

5th December 2014

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

FRIDAY, 12th DECEMBER 2014 at 1.30 pm

and your attendance is requested accordingly,

followed by Council Christmas Gathering

Yours faithfully

G J Haley
GENERAL MANAGER



*** AGENDA ***

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GENERAL MANAGER'S REPORT TO THE COUNCIL

6th December 2014

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of October and November 2014 be received.

-
- List of Investments – October 2014
 - List of Investments – November 2014

Monthly Investment Report as at 31/10/14

a) Council's Investments as at 31/10/14

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	25/06/2014	153	25/11/14	A-2	3.60	BBSW	2.64	8.357%	\$2,500,000.00	\$2,500,000.00
ME Bank	5/06/2014	364	04/06/15	A-2	3.72	BBSW	2.62	8.357%	\$2,500,000.00	\$2,500,000.00
Westpac	28/01/2014	365	28/01/15	A-1+	3.76	BBSW	2.62	16.714%	\$5,000,000.00	\$5,000,000.00
ING	4/06/2014	181	02/12/14	A-2	3.61	BBSW	2.65	8.357%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	15/05/2014	180	11/11/14	A-2	3.60	BBSW	2.65	8.357%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/08/2014	182	24/02/15	A-2	3.61	BBSW	2.65	3.343%	\$1,000,000.00	\$1,000,000.00
AMP	23/07/2014	181	20/01/15	A-1	3.50	BBSW	2.65	3.343%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	28/10/2014	30	27/11/14	A-1+	2.98	BBSW	2.64	6.686%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/10/2014	182	02/04/15	A-1+	3.58	BBSW	2.65	6.686%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2014	365	03/09/15	A-1+	3.70	BBSW	2.63	6.686%	\$2,000,000.00	\$2,000,000.00
ME Bank	3/09/2014	181	03/03/15	A-2	3.56	BBSW	2.65	1.671%	\$500,000.00	\$500,000.00
								78.56%	\$23,500,000.00	\$23,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.83	Cash Rate	2.50	11.70%	\$3,499,860.83	\$3,499,860.83
AMP				A-1	3.15	Cash Rate	2.50	9.74%	\$2,914,439.72	\$2,914,439.72
								21.44%	\$6,414,300.55	\$6,414,300.55
TOTAL INVESTMENTS								100.00%	\$29,914,300.55	\$29,914,300.55
Cash at Bank										\$871,390.94
TOTAL FUNDS										\$30,785,691.49

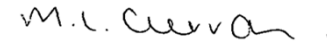
b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$11,905,054.61
		<hr/> \$11,905,054.61
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$994,501.67
	Asset Replacement	\$1,289,544.95
	Loan Funds	\$0.00
	Sales Fluctuation	\$6,100,000.00
		<hr/> \$8,384,046.62
Unrestricted Funds		\$10,496,590.26
TOTAL FUNDS		\$30,785,691.49

* 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 Curran

FINANCE / ADMINISTRATION MANAGER

Monthly Investment Report as at 30/11/14

a) Council's Investments as at 30/11/14

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	25/11/2014	212	25/06/15	A-2	3.50	BBSW	2.65	8.286%	\$2,500,000.00	\$2,500,000.00
ME Bank	5/06/2014	364	04/06/15	A-2	3.72	BBSW	2.64	8.286%	\$2,500,000.00	\$2,500,000.00
Westpac	28/01/2014	365	28/01/15	A-1+	3.76	BBSW	2.64	16.572%	\$5,000,000.00	\$5,000,000.00
ING	4/06/2014	181	02/12/14	A-2	3.61	BBSW	2.64	8.286%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	11/11/2014	182	12/05/15	A-2	3.50	BBSW	2.64	8.286%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/08/2014	182	24/02/15	A-2	3.61	BBSW	2.64	3.314%	\$1,000,000.00	\$1,000,000.00
AMP	23/07/2014	181	20/01/15	A-1	3.50	BBSW	2.64	3.314%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/11/2014	181	27/05/15	A-1+	3.58	BBSW	2.64	6.629%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/10/2014	182	02/04/15	A-1+	3.58	BBSW	2.64	6.629%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2014	365	03/09/15	A-1+	3.70	BBSW	2.64	6.629%	\$2,000,000.00	\$2,000,000.00
ME Bank	3/09/2014	181	03/03/15	A-2	3.56	BBSW	2.64	1.657%	\$500,000.00	\$500,000.00
								77.89%	\$23,500,000.00	\$23,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.84	Cash Rate	2.50	11.63%	\$3,507,930.96	\$3,507,930.96
AMP				A-1	3.15	Cash Rate	2.50	10.49%	\$3,164,439.72	\$3,164,439.72
								22.11%	\$6,672,370.68	\$6,672,370.68
TOTAL INVESTMENTS								100.00%	\$30,172,370.68	\$30,172,370.68
Cash at Bank										\$757,607.21
TOTAL FUNDS										\$30,929,977.89

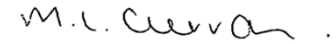
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Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$11,905,054.61
		<u>\$11,905,054.61</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$994,501.67
	Asset Replacement	\$1,289,544.95
	Loan Funds	\$0.00
	Sales Fluctuation	\$6,100,000.00
		<u>\$8,384,046.62</u>
Unrestricted Funds		\$10,640,876.66
TOTAL FUNDS		\$30,929,977.89

* 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 Curran

FINANCE / ADMINISTRATION MANAGER

2. AUDIT AND RISK COMMITTEE MINUTES

Author: Phillip Swaffield

General Manager: Graeme Haley

RECOMMENDATION: That Council receive and note the Minutes of the Audit and Risk Committee Meeting held on 20 November 2014 and endorse the recommendations contained therein.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on THURSDAY, 20th NOVEMBER 2014 at 9.00 am

PRESENT:

Steven Watson (Chairperson – telephone)
Councillor Kevin Poynter

IN ATTENDANCE:

General Manager	Graeme Haley
Manager Internal Audit Services	Stephen Byrns
Manager Corporate Services	Michele Curran
Internal Audit Officer	Phil Swaffield

The meeting of the Audit and Risk Committee commenced at 9:10 am.

APOLOGIES

Apologies for non attendance were moved and accepted for Councillor Andrew Negline and Michael Commins on the motion of Steven Watson and Councillor Kevin Poynter.

DECLARATIONS OF PECUNIARY INTEREST

No declarations of Pecuniary & Non-pecuniary interest received.

PROCEDURAL MOTION – ENGLOBO

Recommendation:

On the Motion of K Poynter and S Watson

That the standing orders be varied for the meeting as set out hereunder:

- **Items where committee members wish to speak**
- **Items where no committee member wish to speak**
- **Confidential**
- **Matter of urgency**
- **Closure of Meeting**

That items 3, 4 and 8 be adopted as recommended in the business papers.

CARRIED

INVESTMENT REPORTS

Recommendation:

On the motion of K Poynter and S Watson

That the Audit and Risk Committee receive and note the investment reports for the periods 31 August, 30 September and 31 October 2014.

CARRIED

QUARTERLY BUDGET REVIEW PERIOD 30 SEPTEMBER 2014

Recommendation:

On the motion of K Poynter and S Watson

That the Audit and Risk Committee receive and note the Quarterly Budget Review for the period ended 30 September 2014.

CARRIED

AUDIT AND RISK COMMITTEE MINUTES OF 28 AUGUST AND 18 SEPTEMBER 2014

Recommendation:

On the motion of S Watson and K Poynter

That the Minutes of the proceedings of the Audit and Risk Committee meetings held on 28 August and 18 September 2014 be confirmed as a true and accurate record.

CARRIED

AUDIT & RISK COMMITTEES AT OTHER COUNTY COUNCILS

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee receive and note the report.

CARRIED

RISK MANAGEMENT PLAN – DEVELOPMENT

Recommendation:

On the motion of K Poynter and S Watson

That the Audit and Risk Committee receive and note the report.

CARRIED

RWCC ANNUAL REPORT

Recommendation:

On the motion of K Poynter and S Watson

That the Audit and Risk Committee receive and note the 2013/2014 Annual Report.

CARRIED

RIVERINA WATER COUNTY COUNCIL SKILLS REVIEW

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee receive and note the advice.

CARRIED

ANNUAL REPORT ON CODE OF CONDUCT MATTERS

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee receive and note the advice.

CARRIED

LEAD ORGANISATIONAL CRITICAL ISSUES

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee receive and note the report.

CARRIED

INTERNAL AUDIT PROGRESS REPORT

Recommendation:

On the motion of K Poynter and S Watson

That the Audit and Risk Committee receive and note the report.

CARRIED

AUDIT & RISK COMMITTEE MEETING SCHEDULE

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee receive and note the Audit and Risk Committee Meeting Schedule.

CARRIED

GENERAL MANAGER'S UPDATE

Recommendation:

On the motion of K Poynter and S Watson

That the Audit and Risk Committee receive and note the verbal briefing provided by General Manager.

CARRIED

AUDIT & RISK COMMITTEE ACTIONS REGISTER

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee receive and note the report.

CARRIED

SUMMARY OF INSURANCE

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee receive and note Council's insurance policy information.

CARRIED

PROJECT MANAGEMENT STATUS, INCLUDING ENGINEERING WORKS REPORTS

Recommendation:

On the motion of S Watson and K Poynter

That the Audit and Risk Committee note the Reports of the Director of Engineering.

CARRIED

GENERAL BUSINESS

Nil

Next General Meeting: Thursday 19 February 2014.

Meeting Closed 10:20am

3. WORKSHOP OPERATIONAL PLAN 2015/2016

RECOMMENDATION that Council hold a workshop to discuss key aspects of the 2015/2016 Operational Plan, following Council's February Meeting, with the Council Meeting to commence at 1.30pm at Lockhart Shire Council.

In the preparation of the Draft Operational Plans for the past three years, Council held a workshop prior to the February Council Meeting.

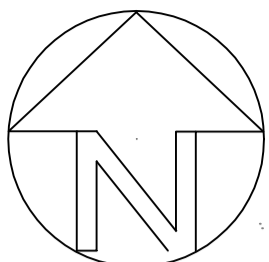
It is suggested to again hold a workshop adjacent to Council's February Meeting. Council has previously resolved to hold its February Meeting in Lockhart, commencing at 1.30pm.

4. CREATION OF ELECTRICITY EASEMENT – WEST WAGGA AERATION PLANT, MCNICKLE ROAD, WAGGA WAGGA

RECOMMENDATION: Proceed with electricity easement registration at West Wagga Aeration Plant in favour of Essential Energy.

The upgrading of the existing 2x 500kVA transformers to a single 1.5MVA electricity transformer at West Wagga Aeration Plant requires the new transformer to be relocated within the property. Essential Energy requires the establishment of an electricity easement 2.0m wide for the underground power lines and 7.0m x 4.2m for the transformer pad.

- New Pad Station Drawing
- Requirements for the Connection



1
DP596695

entrance

103096

Mc NICKLE ROAD

Pump house

4
#3798

3
Sub

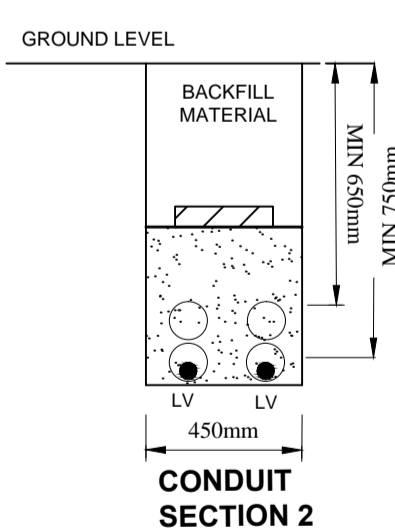
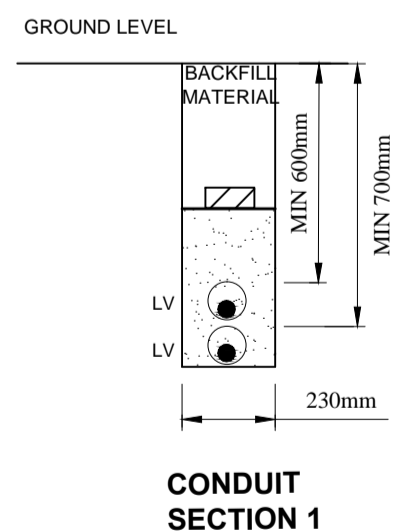
Existing HV cables
covered with 50mm
concrete slab & warning
tape to be removed.
Depth approx. 1.0m

103095
71-F2668
71-A2358

2
110234
71-F2693
71-L2413

7323
DP1157383

NOTE
Refer to CEOM 7201.05 For Mandatory minimum separations.



LEGENDS

- POLYMERIC COVER
- PROPOSED UG CABLES (IN CONDUIT)
- SPARE CONDUIT

OVERHEAD CONSTRUCTION SCHEDULE

LOCATION NO	ASSET LABEL	STANDARD DRAWING No	ASSEMBLY NO	ACTION	CONSTRUCTION NOTES
1	103095			REMAIN	EXISTING TIMBER POLE
	71-A2358			REMAIN	EXISTING HV AIR BREAKER
	71-F2668			REMOVE	REMOVE EXISTING HV FUSE
	L	CEOM7204.35		INSTALL	11KV AERIAL TO UNDERGROUND CABLE (LINKED) GENERAL ARRANGEMENT FOR WOOD POLE
		CEOM7207.08			INSTALL EARTHING FOR UGOH TERM. (USE EXISTING EARTH IF APPLICABLE)
2	110234			REMAIN	EXISTING POLE WITH HV STRAIN CROSSARM
	71-L2413			REMAIN	EXISTING HV LINK
	71-F2693			REMOVE	REMOVE EXISTING HV FUSE
	L	CEOM7204.35		INSTALL	11KV AERIAL TO UNDERGROUND CABLE (LINKED) GENERAL ARRANGEMENT FOR WOOD POLE
		CEOM7207.08			INSTALL EARTHING FOR UGOH TERM. (USE EXISTING EARTH IF APPLICABLE)
				REMAIN	EXISTING STAY

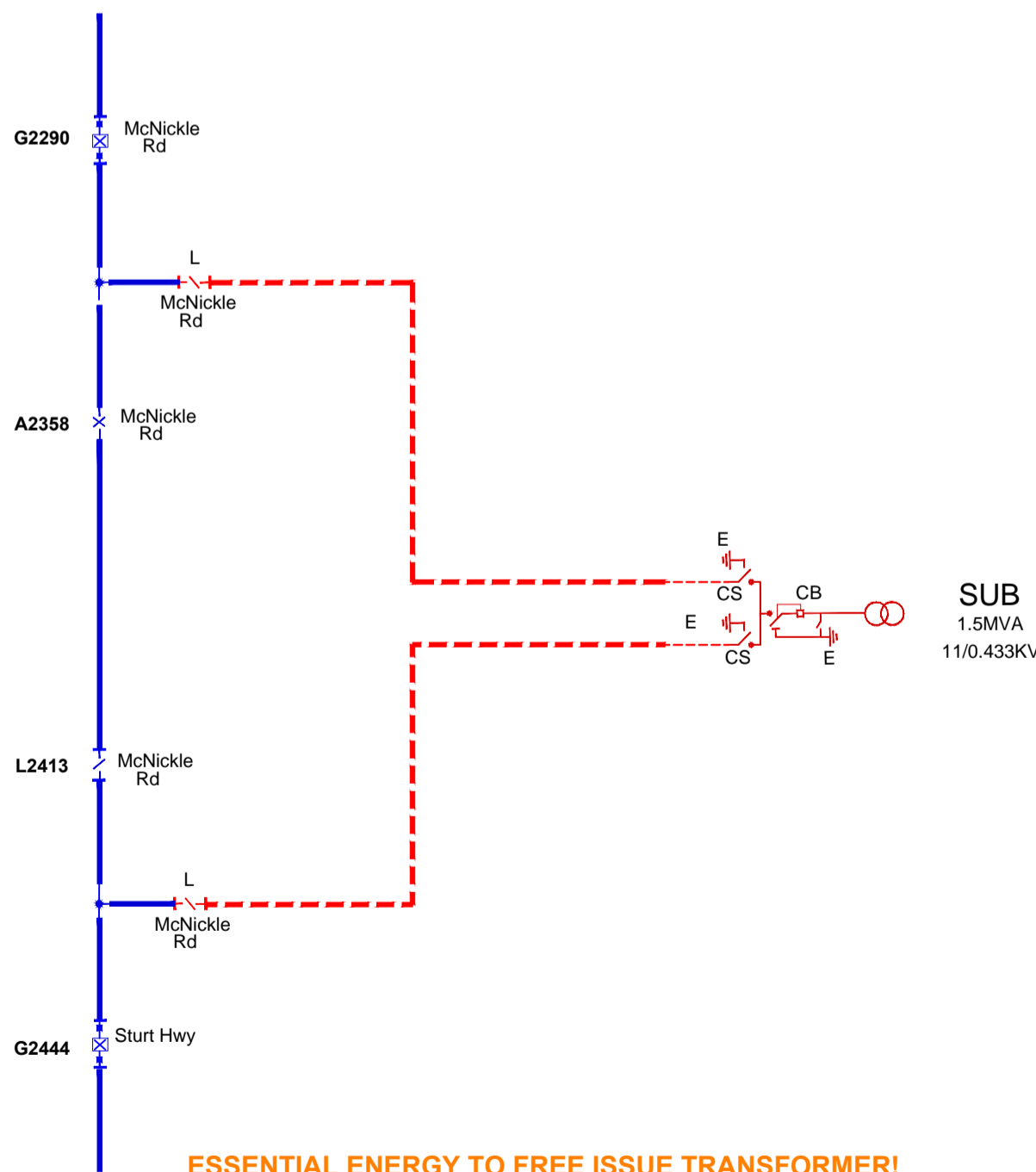
UNDERGROUND CONSTRUCTION SCHEDULE

LOCATION NO	ASSET LABEL	STANDARD DRAWING No	ASSEMBLY NO	ACTION	CONSTRUCTION NOTES
3	SUB	CEOM7203.86		INSTALL	SUBPAD 11, 1500, EL, CB 3, 3WCBRM (FREE ISSUE), THE PRIMARY TAP SETTING FOR THIS TRANSFORMER IS, 100%
	CB			INSTALL	HV FUSES - CIRCUIT BREAKER
	CS			INSTALL	CABLE SWITCH-NORMALLY CLOSED (PADMOUNT)
	CS			INSTALL	CABLE SWITCH-NORMALLY CLOSED (PADMOUNT)
		CEOM7203.158 & 7203.160		INSTALL	FOOTING DETAIL
	LVB	CEOM7202.69		INSTALL	LOW VOLTAGE SWITCHGEAR ARRANGEMENT-1500KVA PADMOUNT CB 2500A + 3 PROV FUSES 400A
		CEOM7207.05		INSTALL	EARTHING - SEPERATE
4				INSTALL	REFER TO CLAUSE 4.16 OF CEOM7098, UNDERGROUND DESIGN MANUAL (ISSUE 9) TO REACH CURRENT STANDARD VALUES
	#3798			REMOVE	EXISTING PAD SUBS TO BE REMOVED/RETURN TO EE

UNDERGROUND CONDUCTORS SCHEDULE

ACTION	FROM	TO	CONDUCTOR	LENGTH	CONDUIT	CABLE REFERENCE	CONSTRUCTION NOTES
INSTALL	1	3	3c 240mm2 Al XLPE	102.3m	125mm HDPVC	11kV	INSTALL HV CABLE
INSTALL	2	3	3c 240mm2 Al XLPE	77.3m	125mm HDPVC	11kV	INSTALL HV CABLE
REMOVE	1	4	70mm2 CU	63.0m	-	HV	EXISTING HV CABLE
REMOVE	2	4	70mm2 Al XLPE	70.0m	-	HV	EXISTING HV CABLE

Note: Horizontal point to point length only, does not allow for terminations, trench depths or runs up structures.



HV SCHEMATIC

NOTES:

- ALL EXISTING SUPPLY AUTHORITY ASSETS ARE DEEMED TO BE IN GOOD CONDITION. IF FOUND TO BE OTHERWISE CONTACT THE SUPPLY AUTHORITY INSPECTOR.
- THE ELECTRICAL WORKS SHALL BE CARRIED OUT BY ASP AND AT ALL TIMES PERSONNEL WORKING ON OR NEAR ESSENTIAL ENERGY EQUIPMENT SHALL BE APPROPRIATELY ACCREDITED AND AUTHORISED.
- THE CONTRACTOR IS TO CONFIRM LATEST REVISION PRIOR TO COMMENCEMENT OF WORKS.
- ALL MATERIALS & ELECTRICAL WORKS SHALL COMPLY WITH ESSENTIAL ENERGY CONSTRUCTION STANDARDS & AS/NZS 3000.
- DO NOT PLACE ANY RELIANCE ON ANY QUANTITIES OR DIMENSIONS INCLUDING CONDUCTOR/CABLE TYPE & SIZES OF EXISTING NETWORK GIVEN IN THIS DRAWING. QUANTITIES AND DIMENSIONS AND CONDUCTOR/CABLE DETAILS GIVEN IN THIS DRAWING ARE BASED ON DESIGN INFORMATION AND SITE CONDITIONS AT THE TIME OF THE DESIGN. AS QUANTITIES AND DIMENSIONS AND CONDUCTOR/CABLE DETAILS ARE SUBJECT TO CHANGE, THE CONTRACTOR MUST CHECK ALL QUANTITIES AND DIMENSIONS AND CONDUCTOR/CABLE DETAILS ON SITE PRIOR TO TENDERING AND PRIOR TO CONSTRUCTION. THE CONTRACTOR IS TO CHECK AND CERTIFY ALL MEASUREMENTS ON SITE AND NOTIFY THE DESIGNER OF ANY DISCREPANCIES BEFORE COMMENCING WORK.
- BEFORE COMMENCING ANY CONSTRUCTION WORK, THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CLEARANCES AND LOCATIONS OF EXISTING SERVICES FROM RELEVANT AUTHORITIES. THE CONTRACTORS MUST VERIFY THE LOCATION OF ALL UNDERGROUND ASSETS ON SITE WITH "DIAL BEFORE YOU DIG" AND MUST HAVE A COPY OF "DIAL BEFORE YOU DIG" PLANS, NO MORE THAN 30 DAYS OLD, ON SITE FOR REFERENCE. TFL CONSULTING TAKES NO RESPONSIBILITY FOR ANY DAMAGE TO ASSETS CAUSED BY THE CONTRACTOR DURING THE COURSE OF THE WORKS.
- BENDING RADIUS OF CABLE AND CONDUIT TO COMPLY WITH ESSENTIAL ENERGY STANDARDS.
- ALL SURFACES TO BE REINSTATE TO ORIGINAL STATE UPON COMPLETION OF ANY EXCAVATION OR UNDERBORING WORKS. DEVELOPER TO SUPPLY & INSTALL BEDDING SAND & CARRY OUT ALL TRENCHING, EXCAVATION, REINSTATEMENT & SEDIMENT CONTROL.
- THIS DRAWING HAS BEEN PREPARED FOR THE CONSTRUCTION OF UNDERGROUND AND / OR OVERHEAD ELECTRICITY RETICULATION AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE.
- WHEN PLACING NETWORK ASSETS MINIMUM CLEAR SPACES SHALL BE PROVIDED AROUND NETWORK ASSETS.

SYMBOL LEGEND

- EXISTING OVERHEAD MAINS - HV - 11kv
- EXISTING POLE - HV
- EXISTING HV FUSES
- EXISTING HV LINKS
- EXISTING HV AIR BREAK
- EXISTING GAS SWITCH - CLOSED
- EXISTING GROUND STAY
- INSTALL PADMOUNT SUBSTATION
- INSTALL HV FUSE
- INSTALL NEW UG MAINS - HV - 11kv
- EXISTING UG 11KV MAINS - REMOVE
- INSTALL NEW 3PH HV LINKS
- INSTALL NEW HV FUSES
- NEW EASEMENT IN FAVOR OF ESSENTIAL ENERGY
- TELSTRA UNDERGROUND CABLE
- EXISTING WATER MAINS



CAUTION!
PLEASE REFER DRYD JOB: 8358920
UG ASSETS IN VICINITY. SERVICE TO BE
LOCATED PRIOR TO ANY EXCAVATION

ESSENTIAL ENERGY FUNDING
EE will fund 66% of transformer cost.

check plan BEFORE construction



PO Box 5560
Wagga Wagga
NSW 2650
Ph: 02 6971 9400
E: info@tflconsulting.net.au
W: www.tflconsulting.net.au
TFL JOB No. T000

CLIENT: Riverina Water County Council
PROJECT NAME: NEW INSTALLATON OF 1.5MVA PADMOUNT SUBSTATION
PROJECT ADDRESS: Cnr Sturt Hwy and McNickle Rd Wagga, NSW

PROJECT COST No 107635
DRAWN BY L.Z.
DATE ISSUED 25/10/2014
CHECKED BY
MAINTENANCE AREA Wagga

107635



ORIGINAL SIZE A1
SHEET 1 OF 2
FSC AREA Wagga
REVISION ISSUE A
PLOT DATE 25/10/2014

0 5 10 15 20 25
SCALE 1:500

REV NO	DATE	AMENDMENT	SIGNATURE
A	13/10/2014	ORIGINAL ISSUE	

NOTES:

1-THE INTENDED PURPOSE OF THIS PLAN IS THAT OF A CONSTRUCTION DRAWING DEPICTING ELECTRICAL RETICULATION REQUIREMENTS. THIS PLAN IS NOT TO BE USED BY ANY OTHER PERSON OR CORPORATION. ESSENTIAL ENERGY ACCEPTS NO RESPONSIBILITY FOR ANY LOSS OR DAMAGE SUFFERED HOWSOEVER ARISING TO ANY PERSON OR CORPORATION WHO MAY USE OR RELY ON THIS PLAN IN CONTRAVENTION OF THE CLAUSE OR CLAUSES 2, AND 3, HEREOF.
2-DIMENSIONS, AREAS AND NUMBERS OF LOTS SHOWN ON THIS PLAN ARE APPROXIMATE ONLY AND MAY VARY. THE ELECTRICAL DESIGN SHOWN MAY BE SUBJECT TO VARIATION DEPENDING ON SITE CONDITIONS ENCOUNTERED DURING INSTALLATION WORKS.
3-THIS PLAN MAY NOT BE REPRODUCED UNLESS THE NOTE IS INCLUDED.

DESIGN CHECKBOX

DESIGNER:
PLAN CHECKED AGAINST SURVEY -
POLE LOCATIONS CHANGED FROM FIELD PEGS
PLAN CHECKED FOR STANDARDS COMPLIANCE -
NAME L.Z.
SIGNATURE

YES NO

✓ ✓

CONSTRUCTION MANAGER:
PLAN CHECKED AGAINST SURVEY -
PLAN CHECKED FOR ABILITY TO CONSTRUCT -
PLAN CHECKED FOR AVAILABILITY OF MATERIALS -
NAME L.Z.
SIGNATURE

YES NO

✓ ✓

TEAM LEADER:
PLAN CHECKED FOR STANDARDS COMPLIANCE -
PLAN CHECKED FOR ABILITY TO CONSTRUCT -
PLAN CHECKED FOR AVAILABILITY OF MATERIALS -
NAME
SIGNATURE

YES NO

✓ ✓

Requirements for the Connection of Electricity Supply Prior to Easement Registration

(Information for Customers, Landowners, Accredited Service Providers and Legal Service Providers)

Why is an Easement Required?

Essential Energy requires that easements necessary to make electricity supply available to a Customer be created in accordance with the Essential Energy Procedure for Easement Requirements CEOP8046.

Can I be connected to the Network Prior to Easement Registration?

If the Customer has undertaken all of the steps required as outlined in this form, Essential Energy may allow the Customer to be connected to the network prior to the registration of any required easement.

Who is a Customer?

You are a Customer if the electricity is to be supplied to your premises for your benefit and at your cost. If you are the Customer, you may also be the Landowner or one of the Landowners.

Who is a Landowner?

You are a Landowner if you are the owner of a property on which the Electricity Works to supply electricity to the Customer are, or will be, located and an easement is required to be granted over your property.

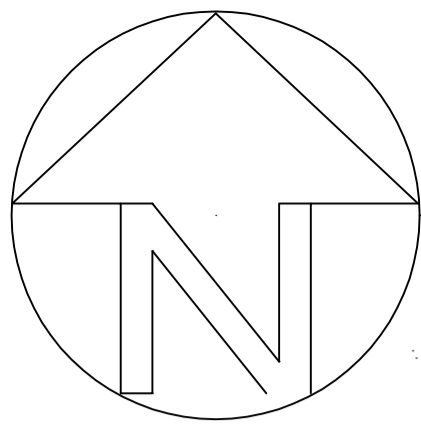
What is the Customer Required to Do?

If you are the Customer and you wish to be connected to the network prior to the registration of any required easement, you are required to:

- Step 1** Obtain a copy of the design plan from the accredited service provider preparing the design, or a plan from a registered surveyor if available, which shows the location of any easements required
- Step 2** Instruct a solicitor or licensed conveyancer entitled to practice in the state of NSW to act on your behalf in relation to the preparation of the Deeds and creation and registration of any easement required by Essential Energy.
- Step 3** Instruct (or instruct your solicitor or licensed conveyancer to instruct) a registered surveyor to prepare an easement plan acceptable for registration.
- Step 4 Landowner Deed:** Ask your solicitor or licenced conveyancer to complete the Reference Schedule in the Creation of Easement: Landowner Deed and attach a copy of the following:
- The appropriate Part of Memorandum AG189384 as Annexure A;
 - The design plan, or surveyor's easement plan if available, as Annexure B; and
 - The current title search as Annexure C
- Step 5** Obtain a separate signed copy of the Creation of Easement: Landowner Deed for each property over which an easement is required, including from you for your property if you are both the Customer and the Landowner or one of the Landowners.
- Step 6 Customer Deed:** Ask your solicitor or licenced conveyancer to complete the Reference Schedule in Creation of Easement: Customer Deed and attach a copy of the following:
- The appropriate Part of Memorandum AG189384, as Annexure A;
 - The design plan, or surveyor's easement plan if available, as Annexure B;
 - The signed copy of the Confirmation of Instructions under the letterhead of your solicitor or licensed conveyancer, as Annexure C;
 - The LPI Form 08X Caveat completed in accordance with Essential Energy's requirements, as Annexure D, and;
 - The signed copy or copies of the Creation of Easement: Landowner Deed, as Annexure E.
- Step 7** Submit the completed and signed Creation of Easement: Customer Deed with all required annexures to Essential Energy for approval. Provided that the documentation submitted is complete and approved by Essential Energy, Essential Energy will execute the Deed, retaining the original for forwarding to our Corporate Records and returning a copy to the Customer. Essential Energy may then connect the Customer to the network prior to the registration of any required easement providing all other requirements for connection have been satisfied.

The Customer and the Landowner must then do all things required of them under the Creation of Easement: Customer Deed and the Creation of Easement: Landowner Deed to register any required easement.

Contact Essential Energy on 13 23 91 if You Need Any Further Information



1
DP596695

entrance

103096

Pump house

3
Sub

10.6m

13.6m

7323
DP1157383

63.7m

25m

1
103095
71-F2668
71-A2358

2
110234
71-F2693
71-L2413

Mc NICKLE ROAD

NOTES:

1. ALL EXISTING SUPPLY AUTHORITY ASSETS ARE DEEMED TO BE IN GOOD CONDITION. IF FOUND TO BE OTHERWISE CONTACT THE SUPPLY AUTHORITY INSPECTOR.
2. THE ELECTRICAL WORKS SHALL BE CARRIED OUT BY ASP AND AT ALL TIMES PERSONNEL WORKING ON OR NEAR ESSENTIAL ENERGY EQUIPMENT SHALL BE APPROPRIATELY ACCREDITED AND AUTHORISED
3. THE CONTRACTOR IS TO CONFIRM LATEST REVISION PRIOR TO COMMENCEMENT OF WORKS
4. ALL MATERIALS & ELECTRICAL WORKS SHALL COMPLY WITH ESSENTIAL ENERGY CONSTRUCTION STANDARDS & AS/NZS 3000
5. DO NOT PLACE ANY RELIANCE ON ANY QUANTITIES OR DIMENSIONS INCLUDING CONDUCTOR/CABLE TYPE & SIZES OF EXISTING NETWORK GIVEN IN THIS DRAWING. QUANTITIES AND DIMENSIONS AND CONDUCTOR/CABLE DETAILS GIVEN IN THIS DRAWING ARE BASED ON DESIGN INFORMATION AND SITE CONDITIONS AT THE TIME OF THE DESIGN. AS QUANTITIES AND DIMENSIONS AND CONDUCTOR/CABLE DETIALS ARE SUBJECT TO CHANGE, THE CONTRACTOR MUST CHECK ALL QUANTITIES AND DIMENSIONS AND CONDUCTOR/CABLE DETIALS ON SITE PRIOR TO TENDERING AND PRIOR TO CONSTRUCTION. THE CONTRACTOR IS TO CHECK AND CERTIFY ALL MEASUREMENTS ON SITE AND NOTIFY THE DESIGNER OF ANY DESCREPENCIES BEFORE COMMENCING WORK.
6. BEFORE COMMENCING ANY CONSTRUCTION WORK, THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CLEARANCES AND LOCATIONS OF EXISTING SERVICES FROM RELEVANT AUTHORITIES. THE CONTRACTOR/S MUST VERIFY THE LOCATION OF ALL UNDERGROUND ASSETS ON SITE WITH "DIAL BEFORE YOU DIG" AND MUST HAVE A COPY OF "DIAL BEFORE YOU DIG" PLANS, NO MORE THAN 30 DAYS OLD, ON SITE FOR REFERENCE. TFL CONSULTING TAKES NO RESPONSIBILITY FOR ANY DAMAGE TO ASSETS CAUSED BY THE CONTRACTOR DURING THE COURSE OF THE WORKS.
7. BENDING RADIUS OF CABLE AND CONDUIT TO COMPLY WITH ESSENTIAL ENERGY STANDARDS.
8. ALL SURFACES TO BE REINSTATED TO ORIGINAL STATE UPON COMPLETION OF ANY EXCAVATION OR UNDERBORING WORKS. DEVELOPER TO SUPPLY & INSTALL BEDDING SAND & CARRY OUT ALL TRENCHING, EXCAVATION, REINSTATEMENT & SEDIMENT CONTROL.
9. THIS DRAWING HAS BEEN PREPARED FOR THE CONSTRUCTION OF UNDERGROUND AND / OR OVERHEAD ELECTRICITY RETICULATION AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE.
10. WHEN PLACING NETWORK ASSETS MINIMUM CLEAR SPACES SHALL BE PROVIDED AROUND NETWORK ASSETS .

SYMBOL LEGEND

- EXISTING OVERHEAD MAINS - HV - 11kv
- EXISTING POLE - HV
- EXISTING HV FUSES
- EXISTING HV LINKS
- EXISTING HV AIR BREAK
- EXISTING GROUND STAY
- INSTALL PADMOUNT SUBSTATION
- INSTALL NEW UG MAINS - HV - 11kv
- INSTALL NEW 3PH HV LINKS
- NEW EASEMENT IN FAVOR OF ESSENTIAL ENERGY

NOTE:

- EASEMENTS TO BE CREATED IN FAVOUR OF ESSENTIAL ENERGY AS PER ESSENTIAL ENERGY STANDARD CEOP8046.
- EASEMENT WIDTHS AS PER FOLLOWING ALONG THE ROUTE:
11kv UNDERGROUND POWERLINES: 2m WIDE
11kv ELONGATED PAD SUB: 4.2m x 7.0m
- EASEMENT DIMENSIONS SHOWN ON THIS PLAN ARE REFERENCE ONLY. SURVEYOR WILL NEED TO DETERMINE DIMENSIONS BASED ON LOCATIONS OF THE ASSETS INSTALLED.

	AMENDMENTS
A	ORIGINAL ISSUE

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NSW 2650 W: www.tflconsulting.net.au

TFL JOB No. T000

CLIENT:	Riverina Water County Council
PROJECT NAME:	NEW INSTALLATON OF 1.5MVA PADMOUNT SUBSTATION
PROJECT ADDRESS:	Cnr Sturt Hwy and McNickle Rd Wagga, NSW

PROJECT COST No	107635
SCALE	1:1000
DRAWN BY	L.Z
DATE ISSUED	12/10/2014
CHECKED BY	
FEEDER No	
SCHEM REF.	
MAINTENANCE AREA	



SHEET 2 OF 2		REVISION ISSUE A	
FSC AREA	WAGGA	PLOT DATE	13/10/2014

107635 FPLAN.DWG

ORIGINAL SIZE

A3

5. ROAD CLOSURE AND REGISTRATION OF EASEMENT

RECOMMENDATION: That Council authorise the completion of Section 88B Instrument and other documents relating the closure of Lot 1 DP adjacent to 55 Cunningdroo Street, Ladysmith, under the Common Seal of Council.

Council has received a letter from Farrell Lusher Solicitors advising that NSW Crown Lands have approved the closure of a small section of Cunningdroo Street in Ladysmith.

One of the conditions for approving the closure of this road was the creation of an easement, in favour of Riverina Water County Council, for water supply purposes.

Council has been requested to complete the Section 88B Instrument and Deposited Plan Administration Sheets.

6. WATER EDUCATION PROGRAM

RECOMMENDATION: That Council receive and note the report on the Water Education Program.

Background

For the second year in a row Riverina Water County Council engaged Keep NSW Beautiful (previously Keep Australia Beautiful) to run their Enviromentors Water Education Program. This program was tailored to suit Riverina Water's local water message. The Enviromentors Drip, Drop, Splash module was offered to 45 primary schools in the Riverina Water supply area. A total of 18 schools took part in the program (over 20 days) covering the four constitute council areas with approximately 1,535 participants.

The Drip, Drop, Splash module aims to foster students' understanding of the value of water, and to develop attitudes and skills conducive to the achievement of sustainable management of this limited natural resource.

Feedback from the program was extremely positive. 50 evaluation forms were handed out with 41 forms returned. When asked how effective the program was all 41 responses stated the program was very good to excellent.

Overall, students in the Riverina Water County Council area recognised the importance of saving water. However, many were unaware how much water they were wasting at home and were surprised to discover the actions they could take at home to reduce their water consumption outside by planting native plants, mulching, reducing lawn cover, washing cars on the grass and not watering at the hottest time of the day. Students were excited to put what they had learnt into action.

Council considers this education program an important part of our long term Demand Management strategy.

- **RWCC EnviroMentors Report 2014**



EnviroMentors

in



2014



Summary

Riverina Water County Council in 2014

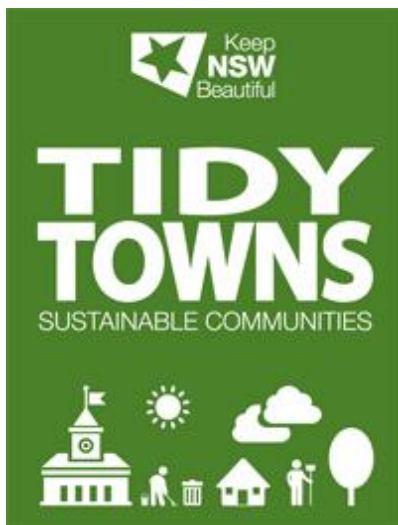
Keep NSW Beautiful fosters positive change to the NSW environment through sustainability education, awareness-raising and community capacity building programs. This year, young people in primary schools across the Riverina Water County Council participated in Keep NSW Beautiful's EnviroMentors program during Terms 3 and 4. A total of 1535 students participated in the Drip, Drop, Splash module in 16 schools over 20 days, raising awareness of water conservation.

Feedback

All participating teachers are given the opportunity to provide feedback regarding the EnviroMentors program. This feedback provides qualitative and quantitative data for councils and Keep NSW Beautiful, ensuring continuous improvement and a program that is relevant to its clientele. This year, teacher feedback indicates that Lunches Unwrapped and Worms, Worms, Worms would be most suitable for young people living in Riverina Water County Council area.

Further Engagement

Keep NSW Beautiful conducts a range of other community-based programs including Sustainable Cities, Tidy Towns Sustainable Communities, and Clean Beaches. Councils and schools are invited to take part in these programs, further engaging your community and enhancing its environment. Keep NSW Beautiful values its partnership with Council and looks forward to this continuing in the future.



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1.0 Introduction

EnviroMentors is the state's leading sustainability education program. Our team deliver fun-filled, inspiring workshops, with all administration and liaison with schools handled by Keep NSW Beautiful. In 2013, this engaging program reached more than 42 200 participants, visited 380 schools and engaged communities in 58 local government areas.

This year's visit to Riverina Water County Council targeted students from Kindergarten to Year 6 and there were approximately 1535 participants, plus class teachers. Issues relevant to the local area were explored during the Drip, Drop, Splash module.

2.0 Our Team

The EnviroMentors team consists of fully qualified primary, secondary and adult education teachers with a depth of experience in areas such as Sustainability, Environmental Science, Geography, English and Drama. These educators are passionate about our environment and engaging young people and their communities in sustainable practices. This team are continually updating and improving the eight different EnviroMentors modules, resulting in councils and schools having the opportunity to receive the highest quality education that meets their needs and is tailored specifically to their local environment.



3.0 Our Workshops

Workshops promote the hosting role of Council and an acknowledgment card is displayed and referred to when appropriate during the workshops. The specifics of Council's services and regulations are an integral part of the activities. The completion of Host Information Form prior to the booking by council staff is greatly appreciated and allows for maximum local content and valuable clarification of local issues.

To ensure optimum educational outcomes the following guidelines are implemented:

- A maximum of 4 workshops per day are conducted
- Workshops are up to one hour in duration, depending on the age of the students
- One class group only attends each workshop
- An indoor central location is used at each school
- Contact teachers are asked to provide background information for our educators about the waste and water practices within the school

3.1 Drip, Drop, Splash: Module Overview

Activities conducted help students understand the natural processes of the water cycle, how we use and allocate water, and the need to use it wisely. The importance of caring for, and conserving our water is highlighted. Water is a universal need and sharing strategies are investigated. Students have fun examining and assessing appropriate strategies and behaviours. The module provides a thought provoking challenge as students investigate just how precious and limited our water is.

Aims:

This module aims to foster students' understanding of the value of water, and to develop attitudes and skills conducive to the achievement of sustainable management of this limited natural resource.



Concepts:

- Water is a universal need
- Water cycle processes
- The value of water
- Appropriate/inappropriate use of water
- Sharing water
- Strategies to reduce personal/domestic water consumption

Activities:

- Role plays exploring hypothetical scenarios
- Labelling
- Discussion
- Picture/poster analysis
- Water investigations such as measuring and pouring
- Compare and contrast
- Brainstorm



4.0 Riverina Water County Council Timetable 2014

RWCC Timetable 2014

18 schools / 20 days

School (inc suburb for catholic schools)	Duration	Last visited
Mater Dei Primary	1 day	2013
Uranquinty PS	1 day	2012
Mount Austin PS	2 days	2013
MET School Wagga	1 x session	NEW
Humula PS	1 x session	2010
St Joseph's Primary	1 day	2013
Sturt PS	2 days	2013
Urana Central School	1 x session	2013
Rand PS	1 x session	NEW
Henschke Primary	1 day	2011
Kapooka PS	1 day	2012
Lockhart Central School	1 day	2012
Wagga Wagga Christian School	1 day	NEW
Oaklands Central School	1 day	NEW
Ladysmith PS	1 day	2013
Henty PS	1 day	2013
Turvey Park PS	2 days	2013
Lake Albert PS	2 days	2013

Date	School	Contact	Time	Grade	No.
Mon 1 Sept	Mater Dei Primary	Jane Lawler	9.00-10.00	5L	28
			10.00-11.00	5M	29
			11.30-12.30	6M	30
			2.00-3.00	6C	30
Tues 2 Sept	Uranquinty PS	Cathy Crick	10.00-11.00	4/5/6	17
			11.30-12.30	2/3/4	17
			2.00-3.00	K/1	19
Wed 3 Sept	Mount Austin PS	Noel Young	9.10-10.10	2Z	17
			10.10-11.10	2P	22
			11.40-12.40	3/4P	16
			1.40-2.40	3/4B	17
Thurs 4 Sept	Mount Austin PS	Noel Young	9.10-10.10	5/6M	26
			10.10-11.10	5/6L	27
			11.40-12.40	4/5T	25
			1.40-2.40	3/4N	19
Fri 5 sept	Met School - Wagga	Jessica Watson	9.00-10.00	3-6	16
	Humula PS	Julie Adams	9.00- 10.00	K-6	5
Mon 8 Sept	St Joseph's Primary	Cathie Koetz	8.55-9.55	3	24
			9.55-10.55	5	28
			11.30-12.30	2	28
			2.00-3.00	1	29
Tues 9 Sept	Sturt PS	Debbie Imrie	9.15-10.15	3/4R	30
			10.15-11.15	1/2O	28
			11.35-12.35	5/6L	30
			2.45-3.45	KL	25

Wed 10 Sept	Sturt PS	Debbie Imrie	9.15-10.15	3/4G	30
			10.15-11.15	1/2M	28
			11.35-12.35	5/6C	30
			2.45-3.45	KP	25
Thurs 11 Sept	Urana Central School	Zillah Kurrle	9.00-10.00	K/1/2	15
			10.00-11.00	3-6	15
	Rand PS	Carol Rose	1.45-2.45	K-6	20
Fri 12 Sept	Henschke Primary	Maria Emery	9.00-10.00	2G	25
			10.00-11.00	2T	25
			12.00-1.00	2WI	25
Mon 20 Oct	Kapooka PS	Jose Van Dijk	9.55-10.55	3/4/5/6	21
			11.30-12.30	K/1	21
			1.45-2.45	1/2/3	24
Tues 21 Oct	Lockhart Central School	Carla Fletcher	9.30-10.30	4/5/6	15
			11.10-12.10	2/3	11
			12.10-1.50	K/1	15
Wed 22 Oct	Wagga Wagga Christian School	Vicky Russe	10.00-11.00	4F	35
			11.30-12.30	5/6J	25
			12.30-1.30	5/6H	25
			2.15-3.15	5/6C	25
Thurs 23 Oct	Oaklands Central School	Grace Whittaker	9.45-10.45	K/1	11
			11.15-12.15	2/3	14
			1.45-2.45	4/5/6	22
Fri 24 Oct	Ladysmith PS	Margaret Cutler	10.00-11.00	2/3	9
			11.30-12.30	4-6	17
			1.45-2.45	K-1	14
Mon 27 Oct	Henty PS	Claire Ross	9.30-10.30	6	16
			10.30-11.30	5	22
			11.30-12.30	3/4	23
			12.30-1.30	2/3	23
Tues 28 Oct	Turvey Park PS	Julia Westerman	9.20-10.20	1TW	21
			10.20-11.20	1CW	21
			11.45-12.45	5/6B	23
			2.50-3.50	5/6M	25
Wed 29 Oct	Turvey Park PS	Julia Westerman	9.20-10.20	4/5B	25
			10.20-11.20	KO	25
			11.45-12.45	K/1S	25
			2.50-3.50	KC	25
Thurs 30 Oct	Lake Albert PS	Paul Oakman Margaret Tinnock	10.20-11.20	3/4L	26
			11.50-12.50	3/4C	28
			2.15-3.15	3/4O	28
Fri 31 Oct	Lake Albert PS	Paul Oakman Margaret Tinnock	9.20-10.20	3/4A	28
			10.20-11.20	3/4T	27

Number of days taught	20
Number of schools taking part	16
Number of students participating	1535
Educator:	Marc Harper Hailey Durham

5.0 Participant Resources

Schools and participating teachers were given a number of resources and supplementary program information. This will encourage the on-going teaching of environmental issues and foster positive behaviours and attitudes to encourage an environmentally sustainable future. Students were also given an EnviroMentors bookmark or sticker to take home as a reminder of their workshop.

5.1 Schools

Each school was provided with the following items which can be found in the Appendix:

- Certificate of Participation acknowledging Council's hosting role

They were also given a USB which included:

- A school newsletter for each family thus extending information to a wider audience
- Template letter of invitation to a low waste lunch
- An information pack containing:
 - Welcome to EnviroMentors and follow up ideas
 - Syllabus links
 - Module information

The USB also contained files relating to waste and sustainability issues, including:

- "Chewing Gum Fact Sheet" (Keep NSW Beautiful and the Wrigley Co)
- "The Easy Composting Guide" (NSW Environment and Heritage)
- "Easy Worm Farming Guide" (NSW Environment and Heritage)
- "The Easy Natural Cleaning Guide" (NSW Environment and Heritage)
- "The Marvel of Mulch" (NSW Environment and Heritage)

5.2 Teachers

Each teacher was provided with the following items also found in the Appendix:

- Evaluation form
- Teacher notes and follow up ideas
- 2014 module information
- A school newsletter for each family extending information to a wider audience

6.0 Responses to the Program

Many students remembered the EnviroMentors program from previous years and were excited to participate in new topics this year. Teachers were also supportive and positive about the EnviroMentors program delivery and content.

6.1 School Summaries

Mater Dei Primary School

Students were able to recall and build upon the information they learnt last year. Overall, the students had a good knowledge of the water cycle process, and were able to identify a variety of ways they could conserve water at home. Students acknowledged that water is a precious resource and we can all do more to conserve it.

Uranquinty Public School

Students were enthusiastic and engaged during the workshop. Students were excited to put what they learnt into action, specifically reusing bath water on plants, fixing leaking taps and bubblers around the school, planting native plants and using mulch.

Mount Austin Public School

Students enjoyed participating in the workshops. Students were surprised to learn how little of the Earth's freshwater is accessible. Year 5/6 was able to suggest ways they can reuse water from the classroom on the school garden. Year 3/4 are conducting a survey at home to gauge how much water they use and find areas where they can improve their conservation.

MET School

Students had great knowledge about how we use water around the house, but many were surprised to discover about the quantity of water used in different daily activities, such as flushing the toilet, filling a bath and taking a shower. The water conservation drama reinforced the importance of saving water around the house, and students were keen to share the lessons they learnt with their parents. Students will be studying being water wise next term and teachers were keen to revise the water saving practices the students learnt.

Humula Public School

Humula PS has several sustainability practices in place and students are frequently participating in environmental activities such as Catchment Champions. This prior knowledge about water health supported them well in my questioning. Though the water scarcity demonstration, and the water conservation drama, the importance of conserving water was enhanced. Teachers were eager to introduce the water saving practices they learnt, particularly when watering the vegetable patch and surrounding gardens.

St Joseph's Primary School

Many students had a great understanding of the water cycle and water scarcity, which was reinforced during the demonstration. They showed great learning and creativity during the drama activity and many students were eager to share their new knowledge with their families at home.

Sturt Public School

Students were able to recall and build upon the information they learnt last year. Several students commented that they had continued doing the water saving initiatives they started after last year's session. Teachers were keen to develop a water saving project for the Enviro-scientists to conduct around the school, and ensure the Garden Club introduce water wise practices.

Rand Public School

The students thoroughly enjoyed discovering new ways to conserve water both at school and home. Many were surprised to learn about the quantity of water used in different daily activities. Teachers were keen to follow-up the workshop by getting students to write a procedure for various water usage activities, such as washing the dog and hands. Students were also eager to start watering the plants at school more carefully and using mulch on the gardens.

Urana Central School

Students had been involved in the Basin Champions program this year and were aware of the importance of saving water in the area. Students were surprised to learn the amount of water used in day-to-day activities. Students were also able to identify areas around the school where they could improve saving water, particularly turning off taps tightly in the classroom and reusing water from the classroom on the garden.

Henschke Primary School

Teachers were going to organise for students to design water saving posters to be displayed in classrooms and around school. Students were excited to go home and share what they had learnt with their parents.

Kapooka Public School

All students from Kindergarten to Year 6 participated from this school. While many older students had a good understanding of water conservation, there were still some misconceptions about the water cycle present, which were discussed. Younger students gave examples of friends running out of water from tanks and having to 'borrow it'. Some students still gave examples of playing with sprinklers, but could identify ways to save water in everyday activities.

Lockhart Central School

Looking at the available water on earth came as a surprise to 4/5/6, who were readily able to grasp the concept of water existing in different states on the planet. Many were surprised to learn how much water can be wasted during activities such as washing and using the toilet. Some students identified a recycled water tap at a local oval when discussing sewage, making the connection between learning and the real world.

Wagga Wagga Christian College

Years 4, 5 and 6 participated in our Drip, Drop Splash workshops at Wagga Christian College. The school has a few sustainable initiatives, including chooks for food scrap disposal. Like many primary students, they were familiar with the water cycle from infants study, thus we were able to discuss human activities such as sewage and stormwater systems. Many were not aware of the difference between sewage and stormwater systems, and were amazed, albeit slightly concerned at first, to find out that sewage water can be 'recycled' into usable water.

Oaklands Central School

Students from this school were more aware of the need to conserve water, as many either live on property or have families involved in agriculture. Students in infants did a great job in going through the water cycle and identifying where their water comes from where primary students showed great initiative and creativity in suggesting water saving techniques they could implement at home.

Ladysmith Public School

All students from this small school participated in our workshops. Many younger students were aware that water came from rain, but had not previously entertained the thought that the clouds were in fact water and it is a continuous cycle. They did an excellent job in identifying why water needs to be conserved, and showing the rest of the class different water saving techniques through drama presentations. Older students had a better understanding of the water cycle, though were largely unaware of just how much water everyday activities use. They shared some great

examples of water saving behaviours some already undertook, as well as some they could implement at home.

Henty Public School

The school us recycled water to irrigate the back oval, which most students were aware of, though not all knew that it was cleaned waste water. Students from years 2 to 6 were enthusiastic to participate in the water scarcity demonstration in which they were amazed to find out just how scarce fresh, available water really is. Students had many great water saving ideas to take home to their families.

Turvey Park Public School

Many students had not given much thought for the need to conserve water, though most were aware of the water cycle and had a solid background in this natural cycle. When prompted, students started recognising the hot, dry periods and drought in the local area as well as industries such as agriculture who they share their water with. Many came up with great water saving ideas which they happily shard and were encouraged to take these home to teach their families.

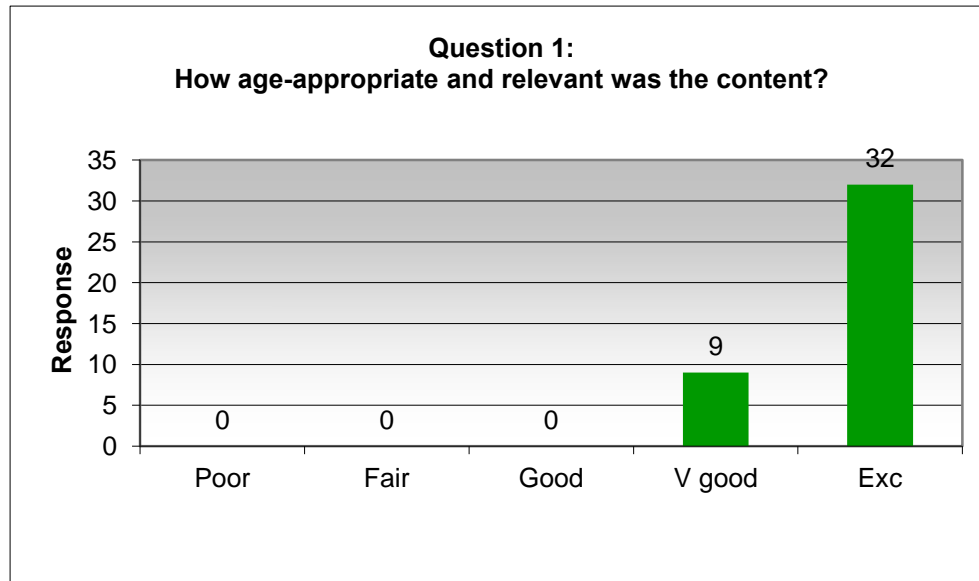
Lake Albert Public School

Students in Years 3 and 4 enthusiastically participated in our workshops over a two day visit. All were familiar with the water cycle, and could easily identify sectors in industry and agriculture with whom they share their water supply. Teachers were enthusiastic to follow up on the content taught and both teachers and students proposed ways they could help conserve water at school and at home.

7.0 Evaluation of the Program

Evaluation forms were handed out to each participating class teacher seeking feedback and suggestions of ways to further develop the EnviroMentors program. Teachers were asked to grade on a 5-point scale from *poor* through to *excellent* for four questions. Question five asked which of our modules teachers would like their students to experience next time. The last three questions gave teachers the opportunity to give qualitative feedback about the program.

Completed evaluation forms can be provided upon request. 50 evaluation forms were handed out, 41 were returned to the educator. The information has been collated and graphed, showing the following results.

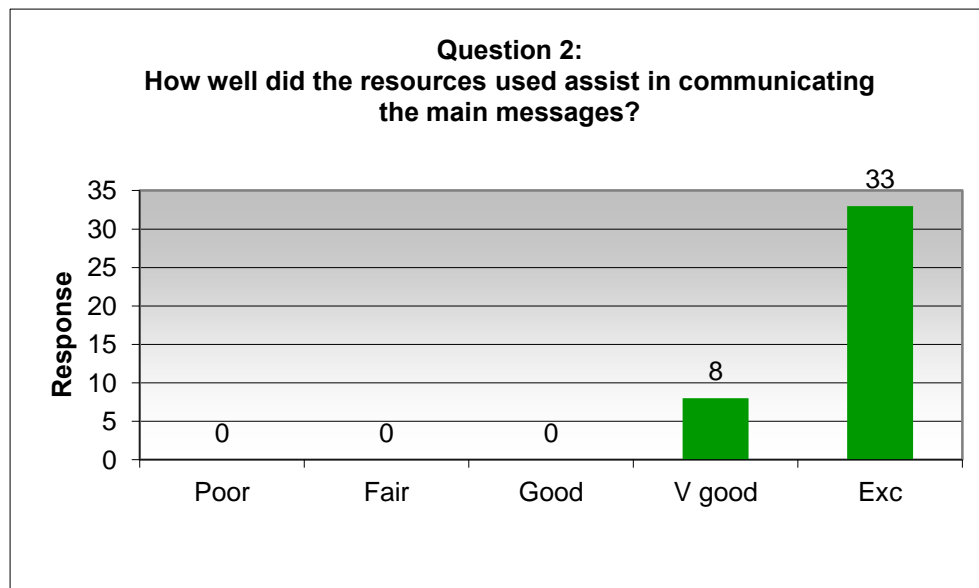
Question 1

This graph shows that the program was effectively tailored to students from Kindergarten through to Year 6. The workshops contained various interactive components to engage students and maintain focus. Workshop contained real examples which children can relate to in their everyday lives. Older students were challenged with activities that required them to think more critically and creatively about environmental and sustainability issues. With younger students basic environmental themes were discussed and explored through fun activities and games.

Teacher Comments:

- Relevant, appropriate for stage 2.
- The students really enjoyed being involved by being active learners.
- Got the students engaged with the topic by the use of hands on experiments. Lots of really good facts and not too difficult for students to understand.
- Great interaction and hands on activities. Relevant information for our area too.
- Great engagement from children - nice pace! Great mix of whole group, small group, puzzles, descriptions, pictures and labels, drama and water ratio demonstration.
- Very hands on, engaging for K/1 learners.

Question 2

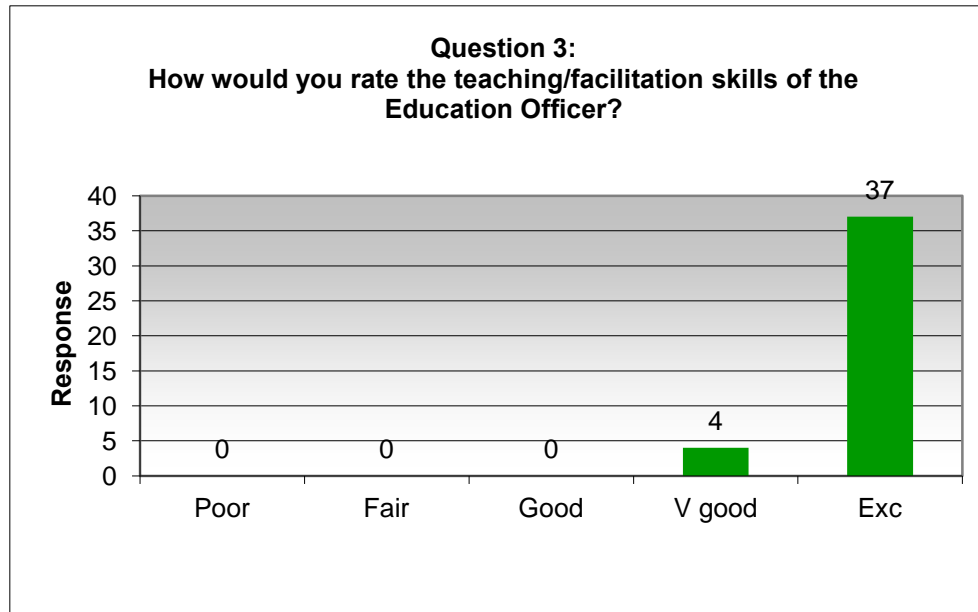


Resources used by EnviroMentors were beneficial in communicating the main messages and were appropriate for students from a variety of backgrounds. The resources were designed specifically so that participants can easily relate to the topics covered during the EnviroMentors workshops. The hands-on elements and interactive whiteboard components aided understanding and consolidation of knowledge.

Teacher Comments:

- Props and visuals great. Extremely interactive.
- Great interactive activities.
- Well resourced, fast paced, totally engaging.
- Any new way to present information to kids is welcome. It's engaging, it's visual.
- Very well set up with pictures and signs. Great group work.

Question 3

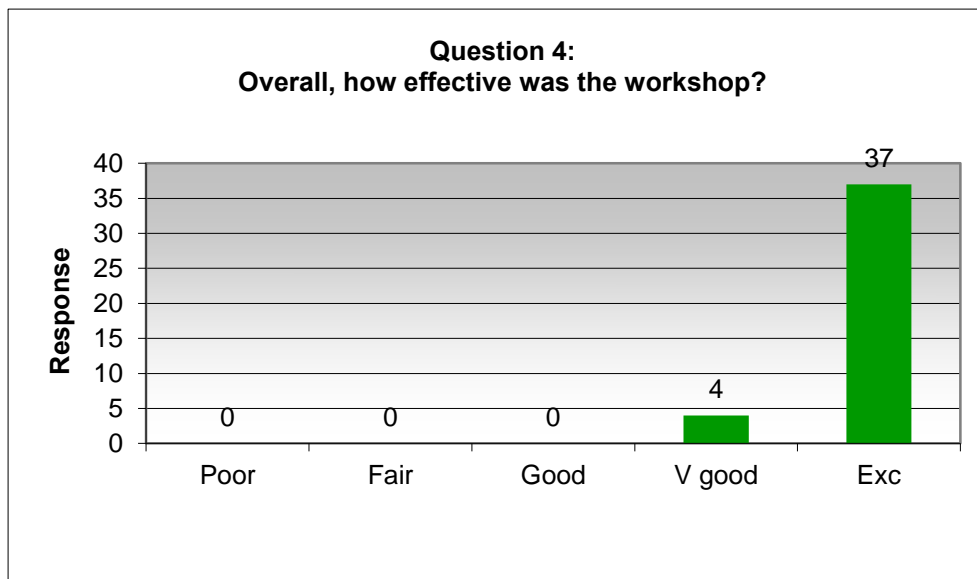


Teachers rated the teaching skills of the Education Officer very highly. Keep NSW Beautiful Sustainability Education Officers are qualified and experienced and are shown to have excellent skills to help implement the key messages within the program. Their ability to respond to behaviour management needs and build effective rapport with the students over a short time greatly assists the achievement of learning outcomes.

Teacher Comments:

- Marc was really enthusiastic. Had all the children engaged.
- Marc was motivated and related well with small groups.
- Hailey did a fantastic job delivering the workshop.
- Hailey was excellent. Children very engaged.
- Hailey did a fantastic job keeping the students engaged and so many questions were asked.
- Content was adjusted to the knowledge displayed by the students.
- Opportunity for students to contribute to discussion was well managed.
- Fantastic, knowledgeable presenter!

Question 4

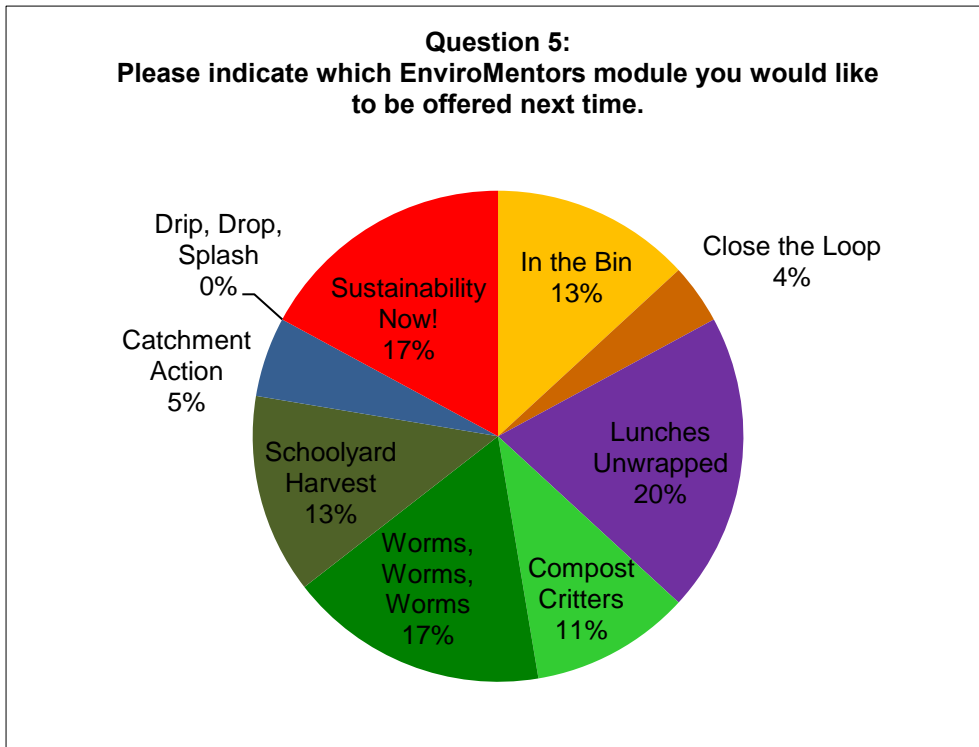


Overall, the workshops were considered to be very effective. The responses by teachers and students to the EnviroMentors program in the area have been very positive. Students and teachers were engaged and many showed a high level of interest in environmental conservation and sustainability and spoke of positive actions that they would take as a result of experiencing the program.

Teacher Comments:

- All students actively involved and learned relevant details about water saving.
- Students were engaged. Great variety of activities.
- The children were very engaged throughout the whole presentation. Teacher talk to child activities was well balanced. Great to hear children discussing amongst themselves reasons for why/ completing answers.
- Covered many aspects relating to how we use water (that children can relate to). Interactive activities promoting understanding. Great questioning and follow up to consolidate what they have done.

Question 5



Teachers were asked which modules they would like to be offered for the next EnviroMentors booking. The above graph shows the teachers responses, with some teachers choosing more than one module. Short module descriptions are as follows:

In the Bin

Students get creative through drama while gaining knowledge of local waste issues. They learn the appropriate bin to place waste items in and the environmental implications of littering, which can be taken home and imparted to parents.

Close the Loop

Through interactive games and audio visual material, students find out what and how new items are made from recycled materials. With a focus on local services, recycling to reduce waste going to landfill and save resources is emphasised.

Lunches Unwrapped

Designed for schools wanting to reduce littering and excess packaging in school lunchboxes, students are introduced to the idea of a waste-free lunch and explore the benefits for both the environment and their health. Activities include designing a new lunch box. Take-home information is available to inform parents of how easy it is to make lunch waste-free. (available from Term 3, 2014)

Sustainability Now!

Just what is sustainability? Students explore this concept and collaborate to identify actions they can take in their daily lives at home and school to consume less, becoming more sustainable and reducing their environmental footprint.

Worms, Worms, Worms

Students learn about worm-farming as a simple, effective way to recycle food scraps. Student's knowledge is tested while they learn fascinating facts about worms, and enjoy discovering how a real worm farm looks and works. Schools have the option of setting up their own worm farm through this module.

Compost Critters

Students explore composting as an environmentally sound alternative to reduce waste going to landfill. A fun interactive game of 'grab the grub' enables students to have fun while delving into this ecosystem. Schools have the option of setting up their own compost bins through this module.

Schoolyard Harvest

Students are guided through the steps involved in creating their own vegetable garden at school or at home. The module makes the connection between growing and caring for a garden and the food we eat. Students also learn of the benefits of keeping chickens for fresh eggs.

Catchment Action

Students role-play the harmful activities carried out by characters in a catchment. After observing the effects these actions can have on water quality and biodiversity, students brainstorm environmentally friendly practices to protect our fragile waterways. Our 3D interactive catchment models are a fascinating component of this module.

Drip, Drop, Splash

Students examine the water cycle, just how much usable water we have on earth, and how we need to share this limited supply of water. Puzzles bring science to life while a little bit of drama creates a splash for learning to conserve water!

Question 6

Teachers were given the opportunity to suggest changes or improvements to the workshop. There was 1 suggestion:

1. Most schools would have projectors available, get the presentation online instead of small A4 posters.
 - EnviroMentors do have Interactive Whiteboard options available, at this school the resources weren't provided. We use these elements as part of our workshops when available, however as our workshops are designed to be hands on and interactive, they are just as effective without.

Question 7

Teachers were asked how they will follow up on the content of the workshop with students. This question prompts teachers to think of how important messages from the workshops can be reinforced in the classroom and with environmental initiatives in the school itself. This important stage of consolidation means that children are more likely to remember what they have learnt. Responses from individual teachers are listed below:

- Incorporate learning into our HSIE units. Use case studies in mathematics when looking at volume and capacity, as well as measurement.
- Conduct a survey for students to fill out at home to gauge water usage.
- Have students draw water cycle in their books. Look into further videos and activities. Talk further about water conservation.
- I will look at the resources that we can incorporate into our environmental education program.
- It fits well into programs completed or programs planned. Have been involved in Basin Champions project this year.
- Dedicate some science lessons to the conservation of water. Look at website to help with ideas and resources.
- Writing tasks during "Reading Groups" - design a water wise poster.
- In class discussion, suggesting/ brainstorm ideas to take home and implement.

Question 8

To facilitate the passage of workshop concepts and information into the home environment and wider community, children were asked how they can use what they have learnt in their EnviroMentors session. In this way, important environmental messages extend beyond the classroom environment and into households and communities. The following student comments were recorded:

- Shorter showers.
- Turn off taps.
- Plug or buckets in sink to reduce wasted water.
- Have conversations with family members.
- Put buckets under shower whilst water is warming up. Collecting and using water would usually waste.
- Don't leave tap on when you are brushing your teeth.
- Use mulch around plants.
- Use half flush on toilet when necessary.
- Use a bucket and sponge to wash a car or dog. Wash cars on the grass.
- Leaking tap - get a plumber.
- Full load when washing. Use the washing machine water to water the plants.

8.0 Conclusion

EnviroMentors is always well received in the schools and now supports six curriculum areas and incorporates the use of various technology, making it a valuable experience for teachers and students. The program was a great success, stimulating and motivating participants. Students' enthusiasm and responses to the issues raised indicated their interest. Discussion with teachers revealed an appreciation of the program being hosted by Riverina Water County Council.

EnviroMentors highly values the relationship between Riverina Water County Council and Keep NSW Beautiful. EnviroMentors has been visiting the area since 2009 delivering a variety of modules, which have been well received in the schools. From the evaluations returned, teachers expressed interest in a range of modules for future bookings. The most popular modules chosen were Lunches Unwrapped and Worms, Worms, Worms, which Council may wish to consider for its next booking.

Keep NSW Beautiful continues to endeavour to meet both teacher and Council needs by developing suitable and pertinent modules for high-quality environmental education for our children and wider communities. We welcome your feedback and look forward to discussing how best we can meet your needs.

**For further information please contact a Sustainability Education Officer
(02) 8594 4020**

This report may be of interest to other sections of council. Please feel free to pass this report on.

Appendix 1 Program Materials

- **Welcome**
- **Teacher evaluation form**
- **School newsletter 'Riverina Water County Council'**
- **Follow-up ideas**
- **School cover letter**
- **School registration form**
- **Media release 'Riverina Water County Council'**



5. Please indicate which module you would like to see on offer next time. (See over for descriptions)

EnviroMentors Evaluation Form 2014

Did you know that we are also available for private bookings?

Need helping establishing a thriving vegetable garden or teaching water conservation and catchments in an exciting hands on manner?

All our workshops are linked to the K-6 syllabus and our qualified educators present age appropriate, interactive activities to promote positive environmental behaviour. For more information check out our website:

www.knswb.org.au

Close the Loop

Through interactive games and audio-visual material, students find out what and how new items are made from recycled materials. With a focus on local services, recycling to reduce waste going to landfill and saving resources is emphasised.

Compost Critters

Students explore composting as an environmentally sound alternative to reduce waste going to landfill. A fun interactive game of 'garb the grub' enables students to have fun while delving into this ecosystem. Schools have the option of setting up their own compost bins through this module.

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Students examine the water cycle, just how much useable water we have on earth and how we need to share this limited supply of water. Puzzles bring science to life while a little bit of drama creates a splash for learning to conserve water.

EnviroMentors is currently visiting schools in the Riverina Water County area. Students are learning about water conservation and sharing issues relevant to your area. We encourage your school to make the most of this visit with post-workshop environmental themed lessons and activities. Why not try some ideas overleaf?



Why conserve water?

When you use water wisely, you help the environment. You save money, energy and help save water for fish and animals. You help preserve drinking water supplies. And you ease the burden on sewerage treatment plants—the less water you send down the drain, the less work these plants have to do to make water clean again.

To conserve water:

- Only water gardens and lawns in the early morning or late afternoons.
- Collect your bath and shower water in a bucket and use it in the garden.
- Have short showers and keep the shower at a lower water pressure.
- Wash the dishes in the sink rather than with the water running.
- Operate the dishwasher with a full load only.
- Check all taps inside and outside the house for leaks.
- Wash cars on the lawn – try to use buckets only for this job.
- Sweep driveways and paved areas rather than hosing – it's healthy exercise!
- Turn off the tap whilst brushing teeth.
- Design signs to go near taps and bubblers to help other people save water at school.

Key facts:

- Water is the only substance that's found naturally on Earth in three forms – liquid, gas and solid.
- Water plays a major role in controlling the Earth's temperature.
- Water covers 71% of the Earth's surface but only 3% of this is fresh water.
- A slowly leaking tap can waste 20 000 litres a year – get it fixed now!
- If you shower for six minutes, a water efficient showerhead can save up to 50 litres of water for each shower or up to 20,000 litres of water per person per year.
- The total amount of water on Earth has remained constant for thousands of years, this means that the only water we will ever have, we have right now.

Check out the **Riverina Water County Council website** for more interesting ways you can save water!

<http://www.rwcc.com.au/>

Drip, Drop, Splash Workshop Follow-up Activities

Water Saving at School

Brainstorm wise / unwise uses of water at school, develop a class chart. Extend to include water uses at home. Write a letter to the principal to suggest the adoption of water saving measures within the school. Present ideas in an informed and persuasive manner.

Captain Plop Water Saving Story

Go to www.sawater.com.au/sawater/captainplop/cp_flash_spread/index.html and read a fun story with your class about an adventure in set in a household plumbing system, while learning about simple water saving strategies.

Water Cycle Story

Water is recycled around and around for billions of years. Write a tale of water travelling through time! Your water drop may have been caught in a polar ice cap for a million years, or lapped up by the rainbow serpent in the Aboriginal dreamtime! Your ancestors might even have had a glass of water with your drop in it!

School Water Audit

Walk around the school and locate the taps (bathrooms, staffroom etc). Note all dripping ones; calculate the amount of water wasted from these taps in a minute / day etc. Graph results.

Water Metres

Find the school water meter and research how to read them. Check the meter reading late on Friday afternoon and then again early Monday morning to determine weekend water use or leaking taps.

Mission H₂O Game

A fantastic interactive comprehension game about ways to conserve water in the home. Students learn while having fun: www.savewater.com.au/mission-h2o-game/

Does your school have a great environmental project in operation? Have you considered entering our awards programs?

ENVIRONMENTAL EDUCATION AWARD

Open to schools, tertiary institutions, childcare centres, Councils and community groups alike, this category rewards exemplary environmental education. This can constitute campaigns, projects or programs which motivate environmental actions. For more information please contact LHolstein@knswb.org.au

For more great resources and videos visit our Pinterest page

www.pinterest.com/enviromentors

or website:

<http://www.knswb.org.au/programs/EnviroMentors.aspx>

**Facebook us:
Keep NSW
Beautiful**

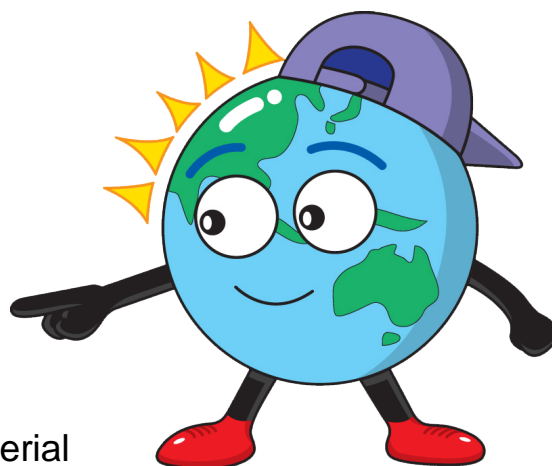


Friday 16 May 2014

Environmental education workshops FREE to your school

Our workshops are:

- ✓ **Fun** and **interactive** for your students
- ✓ **Relevant** to your local community
- ✓ **Facilitated** by trained teachers
- ✓ **Suitable** for all K-6 classes
- ✓ **Linked** to your curriculum
- ✓ **Supported** by excellent follow-up lesson material



This year, **Riverina Water County Council** has chosen to offer the following module:

Drip, Drop, Splash

Students learn about the natural processes of the water cycle, how we use and allocate water, and the need to use it wisely. Through group activities, puzzles and games, students have fun examining and assessing appropriate strategies and behaviours to share and save water.

Register Today ! Registration form on reverse of page.

To register, return via email: education@knswb.org.au OR Fax: (02) 8594 4040

EnviroMentors Registration Form



School:

Address:

Phone:

Fax:

Total number of **CLASSES** in: K: ☐ Y1: ☐ Y2: ☐ Y3: ☐ Y4: ☐ Y5: ☐ Y6: ☐

Principal's name:

Contact teacher for the visit:

Contact Email:

Term 3 (September) 2014 (please mark your preferences)

- Monday 1 September
- Tuesday 2 September
- Wednesday 3 September
- Thursday 4 September
- Friday 5 September
- Monday 8 September
- Tuesday 9 September
- Wednesday 10 September
- Thursday 11 September
- Friday 12 September

Indicate any unsuitable dates

Term 4 (October) 2014 (please mark your preferences)

- Monday 20 October
- Tuesday 21 October
- Wednesday 22 October
- Thursday 23 October
- Friday 24 October
- Monday 27 October
- Tuesday 28 October
- Wednesday 29 October
- Thursday 30 October
- Friday 31 October

Indicate any unsuitable dates

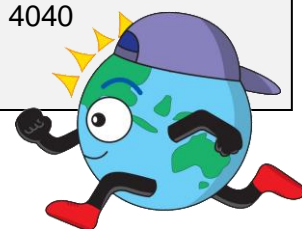
Register with Keep New South Wales Beautiful by: Friday 13 June 2014

Return via email: education@knswb.org.au OR Fax: (02) 8594 4040

Enquiries: (02) 8594 4055

Please note:

- There is a maximum of 4 workshops per day (1 class per / 1 hour workshop).
- An indoor central location is required for the duration of the visit.
- We will advise you of your allocated date and request a timetable.



EnviroMentors

Media Request Form



Keep
NSW
Beautiful



EnviroMentors
EDUCATION FOR SUSTAINABILITY

FACSIMILE COVER SHEET

TO: Noel Young **FROM:** Deborah Kelly
ORGANISATION: Mount Austin PS **DATE:** 8.7.14
FAX NUMBER: 6925 3974 **PAGES:** 1 (including this cover sheet)

Dear Noel

We are looking forward to visiting your school in September with the EnviroMentors.

I would like to invite the **local media** to attend the session on:

Wednesday 3 September 10.10-11.10 with 2P

Please confirm with us as soon as possible if this arrangement can proceed.

All you need to do is check that the following arrangements are in place:

- ✓ Approval from the Principal
- ✓ Photo permission forms for students

You need to be aware that last minute contingencies may prevent the press from attending, but we do hope your school can feature in a 'good news' story! We will advise you if there will be any additional visitors; however no special arrangements will be required.

This is a low key event and usually just involves the local newspaper attending to take some photos.

Please return this fax to 8594 4040 with a yes or no response ASAP. This is the only paperwork we need.

YES / NO - We are able/unable to accommodate a media visit

Sincerely,
Deborah Kelly
EnviroMentors Program Support

7. 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 reviewed in 2011. It has been due for review in 2014.

As part of the current review, the Consultative Committee looked at the makeup of the Committee. It was felt by the committee that it was not appropriate for a Councillor to be a Management Representative on the Committee. This is also the view of the Office of Local Government, and has been included in comments in their best practice reviews of other councils, where appropriate.

This policy review has now been completed and is attached for Councillors' information.

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.

- **Internal Policy 1.4 Consultative Committee Constitution**

INTERNAL POLICY

STAFF CONSULTATIVE COMMITTEE CONSTITUTION

POLICY REFERENCE NUMBER:		IP 1.4	
Original publication date		17th December 1997	
Revision number	Issue Date	Approved	Approval
0	1997		17/12/1997
1	2011	Res:11/64	22/06/201
Name changed from 4.7 on 26/11/2013			
2	12/12/2014	Res: 14/??	12/12/2014
<p>This document is to be reviewed every 2 years. Next review date: December 2016</p>			
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, but not limited to -

- 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
- EEO program.
- 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 –

USU (Rural)	1 elected
USU (Office)	1 elected
USU (Depot)	1 elected
USU (Water Works)	1 elected
ETU	1 elected
LGEA	1 elected
Management	3 nominated

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.

A Chairperson shall preside at all meetings and 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).

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.

8. INTERNAL POLICY 3.25 LEAVE

RECOMMENDATION that Riverina Water County Council adopt Internal Policy 3.25 Leave.

In 2011, Riverina Water County Council adopted a Policy regarding the taking of leave by employees.

This Policy is due for review in 2014.

This policy review has now been completed and is attached for Councillors' information, together with Leave Guidelines.

This policy applies to the leave provisions of all employees entitled to leave and in compliance with the Riverina Water Council Enterprise Award 2013.

The Policy states that all employees and RWCC representatives will consider the operational needs of RWCC as well as the individual's needs to ensure:

- All employees are aware of leave entitlements, discretionary leave provisions and responsibilities.
- RWCC is committed to providing opportunities, where employees' work in a safe and healthy family friendly environment and balance their work and life commitments.
- The operational requirements of RWCC are taken into account through appropriate work planning.

The policy review has been presented to Council's Employee Consultative Committee, where no issues were raised.

- **Internal Policy 3.25 Leave**
- **RWCC Leave Guidelines**

INTERNAL POLICY

LEAVE POLICY

POLICY REFERENCE NUMBER:		IP 3.25	
Original publication date 5 th October 2011 Min. No. 11/125			
Revision number	Issue Date	Council resolution	Council meeting date
0	2011	11/125	5/10/2011
Name changed 26/11/13 from 4.26			
1	12/12/2014	14/xx	12/12/2014
This document is to be reviewed every two years. Next review date: December 2016			
RESPONSIBLE OFFICER		General Manager	

PURPOSE

Riverina Water County Council is committed and seeks to ensure compliance with the Riverina Water Council Enterprise Award 2013 to provide all employees with appropriate leave provisions.

All employees and RWCC representatives will consider the operational needs of RWCC as well as the individual's needs to ensure:

- All employees are aware of leave entitlements, discretionary leave provisions and responsibilities.
- RWCC is committed to providing opportunities, where employees' work in a safe and healthy family friendly environment and balance their work and life commitments.
- The operational requirements of RWCC are taken into account through appropriate work planning.

SCOPE

This policy applies to the leave provisions of all employees entitled to leave and in compliance with the Riverina Water Council Enterprise Award 2013.

COMMITMENTS

Riverina Water is committed to:

- Ensuring policies and guidelines are in plain English and accessible to all employees
- Are compliant with the provision of relevant Acts and Riverina Water Council Enterprise Award 2013

IMPLEMENTATION

The General Manager has specific responsibility for the implementation, review and monitoring the effectiveness of this policy and may delegate management accordingly.

In order to implement this policy Riverina Water will:

- Communicate the policy provision during induction to all existing and new staff;
- Ensure adequate resources are available

Guidelines supporting and compliant with Riverina Water Council Enterprise Award 2013, relevant Acts and good practice will be maintained for recognised leave entitlements and arrangements including:

- Annual
- Sick &
- Personal carers
- Bereavement
- Long Service
- Maternity
- Paternity
- Defence force training
- Community Service
- Trade Union
- Study
- Union Picnic day
- Rostered day off
- Leave without pay

MONITORING & REVIEW

Riverina Water will establish appropriate information and monitoring systems to assist the effective implementation of relevant policy and guidelines

COMPLAINTS

Individuals who believe they have suffered any form of discrimination are entitled to raise the matter through the agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

LEGISLATION

The documents and reference used to compile and support this policy and relevant guidelines include:

- [Riverina Water Council Enterprise Award 2013](#)
- [Defence Act 1903](#)
- [Defence Reserve Service \(Protection\) Act 2001](#)
- [Defence Reserves Support](#) -
- [State Emergency & Rescue Management Act 1989](#)
- [Annual Holidays Act 1944](#)
- [Anti-Discrimination Act 1977](#)
- [Public Holidays Act 2010](#)
- [Long Service Leave Act 1955](#)
- [Workers Compensation Act 1987](#)
- [Industrial Relations Act 1996](#)
- [Industrial Relations \(Child Employment\) Act 2006](#)
- [Gendered Violence Research Network](#)

Riverina Water County RWCC Leave Guidelines

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Introduction

RWCC provides the following types of leave to eligible employees:

- annual leave
- sick leave & personal carers'
- bereavement/compassionate
- public holidays
- long service
- maternity and parental
- defence force training
- jury service
- voluntary service
- trade union
- study (refer to separate policy & procedures)
- family violence (refer to separate policy and procedures)
- rostered day off
- leave without pay

The following guidelines are based on a full time employees working ordinary agreed hours

- Either 38 or 35 hours per week depending on the RWCC Enterprise Agreement and classification
- Fractional employees leave entitlements are calculated on a proportionate basis.
- Casual employees are paid a loading in lieu of leave entitlements unless otherwise referred to the Enterprise Award.
- Unless otherwise noted leave may be taken for periods of a whole day or greater, except in the case of long service leave, which is normally taken in blocks of no less than one week.

Leave types

Annual leave

- Full-time employees are entitled to annual leave on full pay at the rate of 20 working days for each completed year of service from the date of appointment.
- Employees engaged on shift rosters will be entitled to an additional 20 hours of annual leave after each twelve months of service.
- An employee will apply for leave indicating when they wish the leave to commence, normally giving reasonable notice.
- Leave will be allowed or deferred at the discretion of the Supervisor. Taking of annual leave will be such that the operational requirements of the organisation are met.
- Supervisors are to ensure that employees have adequate opportunity to take annual leave as a continuous period and employees are to inform their supervisor of intentions to take leave.
- Where a public holiday occurs during the period of annual leave no deduction for this day will be made from the annual leave credits of the employee.

- Where an employee's leave entitlement equals or exceeds eight working weeks, the employee's supervisor may direct the employee to take leave, providing at least 4 weeks' notice.
- When an employee is ill for five or more consecutive working days whilst on annual leave, on provision of appropriate documentation application to the general manager can be made for that leave to be re-credited.
- Employees will be paid annual leave as part of their normal pay or they may request payment in advance. On termination of employment, the employee will be paid pro-rata all accrued annual leave credits not taken.

Sick leave

- Full-time employees are entitled to paid sick leave for up to 15 working days per year.
- Sick leave is available twelve months in advance during the first year of service, and then accrues on a proportionate, cumulative basis.
- After 5 yrs of continuous service this increases to eighteen days.
- Casual employees are entitled to unpaid leave of up to two days on each occasion of a personal illness and must provide a medical certificate from a medical practitioner or completed statutory declaration form.
- An employee absent from work through illness must advise their supervisor as soon as practicable on the first day of absence.
- Documentation supporting requests for sick leave of two or more days or after three separate periods in each year of service may be required, stating the nature of the illness and the period or approximate period for which sick leave is required This Acceptable documentation would only include a;
 - certificate from a medical practitioner or
 - a signed statutory declaration.
- When an employee is ill for five consecutive days whilst on annual or long service leave, supported by appropriate documentation no deduction of annual or long service leave credits will be made for the period of illness. No re-credit will be granted to an employee on annual or long service leave immediately prior to retirement, resignation or termination of employment.
- A supervisor can request an employee with a proven regular pattern of sick leave to provide a medical certificate or statutory declaration for any sick leave taken in the six months following the supervisor's request.
- Employees who have used their full entitlement of sick leave may be granted sick leave without pay, subject to the approval of the supervisor and satisfactory medical certification. In addition, an employee can use any annual leave entitlement.
- Where a supervisor has concerns about an employee's ability to perform their normal duties on their return from a period of sick leave, they can request that the employee provide a medical clearance certifying that the employee is fit to resume normal duties.
- An employee with at least ten years' service with Riverina Water may at the recommendation of their supervisor and at discretion of the General Manager be granted additional sick leave where an illness or injury results in the employee exhausting their accumulated sick leave.
- An employee, who has been granted paid sick leave and who in respect of the period of leave receives compensation under any Act or law shall reimburse Riverina Water from the compensation, amounts paid for leave.
- Untaken sick leave which accrues from year to year is not paid upon termination unless there are unclaimed credits from previous awards or agreements at 15 February, 1993.

Personal Carers' leave

- Carers' leave is available for an employee's absence to provide care and support for a member of their immediate family or household under their care when they are ill.
- In normal circumstance, an employee shall not take personal carer's leave where another person is providing the immediate family or household member with care.
- Sick leave entitlements, conditions and expectations are to be used for personal carer's leave.
- Personal carer's leave may be taken for part of a single day.
- Immediate family includes a:
 - spouse (including a former spouse, a de facto spouse and a former de facto spouse of the opposite or same sex);
 - child (including an adopted child, a step-child, ex-nuptial child or foster child), or grandchild;
 - parent, grandparent, or sibling of the employee or the employee's spouse, and
 - relative of the employee who is a member of the same household as defined in enterprise agreement.

Bereavement leave

- Employees, other than casuals may be granted up to four days paid bereavement leave on full pay, with provision of satisfactory evidence.
- Person in respect of whom, bereavement leave may be claimed shall include a:
 - spouse of the employee; or
 - de facto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
 - child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee; or
 - same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
 - relative of the employee who is a member of the same household, where for the purposes of this paragraph:
 - 'Relative' means a person related by blood, marriage or affinity;
 - 'Affinity' means a relationship that one spouse because of marriage has to blood relatives of the other; and
 - 'Household' means a family group living in the same domestic dwelling.

Bereavement Entitlements for Casual Employees

- Subject to providing satisfactory evidence to the RWCC, casual employees are entitled to not be available to attend work, or to leave work upon the death of a person prescribed in Sub Clauses (i)(a) to (i)(e) above.
- RWCC and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 96 hours (i.e. four days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.
- RWCC must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of the RWCC to engage or not engage a casual employee are otherwise is not affected.

Long service leave

- Employees who complete ten years continuous service are entitled to long service leave of 13 weeks.
- From eleven to fifteen years an additional 1.7 weeks per year.
- After the completion of the sixteenth year and each year following an additional 2.7 weeks
- To be taken at a time mutually convenient to RWCC and the employee in minimum period so of one week.

Paid maternity and parental

- Paid maternity leave applies to;
 - female fulltime and part time employees who have 12 months continuous service with RWCC immediately prior to the commencement of maternity leave or special maternity leave
 - female casual employees who have worked a regular and systematic basis with RWCC for a t least 12 months prior to the commencement of maternity leave or special maternity leave
 - leave shall mean leave taken by a female employee in connection with pregnancy or birth of a child of the employee
 - an unbroken period of service either 28 weeks half pay or 14 weeks full pay or combination as long as it does not exceed the equivalent of 14 weeks full pay
- Paid special maternity leave is leave taken by an employee where the pregnancy of the employee terminate before the expected date of birth (other by the birth of a living child) or where she suffers illness related to her pregnancy , and she is not then on paid maternity leave provided that a medical practitioner certifies such leave to be necessary before her return top work.
- The employee may choose to commence paid maternity leave before the expected date of birth.
- Other leave and accumulated time in lieu may be taken in conjunction with paid maternity leave and special maternity leave, subject to council approval, provided that the total period of leave does not exceed 52 weeks.
- Is taken into account in calculating the employee's long service leave, annual and sick leave accruals.
- Paid maternity leave may not be extended beyond the first anniversary of the child's birth
- Payment is at the employee's ordinary rate prior to commencing the leave.
 - Permanent part time employee's will paid at their ordinary part time rate of pay calculated on the regular number of hours worked.
 - Casula employee's rate of pay will be calculated by averaging the employee's weekly wage in the 12 months immediately prior to the employee commencing leave

Defence force training

- Employees who are members of the Australian Defence Force Reserve are entitled to leave without pay for up to 14 calendar days.
- An additional 14 days leave without pay in the first year of ADF Reserve service to allow the employee to attend and common induction training requirements.
- For all other periods of ADF Reserve service, an employee may elect to apply for:
 - leave without pay;
 - annual leave;
 - long service leave;
 - other accrued leave entitlement; or

- a combination of the above to cover the required period of Defence service.
- ADF Reserve service leave is based on a financial year and is in addition to any other accrued leave (e.g. Annual Leave, Long Service Leave etc.).
- With the exception of Continuous Full Time Service (CFTS), up to six weeks ADF Reserve service leave per year is treated as unbroken service for the purpose of calculating accrued leave (e.g. Annual Leave, Long Service Leave, Sick Leave, etc.).
- RWCC may contact the nominated ADF Unit point of contact to discuss possible alternative dates when the absence of an employee may cause significant difficulties for our operational requirements.
- At the start of each working year, the employee will inform RWCC of their anticipated ADF Reserve service commitment for the next 6-12 months, even when specific dates are unknown. Once specific dates are available, employees should notify RWCC at the earliest practicable opportunity.
- Provide RWCC with written ADF notification of the training/activity to be undertaken and include this with the leave application.
- Attempt to resolve ADF Reserve service related issues at the lowest appropriate level, e.g. immediate supervisor. When an internal resolution is unsuccessful, the employee should utilise any internal RWCC grievance or dispute resolution process. The employee should provide RWCC with the details of an appropriate ADF Reserve Unit point of contact.

Jury service

- An employee who is required to attend a Court for the purpose of jury service will be entitled to the difference between the jury service fee and the employee's ordinary rate of pay
- Casual employees are entitled to unpaid leave for the purposes of jury service.

Community Service Leave

- Any full-time, fractional employee who is a voluntary member of any recognised emergency service management body can take paid or unpaid leave during an emergency declared by a RWCC recognised authority.
- Casual employees can take unpaid leave.
- The employee's period of service continue unbroken during the period of leave, so that other entitlements continue to accrue.
- The employee must give RWCC notice of their absence, either verbal or written as soon as practicable.

Trade Union leave

- An employee who is sponsored by a union to attend a course of training will be paid a leave of absence to attend.
- A total of ten days in any one calendar year will be provided.
- Leave is non-cumulative.

Study (refer to separate policy & procedures)

Union Picnic Day

- Union Picnic day is a holiday for employees who are financial members of union(s)
- The Union Picnic Day shall be on a day as is agreed between the RWCC and the union(s)
- The union(s) advise RWCC two weeks prior to the Union Picnic Day of financial members
- Non financial members of the Union(s) who work on the Union Picnic Day will be paid at ordinary pay for their normal working day
- Non financial members may apply to take approved leave on this day.

Family Violence

- As this can be very sensitive and may require specific support depending on the individual situation please refer to RWCC policy on Family Violence.
- Riverina Water recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work.
- Riverina Water is committed to providing support and retaining confidentiality to staff that experience family violence.
- An employee experiencing family violence may raise the issue with the immediate supervisor or the Human Resources Coordinator.

Roster Day Off

- Unless otherwise agreed all RWCC fulltime employees are entitled to a rostered day off (RDO) after every nine days worked.
- RDO's are to be taken on a regular mutually agreed regular day.
- If the regular RDO falls on an award holiday the employee may take the next scheduled working day as a RDO or this may be deferred upon consent of your supervisor
- Employees at either RWCC request or on their own request and with the approval of RWCC., may defer and accumulate RDO's to be taken at a mutually agreed time provided that an employee shall not accumulate more than five rostered days off at any one time.

Leave without pay

- Leave without pay may be granted at the discretion an employee's supervisor and at a time mutually convenient to RWCC and the employee.
- This must be authorised by the employees supervisor and then the General Manager
- It will not be regarded as service for the purpose of computing long service leave, sick leave or annual leave.
- These periods will not constitute a break in the employee's continuity of service.
- Public holidays will not be paid during absence of approved leave with pay.

Applying for leave

- Employee's accruals for annual, sick and long service leave (when entitled) are provided on the employee's payslip and via Authority (insert link)
- Leave forms are used to apply for all leave (insert link)
- Employees other than causals are entitled to leave after an employee's first anniversary date of employment.

The role of the employees

- It is the responsibility of the employee to apply for leave for the period of their absences as soon as possible.
- In the cases of Annual and Long Service Leave, employees may become aware of absences well in advance of the period of leave. In these situations, it is the employee's responsibility to advise their supervisor of their intended absence so other work arrangements can be made or negotiation can occur.
- The employee will, wherever practicable, give notice prior to an absence of the:

- intention to take leave
- reasons for taking leave (including the relationship involved when accessing Carers' and Bereavement/Compassionate leave)
- estimated length of absence

In the cases where it is not possible for an employee to give prior notice of the absence, the employee will notify their supervisor of the absence as soon as practicable, stating the details outlined above.

- Excluding sick leave, where an employee and supervisor anticipate the absences due to personal reasons may be regular or for extended periods, the employee and supervisor should explore alternative means of balancing RWCC needs, family and personal responsibilities, which may include fractional work and job sharing arrangements.
- It is the employee's responsibility to ensure that approval has been given before proceeding on leave.

The role of supervisors and managers

- Wherever possible, leave applications must be approved prior to the commencement of the leave period.
- Where this is not possible (e.g. sick leave) the supervisor can complete a leave application on behalf of the employee or the employee can complete an application on their return to work.

The role of Human Resources

- Human Resources via Clerical Officer - Payments maintain and process employee records, including leave applications. Human Resources can provide advice on:
 - different types of leave available to employees
 - leave entitlements
 - current leave applications
 - previous leave applications

References

[Riverina Water Enterprise Award 2013](#)
[Archery Australia](#)
[Leave Guidelines - University of the Sunshine Coast](#)
[Wollongong City Council Policy and Procedures](#)

9. POLICY 1.13 RISK MANAGEMENT

RECOMMENDATION that Riverina Water County Council adopt Policy 1.13 Risk Management.

In 2012, under guidance from StateWide Mutual Insurance Group, Riverina Water County Council adopted a policy that provided a mechanism for the management of risk throughout Council's operations.

This Policy has now been reviewed and is attached for Councillors' information.

The objectives of the Policy are:-

- provide appropriate levels of service, building on its reputation, and providing a comprehensive water supply to customers,
- operate, maintain and construct assets required to meet levels of service, incorporating continuous improvement/quality processes,
- create an environment where all RWCC employees and contractors assume responsibility for managing risk,
- establish a formal, structured risk management approach that is appropriate to RWCC's activities and operating environment,
- adopt a risk management approach consistent with the principles of Australian and New Zealand risk management standard AS/NZS ISO:31000:2009 where by risks are identified, analysed, evaluated, treated, monitored and communicated,
- establish and as necessary review RWCC's risk appetite,
- involve identified stakeholders in RWCC's risk management process as appropriate,
- ensure that it can appropriately deal with risk
- protect the community and the environment as a good corporate citizen.

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

- **Policy 1.13 Risk Management**

RISK MANAGEMENT POLICY

POLICY REFERENCE NUMBER:		POL 1.13	
Original publication date		14 December 2012	
Revision number	Issue Date	Approved	Approval date
0	14 Dec 2012	Res:12/175	14 Dec 2012
Name Changed from 5.31 on 22/11/13			
1	15 Oct 2014	Res 14/???	
<p style="text-align: center;">This document is to be reviewed every 2 years. Next review date: July 2016</p>			
RESPONSIBLE OFFICER		General Manager	

1. INTRODUCTION:

Risk is defined as the effect of uncertainty on objectives, and this uncertainty can have financial, operational, environmental and/or reputational consequences.

Riverina Water County Council (RWCC) recognises that whilst risk is inherent in all its activities, the management of that risk is an integral part of good management practice and supports risk management as a central element in its day-to-day operations. Therefore, all RWCC departments and operations will adopt a risk management approach consistent with AS/NZS ISO 31000:2009 in their planning, approval, review and control processes.

Risk management is a systematic process that involves establishing the context of risk management, identifying, analysing, evaluating, treating risks, periodic monitoring and communication. Risk management does not eliminate all risk. The application of risk management thinking, principles and practices aims to assist RWCC deliver quality services, improve decision making, set priorities for competing demands/resources, minimise the impact of adversity and loss, ensure regulatory compliance and support the achievement of RWCC's objectives.

The purpose of this policy is to establish and communicate RWCC's approach for managing risks and to establish clear objectives to ensure that all levels of management, staff and contractors are aware of and responsible for the management of risk.

1. OBJECTIVE:

RWCC aims to:

- provide appropriate levels of service, building on its reputation, and providing a comprehensive water supply to customers,
- operate, maintain and construct assets required to meet levels of service, incorporating continuous improvement/quality processes,
- create an environment where all RWCC employees and contractors assume responsibility for managing risk,
- establish a formal, structured risk management approach that is appropriate to RWCC's activities and operating environment,
- adopt a risk management approach consistent with the principles of Australian and New Zealand risk management standard AS/NZS ISO:31000:2009 where by risks are identified, analysed, evaluated, treated, monitored and communicated,
- establish and as necessary review RWCC's risk appetite,
- involve identified stakeholders in RWCC's risk management process as appropriate,
- ensure that it can appropriately deal with risk
- protect the community and the environment as a good corporate citizen.

2. SCOPE OF POLICY

This policy applies to all Councillors, management, staff and contractors across all RWCC activities and processes.

3. DEFINITIONS

Risk	Effect of uncertainty on objectives
Risk management	Coordinated activities to direct and control an organisation with regard to risk
Risk management framework	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
Risk management policy	Statement of the overall intentions and direction of an organisation related to risk management
Risk management plan	Scheme within the risk management framework specifying the approach, the management components and resources to be applied to the management of risk
Risk management strategy	Systematic application of management policies, procedure and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
Risk Appetite	The amount of risk that an organisation is prepared to seek, accept or tolerate.

4. RELATED DOCUMENTS

- Risk Management Plan
- Risk Management Framework
- Risk Management Strategy
- Good Governance Policy (1.3)
- Risk Register

5. POLICY CONTENT

Riverina Water County Council is committed to ensuring a strong risk management culture exists and will undertake a range of activities to help promote and embed risk management practices by:

- managing risk based on AS/NZS ISO 31000:2009 Risk Management and other relevant guidelines and standards;
- aligning risk management to RWCC's existing planning and operational processes;
- allocating sufficient funding to risk management activities;
- providing all RWCC staff with sufficient and appropriate training;
- including risk management responsibilities in job descriptions and staff performance appraisals;
- discussing risk management issues and incidents at team meetings;
- including risk management information and updates in RWCC reports and on RWCC intranet/internet sites;
- Update its Risk Management Plan annually;

- Make informed judgements concerning the level and costs of risk involved in achieving cost-effective outcomes.

RWCC supports the following principles as listed in AS/NZS ISO 31000:2009:

- **Risk management creates and protects value**

Risk management contributes to the demonstrable achievement of objectives and improvement of performance on, for example, human health and safety, security, legal and regulatory compliance, public acceptance, environmental protection, product and service quality, project management, efficiency in operations, governance and reputation.

- **Risk management is an integral part of all RWCC processes**

Risk management is not a stand-alone activity that is separate from the main activities and processes of RWCC. Risk management is part of the responsibilities of management and an integral part of all RWCC's processes, including strategic planning and all project and change management processes.

- **Risk management is a part of decision making**

Risk management helps decision makers make informed choices, prioritise actions and distinguish among alternative courses of action.

- **Risk management explicitly addresses uncertainty**

Risk management explicitly takes account of uncertainty, the nature of that uncertainty, and how it can be addressed.

- **Risk management is systematic, structured and timely**

A systematic, timely and structured approach to risk management contributes to efficiency and consistent, comparable and reliable results.

- **Risk management is based on the best available information**

The inputs to the processes of managing risk are based on information sources such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement. However decision makers should inform themselves of, and should take into account, any limitations of the data or modelling used or the possibility of divergence among experts.

- **Risk management is tailored**

Risk management is aligned with RWCC's external and internal context and risk profile.

- **Risk management takes human and cultural factors into account**

Risk management recognises the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievement of RWCC's objectives.

- **Risk management is transparent and inclusive**

Appropriate and timely involvement of stakeholders and, in particular, decision makers at all levels of RWCC, ensures that risk management remains relevant and up-to-date. Involvement also allows stakeholders to be properly represented and to have their views taken into account in determining risk criteria.

- **Risk management is dynamic, iterative and responsive to change**

Risk management continually senses and responds to change. As internal and external events occur, context and knowledge change, monitoring and review of risks takes place, new risks emerge, some change and others disappear.

- **Risk management facilitates continual improvement of RWCC**

RWCC should develop and implement strategies to improve their risk management processes alongside all other aspects of RWCC.

- **Risk management is the responsibility of all RWCC staff**

Within each specialist area, all staff are responsible for applying risk management practices to identify, assess, communicate and mitigate risks.

6. POLICY IMPLEMENTATION GUIDELINES

This policy will be implemented through Council's Risk Management Framework, Risk Management Strategy and annual Risk Management Plan as shown below:

Risk Management Relationships

Risk Management Policy	Risk Management Framework	Risk Management Strategy
The Risk Management Policy sets out Council's commitment to risk management and the principles upon which it will manage its risks	The Risk Management Framework establishes Council's risk context, risk appetite, risk criteria, and risk structure. It specifies roles and accountabilities, outlines the risk process and how risk management performance will be assessed.	<p>The Risk Management Strategy sets out how Council will deal with risks. The five steps are :</p> <p>Identify risks</p> <p>Analyse risks</p> <p>Evaluate risks</p> <p>Treat risks</p> <p>Communicate & consult</p>

Risk Management Plan

The annual Risk Management Plan covers actions to be taken to treat strategic risks across the organisation. It identifies residual risk levels, any altered risk conditions, and any actions that need to be taken to reduce residual risk.

Risk Management Review and Report

Council's risk Framework, policy, strategy, and plan is reviewed at least annually and amended as required. A report is then provided to the General Manager, WH & S and Risk Coordinator, and the Audit Committee of Council

10. POLICY 1.18 RECORDS MANAGEMENT

RECOMMENDATION that Riverina Water County Council adopt Policy 1.18 Records Management.

In 2009, Riverina Water County Council adopted a policy that outlined the necessary steps to appropriately manage its records.

Since that time Council has implemented an Electronic Records Management System (EDMS) and it was appropriate that the Policy be reviewed.

This Policy has now been reviewed and is attached for Councillors' information.

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.

- **Policy 1.18 Records Management**

RECORDS MANAGEMENT POLICY

REFERENCE NUMBER:	POL 1.18		
publication date	2005		
Revision number	Issue Date	Council resolution	Council meeting date
1	19/1/2009		19 th January 2009
2	12/12/2014	Res 14/??	12 th December 2014
This document is to be reviewed every two years. Next review date: December 2016			
RESPONSIBLE OFFICER			General Manager

PART 1: INTRODUCTION

1.1 Policy Objective

This policy determines 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.

1.2 Scope of Policy

This policy applies to Councillors and staff of Riverina Water County Council.

1.3 Definitions

Archives-those records that are appraised as having continuing value

Records-“..any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means.”

Recordkeeping Systems-“..information systems which capture , maintain and provide access to records over time..”

State records-“..any record made or kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for use of a public office..”

State Archive-A State record that the State Records Authority of New South Wales has control of under the State Records Act 1998(NSW).

1.4 Legislative Context

State Records Act 1998 and State Records Regulation 2010.

This legislation is supported by the following standards and guidelines;

- Australian Standard, AS ISO 15489-2002, Records Management
- Australian Standard AS5090-2003, Work process analysis for recordkeeping
- NSW Ombudsman, Good Conduct and Administrative Practice: Guidelines for State and local government 2003

Other related legislation includes;

- Copyright Act 1968 (Commonwealth)
- Evidence Act 1995 (NSW)
- Government Information (Public Access) Act 2009
- Health records and information Privacy Act 2002
- Local Government Act 1993
- Privacy and Protection of Personal Information Act 1998

1.5 Related Documents

- Policy 1.1 Code of Conduct
- Policy 1.2 Code of Meeting Practice
- Policy 1.9 Councillor access to information and interaction with staff
- Policy 1.15 Public Access to Information
- Policy 1.20 Privacy Policy
- InfoXpert Workbench user guide

PART 2: POLICY CONTENT

As a public agency, Riverina Water County Council is bound by the regulations and requirements of the State Records Act 1998. The Act sets out codes of best practice to which Council must comply. Failure to do so could leave Council open to criticism in an investigation-whether by a Minister, a Royal Commission, an auditor or a law enforcement body. State Records legislation requires Riverina Water County Council to make and keep records that fully and accurately document operations and administration.

Why we need “full and accurate “records:

- i. Facilitate action by employees at any level, and by their successors;
- ii. Make possible a proper scrutiny of the conduct of business by anyone authorised to undertake such scrutiny, and,
- iii. Protect the financial, legal and other rights of the organisation, its clients and any other people affected by its actions and decisions.
- iv. To comply with all external requirements relating to record keeping practices.

To be a “full and accurate” record the Australian Standard requires that records possess the following attributes.

ATTRIBUTE	EXPLANATION OF ATTRIBUTE
Compliant	Complying with the recordkeeping requirements from the
Adequate	For the purposes for which they are kept
Complete	Containing not only the content, but also the structural and contextual information necessary to document a transaction, as
Meaningful	With links to other records documenting a sequence of transactions
Comprehensive	Documenting the complete range of the organisation’s business
Accurate	Reflecting accurately the transaction that they document
Authentic	Enabling proof that they are what they purport to be and their purported creators indeed created them
Inviolable	Securely maintained to prevent unauthorised access, alteration or

Records are a vital ingredient in support of Council's ongoing business activities. Effective management and preservation of Council's corporate memory is intrinsic to both the decision making process and productivity within Council.

Disposal of Records

Records must be protected, maintained, accessible, and useable for their entire retention period, as outlined in the General Authority 39 (GA 39) ,Local Government Records.

Records cannot be disposed of other than in accordance with the State Records Act 1998, GA 39 .The approval of the General Manager or person/s delegated by him is also a requirement for records disposal.

The State Records Act 1998 (NSW) requires public offices to ‘make and keep full and accurate records ‘ of their business activities.

Poor record keeping practices within the public sector contribute to inefficiencies and poor decision making. Poor record keeping means that evidence may not even exist or may not be adequate to meet Council requirements for accountability. Records are vital for ongoing business and for internal and public accountability.

The NSW Public Sector Code of Conduct requires that public officials should 'maintain adequate documentation to support any decision made in the performance of their duties.

Councillors

Councils are identified as public offices under the State Record Records Act 1998. When discharging functions of Council, Councillors are subject to the Act when they create or receive 'State Records'. It is recognised that in practice these circumstances are limited and include such items as:

- A petition received from a community group
- Written complaints, suggestions or enquiries by ratepayers about council services

Originals of such records are to be made available to the General Manager for inclusion in Councils official records.

Staff

All Council employees have a number of basis obligations regarding records:

- i. Make records to support the conduct of Councils' business activities.
- ii. Create records that would not otherwise be created e.g. Meetings, telephone discussions, conference and oral decisions must be documented.
- iii. Register records into either paper or electronic recordkeeping systems. All official outgoing communications should contain reference to the Document ID number from infoXpert.
- iv. Learn how and where records are kept at Council.
- v. Do not destroy Council records without authority to do so from the General Manager.
- vi. Do not lose records
- vii. Be aware of record s management procedures.
- viii. Council will support relevant staffing positions by providing training in the use of the Electronic Management System, InfoXpert. Other training in the management of council records will be provided by supervisors as part of "on the job" training.

11. COUNCIL RESOLUTION SHEET

RECOMMENDATION that Riverina Water County Council note Council's Resolution Sheet.

Council Resolution Sheet – Meeting held 12/12/2014				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 20 August 2014				
14/93	LEASE OF LAND OFF BEAUTY POINT AVENUE	MCS	That the leases be renewed for land adjacent to 4, 14, 16 and 18 Beauty Point Avenue, for a further two years (2014/15 and 2015/16), with an annual rental of \$120 for 2014/15 and a CPI increase in 2015/16.	New lease documents being drawn up.
Meeting held 15 October 2014				
14/118	FINANCIAL STATEMENTS 2013/2014	MCS	That the 2013/2014 Audited Financial Statements be received.	Copy of Statements forwarded to OLG
14/121	OPERATIONAL PLAN – PERFORMANCE TARGETS	GM	That the report detailing the progress achieved towards the various objectives set out in the 2014/2015 Operational Plan be noted and received.	Noted
14/122	DISCLOSURE OF INTEREST RETURNS	GM	That the information be noted.	Noted
14/123	APPLICATION FOR ANNUAL LEAVE - GENERAL MANAGER	GM	That annual leave be approved for the period requested by the General Manager and that the Director of Engineering, Mr Bede Spannagle, be appointed as Acting General Manager during this time.	Noted
14/124	APPOINTMENT OF COUNCIL REPRESENTATIVES	GM	That Council reappoint existing Councillor representatives for the term of Council.	Noted
14/126	POLICY 1.3 - GOOD GOVERNANCE	GM	That Riverina Water County Council adopt Policy 1.3 Good Governance.	Noted, on Council website.

14/127	POLICY 1.4 - STATEMENT OF BUSINESS ETHICS	GM	That Riverina Water County Council adopt Policy 1.4- Statement of Business Ethics.	Noted, on Council website.
14/128	POLICY 1.5 – COMPLAINTS MANAGEMENT	GM	That Riverina Water County Council adopt Policy 1.5 Complaints Management.	Noted, on Council website.
14/129	POLICY 1.7 - GIFTS AND BENEFITS	GM	That Riverina Water County Council adopt Policy 1.7 Gifts and Benefits.	Noted, on Council website. -
14/130	POLICY 1.9 - COUNCILLOR'S ACCESS TO INFORMATION, INTERACTION WITH STAFF AND ACCESS TO COUNCIL PREMISES	GM	That Riverina Water County Council adopt Policy 1.9 Councillor's Access to Information, Interaction with Staff and Access to Council Premises.	Noted, on Council website.
14/131	POLICY 1.11 – PROTECTED DISCLOSURES	GM	That Riverina Water County Council adopt Policy 1.11 Protected Disclosures.	Noted, on Council website.
14/132	POLICY 1.14 - FRAUD AND CORRUPTION PREVENTION	GM	That Riverina Water County Council adopt Policy 1.14 Fraud and Corruption Prevention.	Noted, on Council website.
14/133	POLICY 1.14a - FRAUD PREVENTION PLAN	GM	That Riverina Water County Council adopt Policy 1.14a Fraud Prevention Plan.	Noted, on Council website.
14/134	POLICY 1.15 - PUBLIC ACCESS TO INFORMATION	GM	That Riverina Water County Council adopt Policy 1.15 Public Access to Information.	Noted, on Council website.
14/135	POLICY 3.2 - PLANT & VEHICLE PURCHASE AND DISPOSAL	GM	That Riverina Water County Council adopt Policy 3.2 Plant & Vehicle Purchase and Disposal	Noted, on Council website.
14/139	REVIEW OF STRATEGIC DESIGN OF 1:100 YEAR FLOOD LEVY	DoE	That Council: 1) Proceed with the 1:100 year Flood Levee Project as the preferred solution for flood protection for the Hammond Ave site. 2) Complete the detailed design of the 1:100 year levee prior to commencing public consultation.	Noted, on Council website
14/154	CONSIDERATION OF TENDER W.181 FOR PURCHASE OF BACKHOE/LOADER	DoE	That the offer from Norwood Farm Machinery Centre for a JCB 3CX APC Elite Backhoe, for the price of \$146,650 be accepted.	Noted, on Council website
14/155	CONSIDERATION OF TENDER W.174 FOR THE CONSTRUCTION OF ONE ELEVATED STEEL WATER SUPPLY RESERVOIR AT MANGOPLAH	DoE	That DTD Engineering Pty Ltd be awarded the contract for Construction of one Elevated Steel Water Supply Reservoir at Mangoplah, for the price of \$247,605.	Noted, on Council website

12. SEASONS GREETINGS

I would like to take this opportunity to wish the Councillors a Merry Christmas and Happy New Year.

A handwritten signature in cursive script, appearing to read 'Graeme J. Haley'.

Graeme J. Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

1. WORKS REPORT COVERING OCTOBER 2014

RECOMMENDATION That this report be received and noted.

- Works Report – October 2014

DIRECTOR OF ENGINEERING'S REPORTS TO DECEMBER 2014 COUNCIL MEETING

27th November 2014

1 WORKS REPORT COVERING OCTOBER 2014

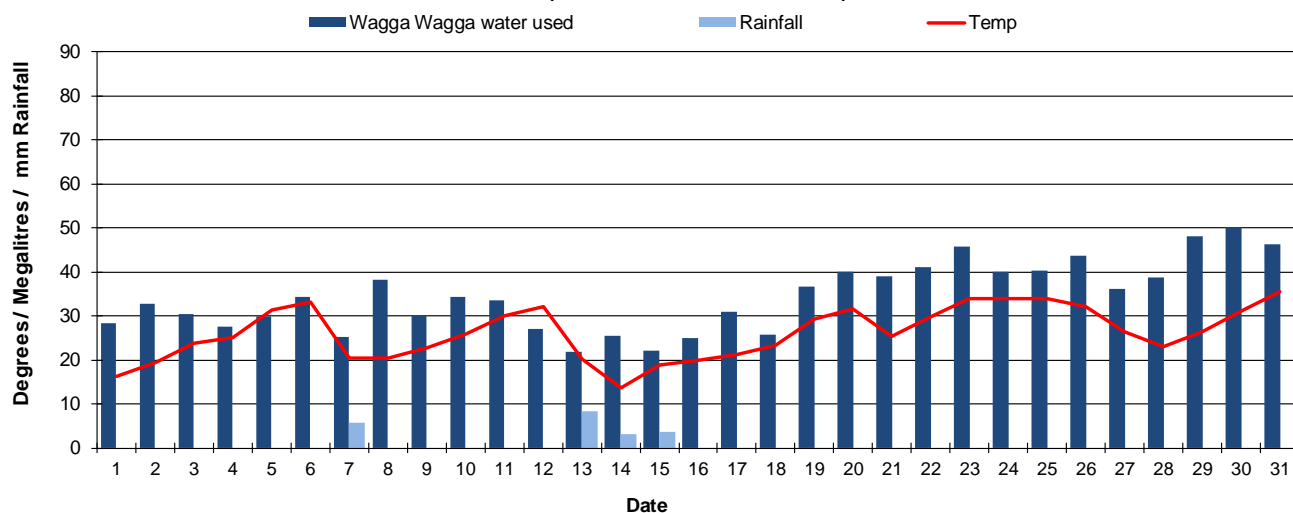
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

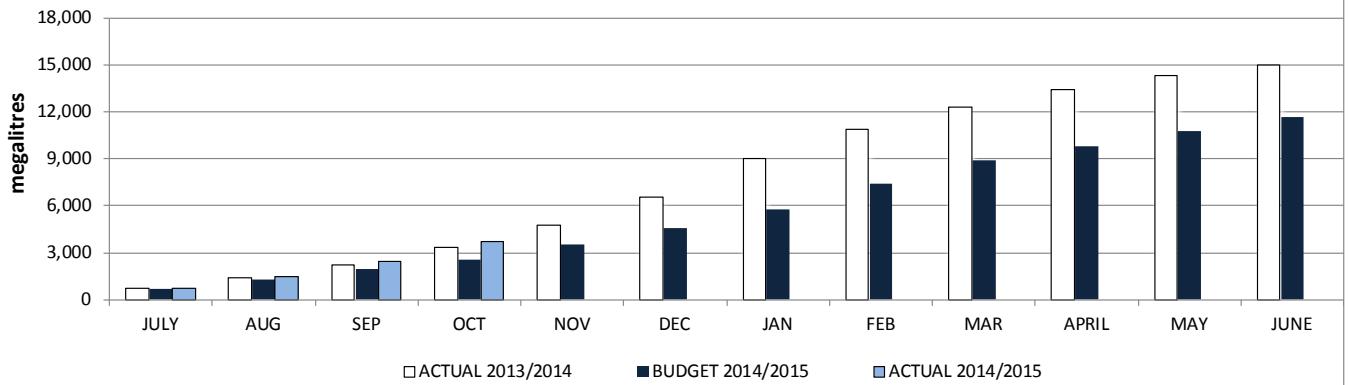
October	2012	2013	2014
Rainfall	31	12.6	20.4
Wet Days	5	8	4
WATER SOURCED October 2014 (MI)			
North Wagga bores	202.31	192.00	217.59
West Wagga bores	431.88	339.00	445.76
East Wagga bores	365.56	442.83	419.72
Murrumbidgee River	94.09	55.34	64.66
SUB-TOTAL	1,093.84	1,029.17	1,147.73
Bulgary Bores	44.22	39.75	46.06
Urana Source	0.27	0.00	0.00
Ralvona Bores	23.95	21.35	24.52
Walla Walla Bores	0.00	13.94	11.31
Goldenfields Water Supply System	1.75	18.30	3.84
SUB-TOTAL	70.19	93.34	85.73
Woomargama	0.79	1.11	1.27
Humula	0.95	0.59	0.65
Tarcutta	3.03	3.01	4.14
Oura	3.65	2.58	3.12
Walbundrie/Rand	2.82	3.47	3.37
Morundah	0.80	0.79	0.88
Collingullie	3.16	4.38	6.83
SUB-TOTAL	15.20	15.93	20.26
TOTALS	1,179.23	1,138.44	1,253.72

WATER USED October 2014 (MI)			
	2012	2013	2014
East Bomen	20.97	25.33	24.65
Estella	61.76	52.07	68.41
North Wagga	68.83	96.49	104.86
Wagga Wagga – Low Level	209.02	151.34	153.14
Wagga Wagga – High Level	497.62	524.41	571.81
Wagga Wagga – Bellevue Level	62.70	62.05	70.46
SUB-TOTAL	920.90	911.69	993.33
Ladysmith System	5.00	4.63	4.47
Bruce Dale Scheme	19.76	23.38	22.11
Currawarna Scheme	14.67	14.09	4.28
Rural south from Wagga Wagga	95.06	95.43	128.26
Rural from Walla Walla Bore	0.00	13.94	11.31
Bulgary, Lockhart and Boree Creek	22.37	20.52	30.96
From Boree Crk to Urana and Oaklands	19.74	18.73	18.69
Holbrook	23.95	21.35	24.52
SUB-TOTAL	200.55	212.07	244.60
Woomargama	0.79	1.11	1.27
Humula	0.95	0.59	0.65
Tarcutta	3.03	3.01	4.14
Oura	3.65	2.58	3.12
Walbundrie/Rand	2.82	3.47	3.37
Morundah	0.80	0.79	0.88
Collingullie	3.16	4.38	6.83
SUB-TOTAL	15.20	15.93	20.26
TOTALS	1,136.65	1,139.69	1,258.19

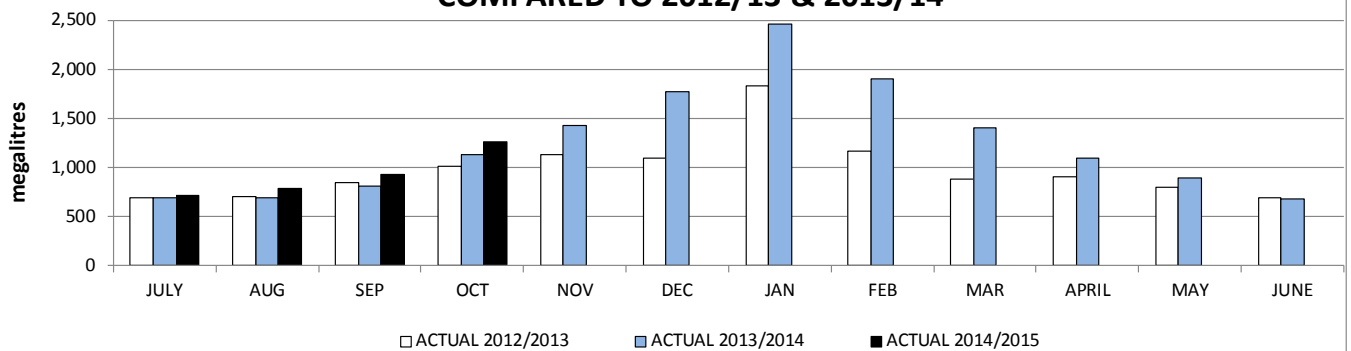
DAILY WATER USED, WAGGA WAGGA, October 2014



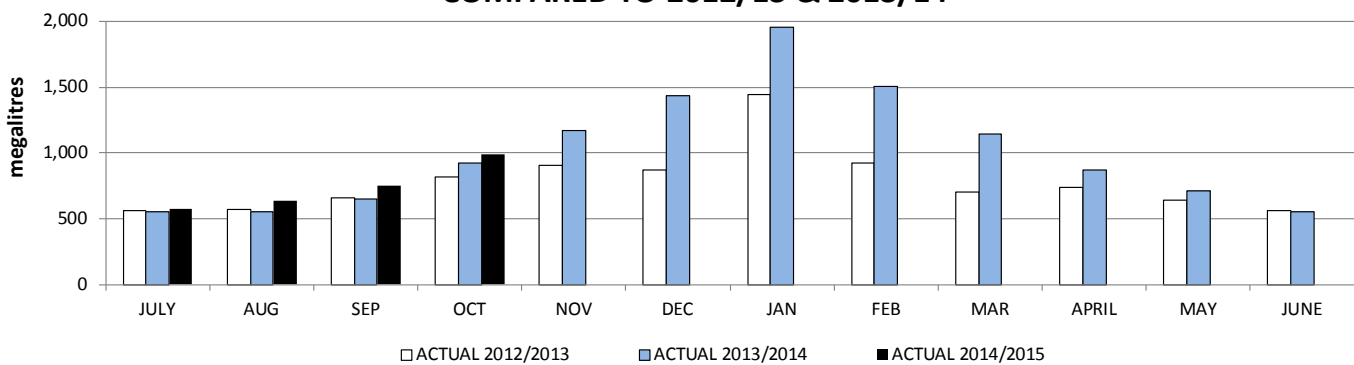
TOTAL CUMULATIVE WATER USED 2014/2015



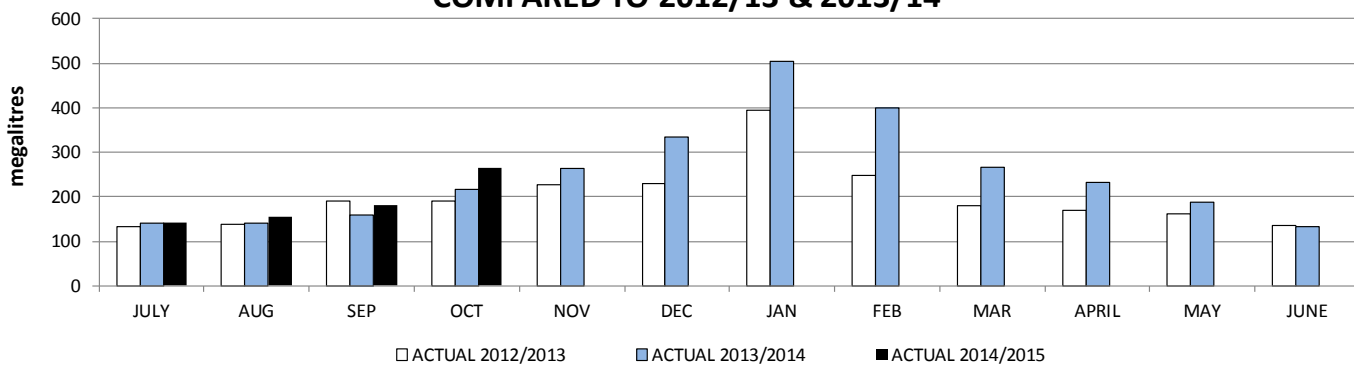
MONTHLY TOTAL WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



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 OCTOBER 2014

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	20	1		15	2	6				32	4	11
Brucedale										1		
Currawarna												
Euberta												
Humula												
Ladysmith	1			1		1						
Oura				1								
San Isidore										1		
Tarcutta				1						1		
The Gap										2		
Bulgary												
Collingullie				2								
French Park												
Lockhart	1			2								
Mangoplah												
Milbrulong												
Pleasant Hills				1								
The Rock				1								
Uranquinty						1						
Yerong Creek				1						1	3	
Culcairn												
Henty				2						2	1	
Holbrook	1	1	1									
Morven												
Walbundrie												
Walla Walla												
Woomargama												
Boree Creek												
Morundah												
Oaklands												
Rand												
Urana										1	1	1
TOTAL	23	2	1	27	2	8	0	0	0	41	9	12

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
9	4 Blamey St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
18	Silvalite Reserve	Ashmont	375 DI CL	Pipe Failure (not specified)	No	13:00	5	900
27	60 Ashmont Ave	Ashmont	100 AC	Pipe Failure (not specified)	No	2:00	13	10
27	14 Broad St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	1:00	27	10
28	Brooks Crt	Tolland	100 AC	T/ Band Broken/Leaking	No	3:00	27	5
25	8 Lae Ave	Ashmont	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
TOTALS						19:00	72	945
Total Breaks – 6				Breaks needing shut off -	4	Breaks affecting customers – 4		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Fowlers Lane	Walbundrie	50 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	6
4	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	5
8	2470 Sturt Hwy	Collingullie	50 PVC	Leaking collar	No	1:30	5	4
9	5 Leitch St	Collingullie	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	2
9	Linton St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
10	Gap Hall-Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
15	Water Treatment Plant	Woomargama	75 AC	Pipe Failure (not specified)	No	0:30	0	300
21	Rohans Rd	Bulgary	200 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	15
17	7 Linton St	Collingullie	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
17	7 Linton St	Collingullie	100 WPVC	Pipe Failure (not specified)	No	1:15	11	15
21	Mitchells Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	4:00	30	40
22	Linton St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	No	1:30	20	5
22	Old Narrandera Road	The Gap	80 PVC	T/ Band Broken/Leaking	Yes	0:00	0	10
24	Benambra Rd	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	3:30	8	144
25	Benambra Rd	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	2:30	0	90
27	Benambra Rd	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	3:30	10	75
TOTALS						18:15	84	726

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during October 2014 were:

Date	Location	Problem	Action Taken
1/10/2014	26 Andrews Ave, Koorungal	Dirty water	All results within ADWG. No action
28/10/2014	4/109 Beckwith St, Wagga	Dirty water	Flushed service
31/10/2014	Rudd St, Turvey Park	Dirty water	Flushed service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during October 2014 include:

LOCATION	PROJECT	100	150	200
		OPVC	OPVC	OPVC
Bourkelands Stage 20D	New subdivision		16	72
Brunlea Park	New subdivision	162	176	
	TOTAL	162	192	72

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during October 2014 include:

LOCATION	PROJECT	32	40	50	63	450	600
		Poly	Poly	Poly	Poly	DICL	DICL
Olympic Highway, Wagga Wagga	Kapooka Bridge	460	780	120	199	268.5	
Hammond Ave, Wagga Wagga	Mains Replacement						60.5
	TOTAL	460	780	120	199	268.5	60.5

1.6 OTHER CONSTRUCTION

Other construction works during October 2014 include:

LOCATION OR PROJECT	WORK DONE
Calvary Hospital	Fire Service 100mm
Wagga Depot	Electrician Trench

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during October 2014 include:

LOCATION OR PROJECT	WORK DONE
The Gap Pump Station	Storm Damage - Replace electrical control systems
Walbundrie WTP	Storm Damage- Replace pump control systems
Ludwigs Reservoir	Storm Damage- Replace control systems
Humula Well	Repair PLC control system & commission
Waterworks High Level Pump Station	Repair Magflow
West Wagga WTP	Shires pump repair
Collingullie #2 Bore	Replace motor cable
Tarcutta WTP	Repair CWS leak
Oura Reservoir	Repair leak
Urana WTP	Repair filter pipework
Waterworks	Replace filter #4 turbidity meter

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during October 2014 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	113
Plumpton Road	128
Estella	147
Bomen	2
Gregadoo Road	Out of Service
Forest Hill	Out of Service
Lockhart	29
Holbrook	57
Henty	6
Yerong Creek	19
Pleasant Hills	5

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during October 2014:

Training or Programme	Number of Staff
Access Rail Corridor Training	5

1.10 FLEET DISPOSALS

No fleet disposals made during October 2014.

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during October 2014:



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING NOVEMBER 2014

RECOMMENDATION That this report be received and noted.

- Works Report - November 2014

DIRECTOR OF ENGINEERING'S REPORTS TO DECEMBER 2014 COUNCIL MEETING

5th December 2014

1 WORKS REPORT COVERING NOVEMBER 2014

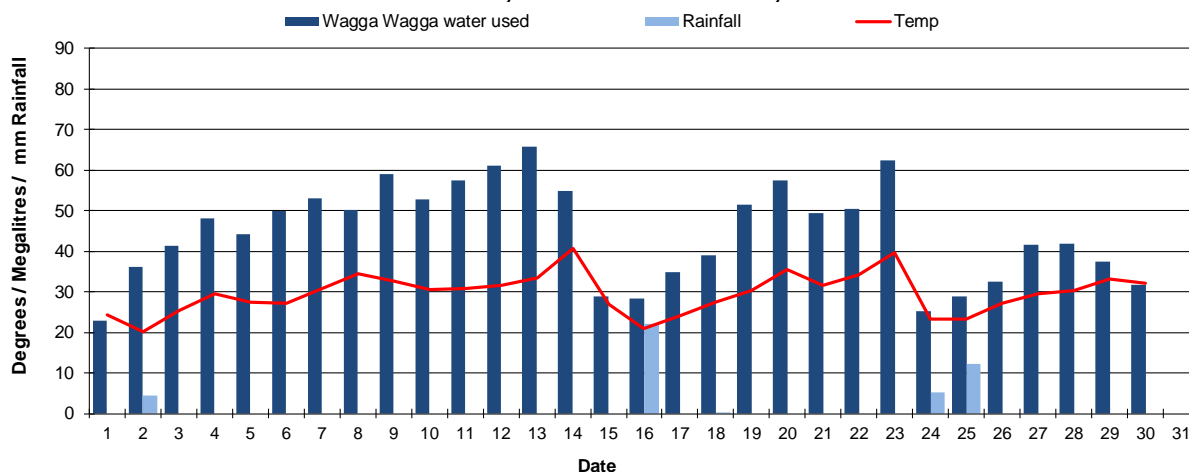
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

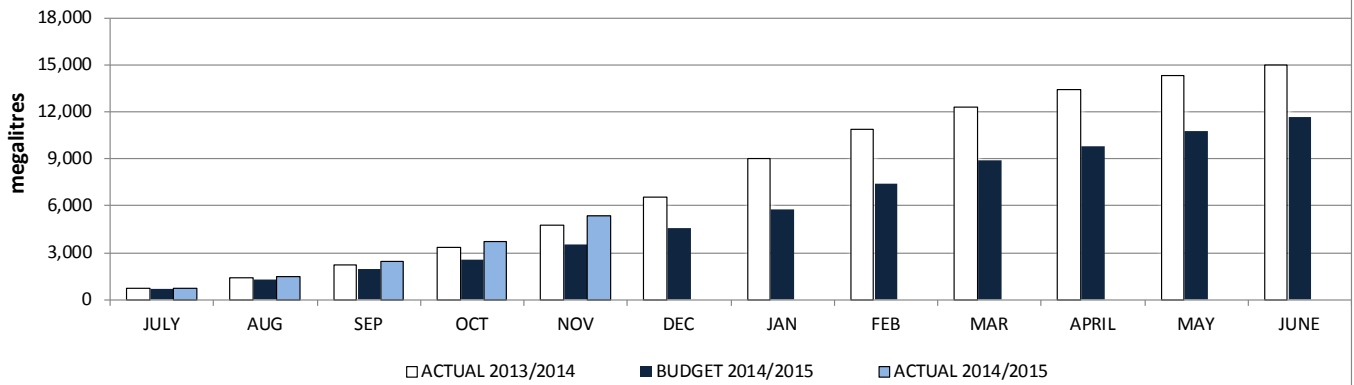
November	2012	2013	2014
Rainfall	57	6	44.2
Wet Days	4	4	5
WATER SOURCED November 2014 (MI)			
North Wagga bores	220.67	265.36	253.07
West Wagga bores	425.09	588.54	499.00
East Wagga bores	258.47	230.56	413.02
Murrumbidgee River	366.32	351.18	349.79
SUB-TOTAL	1,270.55	1,435.64	1,514.88
Bulgary Bores	48.16	49.87	55.45
Urana Source	5.56	3.12	8.74
Ralvona Bores	23.28	25.26	29.54
Walla Walla Bores	4.12	29.27	33.28
Goldenfields Water Supply System	2.74	3.40	4.54
SUB-TOTAL	83.86	110.92	131.55
Woomargama	1.19	1.16	1.58
Humula	0.63	0.62	0.96
Tarcutta	3.83	4.28	4.88
Oura	4.07	3.61	4.68
Walbundrie/Rand	3.10	3.32	4.91
Morundah	1.29	0.84	0.97
Collingullie	5.76	7.05	7.39
SUB-TOTAL	19.87	20.88	25.37
TOTALS	1,374.28	1,567.44	1,671.80

WATER USED November 2014 (MI)			
	2012	2013	2014
East Bomen	21.77	23.80	29.66
Estella	78.89	77.01	86.91
North Wagga	88.46	123.89	95.22
Wagga Wagga – Low Level	188.54	219.76	222.82
Wagga Wagga – High Level	709.83	741.68	783.50
Wagga Wagga – Bellevue Level	82.74	79.30	103.58
SUB-TOTAL	1,170.23	1,265.44	1,321.69
Ladysmith System	6.10	5.94	6.22
Brucedale Scheme	23.28	25.51	29.17
Currawarna Scheme	13.40	18.55	19.60
Rural south from Wagga Wagga	123.38	122.49	143.30
Rural from Walla Walla Bore	4.12	29.27	33.28
Bulgary, Lockhart and Boree Creek	24.03	28.32	37.83
From Boree Crk to Urana and Oaklands	26.23	24.01	27.19
Holbrook	23.28	25.26	29.54
SUB-TOTAL	243.82	279.35	326.13
Woomargama	1.19	1.16	1.58
Humula	0.63	0.62	0.96
Tarcutta	3.83	4.28	4.88
Oura	4.07	3.61	4.68
Walbundrie/Rand	3.10	3.32	4.91
Morundah	1.29	0.84	0.97
Collingullie	5.76	7.05	7.39
SUB-TOTAL	19.87	20.88	25.37
TOTALS	1,433.92	1,565.67	1,673.19

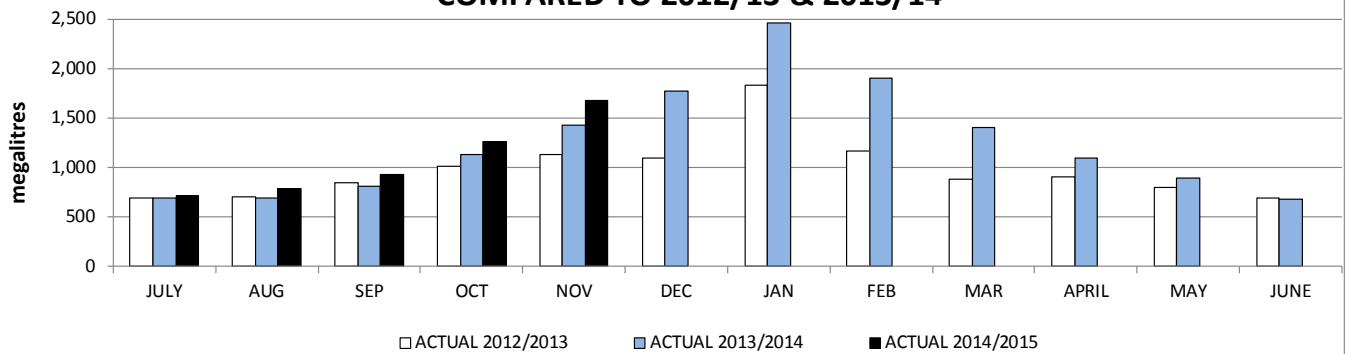
DAILY WATER USED, WAGGA WAGGA, November 2014



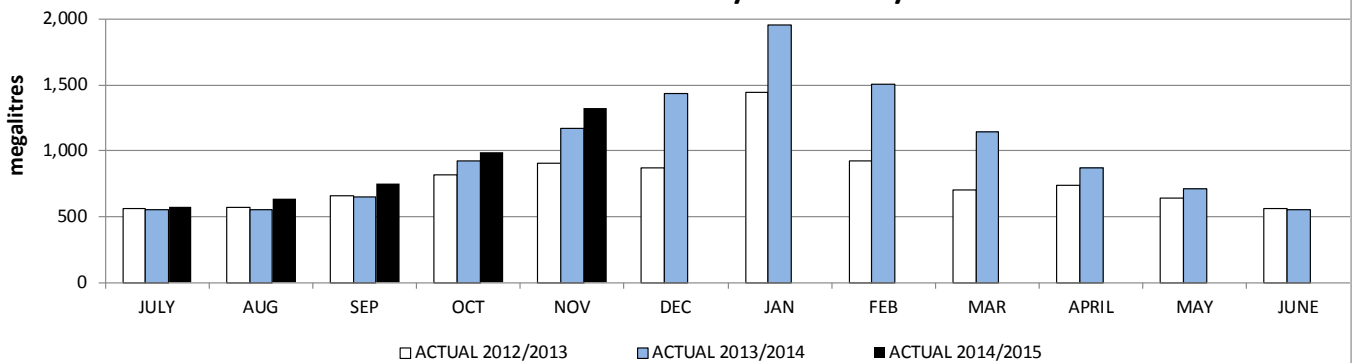
TOTAL CUMULATIVE WATER USED 2014/2015



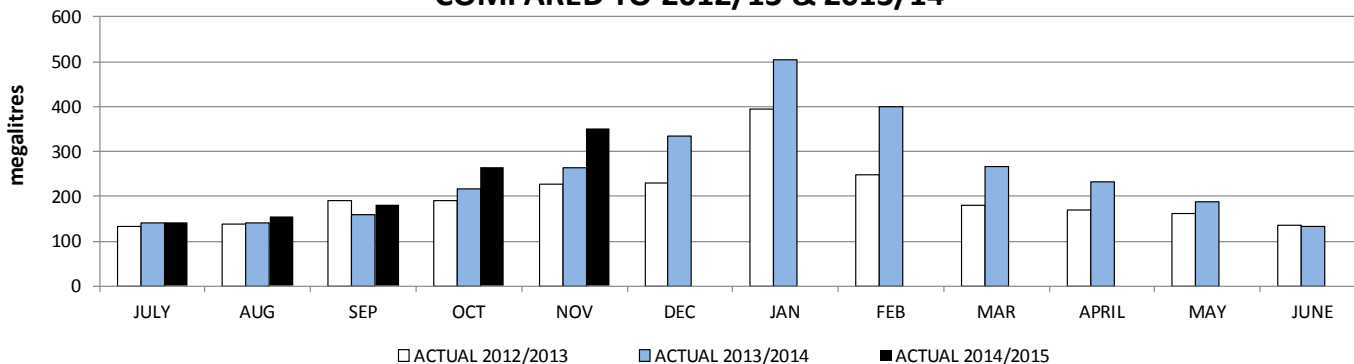
MONTHLY TOTAL WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



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 NOVEMBER 2014

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	18		6	23	6	11				26	2	7
Brucedale												
Currawarna												
Euberta												
Humula												
Ladysmith					1							1
Oura												
San Isidore												
Tarcutta										1		1
The Gap				1							1	
Bulgary												
Collingullie				2								
French Park												
Lockhart		1				1				2		
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock	1			1						1	1	
Uranquinty										1		
Yerong Creek												
Culcairn												
Henty										1		
Holbrook										2	2	1
Morven											1	2
Walbundrie												
Walla Walla										1		
Woomargama												
Boree Creek										1		
Morundah												
Oaklands										1	1	
Rand				2								
Urana												
TOTAL	19	1	6	29	7	12	0	0	0	37	8	12

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
2	11 Inglis St	Lake Albert	100 AC	Pipe Failure (not specified)	No	3:30	23	20
6	68 Gregadoo Rd	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
14	Inglewood Rd	Lake Albert	150 AC	Leaking collar	No	1:30	5	10
11	End of Dukes Rd	Lake Albert	100 AC	T/ Band Broken/Leaking	No	0:00	7	11
21	38 Brunskill Rd	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	1:00	0	10
22	14 Young St	Turvey Park	100 AC	Tree Roots	No	0:00	8	10
20	42-44 Inglis St	Lake Albert	100 AC	Pipe Failure (not specified)	No	2:30	18	10
19	86 East St	North Wagga	100 AC	Tree Roots	No	7:00	15	10
26	16 James St	Koorinal	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
TOTALS						15:30	76	91
Total Breaks – 9					Breaks needing shut off - 6	Breaks affecting customers – 6		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
4	Gap Hall - Coolamon	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
10	Leitch St	Collingullie	100 WPVC	Tree Roots	Yes	0:00	0	2
17	Cobdens Lane	The Gap	63 PE	Leaking SS clamp	Yes	0:00	0	5
19	Eldershaws Lane	The Gap	80 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	50
15	Gal Hall/Coolamon Rd	The Gap	100 WPVC	Tree Roots	Yes	0:00	0	10
24	24 Yerong St	The Rock	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
26	Fowlers Lane	Walbundrie	50 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	2
28	Williams St	Urana	150 AC	Leaking Gibault	Yes	0:00	0	10
28	Culcairn Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	5:00	13	80
TOTALS						5:00	13	169
Total Breaks – 9					Breaks needing shut off - 1	Breaks affecting customers – 1		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during November 2014 were:

Date	Location	Problem	Action Taken
1/11/2014	22 Blamey St, Turvey Park	Dirty water	Flushed main in area
10/11/2014	59 Mima St, Glenfield	Dirty water	Flushed main
14/11/2014	80 Allonby St, Forest Hill	Dirty water	Flushed service
15/11/2014	Forest Hill	Air in water	Flushed several mains
20/11/2014	63 Johnston St, Wagga	Dirty water	Flushed main
27/11/2014	23 Tywong St, Ladysmith	Milky water	Flushed main

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during November 2014 include:

LOCATION	PROJECT	100 DICL	150 DICL
Boorooma - Stage 3 & 4	New Sub- Division	30	64
Glenoak, Dunns Rd	New Sub- Division	30	
Lloyd - Stage 2	New Sub- Division	18	
Bourkelands - Stage 24	New Sub- Division	12	
Brunlea Park - Stage 2	New Sub- Division		36
	TOTAL	90	100

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during November 2014 include:

LOCATION	PROJECT	40 Poly	100 OPVC	100 DICL	375 DICL	450 DICL
Hammond Ave	Replacement				11	6
Downside, The Gap	Replacement		1062	42		
Turner's Quarry Service	Replacement	80				
	TOTAL	80	1062	42	11	6

1.6 OTHER CONSTRUCTION

Other construction works during November 2014 include:

LOCATION OR PROJECT	WORK DONE
Boree Creek	Flush Mains
Bulgary Pump House	50metres x 25mm Fluoride line

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during November 2014 include:

LOCATION OR PROJECT	WORK DONE
Waterworks	Repair & reinstall # 6 raw water pump
Buckmans Reservoir	Repair inlet valve
Humula Bore	Fit insulation to Hypo. shed

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during November 2014 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	216
Plumpton Road	66
Estella	193
Bomen	2
Gregadoo Road	Out of Service
Forest Hill	Out of Service
Lockhart	170
Holbrook	67
Henty	14
Yerong Creek	24
Pleasant Hills	3

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during November 2014:

Training or Programme	Number of Staff
Fluoride Operator Training	1
First Aid Refresher Training	5
Handling Difficult People Training	20
Contract Law & Contract Administration Training	8

1.10 FLEET DISPOSALS

No Fleet disposals made during November 2014.

1.11 FLEET ACQUISITIONS

No Fleet acquisitions made during November 2014.

1.12 MAJOR CAPITAL PROJECTS PROGRESS



- On track



- Behind Schedule



- Unlikely this Financial Year

MAJOR PROJECTS 2014/15 (> Over \$100,000) - November 2014

Description	2014/15 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Depot Buildings			
Store Building Hammond Ave - Urban	\$3,500,000	\$123,853	Design complete, Tender recommendation to February Council Meeting.
Access, parking and Landscaping			
Levee protection Stage 1 Hammond Ave	\$121,000	\$25,476	Complete.
Levee protection feasibility study/flood modeling/soil testing/Review of Environmental Factors - Wagga depot	\$500,000	\$82,462	Detailed Design in progress.
PLANT & EQUIPMENT			
IT Equipment			
Corporate IT software upgrade/improvements	\$274,500	\$77,097	Ongoing.
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,275,000	\$435,059	Ongoing.
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$135,000	\$109,260	Purchase order issued and stage 2 has commenced.

SOURCES			
Bores-renew/refurbish/decommission			
Walla Walla Bore 1B or 2B - Non-Urban	\$263,000	\$197,982	Bore development and water quality testing completed and satisfactory. Final pipework and meter fitout to be completed after summer.
TREATMENT PLANTS			
Aeration Tower Replacements			
East Wagga Aeration Tower	\$120,000	\$77,448	Construction of replacement stainless steel Aeration Towers nearing completion.
Treatment Plant Refurbishments			
Underground powerlines - Urban	\$426,000	\$1,045,558	66kV and 11kV overhead powerlines removed and underground powerlines installed and commissioned. Link between existing substation and switching station complete. Road to be sealed in next few weeks.
WTP Preliminaries and Tender Documentation - Urban	\$0	\$1,065,342	Detailed Design by Public Works about 80% complete. Design currently being reviewed by RWCC team and Independent Review Panel.
WTP stage 1	\$10,000,000	\$0	Work planned to commence on site early in 2015.
Urana WTP replacement - Non-Urban	\$443,000	\$640	Preliminary plans completed. RQF sent to Public Works for technical advice.
PUMPING STATIONS			
Pump Stations Renewal/Refurbish/Upgrade			
West Wagga Shires pump upgrade - Urban	\$100,000	\$428,209	New 1.5MVA transformer ordered and HV electrical designed work has been assigned to a contractor. Quotations received and ordered pipework. New rural pump & motors and main electrical switchboard have been installed. Site survey completed.
Watson Road Mangoplah Pump Station Upgrade	\$100,000	\$0	Not started.

Pump & Motor Maintenance / Replacements			
Pump & Motor Maintenance / Replacements - Urban	\$120,000	\$27,442	Ongoing routine pump & motor maintenance.
RESERVOIRS			
New Reservoirs			
Woomargama Reservoir 3	\$445,000	\$4,160	Reservoir size revisited and reduced.
Mangoplah HL Reservoir Replacement/Upgrade - Non-Urban	\$376,000	\$65,107	Fabrication has commenced in DTD's Thurgoona workshop.
Collingullie Reservoir Upgrade - Non-Urban	\$509,000	\$16,898	Awaiting completed reservoir specifications and tender documentation from Public Works.
Shires Reservoir Relocation - Non-Urban	\$1,481,000	\$38,396	Geotechnical investigation and REF completed. Site location selected. Currently working on land matters.
Main Low Level Reservoir Investigation & Design - Urban	\$200,000	\$320	Alternate locations near existing reservoir being investigated. Discussions held with Wagga High School at preferred site.
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$150,000	\$8,543	Ongoing.
Reticulation for Developers			
Reticulation for Developers - Urban	\$800,000	\$210,914	Ongoing.
Renew Reticulation Mains			
Lake Albert Rd Replacement	\$142,000	\$0	Design Complete.
Flinders St Replacement	\$100,000	\$0	Design Complete.
The Gap / Brucedale System - Urban	\$100,000	\$14,656	Construction commenced. Completion due December 2014.

Renew Trunk Mains			
Bomen trunk main A (south of river) - Urban	\$300,000	\$28	Not started.
Southern Trunk - Kapooka Highway Realignment 2km 450mm DICL	\$900,000	\$836,705	Completed.
Southern Trunk - West Wagga to Kapooka 2.2km 450mm DICL	\$890,000	\$41,892	Construction commenced.
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	\$33,570	Not started.
Low & High Level Rising Mains from CWS	\$420,000	\$0	Not started.
Bulgary Bore Rising Main - 7.5km 200mm oPVC	\$400,000	\$0	Not started.
Morven Balance tank to township (7km 150mm) - Non-Urban	\$260,000	\$138,490	2km completed. Remaining 5km to commence December 2014.
Mountain View to Walla Reservoir (5.5km 100mm)	\$300,000	\$37,675	Not started.
SERVICES			
Service Connections, new			
Service Connections, new - Urban	\$600,000	\$160,668	Ongoing.
Service Connections, new - Non-Urban	\$100,000	\$15,581	Ongoing.
Renew Services			
Renew Services - Urban	\$120,000	\$9,828	Ongoing.
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$62,282	Ongoing.



Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC (Confidential Reports)

