staff other than the General Manager to act as a complaints coordinator and alternate complaints coordinator before 1 March 2013
- Ensure panels of conduct reviewers, appointed using the selection process prescribed under the new procedures, are in place by 30 September 2013. Councils without existing panels should establish a panel by 1 March 2013.



Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

APPENDIX A

NEW MODEL CODE OF CONDUCT AND PROCEDURES - KEY CHANGES

- In the interests of clarity and simplicity, standards of conduct and procedures for dealing with breaches will be separately prescribed.
- Minor changes have been made to the standards prescribed under the code in relation to binding caucus votes, the disclosure of political donations, loss of quorum, the management of significant non-pecuniary conflicts of interests in relation to principal planning instruments, gifts, relationships between councillors and staff and use of council resources for re-election purposes.
- New standards have been included to address misuse of the code and other conduct intended to undermine its implementation.
- New provisions have been included to improve all councils' access to suitably skilled conduct reviewers.
- Under the new procedures, complaints will be managed from start to finish by an independent conduct reviewer at arms length from the council if they are not informally resolved at outset.
- There will be an increased focus on informal resolution of less serious matters.
- Code of conduct matters will be dealt with confidentially. However, where a conduct reviewer determines that a councillor has breached the code and a sanction is imposed by the council, this will be made public via the minutes of the meeting.
- There will be limited rights of review to the Division where a person is subject to an adverse outcome.
- The Division will have more options for dealing with matters directly under the misconduct provisions. This will enable it to directly police the administration of the code and address issues such as misuse or failure to cooperate.
- Penalties for misconduct will be expanded and increased to improve deterrence.
- Both the Division and the Pecuniary Interest and Disciplinary Tribunal will be able impose stronger penalties for repeated misconduct. This will enable the more effective management of ongoing disruptive behaviour by individual councillors to enable councils to get on with the core business of serving their communities.

These changes have been made as a result of extensive consultation with councils and other key stakeholders, and based on feedback, have broad support.

THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW – MARCH 2013

Standards of conduct for council officials - Summary

Council officials* play a vital role in serving local communities.

To do this effectively you will want to uphold the highest standards of behaviour to ensure the public has trust and confidence in local government.

What are the expected standards of behaviour?

The following standards of behaviour are expected of council officials. You must:

- not conduct yourself in a manner that is likely to bring the council into disrepute
- act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions
- treat others with respect at all times
- consider issues consistently, promptly and fairly
- not harass, discriminate against, or support others who do so
- ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly
- not participate in *binding* caucus votes except for nominations
- disclose and appropriately manage any conflict of interests, including from reportable political donations
- not accept money or gifts of value and avoid situations that give rise to the appearance of securing favourable treatment
- in the case of councillors, not direct council staff or influence staff in the exercise of their role
- in the case of staff, ensure efficient and effective operation of the council's organisation and implementation of the decisions of the council without delay
- use and secure information appropriately and do not disclose confidential information
- use council resources ethically, effectively, efficiently and carefully in the course of official duties
- not make complaints improperly, take detrimental action in response to complaints about standards of behaviour or disclose information about code of conduct matters.

These standards are described in detail in the Model Code of Conduct for Local Councils in NSW. The Code is a legal document that all officials are obliged to understand and follow. The Model Code forms the basis of each council's own code of conduct.

What happens if the standards are not met?

In the very small number of cases where council officials fail to follow this Code, this will be dealt with in accordance with the procedure for administration of the Model Code.

Complaints about a breach of these standards by anyone other than the general manager are to be made at first instance to the general manager. Complaints about the general manager are to be made to the Mayor. Where the complaint is serious and cannot be resolved informally, a complaint may be formally investigated by an independent conduct reviewer.

Breaches of these standards by delegates or council committee members may result in the following action:

- censure
- requirement of apology
- prosecution
- removal or restriction of delegation.

Breaches by council staff may result in disciplinary action, termination or, in the case of non-senior staff, such other penalty permitted under the relevant industrial award.

Breaches by the general manager may result in the following action:

- requirement for training
- counselling
- requirement for apology
- findings of inappropriate conduct made public
- action under the general manager's contract.

Breaches by councillors may result in the following action:

- requirement for training
- counselling
- requirement for apology
- findings of inappropriate conduct made public
- censure
- referral to the Division of Local Government for disciplinary action including but not limited to suspension for up to 3 months
- referral by the Division to the Pecuniary Interest and Disciplinary Tribunal for suspension of up to 6 months or disqualification from holding civic office.

* Council officials include councillors, members of staff of council, administrators, members of council committees, conduct reviewers and delegates of council.

9. POLICY 1.2 DRAFT CODE OF MEETING PRACTICE

RECOMMENDATION that Riverina Water County Council adopted Draft Policy 1.2 Code of Meeting Practice

A review of council's policies has revealed that its Code of Meeting Practice is not being reviewed for some time and is somewhat out of date.

In 1997 Riverina Water County Council adopted the Local Government Regulations as its Code of Meeting Practice.

A number of changes have been made to Local Government Regulations, as they apply to the conduct of council meetings, and additional guidelines have been issued by the Division of Local Government. While these changes have been taken into account on how council meetings are run, they have not been formally incorporated into Council's Code of Meeting Practice

A revised Code of Meeting Practice has been prepared, taking to account changes to Local Government Regulations and the Guidelines issued by the Division of Local Government.

A copy of the Draft Code of Meeting Practice is attached.

10. DRAFT POLICY 1.16 ACKNOWLEDGEMENT OF COUNTRY

RECOMMENDATION that Riverina Water County Council adopt Draft Policy 1.16 Acknowledgement of Country

In August 2010 Riverina Water County Council adopted a policy regarding the acknowledgement of the Wiradjuri people as the traditional owners of country in the county area.

As part of a review of Council's policies, this policy has been revisited.

The purpose of the policy is to set out guiding principles for Riverina Water County Council, its management and staff in observing the appropriate protocols for the acknowledgement of the Wiradjuri people at the commencement of council meetings and council official functions.

The policy states that an acknowledgement of country should be made prior to the first meeting of a new council term and on special occasions (e.g. openings), at the discretion of the Chairperson.

The policy outlines typical statements of acknowledgement that could be made.

ACKNOWLEDGMENT OF COUNTRY POLICY

POLICY REFERENCE NUMBER:		POL 1.16	
Original publication date		25 August 2010	
Revision number	Issue Date	Approved	Approval date
0	25 August 2010	Res: 10/107	25 August 2010
1	27 Feb 2013	Res: 13/???	27 Feb 2013
<p>This document is to be reviewed every 4 years. Next review date: February 2017.</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objective

The purpose of this policy is to set out guiding principles for Riverina Water County Council, its management and staff in observing the appropriate protocols for the acknowledgement of Wiradjuri people at the commencement of Council meetings and Council Official functions.

1.2 Scope of Policy

This policy shall apply the Chairperson, Acting Chairperson, Councillors and General Manager when conducting Council meetings or official functions of Council.

1.3 Definition

An “Acknowledgement of Country” is a means by which all people can show respect for Aboriginal and Torres Strait islander culture and heritage and the ongoing relationship the Traditional Custodians have with their land.

1.4 Legislative Context

Not applicable.

1.5 Related Documents

Code of meeting Practice.

PART 2: Policy Content

2.1 Policy Provision-Acknowledgement of Country

By incorporating “Acknowledgement of Country” at the opening of Council Meetings and appropriate official functions of Council we are able to:

- Recognise and pay respect to Aboriginal peoples, cultures and heritage.
- Communicate Aboriginal cultural practices to the broader community to promote respect and understanding.
- Demonstrate that Aboriginal cultures are living through maintenance and practice of ceremonies and protocols.
- Acknowledge Aboriginal people’s unique position which can assist in building relationships and partnerships.

An “Acknowledgement of Country” should be made prior to 1st meeting of new Council term and on special occasions (e.g. openings) at the discretion of the Chairperson.

On such occasions, a Chairperson or Council representative may begin by acknowledging that the meeting is taking place in the Country of the Traditional Custodians.

Typical “Acknowledgement of Country” statements may include any of the following:

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

“I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people“. OR

“I would like to acknowledge that this meeting is being held on Wiradjuri land and recognise the strength, resilience and capacity of Aboriginal people in this land.

11.DRAFT POLICY 1.22 BUSINESS CONTINUITY

RECOMMENDATION that Riverina Water County Council adopt Draft Policy 1.22 Business Continuity.

As part of the overall review of Council's Policies and under guidance from StateWide Mutual Insurance Group, Riverina Water County Council needs to adopt a policy that provides a mechanism for the continuation of Council's operations during times of disruption to normal business activities.

A draft policy has been developed and is attached for Councillors' information.

The objectives of the Policy are:-

Riverina Water County Council aims to:

- Maintain the highest possible integrity and continuity for services provided by the Council, Safeguard the Council's assets, including people, property and financial resources,
- Ensure the uninterrupted availability of resources so that Council can continue to perform the Critical Business Functions that support its critical objectives,
- Ensure that Council can appropriately deal with disruption,
- Demonstrate responsible Business Continuity Management processes that align with applicable Australian Standards, accepted best practice standards and methods, and
- Ensure the accurate and timely provision of information to staff, the community, business partners, stakeholders and other relevant levels of Government during an outage event.

It is appropriate that this policy be adopted to again demonstrate Council's commitment to the reduction of risk wherever practicable, throughout Council's operations.

BUSINESS CONTINUITY POLICY

POLICY REFERENCE NUMBER:		POL 5.32	
Original publication date		27 February 2013	
Revision number	Issue Date	Approved	Approval date
0	27 Feb 2013	Res: 13/???	27 Feb 2013
1			
<p>This document is to be reviewed every year. Next review date: February 2014</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

Riverina Water County Council adopts Business Continuity Management as a core obligation of good governance and utilises the methodology specified in the AS/NZS 5050:2010 Business Continuity – Managing Disruption Related Risk.

Council recognises that Business Continuity is an integral part of good management practice and fully supports Business Continuity Management as an important element in its Good Governance Framework.

The purpose of this policy is to establish the systems and processes required to ensure the uninterrupted availability of all key resources necessary to support Council's identified Critical Business Functions during an Outage.

1.1 Policy Objectives

Riverina Water County Council aims to:

- Maintain the highest possible integrity and continuity for services provided by the Council, Safeguard the Council's assets, including people, property and financial resources,
- Ensure the uninterrupted availability of resources so that Council can continue to perform the Critical Business Functions that support its critical objectives,
- Ensure that Council can appropriately deal with disruption,
- Demonstrate responsible Business Continuity Management processes that align with applicable Australian Standards, accepted best practice standards and methods, and
- Ensure the accurate and timely provision of information to staff, the community, business partners, stakeholders and other relevant levels of Government during an outage event.

1.2 Scope of Policy

This policy applies to all areas of Council's operations.

1.3 Definitions

Business Continuity Management	The development, implementation and maintenance of policies, frameworks and programs to assist an entity manage a business outage. It is the capability that assists in the preventing, preparing for and responding to, managing and recovering from the impacts of an outage event.
Business Continuity Plan	A collection of procedures and information that is developed compiled and maintained in readiness for use during a business outage event.
Critical Business Functions	A business function or part thereof identified as essential for the survival of the organisation and achievement of its critical objectives.
Disaster Recovery Plans	Specific plans, procedures and documents for critical business processes that will enable critical business functions to continue during a business outage event. These plans support the Business Continuity Plan.
Outage	An event that has an effect on the critical business functions of the entity, and inhibits the achievement of its objectives. It may be acute, creeping or sustained event.

1.4 Related Documents

Business Continuity Plan

Risk Management Framework (Pending)

Risk Management Policy

Risk Management Strategy

PART 2: POLICY CONTENT

2.1 Council will:

- Manage Business Continuity based upon AS/NZS 5050:2010 Business Continuity and other relevant guidelines and standards;
- Update its Business Continuity *Plan*, Emergency Response Plans and Disaster Recovery Plans on an annual basis;
- Ensure that relevant and appropriate exercising of plans is undertaken at least annually;

- Ensure the accurate and timely provision of information, as it concerns the outage event, to staff, the community, business partners, stakeholders and other relevant levels of Government;
- Make informed judgements concerning the level of management and costs involved in achieving effective outcomes.

2.2 Council recognises the following benefits of Business Continuity Management:

- demonstrates to internal and external stakeholders, their dependability and good governance;
- ensures the continued delivery of critical services to the community;
- effective response to a business outage minimises damage to the organisation;
- enhances Council's ability to proactively identify the consequences of a business outage;
- effective management of uninsurable risks, and compliance with insurance policies;
- an opportunity to better understand the organisation with the potential to improve efficiency, governance and treatment of other risks;
- remain compliant with relevant legislative and other obligations;
- increases the awareness for the potential for disruption;
- allows Council to maintain a strong focus on critical functions thereby achieving critical objectives during an outage;
- building resilience that facilitates managing and recovering from a business outage event.

PART 3: POLICY IMPLEMENTATION GUIDELINES

This policy will be implemented through Council's *Business Continuity Plan* as shown below:

Business Continuity Policy

The Business continuity Policy sets out Councils commitment to business continuity and the principles upon which it will manage outage events

Business Continuity Plan

The Business Continuity Plan is a collection of procedures and information that is developed ,compiled and maintained in readiness for use in a business outage event. The Business Continuity Plan identifies critical sub plans which address key areas of potential failure .These sub plans identify processes to be followed as well as how the situation will be managed by Senior Management. Also included is a process of immediate responses primarily concerned with protection of life and property.

12. DRAFT INTERNAL POLICY 1.5 - USE OF AUTHORITY ACCOUNTING AND MANAGEMENT SYSTEM

RECOMMENDATION that Riverina Water County Council adopt internal policy 1.5 "Use of Authority Accounting and Management System"

As part of councils recently adopted Risk Remediation Plan a recommendation was made to Council for the introduction of a Policy and Process Guide for its Authority Accounting System.

This policy and process guide has now been completed and is presented to council in the form of a Draft Internal Policy titled "Use of Authority Accounting and Management System".

A copy of this Draft Internal Policy is attached

It is appropriate that this policy be adopted to demonstrate Council's commitment to the reduction of risk as recommended.

INTERNAL POLICY

**USE OF AUTHORITY ACCOUNTING AND
MANAGEMENT SYSTEM**

POLICY REFERENCE NUMBER:		IP 1.5	
Original publication date		27 February 2013	
Revision number	Issue Date	Approved	Approval date
0	27 Feb 2013	Res: 13/???	27 Feb 2013
1			
<p>This document is to be reviewed every 2 years. Next review date: February 2015</p>			
RESPONSIBLE OFFICER		Manager Finance/Admin	

PART 1: INTRODUCTION

Riverina Water County Council has established specific requirements for protecting the integrity of data in its accounting and management systems for the purpose of preventing unauthorised access to the system, fraud or sabotage.

The accounting and management system is known as Authority which is provided via a remotely managed site.

1.1 Policy Objectives

Data integrity relates to the protection of financial and management information against accidental or malicious disclosure, modification or destruction. The data held in the Authority system is a vital asset of Riverina Water County Council which must be managed with care.

To achieve these objectives the following controls are provided for under this policy;

- Access controls are put in place to protect the integrity of financial and management data by controlling who has the rights to view or modify data or to move value within the system.
- Formal procedures control how access to the system is granted, how much access or functionality is given to each user and how this access is to be monitored and managed.

1.2 Scope of Policy

This policy applies to all Riverina Water County Council employees, contractors or any agents of the Council with any form of access to the Authority Software system.

1.3 Related Documents

- Business Continuity Policy
- Business Continuity Plan
- Anti Fraud and Corruption Policy
- Fraud Prevention Plan
- Risk Management Policy
- Code of Conduct
- Purchasing Policy
- Credit Card Policy
- Authority User Guides

PART 2: POLICY CONTENT

The following principles define the controls and access to the Authority Software system.

2.1 Accessing Authority

Access to Authority shall generally be determined by the role and position description of each staffing position. As a rule access should be limited to achieving the functions of a position as determined by the General Manager or the Manager Finance and Administration in consultation with the employee's manager. This determination shall be conveyed to the staffing position's supervisor and the IT Coordinator.

In granting access to the Authority system users will be advised of;

- Level of access granted which shall range from view access only, ability to run reports only ,ability to enter data, ability to move value between accounts or in certain circumstances a combination of these options where justified by the role of a position.
- The access to system functions shall also be specified including accounts payable, accounts receivable, payroll, stores, plant hire, billing system and journal processing.

In circumstances where new systems are added to the existing suite of software the principles outlined above shall apply in determining access rights.

2.2 Use of Passwords

In order to protect the integrity of the Authority systems and the provisions for access rights a system based on passwords shall be utilised.

The use of passwords to control access to the Authority system shall be structured on the following principles;

- A standard for password procedure shall be implemented to ensure adequate security.
- Passwords shall be kept confidential. Password security shall be the responsibility of the user. Any transactions initiated by use of a password will be attributed to the position allocated that password.

2.3 Retention of Source Documentation

The source documentation for each group of transactions processed shall be checked and verified by the responsible officer and supervisor. All documentation shall be securely maintained in accordance with established procedures.

2.3 High Level Access-General Ledger Journal Entry Capability/Moving value

It is recognised that circumstances will occur where value will need to be moved within the accounting system modules. This may be due to errors in processing, adjustments in the billing system or end of accounting period adjustments.

In such circumstances access shall be based on a high level of security.

The process for operating where values are to be moved within the system shall be based on the following principles;

- All transactions shall require documentation before any values are moved. Supporting documentation may include memos, copies of documents where the transaction error occurred, minutes or reports.
- An audit trail relating to the transaction shall be printed and retained for verification.
- The Manager of Finance and Administration shall be the only authorised position to perform journal entries. Any changes to extend this authority to perform journal entries shall be approved by the General Manager and included in the relevant section of the Delegations Register.
- The audit trail relating to Journal entries and moving value shall be submitted to the General Manager each quarter for verification and signing. The Manager of Finance and Administration shall counter sign the documentation. This arrangement is designed to prevent fraudulent entries against values.
- It is recognised that circumstances will exist where Journal entries undertaken at a closing off period such as end of the month can involve backdating of such entries. The same principle applies to reversal of entries undertaken in an accounting period.

2.4 Sub-System Journals

It is recognised that circumstances will arise where journal entries are required in Authority's sub-systems (e.g. water billing and debtors). The process for operating will be in accordance with relevant procedures and end of month reconciliation processes. Relevant supporting documentation will be maintained in accordance with procedure.

End of Policy

13. PERFORMANCE REVIEW – GENERAL MANAGER

RECOMMENDED that the Council consider the Chairman's Report "Performance Review – General Manager" whilst the meeting is closed to the public as it relating to personnel matters about an individual, as prescribed by Section 10A(2)(a) of the Local Government Act 1993.



Graeme J. Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

January 2013

1. WORKS REPORT COVERING DECEMBER 2012

RECOMMENDATION That this report be received and noted.

**DIRECTOR OF ENGINEERING'S REPORTS
TO COUNCIL MEETING FEBRUARY 2013**

22nd January 2013

1 WORKS REPORT COVERING DECEMBER 2012

RECOMMENDATION That this report be received and noted.

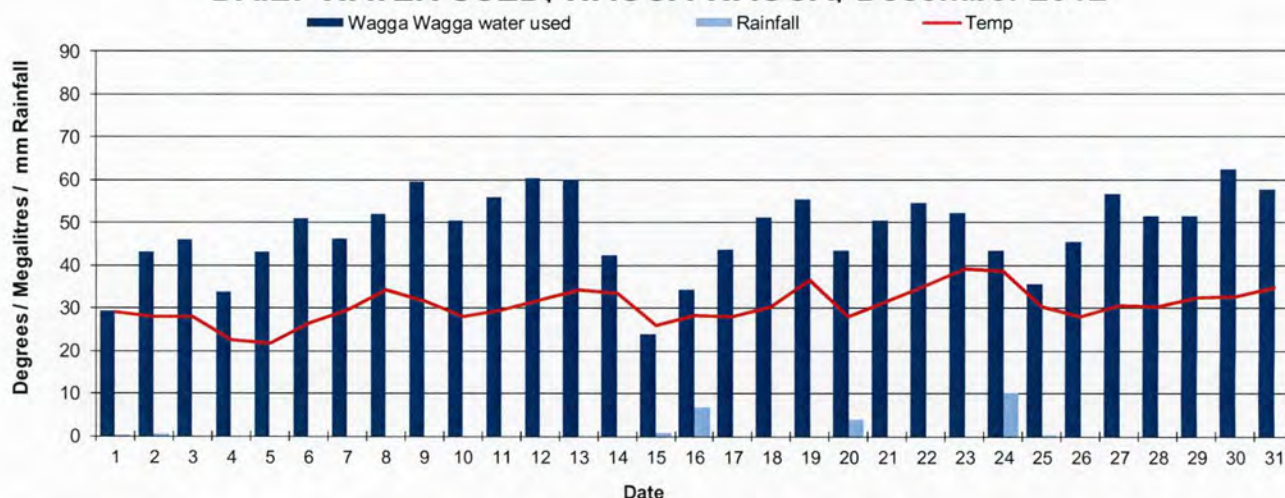
1.1 WATER SOURCED AND USED

December	2010	2011	2012
Rainfall	151.2	151	22.8
Wet Days	12	10	7
WATER SOURCED December 2012 (MI)			
North Wagga bores	143.69	167.48	240.68
West Wagga bores	383.85	359.38	666.36
East Wagga bores	254.49	143.74	279.96
Murrumbidgee River	130.34	309.03	394.20
SUB-TOTAL	912.37	979.63	1,581.20
Bulgary Bores	34.35	44.97	56.65
Urana Source	6.80	3.84	8.27
Ralvona Bores	17.87	21.23	30.52
Walla Walla Bores	20.28	9.60	32.22
Goldenfields Water Supply System	2.94	1.70	6.04
SUB-TOTAL	82.24	81.34	133.70
Woomargama	1.07	0.84	2.04
Humula	0.56	0.69	0.96
Tarcutta	3.73	3.30	4.83
Oura	6.08	3.62	6.00
Walbundrie/Rand	2.23	3.93	3.74
Morundah	0.76	0.93	1.14
Collingullie	4.24	4.14	8.04
SUB-TOTAL	18.67	17.45	26.75
TOTALS	1,013.28	1,078.42	1,741.65

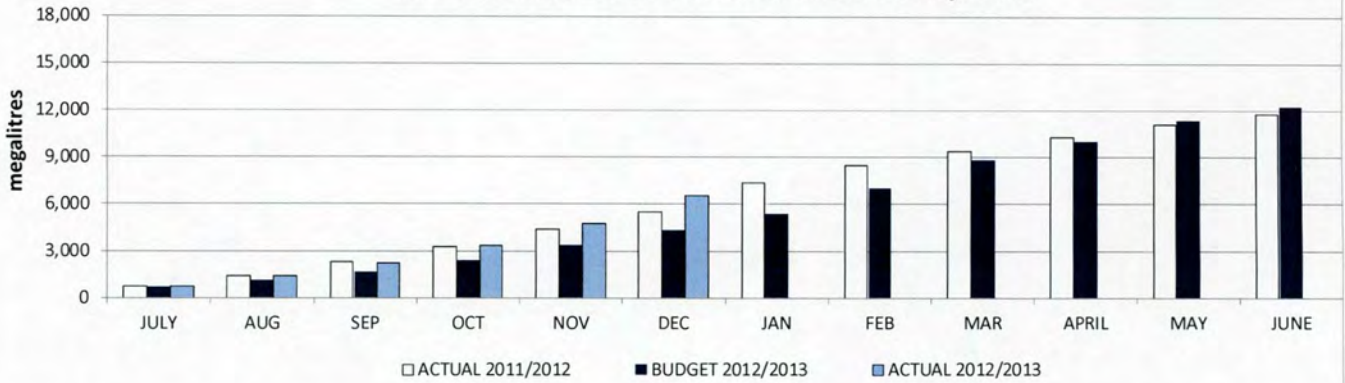
WATER USED December 2012 (MI)

	2010	2011	2012
East Bomen	13.41	15.20	21.14
Estella	47.94	44.11	98.33
North Wagga	54.40	96.42	85.02
Wagga Wagga – Low Level	196.33	166.32	234.19
Wagga Wagga – High Level	425.25	495.01	871.82
Wagga Wagga – Bellevue Level	47.10	50.56	121.93
SUB-TOTAL	784.43	867.62	1,432.43
Ladysmith System	3.70	3.69	7.91
Brucedale Scheme	19.64	7.55	28.36
Currawarna Scheme	8.80	7.63	16.43
Rural south from Wagga Wagga	107.54	115.17	130.59
Rural from Walla Walla Bore	20.28	9.60	32.22
Bulgary, Lockhart and Boree Creek	20.90	23.96	31.30
From Boree Crk to Urana and Oaklands	18.45	22.54	30.49
Holbrook	17.87	21.23	30.52
SUB-TOTAL	217.18	211.37	307.82
Woomargama	1.07	0.84	2.04
Humula	0.56	0.69	0.96
Tarcutta	3.73	3.30	4.83
Oura	6.08	3.62	6.00
Walbundrie/Rand	2.23	3.93	3.74
Morundah	0.76	0.93	1.14
Collingullie	4.24	4.14	8.04
SUB-TOTAL	18.67	17.45	26.75
TOTALS	1,020.28	1,096.44	1,767.00

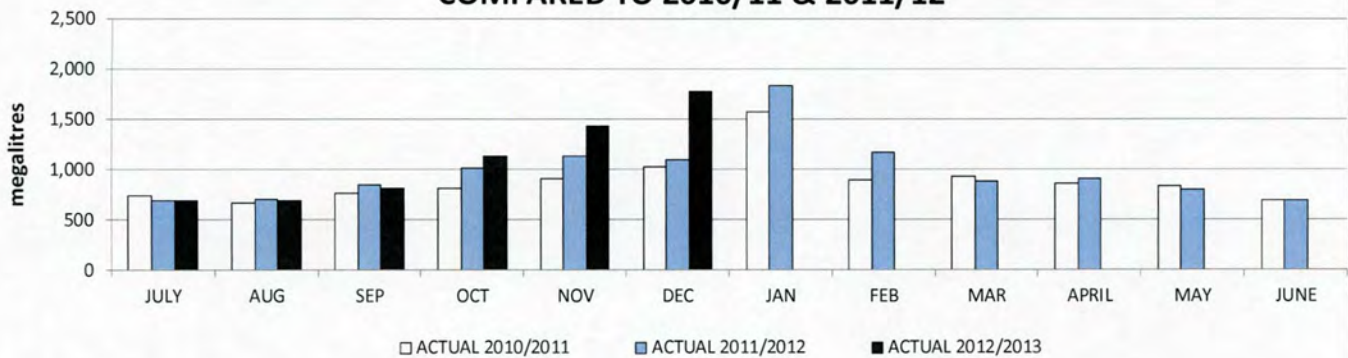
DAILY WATER USED, WAGGA WAGGA, December 2012



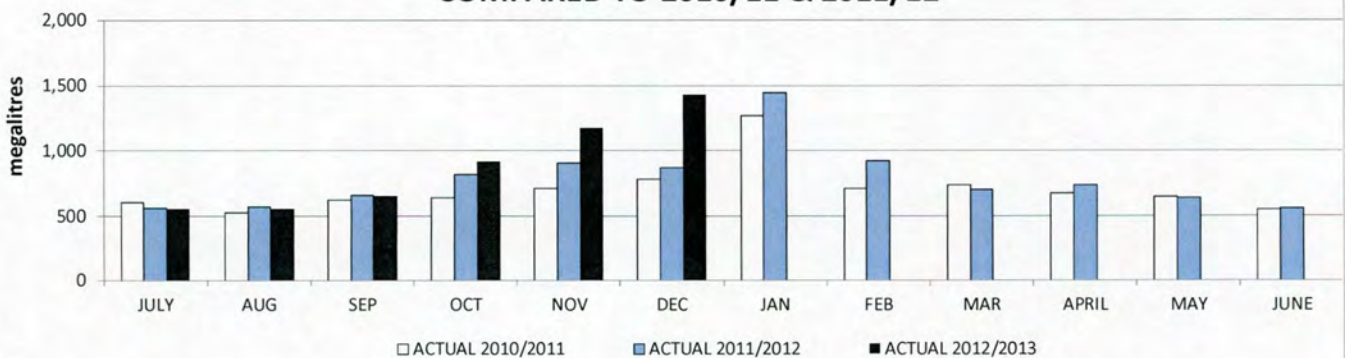
TOTAL CUMULATIVE WATER USED 2012/2013



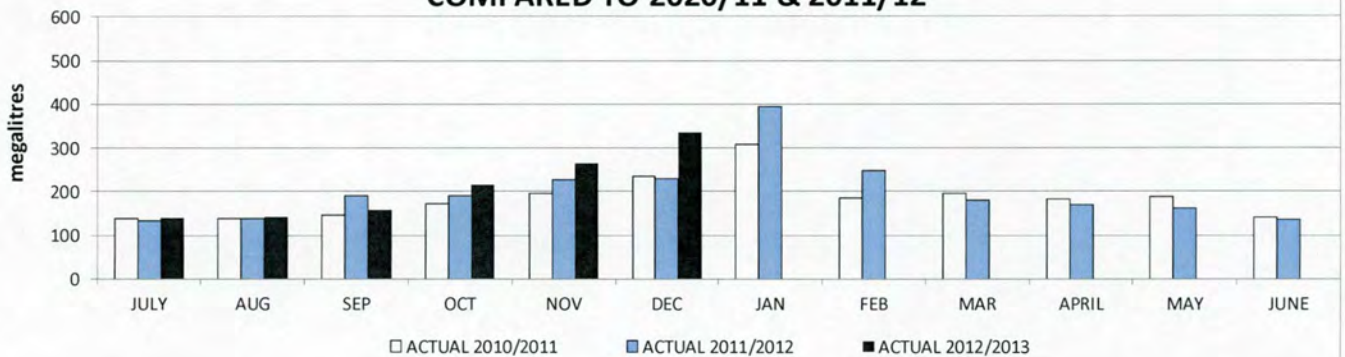
MONTHLY TOTAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF DECEMBER 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	6		1	48	6	1				23	9	7
Brucedale				1							1	
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura											1	
San Isidore					1	1					1	
Tarcutta												1
The Gap				1								
Bulgary											2	
Collingullie				1								1
French Park				1								
Lockhart						2						
Mangoplah	1											
Milbrulong												
Pleasant Hills				1	1							
The Rock										1	1	
Uranquinty	1			1						1		
Yerong Creek												1
Culcairn					1							
Henty	1									1		
Holbrook				1		1				1		
Morven				2								
Walbundrie												
Walla Walla				2								1
Woomargama										2		
Boree Creek				1								
Morundah												
Oaklands				1								
Rand												
Urana				1								
TOTAL	9	0	1	62	9	5	0	0	0	29	15	11

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	49 Alexander St	Ashmont	150 AC	Tree Roots	No	2:30	16	6
4	Johnston & Tarcutta St	Wagga Wagga	100 AC	Accidental damage	Yes	0:00	0	4
9	33 & 37 Spring St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	3
12	50 Simmons St	Wagga Wagga	100 AC	Tree Roots	No	0:30	19	3
14	Norton St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	3
14	Eastlake & Taupo	Lake Albert	250 AC	Leaking collar	No	2:30	24	9
15	Ziegler Ave	Koorringal	200 AC	Pipe Failure - Ground Movement	Yes	0:00	0	2
18	69 Riverview Dr	Wagga Wagga	150 BPVC	T/ Band Broken/Leaking	No	1:30	2	3
18	Simmons St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:30	7	4
22	Maple & Vincent	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	0
23	1 Salmon St	Wagga Wagga	80 CI	Pipe Failure - Ground Movement	Yes	0:00	0	0
25	50 Cox St	Forest Hill	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	0
TOTALS						9:30	68	37
				Breaks needing	Breaks affecting			
Total Breaks – 12				shut off - 5	customers – 5			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	Railway Parade	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	4:15	0	20
4	Olympic H'way	Kapooka	375 DICL	Pipe Failure (not specified)	No	5:30	12	45
5	Mountain View	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	5:30	10	50
6	25 Wagga St	Oura	100 WPVC	Tree Roots	No	2:45	19	6
7	Mountain View	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	3:30	6	10
7	Mountain View	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	4:00	8	15
8	Centenary Ave	Tarcutta	100 AC	Pipe Failure (not specified)	No	2:30	9	10
11	Yarragundry St	Uranquinty	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	3
11	162 Ashmont Ave	Kapooka	375 CI	Corrosion	No	9:00	12	25
17	Gap Hall - Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	3
17	Gap Hall - Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	3
19	Gap Hall Rd	The Gap	100 WPVC	Leaking SS clamp	Yes	0:00	0	4
19	Locks Lane	The Gap	100 WPVC	Pipe Failure (not specified)	No	3:00	3	5
23	Centenary Ave	Tarcutta	100 AC	Leaking Gibault	Yes	0:00	0	0
28	Cularin Rd (Millswood)	Holbrook	32 PVC	Leaking collar	No	2:00	3	4
30	Mitchells Rd	Morven	150 AC	Pipe Failure (not specified)	No	2:00	0	0
TOTALS						68:00	82	203
		Breaks needing			Breaks affecting			
Total Breaks – 16		shut off - 11			customers – 9			

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during December 2012 were:

Date	Location	Problem	Action Taken
3/12/2012	24 Rhoda Ave, Wagga	Dirty water	Flushed service
4/12/2012	10 Bingham Pl, Tolland	Bad smell	Flushed main
11/12/2012	2 Birmingham St, San Isidore	Dirty water	Flushed main
17/12/2012	554 Koorungal Rd, Koorungal	Strong chlorine	No action. CI within ADWG
15/12/2012	Crawford St, Pleasant Hills	Strong chlorine & milky	Due to break in Rural main on Olympic Way. CI turned off at res until back in range
20/12/2012	1021 Culcairn Rd, Culcairn	Taste & smell	Service at end of main. Flushed at meter
20/12/2012	60 Baylis St, Wagga	Dirty water	Flushed main
21/12/2012	34 Kennedy Ave, Wagga	Dirty water	Flushed service
27/12/2012	11 Incarnie Cres, Wiradjuri	Dirty water	Flushed area until clear

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during December 2012 include:

LOCATION	PROJECT	100	150		200	250
		OPVC	OPVC	DICL	OPVC	OPVC
Tatton Wagga Wagga	New Subdivision	88			3.5	393
Boorooma Stage 4	New Subdivision		27			
Lockhart Green St West	New Subdivision	204				
Jones St Wagga	New Subdivision		205	21		
	TOTAL	292	232	21	3.5	393

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during December 2012 include:

LOCATION	PROJECT	100
		DICL
Bolton Park	Upgrade	19
Higgins Ave	Replacement	125.5
	TOTAL	144.5

1.6 OTHER CONSTRUCTION

Other construction works during December 2012 include:

LOCATION OR PROJECT	WORK DONE
Woomargama	Dirty water flush all mains in town
Lockhart Green St West	Cut two hydrants into existing main

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during December 2012 include:

LOCATION OR PROJECT	WORK DONE
Brucedale pump station	Replace and install pump No1
Rural trunk main	Repair valves Ashmont Ave
Tarcutta WTP	Replace iron filter media
Waterworks	Upgrade and recommission Koorinal No1 motor starter
Collingullie Bore No 2	Repair and install power supply cable
Tooyal pump station	Replace mechanical seal No 1 pump

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during December 2012 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	44
Plumpton Road	50
Gregadoo Road	1
Forest Hill	3
Estella	0
Bomen	39
Lockhart	0
Holbrook	50
Henty	0
Yerong Creek	14
Pleasant Hills	0

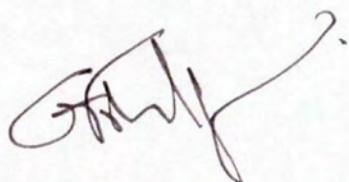
1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
First Aid - Refresher	1
Railway PO1 Officer Training	1

1.10 FLEET ACQUISITIONS

No fleet acquisitions made during December 2012.



Greg Finlayson
DIRECTOR OF ENGINEERING

February 2013

2. WORKS REPORT COVERING JANUARY 2013

RECOMMENDATION That this report be received and noted.

**DIRECTOR OF ENGINEERING'S REPORTS
TO COUNCIL MEETING FEBRUARY 2013**

8th February 2013

1 WORKS REPORT COVERING JANUARY 2013

RECOMMENDATION That this report be received and noted.

1.1 WATER SOURCED AND USED

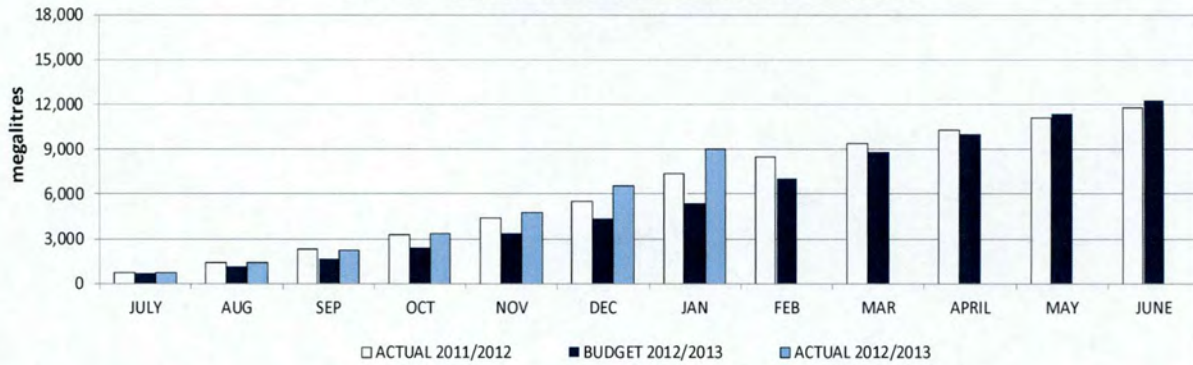
January	2011	2012	2013
Rainfall	30.8	74.4	12.6
Wet Days	5	3	5
WATER SOURCED January 2013 (MI)			
North Wagga bores	206.01	233.09	302.96
West Wagga bores	381.51	454.37	743.87
East Wagga bores	106.98	188.16	548.93
Murrumbidgee River	761.87	776.13	607.54
SUB-TOTAL	1,456.37	1,651.75	2,203.30
Bulgary Bores	47.75	61.37	76.33
Urana Source	7.22	12.28	13.03
Ralvona Bores	23.39	37.57	48.80
Walla Walla Bores	20.40	29.99	38.85
Goldenfields Water Supply System	3.33	3.77	6.18
SUB-TOTAL	102.09	144.98	183.19
Woomargama	1.28	1.51	3.41
Humula	1.05	1.07	1.29
Tarcutta	5.61	5.87	7.06
Oura	5.90	5.97	7.64
Walbundrie/Rand	3.20	5.68	5.50
Morundah	1.30	1.22	1.76
Collingullie	8.83	8.86	11.68
SUB-TOTAL	27.17	30.18	38.34
TOTALS	1,585.63	1,826.91	2,424.83

WATER USED January 2013 (MI)			
	2011	2012	2013
East Bomen	3.20	21.42	28.84
Estella	83.43	83.63	106.37
North Wagga	80.33	82.86	107.74
Wagga Wagga – Low Level	228.38	449.64	294.50
Wagga Wagga – High Level	791.77	683.16	1,295.65
Wagga Wagga – Bellevue Level	68.54	123.53	124.65
SUB-TOTAL	1,255.65	1,444.24	1,957.75
Ladysmith System	6.50	8.43	6.33
Brucedale Scheme	29.48	32.41	45.55
Currawarna Scheme	13.38	19.20	23.60
Rural south from Wagga Wagga	148.39	164.75	217.29
Rural from Walla Walla Bore	20.40	29.99	38.85
Bulgary, Lockhart and Boree Creek	28.79	36.89	46.39
From Boree Crk to Urana and Oaklands	23.80	33.65	39.09
Holbrook	23.39	37.57	48.80
SUB-TOTAL	294.13	362.89	465.90
Woomargama	1.28	1.51	3.41
Humula	1.05	1.07	1.29
Tarcutta	5.61	5.87	7.06
Oura	5.90	5.97	7.64
Walbundrie/Rand	3.20	5.68	5.50
Morundah	1.30	1.22	1.76
Collingullie	8.83	8.86	11.68
SUB-TOTAL	27.17	30.18	38.34
TOTALS	1,576.95	1,837.31	2,461.99

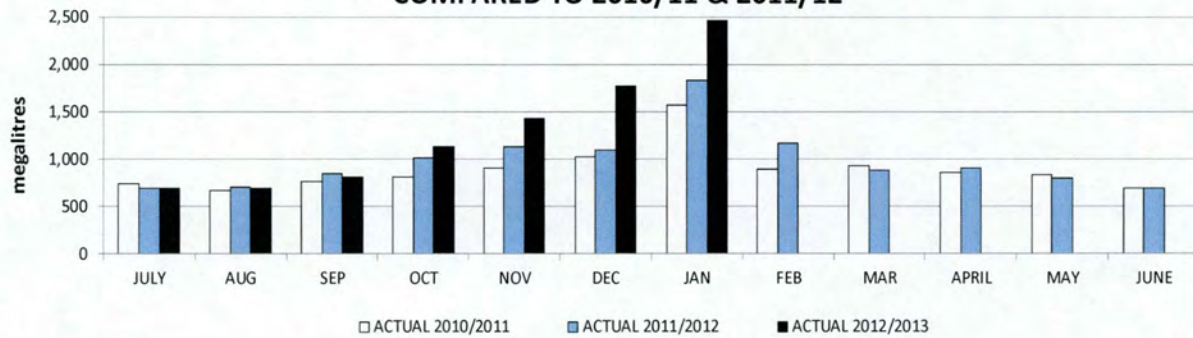
DAILY WATER USED, WAGGA WAGGA, January 2013



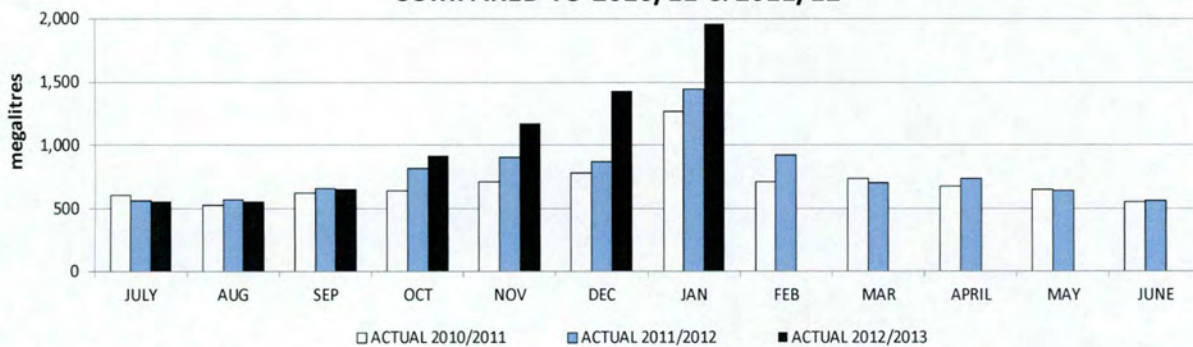
TOTAL CUMULATIVE WATER USED 2012/2013



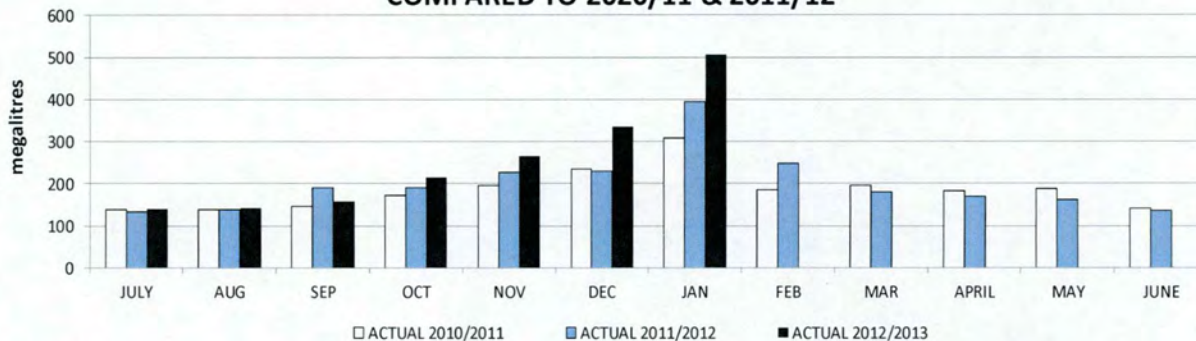
MONTHLY TOTAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF JANUARY 2013

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	12	1		30	12	8				42	4	7
Brucedale												
Currawarna												
Euberta												
Humula										1		
Ladysmith					1							
Oura				1								
San Isidore						1						
Tarcutta										1		1
The Gap						1						
Bulgary												
Collingullie				1								
French Park												
Lockhart					1							
Mangoplah				1								
Milbrulong					1	1						
Pleasant Hills				2								
The Rock				2		3						1
Uranquinty										1		
Yerong Creek												
Culcairn						1						
Henty												
Holbrook				3		2				2		
Morven												
Walbundrie												
Walla Walla						1				1		
Woomargama												
Boree Creek				1						1		1
Morundah												
Oaklands				1								
Rand										1		
Urana											1	
TOTAL	12	1	0	42	15	18	0	0	0	50	5	10

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
1	64 Tichbourne Cres	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
1	23 Beckwith St	Wagga Wagga	150 AC	Pipe Failure (not specified)	No	3:00	30	0
6	158 Mitchel Rd	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	0
6	14 Sepic Rd	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	0
6	Buna / Bololo	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	0
8	70 Travers St	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	0
1	4 Smithies Pl	Ashmont	100 AC	Corrosion	No	1:00	0	0
9	4 Baird Ave	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
10	7 Kakoda St	Ashmont	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
11	Bulolo / Buna	Wagga Wagga	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	0
12	Vincent and Maple	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	0
13	Plumpton & Lake Rd	Wagga Wagga	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	0
15	23 Oates Ave	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
16	566 Koorinal Rd	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	0
23	Parkins Lane	Wagga Wagga	40 PVC	Pipe Failure (not specified)	No	2:00	2	4
TOTALS						6:00	32	4
				Breaks needing	Breaks affecting			
Total Breaks – 15				shut off - 3	customers – 2			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	14 Cuningdroo St	Ladysmith	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
5	Colombo Creek	Urana	150 WPVC	Leaking Gibault	No	2:15	0	5
5	16 Hebden St	Lockhart	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	5
7	Culairn Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	5:15	20	1,500
8	Yerong St	The Rock	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	2
1	Cambournes lane	The Gap	50 PVC	Pipe Failure (not specified)	No	1:00	0	0
14	Sladen St East	Henty	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	7
15	Osbourne St	Urana	200 WPVC	Leaking collar	No	2:00	1	3
15	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	0
17	Woomargama Way	Woomargama	50 PVC	Corrosion	Yes	0:00	0	2
18	Rohans Rd	Bulgary	200 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	15
18	Coonong St	Urana	150 BPVC	Leaking Gibault	Yes	0:00	0	10
20	Woomargama Way	Woomargama	50 PVC	Corrosion	Yes	0:00	0	2
21	Green St	Lockhart	100 BPVC	Accidental damage	Yes	0:00	0	5
21	7 Connorton St	Uranquity	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	9
21	7 Fox St	Henty	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	9
21	29 Princess St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	2
22	Mitchells Rd	Milbrulong	200 AC	Pipe Failure - Ground Movement	Yes	0:00	0	50
24	22 Plunkett St	Yerong Creek	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	2
25	County Boundry Rd	Milbrulong	80 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	3
31	Green St West	Lockhart	100 BPVC	Accidental damage	Yes	0:00	0	1
31	1 Milne Rd	The Rock	100 AC	Pipe Failure (not specified)	Yes	0:00	0	3
TOTALS						10:30	21	1,635
Total Breaks – 22			Breaks needing shut off – 4			Breaks affecting customers – 2		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during January 2013 were:

Date	Location	Problem	Action Taken
2/01/2013	Central	Dirty Water	Flushed Mains
4/01/2013	City Golf Club, Roach Rd, Ashmont	Dirty Water	flushed Service
4/01/2013	25 Spring St, Wagga	Muddy Water	Turbidity at meter and neighbour is <5NTU
5/01/2013	RMB 323, Coolamon Rd, Estella	Dirty Water	flushed Service
5/01/2013	RMB 1219, Junee Rd, Brucedale	Dirty Goldenfields Water	Flushed Service
6/01/2013	112 Fernleigh Rd, Mt Austin	Dirty Water	Flushed Service
7/01/2013	84 Travers St, Wagga	Dirty Water	Flushed Mains
7/01/2013	35 Higgins Rd, Wagga	Low pressure, dirty water.	Flushed Mains
15/01/2013	1 Docker st, Wagga	Dirty Water	Flushed Service
17/01/2013	40 Green St, Lockhart	Dirty Water	Flushed Mains
19/01/2013	10 Sackville Dr, Forest Hill	Dirty Water	Flushed Mains
20/01/2013	8 Condon St, Ladysmith	Milky Water	Flushed Mains
20/01/2013	20 Cox Ave, Forest Hill	Dirty and milky water.	Flushed Mains
22/01/2013	Riverina Ice, 2 Mortimer Pl, Wagga	Dirty water is blinding filters.	WQ department to monitor WQ along Mortimer Place
24/01/2013	54 Coleman St, Wagga	Dirty Water	Flushed Service
31/01/2013	Koorungal Tennis Club, The Boulevarde, Koorungal	Dirty water, old pipes.	Flushed Service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during January 2013 include:

LOCATION	PROJECT	150
		DICL
Koorungal Rd, Wagga	Masters Development	106
	TOTAL	106

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during January 2013 include:

LOCATION	PROJECT	100		150
		OPVC	DICL	DICL
Tarcutta	Bent St	93	11	
Henty	Allan St			88
Wagga Wagga	Higgins Ave		47.5	
	TOTAL	93	58.5	88

1.6 OTHER CONSTRUCTION

No construction works during January 2013.

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during January 2013 include:

LOCATION OR PROJECT	WORK DONE
Glen Oak Pump Stn	Replace pump No1
West Wagga WTP	Replace silica dosing pump
Pattersons Rd	Repair pressure reducing valve
Urana Reservoir	Hypochlorite pump - replaced
Waterworks WTP	Lime plant No1 cleaned & overhauled

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during January 2013 include:

LOCATION	
Red Hill Road	49
Plumpton Road	48
Gregadoo Road	12
Forest Hill	4
Estella	Unit damaged. Not operational, awaiting spare parts.
Bomen	50
Lockhart	Unit damaged. Operating but no data transferred.
Holbrook	49
Henty	Unit damaged. Operating but no data transferred.
Yerong Creek	6
Pleasant Hills	2

1.9 STAFF TRAINING & SAFETY

No training and/or safety activities were undertaken during January 2013.

1.10 FLEET ACQUISITIONS AND DISPOSALS

Fleet acquisitions made during January 2013 are:

Existing Vehicle					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T11	Rurals	4WD Extra Cab Chassis	Isuzu D-Max	2011	80,000
T47	Depot	Truck with Tipper	Isuzu FVR-950	2001	155,000
P3	Depot	Mobile Compressor	Atlas Copco XAS40	1985	-
P37	Depot	Caravan Lunch Room	Milard	1970	-

Replacement Vehicle				
Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
-	Surpass, not replaced	-	-	-
5	Wagga Trucks	Truck with Tipper	Hino GH-1728 Auto	\$139,939
-	Surpass, not replaced	-	-	-
-	Surpass, not replaced	-	-	-

Fleet disposals made during January 2013 are:

Disposal Details		
Vehicle No	Method	Price exc GST
T11	Auction 12/12/12	\$23,636
T47	Auction 30/01/13	\$45,455
P3	Auction 30/01/13	\$5,909
P37	Auction 30/01/13	\$909

1.11 COMMENTS ON WATER USAGE

Following two wet summers, the weather this summer has returned to what was experienced during the long drought. In December, January and in what we have so far experienced of February, there has been no significant rainfall and temperatures often around 40°C.

The Wagga Wagga urban area has in the past used in excess of 90 ML on peak summer days. In our recently completed long term strategy, the base figure adopted for a peak day in 2010 was 88 ML.

Three years ago Riverina Water introduced the Permanent Conservation Measure banning fixed irrigation of lawns and gardens between 10 AM and 5 PM. Also during the past three years we have promoted demand management, with a strong focus on outdoor use. A key feature of this program is the Nature Strip Rebate Scheme.

This program is very closely linked to our long term strategy and particularly peak day infrastructure such as the proposed Wagga Water Treatment Plant.

Observations of Wagga's water demands over recent weeks has revealed surprises. On days when there has been no significant rainfall for over a month, and the temperature was over or around 40°C, the usage has been often only around 60 ML. In January, around the first heatwave and the fires, there was one day over 80 ML. and for the rest of the month only a few days over 70 ML. It is too early to make climate corrections to usage figures to gauge the effectiveness of demand management measures, but most staff agree that there has already been a cultural shift with customers.

This shift may be due to a combination of influences. These include our extensive demand management programs over the past three years, recognition of the change in the values attached to water, (the Basin Plan, local availability, price) and the relentless nature of this particular hot, dry spell where keeping plants green is often a lost cause. It should be noted that price sensitivity is a complex equation and our water charges are well below the conventional thresh-hold.

Overall we can take the recent moderate demands as a strong indication that our demand management measures are working and that the targets in our long term strategy will most likely be achieved. This makes a difference immediately to our capital works planning, where we can downsize or defer augmentation works. This applies firstly to works planned between the proposed new WTP in Hammond Avenue and the Red Hill Reservoirs. The capital works priorities will be presented at the budget workshop prior to the Council Meeting.

Although monitoring water usage is more straightforward within the Wagga urban area, all customers should be commended for their actions which have reduced excessive discretionary usage. The discussions we have now with customers, and particularly those re-landscaping their homes, demonstrate an attitude that water usage may never return to those previous high peaky levels.

1.12 HAMMOND AVENUE MASTER PLAN

At the December Council meeting the next step towards construction of the new Wagga Water Treatment Plant was adopted, being the Concept Plan stage. This is in progress and expressions of interest will be called in March 2013. Bids from those shortlisted are scheduled for May 2013.

The new Fitters Workshop opened in December 2012 will play a key role in our complex Master Plan strategy. To make space for concurrent work on both the proposed new Depot and Store building and the proposed Water Treatment Plant, the northern end of the new workshop will be used temporarily as a store. The southern end is being occupied by the electricians as planned.

1.13 SOUTHERN TRUNK AUGMENTATION

The starting date for the replacement of 2 km of the southern trunk main near Kapooka has been deferred. Work on the highway realignment by the RMS now requires additional environmental studies. Riverina Water had designs and drawings, undertaken in-house, and materials ready for this work.

Our staging now focuses on replacing the 2 km of trunk main commencing at the Sturt Highway, following the Olympic Highway south. We do not have the in-house

resources to design this work. Expressions of Interest were called in January 2013 for consultants to undertake the design. Tenders from short-listed consultants will be received in April 2013.

1.14 DEVELOPER SERVICING PLAN – WORKSHOP AND EXTRAORDINARY MEETING

Consultants are currently engaged to complete a new Developer Servicing Plan for Riverina Water. The previous plan was completed in 2004. The Draft DSP requires 6 weeks of public exhibition under the terms of Section 64 of the Local Government Act 1993. This is longer than that required for the Draft Operational Plan. For both documents to be considered jointly at the June Council meeting, an extraordinary meeting of Council is required on or about the 10th April 2013. This meeting will include a workshop and presentation on the Draft DSP. This extraordinary meeting may also deal with tenders related to the projects as described above if timing dictates and will be determined by the General Manager and Chairman.

1.15 TELECOMMUNICATION CARRIER ISSUES

Since telcos such as Telstra were deregulated some 15 years ago, the service relationship between them and other utilities has sadly deteriorated. The main aspects of telco activities in our area that now substantially delay work and increase costs are as listed below.

- The plans of underground telco assets as acquired from Dial Before You Dig are substantially inadequate, very often wrong and provide no information regarding the specific location or depth of assets. All telcos have a page of disclaimers stating that the information is not accurate, nor is it their responsibility to be accurate.
- The Telecommunications Act 1997 was written around a belief that the telcos would be self-regulating. As a result there are no standards of construction that Telstra are required to follow. The Australian Communications and Media Authority (ACMA), who regulate the provisions of the Telecommunication Act, have confirmed that the adoption of standards is voluntary.
- Fibre optic cables in pvc conduits are not traceable and no trace wires are provided as with other utilities.
- Telstra will not attend any site or provide any assistance in locating their assets.
- The accredited locators have difficulty in locating many assets.
- The footpaths in our area are becoming very congested in many streets, and telecommunication cables are most numerous.
- Telcos very often do not stick to the footpath allocation assigned by the local councils.
- Dead assets are maintained on plans and not removed or marked "redundant".
- Telstra do not allow meaningful access to any staff who have any control of the relevant issues.
- The ACMA and Telecommunications Industry Ombudsman don't readily accommodate any complaint or enquiries regarding standards the carriers are required to follow, other than that they are self regulating.

With NBN Co now commencing work in our area, the opportunity to address these issues is being taken up. Amongst other projects, NBN Co will replace the copper services to residences in Wagga Wagga. They will mostly share Telstra conduits, but there will be new works constructed in footpaths. NBN Co are still developing their plans. Two meetings have been held with NBN Co staff and some of our issues are in their scope to address.

NBN Co have shown a willingness to communicate and provide channels of communication during the construction phase. However, their capacity to address all the long term issues is limited. To control our costs and relieve our staff of almost unacceptable barriers to them executing their duties, the issues need to be addressed at higher levels. Further liaison is being undertaken and will be duly reported to Council.

A handwritten signature in dark ink, appearing to read 'Greg Finlayson', with a long, sweeping flourish extending from the end.

Greg Finlayson
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC **(Confidential Reports)**