



27th August 2015

NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

WEDNESDAY, 2nd SEPTEMBER 2015 at 9.30 am

and your attendance is requested accordingly

Yours faithfully

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

Graeme J Haley
GENERAL MANAGER



* AGENDA *

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ACKNOWLEDGEMENT TO COUNTRY

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GENERAL MANAGER'S REPORT TO THE COUNCIL

27th August 2015

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 2015 be received.

-
- Investments – June 2015
 - Investments – July 2015

Monthly Investment Report as at 30/6/15

a) Council's Investments as at 30/6/15

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	25/06/2015	202	13/01/16	A-2	2.95	BBSW	2.31	7.016%	\$2,500,000.00	\$2,500,000.00
ME Bank	4/06/2015	91	03/09/15	A-2	2.85	BBSW	2.11	7.016%	\$2,500,000.00	\$2,500,000.00
ME Bank	29/01/2015	180	28/07/15	A-2	3.40	BBSW	2.26	14.031%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/06/2015	183	02/12/15	A-2	2.95	BBSW	2.26	7.016%	\$2,500,000.00	\$2,500,000.00
Bendigo & Adelaide	11/06/2015	180	08/12/15	A-2	2.90	BBSW	2.26	7.016%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	24/02/2015	177	20/08/15	A-2	3.11	BBSW	2.26	2.806%	\$1,000,000.00	\$1,000,000.00
AMP	20/01/2015	177	16/07/15	A-1	3.40	BBSW	2.26	2.806%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/05/2015	182	25/11/15	A-1+	3.00	BBSW	2.26	5.613%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/04/2015	181	30/09/15	A-1+	3.02	BBSW	2.26	5.613%	\$2,000,000.00	\$2,000,000.00
AMP	12/02/2015	266	05/11/15	A-1	3.30	BBSW	2.38	5.613%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2014	365	03/09/15	A-1+	3.70	BBSW	2.45	5.613%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	28/04/2015	182	27/10/15	A-2	2.99	BBSW	2.26	5.613%	\$2,000,000.00	\$2,000,000.00
ME Bank	3/03/2015	177	27/08/15	A-2	2.90	BBSW	2.26	1.403%	\$500,000.00	\$500,000.00
								77.17%	\$27,500,000.00	\$27,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.73	Cash Rate	2.00	10.26%	\$3,657,517.06	\$3,657,517.06
AMP				A-1	2.90	Cash Rate	2.00	12.248%	\$4,364,409.72	\$4,364,409.72
National Australia Bank				A-1+	2.75	Cash Rate	2.00	0.316%	\$112,419.38	\$112,419.38
								22.83%	\$8,134,346.16	\$8,134,346.16
TOTAL INVESTMENTS								100.00%	\$35,634,346.16	\$35,634,346.16
Cash at Bank										\$262,919.14
TOTAL FUNDS										\$35,897,265.30

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$10,606,224.00
		<u>\$10,606,224.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$994,501.67
	Asset Replacement	\$1,350,728.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,345,229.67</u>
Unrestricted Funds		\$17,945,811.63
TOTAL FUNDS		\$35,897,265.30

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

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
MANAGER CORPORATE SERVICES

Monthly Investment Report as at 31/7/15

a) Council's Investments as at 31/7/15

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	25/06/2015	202	13/01/16	A-2	2.95	BBSW	2.23	6.880%	\$2,500,000.00	\$2,500,000.00
ME Bank	4/06/2015	91	03/09/15	A-2	2.85	BBSW	2.05	6.880%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/07/2015	92	28/10/15	A-2	2.80	BBSW	2.05	13.760%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/06/2015	183	02/12/15	A-2	2.95	BBSW	2.17	6.880%	\$2,500,000.00	\$2,500,000.00
Bendigo & Adelaide	11/06/2015	180	08/12/15	A-2	2.90	BBSW	2.17	6.880%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	24/02/2015	182	25/08/15	A-2	3.11	BBSW	2.17	2.752%	\$1,000,000.00	\$1,000,000.00
AMP	17/07/2015	118	12/11/15	A-1	2.95	BBSW	2.10	2.752%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/05/2015	182	25/11/15	A-1+	3.00	BBSW	2.17	5.504%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/04/2015	181	30/09/15	A-1+	3.02	BBSW	2.17	5.504%	\$2,000,000.00	\$2,000,000.00
AMP	12/02/2015	266	05/11/15	A-1	3.30	BBSW	2.32	5.504%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2014	365	03/09/15	A-1+	3.70	BBSW	2.40	5.504%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	28/04/2015	182	27/10/15	A-2	2.99	BBSW	2.17	5.504%	\$2,000,000.00	\$2,000,000.00
ME Bank	3/03/2015	177	27/08/15	A-2	2.90	BBSW	2.17	1.376%	\$500,000.00	\$500,000.00
								75.68%	\$27,500,000.00	\$27,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.70	Cash Rate	2.00	12.01%	\$4,365,598.58	\$4,365,598.58
AMP				A-1	2.55	Cash Rate	2.00	12.011%	\$4,364,409.72	\$4,364,409.72
National Australia Bank				A-1+	2.75	Cash Rate	2.00	0.296%	\$107,680.33	\$107,680.33
								24.32%	\$8,837,688.63	\$8,837,688.63
TOTAL INVESTMENTS								100.00%	\$36,337,688.63	\$36,337,688.63
Cash at Bank										\$235,152.21
TOTAL FUNDS										\$36,572,840.84

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$9,021,536.61
		<u>\$9,021,536.61</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,099,288.61
	Asset Replacement	\$1,444,172.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,543,461.18</u>
Unrestricted Funds		\$20,007,843.05
TOTAL FUNDS		\$36,572,840.84

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

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

MANAGER CORPORATE SERVICES

2. FINANCIAL STATEMENTS – FUND POSITION AS AT 30TH OF JUNE 2015

RECOMMENDED that the unaudited statements of the financial position as at 30th June 2015 be received.

The unaudited statements of RWCC Financial Position as at 30th June 2015 are submitted for examination by Council.

The anticipated operating result for 2014/2015 is a surplus of \$11,244,000. The original estimate was for a surplus of \$4,533,000.

The items of note in the final operating result variance from budget are:

	\$ ('000)
Additional Water Sales (due to dry weather)	3,100
Additional S64 Developer Contributions	815
Additional Interest Revenue (due to cash on hand from unfinished CAPEX & additional water sales)	740
Additional Capitalised Wages (due to large CAPEX projects utilising staff time ie. Southern Trunk)	1,400
Reversal of Impairment Loss on HS Water Licence	650

The draft primary statements follow.

- **Financial Statements 2014/2015 – primary statements following**

Riverina Water County Council

Income Statement

for the financial year ended 30 June 2015

Budget ¹			Actual	Actual
2015	\$ '000	Notes	2015	2014
Income from Continuing Operations				
Revenue:				
4,821	Rates & Annual Charges	3a	5,031	4,288
17,555	User Charges & Fees	3b	20,994	19,391
400	Interest & Investment Revenue	3c	1,140	1,106
119	Other Revenues	3d	504	188
715	Grants & Contributions provided for Operating Purposes	3e,f	735	674
2,300	Grants & Contributions provided for Capital Purposes	3e,f	3,115	3,055
25,910	Total Income from Continuing Operations		31,519	28,702
Expenses from Continuing Operations				
7,826	Employee Benefits & On-Costs	4a	7,148	7,869
907	Borrowing Costs	4b	902	970
2,344	Materials & Contracts	4c	3,096	2,548
6,800	Depreciation & Amortisation	4d	6,711	6,574
-	Impairment	4d	(650)	(550)
3,500	Other Expenses	4e	3,034	3,865
-	Net Losses from the Disposal of Assets	5	34	33
21,377	Total Expenses from Continuing Operations		20,275	21,309
4,533	Operating Result from Continuing Operations		11,244	7,393
4,533	Net Operating Result for the Year		11,244	7,393
4,533	Net Operating Result attributable to Council		11,244	7,393
2,233	Net Operating Result for the year before Grants and Contributions provided for Capital Purposes		8,129	4,338

¹ Original Budget as approved by Council - refer Note 16

Riverina Water County Council

Statement of Comprehensive Income for the financial year ended 30 June 2015

\$ '000	Notes	Actual 2015	Actual 2014
Net Operating Result for the year (as per Income statement)		11,244	7,393
Other Comprehensive Income:			
Amounts which will not be reclassified subsequently to the Operating Result			
Gain (loss) on revaluation of I,PP&E	20b (ii)	2,786	4,975
Total Items which will not be reclassified subsequently to the Operating Result		2,786	4,975
Amounts which will be reclassified subsequently to the Operating Result when specific conditions are met			
Nil			
Total Other Comprehensive Income for the year		2,786	4,975
Total Comprehensive Income for the Year		14,030	12,368
Total Comprehensive Income attributable to Council		14,030	12,368

Riverina Water County Council

Statement of Financial Position as at 30 June 2015

\$ '000	Notes	Actual 2015	Actual 2014
ASSETS			
Current Assets			
Cash & Cash Equivalents	6a	8,398	10,318
Investments	6b	27,500	21,500
Receivables	7	3,777	3,120
Inventories	8	3,771	3,556
Other	8	7	-
Total Current Assets		43,453	38,494
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	9	206,462	198,717
Intangible Assets	25	2,750	2,100
Total Non-Current Assets		209,212	200,817
TOTAL ASSETS		252,665	239,311
LIABILITIES			
Current Liabilities			
Payables	10	829	513
Borrowings	10	1,411	1,341
Provisions	10	3,664	3,315
Total Current Liabilities		5,904	5,169
Non-Current Liabilities			
Borrowings	10	13,761	15,172
Total Non-Current Liabilities		13,761	15,172
TOTAL LIABILITIES		19,665	20,341
Net Assets		233,000	218,970
EQUITY			
Retained Earnings	20	84,842	73,598
Revaluation Reserves	20	148,158	145,372
Total Equity		233,000	218,970

Riverina Water County Council

Statement of Changes in Equity
for the financial year ended 30 June 2015

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non-controlling Interest	Total Equity
2015						
Opening Balance (as per Last Year's Audited Accounts)		73,598	145,372	218,970	-	218,970
Revised Opening Balance (as at 1/7/14)		73,598	145,372	218,970	-	218,970
c. Net Operating Result for the Year		11,244	-	11,244	-	11,244
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	2,786	2,786	-	2,786
Other Comprehensive Income		-	2,786	2,786	-	2,786
Total Comprehensive Income (c&d)		11,244	2,786	14,030	-	14,030
Equity - Balance at end of the reporting period		84,842	148,158	233,000	-	233,000

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non-controlling Interest	Total Equity
2014						
Opening Balance (as per Last Year's Audited Accounts)		66,205	140,397	206,602	-	206,602
Revised Opening Balance (as at 1/7/13)		66,205	140,397	206,602	-	206,602
c. Net Operating Result for the Year		7,393	-	7,393	-	7,393
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	4,975	4,975	-	4,975
Other Comprehensive Income		-	4,975	4,975	-	4,975
Total Comprehensive Income (c&d)		7,393	4,975	12,368	-	12,368
Equity - Balance at end of the reporting period		73,598	145,372	218,970	-	218,970

Riverina Water County Council

Statement of Cash Flows

for the financial year ended 30 June 2015

Budget 2015	\$ '000	Notes	Actual 2015	Actual 2014
Cash Flows from Operating Activities				
Receipts:				
4,721	Rates & Annual Charges		4,900	4,259
17,646	User Charges & Fees		20,231	19,533
463	Investment & Interest Revenue Received		1,073	1,033
3,224	Grants & Contributions		3,831	3,900
-	Bonds, Deposits & Retention amounts received		7	3
119	Other		2,276	713
Payments:				
(7,687)	Employee Benefits & On-Costs		(6,497)	(7,540)
(1,826)	Materials & Contracts		(4,023)	(2,541)
(907)	Borrowing Costs		(902)	(970)
(3,500)	Other		(3,771)	(4,768)
12,253	Net Cash provided (or used in) Operating Activities	11b	17,125	13,622
Cash Flows from Investing Activities				
Receipts:				
6,327	Sale of Investment Securities		-	-
317	Sale of Infrastructure, Property, Plant & Equipment		166	379
Payments:				
-	Purchase of Investment Securities		(6,000)	(6,500)
(26,750)	Purchase of Infrastructure, Property, Plant & Equipment		(11,870)	(6,180)
(20,106)	Net Cash provided (or used in) Investing Activities		(17,704)	(12,301)
Cash Flows from Financing Activities				
Receipts:				
Nil				
Payments:				
(1,529)	Repayment of Borrowings & Advances		(1,341)	(1,274)
(1,529)	Net Cash Flow provided (used in) Financing Activities		(1,341)	(1,274)
(9,382)	Net Increase/(Decrease) in Cash & Cash Equivalents		(1,920)	47
11,382	plus: Cash & Cash Equivalents - beginning of year	11a	10,318	10,271
2,000	Cash & Cash Equivalents - end of the year	11a	8,398	10,318
Additional Information:				
	plus: Investments on hand - end of year	6b	27,500	21,500
	Total Cash, Cash Equivalents & Investments		35,898	31,818

Please refer to Note 11 for information on the following:

- Non Cash Financing & Investing Activities.
- Financing Arrangements.
- Net cash flow disclosures relating to any Discontinued Operations

3. FINANCIAL STATEMENTS 2014/2015

RECOMMENDED that:

- (i) Council's Draft Financial Statements be referred to audit by Council's auditors, Crowe Howarth,
- (ii) Council make a resolution in accordance with section 413 (2c) that the annual financial report is in accordance with:
 - the Local Government Act 1993 (as amended) and the Regulations made there under,
 - the Australian Accounting Standards and professional pronouncements,
 - the Local Government Code of Accounting Practice and Financial Reporting,
 - presents fairly the councils operating results and financial position for the year,
 - accords with Council's accounting and other records, and
 - that Council is not aware of any matter that would render this report false or misleading in any way.
- (iii) That Council adopt the abovementioned Statement and that the Chairman, Deputy Chairman and General Manager be authorised to complete the "Statement by Members of the Council" in relation to Council's 2014/15 Financial Statements and Special Purpose Financial Reports and be attached thereto.
- (iv) That Council delegate to the General Manager the authority to "finalise the date" at which the Audit Report and Financial Statements are to be presented to the public.

Council's Financial Statements and Special Purpose Financial reports for 2014/2015 have been completed and are ready to be forwarded to Council's Auditors.

Under the provisions of Section 412(2c) of the Local Government Act 1993, the Financial Statements and Special Purpose Financial Reports shall be accompanied by a statement made in accordance with a resolution by Council, signed by two Councillors, General Manager and Responsible Accounting Officer along the lines of the recommendation (ii) above.

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

It is anticipated that the auditor's report will be submitted to Council's Ordinary Meeting on 28 October 2015. Council's Annual Report for 2014/2015 can be adopted at the same meeting.

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

- **2015 Statements by Councillors and Management**

Riverina Water County Council

General Purpose Financial Statements for the financial year ended 30 June 2015

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

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

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

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

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

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

Signed in accordance with a resolution of Council made on 02 September 2015.

Clr G Hiscock
CHAIRPERSON

Clr G Verdon
COUNCILLOR

Mr G Haley
GENERAL MANAGER

Ms M Curran
RESPONSIBLE ACCOUNTING OFFICER

Riverina Water County Council

Special Purpose Financial Statements

for the financial year ended 30 June 2015

Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

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

- The NSW Government Policy Statement "Application of National Competition Policy to Local Government".
- The Division of Local Government Guidelines "Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality".
- The Local Government Code of Accounting Practice and Financial Reporting.
- The NSW Office of Water (Department of Environment, Climate Change and Water) Guidelines - "Best Practice Management of Water and Sewerage".

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

- Present fairly the Operating Result and Financial Position for each of Council's declared Business Activities for the year, and
- Accord with Council's accounting and other records.

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

Signed in accordance with a resolution of Council made on 02 September 2015.

Clr G Hiscock
CHAIRPERSON

Clr G Verdon
COUNCILLOR

Mr G Haley
GENERAL MANAGER

Ms M Curran
RESPONSIBLE ACCOUNTING OFFICER

4. UNCOMPLETED CAPITAL WORKS 2014/2015

RECOMMENDED that the expenditure totalling \$5,087,340 be transferred to and included in the 2015/2016 Capital Works Programme.

After reviewing the status of the 2014/2015 Capital Works Program generally, with the Director of Engineering and Senior Officers, I am of the opinion that some \$5,087,340 should be transferred to finance additional items of expenditure for works commenced but not completed before 30th June 2015.

****Please note an additional \$500,000 is requested to complete construction of the Store Building.**

The original budget that Council adopted was a pre-tender budget. At the time of the tender being awarded, it was anticipated that there would be additional budget required, which has been included in the carry-over process due to the project flowing into the 2015/16 financial year.

The items are listed as follows:-

Project #	Description	REVOTE / CARRY-OVER (\$)
	LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS	
184	Replace Air-conditioning	5,000
72 **	Store Building Hammond Ave - Urban	2,651,340
73	Fitter/Electrician Workshop	20,000
80	Levee protection stage 2 Hammond Ave - Urban	80,000
	TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	2,756,340
	PLANT & EQUIPMENT	
51	Corporate IT software upgrade/improvements - Urban	110,000
187	Operations Fixed Plant Tools & Equipment - Urban	9,000
63	Asset Management system & Implementation	27,000
134	GIS integration with asset management system	10,000
64	GIS Improvements	46,500
	TOTAL PLANT & EQUIPMENT	202,500
	PUMPING STATIONS	
181	Watson Road Mangoplah Pump Station Upgrade	35,000
	TOTAL PUMPING STATIONS	35,000
	RESERVOIRS	
84	Woomargama Reservoir 3	90,000
113	Mangoplah HL Reservoir Replacement/Upgrade - Non-Urban	35,000
81	Collingullie Reservoir Upgrade - Non-Urban	190,000
150	Shires Reservoir Relocation - Non-Urban	90,000
205	Main Low Level Reservoir Investigation & Design - Urban	30,000
	TOTAL RESERVOIRS	435,000

Project #	Description	REVOTE / CARRY-OVER (\$)
	MAINS, SERVICES & METERS	
30	Mount Austin / McDonough Ave Replacement	60,500
160	Lake Albert Rd Replacement	142,000
161	Flinders St Replacement	96,000
223	Inglis Street	60,000
19	Bomen trunk main A (south of river) - Urban	79,000
212	Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	939,000
210	Low & High Level Rising Mains from CWS	282,000
	TOTAL MAINS, SERVICES & METERS	1,658,500
	TOTAL REVOTE / CARRY-OVER	5,087,340

5. OUTSTANDING ACCESS CHARGES AND DEVELOPER SERVICING CHARGES

RECOMMENDATION that Council consider the Report “Outstanding Access Charges and Developer Servicing Charges” whilst the meeting is closed to the public as it could relate to the personal hardship of any resident or ratepayer, as prescribed by section 10A(2)(b) of the Local Government Act 1993.

6. OPERATIONAL PLAN – PERFORMANCE TARGETS

RECOMMENDATION: That the report detailing progress, as at 30th June 2015, achieved towards the various objectives set out in the 2014/2015 Operational Plan be noted and received.

In accordance with the provisions of Section 407 of the Local Government Act 1993, I report to Council on the progress achieved in the year for the various Key Performance Indicators set out in the 2014/2015 Operational Plan.

Services

Measure	Key Performance Indicator	Progress to 30 June 2015
Customer Satisfaction Rating	>4 (out of 5)	All scores >4
Water Quality Satisfaction	>4 (out of 5)	All scores in Wagga >4 Most scores in rural area >4

Asset Replacement

Measure	Key Performance Indicator	Progress to 30 June 2015
Projects completed from Capital Works Program	>80%	91 of 113 projects = 81% Budget \$ = 73%

Demand Management

Measure	Key Performance Indicator	Progress to 30 June 2015
Peak Day Demand (weekly average)	<65 ML	57.2 ML

WHS

Objectives	Key Performance Indicator	Progress to 30 June 2015
Number of days lost through injury	< previous period	Mar Qtr. 6 June Qtr. 0
Percentage of sick leave hours to ordinary hours worked	<3.5%	2.35% 3.19%
Total hours worked compared to time lost through injury & illness	< previous period	0.15% 0.03%

Environmental Protection

Key Performance Indicator	Key Performance Indicator	Progress to 30 June 2015
Power used per ML of water produced KWh	< same period last year	Annual 2013/14 812KWh Annual 2014/15 806KWh
Power used per ML of water produced \$	< same period last year	\$182 \$149

Equal Employment Opportunity

Key Performance Indicator	Key Performance Indicator	Progress to 30 June 2015
Number of legitimate EEO complaints resolved	100%	Nil lodged
Percentage of staff returning from parental leave	100%	100%

Charges and Fees

Key Performance Indicator	Key Performance Indicator	Progress to 30 June 2015
Level of Water Charges overdue compared to water sales for previous 12 months	<5%	2.07%
Level of Sundry Debtor Accounts overdue compared to debtors raised for previous 12 months	<5%	including LIRS – 5.36% excluding LIRS – 1.7%

7. PECUNIARY INTEREST REGISTER-DISCLOSURE OF INTERESTS

RECOMMENDED that the information be received and noted.

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

The returns must be completed and lodged with the General Manager within three months after 30th of June 2015.

The returns have been issued to each Councillor and designated person to be completed and lodged with the General Manager by 30th September 2015.

8. OVERDUE DEBTORS JUNE 2015

RECOMMENDATION that the following report on overdue debtors for the period ended 30th June 2015 be received and noted.

Following are details of balances, along with comparative figures for June 2014. Please note the Sundry Debtor overdue amounts in both years include approx. \$300,000 LIRS Claims.

Debtor Category	June 2015		June 2014	
	Overdue	% Annual Revenue	Overdue	% Annual Revenue
Water Billing Debtors	\$518,286	2.07%	\$431,876	1.88%
Sundry Debtors	\$315,043	5.36%	\$357,162	6.32%
TOTAL	\$833,329	2.70%	\$789,038	2.76%

9. ATTENDANCE AT LOCAL GOVERNMENT INTERNAL AUDIT FORUM BY INDEPENDENT MEMBER OF THE AUDIT AND RISK COMMITTEE

RECOMMENDATION: That Council authorise the attendance by Mr David Maxwell, independent member of the Audit and Risk Committee, at the Institute of Internal Auditor's 2015 Local Government Internal Audit Forum.

The Institute of Internal Auditors Annual Forum brings together experienced speakers who will offer insight and expert guidance, providing a unique forum to exchange knowledge on the critical issues impacting upon the internal audit profession.

The program is currently being developed and will feature a mix of high level strategic sessions, technical updates and panel discussions. As the program comes together regular updates will be available on the website.

This forum will provide the independent Audit and Risk Committee member with valuable insight into the internal audit function at local government and enable him to draw on the experience and expertise of Committees at other Councils. This is also important for the development of skills and the provision of information relevant to the role of the Committee.

The Forum will be held at the SMC Conference & Function Centre in Sydney on 5 November 2015.

Budget

The approximate cost of attending the training will be covered within existing training budgets and will be as follows:

Forum fee	\$ 670
Flights (approximate)	\$ 350
Taxi/train (approximate)	\$ 50
Total cost	<u>\$1,070</u>

10. COUNCIL MEETING DATES AND TIMES

RECOMMENDED that Council's December Council Meeting be held on Friday 11th December 2015 commencing at 2.00pm.

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

The remaining scheduled dates for 2015 are:

28th October
23th December

The Council normally conducts its Ordinary December meeting in conjunction with the staff Christmas Function. Last year the meeting was held on Friday, 12th December 2014 (the second Friday in December). A similar time this year would be on Friday, 11th December 2015.

11. FEBRUARY 2016 COUNCIL MEETING

RECOMMENDATION that Council's February meeting is held on Wednesday, 24th February 2016 commencing at 1.30 pm at the Greater Hume Shire Offices, Holbrook. This meeting to be preceded by a tour of Riverina Water facilities in the Greater Hume Shire region, commencing at 11.30 am at Holbrook.

Council resolved at its December 2004 to hold one council meeting in a constituent Council area outside of Wagga Wagga annually.

It is proposed to hold Council's February 2016 Meeting in Holbrook. It is proposed to precede this meeting with a tour of the Riverina Water facilities in the Greater Hume Shire region. The tentative agenda is as follows:

10.30 am	Depart RWCC Headquarters Wagga Wagga Depart in 3 vehicles (1 x 7 seat and 2 x 5 seat)
11.00 am	Inspect Mangoplah Reservoir on the way to Holbrook
11.25 am	Meet remaining Councillors at Holbrook Offices of GHS
11.30 am	Depart Holbrook for Woomargama
11.45 am	Inspect new Woomargama Reservoir and WTP
12.30 pm	Lunch at Holbrook

During the trip it is proposed that we visit some other sites, such as the recently completed Mangoplah Reservoir (on the way to Holbrook) and the Ralvona Borefield (on the way back from Holbrook – via Morven).

12. INNOVATIVE RECRUITMENT PRACTICES

RECOMMENDATION: That the report of the General Manager be received and noted.

Riverina Water County Council's current recruitment practices are compliant with:

- NSW Local Government Act 1993 – Chapter 11 Part 4 & 5
- Riverina Water County Council EEO & Anti-Discrimination Policy 4.1
- EEO legislation

RWWC has a very low employee turnover, approximately 2%. There has been little recruitment activity over the last 5 years.

Riverina Water County Council includes on all job advertisements, the following statement:

“Riverina Water County Council is an Equal Employment Opportunity Employer.”

Riverina Water County Council ensures that advertisements are as accessible as possible. Riverina Water County Council promotes a family friendly, flexible working environment. Riverina Water County Council does not identify or target specific people for specific roles. Recruitment process include selection panels that:

- include an independent selection panel member
- selection of applicants is conducted independently by each panel member and
- interviews are conducted on a rating system during selection against weighted criteria.

Innovative and/or standard practices in Riverina Water County Council recruitment include:

- Advertising widely to improve accessibility includes Riverina Water County Council website, online job boards, local print.
- Creation of a diverse selection panel including expert and independent panel members. If there is a diversity of applicants e.g. sex, disability etc. consideration, accommodation and recommendation to broaden the panel is referred to General Manager.
- Provide above award conditions and creates reasonable employment environment including an active Health & Wellbeing Committee, supply of uniforms, RDO's, generous superannuation and flexible work provisions.

Riverina Water County Council Recruitment and Selection

Whenever recruitment or selection for positions takes place it is expected that Riverina Water County Council:

- does not make assumptions that only certain types of people will be able to perform certain types of work;
- will not specify age limits in contravention to any legislation;
- All applications are processed in a consistent manner;
- Recruitment documentation are kept for a reasonable period;
- All recruitment is conducted using questions that are related to the requirements of the job;
- Those that are involved in making recruitment and selection decisions must read and understand and apply Riverina Water County Council policy and the principles of EEO.

13.ART PROJECT – RURAL RESERVOIR

RECOMMENDATION: That the General Manager proceed with further investigations into the painting of a mural on the Rural Reservoir on Willans Hill.

Comments have been made to Council staff about the amount of graffiti that has been painted on the Rural Reservoir on Willans Hill, Wagga Wagga. It was suggested that perhaps this could be discouraged by the painting of a mural on the reservoir.

Such a project would probably have the support of Wagga Wagga City Council, which has a public art program, especially if it is funded by Riverina Water County Council. It is contemplated that a budget of \$15,000 will be set for the project, with the appointed artist directed to design the work to fit within this amount. A number of parameters will be set for the project, following further investigations.

RWCC spends about a thousand dollars each year painting over graffiti on this reservoir. It is felt that by painting a mural of some sort on it, further graffiti would be discouraged.

Contact has been made with the General Manager, Director of Environmental Services and Cultural Officer at Wagga Wagga City Council. They have indicated a willingness to work with RWCC on such a project, should an official approach be made.

14.DRAFT HEALTH AND SAFETY COMMITTEE CONSTITUTION

RECOMMENDED that the draft constitution of the Health and Safety Committee be adopted.

The Constitution of the Health and Safety Committee has been redrawn to reflect the changes to Council's workplace in a similar manner to the recent changes made to the Consultative Committee Constitution.

A copy of the draft constitution is attached for Council's consideration.

- **Draft H & S Committee Constitution**



CONSTITUTION

NAME: Riverina Water County Council Health & Safety Committee (HSC)

COMPOSITION:

The HSC shall comprise eight (8) members:

- Six (6) employee elected HSR's (Health & Safety Representatives);
- Two (2) employer appointed representatives.

The six (6) employee representatives shall comprise representatives from these workgroups;

- Two (2) from Operations (1 electrical / fitting & 1 Filtration Plant / Water Quality);
- Two (2) from the Water Depot / Mechanics / Welders / Builders / Meter Readers;
- One (1) from the Rural operations and Rural Works;
- One (1) from the Administration Office / Engineering / Drawing;

In addition to the official members of the HSC, the WHS and RTW Coordinators shall be required to attend every meeting as non-committee members. Their role shall be to give advice, participate in discussions and provide information on legislative requirements but they will not take part in any voting on committee issues.

ELECTIONS:

All committee representatives will be elected or appointed as per the NSW Workplace Health & Safety Legislation.

- The employee representatives shall elect one of their members to be Chairperson and convenor of the HSC.
- Every three (3) years all employee positions will be declared vacant and nominations called for to fill vacant positions.
- A new Chairperson shall be elected by the employee representatives.
- In the event of a casual vacancy of an employee representative, the Chairperson may appoint a person (from the same workgroup) to fill the vacancy for the balance of the predecessor's term on the committee.

MEETINGS:

The Chairperson will convene a meeting of the HSC:

- ❖ At least every two (2) months and;
- ❖ Special or emergency meetings at any time the Chairperson so directs or at the request of three (3) or more committee members.

- Meetings are to be conducted following the adopted meeting procedure.
- A special or emergency meeting may be accepted to be in lieu of the regular meeting if a majority of HSC representatives so agree.
- An agenda and business paper for normal meetings is to be produced and circulated by the Chairperson, or the secretary, or the WHS Coordinator at least one (1) week prior to the meeting. The agenda must be authorised by the Chairperson prior to release.
- Items required for the business paper must be submitted to the Chairperson, or the secretary, or the WHS Coordinator at least ten (10) days prior to any scheduled regular meeting.
- Persons other than HSC representatives (other than the RTW and WHS Coordinators) shall require permission from the HSC Chairperson before attending any meeting, and may be invited to take part in discussions but not take part in decision making.
- The number of employer representatives at any meeting must not exceed the number of employee representatives.
- A minimum of 5 HSC members (minimum of 1 employer representative & 4 employee representatives) will be required to form a quorum at any meeting.
- A member of the committee shall be elected to act as a secretary. (A non-committee member will be permitted to sit in on the meetings in the role of secretary for taking minutes. Such person shall not take part in any decision-making procedures.)

RECORDS:

The secretary (or person acting in that position for minute recording) shall record and prepare an accurate report of the proceedings of each meeting.

- The secretary or chairperson will table the minutes for confirmation and acceptance at the next meeting.
- Should the minutes be accepted as a true record of the last meeting, they shall be signed by the Chairperson and filed by the WHS Coordinator. An electronic copy shall also be registered into the EDMS.
- Copies will be distributed to all HSC members within five (5) working days of the meeting and a copy will also be prominently displayed in the following locations;
 - Water Works lunchroom,
 - Admin/Engineering lunchroom,
 - Electrical/Fitter lunchroom,
 - The Rock Depot lunchroom,
 - Water Depot lunchroom,
 - Intranet (link to be emailed to all employees after each meeting).
- The minutes shall be available to any Riverina Water employee upon request.

AIMS & ACTIONS OF THE COMMITTEE:

A HSC has the following functions: (NSW Work Health & Safety Legislation)

The role of health and safety committees (HSCs) is to provide a forum for consultation on the management of health and safety across the whole workforce (i.e. not just one work group). HSCs should:

- *facilitate cooperation between the PCBU and the workers in instigating, developing and carrying out measures designed to ensure the health and safety of workers;*
- *assist in developing standards, rules and procedures relating to WHS.*

RWCC HSC functions will include, but are not limited to the following:

- Consult with the workgroups that they represent on health & safety issues.
- Assist in the promotion of a safe working environment and safe systems of work.
- Assist with the review of Health and Safety Policies, procedures and WHS management systems for the Council's place of work.
- To make recommendations to the Council as it thinks appropriate to ensure the health and safety of all employees, contractors, customers and any visitors who enter Council property.
- The HSC will assist with resolving matters of Health and Safety in the workplace.
- It may receive suggestions, complaints and reports from any employee, contractor or customer of the Council and consider such at the next regular meeting, unless the Chairperson considers that a special or emergency meeting is warranted (provided that reasonable attempts have been undertaken to resolve the safety issue within the relevant department prior to bringing to the committee),
- The HSC may investigate the circumstances of a workplace incident / accident, or may appoint a working group of its members or one of its members to investigate such circumstances.

AMENDMENTS TO THE CONSTITUTION:

Any proposal to amend the constitution may be moved at a convened normal meeting. After discussion the proposal shall lay on the table until the end of the meeting agenda, when it can then be resolved.

THE CONSTITUTION SHALL BE REVIEWED EVERY THREE (3) YEARS

WHS Committee Chairperson

General Manager

15.DRAFT POLICY 1.10 COUNCILLOR'S EXPENSES AND FACILITIES

RECOMMENDED that the Draft Policy 1.10 Councillor's Expenses and Facilities be adopted.

The Draft Policy 1.10 Councillor's Expenses and Facilities was placed on public exhibition, commencing 4th July 2015. There have been no changes to this Draft Policy from that adopted in 2013.

Following the exhibition of the Draft Policy 1.10 Councillor's Expense and Facilities, no submissions have been received. A copy of the Draft Policy is attached for Councillors information.

- **Draft Policy 1.10 Councillor's Expenses and Facilities**

POLICY REGISTER

COUNCILLOR'S EXPENSES AND FACILITIES POLICY

POLICY REFERENCE NUMBER:		POL 1.10	
Original publication date		27 August 1997	
Revision number	Issue Date	Approved	Approval date
0	27 August 1997	Res: 97/57	27 August 1997
1		Res: 05/86	19 October 2005
2		Res: 06/77	17 October 2006
3		Res: 07/65	22 August 2007
4		Res: 08/54	27 August 2008
5		Res: 09/73	26 August 2009
6		Res: 10/100	25 August 2010
7		Res: 11/87	24 August 2011
8		Res: 12/144	24 October 2012
9		Res: 13/107	23 August 2013
10		Res: 14/92	20 August 2014
11		Res 15/???	2 September 2015
<p>This document is to be reviewed every year.</p> <p>Next review date: August 2016</p>			
RESPONSIBLE OFFICER		General Manager	

PART A – INTRODUCTION

1.0 – GENERAL PROVISIONS

1.1 Purpose of the Policy

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

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

1.2 Objectives and coverage of the Policy

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

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

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

1.3 Making and Adoption of the Policy

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

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

The term “not substantial” should be taken to mean minor changes to wording of the policy or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provision of equipment and facilities. Substantial amendments to the policy that could include larger changes to monetary limits than the limit noted above, and/or major changes to the standard provision of equipment and facilities, will require public notice of the amendment. Any new category of expenses, facilities and equipment included in the policy will also require public notice.

1.4 Promotion and Availability of the Policy

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

1.5 Review

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

1.6 Reporting Requirements

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

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

1.7 Legislative Provisions

1.7.1 Provisions under the *Local Government Act 1993*

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

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

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

Section 253 specifies actions that council must undertake before a policy concerning expenses and facilities can be adopted or amended. As earlier stated these actions include a requirement to give public notice with a minimum period of 28 days for the making of submissions, procedure for consideration of any submissions received and circumstances where public notice is not required. This section also details the reporting requirements to the Director General.

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

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

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

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

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

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

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

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

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

1.8 Other NSW Government Policy Provisions

1.8.1 Department of Local Government Guidelines

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

1.8.2 Department of Local Government Circulars to Councils

The policy must take into account the following Circulars:

- Circular 11/27 Findings from Review of Councillors Expenses and Facilities Policies
- Circular 10/26 Misuse of Council Resources
- Circular 09/36 Updated Guidelines for the Payment of Expenses and the provision of facilities to Mayors and Councillors – Additional annual reporting requirements and other matters
- Circular 05/08 Legal Assistance for Councillors and Council Employees
- Circular 02/34 Unauthorised Use of Council Resources

1.8.3 The Model Code of Conduct for Local Councils in NSW

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

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

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

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

1.9 Approval Arrangements

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

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

PART B – PAYMENT OF EXPENSES

2.0 GENERAL PROVISIONS

2.1 Payment of Expenses Generally

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

2.1.1 Allowances and Expenses

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

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

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

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

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

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

2.1.2 Reimbursement and Reconciliation of Expenses

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

2.1.3 Payment in Advance

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

2.2 Establishment of Monetary Limits and Standards

2.2.1 Monetary Limits as to Expenses

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

- Travelling and Subsistence Allowance – Councillors
- Councillor Expenses

Some expenses will have a specific limit or rate set.

2.2.2 Standard of Provision of Equipment and Facilities

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

2.3 Spouse and Partner Expenses

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

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

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

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

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

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

2.4 Incidental Expenses

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

Incidental expenses could reasonably include telephone or facsimile calls, refreshments, internet charges, laundry and dry cleaning, newspapers, taxi fares and parking fees. In addition, the cost of meals not included in the registration fees for conferences or similar functions may be reimbursed after reconciliation.

All advanced payments are required to be reconciled.

2.5 Authorisation of Claims

Travel claims will be authorised as follows:

- The General Manager will authorise travel expense claims made by the Chairperson and Councillors. The Chairperson will authorise the General Manager's travel claims.
- Travel expenses claimed by a traveller but not supported with receipts will not be paid for by Council
 - supporting documentation should be dated to allow the authorising officer to determine if the expense item related to the authorised period of travel
 - receipts should also contain details of the nature of the transaction to allow the authorising officer to determine if the item is valid or not
- Registration fees for a conference can entitle the traveller to included meals at the conference venue. Claims for meals at other venues when these included conference meals are available will not be paid for by Council.
- Claims for meals / drinks / entertainment for "other people" will only be considered for possible authorisation if the name / position / organisation of the "other people" are detailed - if no details are provided, Council will not pay the claim.
- Payment in Advance - Provision of a payment in advance may be requested by a Councillor however such an advance must be fully accounted for upon return and any unspent portion returned to Council.

3.0 SPECIFIC EXPENSES FOR CHAIRPERSON AND COUNCILLORS

3.1 Attendance at Seminars and Conferences

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

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

Council will meet reasonable costs of accommodation and acknowledges the economic and practical benefits of being accommodated at the conference /seminar venue.

Council will also meet reasonable costs of main meals where any of these meals are not provided as part of the conference. Receipts of purchases will need to be presented for reimbursement. Costs for mini bar use will not be paid by Council

A written report shall be provided to the Council on the seminar/conference by the Councillor or accompanying staff member (Local Government New South Wales annual conferences excepted).

3.2 Training and Educational Expenses

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

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

3.3 Motor Vehicle Travel Arrangements and Expenses

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

- Under 2.6 Litres - \$0.74 per kilometre
- 2.6 Litres and Over - \$0.75 per kilometre

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

3.4 Overseas Travel

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

Overseas travel must be approved by a meeting of the full council prior to a councillor undertaking the trip. Travel must be approved on an individual trip basis. Council shall not allow the retrospective reimbursement of overseas travel expenses unless prior authorisation of the travel has been obtained.

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

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

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

3.5 Interstate Travel

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

3.6 Attendance at Dinners and Other Non-Council Functions

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

3.7 Care and Other Related Expenses

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

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

3.8 Insurance Expenses and Obligations

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

- *Professional Indemnity* (for matters arising out of councillors' performance of their civic duties and/or exercise of their council functions)
- *Public Liability* (for matters arising out of councillors' performance of their civic duties and/or exercise of their council functions)

- *Statutory Liability* (provides indemnity for fines and penalties arising out of conduct of the business of Council)
- *Personal Accident* (provides for the payment of non-medical expenses and loss of wages resulting from an accident whilst on official business for the Council and a capital payment if the accident results in death)

3.9 Legal Expenses and Obligations

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

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

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

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

PART C – PROVISION OF FACILITIES

4.0 GENERAL PROVISIONS

4.1 Provision of Facilities Generally

Councillors are provided with access and use of the following:

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

Councillors should not generally obtain private benefit from the provision of equipment and facilities, nor from travel bonuses or any other loyalty schemes. However it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental use is not subject to a compensatory payment. Where more substantial private use has occurred, the Act provides that a payment may be made to cover the level of that private use.

5.0 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

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

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

6.0 ADMINISTRATIVE SUPPORT

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

7.0 SUSTENANCE/MEALS

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

8.0 DISPUTE PROCESS

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

16.INTERNAL POLICY 1.1 - CORPORATE CREDIT CARDS

RECOMMENDED that Council adopt Internal Policy 1.1 Corporate Credit Cards, as submitted.

Council adopted a policy in April 2011 aimed at giving staff guidance with regard to the use of corporate credit cards.

This Policy was reviewed in 2012, and again recently. Some slight changes are suggested. A revised policy has been developed and is attached for consideration.

The suggested change adds a provision that enables the use of a Corporate Credit Card where the use of a purchase order is not practical. This suggested change was one of the outcomes of a recent internal audit into the use of Corporate Credit Cards.

The aim of the policy is to provide a clear framework to staff:

- to allow the use of corporate credit cards,
- to give staff clear concise guidelines outlining Corporate Credit Card use, and
- to reduce the risk of fraud and misuse of corporate credit card.

The application of this Policy is to be done in conjunction with Riverina Water County Council's Code of Conduct and the legislative requirements of the Local Government Act.

- **Draft Internal Policy 1.1 Corporate Credit Cards**

INTERNAL POLICY REGISTER

CORPORATE CREDIT CARD POLICY			
POLICY REFERENCE NUMBER:		INTERNAL POLICY 1.1	
Original publication date		27th April 2011 (Res 11/38)	
Revision number	Approval Date by General Manager	Review by General Manager reported to Council on	Council Resolution
0	1998	May 1998	
1	2011	27 April 2011	11/38
2	2012	26 April 2012	12/42
Name Changed 26/11/13 from 1.15			
3	2015	2 September 2015	15/??
This document is to be reviewed every two years. Next review date: April 2017			
RESPONSIBLE OFFICER		Manager Corporate Services	

PART 1: INTRODUCTION

1.1 Policy Objective

This policy has been developed to ensure transparency in Councils operations concerning the use of Corporate Credit Cards and to ensure that Council's resources are managed with integrity and diligence.

1.2 Scope of Policy

Riverina Water County Council Corporate Credit Cards are provided to members of staff to enable the purchase of goods in the following situations:

- ONLY for Council business activities
- When outside the region on business
- For minor purchases where a Council order is not able to be accepted or is not practical
- For the purchase of goods in accordance with Council's Purchasing Policy

Riverina Water County Council Corporate Credit Cards do not have a cash advance facility and are not enabled with a personal identification number.

This policy provides a clear framework to:

- Allow the use of corporate credit cards
- To provide Riverina Water County Council staff issued with a corporate credit card clear and concise guidelines outlining corporate credit card use
- To reduce the risk of fraud and misuse of the corporate credit card

The application of this policy is to be in conjunction with the Riverina Water County Council Code of Conduct and any legislative requirements of the Local Government Act that may be enforced.

1.3 Definitions

N/A

1.4 Legislative Context

Local Government Act 1993
Local Government (General) Regulation 2005

1.5 Related Documents

Code of Conduct
Internal Audit Policy (Pol 1.17)
Anti-Fraud and Corruption Policy (Pol 1.14)
Good Governance Policy (Pol 1.3)
Statement of Business Ethics Policy (Pol 1.14)
Purchasing & Disposal Policy (Pol 1.19)
Purchasing Procedure (Pol 1.19.1)

PART 2: POLICY PROVISIONS

The provisions of this policy are set out below;

2.1 Eligibility and Application procedures for New Corporate Credit Cards;

A new corporate credit card application can only be approved by the General Manager, or in the case the card is for the General Manager, approval is provided by the Chairperson.

Corporate credit cards will only be issued when it is established that the anticipated use of the card warrants such.

Riverina Water County Council staff that are issued with corporate credit cards will be responsible for any purchases that are made on such during the daily operations of Riverina Water County Council. Minor purchases where corporate credit cards are becoming the normal method of payment include the one off purchase of Australian Standards, other regulatory items and emergency items. Items that are able to be purchased via a Council order will not be purchased on a corporate credit card.

2.2 Corporate Credit Cardholder Responsibilities;

- (a) Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
- (b) Corporate credit cards are to be used only for Riverina Water County Council official activities, there is no approval given for any private use.
- (c) All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- (d) Credit limits are not to be exceeded.
- (e) Purchases on the corporate credit card are to be made in accordance with Riverina Water County Council's Purchasing Policy and Procedure.
- (f) Reconciliation is to be completed within seven days of the date of the corporate credit card statement being issued.
- (g) Corporate credit cards are to be returned to the Finance / Administration Manager on or before the employee's termination date with a full acquittal of expenses.
- (h) All cardholder responsibilities as outlined by the card provider.

2.3 CORPORATE CREDIT CARD RECONCILIATION PROCEDURES:

- (a) Corporate Credit Card statement accounts will be issued to the relevant cardholder who will, within seven days, acquit the transactions on the account.
- (b) Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- (c) Transactions shall be accompanied by a detailed explanation of why the expense was *incurred*.
- (d) Transactions shall be accompanied by a job number for costing purposes.
- (e) If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager for a decision.
- (f) Should approval of expenses be denied by the General Manager, recovery of the expense shall be met by the cardholder.
- (g) The cardholder shall sign and date the credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.

2.4 REVIEW OF CORPORATE CREDIT CARD USE:

The cardholder's supervisor shall review and approve the monthly expenditure undertaken by the cardholder. All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the General Manager for a decision.

Quarterly reviews of expenditure shall be undertaken by the Payments Officer to ensure the integrity of the purchases. External scrutiny of the credit card expenditure will also be encouraged as part of the external audit process of Council's finances.

2.5 PROCEDURES FOR LOST, STOLEN AND DAMAGED CARDS:

The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Finance / Administration Manager of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the Finance / Administration Manager who will organise a replacement card.

Attachment A

Corporate Credit Cardholder Agreement

I (insert cardholder name) acknowledge and accept the below listed conditions of use of the Riverina Water County Council Corporate Credit Card:

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
2. Corporate credit cards are to be used only for Riverina Water County Council official activities, there is no approval given for any private use.
3. All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
4. Credit limits are not to be exceeded.
5. Observe all cardholder responsibilities as outlined by the card provider.
6. Purchases on the corporate credit card are to be made in accordance with Riverina Water County Councils Purchasing Policy.
7. Reconciliation is to be completed within seven days of the date of credit card statement being issued on the supplied template.
8. Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
9. Transactions shall be accompanied by a detailed explanation of why the expense was incurred.
10. Transactions shall be accompanied by a job number for costing purposes.
11. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager for a decision.
12. Should approval of expenses be denied by the General Manager, recovery of the expense shall be met by the cardholder.
13. The cardholder shall sign and date the corporate credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.
14. Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Finance / Administration Manager on the next working day.
15. Credit cards are to be returned to the Finance / Administration Manager on or before the employee's termination date with a full acquittal of expenses.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Riverina Water County Council corporate Credit Card Policy any liability arising may be passed to the cardholder.

The use of a Riverina Water County Council Corporate Credit Card is subject to the provisions of the Code of Conduct of Riverina Water. Serious transgression of the above listed responsibilities or the code of Conduct may result in an appropriate referral under the Crimes Act 1900 and/or termination of employment.

Signed: (cardholder)

Date: (insert date)

Witness Name: (insert name)

Witness Signature: (signature)

Date: (insert date)

17. INTERNAL POLICY 1.4 CONSULTATIVE COMMITTEE CONSTITUTION

RECOMMENDATION: that Riverina Water County Council adopt Internal Policy 1.4 Consultative Committee Constitution.

In 1997, Riverina Water County Council adopted the constitution of the Staff Consultative Committee.

This Constitution was last reviewed in 2014.

As part of a recent review, the Consultative Committee looked at the makeup of the Committee. It was felt by the committee that it was not appropriate for there to be no provision for the membership of staff that are not members of one of the relevant unions. The suggested changes include provisions for membership of each workgroup within Council's workforce, while retaining the requirement for at least minimum representation of the relevant unions, as provided for in RWCC's Enterprise Award.

This policy review has now been completed and is attached for Councillors' information, with changes highlighted.

The objective of the Policy is to determine the requirements for managing all records for Riverina Water County Council in both electronic and hardcopy formats in accordance with relevant legislation, standards and codes of best practice approved by the State Records Authority.

It is appropriate that this policy be adopted to demonstrate Council's commitment to the appropriate management of its records.

- **Draft Internal Policy 1.4 Consultative Committee Constitution**

INTERNAL POLICY

STAFF CONSULTATIVE COMMITTEE CONSTITUTION

POLICY REFERENCE NUMBER:	IP 1.4		
Original publication	17 December 1997		
Revision number	Issue Date	Approved	Approval date
0	1997		17 December 1997
1	2011	Res: 11/64	22 June 2011
Name changed from 4.7 on 26/11/2013			
2	12 December 2014	Res: 14/168	12 December 2014
3	2 September 2015	Res: 15/???	2 September 2015
This document is to be reviewed every 2 years. Next review date: September 2017			
RESPONSIBLE OFFICER	General Manager		

1. NAME

The name of the consultative committee shall be the Riverina Water County Council Staff Consultative Committee.

2. PURPOSE

The purpose of the Staff Consultative Committee is to provide a forum for consultation between Council and its employees to achieve:

- Co-operation in Award implementation
- Effective and productive workplace reforms
- Enhanced efficiency and productivity of the Council
- Enhanced career opportunities for employees and more fulfilling, varied and better paid work.

The Staff Consultative Committee is to complement the role of management and provide broadened expertise and an opportunity for differing views to be provided to the organisation. It is an advisory body that makes recommendations to the General Manager.

3. FUNCTIONS

The functions of the members of the Staff Consultative Committee include;

- Submitting relevant items on behalf of constituents (ie employees and employer)
- Consult with and represent the interests of constituents
- Providing explanations to constituents of items recorded in the minutes
- Positively supporting the decisions of the committee

The function of the Staff Consultative Committee is to provide recommendations to the General Manager on various matters, including

- Implementation of the award
- Training
- Performance management systems
- Hours of work
- Job redesign
- workplace design
- Communication and education mechanisms
- Review relevant policies and procedures
- Salary systems
- Project teams/work groups
- Organisational culture
- Organisational structure
-
- Local government reform

4. RECOMMENDATIONS

It is intended that the Consultative Committee will make recommendations based on consensus after consulting with employees. If it is not possible to arrive at a consensus on a particular item, the recommendation to the General Manager shall note the dissenting views.

5. MEMBERSHIP

The Committee shall comprise the following representation –

Employee Representatives

Rural- rural operations, rural works (7)	1 elected
Office- Engineering and Administration (21)	1 elected
Works – gangs, stores, compliance, meter readers, mechanics, builders, welders (35)	1 elected
Operations – WTP operators, Water Quality, fitters, electricians (21)	1 elected

Union Representatives

USU delegate	1 nominated by Union
ETU delegate	1 nominated by Union
LGEA delegate	1 nominated by Union

Management Representatives	3 nominated by General Manager
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All members of the consultative committee should undergo appropriate training and education to effectively understand and participate in the consultative committee.

6. ELECTION OF EMPLOYEE REPRESENTATIVES

Each of the employee representatives, as constituted in Clause 5, shall be elected, and may be removed, by the Riverina Water County Council employee membership of the workgroup they represent.

Term of office shall be 2 years, with eligibility for re-election.

Casual vacancies for periods greater than 3 months shall be filled by an election conducted by the Riverina Water County Council employee membership.

7. MEMBERSHIP PERIOD

The year shall end on June 30th. Elections shall be held during May every second year.

8. APPOINTMENT OF MANAGEMENT REPRESENTATIVES

The General Manager shall appoint the Management representatives on the Committee.

9. CHAIRPERSON

The Committee at its June/July meeting shall elect one of its members as Chairperson.

The Chairperson shall

- approve agenda's
- approve meeting minutes
- preside at all meetings
- shall ensure that all decisions of the Committee are implemented.

The Committee shall elect a Deputy Chairperson, who shall, in the absence of the Chairperson, take on the role of chairperson.

The term of office for Chairperson and Deputy Chairperson shall be for 1 year. The Chairperson and Deputy Chairperson shall alternate between employee and management representatives. When a Chairperson is a management representative the Deputy Chairperson shall be an employee representative and vice versa.

The Committee may remove the Chairperson and/or Deputy Chairperson from their respective offices if they fail to hold the confidence of the Committee. This may only be done with a majority agreement from a secret ballot conducted by the General Manager.

10. SECRETARY

The Committee at its June/July meeting shall elect one of its members as a Secretary who shall be responsible for preparing meeting agendas, notices of meetings and ensuring, in consultation with the Chairperson, that all decisions are carried out. The term of office shall be for 1 year.

Minutes shall be taken by the Secretary or by a Minutes Secretary allocated to the Committee by the General Manager. The Minutes Secretary shall have no role in the Committee apart from the minutes and clerical support.

The Committee may remove the Secretary from office if the person fails to hold the confidence of the Committee. This may only be done with a majority agreement from a secret ballot conducted by the General Manager.

11. SUPPORT SERVICES

The General Manager shall provide a meeting place and clerical assistance for the Committee and ensure that the Committee has adequate resources to investigate and report on its tasks.

12. SUB-COMMITTEES

The Consultative Committee may appoint one or more sub-committees to address particular tasks.

Sub-committees have the power to co-opt but not engage or employ special advisers.

A Quorum of a sub-committee shall be 3 members.

13. MEETINGS

Meetings shall be held on a regular basis as determined by the Committee.

The Committee shall regulate the time and place of its meeting.

The meetings shall be conducted in accordance with Riverina Water County Council's Staff Consultative Committee Meeting Procedure.

A special meeting of the Committee may be called, with at least 24 hours' notice, by the Chairperson or any three members.

Quorum for meetings of the Committee shall be a simple majority of members (being a minimum of 5 with a minimum of 3 employee representatives, and 2 employer representatives).

The Agenda shall be distributed to members at least 7 days prior to the meeting.

Minutes shall be prepared and distributed as soon as possible after each meeting but no later than five (5)

days following a meeting and shall be placed on staff notice boards at all convenient workplaces.

14. INFORMATION AND ADVICE FOR COMMITTEE

The Committee shall have access to all information within Council's resources and records which are necessary for it to effectively discharge its responsibilities, provided that such information does not breach the confidentiality between Council and employees.

The Committee may request reports or information from the General Manager on specific matters, provided such reports do not breach the confidentiality between Council and employees.

The Committee shall be bound to maintain confidentiality when advised by the chairperson. Where it is necessary to obtain confidential information about an employee it is necessary for the employee to grant permission prior to obtaining any such information.

15. ATTENDANCE OF NON-MEMBERS

The Committee may, at the Chairperson's discretion, allow non-member observers and advisers to attend meetings of the Committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

16. EMPLOYEE REPRESENTATIVES COMMUNICATION WITH CONSTITUENTS

Employee representatives on the Committee shall have reasonable time allowed to discuss with employees recommendations of the Committee which directly affect such constituents.

17. REPORTING TO COUNCIL

The General Manager shall report to Council all recommendations of this Committee as set out in the Minutes and certified by the Chairman and Secretary.

18. CHANGING THE CONSTITUTION

The Constitution may only be amended upon recommendation of the Committee and endorsement by the General Manager and Council.

18.INTERNAL POLICY 3.30 WORKPLACE SURVEILLANCE

RECOMMENDATION: that Riverina Water County Council adopt Internal Policy 3.30 Workplace Surveillance.

For some time Council staff have been developing a Workplace Surveillance Policy.

Such a policy is needed to guide staff during the introduction of new technologies, such as CCTV and GPS units.

The objective of the Policy is to balance Council's legitimate needs for surveillance with the expectations of its employees for a reasonable level of privacy in undertaking their work.

A copy of the draft policy is attached for Councillor's information.

It is appropriate that this policy be adopted to demonstrate Council's commitment to the appropriate use of surveillance systems.

- **Draft Internal Policy 3.30 Workplace Surveillance**

POLICY REGISTER

WORKPLACE SURVEILLANCE POLICY			
POLICY REFERENCE NUMBER:		Internal Policy 3.30	
Original publication date			
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
0	31 July 2015	2 September 2015	15/??
This document is to be reviewed every two years. Next review date: August 2017			
RESPONSIBLE OFFICER			Human Resources Coordinator

PART 1: INTRODUCTION

Riverina Water County Council (RWCC) utilises or may in the future utilise technologies that have the capability to monitor, track and record the movement of employees and assets.

The ability to track and record, by location and time, an object, person or sequence of events comes under the general definition of surveillance.

1.1 Policy Objective

This policy is designed to balance Council's legitimate needs for surveillance with the expectations of our employees for a reasonable level of privacy in undertaking their work.

1.2 Scope of Policy

This Policy shall apply to all staff employed by RWCC and covers recorded data on employee's locations and movement and does not cover particular personal information which is stored on their personal paper or electronic files.

Any changes to this procedure will be notified to employees and their union.

1.3 Definitions

At work: means when a RWCC employee is deemed to be on duty or on Council premises or in any Council workplace whether or not the employee is actually performing work activities at the time.

Camera: includes any device capable of monitoring or recording visual images.

Camera Surveillance: means monitoring a location by means of a camera.

Computer Surveillance: means surveillance by means of software or other means that monitors or records information input or output, or other use, of a computer including, but not limited to the sending and the receipt of emails and the accessing of internet and the addresses of websites accessed.

Covert Surveillance: means surveillance of an employee while at work as authorised by a Magistrate, carried out or caused to be carried out by RWCC, but not conducted in compliance with the general requirements of surveillance under the Act.

Electronic Fuel Card: means the card issued by Council for the purpose of purchasing fuel for Council vehicles.

Electronic Security Access Card: means a card issued by Council for the purpose of entering a secure site determined by Council to be a 'restricted access' work location.

Employee: means any person engaged as such in a permanent, temporary, casual, fulltime, part time or voluntary capacity by RWCC and includes contractors and labour hire staff.

Employer: for the purposes of this procedure means Riverina Water County Council (RWCC)

Tracking Surveillance: means surveillance using a device, the primary purpose of which is to monitor or record geographical location or movement (such as Global Positioning System tracking devices).

Surveillance Media: means any product or output of legitimate workplace surveillance including audio and visual recordings, access system logs, details of applications, emails and web sites accessed by RWCC computers, mobile phone, fuel card, credit card and other invoices, GPS records and similar monitoring data.

Surveillance of a workplace: means monitoring by means of audio and/or camera (still or moving) that is located in or has coverage of a workplace.

Workplace: means any RWCC premises, or any other place where RWCC employees are at work, or any part of such premises or place.

Technologies that may have a surveillance capability (*This is an indicative list and is not intended to be exhaustive*):

- Biometrics (eg time recorders accessed by finger, retina profile etc)
- Mobile phones
- GPS systems
- Laptop computers
- Desktop computers
- PDAs or handheld computers
- Radio frequency identification devices
- Company credit cards
- Access cards
- Cameras

1.4 Legislative Context

Relevant Legislation:

- Workplace Surveillance Act 2005 (NSW)
- Workplace Surveillance Regulations Act 2005 (NSW)
- Industrial Relations Act 1996 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Privacy and Personal Information Protection Act (PPIPA) 1998 (NSW)
- Government Information (Public Access) Act 2000 (GIPA)

Note: A requirement imposed by or under the Work Health and Safety Act 2011 does not limit or otherwise affect the operation of this Act.

1.5 Related Documents (references)

- Code of Conduct 1.1
- Corporate Credit Card policy Internal policy 1.1
- Internet, Email and Computer Use - Internal policy 3.22
- Fraud and Corruption prevention policy - 1.14
- Public Access to information policy - 1.15
- Privacy policy - 1.20
- Mobile Use - Internal policy 3.23
- Grievance Dispute resolution - AP012
- Employee induction - AP003
- Albury City Workplace Surveillance procedure (2012)
- Wollongong City Surveillance of Employees management Policy (2012)

PART 2: POLICY CONTENT

The aim of this policy is to confirm Council's commitment to provide a safe and healthy workplace for Council employees and visitors to Council's workspaces.

Management is committed to providing such a workplace. The use of surveillance technologies is one way of satisfying this requirement.

The use of surveillance equipment may reduce the risk of a security incident on Council grounds and equipment, thereby protecting employees' safety and security and minimising health and safety risks. It is

recognised that such technologies will not necessarily prevent an incident, but is felt that they will assist in reducing the risk (ie. they are a preventative measure).

PROCEDURES/ROLES

1. Security surveillance to be discussed

Where surveillance is required for the security of employees or Council assets, such surveillance devices will be installed after discussions with employees and their unions. Any cameras will be visible, and notices will be installed at the entrances to the workplaces or areas or on the assets affected.

2. Individual monitoring

Council will not use surveillance to individually monitor employees going about their normal duties unless this is ancillary to the main purpose of the installation and has been agreed to by the employees concerned, or by unions acting on their behalf.

3. Reporting on surveillance

General reports may be generated on an ad-hoc or regular basis to allow Council Staff, with a need to know, to monitor non-individual aspects of work performance or usage of systems and assets or security of assets.

4. Incidents, suspected or reported breaches

Where an incident occurs, or there are suspected or reported breaches of Council policies, procedures, rules, regulations or employment contract, then surveillance data may be accessed by those people with a need to know, and such data may be used to support actions under the disciplinary policy/procedures and the Enterprise Award.

Where disciplinary action is to be taken, the employee involved (and if they request, the union representing them) will be advised data has been accessed. If the employee requests, they will be given a copy of such data within 14 days of the commencement of the disciplinary action.

Where an incident occurs or there are suspected, alleged or reported breaches of the law or council policy / procedure, surveillance data may be accessed by those people with a need to know, and such data may be transferred to law enforcement officers if authorised by law. Where such data is transferred, the employee or employees concerned, or their legal representatives will be advised and, if requested, given a copy of such data within 14 days of the transfer.

5. Security of surveillance data

Surveillance data will be treated as confidential data and held in secure areas. Access to such data will be limited to authorised technical staff and appropriate supervisory/managerial staff on a strict need-to-know basis.

Instances of access to surveillance data will be recorded in a log.

Surveillance data will be stored for the shortest time period allowed legally and will be disposed of in a manner that would not allow data to be accessed by anyone other than those described.

6. Employees access to data on themselves

In many cases surveillance data will not be held in a manner that gives information on individual employees without further processing. This processing will not be undertaken unless there is a sound business, operational or legal reason to do so.

Employees will have supervised access to data pertaining to themselves as individuals if it is held, and upon request and reasonable notice. An employee accessing such data may be accompanied by a union representative or another person, if requested by the employee.

7. Specific areas to have specialised policies

Areas of particular need, such as computer systems, will have specific procedures attached to their access and use.

Employee Responsibilities

All Council employees will be responsible for complying with the requirements of the Workplace Surveillance Policy and for notifying Human Resources or the General Manager of suspected breaches of the policy.

Employer Responsibilities

The General Manager will be responsible for applying for approval of covert surveillance, approving access to covert surveillance media and for receiving complaints or reports of possible breaches of the policy.

Director of Engineering and Manager Corporate Services are responsible for approving access to surveillance media other than in cases of covert surveillance.

Supervisory staff are responsible for ensuring that any surveillance activity conducted in RWCC workplaces complies with the Act.

The Human Resource Coordinator is responsible for:

- ensuring that the relevant Workplace Surveillance Policy information is distributed to all new and existing employees of Council;
- ensuring that appropriate notification, in accordance with the notification requirements of the Act, is provided to employees prior to the commencement of any surveillance; and
- providing information or advice on the application of this policy as Council's point of contact for any employee wanting assistance in this regard and for receiving and investigating complaints or reports of possible breaches of the policy.

The Information Technology Coordinator is responsible for ensuring that workplace surveillance conducted by means of computer, camera or tracking devices is conducted in accordance with this policy and procedure and the Act. This person is also responsible for recording the details of all persons accessing computer surveillance media and for sighting the necessary approval to access the material.

The Manager Projects is responsible for maintaining a register of all cameras (including location, camera type, date of installation, date of removal) and for recording the details of all persons accessing surveillance media and sighting the relevant approval to access the material.

19.DRAFT DRUG AND ALCOHOL POLICY AND PROCEDURE

RECOMMENDATION: That Riverina Water County Council adopt the Draft Drug and Alcohol Policy and Procedure.

Staff at Riverina Water County Council have been developing a Draft Drug and Alcohol Policy and Procedure for some months. The draft Policy and Procedure has been subject to extensive consultation with Councils Employee Consultative Committee and Health and Safety Committee.

The Draft Policy and Procedure has been based on a Draft Policy and Procedure developed by Local Government NSW in consultation with the various industry unions. Provided is a statement taken from the LG NSW web-site by way of an explanation for where we sourced and then modified the document for our purposes.

Provides an agreed industry resource for New South Wales councils to assist in the development and implementation of alcohol and other drugs procedures in the workplace, in a consistent manner. This policy was prepared by the Local Government and Shires Associations of New South Wales (LGSA); the New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union (USU); the Local Government Engineers Association (LGEA); and the Development and Environmental Professionals' Association (depa)

The Alcohol and Other Drugs Procedure has a number of testing options available to councils including Reasonable Suspicion, Post Reportable Incident, Voluntary Self-Testing and Random.

A copy of the Draft Drug and Alcohol Policy and Procedure is attached for Councillors Information.

The purpose of the Policy and Procedure is to ensure a consistent and systematic approach to the management of the risk of alcohol or other drugs within the workplace, and to:

- Set the rules for the testing of workers for being under the influence of alcohol or other drugs whilst at work;
 - Define the testing methods and frequency that may be used for detection;
 - Clearly document the outcomes of any breach of the Alcohol & Other Drugs Policy (failed test result);
 - Provide information and support in the workplace.
-
- **Draft Alcohol and Other Drugs Policy and Procedure**

Riverina Water County Council

Alcohol & Other Drugs Procedure



Version Draft

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1. PURPOSE

The purpose of this procedure is to ensure a consistent and systematic approach to the management of the risk of alcohol or other drugs within the workplace, and to:

- Set the rules for the testing of workers for being under the influence of alcohol or other drugs whilst at work;
- Define the testing methods and frequency that may be used for detection;
- Clearly document the outcomes of any breach of the Alcohol & Other Drugs Policy (failed test result);
- Provide information and support in the workplace.

2. SCOPE

This procedure applies to all Council workers, temporary staff, contractors, workers of contractors and volunteers in the workplace.

3. DEFINITIONS

BAC means blood alcohol content.

Certified Laboratory means a laboratory which meets minimum Australian performance standards set by an accrediting agency being the National Australian Testing Authority (NATA).

Confirmatory Test means a second analytical test performed to identify the presence of alcohol and/or other drugs in accordance with Australian Standard AS3547:1997 and AS4760:2006.

The confirmatory test is a retest of a second sample from the original sample taken at the original collection time. Nothing in this Procedure shall prevent the carrying out of a second independent test, by a method chosen by the person who tested non negative.

- **For drugs** this means any confirmatory sample returning a result at, or in excess of, the levels contained in AS4760: 2006;
- **For alcohol** this means any confirmatory sample returning a result at, or in excess of, the levels prescribed in NSW for the operation of motor vehicles. NSW has three blood alcohol content limits: zero, >0.02 grams per 100 Millilitres and >0.05 grams per 100 Millilitres.

Council means Riverina Water County Council ABN 52084883210

Employer (PCBU) has the same meaning as a person conducting a business or undertaking under Section 5 of the Work Health and Safety Act 2011.

Initial Testing is defined as a valid method used to exclude the presence of alcohol and/or a drug or a class of drugs as provided by Australian Standard AS3547:1997 and AS4760:2006.

Limited Random Testing means a period of random testing of a worker in the case where the worker either:

- fails a drug or alcohol test; and/or
- unreasonably refused a drug or alcohol test as a result of a reportable incident or random testing program; and/or
- following a determination of impairment as a result of an impairment assessment.

Negative Result means a result at or below the nominated or target concentration used for initial testing.

Non-Negative Result means an initial positive test as yet unconfirmed by confirmatory testing by an accredited tester.

Post Reportable Incident is defined as any accident or event that occurs in the course of work which results in personal injury, vehicle damage, property damage and/or any incident that has the potential for significant risk of harm or injury to persons or equipment.

Random Testing means a structured program of randomly testing workers across the entire workforce in accordance with the standards as provided by Australian Standard AS3547:1997 and AS4760:2006

Reasonable Suspicion Procedure refers to indicators of impairment and includes the observable indicators of impairment contained in Appendix 1 and Appendix 2 of this Procedure which are used to determine whether a reasonable suspicion exists that a person is impaired by alcohol and/or other drugs.

Responsible person means a worker who is suitably trained and can assess, in accordance with Australian Standards, the fitness for work of persons in the workplace.

Tester means a person authorised by Council and trained to conduct breath analysis and Oral Swab testing in accordance with Australian Standard AS3547:1997 and AS4760:2006

The limit which applies to workers at Council is dependent on the category of the worker's licence and the type of vehicle the worker is required to operate.

Zero (0.00) applies to:

- ALL learner drivers;
- ALL Provisional 1 drivers;
- ALL Provisional 2 drivers;
- ALL visiting drivers holding an overseas or interstate learner, provisional or equivalent licence.

0.02 applies to:

- Drivers of vehicles of "gross vehicle mass" greater than 13.9 tonnes. Drivers of vehicles carrying dangerous goods;
- Drivers of public vehicles such as taxi or bus drivers.

0.05 applies to:

- ALL other licences (including overseas and interstate licence holders) not subject to a 0.02 or zero limit;
- Any employee who is not required to drive as part of their role or who is unlicensed is required to meet the .05 limit whilst at work for the purposes of this procedure.

Worker has the same meaning as Worker under Section 7 of the Work Health and Safety Act 2011, being:

- an employee, or
- a contractor or subcontractor, or
- an employee of a contractor or subcontractor, or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- an outworker, or
- an apprentice or trainee, or
- a student gaining work experience, or
- a volunteer, or
- a person of a prescribed class.

Workplace means a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Place includes:

- vehicle, vessel, aircraft or other mobile structure, and
- any waters and any installation on land, on the bed of any waters or floating on any waters, in accordance with Section 8 of the Work Health and Safety Act 2011.

4. INTRODUCTION

Employers have a duty to ensure the health, safety and welfare of their workers and other people in the workplace (Section 19, Work Health and Safety Act 2011). Workers have a duty to take reasonable care for their own health and safety, as well as for the health and safety of other people in the workplace and to co-operate with their employer in providing a safe working environment (Section 28, Work Health and Safety Act 2011).

It is recognised that there may be reasons why employees feel uncomfortable about nominating other employees whose behaviour is risky to themselves and others. This Council supports a rehabilitative and benign approach to managing these issues, rather than a punitive approach.

Workers are obliged to present themselves for work in a fit state so that in carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety.

The welfare of the individual and the health and safety of other people in the workplace needs to be considered.

There are penalties under legislation for employers and through the application of disciplinary procedures in the Riverina Water Council Enterprise Award 2013, for workers who fail to take their work health and safety responsibilities seriously.

5. OBJECTIVES

The objective of this procedure is to deal with alcohol and other drugs and their effect on workers' fitness for work whilst performing duties at Council (the "Council") and to ensure that Council has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through training, education and rehabilitation where required, rehabilitation disciplinary action.

The objectives of the Alcohol and Other Drugs Policy and Procedure are to:

- Create a safe and healthy work environment for all workers, contractors and visitors which is free from the hazards associated with the inappropriate use of alcohol and/or other drugs;
- Create a supportive workplace culture that acknowledges and encourages employees to accept individual responsibility for workplace health and safety and to acknowledge that participating in the nominating of employees who may be regarded as a risk to other workers is appropriate, encouraged by legislative obligations in the WHS legislation and is supported by the Council and the unions;
- Provide support for workers who may have difficulty addressing alcohol and/or drug related issues;
- Ensure a rehabilitation program is provided for workers who may have difficulty addressing alcohol and/or drug related issues;
- Foster an attitude and culture amongst all workers that it is not acceptable to come to work under the influence of alcohol and/or any other drug that may prevent them from performing their duties in a safe manner;
- Ensure the Council meets its legal obligations by providing a safe working environment for its workers and the general public;
- If any disciplinary action is required, ensure all disciplinary processes are consistently managed in accordance with the Riverina Council Enterprise Award 2013, council's disciplinary procedure (AP009) and any subsequent Award or Agreement.

6. CONFIDENTIALITY

The Council will endeavour to ensure that the highest levels of confidentiality are maintained in the application of this procedure. The following minimum conditions shall apply:

- All testing will be conducted in a private location that maintains the privacy and dignity of the individual;
- All testing will be conducted by trained staff and/or accredited providers in accordance with Australian Standards;
- Workers who record a non-negative result will be treated at all times in a respectful and non-judgmental manner by all involved in the management of the matter;
- Council records pertaining to test results shall be regarded as confidential information and use/access/dissemination of the results shall be restricted to those who have a genuine requirement to access the confidential results of the drug and/or alcohol test. No information related to drug and/or alcohol testing shall be disclosed to any person or persons other than those properly authorised officers of the Council and authorised worker representative/s;
- The General Manager is authorised under this procedure to access, delegate and assign authority for access and use of the information obtained under this procedure, including but not limited to authorised government agencies, insurers (for claims submissions, where applicable);
- Where the General Manager has authorised the release of confidential test results to external parties who are legally able to access this information, the worker/s that are involved are to be notified in writing detailing:
 - a) who the information will be released to;
 - b) when and for what purposes the information will be released.

A copy of all information released is to be provided to the worker/s involved with this notification. The notification must be given to the workers prior to information being released to the external parties.

7. DUTY OF CARE, RESPONSIBILITIES AND OBLIGATIONS

Under this procedure the duty of care, responsibilities and obligations of workers, the Council and others at work place are derived from obligations under the Work Health and Safety Act 2011 (NSW) and specified responsibilities detailed in this procedure.

It is recognised that there may be reasons why employees feel uncomfortable about nominating other employees whose behaviour is risky to themselves and others. This Council supports a rehabilitative and benign approach to managing these issues, rather than a punitive approach.

7.1 Employer

Under Section 19 of the Work Health and Safety Act 2011, employers must provide a safe and healthy workplace for workers or other persons by ensuring:

- safe systems of work;
- a safe work environment;
- accommodation for workers, if provided, is appropriate;
- safe use of plant, structures and substances;
- facilities for the welfare of workers are adequate;
- notification and recording of workplace incidents;
- adequate information, training, instruction and supervision is given;
- compliance with the requirements under the work health and safety regulation;

- effective systems are in place for monitoring the health of workers and workplace conditions.

7.2 Workers

Under Section 28 of the Work Health and Safety Act 2011, a worker must, while at work:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of others;
- comply with any reasonable instruction by the employer;
- cooperate with any reasonable policies and procedures of the Person conducting a business or undertaking (PCBU).

7.3 Other Persons

Under Section 29 of the Work Health and Safety Act 2011, a person at a workplace must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the employer to allow the employer to comply with the Work Health and Safety Act 2011.

7.4 Supervisor and Worker Obligations

It is the responsibility of all supervisors and workers to ensure that no worker commences or continues duty if the worker appears to be affected by alcohol, illegal or legal drugs, or other substances which may reasonably be considered to lead to a safety risk or an inability to fulfil the requirements of the position or are not fit to work.

Workers are obliged to present for work in a fit state, so that in carrying out normal work activities they do not:

- expose themselves or their co-workers, visitors and/or the public to unnecessary risks to health or safety, and/or;
- inhibit their ability to fulfil the requirements of the position, and/or;
- present a poor public image of Council, and/or;
- cause damage to property and/or equipment.

The worker is responsible for any criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

8. CONSULTATION COMMUNICATION AND INFORMATION

Council will ensure that the development of the Alcohol and Other Drugs Policy and Procedure occurs in consultation with the unions, all stakeholders including the Consultative Committee and Work Health and Safety Committee, which may make recommendations to the General Manager based on consensus.

Other communication processes in the workplace may include team meetings, newsletters, union meetings and the use of communication boards.

9. EDUCATION AND TRAINING

Council recognises that it is important to develop a workplace culture through education, where workers are prepared to encourage each other to be safe and not under the influence or impaired at work. Council will provide this education and awareness information to its workers at all levels.

Existing workers will receive education on the Alcohol and Other Drugs policy and this procedure within 3 months of its official adoption by Council. Contractors and volunteers will also be informed of the requirements within this timeframe or at the time of their next engagement.

New workers will receive education at induction on commencement with Council.

Council will also provide practical guidelines and training to managers and supervisors for dealing with persons who may be affected by alcohol or other drugs, including the correct application of disciplinary sanctions and the need for maintaining strict confidentiality.

10. EMPLOYEE ASSISTANCE AND INFORMATION

If a worker has issues of concern including those related to alcohol and other drugs, Council encourages workers to make use of the Employee Assistance Program (EAP) and seek appropriate support and assistance. The service is provided on a confidential basis.

Council utilises the services of Insight Health to provide their EAP Program. Services are free to staff and their immediate family and are confidential. To contact Insight Health call 1300 850 325.

Information about the effects of alcohol and other drugs and the EAP is available from the Human Resources Coordinator and Union Representatives or through the staff intranet.

11. ALCOHOL AND OTHER DRUGS TESTING PROGRAM

Council has established a program of testing that will:

- provide people with information about the effects of alcohol and other drugs;
- discourage people from coming to work where they may be unfit for work because of alcohol or other drugs; and
- assist in identifying people who may be unfit for work.

The options for testing are:

- blanket testing of all current employees
- voluntary;
- post reportable incident;
- reasonable suspicion;
- random;
- Targeted random (for workers who have given a confirmed positive result for alcohol and/or other drugs).

A business card detailing Council's contact details and outlining the drugs which may be detected during drug testing is available for each employee to assist them with discussing the effects of drugs on their fitness for work with their healthcare providers. A copy of the card is contained in [Appendix 4](#) of this procedure.

11.1 Voluntary Testing

Voluntary testing provides workers with the ability to volunteer to be tested either for drugs and/or alcohol.

Workers who engage in voluntary testing who produce a confirmed non-negative confirmatory test will be expected to actively participate in a structured rehabilitation program in accordance with the limited random testing process.

Voluntary testing returning non-negative confirmatory test results will be managed on a case by case basis and Council may explore opportunities available within Council for suitable duties to be actively sought for staff during their rehabilitation program.

Such opportunities must be by agreement and in consultation with the affected worker and their union or other representative.

Immunity for disclosure from disciplinary action will be provided to the worker on the condition that they comply with the rehabilitation program and do not report for work and commence work in an unfit state in the future.

These workers should request a voluntary or self-test if in doubt, prior to commencing duties.

11.2 Post Reportable Incident Testing

After a reportable incident at the workplace, the supervisor in consultation with the WHS/Risk Coordinator may require a worker to undergo an initial alcohol or other drug test. For the purpose of Post Incident Testing, a reportable incident is defined as any accident or event that occurs in the course of work which results in personal injury, vehicle damage, property damage and/or any incident that has the potential for significant risk of harm or injury to persons or equipment.

Post Reportable Incident Testing will take place no later than 12 hours after the incident where a reportable incident falls within the following criteria. If an employee fails to report an incident, as defined, immediately as required and testing is unable to be undertaken within 12 hours as a result of this failure, the testing will be conducted under Reasonable Suspicion.

Table 1 Post Reportable Incident Testing Criteria

Incident Type	Definition	Excluding
Injury	Any injury caused during the course of work for which the worker requires treatment over and above first aid only treatment.	<p>Testing will not be undertaken by Council where it is identified:</p> <ul style="list-style-type: none"> the incident was not within the control of the worker involved and the correct procedures were followed and first aid treatment only is required; unless the worker develops a pattern of reporting first aid only injuries which subsequently require medical treatment journey accidents (before the start of the shift or after the shift has finished); unless a council vehicle is involved a member of the NSW Police Force attends an accident site, irrespective of whether or not the worker is tested for alcohol or other drugs by the police officer the injury is hearing loss, skin cancer or other occupationally induced disease the injury is of a diagnosable psychological condition.

Incident Type	Definition	Excluding
Vehicle	Any work related incident involving a Council vehicle (vehicle includes any type of road registrable plant) where damage to the vehicle and/or third party property is sustained	<p>Testing will not be undertaken by Council where it is identified:</p> <ul style="list-style-type: none"> that the incident was not within the control of the worker involved journey accidents (before the start of the shift or after the shift has finished); unless a council vehicle is involved minor damage where the worker is not at fault (e.g. tail light, less than \$2,000, minor scratch); unless a pattern develops of minor incidents involving a specific worker a member of the NSW Police Force attends an accident site, irrespective of whether or not the worker is tested for alcohol or other drugs by the police officer.
Property Damage	Any incident resulting in equipment, property or environmental damage	<p>Testing will not be undertaken by Council where it is identified:</p> <ul style="list-style-type: none"> that the incident was not within the control of the worker involved and the correct procedures were followed minor damage where the worker is not at fault (e.g. tail light, less than \$2,000, minor scratch) unless a pattern develops of minor incidents involving a specific worker a member of the NSW Police Force attends an accident site, irrespective of whether or not the worker is tested for alcohol or other drugs by the police officer.
Any incident that has the potential for significant risk of harm or injury to persons or equipment	Dangerous occurrences or behaviour that could have resulted in injury or property damage	<p>Testing will not be undertaken by Council where it is identified:</p> <ul style="list-style-type: none"> that the incident was not within the control of the worker involved and the correct procedures were followed; the potential was for minor damage where the worker is not at fault (e.g. tail light, less than \$2,000, minor scratch); unless a pattern develops of minor incidents involving a specific worker. first aid treatment only is likely to have been required

Where an incident occurs that falls within the definitions, all workers directly involved in the incident may be tested.

Where a subsequent investigation has identified that the true cause or causes of an incident were not properly reported and fell into the category requiring a test, then a drug and alcohol test will be organised. Late or incorrect reporting of incidents will be investigated and similar action will be undertaken.

12. WORKER AND SUPERVISOR RESPONSIBILITIES

The worker(s) concerned will notify the reportable incident in accordance with the Incident Reporting Procedure of Council. This includes immediately notifying their supervisor when an incident occurs.

If the incident falls within the defined criteria for post reportable incident testing then they are to undertake a post incident test.

If the incident is excluded by the defined criteria for post reportable incident testing, the supervisor must ask the worker if they have consumed any drugs and/or alcohol within the past 12 hours, or if they believe that any other worker involved in the incident may be impaired by drugs or alcohol. If the worker indicates they have taken drugs and/or consumed alcohol, or believe that they or another worker involved, are impaired in any way, they will remain where they are and their supervisor, or other nominated management representative, and/or responsible person will attend the scene and arrange for an alcohol and other drug test to occur, irrespective of whether or not it is required under the criteria nominated in [table 11.2](#).

Post incident testing should be conducted as soon as possible and when it is safe to do so, within 12 hours.

Incidents that occur as the person travels to a designated Council location to commence their work shift or as the person is travelling to another location once their work shift has been completed will not be tested. **Please note** that where an incident occurs that meets the post reportable incident definitions when travelling between Council work sites, this will require testing, unless the police are involved in dealing with the incident.

This test should be undertaken as soon as possible after the incident has occurred.

In the absence of the Work Health and Safety Coordinator, the supervisor must consult with the Human Resources Coordinator as to whether a test is required.

Testing of apprentices, trainees or work experience persons under the age of 18 is to be referred to the Human Resources Coordinator and an appropriate parent or guardian informed that testing is to take place.

An injured person who requires immediate medical attention may only be tested when it is appropriate. This will be determined in consultation with suitably trained medical personnel. In such cases, testing procedures other than breath or saliva may be used in accordance with the appropriate Australian Standards.

12.1 *Fitness for Work*

If a person is deemed 'not fit for work' following a visual assessment in accordance with the Reasonable Suspicion Procedure outlined in this document, the worker will be requested to undergo an initial alcohol and/or drug test in accordance with the relevant Australian Standards.

If a worker refuses to undergo an initial test without an appropriate and valid reason, then the worker may be stood down until they can provide medical evidence to justify their fitness for work, or they undertake the test.

Workers stood down can apply to take paid leave in accordance with the provisions of the relevant Award or Agreement for the suspended workers.

12.2 *Random*

Random testing for alcohol and/or other drugs for Council's workers may be conducted at any time throughout the worker's hours of work (including overtime).

Random testing will be conducted in an appropriate area which contains adequate facilities for testing and privacy.

All workers will be eligible for selection for random testing. Workers will be selected for testing by using a simple random selection process, involving the selection of a worker, location or group of workers located in a specific area. Council's independent testing provider will provide advice on and assist with the random selection process. It is expected that all employees will be tested at least once every financial year. Up to three (3) random tests would be conducted each financial year.

Workers who are selected will be required to present themselves for testing immediately.

13. REASONABLE SUSPICION PROCEDURE

The following procedure is for use by appropriately trained staff to assess fitness for work. These trained Council staff members are referred to as 'responsible persons'.

The guidelines are to be applied fairly, objectively and equitably. It is important that responsible persons act in an ethical and professional manner and with consistency across all workers and on each occasion they are required to conduct a fitness for work assessment.

13.1 When and how should this procedure be used?

This procedure is for use when a responsible person reasonably suspects that a worker is impaired by alcohol and/or other drugs in the workplace. Reasonable suspicion of impairment must be based on the list of objective indicators set out at [Appendix 1](#).

If another staff member is concerned that a person on Council premises, or worksites, is impaired, they should report their suspicion to their manager or a responsible person. The responsibility to make a formal assessment of a person's impairment remains with the responsible persons.

The basis for this procedure is a test of reasonable suspicion that a worker is impaired by alcohol and/or other drugs. This means a suspicion that is reasonably held (using the observable indicators of impairment set out in [Appendix 1](#) by two responsible persons).

There is an obligation on management to be aware that changes in the normal appearance or behaviour of a person may indicate that the person is impaired by drugs or alcohol. It is not the responsibility of managers, supervisors or worker representatives to diagnose personal or health problems or determine what the cause of impairment may be.

Assessment of a worker's impairment is to be made in accordance with the list of observable indicators ([Appendix 1](#)) and is to be made in the context of changes to a worker's behaviour. The assessment is not to be made on assumptions based on a worker's previous behaviour or work record.

At least one (1) of the physical indicators in [Appendix 1](#) must be satisfied and agreed between the responsible persons for reasonable suspicion to be established. Emotional effects (as contained in the second part of the table) should not be used as indicators of reasonable suspicion but may be recorded as additional information on the relevant records.

13.2 Consulting with the worker suspected of being affected

The responsible persons are to request a discussion with the worker in a private location away from other workers, where possible. The worker should be given an opportunity to have a union delegate or other person attend the discussion where practicable. The privacy of the suspected worker is a priority at all times.

The responsible person should use wording such as:

“I am concerned that you are behaving unusually today because I have observed [list indicators forming basis of reasonable suspicion]. Is there a reason for this?”

Suspected workers should be clearly informed by the responsible persons of the indicator or indicators upon which reasonable suspicion was based.

Responsible persons should speak assertively. Judgemental or confrontational language is not to be used and debate is not to be entered into with the suspected worker.

13.3 Mitigating Factors

Mitigation factors are to be taken into consideration.

The worker is to be given an opportunity to explain their behaviour. A person may appear to be impaired from alcohol or other drugs but not necessarily have taken any such substances. For example, the worker may be suffering the side effects of medication prescribed by their treating doctor or suffering from sleep deprivation because of a personal trauma or concern. Such a situation is a mitigating factor for the purposes of this policy.

Mitigating factors include things such as, but are not limited to:

- Unexpected impairment from prescription or over the counter medication;
- Side effects from medical treatment or an illness or injury;
- Impairment from fatigue due to a personal trauma, sleep deprivation or other issue; or
- Any similar factor that may cause impairment but is not the result of inappropriate alcohol or other drug consumption.

Where the responsible persons are satisfied that a person is impaired due to a mitigating factor no disciplinary action is to be taken. Repeated presentation at work by a staff member whilst impaired from over the counter medication may result in a breach of policy being recorded. Any staff member identified as impaired from this cause is to be reminded that any impairment is a safety risk and that they should not present for work impaired. Where prescribed or over the counter medication is taken, staff are encouraged to notify their supervisor or manager in advance. Repeated failure to notify may result in a breach of policy being recorded.

Where the responsible persons assess that the worker is not fit to continue working as a result of the fit for work assessment, they will:

- direct the worker to take personal or other leave until they are fit to resume duties, or
- consider short or long term alternative duties or other control measures to ensure the workers own safety and the safety of others in the workplace.

14. TESTING PROCEDURE - ALCOHOL

14.1 Conducting the Test

Workers identified to participate in alcohol testing will be required to carry out a supervised alcohol analysis test, using a calibrated breath testing device as per the Australian Standard AS3547:1997 - Breath alcohol devices for personal use. The test will be administered by a suitably qualified person.

The worker may have a union delegate or other representative present during the testing procedure, providing that this does not prevent the testing from occurring prior to the end of the current working shift.

Unless medically required, no food or drink is to be consumed for 15 minutes prior to the test. Smoking shall also not be permitted as it may distort the test results.

In the event that a non-negative result is registered, a subsequent test will be carried out 15 minutes after the first test. During this 15 minute period, the worker is to be supervised continually at all times by the person conducting the tests.

Workers with a non-negative second breath analysis test results will be presumed unfit for work and arrangements will be made to transport the person to their home. The worker will then be required to submit for a further test at the first available opportunity on the next working day before being able to resume their normal duties.

Where a person presents a negative result or result lower than the acceptable levels identified in this procedure the person will be permitted to commence or resume their normal duties.

A worker who refuses to undertake an initial and/or second test will be presumed to be, and treated as if, a second non-negative test result was received.

A confirmatory breath test result of equal to the limits set out in 3. [Definitions, Confirmatory Test](#) of this Procedure, will be determined to be a positive alcohol test result.

15. TESTING PROCEDURE – OTHER DRUGS

15.1 Conducting the Test

Workers identified to participate in a drug test will be required to undergo an oral swab test as per the Australian Standard AS4760:2006. The test will be administered by a suitably qualified person. An employee can nominate to undergo a urine over a saliva test.

15.2 Workers with prescribed medication

It is recognised that certain prescription medication may return positive results during testing, and it is the responsibility for any worker, in accordance with Councils work health and safety policies and procedures, to inform their supervisor if they are taking any prescription medication that may cause impairment whilst at work.

Where practicable, the tester shall provide a list of medications which may provide a false positive result.

Any employee required to undertake drug testing can choose to declare any medication taken immediately prior to the test being conducted or can declare following the initial test if an initial non-negative result is obtained. Such information is to be kept confidential and only to be used in determining if such medication has contributed to or caused a false positive.

If the worker declares the medication prior to any testing being conducted, and the drug class(es) declared is consistent with the drug class(es) detected at the initial screening test, then a fitness for work assessment is to be conducted by two responsible persons.

If the worker is assessed as being unfit to continue in their normal role, temporary re-deployment into alternate suitable duties may be available and Council will actively explore any opportunities that may be available at the time that would be suitable to the individual.

If the person is assessed to be fit for work the person will be permitted to return to work and will be allocated low risk tasks pending the results of the confirmatory test. There may be circumstances as a result of the fit for work assessment, where a worker who normally operates or drives a Council vehicle or heavy/mobile plant will be unable continue to do so.

If the person is assessed to be unsafe to continue to operate vehicle or heavy/mobile plant or work in their normal position, then arrangements will be made to transport the person to their home or a safe place unless an acceptable form of public transport is available.

Council may request further information such as a medical certificate from the worker's doctor.

If the person did not declare the medication prior to the testing being conducted, or if the drug class(es) declared is inconsistent with the drug class(es) detected, or there are methamphetamines present, then the person will be assessed as unfit for work and arrangements will be made to transport the person to their home or a safe place.

15.3 Confirmatory Test is Non-Negative and Consistent with Medication

A confirmatory non-negative test result for other drugs will be determined by the guidelines in Australian Standard AS4760:2006.

The accredited testing laboratory will forward all test results to the Human Resources Coordinator in writing, identifying the confirmatory test was positive but consistent with any medication declared.

If the worker has previously been allocated low risk duties, their fitness for work will be reassessed and the worker will either return to normal duties or remain on low risk duties for the duration of the use of the medication, providing the duration of the use of the medication is a reasonable timeframe.

If the worker has been stood aside pending the confirmatory test results, the Human Resources Coordinator will contact them and request that they return to work once results have been received. On return to work, the Human Resources Coordinator in consultation with either the supervisor and/or manager will reassess their suitability for duties.

15.4 Confirmatory Test is Non-Negative and Not Consistent with Medication

Once the accredited testing laboratory has forwarded the results to the Human Resources Coordinator, the worker and the applicable manager will be advised in writing that the confirmatory test was non-negative but inconsistent with the medication disclosed by the worker.

The letter of confirmation forwarded by Council to the worker confirming the test result will set out a nominated time and date when the worker and, if requested, their union or other representative, will discuss further action with their relevant manager(s). If the worker's requests access paid leave entitlements such as personal, annual or long service leave, as part of the further action discussion, agreement to access to relevant leave entitlements will depend on the circumstances and will be managed in accordance with the Riverina Water Council Enterprise Award 2013.

15.5 Confirmatory Test is Negative

The accredited testing laboratory will forward the results to the Human Resources Coordinator who will then advise the worker and their supervisor that the confirmatory test result was negative.

If the worker has been stood down pending the outcome of the confirmatory test, the Human Resources Coordinator will contact them to arrange the workers return to work.

Any loss of pay or use of paid leave as a result of being stood down will be reimbursed and reinstated in full by Council.

16. REFUSAL OR TAMPERING OF TESTS

16.1 Refusal

The Human Resources Coordinator or other senior manager shall use the following procedure if a person refuses to take an initial drug or alcohol test:

- 1 The authorised collector will inform the worker who has refused the test that the refusal will have the same consequences as a non-negative result, i.e. that the worker will be deemed to be under the influence of drugs and/or alcohol.
- 2 The worker will be offered the test again. This would be the second request to be tested.

- 3 If the worker still refuses, the authorised collector will notify the relevant manager and the Human Resources Coordinator of the refusal to take the test. After discussion between the manager and the worker, the manager will re-offer the test to the worker. The manager should discuss the refusal and likely consequences with the worker, try to determine the reasons for refusal and then re-offer the test. This will be the third and final offer to be tested.
- 4 If the worker still refuses, the refusal will be recorded as 'Refused Test'.
- 5 Arrangements will be made to transport the person to their home or a safe place.
- 6 The manager will Inform their manager of the situation and ensure all documentation is forwarded to the Human Resources Coordinator for recording and filing.
- 7 The worker concerned will not be permitted to return to work until a discussion is held with the relevant manager and the Human Resources Coordinator and a negative test result is obtained.
- 8 Whilst this result is being achieved, workers may be stood down and be entitled to access their own personal leave entitlements if available and if not, other available accrued leave entitlements in accordance with the Riverina Water Council Enterprise Award 2013.

16.2 Tampering

Any attempt to tamper with samples and introduce, or alter the concentration of alcohol or other drugs in their own, or another's saliva or breath may constitute serious misconduct and be dealt with according to Council's Disciplinary Procedure.

"Adulteration Sticks" may be used at the testing stage in the event that a sample appears suspicious at the discretion of the accredited laboratory securing the sample.

17. PROCEDURE FOR NON-NEGATIVE RESULTS

The relevant manager, in consultation with the Human Resources Coordinator, is accountable for monitoring the frequency of targeted random testing for a worker who provides a non-negative confirmatory result and shall determine the appropriate action in accordance with the following on a case by case basis. Targeted random testing will only be required:

- for drugs where the non-negative confirmatory result was not in accordance with declared prescribed medication levels and
- for alcohol where a non-negative result above the relevant blood alcohol limit applicable to the worker has occurred.

At all times during the positive test result process, the worker is entitled to have a union representative or other representative of their choosing present at all discussions and/or disciplinary meetings should they so choose.

The relevant manager will afford the worker procedural fairness and discuss the non-negative result with the person. The relevant manager will provide an opportunity for the worker to provide any information or comments that may be a mitigating factor when considering the confirmatory test result.

After consideration of this information the worker will be advised if they are required to participate in a targeted random testing process. The worker will be advised of counselling services available and, if necessary, or by the workers own request, be referred to an appropriate service.

Before a worker returns to work, they will be required to provide a negative test result. Whilst this result is being achieved, workers may be stood down and be entitled to access their own personal leave entitlements if available and if not, other available accrued leave entitlements.

Council may initiate disciplinary actions in accordance with the Riverina Water Council Enterprise Award 2013 if the worker returns a second or third positive test within a two year period.

Workers participating in voluntary self-testing have immunity from disciplinary action on the condition that they comply with the rehabilitation program and do not report for work and commence work in an unfit state after submitting for the initial voluntary test.

Any disciplinary action taken is to be in accordance with the provisions of the Riverina Water Council Enterprise Award 2013 and inability to perform normal duties during any period as a result of this procedure may result in a review of the workers' pay rate during this period which could result in a reduction in pay.

18. REPORTABLE OFFENCES

It is an offence under the Road Transport (Safety and Traffic Management) Act 1999 to drive or attempt to drive a motor vehicle, truck or mobile equipment when under the influence of alcohol or other drugs in excess of legal limits.

19. DEALING WITH AGGRESSIVE OR ABUSIVE BEHAVIOUR

If a worker displays aggressive or violent behaviour when required to undertake an alcohol and/or other drug test, the supervisor or manager should remain calm and not argue with or mirror the worker's behaviour.

Emphasis should be placed on getting the worker to calm down and discussion kept away from personal issues. The worker should be asked to comply with the management direction and be informed that the worker will have the opportunity to dispute the decision through the normal grievance process utilised by Council.

If the worker refuses to modify their behaviour, the worker should be advised that the discussion is terminated and that they must leave the workplace immediately. The worker should be reminded that acts of aggression or violence in the workplace are in breach of the Code of Conduct and may result in disciplinary action and/or dismissal.

In the case of actual or apprehended violent behaviour, the worker is to be advised that the police will be called. This option is to be used as a last resort.

20. REHABILITATION

The worker's supervisor or manager and/or the Human Resources Coordinator may assist the individual worker in developing a rehabilitation plan to manage their fitness for work issue. The details of the plan should be agreed between the parties and may include the aim of the plan, the actions to be taken, the progress reporting procedure, the review date and the timeframe for return to work.

The parties may also include, at the workers request, their union representative or a representative of their choice to assist in the development of this plan.

With the approval of Council, personal leave benefits, long service leave, annual leave (where accrued) or unpaid leave may be available to the worker undertaking alcohol and/or other drugs rehabilitation or counselling. Such approval shall not to be unreasonably withheld.

A rehabilitation plan template is included in this procedure at [Appendix 5](#).

21. VARIATIONS

Council may also implement variations or amendments to this program to ensure compliance in regards to other specific legislation.

Council employees and contractors will be notified of any changes.

22. FUNCTIONS

22.1 Workplace functions

On occasion certain functions may occur in Council workplaces where it is deemed appropriate to allow controlled limited consumption of alcohol. Such controlled consumption at Council workplaces must be approved by the General Manager (GM). Approval will only be given if:

- The function is organised and conducted by Council;
- Food is provided, along with low alcohol and non-alcoholic beverages. The quantity and nature of food, low alcohol and non-alcoholic beverages supplied will be determined by the GM;
- Start and finish times are nominated and strictly adhered to;
- The area in which the function is occurring is clearly defined and controlled;
- Those requiring a BAC of zero do not consume alcohol if required to work during or immediately after the event;
- Council owned and calibrated breathalysers to be readily available for 'self-testing';
- One or more Employees are nominated as the person/s responsible for ensuring that the above conditions are followed;
- Acceptable standards of behaviour are applied and attendees leave in a safe and timely manner.
- Employee are responsible for getting to and from the event in a safe and legal manner at their own expense.

22.2 External work related functions

Employees are expected to conduct themselves in accordance with this policy and the Councils Code of Conduct when representing the Council at external functions.

APPENDIX

1 *Fitness for Work Assessment*

Observable Indicators of Impairment - Assessment of a person is to be made in accordance with this list of observable indicators in the context of changes to a person's behaviour.

At least two (2) responsible persons must participate in the assessment.

At least one (1) of the physical indicators must be satisfied and agreed between the responsible persons for reasonable suspicion to be established.

Emotional effects (the second part of the table) should not be used as indicators of reasonable suspicion but may be recorded as additional information.

Name of person being assessed:		Name of Responsible Persons:	
Name of attending representative (if requested):		Date:	
		Time:	

Assessment Triggers

Behaviour / actions / observations reported prior to this assessment:

Physical Indicator	Observed
Strong smell of alcohol on breath	
Slurred, incoherent or disjointed speech (losing track)	
Unsteadiness on the feet	
Poor coordination / muscle control	
Drowsiness or sleeping on the job or during work breaks	
Inability to follow simple instructions	
Nausea / vomiting	
Reddened or bloodshot eyes	
Jaw clenching	
Sweating / hot and cold flushes	
Emotional Effect (Not a basis for reasonable suspicion)	Observed
Loss of inhibitions	
Aggressive or argumentative behaviour	
Irrational	
Intense moods (sad, happy, angry)	
Quiet and reflective	
Talkative	
Increased confidence	
Appearance or behaviour is 'out of character'	

Observation Checklist – Physical Indicators

BREATH	Smell of intoxicating liquor on breath:					
	Nil		Slight		Strong	
SKIN	Sweating/hot and cold flushes					
EYES	Reddened or bloodshot					
SPEECH	Normal	Disjointed	Slurred	Confused	Fast	Slow
BALANCE	Unsteady		Swaying		Slumping	
MOVEMENTS	Poor coordination/muscle control					
AWARENESS	Drowsiness or sleeping on the job or during work breaks					
	Inability to follow simple instructions					
OTHER PHYSICAL SIGNS	Nausea/vomiting			Jaw clenching		

Questions

Questions:	Response:
Can you give any reason for your appearance and behaviour as noted above:	
Could you be under the influence of drugs and / or alcohol?	
Have you consumed drugs and / or alcohol since the commencement of the shift?	

Assessment Result

No testing required (alternate action if applicable – note in comments section) Testing required – at least one (1) physical indicator in evidence.

Both Responsible Persons agree:

Yes / No

Comments (including mitigating factors noted or explained by the person, emotional factors identified (refer to Appendix 1 Observable indicators of impairment), further actions to be taken etc.):

Comments (including mitigating factors noted or explained by the person, emotional factors identified (refer to Appendix 1 Observable indicators of impairment), further actions to be taken etc.):

Person being assessed: _____ **Date:** / /
Signature

Responsible Person 1: _____ **Date:** / /
Signature

Responsible Person 2: _____ **Date:** / /
Signature

Attending representative:
(if attended) _____ **Date:** / /
Signature

2 Indicators of Impairment by Drug (for information only)

Indicator (Physical)	Alcohol	Cannabis	Amphetamines
Smell on the breath	x		
Slurred speech/speech disjointed (lose track)	x	x	
Unsteadiness	x	x	x (dizziness)
Poor coordination/muscle control	x	x	
Drowsiness / sleepy	X	x	
Can't follow instructions	X	x	
Blurred vision	X	x	
Lack of judgement	X	x	
Confused	X	x	x
Nausea/vomiting	X		x
Reddened eyes		x	
More awake and alert			x
Jaw clenching			x
Sweating/hot and cold flushes			x
Effect (Emotional)	Alcohol	Cannabis	Amphetamines
Loss of inhibitions	x	x	
Aggressive or argumentative	x		x
Irrational	x	x	x
Intense moods (sad, happy, angry)	x	x	x
Quiet and reflective		x	
Talkative			x
Increased confidence	x		x
Appearance or behaviour is 'out of character'	x	X	x

3 *Alcohol and other Drugs Policy and Procedure – Flowcharts*

Aim

The aim of the drug & alcohol policy and subsequent procedure is to assist the Council in addressing risks to health and safety in the workplace associated with the inappropriate use of alcohol and/or other drugs. This will also assist the Council in having a process to manage the misuse of alcohol and other drugs in the workplace through training, education and where required rehabilitation.

The integration of the drug & alcohol policy and subsequent procedure into Council's Safety Management System will assist with the continual improvement of workplace safety. It will assist with the management and promotion of fitness for work of staff (including contractors and volunteers) to be part of the Council's standard processes.

Testing in use

The Council in cooperation with the relevant unions (USU, LGEA and DEPA) and the LGNSW have adopted the use of oral swab testing (to be completed as per the requirements of AS4760) for drug testing as it will generally detect the presence of a substance that was consumed within a matter of hours as opposed to testing such as urine where a substance was consumed days or weeks ago. A positive result in this case may not have a bearing on whether the person is unfit for work.

Drugs to be tested via the oral swab testing will be:

- Cocaine
- Opiates
- Methamphetamine
- THC

For alcohol testing a standard breathalyser meeting the requirements of AS3547 will be used. The following cut off points for blood alcohol content (BAC) will apply:

0.02 or greater for heavy plant operators (>13.9 tonne) or truck drivers (>4.5 tonne) or mobile plant operators. This will apply only for personnel who are undertaking these specific duties at the time of any testing.

0.05 or greater for all other staff to be in accordance with relevant state legislation.

Where the person has a provisional licence (P plates) then the current BAC limits for P plates must be followed if they drive vehicles and/or trucks.

Common Definitions

- **Confirmatory test:** means a second analytical test performed to identify the presence of specific alcohol and/or other drugs. The confirmatory test is a retest of a second sample from an original collection if the initial test result is disputed
- **Negative result:** a result other than a positive
- **Unconfirmed results:** is where a potential result for drugs has been obtained on the initial oral swab and the collection is sent to a certified laboratory for further confirmation
- **Over the counter medication:** this non-prescription type medication that if consumed before a test is undertaken may influence the result shown
- **Non Negative:** an initial positive test as yet unconfirmed by confirmatory testing by an accredited tester.

- **Positive:** where the initial test result has been confirmed by further testing that the person is under the influence of alcohol and/or drugs above a prescribed limit as per current legislation and/or Australian standards
- **Prescription medication:** medication that is prescribed by a doctor
- **Random testing list:** persons will be added to this list who have either failed (tested non-negative) a test or refused unreasonably a request for a drug and/or an alcohol test. Individuals placed onto the limited random list can be targeted tested at any time, in addition to the standard random testing undertaken by the council.
- **Responsible person:** A responsible person is a person who is appointed and trained in the identification of signs of impairment. The responsible person is able to make an assessment of reasonable suspicion impairment utilising the objective indicators

Types of Testing

There are four types of testing that may be undertaken, these are:

- **Voluntary Testing** – Workers can elect to submit to voluntary testing and seek assistance from Council to rehabilitate if they believe they have a substance abuse problem.
- **Random** – Workers will be selected using a random number generation system.
- **Post Reportable Incident** – certain criteria of incidents have been selected where testing will be completed, for example certain treatments by a doctor, where a vehicle has sustained damage, skylarking etc. Further information is available in the procedure and Drug Testing Flowchart 002 (Post Incident). Contractors and volunteers will be tested for Post Incidents during the trial period.
- **Reasonable Suspicion** – this is where a report has been received that a worker is exhibiting strange or unusual behaviour and there is suspicion that they may be under the influence of alcohol and/or drugs. Two Responsible persons will be involved in the determination on whether a test for alcohol and/or drugs is required. Further information is available in the procedure and Drug Testing Flowchart 003 (Reasonable Suspicion).
- **Targeted Random** - (for workers who have given a confirmed positive result for alcohol and other drugs).

Testing will be undertaken by external providers who meet the current requirements contained within AS4760 and AS3547.

Medication

Any worker required to undertake drug testing can choose to declare any medication taken immediately prior to the test being conducted or can declare following the initial test if an initial non-negative result is obtained. Such information is to be kept confidential and only to be used in determining if such medication has contributed to or caused a false positive.

- If the drug test result is an unconfirmed result consistent with the medication disclosed then after consultation with the relevant Manager, the external provider and the person concerned, they will be returned to appropriate duties. The sample will still be sent for a confirmatory test as per the usual process. If this test shows that the result is not consistent with the medication declared then the appropriate disciplinary action may be undertaken.
- If the drug test result is a unconfirmed result that is inconsistent with the medication disclosed then the person will be assessed as unfit for work and arrangements made to transport home or to a safe place

Further information is available in the procedure and Drug Testing Flowchart 009 (*Medication*).

Refusal to undergo a test

Any person who refuses to undergo testing will be given the opportunity to explain their reasons; these will be discussed with the relevant manager, Human Resources and the external provider.

There will be a process implemented where if the person refuses to undergo a reasonable request test three (3) times in succession, this will be recorded as a Refused test and the person will be treated as if they have provided a test result of an unconfirmed result. For further information refer to the procedure and Drug Testing Flowchart 004 (Refusal).

Tampering

Any person found to be tampering or have tampered with a test in will be dealt with as per the current disciplinary procedures that the Council has in place.

Employee Assistance Program (EAP)

EAP will be available under current guidelines for employees to seek support and assistance in regards to alcohol and/or drug use.

Disciplinary Measures

Persons who have provided a result that is a unconfirmed result (including refusing to undergo a test) will in most instances be suspended for an initial 24 hours and will have to provide a negative result before they can return to work. If the subsequent result from the confirmatory test is a positive, then the person may face further disciplinary action as determined by the relevant manager and HR. The person will also be placed onto the limited random testing list.

The person who has been suspended will be able to access leave entitlements that they are entitled to as per the current award or contract.

Continual positive results and/or refusal to undergo tests will result in further disciplinary action being considered and undertaken.

Any person who has been suspended an initial test result of a non-negative that now is deemed a negative after the confirmatory test has been completed will have all time lost reimbursed with no penalty.

Further information is available in the procedure and Drug Testing Flowchart 008 (*Disciplinary Action*).

Rehabilitation

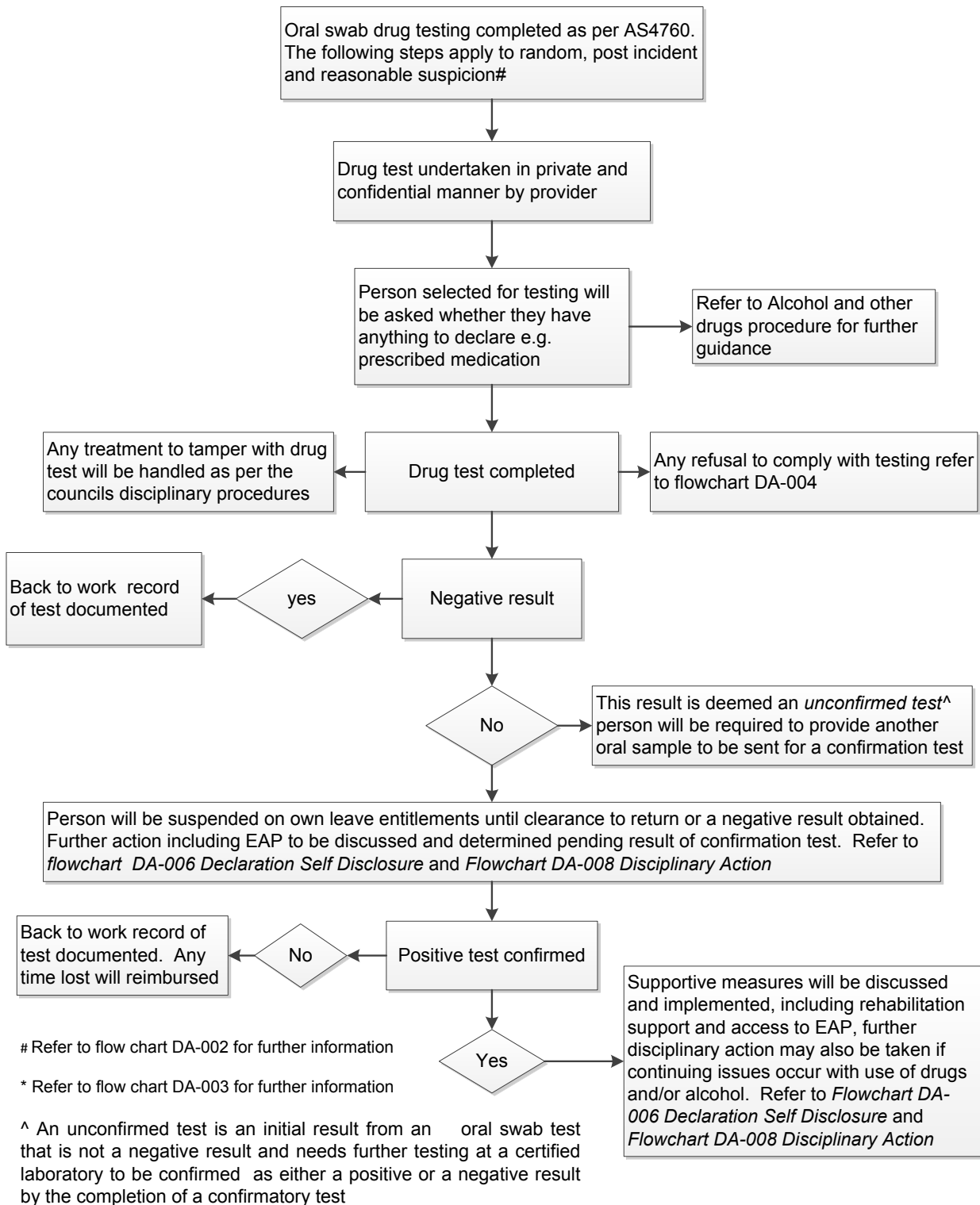
Workers who have declared that they have a problem with the use of drugs (illegal and legal) and/or alcohol will be provided assistance by the Council as per the current EAP arrangements or as determined appropriate by their manager. This will involve the development of a confidential Drug & Alcohol Rehabilitation plan that will outline general treatment steps, assistance to be sourced, personnel to be involved etc. The plan will be used to assist the person to be able to present themselves at work in a state there is no impairment to them working safely.

Persons who have been found to have a positive result from a drug and/or alcohol test and who have not declared that they may have consumed a drug and/or alcohol or who have presented themselves to work in a state that is not safe to do so, will also have a confidential Drug & Alcohol Rehabilitation plan implemented.

Further information is available in the procedure and Drug Testing Flowchart 006 (*Declaration*)

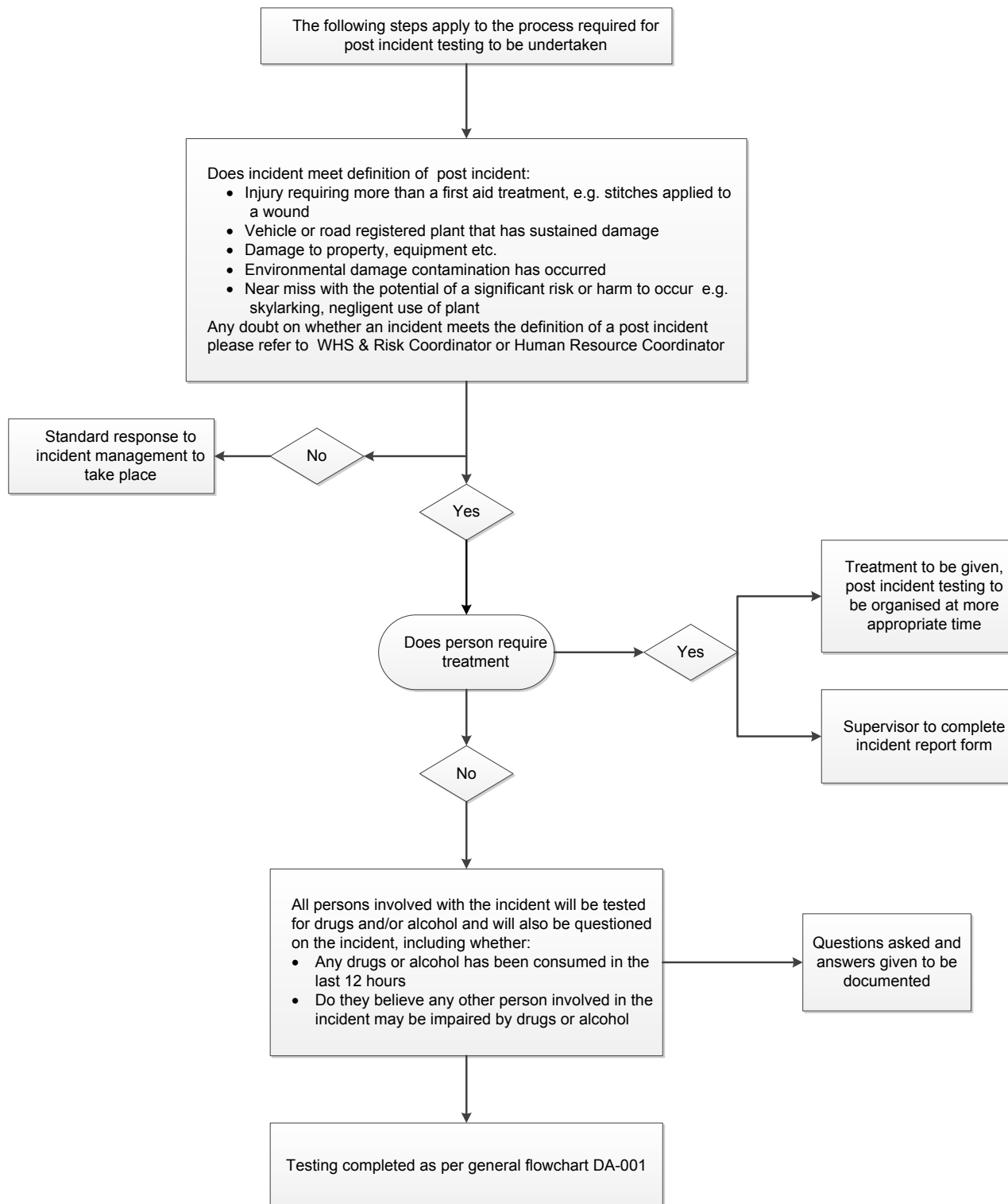
If you have any questions or concerns please discuss with your manager, Human Resources and/or union representative.

General drug testing flowchart DA-001



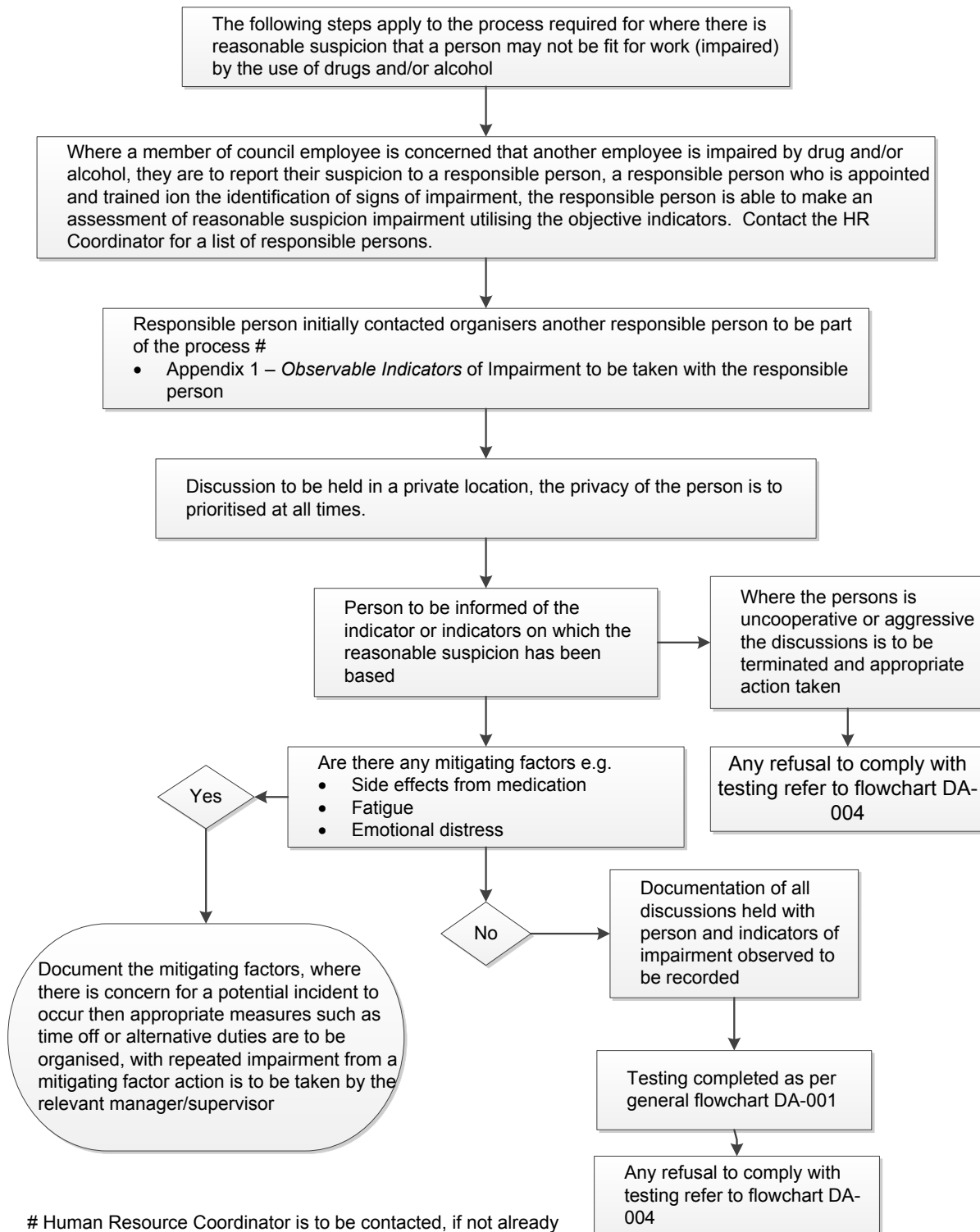
Confidentiality will be maintained at all times by the parties involved

Post incident testing flowchart DA-002



Confidentiality will be maintained at all times by the parties involved

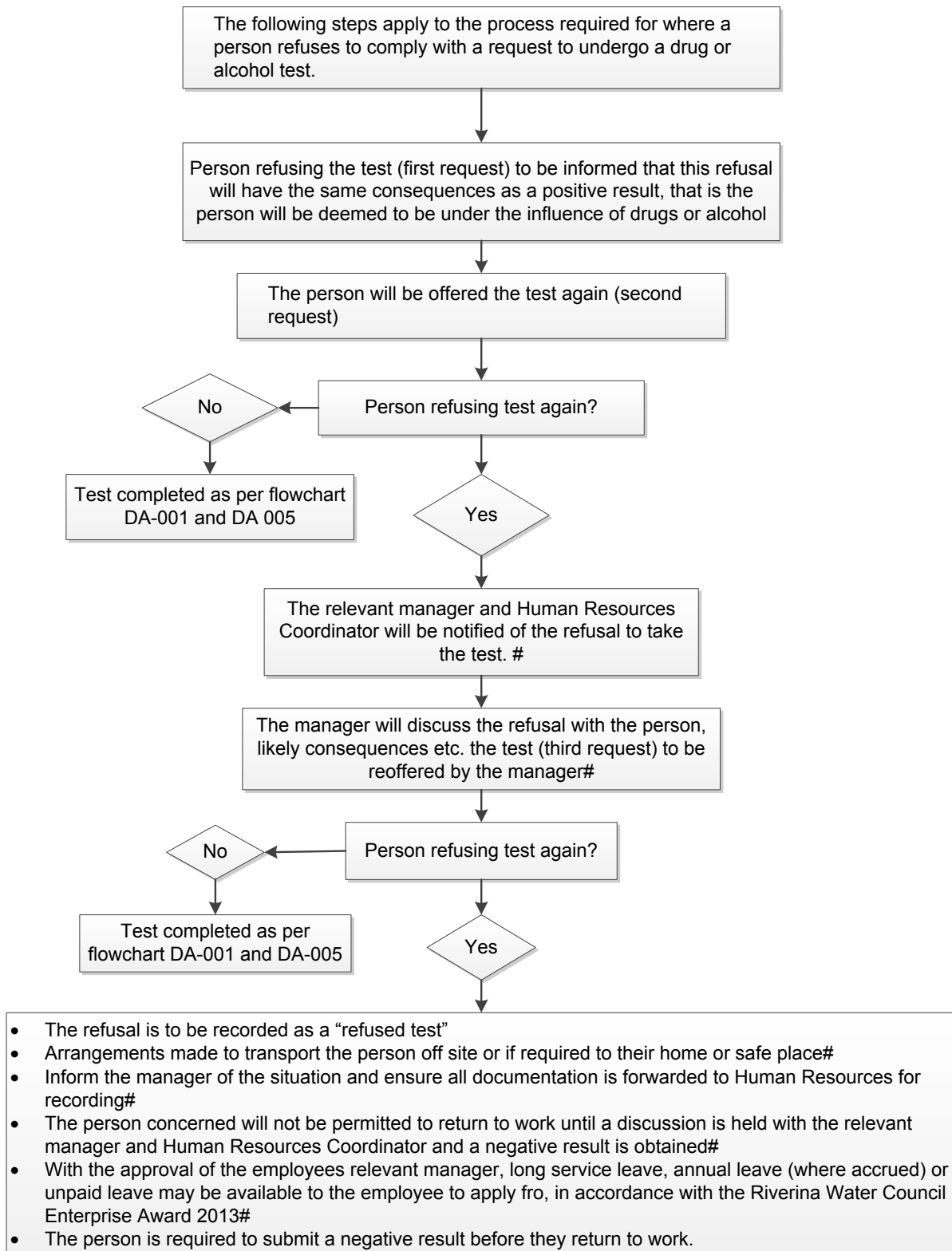
Reasonable suspicion flowchart DA-003



Human Resource Coordinator is to be contacted, if not already notified, to assist in this process and be the second responsible person

Confidentiality will be maintained at all times by the parties involved

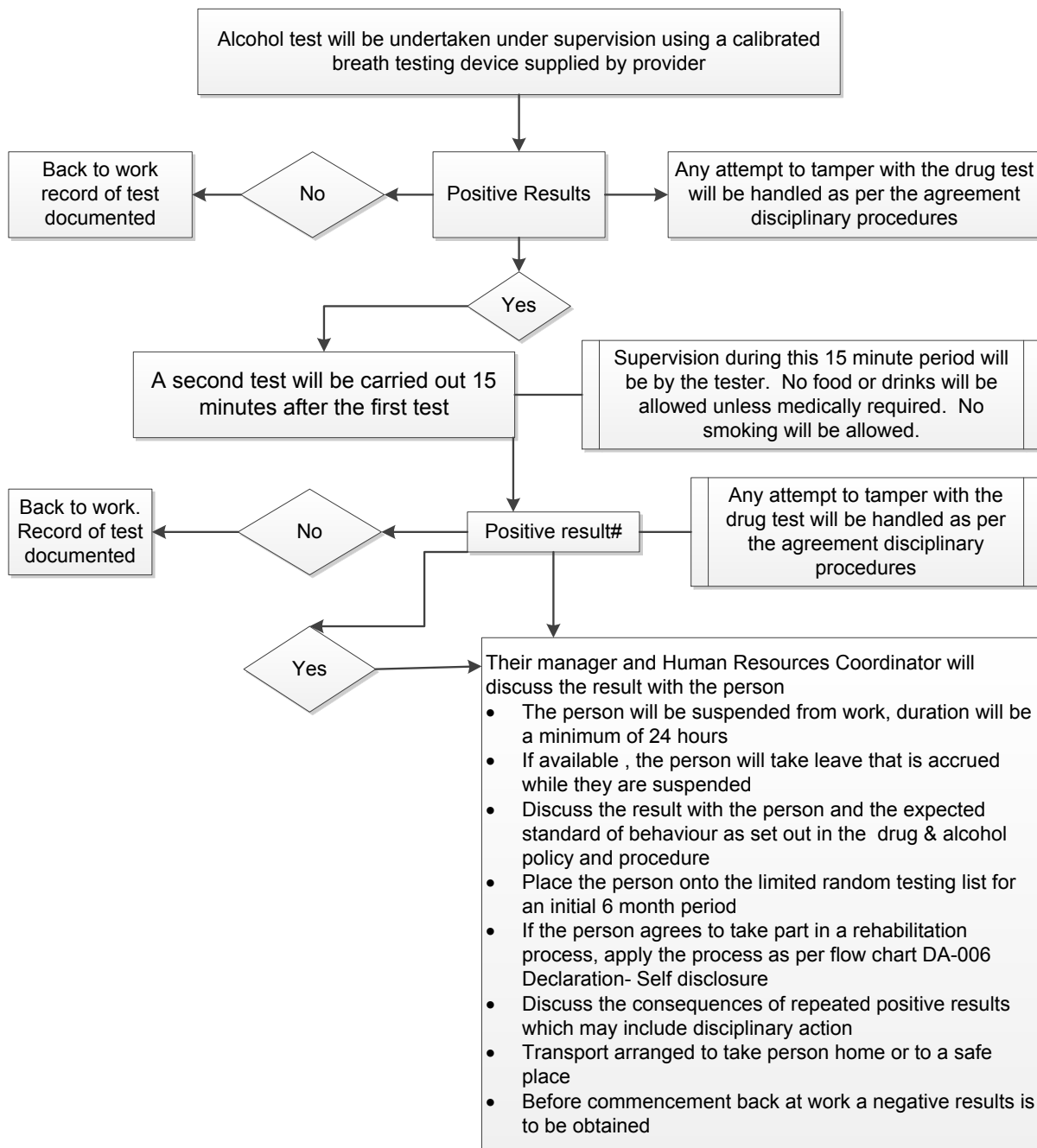
Refusal to undergo a drug or alcohol test flowchart DA-004



For contractors their employer is to be contacted to assist in the process

Confidentiality will be maintained at all times by the parties involved

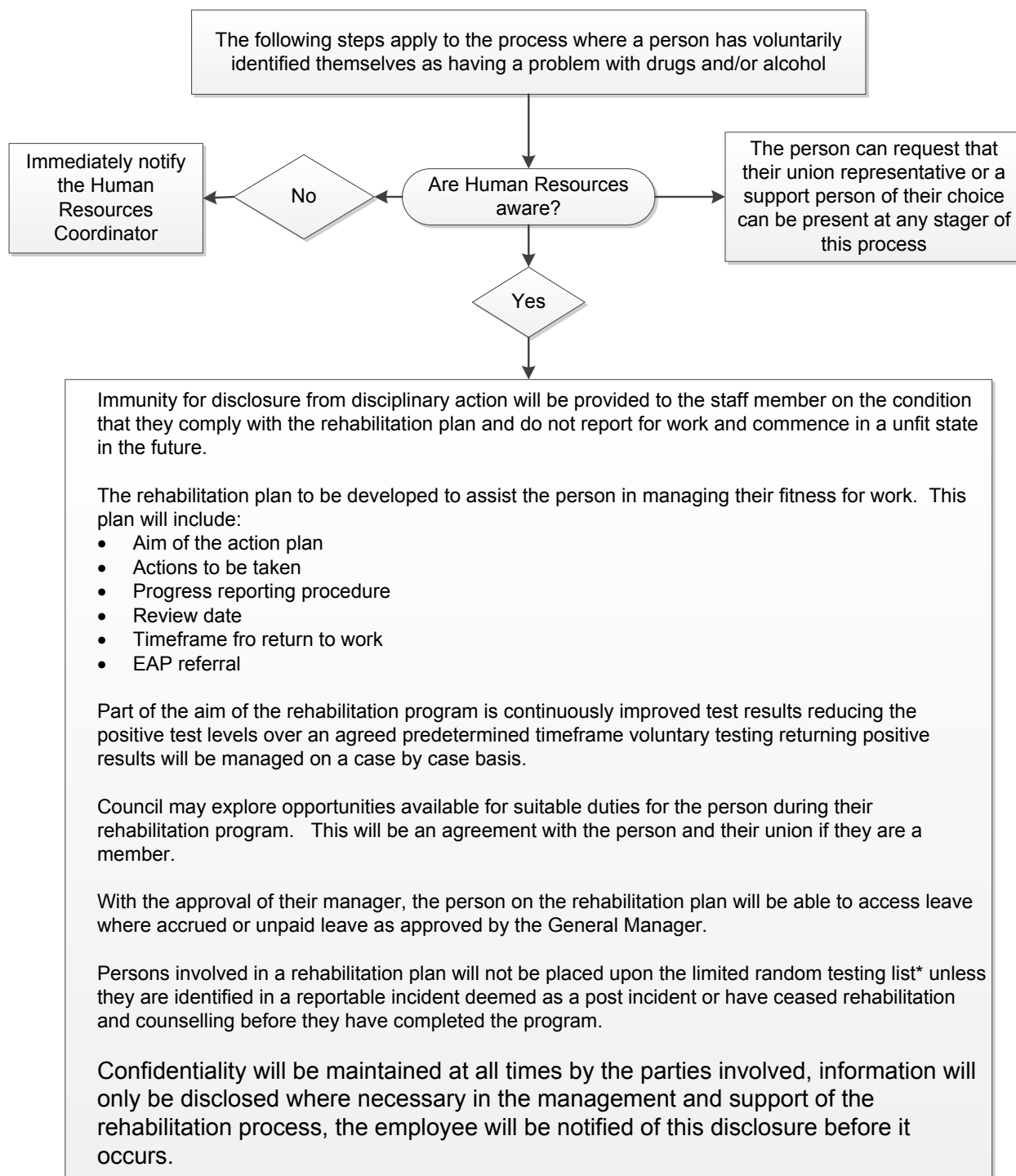
Alcohol Testing Flowchart DA 005



- # 0.02 or greater blood alcohol content (BAC) fro heavy plant operators (>13.9 Tonne) or truck drivers (>4.5 Tonne) or mobile plant operators – this will apply only fro personnel who arte undertaking these specific duties at heir time of testing.
- 0.05 or greater blood alcohol content (BAC) fro all other staff to be in accordance with relevant State legislation
- Where the person has a provisional license (P Plates) then the current BAC limits for P Plates must be followed if they are driving vehicles/trucks

Confidentiality will be maintained at all times by the parties involved.

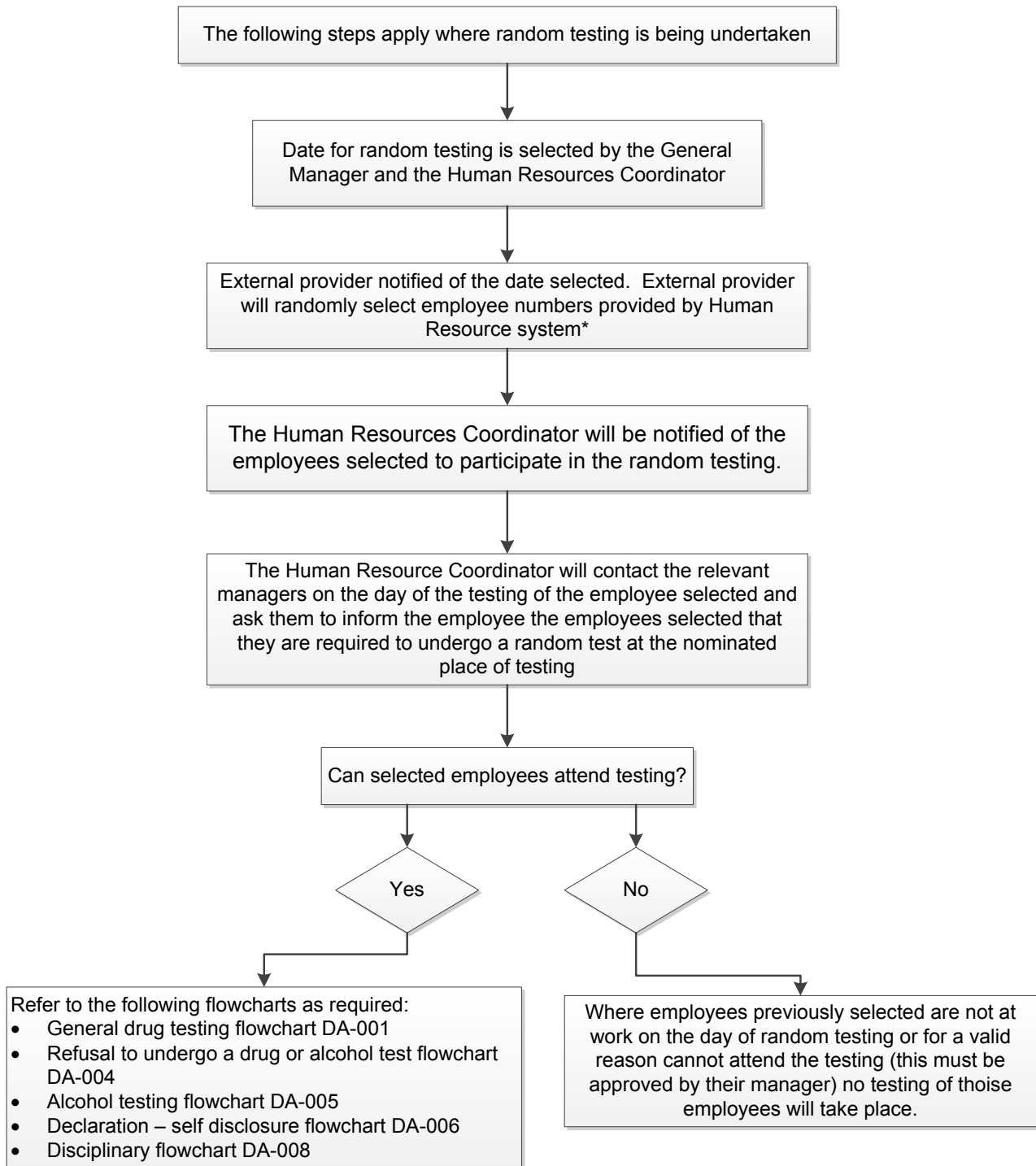
Declaration – self disclosure flowchart DA-006



* The limited random list will be limited to those individuals who have either failed a drug and/or alcohol test or who refused unreasonably a test that has been requested. Individuals placed onto the limited random list can be targeted tested at any time, in addition to the standard random testing undertaken by the council.

The initial period for listing is six (6) months. At the completion of this six (6) month, if there are no further positives or unreasonable refusals, the person will be from the limited random list. While on the list any further positive results or unreasonable refusal will result an extension of two (2) years of the person being on the list. This will date from the moist recent failed test or unreasonable refusal to comply with testing. At the completion of this two (2) year period, if there are no further positives or unreasonable refusals, the person will be removed from the limited random list.

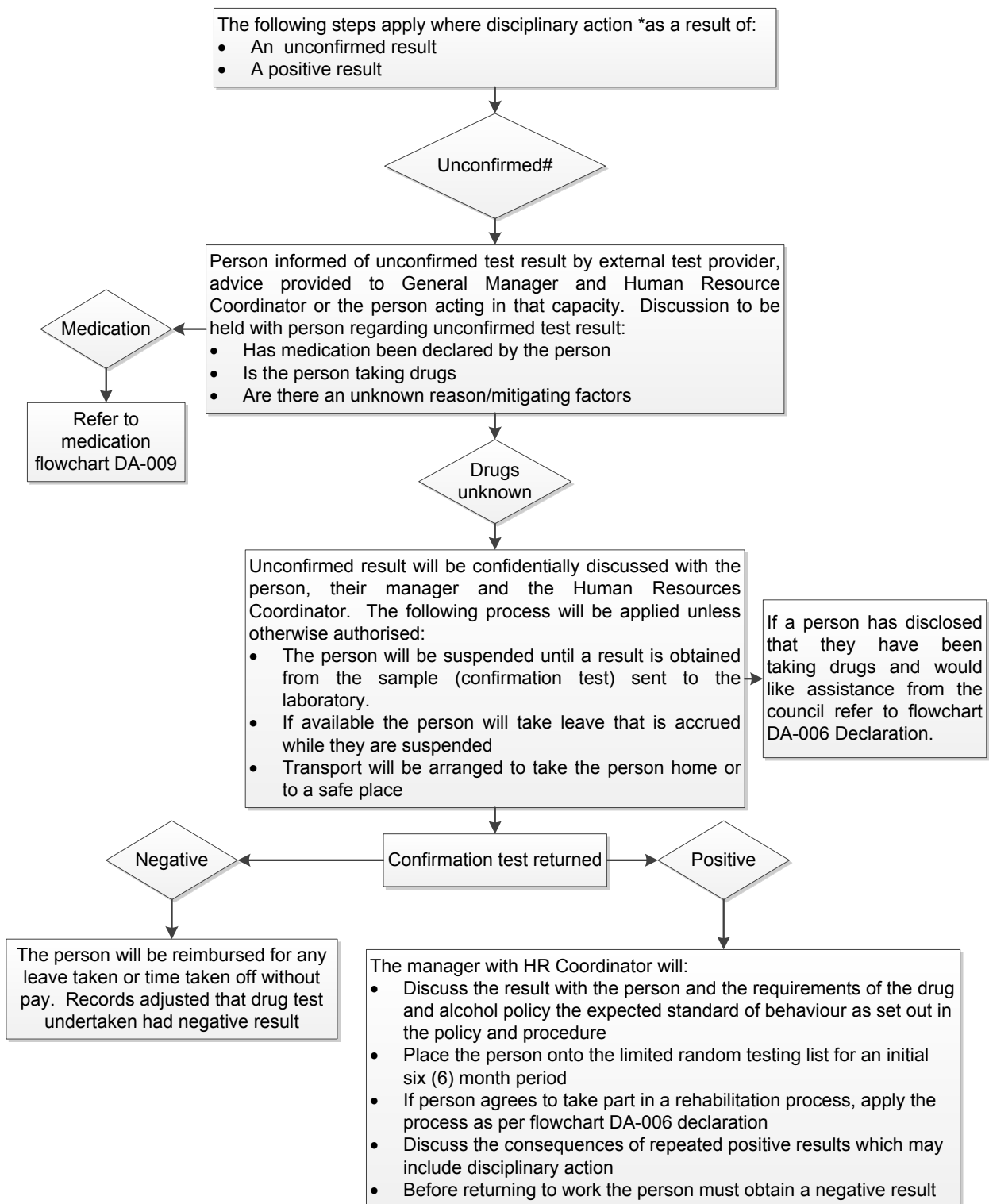
Random testing flowchart DA-007



* The external provider will use employee numbers to randomly select a predetermined number of employees for random testing. This selection will also include an additional number of employees as a backup in case employees selected are not available. At no stage will staff names be known by the external provider while they are selecting random entries. Employee names will only be known to the external provider at the time of the random test.

Confidentiality will be maintained at all times by the parties involved.

Disciplinary action flowchart DA-008

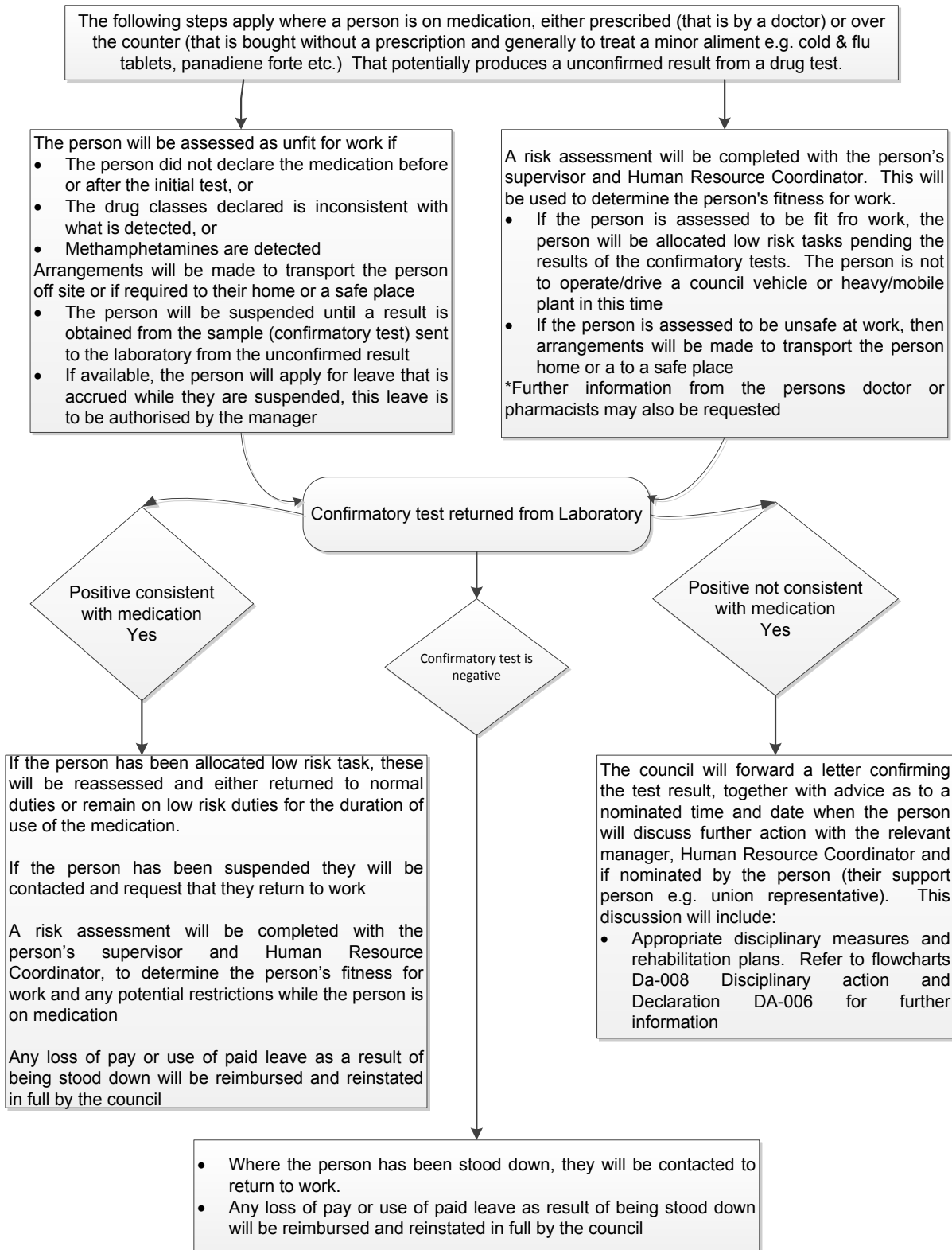


* For alcohol testing and subsequent disciplinary process please refer to alcohol testing flowchart DA-005

An unconfirmed test is an initial result from an oral swab test that is not a negative result and needs further testing at a certified laboratory to be confirmed as either a positive or negative result by the completion of a confirmatory test

Confidentiality will be maintained at all time by the parties involved

Person on medication with unconfirmed result flowchart DA-009



Confidentiality will be maintained at all times by the parties involved

4 *Dear Doctor/Pharmacist Card*

This should be printed on the back of Council's normal business card template and distributed to all staff for them to carry with them so they can discuss drug effects with their Doctor or Pharmacist.

Dear Doctor/Pharmacist

The holder of this card may be subject to a drug screen as part of their employer's Fitness for Duty program. Can you please advise the holder if their medication(s) contain any of the following drug groups:

- *Opiates (including codeine)*
- *Amphetamines (including pseudoephedrine)*
- *Benzodiazepines*

5 Drug and Alcohol Rehabilitation Plan DA – 011

Drug & Alcohol Rehabilitation Plan DA - 011

This form is to be used in specific circumstances whereby an employee consents to disclosure of their personal or health information. To be used in conjunction with the Councils Disclosure of Employee Personal Information Guidelines. The Council must act in accordance with the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002 and its policies at all times.

Employee Details

Family name:	<input type="text"/>	Employee No:	<input type="text"/>
Given Names:	<input type="text"/>		
Street Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Contact No:	<input type="text"/>		
Work Unit:	<input type="text"/>	Supervisor:	<input type="text"/>

Rehabilitation Plan

Goal: To present to work and during work to be in a fit state without impairment that would prevent them from being able to undertake their duties in a manner that is safe and to current legislation.

Current rehabilitation issues:

Agreed steps (commence, review & completion dates):

<input type="checkbox"/> Take time off for an initial review of my addiction and identify factors that affect my addiction	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Make appointments with EAP provider	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Seek further counselling/intervention from more specialised support for my addiction	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>		

Agreed costs (Council may consider contributing to these costs):

<input type="checkbox"/> Extra counselling sessions above normal EAP sessions (number and cost)
<input type="checkbox"/> Type of leave to be accessed (nominate)

☐ Other

Comments:

I hereby consent to the following records and/or personal details/information: (cross relevant boxes)

- ☐ Medication related to addiction
- ☐ Treatment plan related to addiction
- ☐ Support requirements related to addiction
- ☐ Other (please specify)

being disclosed by or to the Council from the following persons (complete as many as required)

Name and Address:

Name and Address:

Name and Address:

Name and Address:

Restricted (if applicable):

This consent is in force up until (insert date):

Employee's signature: Date:

20. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 2/09/2015				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 12 December 2014				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land bordering Koorringal Road, comprised of: Part Lot 5, DP 588177 Part Lot 17, DP 863322 Part Lot 15, DP 842485 for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing.
14/191	Purchase Of Land – New Shires Reservoir	GM	That Council: 1) Purchase the land for the Shires Reservoir of approximately 6,400 sq. metres on Lot 143 DP 754567, Olympic Highway. 2) Delegate authority to the General Manager to negotiate the land purchase and establishment of easements for pipeline and access. 3) Affix Council's Common Seal to documents as required.	Fresh valuations obtained, negotiations ongoing. Detailed survey being undertaken for legal documents.
Meeting held 22 April 2015				
15/59	Contestability Of Works	GM & DoE	That: a) Council receive and note report of Director of Engineering, and b) General Manager and Director of Engineering prepare a brief for external review of contestability of capital works of Riverina Water County Council and report back to Council.	Report to be presented to Council Meeting of 2 September 2015. See separate report.

Meeting held 24 June 2015																						
15/74	Determination of Remuneration Fees for Councillors and Chairperson 2015/2016	GM	That the fees for 2015/2016 be set at: i. Councillors \$5,508, and ii. Additional fee for Chairperson \$9,048.	Noted																		
15/75	Adoption of Revised Delivery Program 2015/2018 and Operational Plan 2015/2016	GM	that the Draft Revised Delivery Program 2015/2018 and Operation Plan 2015/16, as exhibited, following close of public comments, be adopted as Council's Delivery Program 2015/2018 and Operational Plan for 2015/16, subject to the following changes: <table><tr><td></td><td>2014/15</td><td>2015/16</td></tr><tr><td>Water Tariffs (increase by 5%)</td><td></td><td></td></tr><tr><td>(Indicative) -First 125kls/qtr.</td><td>\$1.33</td><td>\$1.40</td></tr><tr><td>-Balance</td><td>\$2.00</td><td>\$2.10</td></tr><tr><td>Search / Enquiry Fee- S603</td><td></td><td></td></tr><tr><td>(as for property transfer)</td><td>\$70</td><td>\$75</td></tr></table>		2014/15	2015/16	Water Tariffs (increase by 5%)			(Indicative) -First 125kls/qtr.	\$1.33	\$1.40	-Balance	\$2.00	\$2.10	Search / Enquiry Fee- S603			(as for property transfer)	\$70	\$75	Noted Revised Delivery program and Operational Plan placed on web site
	2014/15	2015/16																				
Water Tariffs (increase by 5%)																						
(Indicative) -First 125kls/qtr.	\$1.33	\$1.40																				
-Balance	\$2.00	\$2.10																				
Search / Enquiry Fee- S603																						
(as for property transfer)	\$70	\$75																				
15/76	Making Of Rates and Charges for 2015/2016	GM	That the rates and charges be made for the 2015/2016 year, as outlined in the adopted Operational Plan 2015/2016.	Noted																		
15/80	Appointment of Independent Member of the Audit and Risk Committee	GM	That Council appoint Mr. David Maxwell as an independent community member of Council's Audit and Risk Committee.	Letter of appointment forwarded to Mr Maxwell.																		
15/81	Local Government NSW 2015 Annual Conference	GM	That: a) Council be represented at the Local Government NSW 2015 Annual Conference; b) Council delegate be the Chairman and the Director of Engineering (observer); and c) Cllrs. Verdon and McInerney to attend as observers.	Note Delegate and observers to be registered at the appropriate time.																		
15/82	Appropriate Level of Reserves for Sales Fluctuations	GM	That Riverina Water County Council determines that an appropriate maximum level of funds to be set aside as a Reserve for Sales Fluctuations be \$5 million and that funds be transferred to the Reserve from surplus funds.	Noted																		
15/85	Policy 1.10 Councillors' Expenses and Facilities	GM	That the Draft Councillor's Expenses and Facilities policy be placed on exhibition and that Council consider public comments prior to adopting or amending the Draft Policy at its Ordinary Meeting on 2nd September 2015.	Policy placed on exhibition. GM Report to Council Meeting on 2 September 2015.																		
15/86	Policy 4.1 Equal Employment Opportunity	GM	That a) Draft Policy 4.1 Equal Employment Opportunity and Anti-Discrimination be adopted. b) The General Manager report on innovative recruitment practices that may widen diversity of employment.	Policy on Council web page and intranet. Staff training underway. GM Report on recruitment practices to Council Meeting on 2 September 2015																		

15/87	Policy 4.2 Smoke Free Environment	GM	that: a) Riverina Water County Council adopt Policy 4.2 Smoke Free Environment subject to b) item 2.2.3 be changed to "Provide support and encouragement for staff and councillors to "Quit" the smoking habit;"	Policy on Council web page and intranet.
15/97	Allegations of Meter Tampering	GM	That in this instance, Council waive the disconnection/reconnection fees and reiterate the seriousness of tempering with meters.	Fees written off, consumer advised
15/98	Design Development, Construction, and Commissioning of 55ml/D Wagga Wagga Water Treatment Plant Contract No. W.195	DoE	That Riverina Water County Council accept UGL Engineering Pty Ltd tender W195 for the Design Development, Construction and commissioning of the 55 ML/D Wagga Wagga Water Treatment Plant in the amount of \$35,485,667 incl. GST.	Contract with UGL Engineering Pty Ltd executed.
15/99	Write-Off Access Charges – Sweetwater, Henty	GM	That Council write off outstanding access charges and interest on the unsold lots of Sweetwater Village, Henty, totalling \$23,217.97, it being noted that the General Manager is to provide a detailed Report on this matter to Council's next Meeting	Access charges written off, GM Report to Council Meeting of 2 September 2015

QUESTION TRACKING

Meeting Held 25 February 2015

Cr Meyer OAM	Asked when is the new water main going to be installed in Henty at the Railway Crossing?	RWCC still awaiting approval from ARTC
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Meeting Held 22 April 2015

Clr. Verdon	<p>Refer to December 2014 Council Meeting enquiry on separate water storage facility on southern side of The Rock, advised at February 2015 Meeting that it is still ongoing, what is position now?</p> <p><i>Discussions with Lockhart Shire Council on future subdivisions, indicates 550 to 700 lots over the next 30 years. This will trigger the need for a new reservoir. Individual duplicated backflow prevention valves are being removed on a number of properties to improve pressure.</i></p>	DoE advised that this is currently on list of projects to do. Detail has been included in review of long term strategic plan.
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Graeme J. Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING SEPTEMBER 2015

26th August 2015

1. WORKS REPORT COVERING JUNE 2015

RECOMMENDATION That this report be received and noted.

- Works Report – June 2015

DIRECTOR OF ENGINEERING'S REPORTS TO SEPTEMBER 2015 COUNCIL MEETING

15th July 2015

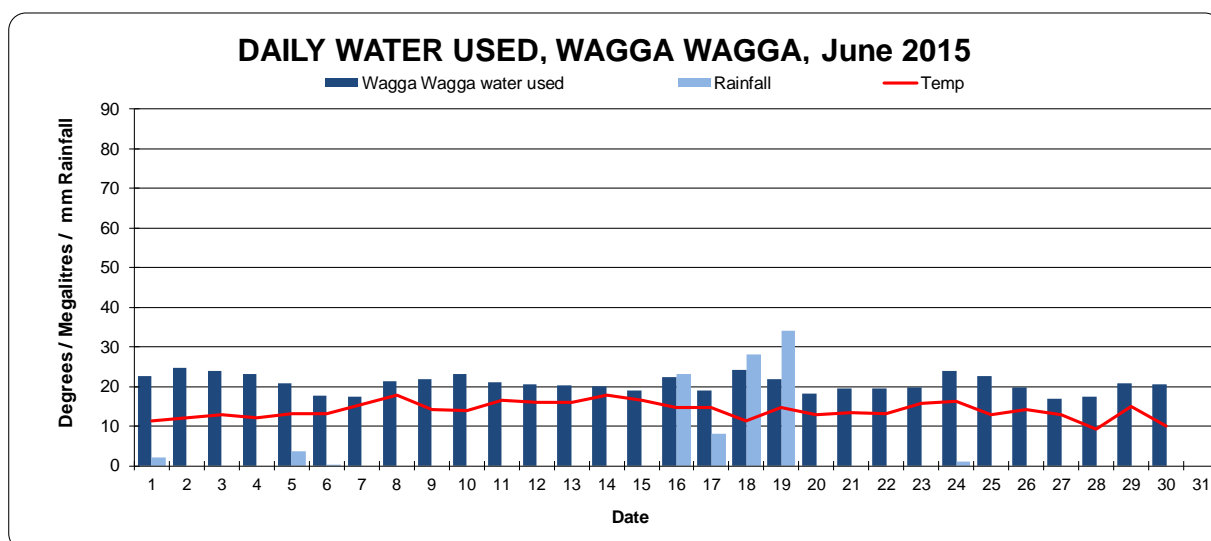
1 WORKS REPORT COVERING JUNE 2015

RECOMMENDATION: That this report be received and noted.

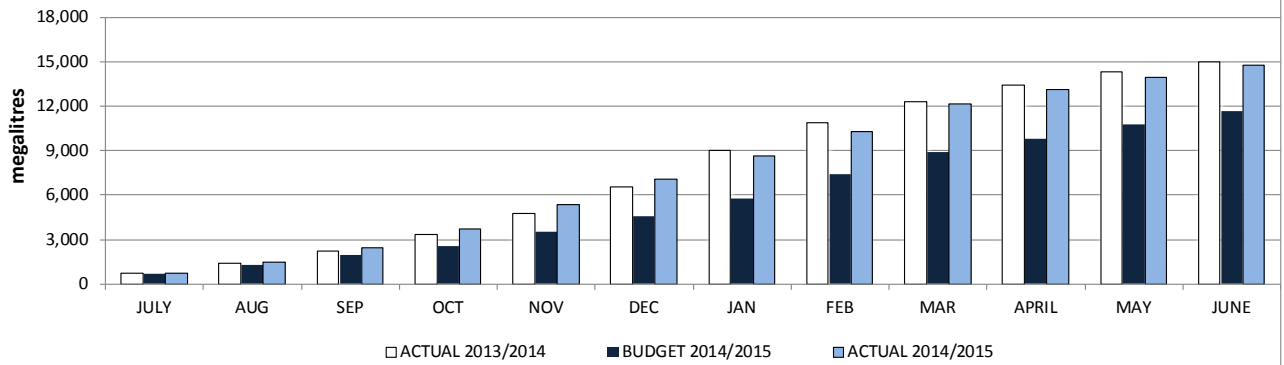
1.1 WATER SOURCED AND USED

June	2013	2014	2015
Rainfall	88.8	86.2	100.0
Wet Days	12	17	8
WATER SOURCED June 2015 (MI)			
North Wagga bores	138.79	144.47	161.11
West Wagga bores	186.42	229.81	107.68
East Wagga bores	304.83	321.12	438.96
Murrumbidgee River	4.22	0.00	0.00
SUB-TOTAL	634.26	695.40	707.75
Bulgary Bores	21.65	22.64	25.52
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.56	22.39	16.31
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	2.61	1.08	2.21
SUB-TOTAL	37.82	46.11	44.04
Woomargama	0.83	1.42	0.77
Humula	0.62	0.56	0.52
Tarcutta	2.01	2.97	2.18
Oura	2.30	1.50	1.54
Walbundrie/Rand	1.65	2.07	2.26
Morundah	0.42	0.28	0.50
Collingullie	2.66	3.73	3.84
SUB-TOTAL	10.49	12.53	11.61
TOTALS	682.57	754.04	763.40

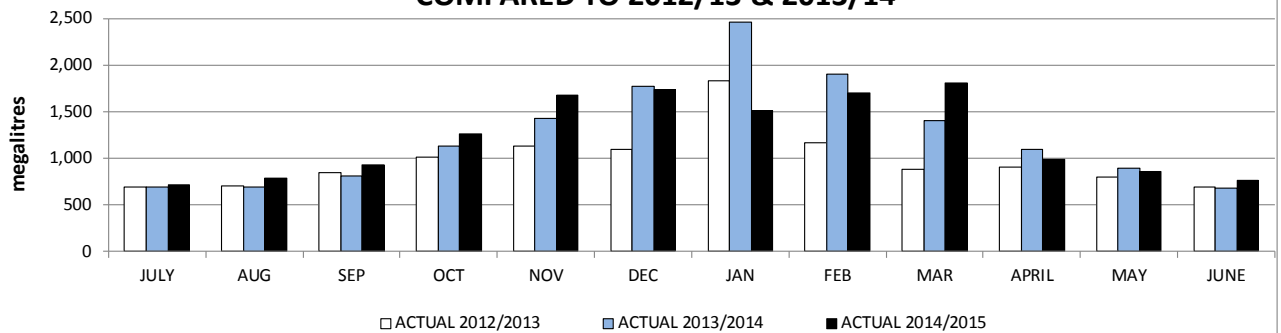
WATER USED June 2015 (MI)			
	2013	2014	2015
East Bomen	16.76	19.98	19.83
Estella	26.96	32.22	33.91
North Wagga	82.87	77.32	90.40
Wagga Wagga – Low Level	118.34	149.49	125.86
Wagga Wagga – High Level	280.92	292.74	313.13
Wagga Wagga – Bellevue Level	27.85	31.37	31.58
SUB-TOTAL	553.70	603.12	614.71
Ladysmith System	2.96	4.53	2.09
Brucedale Scheme	12.81	11.45	12.30
Currawarna Scheme	6.17	6.21	9.19
Rural south from Wagga Wagga	64.33	65.88	71.93
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	11.96	12.28	13.55
From Boree Crk to Urana and Oaklands	9.50	9.70	11.95
Holbrook	13.56	22.39	16.31
SUB-TOTAL	121.29	132.44	137.32
Woomargama	0.83	1.42	0.77
Humula	0.62	0.56	0.52
Tarcutta	2.01	2.97	2.18
Oura	2.30	1.50	1.54
Walbundrie/Rand	1.65	2.07	2.26
Morundah	0.42	0.28	0.50
Collingullie	2.66	3.73	3.84
SUB-TOTAL	10.49	12.53	11.61
TOTALS	685.48	748.09	763.64



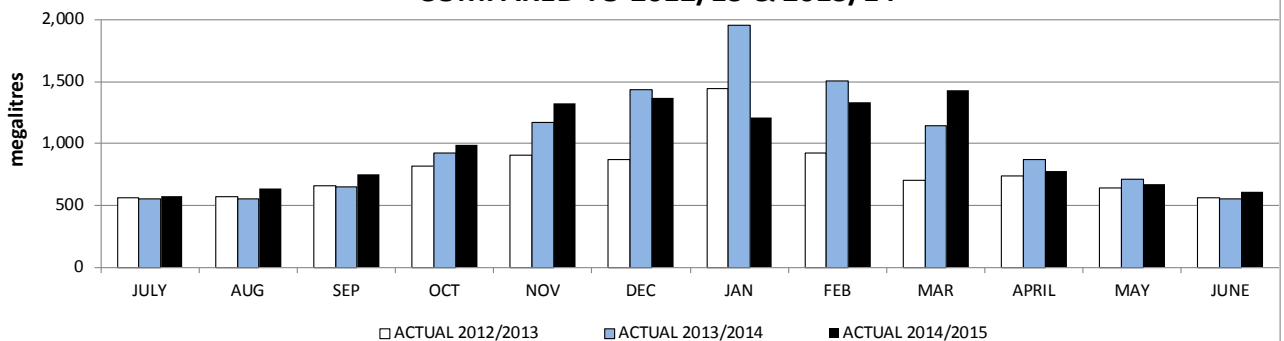
TOTAL CUMULATIVE WATER USED 2014/2015



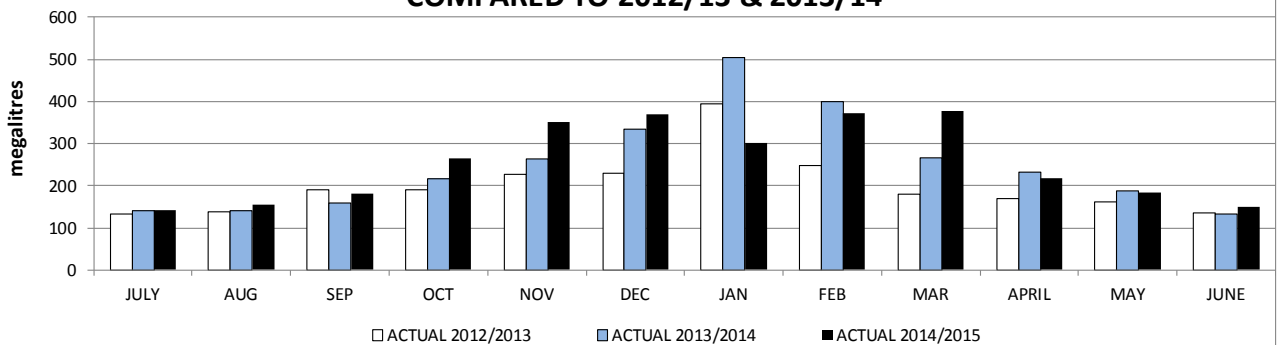
MONTHLY TOTAL WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



MONTHLY WAGGA WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



MONTHLY RURAL WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF JUNE 2015

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	23	2		17	6					29	2	5
Brucedale						1				1		
Currawarna												
Euberta												
Humula												
Ladysmith												1
Oura												
San Isidore					1							
Tarcutta				1						1		
The Gap												
Bulgary												
Collingullie				1	1							
French Park				1								
Lockhart			1		1							
Mangoplah												
Milbrulong												
Pleasant Hills	1											
The Rock			1	3								1
Uranquinty										1		
Yerong Creek										1		
Culcairn												
Henty												
Holbrook				5						4		
Morven												
Walbundrie												
Walla Walla										1		
Woomargama										1		
Boree Creek				1								
Morundah												
Oaklands												
Rand												
Urana										1		
TOTAL	24	2	2	29	9	1	0	0	0	40	2	7

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
10	Avon St	Tolland	100 AC	T/ Band Broken/Leaking	Yes	0:00	0	10
6	Buna St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
6	62 Brunskill Rd	Lake Albert	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	15
12	37 Buna St	Ashmont	100 AC	T/ Band Broken/Leaking	Yes	0:00	0	5
19	127 Main St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:45	12	20
19	125 Main St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:00	6	10
19	70 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	1:43	3	10
16	52 Cox Ave	Forest Hill	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
14	Bomen/Dampier	Bomen	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
24	34 Norfolk Cres	Lake Albert	100 AC	Tree Roots	Yes	0:00	0	10
21	5 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	3:00	23	5
21	5 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	1:45	23	5
21	70 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	5:30	3	10
20	73 Main St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	5:30	8	10
20	Main St & Daisy Vincent Dr	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	3:00	3	5
20	70 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	3:00	3	5
TOTALS						28:13	84	150
Total Breaks –		16	Breaks needing shut off -		9	Breaks affecting customers –		9

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	River Rd	The Gap	80 PVC	T/ Band Broken/Leaking	Yes	0:00	0	5
2	Lockhart Rd	The Rock	200 CI	Pipe Failure - Ground Movement	No	4:30	31	49
14	Swift St	Holbrook	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
15	The Rock Rd	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	15
13	18 Galore St	Lockhart	100 AC	Pipe Failure - Ground Movement	No	1:30	8	7
18	Read St	Uranquinty	100 BPVC	T/ Band Broken/Leaking	No	1:00	3	7
14	Vonarx Lane	Bruce Dale	40 PE	Pipe Failure (not specified)	Yes	0:00	0	5
22	Kyeamba St	Mangoplah	100 AC	Tree Roots	No	2:00	6	45
19	Tumbarumba Rd	Ladysmith	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
21	Flowerdale Rd	The Gap	100 WPVC	Pipe Failure (not specified)	No	2:30	5	5
21	Sturt Hwy	San Isidore	150 WPVC	Pipe Failure (not specified)	No	2:00	1	5
25	Mahonga Rd	Rand	100 AC	Tree Roots	Yes	0:00	0	0
TOTALS						9:00	54	163
Breaks needing					Breaks affecting			
Total Breaks – 12					shut off - 6 customers – 6			

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during June 2015 were:

Date	Location	Problem	Action Taken
2/06/2015	94 Yentoo Dr, Glenfield	Particles in water	Changed meter
2/06/2015	4 Yoogali Pl, Glenfield	Particles in water	Flushed. Water OK
9/06/2015	21 Bristol St, Collingullie	Dirty water	Flushed service & main
16/06/2015	21 Atherton St, Wagga	Dirt in water	WQ good
16/06/2015	59 Ferrier St, Lockhart	Dirty water	Flushed main & service
22/06/2015	14 Henschke Ave, San Isidore	Dirty/milky water	Flushed main & service
25/06/2015	22 Peter St, Wagga	Sediment in water	Flushed service
25/06/2015	24 Thorne St, Wagga	Dirty water	Mains flushed
25/06/2015	Fitzmaurice St, Wagga	Dirty water	Mains flushed
25/06/2015	Forum 6 Cinemas		
29/06/2015	Gap Hall Coolamin Rd, The Gap	Air in lines. Will call back if persists	Didn't call back

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during June 2015 include:

LOCATION	PROJECT	100	
		OPVC	DICL
Wagga Wagga	Bourkelands Stage 24	60	
Forrest Hill	Brunlea Park Stage 13		44
	TOTAL	60	44

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during June 2015 include:

LOCATION	PROJECT	100		150	200	450
		OPVC	DICL	OPVC	OPVC	DICL
Wagga Wagga	Southern Trunk					688
Bulgary	Raw Water Main				372	
Wagga Wagga	Mount Austin Ave			154		
Boree Creek	Mains Replacement	224	92			
	TOTAL	224	92	154	372	688

1.6 OTHER CONSTRUCTION

Other construction works during June 2015 include:

LOCATION OR PROJECT	WORK DONE
Bridge at Shanty Hotel	Supporting brackets for main
Wagga Wagga Depot Rising Main	Anchor 600mm bends

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during June 2015 include:

LOCATION OR PROJECT	WORK DONE
Morundah WTP	Replace alum dosing lines
Woomargama Reservoirs	Drain and clean
Humula Bore CWS	Drain and clean
Uranquinty HL Reservoir	Replace centre post & clean
Cotee Reservoir	Replace centre post & clean
Bulgary Aeration	Drain and clean
Collingullie WTP	Replace filter sand
Holbrook LL Reservoir	Remove internal ladder & install new FRP ladder
Milbrulong BT	Remove internal ladder & install new FRP ladder
Ladysmith HL Reservoir	Clean
Gregadoo Reservoir	Clean

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during June 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	82
Lake Albert	4
Estella	12
Bomen	2
Forest Hill	43
Lockhart	5
Holbrook	4
Henty	6
Yerong Creek	1
Pleasant Hills	9

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during June 2015:

Training or Programme	Number of Staff
Comms Connect	2
HC Licence	3
Confined Spaces Refresher	10
Confined Spaces - Full Course	2
Local Government Procurement	1
Backhoe/Excavator	2
Traffic Control - Orange Card	3

1.10 FLEET DISPOSALS

No fleet disposals made during June 2015.

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during June 2015.



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING JULY 2015

RECOMMENDATION That this report be received and noted.

- Works Report – July 2015

DIRECTOR OF ENGINEERING'S REPORTS TO AUGUST 2015 COUNCIL MEETING

12th August 2015

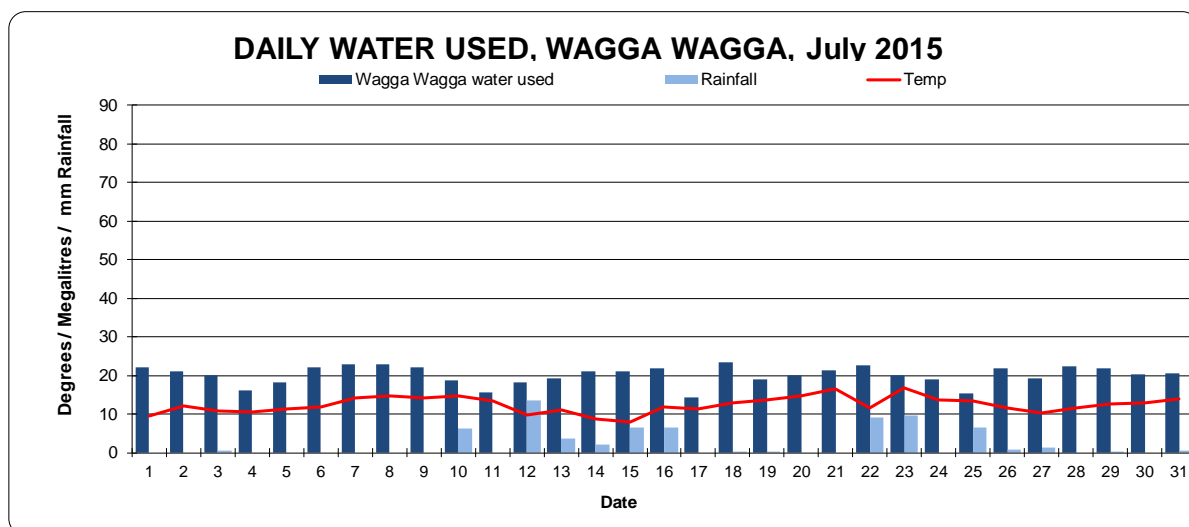
1 WORKS REPORT COVERING JULY 2015

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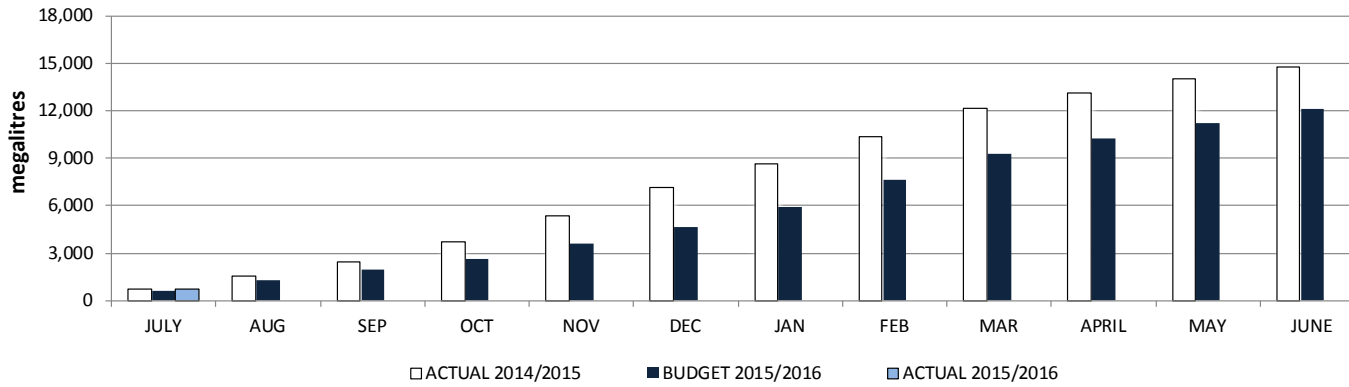
1.1 WATER SOURCED AND USED

July	2013	2014	2015
Rainfall	36.2	25.4	67.0
Wet Days	16	17	16
WATER SOURCED July 2015 (MI)			
North Wagga bores	146.38	159.89	159.81
West Wagga bores	191.28	171.64	28.29
East Wagga bores	291.29	333.07	488.70
Murrumbidgee River	0.00	0.00	0.00
SUB-TOTAL	628.95	664.60	676.80
Bulgary Bores	23.79	22.15	24.90
Urana Source	0.00	0.00	0.01
Ralvona Bores	16.90	19.87	14.61
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.86	0.73	2.21
SUB-TOTAL	42.55	42.75	41.73
Woomargama	1.29	1.30	0.96
Humula	0.56	0.57	0.52
Tarcutta	2.29	2.52	2.12
Oura	1.58	1.70	1.66
Walbundrie/Rand	2.18	2.40	2.14
Morundah	0.41	0.43	0.30
Collingullie	2.81	3.19	2.94
SUB-TOTAL	11.12	12.11	10.64
TOTALS	682.62	719.46	729.17

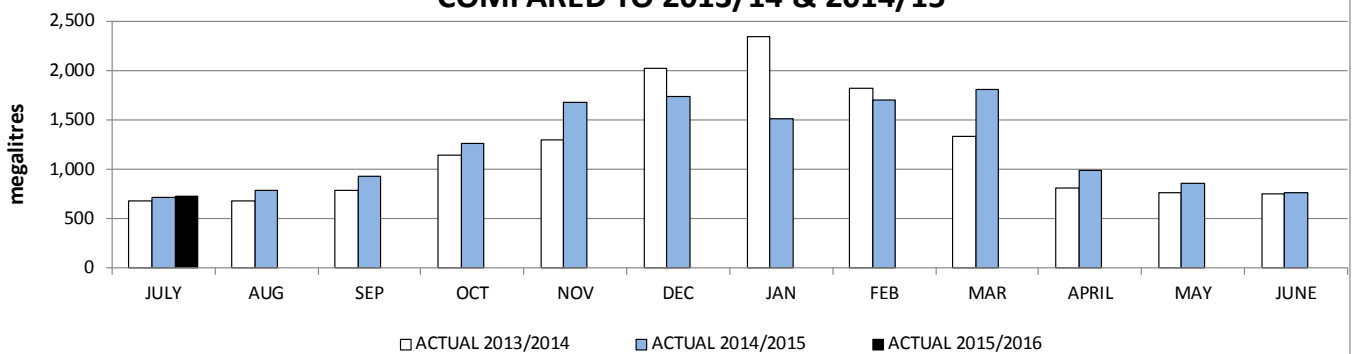
WATER USED July 2015 (MI)			
	2013	2014	2015
East Bomen	18.01	23.50	18.08
Estella	26.96	29.93	31.53
North Wagga	84.27	91.04	93.42
Wagga Wagga – Low Level	109.12	111.15	122.98
Wagga Wagga – High Level	272.43	287.18	293.12
Wagga Wagga – Bellevue Level	32.90	29.53	32.62
SUB-TOTAL	543.69	572.33	591.75
Ladysmith System	2.97	2.85	2.19
Brucedale Scheme	13.63	10.01	11.44
Currawarna Scheme	6.86	8.22	7.56
Rural south from Wagga Wagga	63.43	67.76	67.17
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	12.69	11.94	15.27
From Boree Crk to Urana and Oaklands	10.70	9.85	10.97
Holbrook	16.90	19.87	14.61
SUB-TOTAL	127.18	130.50	129.21
Woomargama	1.29	1.30	0.96
Humula	0.56	0.57	0.52
Tarcutta	2.29	2.52	2.12
Oura	1.58	1.70	1.66
Walbundrie/Rand	2.18	2.40	2.14
Morundah	0.41	0.43	0.30
Collingullie	2.81	3.19	2.94
SUB-TOTAL	11.12	12.11	10.64
TOTALS	681.99	714.94	731.60



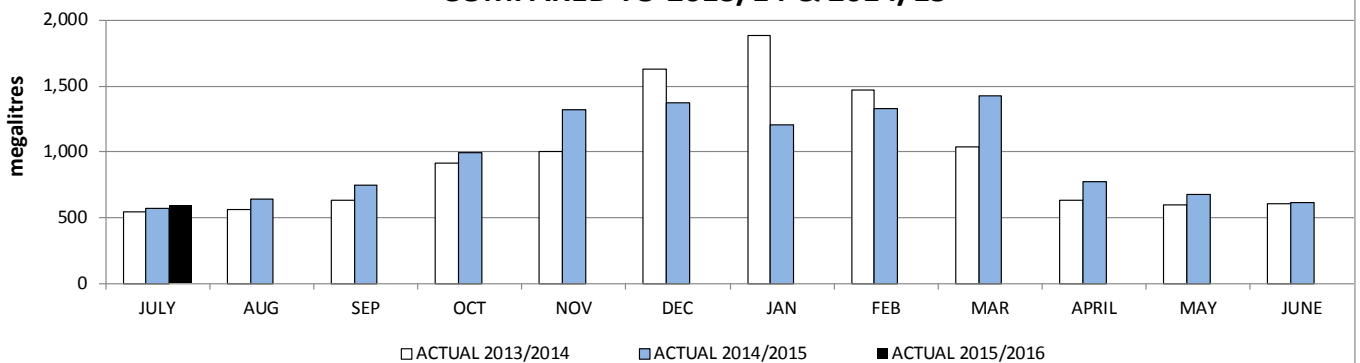
TOTAL CUMULATIVE WATER USED 2015/2016



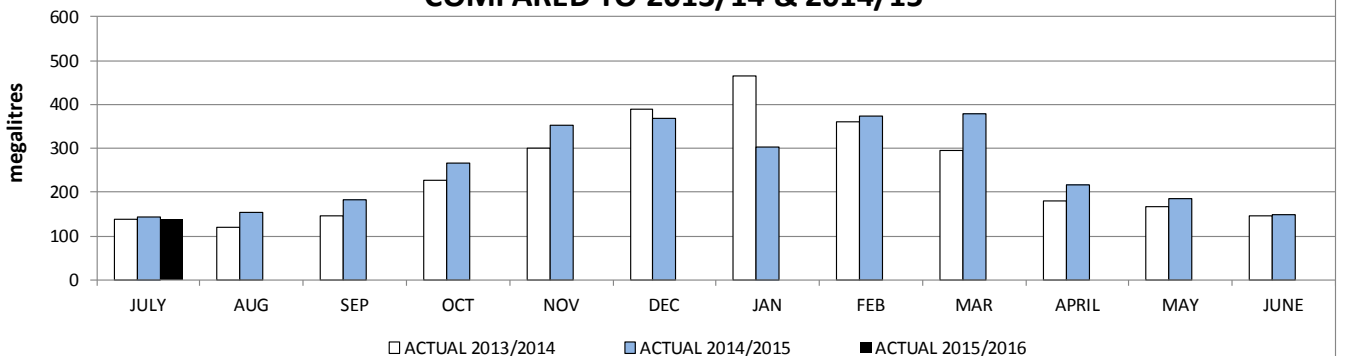
MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



MONTHLY WAGGA WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



MONTHLY RURAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF JULY 2015

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	32	2	2	21	8	8				22	1	4
Brucedale				1		1						
Currawarna												
Euberta												
Humula					1					1		
Ladysmith												
Oura										1		
San Isidore												1
Tarcutta										2		
The Gap				1		1						
Bulgary												
Collingullie												1
French Park												
Lockhart												
Mangoplah												1
Milbrulong												
Pleasant Hills												
The Rock				4								
Uranquinty												
Yerong Creek												
Culcairn												
Henty										1		1
Holbrook										1		
Morven												
Walbundrie										1		
Walla Walla												
Woomargama												
Boree Creek												
Morundah												
Oaklands				1								
Rand												
Urana												
TOTAL	32	2	2	28	9	10	0	0	0	29	1	8

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	50 Overdale Dr	Bourklands	150 WPVC	Pipe Failure - Ground Movement	No	1:30	28	10
4	13 Bedervale Dr	Wagga	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	1
5	Lake Rd/Boulevard	Koorinal	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
31	Morgan St (Freckle Flowers)	Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
3	East St	North Wagga	100 AC	Pipe Failure (not specified)	No	2:00	15	10
TOTALS						3:30	43	36
Total Breaks – 5					Breaks needing shut off - 2	Breaks affecting customers – 2		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	No	1:00	2	5
6	Chaplins Ln	The Rock	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	2
7	Napier St	Lockhart	200 AC	Tree Roots	No	5:30	0	80
6	Rohans Rd	Bulgary	32 PVC	Corrosion	Yes	0:00	0	6
8	Cambournes Ln	The Gap	32 PVC	Pipe Failure (not specified)	Yes	0:00	0	3
8	30 South St	Henty	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
4	River Rd	The Gap	80 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
13	Woomargama Way	Woomargama	80 AC	Tree Roots	No	2:30	8	2
15	Day St	The Rock	100 AC	Pipe Failure (not specified)	No	3:30	40	20
19	Olympic Hwy	Henty	200 AC	Pipe Failure - Ground Movement	No	2:30	0	1,500
21	China Town Lane	Walla Walla	75 AC	Pipe Failure - Ground Movement	Yes	0:00	0	23
21	Dunnings Rd	Bruce Dale	25 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
15	Paddock Below Res	The Gap	150 WPVC	Pipe Failure (not specified)	No	3:00	10	15
18	Gap Hall - Coolamon	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
22	Day St	The Rock	100 AC	Pipe Failure - Ground Movement	No	1:00	0	12
28	Mangoplah Rd	Yerong Creek	50 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	6
TOTALS						19:00	60	1,704
Total Breaks – 16					Breaks needing shut off - 7	Breaks affecting customers – 4		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during July 2015 were:

Date	Location	Problem	Action Taken
2/07/2015	Honeysuckle Pl, Lake Albert	Dirty water	Flushed main
2/07/2015	6 Honeysuckle Pl, Lake Albert	Stale & smells	Cl & turb within ADWG. Kitchen tap aerator dirty & cleaned
6/07/2015	10 Warrambie St, Glenfield	Flakes in water	Meter flushed
6/07/2015	10 Warrambie St, Glenfield	Slime & grit in water	Turb <5NTU. Origin of iron in water is unknown. No gal pipes Gal service causing discolouration. Flushed property taps. All within ADWG
8/07/2015	51 Nordlingen Dr, Tolland	Dirty water	Flushed main
20/07/2015	23 Tywong St, Ladysmith	Milky water	Flushed main
22/07/2015	Mate St, Humula	Replace sample point ball valve	New ball valve
27/07/2015	71 Simmons St, Wagga	Dirty water	Flushed service
29/07/2015	7 Wollundry Ave, Wagga	Dirty water	Flushed main
31/07/2015	23 Chaston St, Wagga	Dirty water	Flushed main & service
28/07/2015	Cnr Shaw/Dalton St, Wagga	Dirty water	Flushed service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during July 2015 include:

LOCATION	PROJECT	100		150	200	375	450	600
		OPVC	DICL	DICL	OPVC	DICL	DICL	DICL
Wagga Wagga	Bourkeland Stage 24A	270			234			
Wagga Wagga	Depot Rising Mains					38.5		77
Wagga Wagga	Realign Mains for Treatment Plant		133				75	133
Kapooka	Southern Trunk						422	
The Rock	Mangoplah P/House Suction Main			216				
	TOTAL	270	133	216	234	38.5	497	210

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during July 2015 include:

LOCATION	PROJECT	150	
		OPVC	DICL
Wagga Wagga	Mount Austin Ave	90	6
	TOTAL	90	6

1.6 OTHER CONSTRUCTION

Other construction works during July 2015 include:

LOCATION OR PROJECT	WORK DONE
Docker St (Specialist Consulting Rooms)	100mm Fire Service
Chaston St (Specialist Consulting Rooms)	150mm Fire Service

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during July 2015 include:

LOCATION OR PROJECT	WORK DONE
West Wagga Bore No. 5	Treated bore hole, re-instated and commissioned pump
West Wagga Water Treatment Plant	Faulty PLC - Installed new codes and modified controls
East Bomen No. 2 Reservoir	Replaced level transducer
Lockhart High Lift No. 1	Overhauled
Lockhart High Lift No. 2	Overhauled
Bulgary Water Treatment Plant	Overhauled silica dosing pump
Morundah Water Treatment Plant	Overhauled alum dosing pump
Tarcutta Water Treatment Plant	Overhauled hypo dosing pump
Pleasant Hills Pump Station	Installed service water testing point
Hammond Avenue Depot	Relocation of fitters to new workshop

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during July 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	45
Lake Albert	5
Estella	15
Bomen	1
Forest Hill	8
Lockhart	6
Holbrook	2
Henty	1
Yerong Creek	-
Pleasant Hills	-

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during July 2015:

Training or Programme	Number of Staff
Backhoe/Excavator	3
WC Licence - Dogging	4
Confined Space Refresher	10
LG Procurement CIV	1

1.10 FLEET DISPOSALS




No fleet disposals made during July 2015.

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during July 2015 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
341	3	Wagga Motors	Extra cab with tray	Isuzu D-Max	\$29,062
308	3	Wagga Motors	Extra cab with tray	Isuzu D-Max	\$29,062

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

MAJOR PROJECTS 2015/16 (> Over \$100,000) - July 2015

Description	2015/16 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Land & Buildings for Admin, Depot & Workshops			
Store Building Hammond Ave - Urban	\$10,000	\$2,978,970	Progressing well however wet weather has resulted in some delays in construction
Access, parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$1,500,000	\$44,604	Detailed design continuing on bank stability near existing sludge plant
Alternate access Hammond Ave - Urban	\$480,000	-	Negotiations continuing with land owners
PLANT & EQUIPMENT			
IT Equipment			
Corporate IT software upgrade/improvements - Urban	\$270,500	\$69,928	Ongoing
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,043,000	\$357,330	Ongoing
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$150,000	\$10,962	Migration to ClearSCADA telemetry software is 90% completed. Obtaining design and costings to establish telemetry radio repeater site

SOURCES			
Bores-renew/refurbish/decommission			
Oura Bore 2 Replacement (or WTP upgrade)	\$180,000		Reassigning expenditure to Collingullie Bore 1 reline due to recent maintenance inspection of its mild steel casing. Obtained quotation and scheduling works
TREATMENT PLANTS			
Treatment Plant Refurbishments			
WTP Stage 1 - Urban	\$30,000,000	\$32,433,762	Contract awarded to UGL. Work commenced on site
WTP ancillary works - Urban	\$0	\$122,532	Relocation of pipes required for WTP construction is underway
Urana WTP replacement - Non-Urban	\$373,000	\$17,071	Design 95% complete
Woomagama WTP - Non-Urban	\$120,000	-	Not Started
RESERVOIRS			
New/Replacement Reservoirs			
Collingullie Reservoir Upgrade - Non-Urban	\$300,000	\$28,056	Design documentation 95% complete
Shires Reservoir Relocation - Non-Urban	\$1,300,000	\$13,608	Survey completed and land acquisition continuing
Morundah 130kL Replacement - Non-Urban	\$320,000	-	Design and tender specification being finalised
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$150,000	-	On-going
Reticulation for Developers (in. other extensions)			
Reticulation for Developers - Urban	\$800,000	\$44,204	On-going
Trunk Mains Extensions			
Gregadoo Rd to Lloyd Rd - 250mm (subject to network analysis) - Urban	\$180,000	-	Not started

Renew Reticulation Mains			
Renew Reticulation Mains - Urban	\$400,000	\$7,500	On-going
The Gap / Brucedale System - Urban	\$100,000	-	Not started
Beckwith St - Urban	\$100,000	-	Not started
Renew Trunk Mains			
Bomen Trunk Main B (north of river) - Urban	\$300,000	-	Not started
Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$1,050,000	\$299,159	In progress
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	\$643	Not started
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$600,000	\$39,600	On-going
Service Connections, new - Non-Urban	\$100,000	\$3,979	On-going
Renew Services			
Renew Services - Urban	\$120,000	-	On-going
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$17,269	On-going
Remote Metering			
Remote metering - Urban	\$250,000	-	On-going



Bede Spannagle
DIRECTOR OF ENGINEERING

3. ANNUAL REPORT STATISTICS FOR 2014/2015

RECOMMENDATION: That the Director of Engineering's Report covering 2014/2015 annual statistics be accepted and the contents noted.

- Annual Statistics for 2014/2015

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING SEPTEMBER 2015

2nd September 2015

3. ANNUAL REPORT STATISTICS FOR 2014/2015

RECOMMENDATION: That the Director of Engineering's Report covering 2014/2015 annual statistics be accepted and the contents noted.

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

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

Table 3.1.1 - Water Sourced:

	2011/2012	2012/2013	2013/2014	2014/2015
Rainfall (mm)	853	427	453.80	458
Wet Days	121	97	125	87
	Megalitres	Megalitres	Megalitres	Megalitres
North Wagga bores	2011	2389	2495	2,512
West Wagga bores	4400	5410	4550	4,956
East Wagga bores	1892	3397	4027	3,930
Murrumbidgee River	2505	2524	2400	2,121
TOTAL WAGGA SOURCES	10,808	13,721	13,472	13519
Bulgary Bores	412	494	470	496
Urana Channel	28	45	43	52
Ralvona Bores	220	285	300	301
Walla Walla Bores	91	146	185	183
Goldenfields Water Supply System	28	34	56	32
TOTAL RURAL SOURCES	778	1,005	1053	1062
Woomargama	11	17	19	16
Humula	8	10	10	9
Tarcutta	35	41	48	45
Oura	37	48	39	34
Walbundrie	33	34	36	40
Rand	0	0	0	0
Morundah	8	10	8	10
Collingullie	51	68	66	73
TOTAL INDEPENDENT SOURCES	184	227	225	225
GRAND TOTALS	11,769	14,954	14750	14808
PROPORTION FROM SURFACE	21.7%	17.7%	16.7%	14.8%
PROPORTION FROM GROUNDWATER (BORES)	78.3%	82.3%	83.3%	85.2%

2014 / 2015 WATER SOURCED

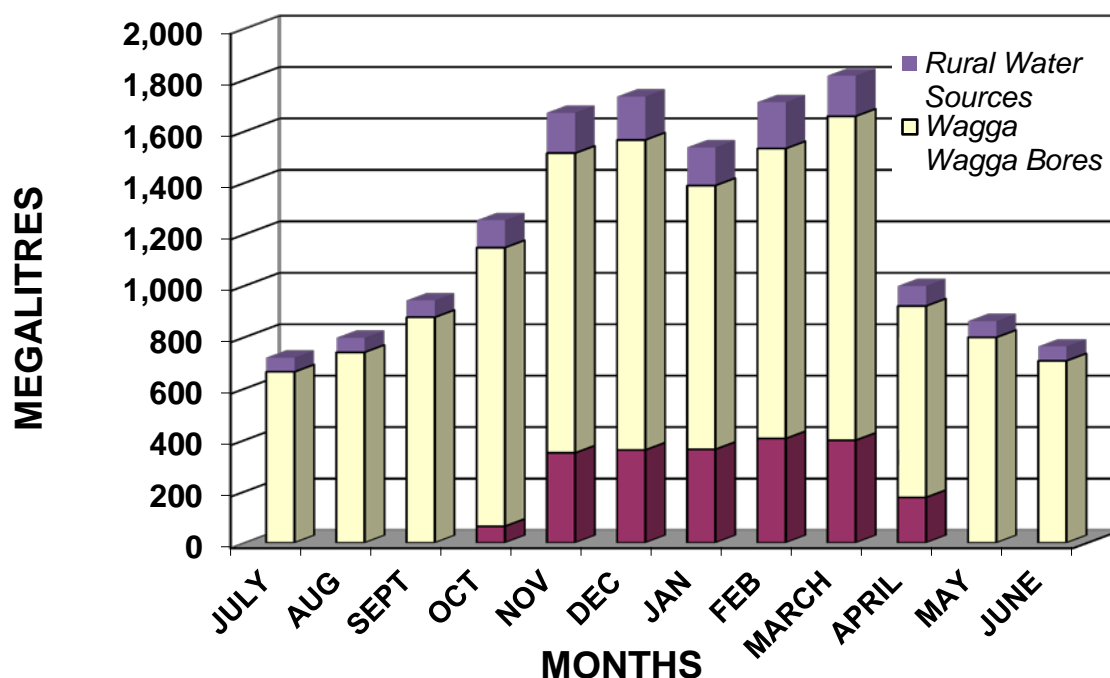
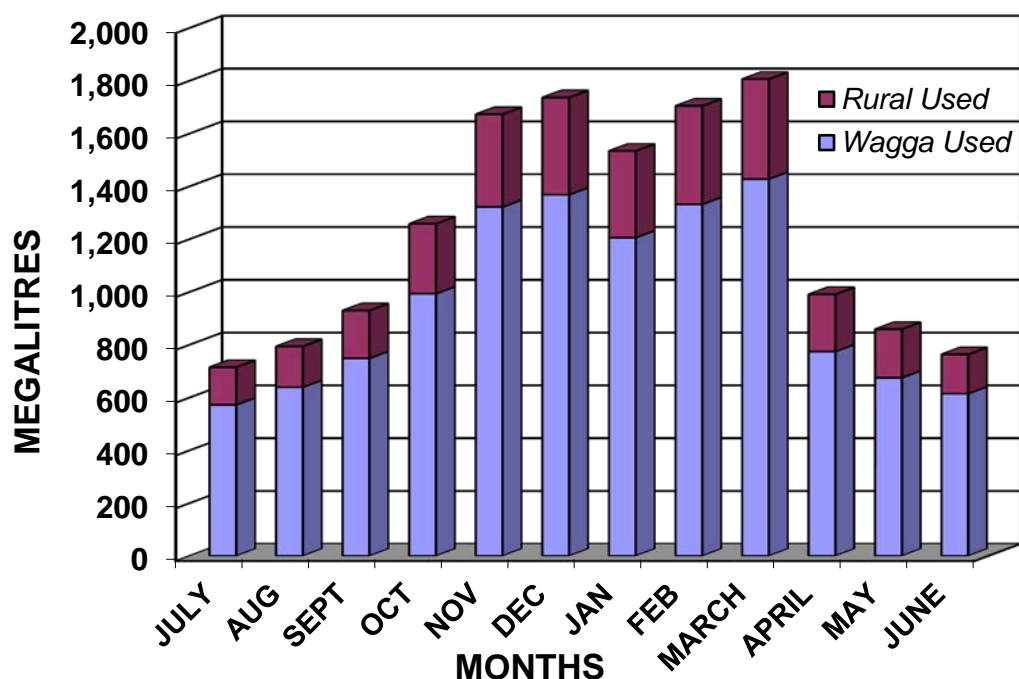


Table 3.1.2 – Water Treated:

	MEGALITRES TREATED			
	2011/2012	2012/2013	2013/2014	2014/2015
East Bomen	191	260	285	291
Estella	513	720	736	729
North Wagga	1002	1023	990	1,150
Wagga Wagga – Low Level	2120	2163	1,960	2,004
Wagga Wagga – High Level	4990	6934	6,474	6,628
Wagga Wagga – Bellevue Level	569	868	782	869
SUB-TOTAL	9,385	11,967	11,226	11672
Ladysmith	47	63	67	62
Brucedale	189	250	243	246
Currawarna	123	166	162	152
Rural south from Wagga Wagga	1091	1337	1,151	1,368
Rural from Walla Walla Bore	91	146	185	183
Milbrulong, Lockhart and Boree Creek	212	264	267	322
Urana and Oaklands	204	249	218	231
Holbrook	220	285	283	301
SUB-TOTAL	2,177	2,762	2,576	2865
Woomargama	11	17	17	16
Humula	8	10	9	9
Tarcutta	35	41	45	45
Oura	37	48	37	34
Walbundrie	33	34	33	40
Rand	0	0	0	0
Morundah	8	10	8	10
Collingullie	51	68	64	72
SUB-TOTAL	184	227	214	227
TOTAL	11,746	14,956	14,016	14,765
AVERAGE RESIDENTIAL CONSUMPTION				
Urban (Wagga Wagga)	251	337	311	308
Non-Urban (Townships and rural)	327	406	390	384

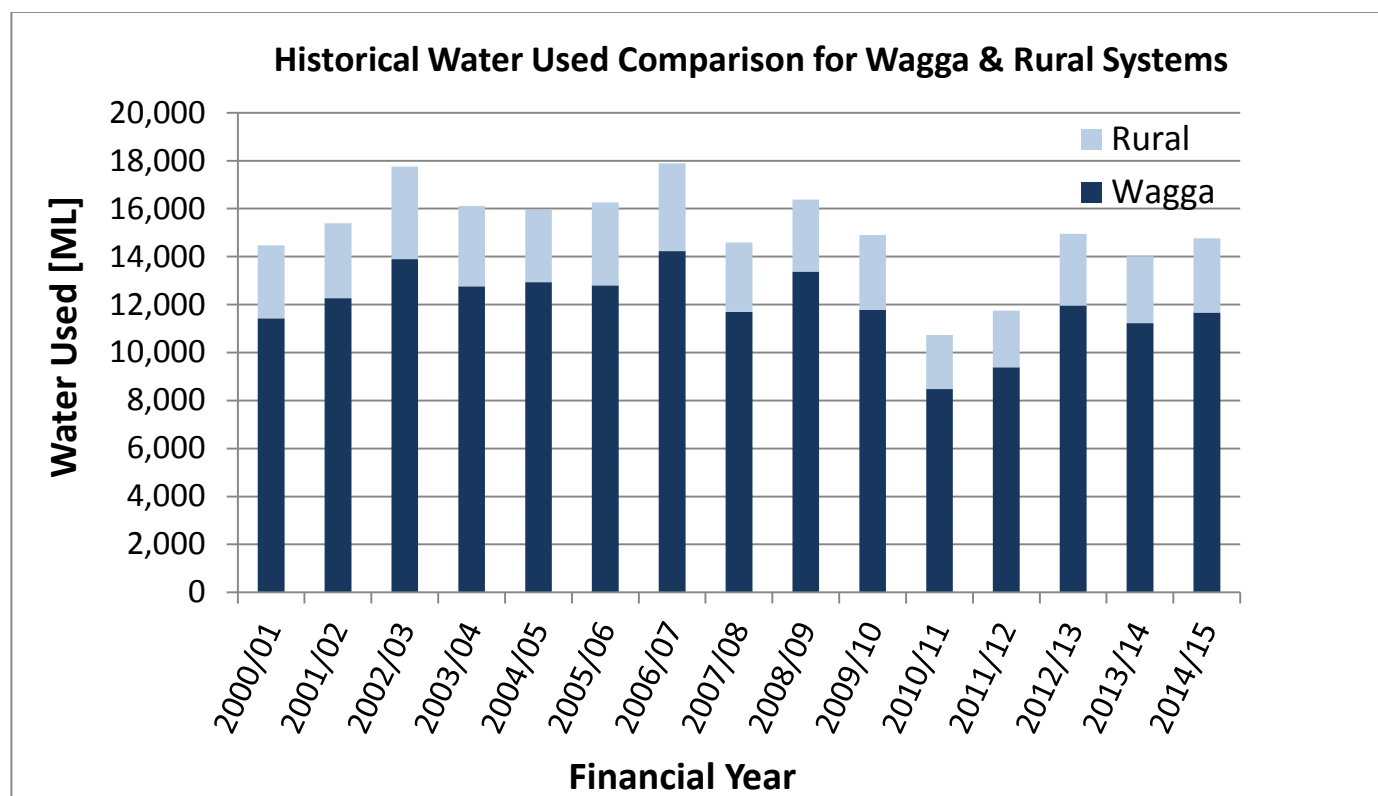
2014 / 2015 WATER TREATED



The full year's total treated water production of 14,765 megalitres is an increase of 5.1% on 2013/14 year's volume of 14,016 megalitres. Total monthly treated water production peaked at 1,806 megalitres in March 2015 compared to 2,343 megalitres in January 2014. The maximum Wagga Wagga peak 24-hour demand was 71.9 megalitres (recorded up to 9am on 22nd December 2014), compared to 89.3 megalitres (recorded up to 9am on 15th January 2014).

The 2014/15 rainfall was 458mm (over 87 wet days), compared to 2013/14 rainfall of 454mm (over 125 wet days). Note: the 74 year average rainfall in Wagga Wagga is 570.3mm (derived from historical BoM data).

Graph – Historical Water Used Comparison for Wagga & Rural Systems

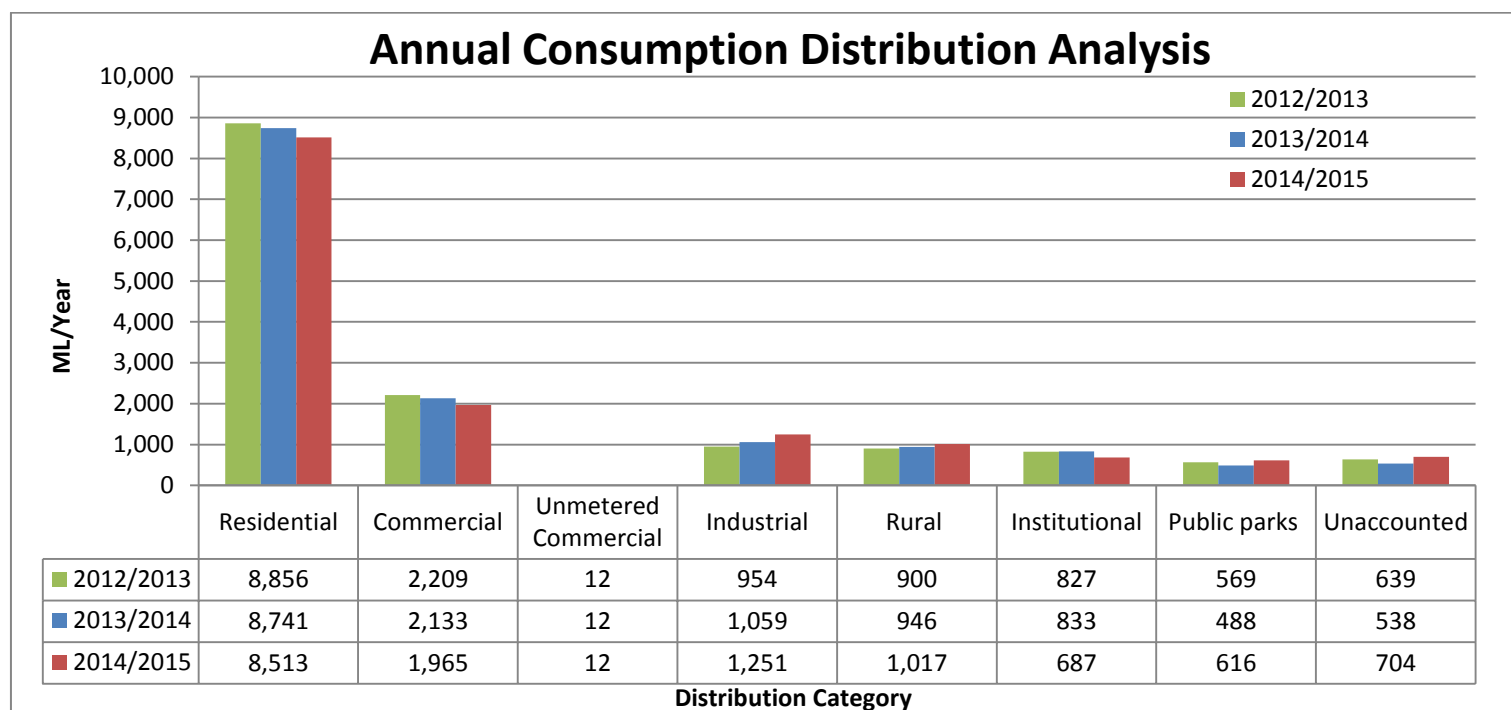


Distribution

Table 3.2.1 – Annual Distribution Analysis

	2013/2014		2014/2015		% change from previous year
	Consumption	Percentage	Consumption	Percentage	
	(MI)		(MI)		
Residential	8,741	59.47%	8,513	57.66%	-2.68%
Commercial	2,133	14.51%	1,965	13.31%	-8.55%
Commercial Unmetered	12	0.08%	12	0.08%	0.00%
Industrial	1,059	7.21%	1,251	8.47%	15.35%
Rural	946	6.44%	1,017	6.89%	6.98%
Institutional	833	5.67%	687	4.65%	-21.25%
Public parks	488	3.32%	616	4.17%	20.78%
Unaccounted (Including flushing, firefighting, unmetered use)	485.954	3.31%	704	4.77%	30.97%
	14,698	100.00%	14,765	100.00%	0.45%

Graph – Annual Consumption Distribution Analysis



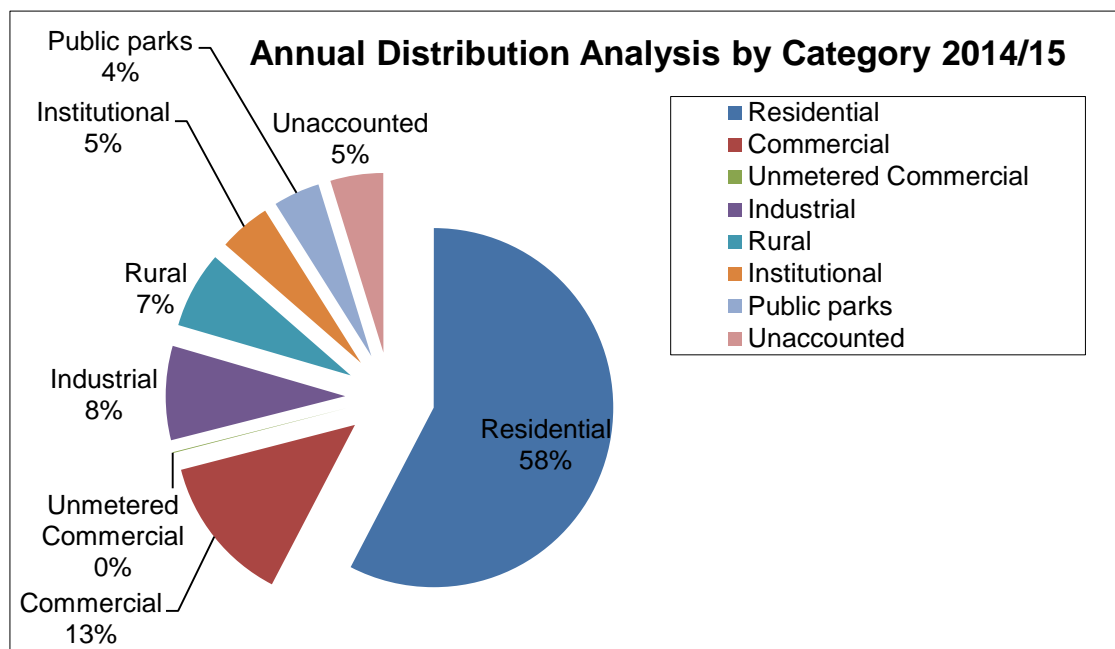
Note: There have been no bulk sales in recent years. In previous years the military establishments were bulk sales; these are now classified as commercial.

Given there has been less wet days and rainfall in 2014/15 compared to 2013/14, it's been noted that the residential and commercial consumptions have reduced by 2% and 8% respectively.

This may be attributed to:

- Increase in the number of rural and urban water main bursts may have attributed to the increase of unaccounted water.
- Significant water main commission requiring super chlorination and flushing (Rural mains along Olympic Highway, realignment of Wagga Low Level rising main along Hammond Avenue)
- Water restrictions placed on Southern Trunk customers during summer peak to allow for works to be completed.

Graph – Annual Distribution Analysis by Category 2014/15



New Customers

New consumers were connected at the various centres listed below:

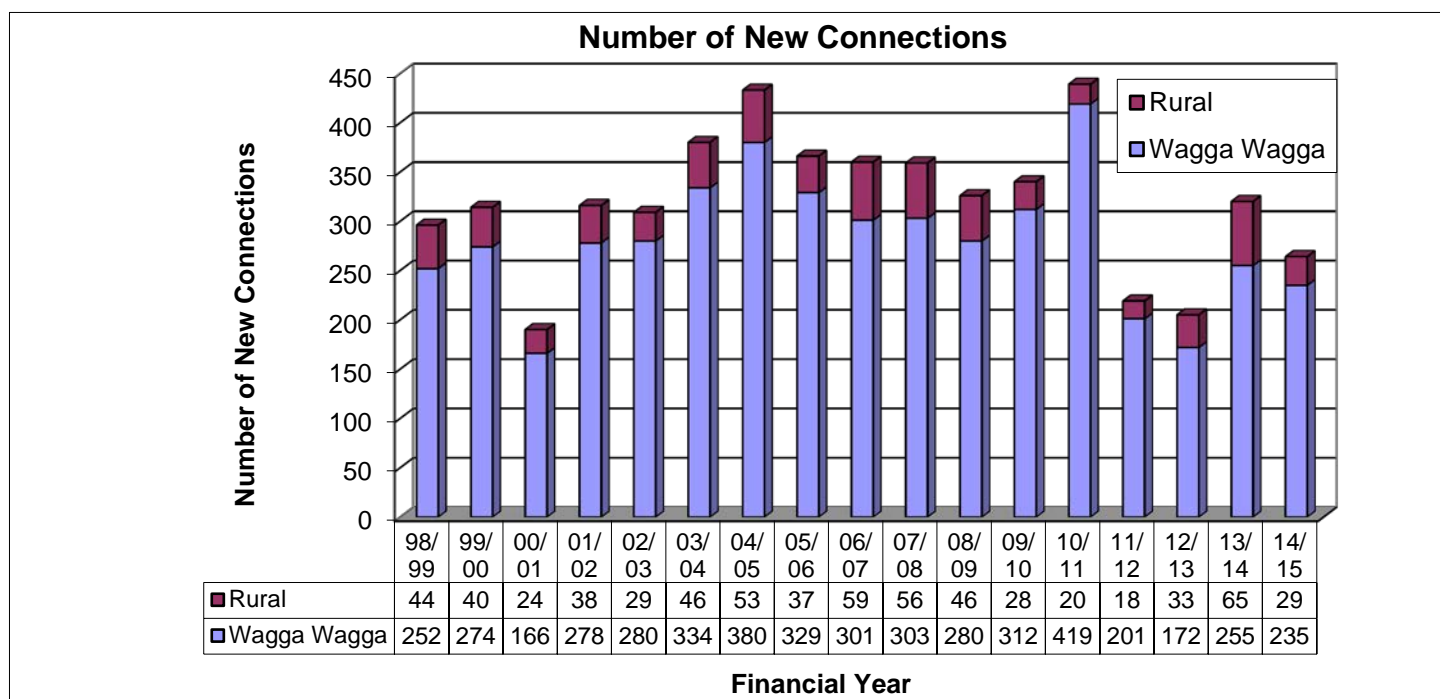
Table 3.2.2 – New Customers

LOCATION	NUMBER CONNECTED					
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Bidgeemia						
Boree Creek	1					
Bruceedale-The Gap		2	1	1		1
Bulgary					1	
Collingullie	2				1	
Coorabin						
Culcairn						
Currawarna		1	2	1		1
Forest Hill					24	
French Park					4	
Henty	3	1	1	3	5	
Holbrook	4	5		8		2
Humula					2	
Ladysmith	2		6		6	1
Lockhart	2	1		7		4
Mangoplah	1			1		
Milbrulong						
Morundah						
Morven		3		1	2	2
Oaklands	2	1			3	
Oura			2	1		2
Pleasant Hills	1			2	1	1
Rand						
San Isidore						
Tarcutta	1					1
The Rock	2	1	1		4	1
Urana	1				1	
Uranquinty	3	3	3	2	8	4
Wagga Wagga	312	419	201	172	255	235
Walbundrie				1		
Walla Walla	1	1	1	3	2	3
Woomargama					1	4
Yerong Creek	2	1	1	2		2

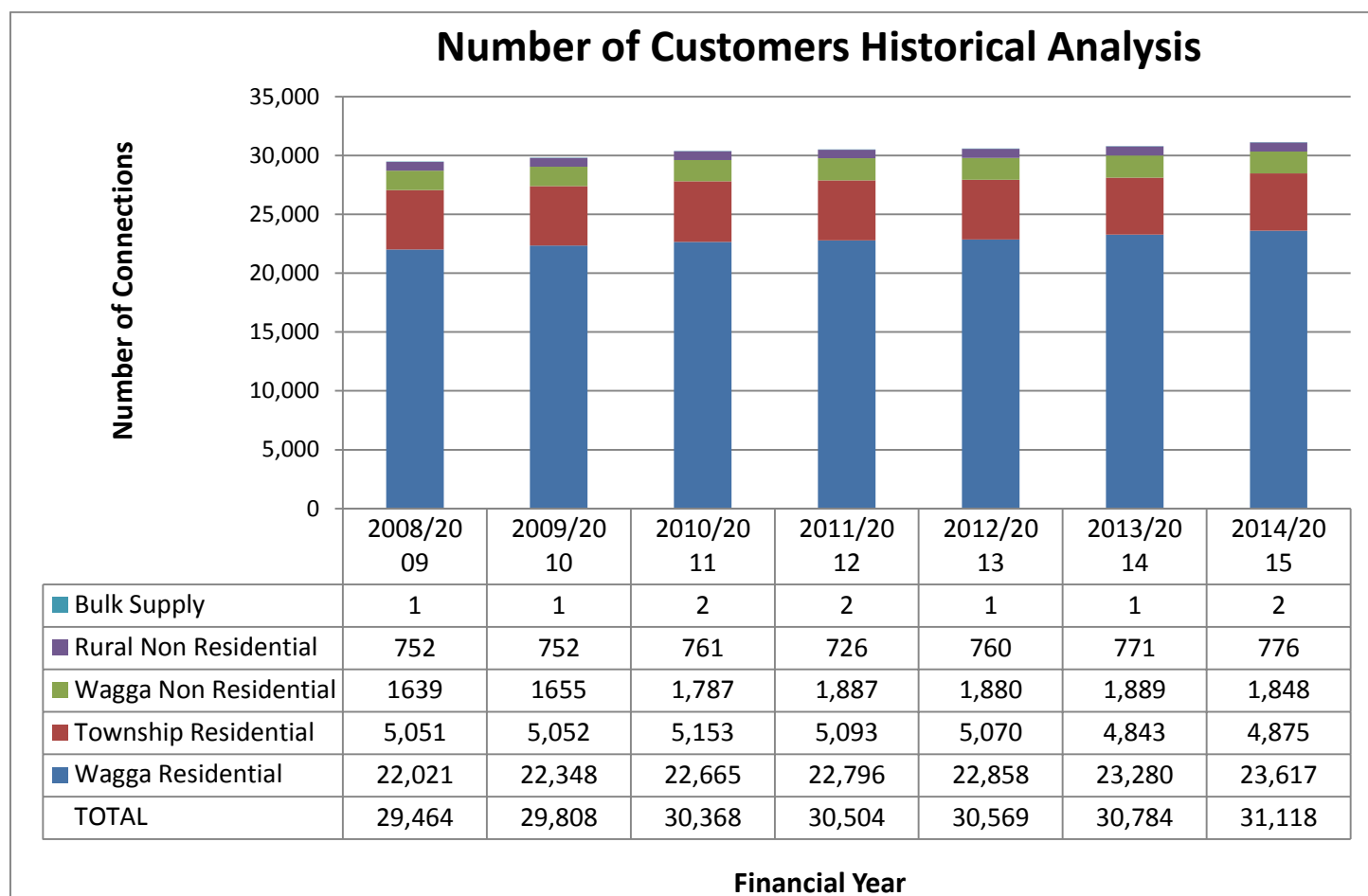
LOCATION	NUMBER CONNECTED					
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
TOTALS	340	439	219	205	320	264

Total customers at 30th June 2015: 31,118

Graph – Number of New Connections 1998/99 to 2014/2015



Graph – Number of Customers Historical Analysis



The data shows a reduction of township residential connections, but this is an anomaly, as a number have been re-classified to Wagga residential or non-residential based on Wagga Wagga City Council data. The overall growth in total customers was still positive at 0.7% for the year. The long term growth rate has averaged 1.2% per annum over the past 7 years.

3.2. Plant & Motor Vehicles

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

YEAR	TOTAL KILOMETRES	NUMBER OF VEHICLES	AVERAGE KILOMETRES PER VEHICLE
2009/2010	1,240,820	65	19,090
2010/2011	1,262,931	62	20,370
2011/2012	1,092,224	61	17,905
2012/2013	1,113,376	62	17,958
2013/2014	997,874	58	17,205
2014/2015	1,104,040	65	16,985

Table 3.3.2 - Vehicle disposals and purchases made in 2014/2015:

EXISTING VEHICLE					
VEHICLE NO.	DESCRIPTION	VEHICLE TYPE	MAKE & MODEL	YEAR	KMS
290	The Rock Operator	4WD Extra Cab with Tray	Ford Ranger	2012	115,260
293	Urana Operator	4WD Extra Cab with Tray	Ford Ranger	2012	110,540
256	Assist. Operations	4x4 Extra Cab with Tray	Ford Ranger	2010	77,130
258	Welders	4x4 Dual Cab with Tray	Isuzu D-Max	2010	71,940
309	Water Quality	SUV Wagon	Hyundai Santa-Fe	2013	81,438
268	Electrical Supervisor	Small Hatch	Volkswagon Golf	2010	54,329

DISPOSAL DETAILS		
VEHICLE NO.	METHOD	PRICE EXC. GST
290	Auction – 27/08/2014	\$23,455
293	Auction – 27/08/2014	\$23,818
256	Auction – 07/01/2015	\$15,545
258	Auction – 14/01/2015	\$20,727
309	Auction – 14/01/2015	\$27,091
268	Auction – 04/02/2015	\$15,455

VEHICLE ACQUISITION				
TENDERS RECEIVED	ACCEPTED TENDERER	VEHICLE TYPE	MAKE & MODEL	PRICE EXC. GST
5	Hillis Ford	4WD Extra Cab with Tray	PX Ranger	\$29,921
5	Hillis Ford	4WD Extra Cab with Tray	PX Ranger	\$29,921
5	Norwood	4x4 Backhoe	JCB 3CX	\$146,650
5	Capital Equipment	3t Excavator	Kobelco	\$51,364
4	Wagga Motors	4x4 Extra Cab with Tray	Isuzu D-Max	\$29,097
4	Wagga Motors	4X4 Dual Cab Ute	Isuzu D-Max	\$32,873
4	Wagga Motors	4X4 Dual Cab with Tray	Isuzu D-Max	\$29,655
6	Wagga Motors	SUV Wagon	Hyundai Santa Fe	\$35,450
3	Capital Equipment	Trailer for Excavator	Surweld	\$12,000
3	Hillis Ford	4x4 Extra Cab Ute	PX Ranger	\$33,034

3.3. Pipeline Losses

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

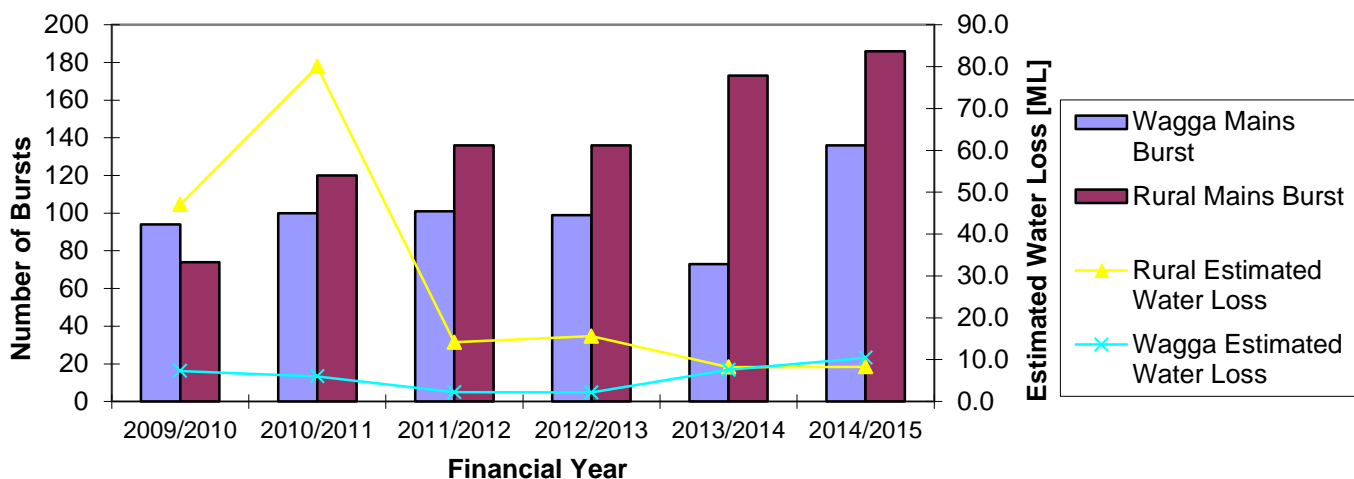
Table 3.4.1 - Monthly analysis of pipeline breaks and rainfall for July 2014 - June 2015:

MONTH	RAINFALL (Wagga Wagga AMO)	WET DAYS (>1.0mm)	WAGGA MAIN BREAKS	WAGGA MAIN LOSSES (kl)	RURAL MAIN BREAKS	RURAL MAIN LOSSES (kl)
Jul-14	25.4	15	18	55	21	198
Aug-14	9.8	4	11	1207	8	60
Sep-14	36.8	6	11	117	11	260
Oct-14	20.4	4	6	945	19	726
Nov-14	45.6	4	7	91	8	169
Dec-14	27.8	11	7	60	9	163
Jan-15	93.6	9	9	148	28	369
Feb-15	13.6	3	19	605	18	202
Mar-15	1.8	5	11	266	21	321
Apr-15	57.8	11	13	115	18	291
May-15	25.4	7	8	56	13	100
Jun-15	100	8	16	150	12	163
TOTALS	458	87	136	3815	186	3022

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

YEAR	WAGGA WAGGA		RURAL	
	BURST MAINS	ESTIMATED LOSS KL	BURST MAINS	ESTIMATED LOSS KL
2009/2010	94	7.3	74	47.1
2010/2011	100	6.0	120	80.0
2011/2012	101	2.2	136	14.1
2012/2013	99	2.1	136	15.6
2013/2014	73	7.6	173	8.2
2014/2015	136	10.5	186	8.3

Annual Mains Bursts and Estimated Water Losses for Wagga and Rural



3.4. Mains Construction

Table 3.5.1 – Pipes Laid – New & Extensions – Size, length (metres) and location of all watermains constructed during 2014/2015:

[illegible]

Lloyd - Stage 2	Mar-15					150		230									380.0
Eureidin Lane	Apr-15						104										104.0
Estella - Stage 12	Apr-15					220											220.0
Estella - Stage 12	Apr-15					320		180									500.0
Governors Hill	Apr-15					117				468							585.0
Estella Rise - Stage 3A	May-15					490				200							690.0
Bourkelands - Stage 24A	May-15						38.5				33						71.5
RWCC Depot, Wagga Wagga	May-15						48		136								184.0
Bourkelands - Stage 24	Jun-15					60											60.0
Brunslea Park - Stage 13	Jun-15						44										44.0
Total Wagga New		0	0	0	0	3736	876	1163	289.5	1270	153	206	48	0	0	0	7741.5

NEW MAINS - RURAL	Month	32 PE	40 PE	50 PE	63 PE	100 OPVC	100 DICL	150 OPVC	150 DICL	200 OPVC	200 DICL	300 OPVC	300 DICL	375 DICL	450 DICL	600 DICL	All Sizes
Herriot St, Morven	Jul-14					24											24
Bullenbong	Apr-15					1000											1000
Total Rural New		0	0	0	0	1024	0	0	0	0	0	0	0	0	0	0	1024
TOTAL NEW MAINS		0	0	0	0	4760	876	1163	289.5	1270	153	206	48	0	0	0	8765.5

Table 3.5.2 - Pipes Laid – Renewed mains – Size, length (metres) and location of all water mains replaced during 2014/2015:

RENEWED MAINS - WAGGA WAGGA	Month	32 PE	40 PE	50 PE	63 PE	100 OPVC	100 DICL	150 OPVC	150 DICL	200 OPVC	200 DICL	300 OPVC	300 DICL	375 DICL	450 DICL	600 DICL	All Sizes
Southern Trunk Main	Jul-14														400		400
Southern Trunk Main	Aug-14														967		967
Hammond Ave	Sep-14															132	132
Southern Trunk Main	Sep-14														904		904
Southern Trunk Main	Oct-14	460	780	120	199										268.5		1827.5
Hammond Ave	Oct-14															60.5	60.5
Hammond Ave	Nov-14													11	6		17
Turners Quarry	Nov-14		80														80
Hammond Ave	Dec-14															22	22
Southern Trunk Main	Jan-15														124		124
West Wagga Pump House	Jan-15														10		10
Hammond Ave	Jan-15													215			215
Hammond Ave	Feb-15													22			22
Mountain View to Walla Walla	Feb-15					5018	30										5048
Southern Trunk Main	Feb-15														920		920
Southern Trunk Main	Mar-15								55						334		389
Southern Trunk Main	Apr-15														246		246
Southern Trunk Main	May-15														654		654
Southern Trunk Main	Jun-15														688		688
Mount Austin Ave	Jun-15							154									154
Total Wagga Renewed		460	860	120	199	5018	30	154	55	0	0	0	0	248	5522	214.5	12880

[illegible]

Morven Trunk Main	Dec-14							2112									2112
Morven Trunk Main	Jan-15							1058									1058
Bulgary Rising Main	Mar-15									888							888
Bulgary Rising Main	Apr-15									3342							3342
Bulgary Rising Main	May-15									4090	66						4156
Boree Creek	May-15					622	90										712
Bulgary Rising Main	Jun-15									372							372
Boree Creek	Jun-15					224	92										316
Total Rural Renewed		0	0	0	0	1914	248	4232	33	8692	66	0	0	0	0	0	15185
TOTAL MAINS RENEWED		460	860	120	199	6932	278	4386	88	8692	66	0	0	248	5522	214.5	28065

**Table 3.5.3 – Water main constructed 2008 to June 2015 (metres)
(New & Replacement)**

Diameter ID	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
25mm	65						
32mm	300				300	26	460
40mm				1,150			860
50mm		1,590		2,435			120
63mm		192	1,540	2,690			199
80mm			30				
90mm							
100mm	5,843	3,670	2,665	10,147	813.5	3544.5	12,846
150mm	2,787	5,435	829	2,021	1469	1955	5,927
200mm	12,038	21,655	5,415	2,497	293	1048.5	10,181
250mm		450	851	1,099	519	991.5	
300mm						391.5	254
375mm		480	247		4	239	248
400mm							
450mm					563	27	5522
500mm				39			
600mm			554	39			215
WAGGA (all sizes)	8,780	10,248	4,762	14,048	5,979	6,260	20,623
RURAL (all sizes)	15,672	23,224	7,367	8,102	1,213	1,963	16,209
TOTALS (metres)	24,452	33,472	12,129	22,150	7,192	8,223	36,832
Total length of main in the system – 1,726km							

3.5. Staff Movements

Table 3.6.1 - Staff Movements during 2014/2015

	Admin	Engineering	Waterworks	Depot Base	Rural	Totals
Perm.June 2014	10	10	21	41	7	89
Temp.June 2014	1	3				4
TOTAL June 2014	11	13	21	41	7	93
Retired			2			
Resigned						
Terminated						
Appointed		1	1			
Casual				4		4
Internal Transfer						
Transfer to Perm.						
Temp. Appointed						
Temp.Terminated	1					
Perm.June 2015	10	11	20	41	7	89
Temp.June 2015		3				
TOTAL June 2015	10	14	20	45	7	96

Table 3.6.2 - Training Undertaken 2013/2014

TRAINING COURSE	NUMBER OF
First Aid Refresher Training	37
Sedimentation/Clarification Training	1
WTO Training Part 1 - Chemical Dosing	2
Working Near Overhead Powerlines	13
HACCP Review Training	10
3D Civil Training	1
Truck Licence - HR	2
Work Safely at Heights Training	11
Confined Spaces Refresher Training	33
WSAA Conference - 3 Days	1
Rail Worker Medicals	3
Fire Extinguisher Training	11
Access Rail Corridor Training	5
Fluoride Operator Training	1
Handling Difficult People Training	20
Contract Law & Contract Administration Training	8
First Aid Training	1
Laboratory Skills	2
Rail Protection Officer - PO1	3
Blue Green Algae Training	1
Trench Support - Refresher	7
Trench Support - Training	3
Drinking Water Guidelines	6
Staff Consultative Committee Training	15
FBT Training	2
Motivating Employees	2
PIRMP Training	10
Minute Taking	2
Injury Management	1
Scada Configuration and Programming	1
WIOA Conference	4
Asbestos for Supervisors	1
Powers & Duties of Local Government Engineer	2
Traffic Control - Red Card	9
Comms Connect	2
HC Licence	3
Confined Spaces - Full Course	2
Local Government Procurement	1
Backhoe/Excavator	2
Traffic Control - Orange Card	3
TOTAL	244

3.6. Capital Works

The capital works programme was carried out in 2014/15 including the following significant projects:

Depots and Buildings

Construction of the Depot Store building is well advanced with completion expected to be early 2016. Concrete floors are 90% complete, main roof areas are complete and electrical works have commenced.

SCADA System

- Final migration of the remaining 120 remote sites to the new telemetry software system was approximately 90% completed. This programme is continuing during 2015/16

Sources

- Walla Walla Bore 2 replacement was completed after satisfactory groundwater quality and flow results from the test bore the previous year. The bore will be utilised this coming summer.

Water Treatment Plants (WTP's)

- Bulgary WTP laboratory was completed allowing more accurate water quality testing that's not affected by extreme heat/cold and/or electrical (radio) interference from pumping operations. Additional WTP laboratories are scheduled for: Ralvona and Tarcutta WTPs
- Morundah WTP upgrade was completed with a dedicated clear water tank allowing adequate chlorine disinfection before delivering treated water to the reservoir and township
- Completed installation and commissioning of water quality online instrumentation at North Wagga WTP, Bulgary WTP and Morundah WTP
- Completed East Wagga bore field control modifications in readiness for the new Wagga Filtration Plant
- The overhead HV powerlines have been relocated underground.
- The contract for the replacement of the Wagga Wagga Water Treatment Plant was awarded to UGL Engineering Pty Ltd. UGL commenced on site in July 2015. Site has been established and the detailed design is being finalised in consultation with RWCC staff.

Energy Efficiencies:

- Riverina Water has continued with its energy cost minimisation and efficiency programme. In summary, the total cost of electricity for similar quantity of treated water billed to customers was approximately \$2.1M, which is approximately \$500,000 less (ie. approx. 20%) compared to \$2.6M in 2013/14. The electricity cost per megalitre of treated water billed to customers reduced from \$182 to \$149, whilst the energy units per megalitre reduced from 812kWh to 806kWh.

2013-14 Electricity Cost Summary					2014-15 Electricity Cost Summary				
Year-Qtr	Accumulative Sum of Total (\$)	Accumulative Water Billing[ML]	Accumulative kWh/ML	Accumulative \$/ML	Year-Qtr	Accumulative Sum of Total (\$)	Accumulative Water Billing[ML]	Accumulative kWh/ML	Accumulative \$/ML
2014Q1	\$412,090	2,039	913	\$202	2015Q1	\$315,880	2,092	881	\$151
2014Q2	\$1,251,313	5,038	1,102	\$248	2015Q2	\$959,609	5,383	987	\$178
2014Q3	\$2,173,629	11,091	866	\$196	2015Q3	\$1,685,352	10,515	876	\$160
2014Q4	\$2,587,416	14,200	812	\$182	2015Q4	\$2,089,134	14,049	806	\$149

- The majority of electricity cost savings is attributed to affective demand charge management practices, which included managing production in the least cost demand tariff period.
- Other energy efficiency work included the LED light replacement at the Administration/Engineering Building which was estimated to have a return on investment of 6-7 years.

Pump Stations

- West Wagga Shires Pump Station Upgrade was approximately 90% completed, which included installation and commissioning a new 1.5MVA transformer, southern trunk main pumping system, and upgrading the existing Wagga High Level pump systems with variable speed drives
- Mangoplah Pump Station Upgrade is approximately 90% complete with mostly final testing and commissioning to be completed in 2015/16

Reservoirs

- Mangoplah High Level Reservoir was completed including hydrostatic testing. Minor electrical and control system works remain to be completed before summer 2015/16.

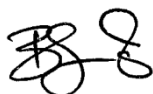
Mains Replacements

- Southern Trunk main, Stage 1: West Wagga to Kapooka, 2.2km of 450 dia DICT,
- Southern Trunk main, Stage 2: Kapooka bridge realignment, 2km of 450 dia DICT,
- Hammond Avenue upgrade, 450mm and 600mm DICT
- The Gap/Brucevale System, 1km of 100mm oPVC,
- Morven Balance tank to township, 7km of 150mm oPVC,
- Mountain View to Walla Reservoir, 5.5km of 100mm oPVC,
- Bulgary Bore Rising Main, 7.5km of 200mm oPVC,
- Travers Street, Wagga Wagga replacement,
- Beckwith Street, Wagga Wagga replacement,
- Mt Austin Avenue, Wagga Wagga replacement.

3.7. Wagga Wagga Sources and Allocations

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

	Water Access Licence (ML)	Extraction Limit (ML)	Used (ML)	% of Allocation
Surface Water	7,805	7,805	2,267	32.4%
Ground Water	14,000	12,371	11,686	83.5%
Total Water	21,805	20,176	13,953	63.9%



Bede Spannagle
DIRECTOR OF ENGINEERING

4. CONTESTABILITY OF WORKS

RECOMMENDATION that:

- a) Expressions of Interest be sought from suitably qualified consultants for an external review of the contestability of capital works.
 - b) That the results of the procurement process be reported back to Council.
-

Background

At the request of Council a report was presented on the contestability of Riverina Water County Council's (RWCC) works to the Council meeting on 22 April 2015. The report confirmed that RWCC currently maintains a policy of undertaking new development work exclusively in-house, on a non-profit basis.

At the meeting Council resolved that:

- a) Council receive and note report of Director of Engineering, and
- b) General Manager and Director of Engineering prepare a brief for external review of contestability of capital works of Riverina Water County Council and report back to Council.

Discussion

Capital Works

The normal annual capital works program has traditionally been between 30-40% of RWCC's total annual expenditure. The 2014/15 Capital Works Program as revised at Council's February meeting was \$18.23 million. Of that, approximately \$8.5 million of the works was completed by in-house resources, with \$1.56 million being for new developments. The remaining \$9.73 million was contracted to specialist companies.

The range of works undertaken under the capital works program incorporates civil, electrical and mechanical works. The project size and scope determines whether RWCC completes the work in-house or is contracted out. This means that RWCC can concentrate on core functions and ensure construction unit rates are as low as possible.

Outline of Brief

In accordance with the resolution, Council seeks an independent assessment on the competitiveness of Councils existing capital works arrangements. This would include an analysis and determination on the impacts and feasibility of allowing capital works to be contested by private contractors. The independent assessment would be carried out by consultancy in response to a specific brief.

The following items are included in the consultants brief:

- *Comparison of RWCC rates and NSW reference rates for construction,*
- *Comparison of RWCC construction rates and equivalent private sector industry rates,*
- *Comparison of RWCC safety record with NSW construction industry,*
- *Impact to RWCC workforce and implications of reducing in-house work,*
- *Impact to developers, i.e. bonds and inspections,*
- *Impact on capability of RWCC to attend to emergency situations*
- *Potential quality control issues and methods to ensure compliance.*

In this way both tangible and intangible benefits will be identified and their impact assessed.

Timeframe

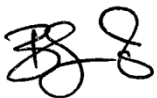
The level of detail requested and investigation required to ensure a robust analysis, is expected to take a reasonable period of time given suitable data is available.

The timeframe for delivery of the final report will be discussed with the final consultant chosen, however it is expected the final analysis and report will take in the order of 6 months to complete.

This timeframe aligns well with the new Enterprise Award negotiations.

Procurement

Due to the specialist nature of the required report, specific consultant with the necessary capability will be contacted. The brief will be provided based on the issues above together with a request for quotation (RFQ). The RFQ's will be assessed in accordance with Council Policy and Local Government Procurement Guidelines. The results of the procurement process will be reported to Council.



Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

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