



23rd August 2013

## NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

**WEDNESDAY, 28th AUGUST 2013 at 1.30 pm**

and your attendance is requested accordingly

Yours faithfully

A handwritten signature in black ink, appearing to read 'G J Haley', is written over a light blue horizontal line.

G J Haley  
GENERAL MANAGER



## **\* AGENDA \***

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# **GENERAL MANAGER'S REPORT TO THE COUNCIL**

21st August 2013

The Chairperson and Councillors:

## **1. MINUTES OF AUDIT AND RISK COMMITTEE**

**Author:** Naomi Stuart  
**Director:** Graeme Haley

**RECOMMENDATION:** That Council receive and note the minutes of the Audit and Risk Committee Meeting held on 15 August 2013 and endorse the recommendations contained therein.

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### **Report**

The Audit and Risk Committee Meeting was held on 15 August 2013. Minutes of the meeting are attached.

### **Budget**

N/A

### **Policy**

Audit and Risk Committee Charter

- **Minutes of Audit and Risk Committee**



**MINUTES of the MEETING of AUDIT & RISK COMMITTEE  
held at 91 HAMMOND AVENUE, WAGGA WAGGA,  
on THURSDAY, 15th AUGUST 2013 at 9.00 am**

**PRESENT:**

Steven Watson (Chairperson)  
Michael Commins  
Councillor A. Negline  
Councillor K. Poynter (for items RP-9, RP-10, RP-11)

**IN ATTENDANCE:**

Councillor K. Poynter (alternate Councillor Member)	
General Manager	Graeme Haley
Manager Internal Audit Services	Naomi Stuart
Finance Administration Manager	Michele Curran
Internal Audit Officer	Phillip Swaffield
Director Engineering	Greg Finlayson
(for items RP-12, RP-13)	
Manager Projects	Greg Vidler
(for items RP-12, RP-13)	

The meeting of the Audit and Risk Committee commenced at 9:07am

**APOLOGIES**

Nil

**1. CONFIRMATION OF MINUTES – 30th MAY 2013**

RESOLVED on the motion of Mr. Steven Watson and Mr. Michael Commins that the Minutes of the proceedings of the Audit and Risk Committee meeting held on 30th May 2013 be confirmed as a true and accurate record.

**2. DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST**

No declarations of Pecuniary & Non-pecuniary interest received.

Item RP-13 was brought forward for consideration.

**13. PROJECT MANAGEMENT STATUS**

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

Item RP-12 was brought forward for consideration.

## **12. SITE MASTER PLAN**

RESOLVED on the motion of Mr. Steven Watson and Clr. A. Negline that:

- a) The verbal advice regarding the site master plan be received and noted.
- b) The Audit & Risk Committee receive an update on the Water Treatment Plant at the next meeting.

Mr Greg Finlayson and Mr Greg Vidler exited the meeting the time being 9:38am

## **3. INVESTMENT REPORTS**

RESOLVED on the motion of Mr. Michael Commins and Clr. A. Negline that the Audit and Risk Committee receive and note the investment reports for the periods 31st May, 30th June and 31st July 2013.

## **4. AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 30TH JUNE 2013**

RESOLVED on the motion of Mr. Steven Watson and Mr. Michael Commins that the Audit and Risk Committee endorse the Annual Report for the Year ended 30th June 2013 for submission to the Council meeting on 28th August 2013.

## **5. IMPEDIMENTS INCIDENT NUMBERS**

RESOLVED on the motion of Mr. Steven Watson and Clr. A. Negline that the Committee:

- a) Note the discussion regarding impediment incident numbers.
- b) Receive a report on impediment incident numbers as detailed in the Critical Issues List at the next meeting

## **6. BUSINESS CONTINUITY PLAN UPDATE**

RESOLVED on the motion of Clr. A. Negline and Mr. Michael Commins that:

- a) The update on the development of the RWCC Business Continuity Plan be received and noted.
- b) The finalised Business Continuity Plan is presented at the next meeting.

## **7. 2011 – 12 NSW WATER SUPPLY AND SEWERAGE PERFORMANCE MONITORING REPORT**

RESOLVED on the motion of Mr. Steven Watson and Mr. Michael Commins that the advice regarding the location of the NSW Office of Water Performance Monitoring Report be received and noted.

## **8. INTERNAL AUDIT REPORT**

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

Clr. A. Negline exited the meeting the time being 10:38am  
Clr. K Poynter assumed the role of voting member.

## **9. LEAD ORGANISATION CRITICAL ISSUES LIST**

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

## **10. EXTERNAL AUDIT**

RESOLVED on the motion of Mr. Steven Watson and Mr. Michael Commins that the verbal update on the external audit is noted.

## **11. LONG TERM FINANCIAL PLAN, OPERATING PLAN AND DELIVERY PROGRAM**

RESOLVED on the motion of Clr. K. Poynter and Mr. Michael Commins that:

- a) The advice regarding the location of the Long Term Financial Plan, Operating Plan and Delivery Program be received and noted.
- b) The Long Term Financial Plan, Operating Plan and Delivery Program are put on the agenda for discussion at the next meeting.

## **GENERAL BUSINESS**

Draft Delegations Register – discussion and review.

Financial Statements Meeting: Tuesday 10 September 2013

Next General Meeting: Thursday 28 November 2013

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Meeting Closed 11:15am

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## 2. AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2013

**Author:** Naomi Stuart  
**General Manager:** Graeme Haley

**RECOMMENDED** that Council receive and note the Audit and Risk Committee Annual Report for the Year Ended 30 June 2013.

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### Report

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

This is the second report of the Riverina Water County Council Audit and Risk Committee, covering the Internal Audit and Audit and Risk Committee activities for the period 1 July 2012 to 30 June 2013.

### Budget

Council, at the December 2012 Council meeting, endorsed payments for the following members of the Audit & Risk Committee per meeting attended:

- \$400 for the Chairperson
- \$300 for other independent members

During the period 1 July 2012 to 30 June 2013 the following payments were made to the members of the Audit & Risk Committee:

Committee Member	Meetings attended	Sitting fees
Steven Watson – Independent External Chairperson	5	\$1,700
Michael Commins – Independent External Member	4	\$1,000
<i>Total sitting fees</i>		<i>\$2,700</i>

### Policy

Audit and Risk Committee Charter

- **Audit & Risk Committee Annual Report**

# **Riverina Water County Council**

## **AUDIT AND RISK COMMITTEE ANNUAL REPORT**

30 June 2013



Naomi Stuart, Steven Watson, Councillor Kevin Poynter and Phil Swaffield during the tour of Council facilities.

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## Chairperson's Message

This is the second annual report of the Riverina Water Council Audit & Risk Committee, covering the Committee's and the internal audit activities for the period 1 July 2012 to 30 June 2013.

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

The Committee makes a positive contribution in a number of key operational areas within Council. The Committee has continued to mature and displays a professional approach in all its dealings, meetings are well-planned and structured, with appropriate participation and strong support from Councillors and senior management.

The Committee has performed well, and is on track to meet its objectives under the Audit and Risk Committee Charter. The Committee recognises the ongoing need for refinement and improvement in the effectiveness of the Committee and Internal Audit Function.

I would like to acknowledge the support to the Committee from the General Manager, Graeme Haley and his management team, the Manager of Internal Audit Services, Naomi Stuart and the Internal Audit Officer, Phil Swaffield.

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

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

**Steven Watson**  
**Chairperson, Audit & Risk Committee**  
26 June 2013

## Providing Good Governance

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

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

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

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

The Audit & Risk Committee Annual Report provides a summary of activities undertaken by the Audit & Risk Committee (the "Committee") and Internal Audit during the year ending 30 June 2013.

## Audit and Risk Committee

### **Role**

The Committee was established by Council Resolution No 12/08 on the 22 February 2012 and reconfirmed by Council Resolution No 12/154 on 24 October 2012 after the local government elections. The Committee is an advisory Committee to Council pursuant to and in accordance with provisions contained in Section 355 of the Local Government Act 1993, the Local Government (General) Regulations, and the terms set out in the Audit and Risk Committee Charter.

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

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

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## ***Membership***

As governed by clause 5 of the Audit and Risk Committee Charter, the composition of the Committee for the year ended 30 June 2013 was as follows:

### **Members (voting)**

*Independent External Chairperson* – Steven Watson is a Chartered Accountant, Registered Company Auditor and Audit Principal at Twomeys.

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

*Council Committee Member* – Councillor Wayne Geale OAM 1 July 2012 to 8 September 2012.

*Council Committee Member* – Councillor Andrew Negline 24 October 2012 to 30 June 2013.

*Alternate Council Committee Member* – Councillor Kevin Poynter from 24 October 2012 to 30 June 2013.

### **Attendee (non-voting)**

*General Manager* – Graeme Haley

*Manager Internal Audit Services* – Naomi Stuart

*Finance and Administration Manager* – Michele Curran

*Internal Audit Officer* – Phil Swaffield

Invitations are extended to guests as required.

## ***Reporting lines***

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

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

Reporting functionally to an Audit Committee means the Committee will:

- approve any changes to the Internal Audit Charter;
- review the scope of the internal audit plans and the effectiveness of the function;



- review the level of resources allocated to internal audit and the scope of its authority;
- review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit;
- facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- critically analyse and follow up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised;
- monitor the risk exposure of Council;
- identify and refer specific projects or investigations deemed necessary through the General Manager, internal auditor and the Council if appropriate; and
- address issues brought to the attention of the Committee that are within the parameters of the Committee's terms of reference.

### ***Items considered by the Committee***

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

- Quarterly Investment Report;
- Quarterly Budget Report;
- Audit & Risk Committee Annual Report for the Year Ended 30 June 2012;
- Quarterly Internal Audit Progress Report;
- Director of Engineering's Monthly Works Report;
- Service Quality Report;
- Risk Remediation Plan;
- Financial Statements for the Year Ended 30 June 2012;
- External Auditor's Management Letter for the Year Ended 30 June 2012;
- Lead Organisation Critical Issues;
- Outsourcing of Services;
- Internal Audit Strategy and Audit Universe;
- Delegations, Policies/ Procedures and Risk Framework;
- Insurance Summary;
- External Audit Timetable;
- External Audit Interim Management Letter for the Year Ended 30 June 2013; and
- Ongoing and miscellaneous matters.

Presentations were received on the following topics:

- External Auditors – Financial Statements for the Year Ended 30 June 2012;
- Bolton Park Main Relocation; and
- Delegations, Policies/ Procedures and Risk Management.

A planning day was held on 8 April 2013 to facilitate discussion and plan the Audit & Risk Committee and internal audit work program for the year ahead.

### ***Meeting attendance***

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

During the 2013 financial year, the Committee met on five occasions. Meetings and attendees are detailed in the following tables.

### **Members (voting)**

Member	Role	2 August 2012	23 November 2012	7 February 2013	8 April 2013*	30 May 2013
Steven Watson	Independent External Chairperson	✓	✓	✓	✓	✓
Michael Commins	Independent External Member	✓	✓	✓	✓	Apology
Councillor Wayne Geale OAM	Councillor Member	✓	-	-	-	-
Councillor Andrew Negline	Councillor Member	-	✓	✓	Apology	Apology
Councillor Kevin Poynter	Alternate Councillor Member	-	-	-	✓	✓

## Attendee (non-voting)

Member	Role	2 August 2012	23 November 2012	7 February 2013	8 April 2013*	30 May 2013
Councillor Kevin Poynter	Alternate Councillor Member	-	✓	✓	-	-
Graeme Haley	General Manager	✓	✓	✓	✓	✓
Naomi Stuart	Manager Internal Audit Services	✓	✓	✓	✓	✓
Michele Curran	Finance and Administration Manager	✓	✓	✓	✓	✓
Phil Swaffield	Internal Audit Officer	✓	✓	✓	✓	✓

\* Planning session

During the period the following people were invited to attend Committee meetings for specific agenda items:

- Mr Peter King – Partner Bush & Campbell Pty Ltd;
- Mr Bill Webb – Acting Infrastructure Manager; and
- Mr Ken Murphy – Governance Officer.

Secretariat services are provided by a Council staff member.

The future meetings endorsed by the Committee for the 2014 financial year are as follows:

Date	Time	Meeting Type
15 August 2013	9am-11am	Regular Meeting
28 November 2013	9am-11am	Regular Meeting
13 February 2014	9am-11am	Regular Meeting
10 April 2014	9am-11am	Planning Meeting
22 May 2014	9am-11am	Regular Meeting

## Code of Conduct training

On 10 April 2013 Code of Conduct training was provided to the Audit and Risk Committee members by Lindsay Taylor Lawyers covering changes to the Model Code of Conduct and a Hypothetical Scenario for discussion. Both Steven Watson and Michael Commings attended the training.

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## Tour of Council Facilities

On 30 May 2013, members of the Audit and Risk Committee participated in a tour of Council facilities. This included the old, historically significant treatment plant, river intake, spider filter, deep well, workshops and stores.

## Internal Audit Function

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

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

Internal Audit Services are provided by Wagga Wagga City Council under a Shared Services Agreement entered into on the 12 January 2012 and extended for a further four years on 14 December 2012.

Internal Audit Services consists of two full time staff.

## Internal Audit Activities

All work undertaken by Internal Audit Services in is accordance with the Institute of Internal Auditor's *International Professional Practices Framework* and the Department of Local Government's *Internal Audit Guidelines*.

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

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

Reasonable assurance is provided by Audit Opinions based on risk ratings assigned to observations arising from audit activities. The table below summarises the Audit Opinions issued to completed audits that were presented to the Audit and Risk Committee during the reporting period.

Audit Opinion Issued	No of Audits
<b>Inadequate System of Internal Control</b> – Findings indicate significant control weaknesses and the need for urgent remedial action. Where corrective action has not yet started, the current remedial action is not, at the time of the audit, sufficient or sufficiently progressing to address the severity of the control weakness identified.	0
<b>Adequate Systems of Internal Control Subject to Reservations</b> – A number of findings, some of which are significant, have been raised. Where action is in progress to address these findings and other issues known to management, these actions will be at too early a stage to allow a satisfactory audit opinion to be given.	3
<b>Satisfactory Systems of Internal Control</b> – Findings indicate that on a whole, controls are satisfactory, although some enhancements may have been recommended.	0
<b>Total</b>	3

As at 30 June 2013 there was one internal audit in progress.

### Internal Audit Strategy 2013 – 2017

The Internal Audit Strategy outlines the strategic direction of Council's internal audit function over a four year period from July 2013 to June 2017. In preparing the Internal Audit Strategy a comprehensive mapping of the audit universe has been undertaken including consultation with Management and the Audit & Risk Committee.

The Internal Audit Strategy and Audit Universe describe in broad terms the risk areas that will be given priority for audit coverage and the types of audits that will be conducted in those areas. The Internal Audit Strategy was endorsed by the Audit & Risk Committee at the meeting held on 30 May 2013.

### Looking Forward

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

### 3. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

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

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- June 2013 Investments
- July 2013 Investments

## Monthly Investment Report as at 30/6/13

**a) Council's Investments as at 30/6/13**

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	28/05/2013	273	25/02/14	A-2	4.23	BBSW	3.22	10.005%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/05/2013	274	26/02/14	A-2	4.23	BBSW	3.22	10.005%	\$2,500,000.00	\$2,500,000.00
Westpac	28/05/2013	121	26/09/13	A-1	4.16	BBSW	3.03	20.009%	\$5,000,000.00	\$5,000,000.00
ING	29/05/2013	181	26/11/13	A-1	4.24	BBSW	3.09	10.005%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	28/05/2013	181	25/11/13	A-2	4.28	BBSW	3.09	10.005%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/06/2013	30	25/07/13	A-2	3.73	BBSW	3.03	4.00%	\$1,000,000.00	\$1,000,000.00
ME Bank	25/06/2013	63	27/08/13	A-2	3.73	BBSW	3.03	4.00%	\$1,000,000.00	\$1,000,000.00
ME Bank	1/05/2013	90	30/07/13	A-2	4.43	BBSW	3.03	4.00%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	9/04/2013	90	08/07/13	A-2	4.17	BBSW	3.03	4.00%	\$1,000,000.00	\$1,000,000.00
ME Bank	29/05/2013	62	30/07/13	A-2	4.13	BBSW	3.03	2.00%	\$500,000.00	\$500,000.00
								78.04%	\$19,500,000.00	\$19,500,000.00
Cash Deposit Account										
T Corp				A-1+	3.69	Cash Rate	2.75	9.10%	\$2,273,898.60	\$2,273,898.60
AMP				A-1	3.60	Cash Rate	2.75	12.86%	\$3,214,439.72	\$3,214,439.72
								21.96%	\$5,488,338.32	\$5,488,338.32
TOTAL INVESTMENTS								100.00%	\$24,988,338.32	\$24,988,338.32
Cash at Bank										\$560,035.82
TOTAL FUNDS										\$25,548,374.14

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	Unexpended Grants	-\$359,763.00
		-\$359,763.00
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$862,500.00
	Asset Replacement	\$109,594.78
	Loan Funds	\$794,614.00
	LIRS Loan Funds	\$14,758,002.00
	Sales Fluctuation	\$600,000.00
		\$17,124,710.78
Unrestricted Funds		\$8,783,426.36
<b>TOTAL FUNDS</b>		<b>\$25,548,374.14</b>

\* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year.  
 Figures shown above are estimate only.

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**FINANCE / ADMINISTRATION MANAGER**



## Monthly Investment Report as at 31/7/13

**a) Council's Investments as at 31/7/13**

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	28/05/2013	273	25/02/14	A-2	4.23	BBSW	3.00	9.844%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/05/2013	274	26/02/14	A-2	4.23	BBSW	3.00	9.844%	\$2,500,000.00	\$2,500,000.00
Westpac	28/05/2013	121	26/09/13	A-1	4.16	BBSW	2.87	19.688%	\$5,000,000.00	\$5,000,000.00
ING	29/05/2013	181	26/11/13	A-1	4.24	BBSW	2.92	9.844%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	28/05/2013	181	25/11/13	A-2	4.28	BBSW	2.92	9.844%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/07/2013	33	27/08/13	A-2	3.43	BBSW	2.78	3.94%	\$1,000,000.00	\$1,000,000.00
ME Bank	25/06/2013	63	27/08/13	A-2	3.73	BBSW	2.80	3.94%	\$1,000,000.00	\$1,000,000.00
ME Bank	30/07/2013	30	29/08/13	A-2	3.68	BBSW	2.78	3.94%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	8/07/2013	92	08/10/13	A-2	3.85	BBSW	2.81	3.94%	\$1,000,000.00	\$1,000,000.00
ME Bank	30/07/2013	30	29/08/13	A-2	3.68	BBSW	2.78	1.97%	\$500,000.00	\$500,000.00
								76.78%	\$19,500,000.00	\$19,500,000.00
Cash Deposit Account										
T Corp				A-1+	3.62	Cash Rate	2.75	11.54%	\$2,931,749.81	\$2,931,749.81
AMP				A-1	3.60	Cash Rate	2.75	11.67%	\$2,964,439.72	\$2,964,439.72
								23.22%	\$5,896,189.53	\$5,896,189.53
TOTAL INVESTMENTS								100.00%	\$25,396,189.53	\$25,396,189.53
Cash at Bank										\$514,960.64
TOTAL FUNDS										\$25,911,150.17

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	Uexpended Grants	\$17,927.38
		<u>\$17,927.38</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$896,007.55
	Asset Replacement	\$1,046,221.92
	Loan Funds	\$569,932.00
	LIRS Loan Funds	\$14,721,789.00
	Sales Fluctuation	\$2,600,000.00
		<u>\$19,833,950.47</u>
Unrestricted Funds		\$6,059,272.32
<b>TOTAL FUNDS</b>		<b>\$25,911,150.17</b>

\* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year.  
 Figures shown above are estimate only.

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**FINANCE / ADMINISTRATION MANAGER**

#### 4. FINANCIAL STATEMENTS - FUND POSITION AS AT 30TH OF JUNE 2013

**RECOMMENDED** that the unaudited statements of the financial position as at 30th June 2013 be received.

---

The unaudited statements of RWCC Financial Position as at 30th June 2013 are submitted for examination by Council

The anticipated operating result for 2012/2013 is a surplus of \$4,006,000. The original estimate was for a surplus of \$3,088,000.

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

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

- **Financial Statements 2012/2013 – see separate document**

#### 5. FINANCIAL STATEMENTS 2012/2013

**RECOMMENDED** that:

- (i) Council's Draft Financial Statements be referred to audit by Council's auditors, John L Bush and Campbell,
- (ii) Council make a resolution in accordance with section 413 (2c) that the annual financial report is in accordance with:
  - the Local Government Act 1993 (as amended) and the Regulations made there under,
  - the Australian Accounting Standards and professional pronouncements,
  - the Local Government Code of Accounting Practice and Financial Reporting,
  - presents fairly the councils operating results and financial position for the year,
  - accords with Council's accounting and other records, and
  - that Council is not aware of any matter that would render this report false or misleading in any way.
- (iii) That Council adopt the abovementioned Statement and that the Chairman, Deputy Chairman and General Manager be authorised to complete the "Statement by Members of the Council" in relation to Council's 2012/13 Financial Statements and Special Purpose Financial Reports and be attached thereto.
- (iv) That Council delegate to the General Manager the authority to "finalise the date" at which the Audit Report and Financial Statements are to be presented to the public.

---

Council's Financial Statements and Special Purpose Financial reports for 2012/2013 have been completed and are ready to be forwarded to Council's Auditors.

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

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

It is anticipated that the auditor's report will be submitted to Council's Ordinary Meeting on 23 October 2013. Council's Annual Report for 2012/2013 can be adopted at the same meeting.

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

- **Statements by Councillors and Management**

## Riverina Water County Council

### General Purpose Financial Statements

for the financial year ended 30 June 2013

### Statement by Councillors and Management

made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

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

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

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

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

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

**Signed in accordance with a resolution of Council made on 28 August 2013.**

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Clr G Hiscock  
**CHAIRPERSON**

---

Clr J McInerney  
**COUNCILLOR**

---

Mr G Haley  
**GENERAL MANAGER**

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Ms M Curran  
**RESPONSIBLE ACCOUNTING OFFICER**

## Riverina Water County Council

### Special Purpose Financial Statements

for the financial year ended 30 June 2013

### Statement by Councillors and Management

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

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

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

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

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

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

**Signed in accordance with a resolution of Council made on 28 August 2013.**

---

Clr G Hiscock  
CHAIRPERSON

---

Clr J McInerney  
COUNCILLOR

---

Mr G Haley  
GENERAL MANAGER

---

Ms M Curran  
RESPONSIBLE ACCOUNTING OFFICER

## 6. QUARTERLY BUDGET REVIEW – PERIOD ENDED THE 30TH JUNE 2013

**RECOMMENDATION** that the Quarterly Budget Review for the period ended 30 June 2013 be received and adopted.

---

The Quarterly Review of Council's Budget for the period ended 30 June 2013 is submitted for examination by the Council.

This report should be reviewed in conjunction with Council's Draft Financial Reports which are to be referred to audit. These reports provide detailed information on Council's financial performance for the 2012/13 financial year. The Net Operating Result for the Year was \$4,006,000. This is \$918,000 higher than the original budget. The higher than anticipated surplus can be primarily attributed to additional water sales, due to drier summer months.

The Capital Works Report should be read in conjunction with the proposed Capital Revotes.

- **QBR period ended 30<sup>th</sup> June 2013**

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**Report by Responsible Accounting Officer**

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

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 30/06/13 indicates that Council's projected financial position at 30/6/13 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:** M. L. Curran .

**date:** 12/08/2013

Ms Michele Curran  
Responsible Accounting Officer

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 June 2013

(\$000's)	Original Budget 2012/13	Approved Changes			Revised Budget 2012/13	Actual YTD figures	Variance Surplus (Deficit)	Notes
		Sep QBRs	Dec QBRs	Mar QBRs				
<b>Income</b>								
Rates and Annual Charges	3,622				3,622	3,724	102	
User Charges and Fees	15,203	500		2,500	18,203	18,177	(26)	
Interest and Investment Revenues	100			200	300	513	213	
Other Revenues	618	(500)			118	177	59	
Grants & Contributions - Operating	195				195	218	23	
Grants & Contributions - Capital	1,300				1,300	2,847	1,547	
Net gain from disposal of assets	36				36	121	85	
<b>Total Income from Continuing Operations</b>	<b>21,074</b>	<b>-</b>	<b>-</b>	<b>2,700</b>	<b>23,774</b>	<b>25,777</b>	<b>2,003</b>	
<b>Expenses</b>								
Employee Costs	8,436				8,436	7,433	1,003	
Borrowing Costs	333		20		353	402	(49)	
Materials & Contracts	1,382				1,382	2,434	(1,052)	
Depreciation	4,801		1,750		6,551	6,776	(225)	
Impairment					-	(50)	50	
Other Expenses	3,034				3,034	4,776	(1,742)	
<b>Total Expenses from Continuing Operations</b>	<b>17,986</b>	<b>-</b>	<b>1,770</b>	<b>-</b>	<b>19,756</b>	<b>21,771</b>	<b>(2,015)</b>	
<b>Net Operating Result from Continuing Operations</b>	<b>3,088</b>	<b>-</b>	<b>(1,770)</b>	<b>2,700</b>	<b>4,018</b>	<b>4,006</b>	<b>(12)</b>	
<b>Net Operating Result from All Operations</b>	<b>3,088</b>	<b>-</b>	<b>(1,770)</b>	<b>2,700</b>	<b>4,018</b>	<b>4,006</b>	<b>(12)</b>	
<b>Net Operating Result before Capital Items</b>	<b>1,788</b>	<b>-</b>	<b>(1,770)</b>	<b>2,700</b>	<b>2,718</b>	<b>1,159</b>	<b>(1,559)</b>	

## Capital Budget Review Statement

Budget review for the quarter ended 30 June 2013

(\$000's)	Original Budget 2012/13	Approved Changes			Revised Budget 2012/13	Actual YTD figures	Variance Surplus (Deficit)	Notes
		Carry Forwards	Sep QBRs	Dec QBRs	Mar QBRs			
<b>Capital Expenditure</b>								
Plant & Equipment	1,125				(9)	1,116	923	193
Office Equipment & IT	404	10			(225)	189	102	87
Land & Buildings	3,543	1,016			(2,706)	1,853	1,343	510
Water Infrastructure	9,124	2,204			(7,226)	4,102	3,360	742
Other Assets	550		254			804	710	94
Loan Repayments (Principal)	122			270		392	382	10
<b>Total Capital Expenditure</b>	<b>14,868</b>	<b>3,230</b>	<b>254</b>	<b>270</b>	<b>(10,166)</b>	<b>8,456</b>	<b>6,820</b>	<b>1,636</b>
<b>Capital Funding</b>								
Rates & Other Untied Funding	8,868	3,230	254	(8,730)	(10,166)	(6,544)	(8,180)	(1,636)
New Loans	6,000			9,000		15,000	15,000	-
<b>Total Capital Funding</b>	<b>14,868</b>	<b>3,230</b>	<b>254</b>	<b>270</b>	<b>(10,166)</b>	<b>8,456</b>	<b>6,820</b>	<b>(1,636)</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 30 June 2013

(\$000's)	Original Budget 2012/13	Approved Changes			Revised Budget 2012/13	Actual YTD figures	Variance Surplus (Deficit)	Notes
		Sep QBRs	Dec QBRs	Mar QBRs				
<b>Externally Restricted</b> <sup>(1)</sup>								
Lawn Replacement Program	-				-	18	18	
<b>Total Externally Restricted</b>	-	-	-	-	-	18	18	
(1) Funds that must be spent for a specific purpose								
<b>Internally Restricted</b> <sup>(2)</sup>								
Employee Leave Entitlements	750	136			886	896	10	
Asset Replacement	200				200	1,046	846	
Loan Funds	-		9,000	6,000	15,000	15,292	292	
Sales Fluctuation	600				600	2,600	2,000	
<b>Total Internally Restricted</b>	<b>1,550</b>	<b>136</b>	<b>9,000</b>	<b>6,000</b>	<b>16,686</b>	<b>19,834</b>	<b>3,148</b>	
(2) Funds that Council has earmarked for a specific purpose								
<b>Unrestricted</b> (ie. available after the above Restrictions)	1,667	157	(289)	7,097	8,632	5,696	(2,936)	
<b>Total Cash &amp; Investments</b>	<b>3,217</b>	<b>293</b>	<b>8,711</b>	<b>13,097</b>	<b>25,318</b>	<b>25,548</b>	<b>230</b>	

**Cash & Investments Budget Review Statement****Investments**

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

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$25,548

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 30/06/13

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

**\$ 000's**

Cash at Bank (as per bank statements)

523

Investments on Hand

24,988

less: Unpresented Cheques

(Timing Difference)

(85)

add: Undeposited Funds

(Timing Difference)

122

**Reconciled Cash at Bank & Investments**

**25,548**

**Balance as per Review Statement:**

**25,548**

Difference:

-

**Key Performance Indicators Budget Review Statement**

Budget review for the quarter ended 30 June 2013

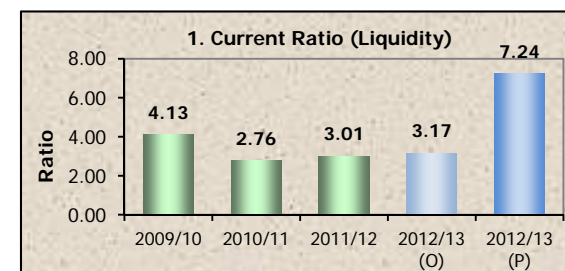
(\$000's)	Current Projection		Original Budget 12/13	Actuals Prior Periods	
	Amounts	Indicator		11/12	10/11
	12/13	12/13			

The Council monitors the following Key Performance Indicators:

**1. Current Ratio (Liquidity)**

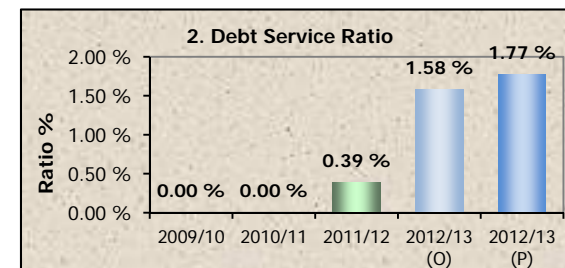
Current Assets	31,973	7.24	3.17	3.01	2.76
Current Liabilities	4,414				

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


**2. Debt Service Ratio**

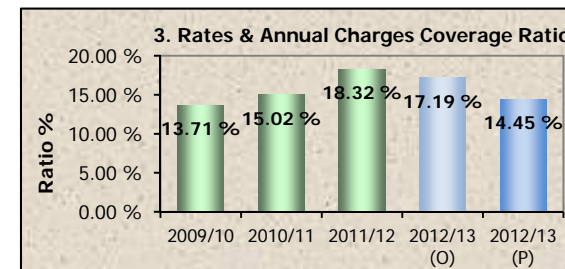
Debt Service Cost	402	1.77 %	1.58 %	0.39 %	0.00 %
Income from Continuing Operations	22,712				

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


**3. Rates & Annual Charges Coverage Ratio**

Rates & Annual Charges	3,724	14.45 %	17.19 %	18.32 %	15.02 %
Income from Continuing Operations	25,777				

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

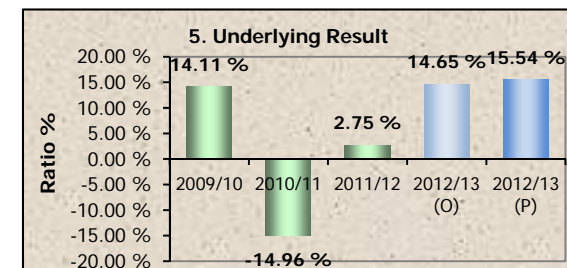
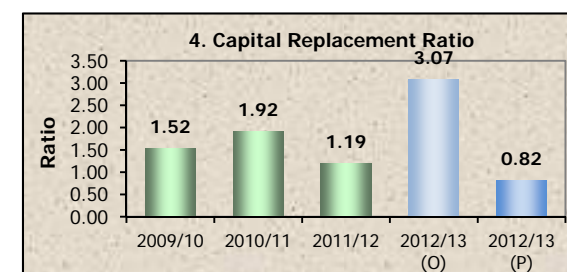


**Key Performance Indicators Budget Review Statement**

Budget review for the quarter ended 30 June 2013

(\$000's)	Current Projection		Original Budget 12/13	Actuals Prior Periods	
	Amounts	Indicator		11/12	10/11
	12/13	12/13			
4. Capital Replacement Ratio					
Infrastructure, Property, Plant & Equipment	5,525	0.82	3.07	1.19	1.92
Depreciation	6,776				
Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target 1 to > 1.5)					
5. Underlying Result					
Net Result	4,006	15.54 %	14.65 %	2.75 %	-14.96 %
Total Revenue	25,777				

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



**Contracts Budget Review Statement**

Budget review for the quarter ended 30 June 2013

**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Public Works	Clients Project Manager's sErviceS - for replacement of Wagga WTP	\$366,200	Feb 2013	8 months	Y	
Public Works	Investigation & Design 1 in 100yr Levee	\$74,850	Mar 2013	5 months	Y	
Tyco Water	Olympic Hwy Tender	\$580,000	Dec 2012		Y	

## Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.
4. Monetary figures are GST exclusive



### 30 June 2013 Quarterly Budget Review of Capital Works

Project	Description	Current Budget	Actual	Budget Remaining
#		\$	\$	\$
	<b>MANAGEMENT</b>			
	<b>STRATEGIES</b>			
	<b>Integrated</b>			
129	Strategic Planning Documents - Urban	60,000	70,792	-10,792
	<b>Demand Management</b>			
123	Demand Management - Urban	80,000	81,367	-1,367
49	Lawn Replacement Program - Urban	664,327	557,564	106,763
	<b>SUB-TOTAL STRATEGIES</b>	<b>804,327</b>	<b>709,723</b>	<b>94,604</b>
	<b>LAND &amp; BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS</b>			
	<b>Administration Office</b>			
71	Administration Office	0	2,735	-2,735
	<b>Depot Buildings</b>			
72	Store Building Hammond Ave - Urban	100,000	38,280	61,720
132	Depot Building The Rock- Non-Urban	10,000	0	10,000
	<b>Workshops</b>			
73	Fitter/Electrician Workshop	1,400,000	1,141,352	258,648
	<b>Access,parking and Landscaping</b>			
74	Levee protection stage 1 Hammond Ave - Urban	170,000	146,691	23,309
75	Levee protection feasibility study/land matters Hammond Ave - Urban	120,000	14,017	105,983
	<b>Environmental works - Urban</b>			
77	Environmental works - Urban	10,000	0	10,000
	<b>SUB-TOTAL LAND &amp; BUILDINGS FOR ADMIN, DEPOTS &amp; WORKSHOPS</b>	<b>1,810,000</b>	<b>1,343,074</b>	<b>466,926</b>
	<b>PLANT &amp; EQUIPMENT</b>			
	<b>I.T. EQUIPMENT</b>			
51	Corporate IT software upgrade/improvements - Urban	95,900	76,816	19,084
	<b>OFFICE FURNITURE &amp; EQUIPMENT</b>			
52	Office Furniture & Equipment - Urban	5,000	1,693	3,307

Project	Description	Current Budget	Actual	Budget Remaining
#		\$	\$	\$
53	Office Furniture & Equipment - Non-Urban	5,000	0	5,000
	<b>WORKING PLANT &amp; VEHICLE PURCHASES</b>			
54	Routine plant & vehicle replacements	1,100,000	911,615	188,385
	<b>FIXED PLANT TOOLS &amp; EQUIPMENT</b>			
55	Fixed Plant Tools & Equipment - Urban	15,000	11,746	3,254
56	Fixed Plant Tools & Equipment - Non-Urban	1,000	0	1,000
	<b>SCADA SYSTEM, UPGRADES</b>			
58	Bulgary WTP Control System Upgrade	10,000	0	10,000
61	Solar magflow & RTU installations	15,000	0	15,000
133	Radio Telemetry SCADA Upgrade	35,000	0	35,000
154	Time of Use - Pumping Automation - Urban	0	3,832	-3,832
	<b>CAD/GIS/ASSET MANAGEMENT SYSTEM</b>			
63	Asset Management system & Implementation	10,000	6,040	3,960
64	GIS Improvements	10,000	2,250	7,750
65	Engineering Software	3,000	0	3,000
	<b>COMMUNICATION EQUIPMENT</b>			
131	Communication equipment for new workshop	38,000	10,992	27,008
	<b>SUB-TOTAL PLANT &amp; EQUIPMENT</b>	<b>1,342,900</b>	<b>1,024,984</b>	<b>317,916</b>
	<b>TOTAL MANAGEMENT</b>	<b>3,957,227</b>	<b>3,077,782</b>	<b>879,445</b>
	<b>SOURCES</b>			
	<b>Bores-renew/refurbish/decommission</b>			
85	West Wagga Bore 4 - Reline & Riserless, Switchboard & Pump&Motor	280,000	225,973	54,027
135	West Wagga Bore 1 - Power Supply Transformer (Country Energy)	50,000	0	50,000
	<b>TOTAL SOURCES</b>	<b>330,000</b>	<b>225,973</b>	<b>104,027</b>
	<b>TREATMENT PLANTS</b>			
	<b>General improvements</b>			
87	Wagga Dosing Pumps replacements - Urban	10,000	4,620	5,380
136	HACCP - Urban	5,000	0	5,000

Project	Description	Current Budget	Actual	Budget Remaining
#		\$	\$	\$
90	Pit lid replacements at Water Treatment Plants - Urban	15,000	5,787	9,213
91	Rural Chlorinator replacements - Non-Urban	4,000	0	4,000
92	Rural Dosing Pumps replacements - Non-Urban	10,000	9,560	440
93	Rural Pit Lids replacements - Non-Urban	10,000	3,747	6,253
126	Waterworks PID Chlorinator Controller - Urban	0	240	-240
	<b>Safety Equipment</b>			
94	Safety Equipment - Urban	5,000	5,430	-430
95	Safety Equipment - Non-Urban	5,000	1,755	3,245
	<b>Wagga Pilot Plant</b>			
96	Wagga Pilot Plant - Urban	0	3,587	-3,587
	<b>Specific Treatment Plant improvements</b>			
97	West Wagga WTP - Bulk silica handling upgrade - Urban	34,316	40,496	-6,180
98	Gardners Crossing WTP Fluoridation system upgrade - Non-Urban	5,000	0	5,000
	<b>Treatment Plant refurbishments</b>			
79	Underground powerlines - Urban	80,000	23,154	56,846
80	WTP tender documentation - Urban	100,000	180,387	-80,387
138	WTP ancillary work including intake - Urban	100,000	36,390	63,610
139	Gardners Crossing WTP Gantry - Non-Urban	10,000	0	10,000
99	Urana WTP replacement - Non-Urban	240,000	83,369	156,631
100	Morundah WTP upgrade - Non-Urban	50,000	11,048	38,952
151	Waterworks Transformer Replacement	100,000	73,200	26,800
	<b>Laboratory Equipment</b>			
101	Laboratory Equipment - Urban	5,000	595	4,405
102	Laboratory Equipment - Non-Urban	5,000	546	4,454
	<b>TOTAL TREATMENT PLANTS</b>	<b>793,316</b>	<b>483,912</b>	<b>309,404</b>
	<b>DISTRIBUTION</b>			
	<b>PUMPING STATIONS</b>			
	<b>General improvements</b>			
103	Pit Lids replacements - Urban	10,000	5,844	4,156
104	Pit Lids replacements - Non-Urban	10,647	11,822	-1,175

Project	Description	Current Budget	Actual	Budget Remaining
#		\$	\$	\$
	<b>Flow recorders</b>			
105	magflow communciation upgrades - Urban	30,000	0	30,000
140	magflow replacements - Non-Urban	20,000	4,452	15,548
	<b>Pumping Stations renewal &amp; upgrade</b>			
141	Pumping Stations renewal & upgrade - Urban	70,000	146,735	-76,735
142	Pumping Stations renewal & upgrade - Non-Urban	10,000	5,121	4,879
108	Brucedale pumpstation - metering, electrical switchboard and VSD upgrade - Non-Urban	49,066	77,956	-28,890
109	Ralvona Bore 3 - Bore control systems, power supply and switchboard upgrade - Non-Urban	15,561	15,561	0
110	West Wagga Shires pump upgrade - Urban	250,000	0	250,000
	<b>Refurbish pipework/fittings</b>			
144	Refurbish pipework/fittings	20,000	6,536	13,464
	<b>SUB-TOTAL PUMPING STATIONS</b>	<b>485,274</b>	<b>274,027</b>	<b>211,247</b>
	<b>MAINS</b>			
	<b>System Improvements</b>			
128	Hydraulic Analysis of RWCC Water Mains	0	83,725	-83,725
145	System Improvements - Urban	75,000	0	75,000
146	System Improvements - Non-Urban	5,000	4,002	998
	<b>Reticulation Mains Extensions</b>			
147	Reticulation Mains Extensions - Urban	30,000	0	30,000
	<b>Reticulation for Developers</b>			
26	Reticulation for Developers - Urban	500,000	560,706	-60,706
27	Reticulation for Developers - Non-Urban	35,000	15,943	19,057
112	Robe - Bomen - Urban	0	1,339	-1,339
	<b>Renew Reticulation Mains</b>			
29	Renew Reticulation Mains - Non-Urban	164,000	172,169	-8,169
149	Renew Reticulation Mains - Urban	300,000	285,849	14,151
32	General	0	110,919	-110,919
33	Brucedale System - The Gap Hall - Downside - Urban	52,000	51,146	854
	<b>Renew Trunk Mains</b>			
21	Morven Balance tank to township (7km 150mm) - Non-Urban	5,000	4,642	358

Project	Description	Current Budget	Actual	Budget Remaining
#		\$	\$	\$
152	Bolton Park Watermain Realignment - WWCC 1/2 funded	415,000	414,010	990
153	Olympic Highway Kapooka Section Mains Renewal	50,000	55,182	-5,182
	<b>Hydrants &amp; Valve refurbish</b>			
34	Hydrants & Valve refurbish - Urban	20,000	24,531	-4,531
35	Hydrants & Valve refurbish - Non-Urban	10,000	18,842	-8,842
	<b>SUB-TOTAL MAINS</b>	<b>1,661,000</b>	<b>1,803,004</b>	<b>-142,004</b>
	<b>RESERVOIRS</b>			
	<b>New Reservoirs</b>			
82	Walla Walla Reservoir - Replace Roof	30,000	29,475	525
6	Construction of Red Hill Reservoir (3)	16,500	59,416	-42,916
84	Woomargama Reservoir 3	70,000	19,194	50,806
113	Mangoplah - Non-Urban	47,000	0	47,000
81	Collingullie - Non-Urban	15,000	0	15,000
150	Shires - Non-Urban	100,000	0	100,000
	<b>Reservoirs- Protective treatment</b>			
114	Reservoirs- Protective treatment - Urban	20,000	0	20,000
115	Reservoirs- Protective treatment - Non-Urban	50,000	0	50,000
	<b>Reservoirs-upgrade ladders and access</b>			
116	Reservoirs- upgrade ladders and access - Urban	15,000	0	15,000
117	Reservoirs- upgrade ladders and access - Non-Urban	60,000	17,486	42,514
	<b>Reservoirs-control valves and systems.</b>			
119	Reservoirs-control valves and systems - Urban	10,000	0	10,000
120	Reservoirs-control valves and systems - Non-Urban	30,000	0	30,000
	<b>SUB-TOTAL RESERVOIRS</b>	<b>463,500</b>	<b>125,571</b>	<b>337,929</b>
	<b>SERVICES</b>			
	<b>Service Connections, new</b>			
36	Service Connections, new - Urban	60,000	140,179	-80,179
37	Service Connections, new - Non-Urban	15,000	39,476	-24,476
	<b>Renew Services</b>			

Project	Description	Current Budget	Actual	Budget Remaining
#		\$	\$	\$
38	Renew Services - Urban	30,000	40,069	-10,069
39	Renew Services - Non-Urban	15,000	18,113	-3,113
	<b>SUB-TOTAL SERVICES</b>	<b>120,000</b>	<b>237,838</b>	<b>-117,838</b>
	<b>METERS</b>			
	<b>Water meters replacement</b>			
17	Water meters replacement - Urban	150,000	142,818	7,182
18	Water meters replacement - Non-Urban	30,000	18,015	11,985
	<b>Water meters, additional (new services)</b>			
40	Water meters, additional (new services) - Urban	10,000	0	10,000
41	Water meters, additional (new services) - Non-Urban	5,000	0	5,000
	<b>Remote metering</b>			
42	Remote metering - Urban	20,000	19,962	38
43	Remote metering - Non-Urban	20,000	29,595	-9,595
	<b>Standpipe replacement</b>			
44	Standpipe replacement - Non-Urban	20,000	36	19,964
	<b>SUB-TOTAL METERS</b>	<b>255,000</b>	<b>210,426</b>	<b>44,574</b>
	<b>TOTAL DISTRIBUTION</b>	<b>2,984,774</b>	<b>2,650,866</b>	<b>333,908</b>
	<b>TOTALS</b>	<b>8,065,317</b>	<b>6,438,532</b>	<b>1,626,785</b>

## 7. UNCOMPLETED CAPITAL WORKS 2012/2013

**RECOMMENDED** that expenditure totalling \$820,000 be transferred to and included in the 2013/2014 Capital works Programme.

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After reviewing the status of the 2012/2013 Capital Works Programme generally, with the Director of Engineering and Senior Officers, I am of the opinion that some **\$820,000** should be transferred to finance additional items of expenditure which have been ordered or which were ordered but not received prior to the end of June 2013, or for works commenced but were not completed before 30<sup>th</sup> June 2013.

The items are listed as follows:-

### LAND & BUILDINGS

Store Building Hammond Ave - Urban	\$ 60,000.00
Levee protection stage 1 Hammond Ave - Urban	\$ 23,000.00
Levee protection feasibility study	\$106,000.00

### PLANT & EQUIPMENT

Radio Telemetry SCADA Upgrade	\$ 30,000.00
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### SOURCES

Time of Use - Pumping Automation - Urban	\$ 80,000.00
Time of Use - Pumping Automation - Urban	\$ 50,000.00

### TREATMENT PLANTS

Morundah WTP upgrade - Non-Urban	\$ 35,000.00
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### MAINS

System Improvements - Urban	\$ 75,000.00
Reticulation Mains Extensions - Urban	\$ 30,000.00
Renew Reticulation Mains - Urban	\$ 14,000.00

### RESERVOIRS

Woomargama Reservoir 3	\$ 50,000.00
Mangoplah - Non-Urban	\$ 47,000.00
Collingullie - Non-Urban	\$ 15,000.00
Shires - Non-Urban	\$100,000.00
Reservoirs- Protective treatment - Non-Urban	\$ 50,000.00
Reservoirs- upgrade ladders and access - Urban	\$ 15,000.00
Reservoirs- upgrade ladders and access - Non-Urban	<u>\$ 40,000.00</u>

<b>Total Revote Requested</b>	<b>\$820,000.00</b>
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## 8. VOTING OF EXPENDITURE FOR THE FINANCIAL YEAR 2012/2013

**RECOMMENDED** that the amounts provided in the Operational Plan, adopted by the Council for the year 2013/2014, by Resolution No. 13/62, be and are hereby voted for the several purposes for the 2013/2014.

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It is necessary for the Council to authorise expenditure, as provided for in the Operational Plan, adopted on 26th June 2013 for the financial year 1st July 2013 to 30th of June 2014.

## 9. OPERATIONAL PLAN – PERFORMANCE TARGETS

**RECOMMENDATION:** That the report detailing progress achieved towards the various objectives set out in the 2012/2013 Operational Plan be noted and received.

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In accordance with the provisions of Section 407 of the Local Government Act 1993, I report to Council on the progress achieved in the year for the various objectives set out in the 2012/2013 Operational Plan.

### Services

Strategies / Actions	Progress to 30 June 2013
- Monitor urban and rural per capita demands and determine if they significantly exceed the design peak demand levels of service.	Average kilolitres per quarter not exceeding design
- Manage demand effectively using a range of measures	Low demands experienced due to cold, wet weather during the quarter. Permanent Conservation Measure and Nature Strip Rebates continued.
- Regularly monitor urban and village growth, and augment supply as required in line with ten year plan, and current needs	Customer needs met. Participated in WWCC Spatial Plan consultation. Mangoplah and Collingullie reviewed.
• Maintain network analysis of Wagga urban water system	New network models completed. New engineer trained in modelling.
• Maintain the water supply infrastructure in good working order.	Some but infrequent breakdowns.
• Monitor the operation of the water supply system to ensure continuity of supply.	Continuity of supply maintained.
- Reinforce throughout the organisation that we are customer orientated. - Maintain a request and complaint handling system that ensures both attention to the request and advice of action taken or to be taken.	Timely responses.
- Use customer news-sheets to disseminate information to customers. - Utilise the local media when appropriate to increase awareness within the community. - Meet with sectional or interest groups or invite them to meet with us to communicate and receive feedback on relevant issues.	Numerous media outlets used to advise customers on demand management. Senior staff attended various meetings as required, residents groups, Probus, Tidy Towns, Great Green Challenge and Rotary.



- Increase inspection and documentation of consumer pipework where there is potential for contamination from backflow.	Required protection devices in use. Documentation reviewed in line with new code and guidelines.
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## Asset Replacement

Strategies / Actions	Progress to 30 June 2013
Develop and maintain a rolling replacement plan for all assets with review every 3 years.	Program documented and executed. Asset Management Plan completed. Criticality assessment undertaken. 4 year Op. Plan adopted.
Identify potential system capacity deficiencies and incorporate in capital works programme.	Monitoring, pressure testing and failure analysis undertaken. Modelling outcomes adopted.
Maintain water network analysis programme to identify timetable of system improvements and extensions.	Network model calibrated and run. Outputs included in criticality assessment.
Utilise Asset Register and associated technology and pipeline breakage history to determine the timing of mains replacement to minimise over all costs.	Pipe break definitions improved in reports and work prioritised.

## Human Resources

Strategies / Actions	Progress to 30 June 2013
Identify and develop leadership potential in staff. Extend delegation and matching accountability to all levels of the organisation. Establish mechanisms for team building and operation.	Responsibilities accepted and met.
Continue system of position descriptions and skills based remuneration.	Latest skills review on track.
Promote, enable and encourage multi-skilling.	Skills and needs reviewed regularly.
Continue practical operations of Health & Safety Committee, and Staff Consultative Committee.	H&S Committee in place and meeting regularly. Consultative Committee meeting regularly.
Continue staff training system	Competencies attained.

## Work Health and Safety

Objectives	Means of achieving	Progress to 30 June 2013
Continue promotion of responsibilities within the Work Health and Safety Management System	Promote Work Health and Safety responsibilities to all staff through regular Newsflash articles and induction processes.	Work Health and Safety responsibilities undertaken by all staff. Can be measured through annual staff evaluations
Provide effective staff support through provision of appropriate and sufficient resources.	<ul style="list-style-type: none"> <li>- Regular discussion with work teams on needs.</li> <li>- Ensure monitoring of human resources &amp; equipment.</li> </ul>	Minutes of meetings or discussions between employees and supervisors/managers.
Improve Communication and Consultation	<ul style="list-style-type: none"> <li>- Continue promotion of "Take &amp; Break &amp; Talk Safety" &amp; incentive by way of rewards (i.e. Kit Kats / Fruit / Luncheon)</li> <li>- New requirement for manager to</li> </ul>	<p>All monthly meetings were held with all work teams with documented evidence being provided by Supervisors.</p> <p>Team meetings sheets show manager attendance. (1 per quarter)</p>

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

## Environmental Protection

Strategies / Actions	Progress to 30 June 2013
Water returned to the environment from the filtration plant will be monitored for quality.	EPA standards achieved.
All field work-sites will be protected and restored to eliminate degradation.	Minimal soil loss or siltation. Vegetation restored.
Soiled water from Urban field site works will be returned for proper disposal.	No soiled water entering town drainage systems.
Electrical efficiency will be considered in infrastructure design.	Extensive power factor correction programs undertaken. Power use assed for new Wagga WTP.
Fleet replacements to consider environmental criteria	Taken into account at all times. Diesel preference.
Decommission of Bores	No bores decommissioned in the current year.

## 10. PECUNIARY INTEREST REGISTER-DISCLOSURE OF INTERESTS

**RECOMMENDED** that the information be received and noted.

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

The returns must be completed and lodged with the General Manager within three months after 30th of June 2013.

The returns have been issued to each Councillor and designated person to be completed and lodged with the General Manager by 30 September 2013.

## 11. ENTERPRISE AWARD 2013

**RECOMMENDATION** that the various Unions be advised that:

- (i) Council agrees to enter into an enterprise award for a period of three years with wage increases linked to a commitment to productivity improvements based on Council's operational plan as follows:
    - 4.0% effective 1st July 2013,
    - 3.5% effective 1st July 2014 and
    - 3.5% effective 1st July 2015;
  - (ii) Council to also agree to increase superannuation contributions for employees as follows:
    - .5% effective 1st July 2013,
    - .5% effective 1st July 2014, and
    - .5% effective 1st July 2015;
  - (iii) Council resolve to affix its seal to the documents at the appropriate time.
-

Council entered into its first Enterprise Award with the New South Wales Local Government Clerical, Administrative, Energy, Airlines and Utilities Union (USU), The Electrical Trades Union of Australia, New South Wales Branch; and the Association of Professional Engineers, Scientists and Managers, Australia in 1997, with the current award expiring on 30 June 2013.

The Enterprise Award requires that negotiations for a replacement award commence three months prior to the nominal expiry date. Negotiations commenced in April 2013 in this regard. The Director of Engineering and I met on several occasions with union representatives and staff delegates.

As a result of these meetings it has been agreed that the next enterprise award should also be for a period of three years, expiring on 30 June 2016. Some minor amendments to wording and provisions have been put forward without significant contention. These amendments mainly involved changing the wording of a number of clauses to bring them in line with the Local Government (State) Award 2010.

The major considerations were the rates of pay and allowances with the unions proposing allowances and pay rate increases as follows:

- 5% to apply from 1 July 2013
- 5% reply from 1 July 2014
- 5% reply from 1 July 2015

The Unions also proposed increases in superannuation contributions of .5% for each of the 3 years covered by the agreement.

The objectives outlined the existing Enterprise Award are to continue, including

- Working to achieve the objectives of Riverina water's operational plan and in particular cooperating with management to:
  - take action to reduce water wastage and meet demand management strategies including ensuring pump power usage efficiency and early detection and prompt repair
  - take action to ensure customer relation strategies and levels of service strategies are met by providing high-quality attention and action in delivering services
  - take action to reduce operating and maintenance costs
  - Commitment to participating in continuous improvement programmes especially in delivery of quality water supply to customers
  - Commitment to work health and safety management, risk management and hazard identification
  - Commitment to environmental responsibility in work processes
  - Willingness to undertake training and embrace change in the workplace.

These appeared to have been borne out in practice, most of the time, during the existing Award and I am confident that this will continue through the life of the new Enterprise Award

The Local Government (State) Award 2010 provided a 12.7% increase in October 2010 for the three-year agreement. While any variations in the 2013 Award are yet to be negotiated, it is believed that the unions would be tabling a log of claims similar to that lodged with RWCC, including a 15% increase over three years. It is expected that the outcome of the new State Award negotiations will be closer to 11%.

While Council's Enterprise Award is independent of the Local Government (State) Award, some comparison is helpful

## **12. TEMPORARY TRADING OF WATER LICENCE**

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

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

Trading for the 2013/14 irrigation season finishes at the end of August 2013. A buyer has been found for the temporary sale of this license at \$50 per Megalitre. This trade has been entered into.

A similar trade was made in 2012/13 for \$19 per Megalitre.

## **13. DRAFT POLICY 5.3 COUNCILLOR'S EXPENSES AND FACILITIES**

**RECOMMENDED** that the Draft Policy 5.3 Councillor's Expenses and Facilities be adopted.

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The Draft Policy 5.3 Councillor's Expenses and Facilities has been placed on exhibition. This policy reflects only minor changes since it was last adopted by Council in October 2012, with for references to the Shires Association of New South Wales being amended to Local Government New South Wales, to reflect the amalgamation of the two associations. There has also been included a reference to the need for expenditure to be approved by the General Manager. It is appropriate that Council consider public comments prior to adopting or amending the Draft Policy.

Following the exhibition of the Draft Policy 5.3 Councillor's Expense and Facilities, no submissions have been received. A copy of the Draft Policy is attached.

- **Draft Policy 5.3 Councillor's Expenses and Facilities**

## COUNCILLOR'S EXPENSES AND FACILITIES POLICY

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 5.3</b>	
<b>Original publication date</b>		27 August 1997	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
0	27 August 1997	Res: 97/57	27 August 1997
1		Res: 05/86	19 October 2005
2		Res: 06/77	17 October 2006
3		Res: 07/65	22 August 2007
4		Res: 08/54	27 August 2008
5		Res: 09/73	26 August 2009
6		Res: 10/100	25 <sup>th</sup> August 2010
7		Res: 11/87	24 August 2011
8		Res: 12/144	24 October 2012
This document is to be reviewed every year. Next review date: <b>August 2013</b>			
<b>RESPONSIBLE OFFICER</b>		General Manager	

## **PART A – INTRODUCTION**

### **1.0 – GENERAL PROVISIONS**

#### **1.1 Purpose of the Policy**

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

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

#### **1.2 Objectives and coverage of the Policy**

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

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

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

#### **1.3 Making and Adoption of the Policy**

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

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

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

#### **1.4 Promotion and Availability of the Policy**

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

#### **1.5 Review**

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

#### **1.6 Reporting Requirements**

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

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

## **1.7 Legislative Provisions**

### **1.7.1 Provisions under the *Local Government Act 1993***

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

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

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

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

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

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

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

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

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

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

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

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

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

## **1.8 Other NSW Government Policy Provisions**

### **1.8.1 Department of Local Government Guidelines**

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

### **1.8.2 Department of Local Government Circulars to Councils**

The policy must take into account the following Circulars:

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



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

### **1.8.3 The Model Code of Conduct for Local Councils in NSW**

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

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

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

This publication is available on the ICAC website at [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au).

## **1.9 Approval Arrangements**

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

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

## **PART B – PAYMENT OF EXPENSES**

### **2.0 GENERAL PROVISIONS**

#### **2.1 Payment of Expenses Generally**

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

##### **2.1.1 Allowances and Expenses**

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

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

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

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

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

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

##### **2.1.2 Reimbursement and Reconciliation of Expenses**

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

### **2.1.3 Payment in Advance**

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

## **2.2 Establishment of Monetary Limits and Standards**

### **2.2.1 Monetary Limits as to Expenses**

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

- Travelling and Subsistence Allowance – Councillors
- Councillor Expenses

Some expenses will have a specific limit or rate set.

### **2.2.2 Standard of Provision of Equipment and Facilities**

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

## **2.3 Spouse and Partner Expenses**

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

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

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

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

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

The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above shall be confined specifically to the ticket, meal and/or the direct cost of attending the

function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not considered reimbursable expenses.

## **2.4 Incidental Expenses**

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

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

All advanced payments are required to be reconciled.

## **2.5 Authorisation of Claims**

Travel claims will be authorised as follows:

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

## **3.0 SPECIFIC EXPENSES FOR CHAIRPERSON AND COUNCILLORS**

### **3.1 Attendance at Seminars and Conferences**

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

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

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

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

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

### **3.2 Training and Educational Expenses**

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

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

### **3.3 Motor Vehicle Travel Arrangements and Expenses**

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

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

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

### **3.4 Overseas Travel**

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

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

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

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

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

### **3.5 Interstate Travel**

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

### **3.6 Attendance at Dinners and Other Non-Council Functions**

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

### **3.7 Care and Other Related Expenses**

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

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

### **3.8 Insurance Expenses and Obligations**

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

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

### **3.9 Legal Expenses and Obligations**

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

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

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

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

## **PART C – PROVISION OF FACILITIES**

### **4.0 GENERAL PROVISIONS**

#### **4.1 Provision of Facilities Generally**

Councillors are provided with access and use of the following:

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

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

## **5.0 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS**

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

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

## **6.0 ADMINISTRATIVE SUPPORT**

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

## **7.0 SUSTENANCE/MEALS**

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

## **8.0 DISPUTE PROCESS**

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

#### 14. DRAFT POLICY 1.20 PRIVACY

***RECOMMENDED*** that the Draft Policy 1.20 Privacy be adopted.

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- Draft Policy 1.20 Privacy

## POLICY REGISTER

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### PRIVACY POLICY

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 1.20</b>	
<b>Original publication date</b>		<b>August 2013</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
This document is to be reviewed every 2 years. Next review date: <b>August 2015</b>			
<b>RESPONSIBLE OFFICER</b>		General Manager	



## **PART 1 : INTRODUCTION**

In order for Council to undertake many of its functions it is necessary to collect personal and health information from Councillors, Council staff, volunteers, contractors and customers.

Council respects the privacy of the above stakeholders and has developed this policy to accord with the relevant legislation and accompanying regulations

This policy sets out the relevant requirements to promote the protection of personal and health information and the protection of privacy, and provides the foundation for Council's Privacy Management Plan.

### **1.1 Scope of Policy**

This policy applies to all personal or health information collected, maintained and/or used by Council staff, Councillors, contractors and volunteers of Council.

### **1.2 Policy Objectives**

The objectives of this policy are:

- Ensure that Council deals with personal and health information in a manner which complies with the requirement of the legislation, and ensures protection of privacy
- Ensure that customers, Councillors, staff, contractors and other stakeholders are aware of their rights with regard to personal or health information collected by Riverina Water County Council.

### **1.3 Definitions**

**Personal Information-** is information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a data base and does not necessarily have to be recorded in material form.

**Health Information-** is a specific type of personal information. Health information includes personal information that is information or an opinion about the physical or mental health or disability of an individual.

**Public Register-** is a register of personal information that is required by law to be, or is made, publicly available or open to public inspection ( whether or not on payment of a fee)

**Privacy Management Plan-** regulates the collection, use and disclosure of, and the procedures for dealing with, personal information held by Council

### **1.4 Legislative Context**

Privacy and Personal Information Protection Act 1998 (PPIPA)  
Health Records Information and Privacy Act 2002 (HRIPA)  
Government Information (Public Access) Act 2009 (GIPAA)  
Privacy Code of Practice for Local Government

## **1.5 Related Documents**

Pol 1.18 Records Management Policy  
Pol 1.21 Privacy Management Plan  
IP 3.17 Access to Personal File Policy

# **PART 2- : POLICY**

## **2.0 Statement**

Riverina Water County Council is committed to ensuring the adequate protection of all personal and health information that is collected and held by Council.

As part of this intent Council will apply the following general principles, based on the 12 Information Protection Principles and the 15 Health Privacy Principles as specified in the relevant legislation:

- Principle 1 - Collection of personal information for lawful purposes
- Principle 2 - Collection of personal information directly from individual
- Principle 3 - Requirements when collecting personal information
- Principle 4 - Other requirements relating to collection of personal information
- Principle 5 - Retention and security of personal information
- Principle 6 - Information about personal information held by agencies
- Principle 7 - Access to personal information held by agencies
- Principle 8 - Alteration of personal information
- Principle 9 - Agency must check accuracy of personal information before use
- Principle 10 - Limits on use of personal information
- Principle 11 - Limits on disclosure of personal information
- Principle 12 - Special restrictions on disclosure of personal information

The first 9 principles as outlined under the PPIP Act also apply to the collection, use and storage of an individual's health information as well as the following:

- Principle 10 Limits on use of health information
- Principle 11 Limits on disclosure of health information
- Principle 12 Identifiers
- Principle 13 Anonymity
- Principle 14 Transborder data flows and data flow to Commonwealth agencies.
- Principle 15 Linkage of Health Records

## **2.1 Access to personal and Health Information**

Individuals can seek access to review or amend their own personal and health information under Section 14 of PPIPA and Section 26 of HRIPA. Forms are available in Council's Privacy Management Plan, on Council's website, or details can be sought direct from Council. Proof of identity is required to access and /or amend personal or health information.

## **2.2 Disclosure of Personal Information**

Disclosure of personal information in Public Registers and other Council Registers to third parties is covered in Council's Privacy Management Plan in more detail. Council will comply with the relevant legislation and Privacy Code of Practice in regards to the disclosure of Privacy Information. Personal information will be provided at Council's discretion, only where it would be in the public interest to do so.

## **2.3 Requesting a Review**

An internal review can be requested from Council in relation to a privacy matter or against a decision, where requested in writing, addressed to the General Manager.

Alternatively, a complaint may be made to the Privacy Commissioner. The contact number for the Commission is (02) 8019 1600 and email address is [privacyinfo@privacy.nsw.gov.au](mailto:privacyinfo@privacy.nsw.gov.au)

## **PART 3: POLICY IMPLEMENTATION GUIDELINES**

The principles set out in this policy will be implemented through the provisions of Council's Privacy Management Plan.

## 15.DRAFT POLICY 2.8 WATER BILLING HARDSHIP

***RECOMMENDED*** that the Draft Policy 2.8 Water Billing Hardship be adopted.

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- Draft Policy 2.8 Water Billing Hardship

## **WATER BILLING HARDSHIP POLICY**

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 2.8</b>	
<b>Original publication date</b>		<b>August 2013</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
<p>This document is to be reviewed every 2 years. Next review date: <b>August 2015</b></p>			
<b>RESPONSIBLE OFFICER</b>		Finance & Administration Manager	

## **PART 1 : INTRODUCTION**

### **1.1 Objective**

- To ensure consistency, fairness, integrity and confidentiality of all proceedings for both the debtor and the Council
- To be sympathetic to consumers suffering genuine financial hardship
- To fulfil the statutory requirements of the Local Government Act, 1993 (the Act) with respect to the recovery of water billing charges
- To maximise the collection of water charges payable to Council

### **1.2 Scope of Policy**

This policy applies to consumers claiming hardship in respect to water billing accounts within the area serviced by Riverina Water County Council.

Established procedures provide for customer service staff to negotiate an arrangement for payment of water charges where customers advise that payment in full cannot be made by the due date. These arrangements are made by telephone or at the counter and are negotiated with the aim of recovering all arrears and the current water consumption account within the financial year where possible.

This policy will apply in circumstances where customers fail to comply with these arrangements.

### **1.3 Definitions**

“Hardship”-is recognised by Council as “the state of someone who is identified by either themselves or an independent accredited financial Counsellor as having the intention, but not the financial capacity, to make the required payments within the timeframe detailed within any account issued by Council “. Where a debtor falls within this definition Council may apply this policy.

### **1.4 Legislative Context**

Local Government Act 1993

Local Government (Rates & Charges) Regulation 1993

## **PART 2- : POLICY**

### **2.0 Statement**

Riverina Water County Council acknowledges that customers can, for various reasons, fail to pay for water charges when they become due and payable. It is not Council’s intention to cause hardship to any customers through debt recovery procedures, and consideration will be given to acceptable arrangements to clear the debt where possible.

### **2.1 Hardship Provisions**

Provision is made under Section 564 of the Local Government Act 1993 for Council to accept payment of water accounts due and payable in accordance with an agreement made with the person.

Arrangements are to be negotiated with the aim of recovering all arrears and the current water consumption account within the financial year where possible.

Where a customer defaults on an approved arrangement for payment, recovery action will recommence from the stage which had been reached prior to the latest arrangement being made. This may include restriction or disconnection of the water supply to the property covered by this arrangement.

## **2.3 Application Process**

### **Options Available for Relief**

Applications under this policy shall be based on one of the following options;

- a. Extension of time to make payment in full of arrears of the account beyond the due dates, or
- b. An arrangement for periodic payment of the account by instalments that go beyond the due dates

### **Eligibility**

To qualify for relief from water charges the following must apply before consideration:

- a. The applicant must be the registered owner or a legally recognised interested party to the property;
- b. The property for which the financial hardship application applies must be the principal place of residency of the applicant/s
- c. Any arrangement will be subject to a Direct Debit commitment

## **2.4 Information Required**

Applications for financial hardship must be made in writing and accompanied by supporting documentation which must include (but is not limited to):-

- i. Reasons why the customer is unable to pay the water account when it becomes due and payable
- ii. Details of income and expenditure
- iii. In circumstances where the applicant is receiving advice from a recognised financial Counsellor, financial planner or community funded counselling/support service provider a letter from the provider shall also be attached to this application.

## **2.5 Determination of Applications**

Applications for relief under this policy, where the determination relates solely to an extension of time to make payment in full or an arrangement for periodic payments, will be assessed on their merits and determined against:

- (a) Whether hardship exists based on the evidence; and if so
- (b) The scope of relief given

In special circumstances interest charges may be suspended for the period of the arrangement.

The application will be determined by the Customer Service Administrator and Finance & Administration Manager. Any applicant who is dissatisfied with a determination by the abovementioned officers, may request that the General Manager review the decision.

**APPLICATION FOR RELIEF; WATER BILLING HARDSHIP**

(Please answer all questions relevant to you)

Account No: \_\_\_\_\_

I \_\_\_\_\_  
(Full name in block letters)of \_\_\_\_\_  
(Address)

Telephone number \_\_\_\_\_, apply for arrangements under the provisions of Council's Water Billing Hardship Policy on the basis of financial hardship.

**1. Pensions and Benefits**A. Do you receive any other pensions or benefits? ☐ Yes ☐ No

If yes, please provide type of pension/benefit and amount received per fortnight.

Pension: \_\_\_\_\_ Amount: \_\_\_\_\_  
(eg. Aged)B. Do you have a current Pensioner Concession Card issued by  
The Commonwealth Government? ☐ Yes ☐ No

PCC No. \_\_\_\_\_ Date of Grant: \_\_\_\_\_

**2. Residence**A. Is this property your sole or principal place of living? ☐ Yes ☐ NoB. The property for which I am claiming has been my sole/principal place of living since  
Year. \_\_\_\_\_**3. Occupancy**A. Are there people living at the property? ☐ Yes ☐ No

B. Please indicate who these people are?

- |  |  |
|--|--|
| <input type="checkbox"/> Self                        | <input type="checkbox"/> Boarders                |
| <input type="checkbox"/> Spouse                      | <input type="checkbox"/> Relatives               |
| <input type="checkbox"/> Children (State Ages _____) | <input type="checkbox"/> Others (please specify) |

**4. Do you own (either fully or partially) any other land or buildings?**☐ Yes ☐ No

If yes, list addresses

\_\_\_\_\_  
\_\_\_\_\_



5. What is the cause of financial hardship? \_\_\_\_\_
6. How long have you been experiencing hardship? \_\_\_\_\_
7. Please state gross WEEKLY income (dollars/cents) received from the following sources:

- a) Pensions and benefits \$ \_\_\_\_\_  
Compensation, superannuation insurance or
- b) retirement benefits \$ \_\_\_\_\_
- c) Spouse's income \$ \_\_\_\_\_
- d) Income of other residents of the property \$ \_\_\_\_\_
- e) Casual/Part-time employment \$ \_\_\_\_\_
- f) Family allowance \$ \_\_\_\_\_  
Interest from banks / credit unions/building
- g) societies \$ \_\_\_\_\_
- h) Other \$ \_\_\_\_\_

8. Please provide name and current balance of all bank, credit union or building society accounts held by you.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

9. Please state details of fortnightly outgoings.

Outgoing	Owed to	Amount
Rent/Home loan		
Other Mortgages		
Personal Loans/Hire Purchase		
Health Costs		
Council rates and charges (if applicable)		

Please attach a separate page with any other relevant information you feel may assist your application.

I hereby declare that the information provided is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Property Description (Lot/Sec/DP) Lot: \_\_\_\_\_ Sec: \_\_\_\_\_ DP: \_\_\_\_\_

## 16.POLICY 4.3 WORK HEALTH & SAFETY

***RECOMMENDED*** that the Draft Policy 4.3.Work health & Safety be adopted.

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- Draft Policy 4.3 Work Health & Safety

## POLICY REGISTER

<b>WORK HEALTH AND SAFETY POLICY</b>			
<b>POLICY REFERENCE NUMBER:</b>			<b>POL 4.3</b>
<b>Original publication date    December 1997</b>			
<b>Revision number</b>	<b>Issue Date</b>	<b>Council resolution</b>	<b>Council meeting date</b>
1	February 2012	Res 12/11	22 February 2012
2	28 August 2013	Res 13/	28 August 2013
<p>This document is to be reviewed every two years. Next review date: July 2015</p>			
<b>RESPONSIBLE OFFICER</b>			General Manager

## **PART 1: INTRODUCTION**

### **1.1 Policy Objectives**

**The objectives of this policy are to:**

- Ensure as far as is reasonably practicable that Riverina Water County Council complies with its legislative obligations as required by various acts governing work health, safety and injury management through consultation and risk management;
- Commit to a system that allows us to identify and assess risks, and eliminate and /or minimise to the lowest practically achievable level, all risks to health and safety of workers and others;
- Promote work health and safety as a shared responsibility of all in the workplace;
- Clearly define roles and responsibilities for Work Health and Safety;
- Promote effective consultation on Work Health and Safety matters with workers and others.

### **1.2 Scope of Policy**

This policy shall apply to all workers and others at Riverina Water County Council workplaces, projects and worksites

### **1.3 Definitions**

#### **Worker**

A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- An employee; or
- A contractor or subcontractor; or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- An apprentice or trainee; or
- A student gaining work experience; or
- A volunteer

#### **Others**

Is taken to mean others at a worksite, including but not limited to visitors, customers, and members of the public.

### **1.4 Legislative Context**

This policy has been developed in order to ensure compliance with NSW Work Health and Safety legislation including;

NSW Work Health and Safety Act (WHS) 2011<sup>1</sup>

NSW Work Health and Safety (WHS) Regulations 2011<sup>1</sup>

SWA & WorkCover NSW Codes of Practice associated with WHS

## **1.5 Related Documents**

Smoke Free Environment Policy  
Health and Safety related Policies and Manuals  
Riverina County Council Code of Conduct

## **PART 2: POLICY CONTENT**

### **2.1 General Principles**

Riverina Water County Council is committed to achieving a consistently high standard of workplace and community health and safety. Riverina Water will strive to acquire, sustain and continuously improve on a level of safety which it considers the best practice for this organisation.

### **2.2 Policy Provisions**

Riverina Water has implemented a Health, Safety & Rehabilitation Management System to assist in the management of safety performance to achieve this goal, and to promote continuous improvement in workplace safety. In addition, it will serve to ensure Riverina Water meets, as a minimum, the obligations of this policy and the NSW Work Health and Safety (WHS) Legislation. Council will make every practicable effort in the areas of accident prevention, hazard identification, elimination or control of risks, health preservation, and provision of regular WHS training. All physical working environments are to be established & maintained in a healthy and safe condition. In addition Riverina Water will develop and implement a program for injury management and rehabilitation of injured employees.

Managers and supervisors will coordinate and communicate workplace health and safety policies and procedures to workers and the community. Council will consult with all workers to enable them to contribute to the making of decisions affecting their health and safety. Riverina Water, through its officers (as per the WHS definition) will give high priority to safe work in organisational plans, procedures, programs and job instructions.

All workers will include safety as priority in all activities, will be committed to WHS, have a duty to act responsibly, and make every effort to prevent injury to themselves and others at the workplace. Riverina Water does not expect workers to conduct work, which they reasonably consider to be unsafe.

### **ACTIONS –**

#### ***Riverina Water will:***

- Provide regular and appropriate education and training;
- Provide the systems and framework for the management of safety in the workplace;
- Communicate/Consult and promote on work health and safety;
- Plan for WHS in Strategic and Operational Plans;
- Develop and communicate instructions and procedures;
- Monitor and review;
- Take corrective action;
- Provide adequate resources.

***Managers and Supervisors will:***

- Analyse and eliminate or control risks;
- Monitor safety in the workplace;
- Share information and consult with employees;
- Develop and review procedures;
- Consider health and safety during purchase, procurement and design;
- Monitor safety to the public;
- Ensure all workers are aware of and comply with relevant safety procedures;
- Participate and assist in workplace rehabilitation

***All workers shall:***

- Include safety as a design criterion;
- Include safety in standing instructions;
- Give first priority to safety in all activities;
- Follow procedures and other safety instructions;
- Participate in the development and review of safety procedures;
- Report any hazards/accidents/incidents/near misses;
- Participate in the development of corrective actions & risk elimination or control;
- Participate in raising the safety culture within the organisation;
- Actively participate in the ongoing development of the WHS program.

***Health & Safety Representatives / Committees will:***

- Provide an avenue for consultation with employees on WHS issues;
- Be an advocate for greater safety awareness and staff participation in safety in the workplace.

## 17. COUNCIL MEETING DATES AND TIMES

**RECOMMENDED** that Council's December Council Meeting be held on Friday 13<sup>th</sup> December 2013 and that Council determine at what time it wishes to commence its Ordinary Meeting.

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

The remaining scheduled dates for 2013 are:

23rd October  
25th December

Council's October meeting date in 2011 clashed with the Annual Conference of the Local Government Association of New South Wales. In 2013 this is not the case, since the LGNSW Conference commences on the 1st October 2013.

The Council normally conducts its Ordinary December meeting in conjunction with the staff Christmas Function. Last year the meeting was held on Friday, 14th December 2012 (the second Friday in December). A similar time this year would be on Friday, 13th December 2013.

At Council's June 2013 Meeting, during Questions and Statements, Cr Kendall asked on behalf of Cr Verdon, whether Council would consider meeting of a morning, say at 9.30am, instead of in the afternoon.

It was pointed out that Greater Hume Shire sometimes meet on the evening of the same day and a change in our meeting time would allow more time to get to the other meeting.

## 18. OCTOBER COUNCIL MEETING

**RECOMMENDATION** that Council's October meeting is held on Wednesday, 23 October 2013 commencing at 1:30 PM at the Lockhart Shire Council Chambers. This meeting to be preceded by a tour of Riverina Water facilities in the Lockhart region, commencing at 9:30 AM at Lockhart.

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

I was not fully aware of this in 2011 and 12 and subsequently these meetings were not held.

It is proposed to hold Council's October 2013 Meeting in Lockhart. It is proposed to precede this meeting with a tour of the Riverina Water facilities in the Lockhart region. The tentative agenda is as follows:

9:30 am	meet at Lockhart Shire Council
	Depart in 3 vehicles (1 x 7 seat and 2 x 5 seat)
10.15 am	Bulgary Water Treatment Plant
11.00 am	Milbrulong Balance Tank

11.40 am     Lockhart Reservoir and Pump Station  
12.30 pm     Lunch

During the trip it is proposed that we visit some other sites, such as Lockhart Filling Station, Lockhart Water Fountain, Milbrulong village and linked rural schemes

## **19.PERFORMANCE REVIEW – GENERAL MANAGER**

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

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## **20.SHORTLIST OF TENDERERS FOR THE DESIGN DEVELOPMENT, CONSTRUCTION & COMMISSIONING OF THE 55ML/d WAGGA WAGGA WATER TREATMENT PLANT**

**RECOMMENDATION:** That Council consider the report "Shortlist of Tenderers for the Design Development, Construction & Commissioning of the 55ML/d Wagga Wagga Water Treatment Plant", whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

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## **21.COMMON PROPERTY IDENTIFIER NUMBER**

**RECOMMENDATION** that Riverina Water County Council proceed with the implementation of a system of Common Property Identifier Numbers as soon as possible. The cost of implementing this programme is to be met by savings in the current budget or, alternatively, with a provision in the 2014/15 Operating Plan.

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I was requested to report to council on the progress of the implementation Of Common Property Identifier Numbers for identifying parcels of land within the County area.

In earlier years there were duplicate numbers between different local government areas in the Valuer General's numbering system. This inhibited the ability of Riverina water to utilise the Valuer General's number as its assessment number or account number.

The Office of the Valuer General, a component of Land and Property Information, introduced the use of common property identifier numbers for all parcels of land in New South Wales. Historically Riverina Water manually maintained these common property identifiers, in-line with the Valuer General's records until the Valuer General later introduced fee-for-service requirements and licensing conditions.



In the late 1990's, Riverina Water was requested to enter into a license agreement in order to continue using common property identifier numbers at an approximately cost of \$30,000 per year for each local government area covered. This would have meant an annual cost of \$120,000. Riverina Water County Council decided not to participate and therefore limited the manner how property information could be shared with constituent councils.

Investigations to date have shown the most practical way the system could be implemented at Riverina Water, would be to utilise the common property identifiers already being supplied from the LPI as part of council's GIS cadastral weekly update, and populate into Riverina Water's property database next to the corresponding assessments. The Council will still need to ensure that it is not in breach of license conditions.

Discussions are underway with Civica and Open Spatial, Council software providers, to undertake this work.

It is anticipated that the cost of implementing the Common Property Identifier Number System would be approximately \$15,000 to \$20,000.

The main benefit of implementing the Common Property Identifier Number System would be to facilitate the ready exchange of property information with our constituent councils.

## **22. NOMINATIONS FOR AWARDS**

***RECOMMENDATION*** that the advice of the General Manager be received and noted.

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I have been requested to report on award nominations by Riverina Water County Council and its staff.

Riverina Water County Council nominates itself and staff for a number of awards during the year. These awards are generally from government departments, for example Department of Environment and Heritage, Tidy Towns or various Water Industry Associations and their conferences.

As reported to Council's April Meeting, Council staff have been successful at industry related conferences.

Riverina Water staff presented papers at the 2013 NSW Water Industry Operators Association Conference and were successful in winning awards. As reported to the April Council Meeting, Council's Works Supervisor, Leigh Trevaskis, won Best Paper by an Operator and was awarded a prize and an invitation to present his paper to the Queensland Conference of the Association. This paper was on the emerging issue of utility conflict with telecommunication companies in the road reserve and was very well received by his counterparts in other water utilities.

Brendan Bates, the Project Manager of Nature Strip Rebate Scheme, presented a poster on Demand Management and won the best poster by an operator at the same conference. In the previous year Brennan won best paper for his presentation on another Riverina Water innovation, the water filling stations.

In the meantime Riverina Water County Council has been nominated for this year's Keep Australia Beautiful - Tidy Towns Awards and is a finalist in the Green Globe Awards by the NSW Department of Environment and Heritage.

The outcome of these awards will be known in coming months

Council staff will continue to apply for such awards that reflect well on the Council's operations as opportunities arise.

## **23. MEMORANDUM OF UNDERSTANDING WITH GOLDENFIELDS WATER COUNTY COUNCIL**

**RECOMMENDATION** that Council;

- (i) Note the contents of the Memorandum of Understanding that has been negotiated with Goldenfields Water County Council,
- (ii) Agree to the signing of this Memorandum of Understanding, and
- (iii) Commence consultation with customers within the Riverina Water area, supplied from the Goldenfields Water source, with a view of transferring these customers to Goldenfields Water County Council on 1st July 2014.

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Staff at Riverina Water County Council have been holding discussions with staff at Goldenfields Water County Council for some time. These discussions, which commenced in the company of respective Chairpersons Cr. Kendall and Cr. Spiers, have led to the development of a Memorandum of understanding between the two Councils

A copy of this memorandum of understanding is attached to councillors' information

The memorandum of understanding, commits both Goldenfields Water and Riverina Water to work together for the development, delivery, operations, administration and management of water supply infrastructure across the respective regions. This also includes the provision of technology support to other councils in the region

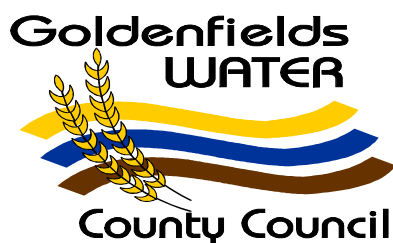
The memorandum outlines the methodology to be used and also the essential components of Human Resources, Skill Sharing, Policy and Procedure, Technology, Construction and Workshop Facilities.

As part of the development of the memorandum of understanding it is proposed that Riverina Water County Council customers, that are currently supplied by Goldenfields Water County Council be transferred to that Council and vice versa so that customers of Goldenfields Water County Council, supplied by Riverina Water County Council, be transferred to Riverina Water County Council.

It is important that appropriate consultation be carried out with these customers before such a transfer taking place.

It is proposed that this consultation commence shortly, with the transfer to be undertaken next financial year.

Goldenfields Water County Council has agreed to phase in their pricing regime over a period of five years, to lessen the financial impact on the affected customers.



## **Memorandum of Understanding between Goldenfields Water County Council and Riverina Water County Council.**

**The Aim:** For Goldenfields Water and Riverina Water to work together for the development, delivery, operation, administration and management of water supply infrastructure across the respective regions. The provision of technology and support to other councils within the region.

This Memorandum of Understanding will enable the councils to achieve regional efficiencies and provide technical support and information cooperation between both organisations.

**Outcomes:** Regional Efficiency and Technical Cooperation.

**Methodology:** The parties to discuss and agree upon the following statement of principles to guide their collaboration under an agreement.

- (a) Integrated service delivery will be client and outcome focussed;
- (b) Innovation and Technology to improve efficiencies
- (c) Parties will demonstrate, through their action, a willingness to make the collaboration succeed.
- (d) All parties share a common vision, values and understanding of the scope of their individual obligations under the agreement.
- (e) All discussions will be conducted in a secure environment with acceptable levels of privacy and confidentiality protection.

### **Essential aspects of the Memorandum of Understanding.**

#### **Human Resources:**

- Limited technical excess – maintain effective number of trained staff with sustainable level of expertise. Pool training resources to achieve maximum advantage for cost outlay.
- Trainees and apprentices share training resources to achieve high academic standards and experience across regional boundaries.
- Backup staff – assist both water and general purpose councils within the region in time of staff shortages.
- RWCC and GWCC to investigate the alignment of their respective awards, conditions and renewal dates to suit combined award negotiations for next the round.

#### **Progressed by:**

- Develop accredited training packages in trade and water operation skills to provide a service to other councils in the region. Qualify staff through a partnership with other training authorities.

#### Skills Sharing:

- Peer support – establish a path of communications for interchange of ideas and support between water and general purpose councils. Development of a technical “Help Desk” type contact list for local organisations.
- Exchange of staff - share resources and venues to develop an interchangeable skills level across the region. Joint delegations to trade shows and conferences. Develop regular meetings between both GWCC and RWCC Technical staff to build greater self-reliance to maximise benefits from consultant engagement.
- Assist other organisations with design, maintenance and upgrade of process infrastructure.

#### Policy and Procedure:

- Alignment and implementation of water restriction levels across region. Develop common level guidelines.
- Develop a common pricing methodology for new water connections across the region.
- Water Supply – Investigate and develop a process in allocation sharing and customer supply where feasible.
- Cooperative submissions, joint press releases and lobbying relating to this agreement and the dealings the subject of this agreement.
- Share policy development processes.

#### Technology:

- Develop plans to coordinate reporting and strategic information.
- Develop technologies to achieve improved energy efficiencies and costs.
- Recommend a list of software packages before individually purchasing so that commonality and reliability can be established (GIS, Financial etc).
- Carry out network modelling and scheme analysis to improve efficiencies.
- Share specialist technologies for the mutual benefit of each party.

#### Construction:

- Share heavy equipment such as trucks, excavators, vacuum excavator.
- Sharing of inventory details, common use of larger items (low usage).
- Sharing of resources and service provider for external audits.
- Undertake work for the other party on a commercial basis.

#### Workshop Facilities:

- Sharing of workshop capacity for machining and construction projects.

## 24. ATTENDANCE AT INTERNAL AUDITOR'S LOCAL GOVERNMENT FORUM BY INDEPENDENT MEMBER OF THE AUDIT AND RISK COMMITTEE

**Author:** Naomi Stuart

**General Manager:** Graeme Haley

**RECOMMENDATION** that Council endorse the attendance by an independent member of the Audit and Risk Committee at the Institute of Internal Auditor's Local Government Forum 2013.

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The Institute of Internal Auditors annual forum, in its fifth year, brings together the management and technical aspects that are defining local government internal audit and governance arrangements. It will review the latest legislation, include the latest views from ICAC, provide insightful case studies and deliver best-practice findings that are essential for establishing quality internal audit functions and driving good governance practices.

Attendees will benefit from state perspectives from NSW, VIC and QLD that create a holistic perspective on the compelling issue of amalgamations. Panel sessions and networking drinks will also enable attendees to discuss and debate the talking points of the moment.

A copy of the program is attached for Councillors' reference.

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

The Audit and Risk Committee has two independent members and self nomination will be sought via email.

Attendance at the forum shall be the subject of a report to Council outlining the major issues raised at the forum and its relevance to Council.

### **Budget**

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

Forum fee	\$625
Flights (approximate)	\$370
Taxi's (approximate)	\$100
Total cost	\$1,095

- **Local Government Forum 2013**

## Local Government Forum 2013 Program at a Glance\*

(\*some sessions still to be confirmed)

**Friday, 8 November**  
**The SMC Conference & Function Centre**

Time	Session Details	
9.00am-9.05am	Welcome address and opening remarks	
9.05am-9.35am	<b>Session 1: Local Government – A different sector – A different future</b> <b>Presenter: Mark Ferguson, General Manager, Pittwater Council</b>	
9.35am-10.25am	<b>Session 2: Planning the future – Update of NSW Local Government Act</b> <b>Presenter: Stephen Blackadder, Member, Local Government Acts Task Force, Division of Local Government, Department of Premier and Cabinet</b>	
10.25am-10.45am	Morning networking break	
10.45am-11.45am	<b>Session 3: On the same page - Internal Audit Engaging Their Stakeholders</b> <b>Panel Members:</b> <b>Stephen Blackadder, Director, Blackadder Associates</b> <b>Dr AJ Purcell MIIA(Aust), Audit Committee Chair Moorandah City Council and Audit Committee Member Banyule, Bayside and Yarra City Councils</b> <b>Jacqueline Townsend, Mayor, Pittwater Council</b> <b>Natalie Verdouw MIIA(Aust), Director Risk and Assurance, Auckland Council</b>	
11.45am-12.45pm	<b>Session 4: Reinventing the Local Government Sector</b> <b>Panel Members:</b> <b>Glenn Inglis, Specialist Strategic Local Government and Member, Independent Local Government Review Panel</b> <b>John Bennie, Chief Executive Officer, City of Greater Dandenong</b> <b>Greg Hallam, Executive Director, Local Government Association of Queensland</b>	
12.45pm-1.45pm	Lunch	
1.45pm-2.30pm	<b>Session 5A: Embedding the right risk culture in Local Government</b> <b>Presenter: Natalie Verdouw MIIA (Aust), Director Risk and Assurance, Auckland Council</b>	<b>Session 5B: Sourcing an effective internal audit function*</b>
2.30pm-3.15pm	<b>Session 6A: Audit Committees in the spot light</b> <b>Presenter: Dr AJ Purcell MIIA(Aust), Audit Committee Chair Moorandah City Council and Audit Committee Member Banyule, Bayside and</b>	<b>Session 6B: Delivering meaningful audit reports</b> <b>Presenter: Mitchell Maloney, Director, InConsult</b>

	Yarra City Councils & Chief Auditor, CPA Australia	
3.15pm-3.45pm	Afternoon networking break	
3.45pm-4.30pm	<b>Session 7A: Performance and value-add - Wh it's important for internal audit to deliver</b>  <b>Presenter: Andrew Cox CFIIA CIA CGAP, Manager Quality Services, IIA -Australia</b>	<b>Session 7B: Delivering meaningful audit reports</b>  <b>Presenter: Scott Webb CMIIA CIA CRMA, Associate Director, IAB Services</b>
4.30pm-5.15pm	<b>Session 8: Corruption prevention: beyond risk-management - leveraging operational effectiveness</b>  <b>Presenter: Dr Robert Waldersee, Executive Director Corruption Prevention, Independent Commission Against Corruption (ICAC)</b>	
5.15pm-5.20pm	Closing comments	
5.20pm-6.00pm	Networking drinks	

**[Click here to view the registration form.](#)**

#### **Contact Us**

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## 25. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 28/08/2013				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
<b>Meeting Held 24 October 2012</b>				
Minute 12/128	Election of Chairperson	General Manager	That an ordinary ballot be held	Ordinary ballot held for election of chairperson, Clr. Hiscock elected, Division of Local Government and Local Government NSW notified.
12/129	Election of Deputy Chairperson	General Manager	That the ballot papers be destroyed immediately following the meeting.	Clr. McLnerney elected, Division of Local Government and Local Government NSW notified.
12/139	Appointment of Council Representatives	General Manager	Council appointed various representatives to a number of committees.	Committees and representative bodies notified.
12/143	Delegation of Authority to Chairperson and General Manager	General Manager	That, in accordance with Section 377 of the Local Government Act 1993, Council ratify and grant the delegations as set out in the Delegations of Authority Register to the Chairperson and General Manager.	Delegations Register updated.
12/144	Draft Policy 5.3 Councillor's Expenses and Facilities	General Manager	That Riverina Water County Council adopt Draft Policy 5.3 Councillors Expenses and Facilities	Policy Register updated.
12/145	Draft Policy 5.19 Complaints Management	General Manager	That Riverina Water County Council adopt Draft Policy 5.19 Complaints Management	Policy Register updated.
12/146	Draft Policy 5.20 Conflict of Interest	General Manager	That Riverina Water County Council adopt Draft Policy 5.20 Conflict of Interest	Policy Register updated.
12/147	Draft Policy 5.21 Councillors Training and Development	General Manager	That Riverina Water County Council adopt Draft Policy 5.21 Councillors Training and Development	Policy Register updated.

**Council Resolution Sheet – Meeting held 28/08/2013**

Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
12/149	Draft Policy 5.23 Gifts and Benefits	General Manager	That Riverina Water County Council adopt Draft Policy 5.23 Gifts and Benefits	Policy Register updated.
12/150	Draft Policy 5.24 Statement of Business Ethics	General Manager	That Riverina Water County Council adopt Draft Policy 5.24 Statement of Business Ethics	Policy Register updated.
12/151	Draft Policy 5.25 Good Governance	General Manager	That Riverina Water County Council adopt Draft Policy 5.25 Good Governance	Policy Register updated.
12/152	Draft Policy 5.26 Public Access to Information	General Manager	That Riverina Water County Council adopt Draft Policy 5.26 Public Access to Information	Policy Register updated.
12/153	Draft Policy 5.27 Staff Expenses	General Manager	That Riverina Water County Council adopt Draft Policy 5.27 Staff Expenses	Policy Register updated.
12/154	Establishment of Audit and Risk Committee	General Manager	<p>That Council:</p> <ul style="list-style-type: none"> <li>a. Adopt the Internal Audit Policy as a policy of Council.</li> <li>b. Adopt the Audit and Risk Committee Charter.</li> <li>c. Establish an Audit and Risk Committee under section 355 of the Local Government Act 1993 under the terms set out in the Audit and Risk Committee Charter.</li> </ul> <p>Specifically:</p> <ul style="list-style-type: none"> <li>i. The membership comprises three (3) voting members being one (1) Councillor (excluding the Council Chairperson) and two (2) independent external members; and three (3) non-voting members being the General Manager, Manager Internal Audit Services and Manager Finance and Administration.</li> <li>ii. Endorse the payment of \$250 per meeting to the chairperson for each meeting attended by the chairperson of the Audit and Risk Committee.</li> <li>iii. Endorse the payment of \$200 per meeting attended to the independent member of the</li> </ul>	Audit and Risk Committee established as resolved.

			Audit and Risk Committee. iv. That Council appoints Mr Steven Watson and Mr Michael Commins as the two independent community members of Council's Audit and Risk Committee.	
12/157	Director of Engineering's Report for Month of September 2012	Director of Engineering	That consideration is given during the preparation of the 2013/14 Operating Plan that provision be made for jointly funded drinking fountains, in partnership with constituent councils.	Provision made in 2013/14 Operating Plan for jointly funded drinking fountains, in partnership with constituent councils.

**Council Resolution Sheet – Meeting held 28/08/2013**

Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
<b>Meeting held 14 December 2012</b>				
12/168	Remuneration of Independent Members of Audit and Risk Committee	General Manager	That Council pay remuneration to the two independent members of the Audit and Risk Committee as follows: 1. Chairperson \$400 per meeting 2. Committee Member \$300 per meeting.	Noted.
12/170	Workshop Operational Plan 2012/13	General Manager	that Council hold a Workshop to discuss key aspects of the 2013/14 Operational Plan, prior to Council's February Meeting commencing at 11.30 am followed by lunch, with the Council Meeting to commence at 1.30 pm.  That Council hold a workshop to discuss its Development Servicing Plan prior to its April Council Meeting commencing at 11.30 am followed by lunch, with the Council Meeting to commence at 1.30 pm.	Workshop held  Workshop held
12/171	Draft Policy 5.28 Access and Equity	General Manager	That Riverina Water County Council adopt Draft Policy 5.28 Access and Equity	Policy Register updated.
12/172	Draft Policy 5.29 Fraud and Corruption Prevention	General Manager	That Riverina Water County Council adopt Draft Policy 5.29 Fraud and Corruption Prevention	Policy Register updated.

12/173	Fraud Prevention Plan	General Manager	That Riverina Water County Council adopt the Fraud Prevention Plan	Policy Register updated.
<b>Council Resolution Sheet – Meeting held 28/08/2013</b>				
<b>Report Ref</b>	<b>Subject</b>	<b>Responsible Officer</b>	<b>Council Decision</b>	<b>Action Taken</b>
12/175	Draft Policy 5.31 Risk Management	General Manager	That Riverina Water County Council adopt Draft Policy 5.31 Risk Management	Policy Register updated.
12/176	Draft Policy 5.33 Asset Management	General Manager	That Riverina Water County Council adopt Draft Policy 5.33 Asset Management	Policy Register updated.
12/177	Application for Annual Leave – General Manager	General Manager	That annual leave be approved for the period requested by the General Manager	Noted.
12/180	Strategic Planning	Director of Engineering	That: 1. The Strategic Business Plan and Resourcing Strategy for Water Supply as attached to this report be adopted as a key guiding document for Council. 2. Council accept that the Division of Local Governments Integrated Planning and Reporting criteria have been met. 3. Council accept that the NSW Office of Water Best Practice have been met.	Noted.  Noted.  Noted.
12/185	Olympic Highway Pipe Tender	Acting Manager Infrastructure	That 4000m of 450mm diameter Ductile Iron Cement Lined pipe (DICL) be purchased from TYCO Water at the unit price of \$ 145.00 per metre as per their tender dated 23 November 2012 with a total price of \$580,000.	Council order issued, pipe delivered.

**Council Resolution Sheet – Meeting held 28/08/2013**

Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
12/186	Wagga Wagga Water Treatment Plant – Procurement Plan	Director of Engineering	That: 1. the findings of the completed Feasibility Study be endorsed. 2. the procurement model as set out in this report be adopted. 3. the proposal from NSW Public Works to provide the services of Client Project Manager be accepted with upper limit fee of \$366,200 ex GST.	Noted.  Noted.  NSW Public Works notified.
<b>Meeting held 26 June 2013</b>				
13/60	Determination of Remuneration Fees for Councillors and Chairperson 2013/2014	General Manager	That the fees for 2013/2014 be set at: i. Councillors \$5,224, and ii. Additional fee for chairperson \$8,610.	Noted. Payments commenced July 2013.
13/51	Consideration of Public Comments to Draft Delivery Program 2013/2017 and Operational Plan 2013/2014	General Manager	that a suitable response be sent to the person who made a public submission and that the following changes be made to Council's Draft Delivery Program 2013/2017 and Operational Plan 2013/14: 1) Page 33 Section 13.10.1 Include a reference in Sundry Fees and Charges to the 'Removal of a Flow Restricting Device'. The charge to be the same as for reconnection of supply. 2) Page 25 Section 13.2 near the bottom. Last dot point needs to be amended to read as follows:- <i>"The methodology to calculate the number of E.T.'s for a development is to primarily use the NSW Water Directorate guidelines as referred to in this Operational Plan. However it is only when these guidelines do not address the type of development is the alternate method used where we assess peak day demands and divide by 3.8kl."</i> Page 28 Commercial or Industrial Development, amend the references to methods of calculation as follows:-	Response sent to person that made public submission.  Changes made to Draft Plan, as resolved.

			<p><i>Method 1: Use the Water Directorate Guidelines, and multiply the recommended E.T. value by a factor of 0.7.</i></p> <p><i>Method 2: Where the Water Directorate Guidelines are silent about the particular type of development, calculate the E.T. by dividing the assessed peak day demand by 3.8 kilolitres (e.g. a peak day demand of 19 kilolitres = 5 E.T.).</i></p>	
13/62	Adoption of Delivery Program 2013/2017 and Operational Plan 2013/2014	General Manager	That the Draft Delivery Program 2013/2017 and Operational Plan 2013/14, as exhibited as amended in the previous item, following close of public comments, be adopted as Council's Delivery Program 2013/2017 and Operational Plan for 2012/2013.	Noted. Copies of adopted plans circulated as appropriate.
13/63	Setting of Rates and Charges for 2013/2014	General Manager	That the rates and charges be set for 2013/2014, as outlined in the Operational Plan 2013/2014.	Noted.
13/66	Local Government NSW Annual Conference	General Manager	That: a) Council be represented at the Local Government NSW 2013 annual conference; b) Council delegate be the Chairman and the General Manager (observer); c) The Chairman and General Manager be authorised to attend the Local Government Managers Australian annual one-day forum on 1st October 2013; d) Cllrs. Verdon and McInerney to attend as observers; and e) Council nominate issues that it believes are of concern and should be discussed at the conference	Noted. Delegates and observers registered at LG NSW Conference and LGMA Forum.
13/78	Draft Backflow Prevention Policy	Director of Engineering	That: 1. This report be received and noted. 2. The revised backflow prevention policy be adopted.	Policy Register updated.
13/79	Development Servicing Plan for Water Supply - 2013	Director of Engineering	That: 1. This report be received. 2. The submission received on the draft as exhibited be noted and a suitable response be made. 3. The minor corrections as described in this report be endorsed.	Response made to person that made submission. Development Servicing Plan published as appropriate.

			4. The Development Servicing Plan – 2013 be adopted with corrections.	
13/84	Consideration of Legal Advice	General Manager	That Council adopt the advice of Lindsay Taylor Lawyers and instruct them to draft a letter along the lines suggested.	Lindsay Taylor Lawyers advised of Council's decision.
13/85	Consideration of Tender W.127 Pest Control	Environmental Officer	That Council award Tender W1.27 Pest Control to Avant Guard for the tender price of \$18,409 per annum.	Successful and unsuccessful tenderers notified.
13/86	Consideration of Tenders for Consultants to Prepare Concept Design for the Replacement of the Wagga Wagga Water Treatment Plant	Manager Projects	That: 1. This report be received. 2. Kellogg Brown Root Pty Ltd be awarded the \$379,063 contract to Prepare Concept Design for Replacement of the Wagga Wagga Water Treatment Plant.	Successful and unsuccessful tenderers notified.

**Council Resolution Sheet – Meeting held 28/08/2013**

<b>Report Ref</b>	<b>Subject</b>	<b>Responsible Officer</b>	<b>Council Decision</b>	<b>Action Taken</b>
13/87	Consideration of Tender W.164 Southern Trunk Main Design for Augmentation	Acting Works Engineer	That: 1. This report be received by Council. 2. Gordon Gibson Nominees be engaged for the design and documentation of the southern trunk main for an upper limit fee of \$108,000.	Successful and unsuccessful tenderers notified.



Graeme J. Haley  
GENERAL MANAGER

# **DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL** **MEETING AUGUST 2013**

24th July 2013

## **1. WORKS REPORT COVERING JUNE 2013**

***RECOMMENDATION*** That this report be received and noted.

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- June Works Report



**DIRECTOR OF ENGINEERING'S REPORTS  
TO COUNCIL MEETING IN AUGUST 2013**

22<sup>nd</sup> July 2013

**1 WORKS REPORT COVERING JUNE 2013**

**RECOMMENDATION** That this report be received and noted.

**1.1 WATER SOURCED AND USED**

June	2011	2012	2013
Rainfall	24	28.6	88.8
Wet Days	12	15	12
<b>WATER SOURCED June 2013 (MI)</b>			
North Wagga bores	126.19	153.25	138.79
West Wagga bores	313.49	297.76	186.42
East Wagga bores	114.30	209.55	304.83
Murrumbidgee River	84.68	0.00	4.22
<b>SUB-TOTAL</b>	<b>638.66</b>	<b>660.56</b>	<b>634.26</b>
Bulgary Bores	25.64	21.31	21.65
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.47	13.95	13.56
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.10	1.10	2.61
<b>SUB-TOTAL</b>	<b>40.21</b>	<b>36.36</b>	<b>37.82</b>
Woomargama	1.16	0.83	0.83
Humula	0.46	0.76	0.62
Tarcutta	2.47	1.85	2.01
Oura	2.66	1.90	2.30
Walbundrie/Rand	1.72	1.55	1.65
Morundah	0.41	0.30	0.42
Collingullie	3.12	3.25	2.66
<b>SUB-TOTAL</b>	<b>12.00</b>	<b>10.44</b>	<b>10.49</b>
<b>TOTALS</b>	<b>690.87</b>	<b>707.36</b>	<b>682.57</b>



### WATER USED June 2013 (MI)

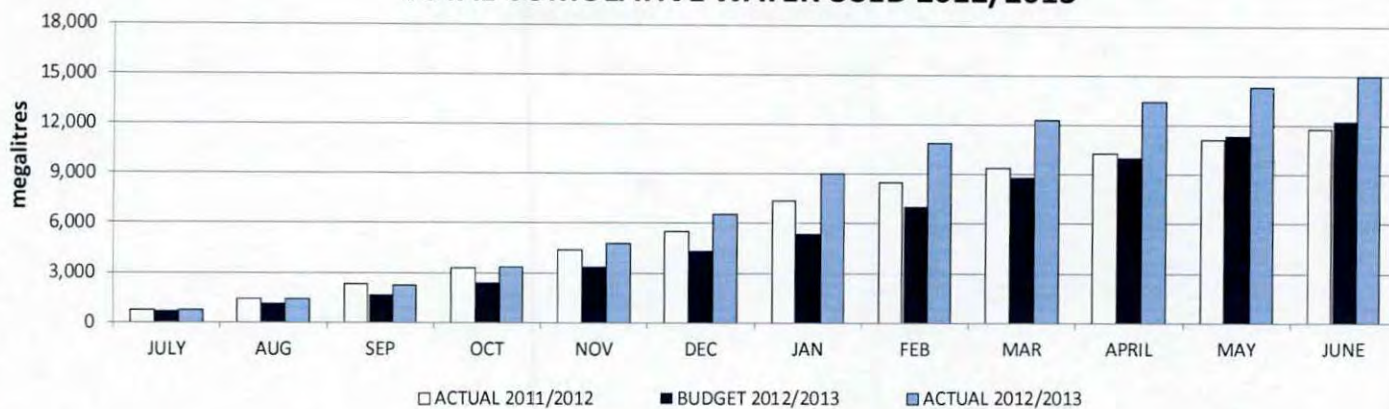
	2011	2012	2013
East Bomen	10.59	15.49	16.76
Estella	30.73	29.98	26.96
North Wagga	75.05	79.28	82.87
Wagga Wagga – Low Level	121.34	122.03	118.34
Wagga Wagga – High Level	282.47	285.71	280.92
Wagga Wagga – Bellevue Level	29.14	28.77	27.85
<b>SUB-TOTAL</b>	<b>549.32</b>	<b>561.26</b>	<b>553.70</b>
Ladysmith System	2.89	2.76	2.96
Brucedale Scheme	9.04	9.69	12.81
Currawarna Scheme	2.96	10.57	6.17
Rural south from Wagga Wagga	74.95	67.19	64.33
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	11.78	10.57	11.96
From Boree Crk to Urana and Oaklands	12.51	9.62	9.50
Holbrook	13.47	13.95	13.56
<b>SUB-TOTAL</b>	<b>127.60</b>	<b>124.35</b>	<b>121.29</b>
Woomargama	1.16	0.83	0.83
Humula	0.46	0.76	0.62
Tarcutta	2.47	1.85	2.01
Oura	2.66	1.90	2.30
Walbundrie/Rand	1.72	1.55	1.65
Morundah	0.41	0.30	0.42
Collingullie	3.12	3.25	2.66
<b>SUB-TOTAL</b>	<b>12.00</b>	<b>10.44</b>	<b>10.49</b>
<b>TOTALS</b>	<b>688.92</b>	<b>696.05</b>	<b>685.48</b>

### DAILY WATER USED, WAGGA WAGGA, June 2013

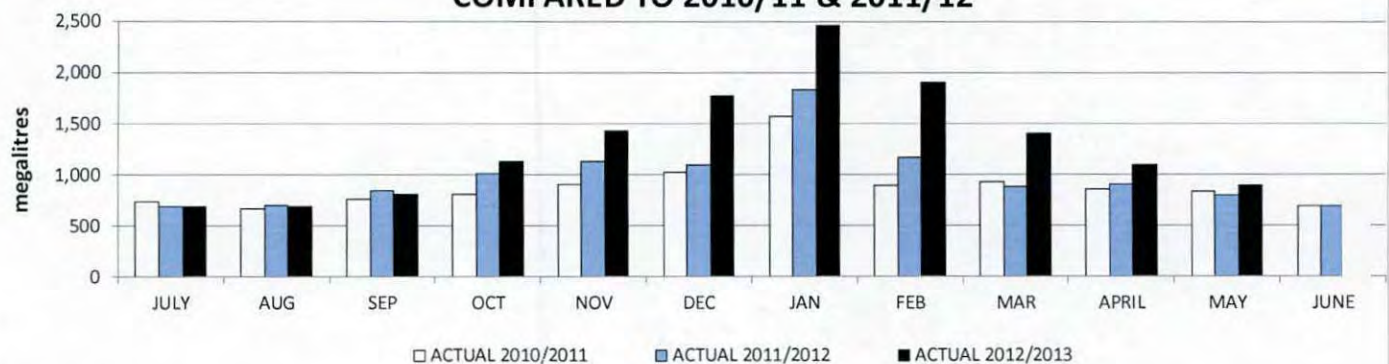




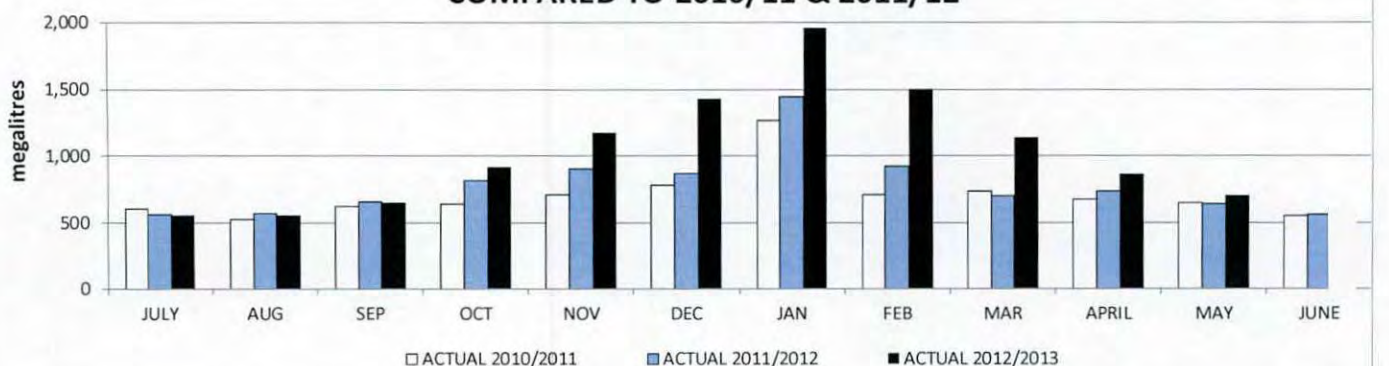
### TOTAL CUMULATIVE WATER USED 2012/2013



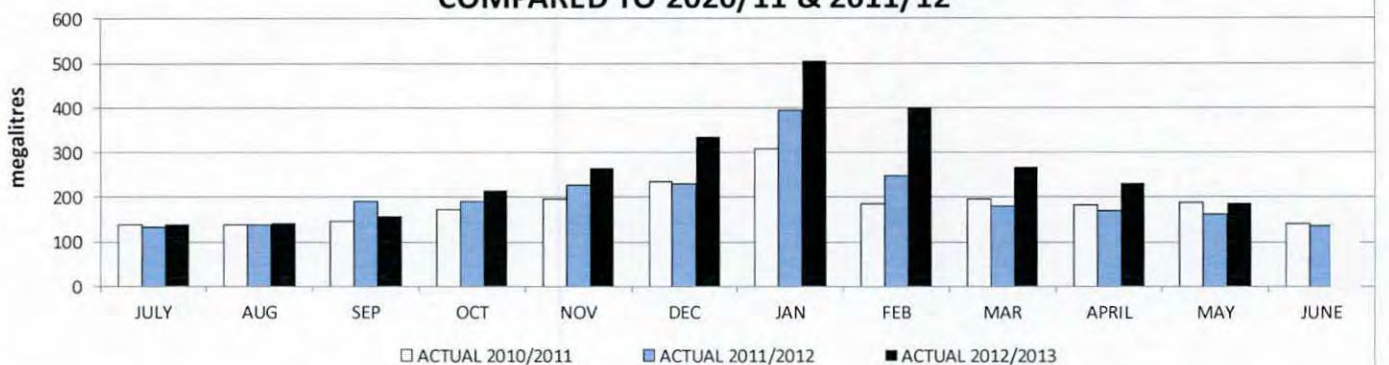
### MONTHLY TOTAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



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



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





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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	7	2	2	14	3	2				21	3	14
Brucedale												
Currawarna												
Euberta												
Humula										1		
Ladysmith				1								
Oura												
San Isidore												
Tarcutta												
The Gap						1						
Bulgary												
Collingullie												
French Park												
Lockhart	1	2		1						1		
Mangoplah												
Milbrulong												
Pleasant Hills				1		2						
The Rock												1
Uranquinty	1											
Yerong Creek	1		1							1		1
Culcairn												
Henty				1						1		
Holbrook										3		
Morven												
Walbundrie												
Walla Walla												
Woomargama										1		
Boree Creek				1								1
Morundah												
Oaklands												
Rand												
Urana				1								
<b>TOTAL</b>	10	4	3	20	3	5	0	0	0	29	3	17



### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
1	17 Grampion St	Wagga Wagga	100 BPVC	T/ Band Broken/Leaking	No	1:30	23	10
3	1 Angel St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	No	2:30	15	30
3	48 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:30	18	20
2	7 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:30	20	25
2	46 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:30	18	20
2	7 Angel St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:30	15	20
2	17 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:30	20	20
3	286 Lake Albert Rd	Koorinal	100 AC	Pipe Failure - Ground Movement	No	3:30	18	30
2	Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	3:00	7	25
3	Lake & Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	4:30	18	25
3	Crn Inglis & Lake St's	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:00	7	25
3	29-31 Karooma Dr	Wagga Wagga	150 BPVC	Pipe Failure (not specified)	Yes	0:00	0	10
3	44 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	5:00	18	20
28	Plumpton/Lloyd Rd	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	1:00	5	21
<b>TOTALS</b>						35:30	202	301
Total Breaks – 14				Breaks needing shut off -	13	Breaks affecting customers – 13		



RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Mitchell Rd	Morven	150 AC	Pipe Failure (not specified)	No	17:30	100	50
1	Mitchell Rd	Morven	150 AC	Pipe Failure (not specified)	No	17:30	100	50
2	16 Keighran St	Henty	100 AC	Pipe Failure (not specified)	No	2:00	50	20
2	2 Smart St	Henty	100 AC	Pipe Failure (not specified)	No	6:30	50	20
2	Between 2-4 Smart St & 1 Elm St	Henty	100 AC	Pipe Failure (not specified)	No	6:30	50	20
7	Down Side - Shep Siding	The Gap	25 PVC	Pipe Failure (not specified)	No	0:30	1	2
9	Bakes Lane	Pleasant Hills	40 PVC	Pipe Failure (not specified)	No	0:00	1	20
9	Coolamon Rd	The Gap	50 PVC	Tree Roots	No	2:00	3	3
10	Dunns Road	Bruce Dale	50 PVC	Pipe Failure - Ground Movement	No	2:00	2	5
10	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure (not specified)	No	2:00	5	5
12	Culcairn Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	4:00	7	30
19	Benambra Rd	Walla Walla	100 AC	Leaking SS clamp	Yes	0:00	0	10
20	China Town Lane	Walla Walla	100 AC	Leaking SS clamp	Yes	0:00	0	2
22	7 Railway St	Walla Walla	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
25	5 Bent St	Tarcutta	100 WPVC	T/ Band Broken/Leaking	No	2:00	3	5
26	Gap Hall - Coolamon Rd	The Gap	100 WPVC	T/ Band Broken/Leaking	No	2:00	2	0
28	Pleasant Hills Rd (Osbourne)	Pleasant Hills	40 PVC	Leaking collar	No	1:15	2	2
29	Urana St	The Rock	50 PVC	Leaking Gibault	No	2:15	3	3
<b>TOTALS</b>						140:00	379	252
Total Breaks – 18		Breaks needing shut off -		15	Breaks affecting customers – 15			

#### 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during June 2013 were:

Date	Location	Problem	Action Taken
11/06/2013	Hammond Ave, Wagga	Dirty water after burst	Flushed main
12/06/2013	Mason St, Wagga	Dirty water	Mains water within ADWG. Flushed front tap. Gal pipes
18/06/2013	Burrundurra Cl, Bourkelands	Stained washing	WQ within ADWG. May be dye in clothing



## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during June 2013 include:

LOCATION	PROJECT	150	250
		OPVC	OPVC
Estella - Stage 11	New Subdivision	270	126
	TOTAL	270	126

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during June 2013 include:

LOCATION	PROJECT	100	
		OPVC	DICL
Lake Street Wagga	Mains Replacement	126	5.5
	TOTAL	126	5.5

## 1.6 OTHER CONSTRUCTION

Other construction works during June 2013 include:

LOCATION OR PROJECT	WORK DONE
Lake Street	Renew Services
RWCC Wagga Depot	Communication Trench
Hardy Ave Calvary Hospital	Fires Service

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during June 2013 include:

LOCATION OR PROJECT	WORK DONE
Pleasant Hills Pump Station	Pump No. 1 - Pump & Motor Overhaul
Ralvona Aeration	Pump No. 1 - Pump & Motor Overhaul
Holloways Road	Goldenfields PRV Overhauled
Wagga Wagga Waterworks	Floc tank No. 2 - Floor Scraper Repaint and Repair
Watsons Road Pump Station	Pump No. 1 - Pump & Motor Overhaul
Waterworks TOU System	Installed & Commissioned
West Wagga TOU System	Installed & Commissioned



## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during June 2013 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	15
Plumpton Road	8
Gregadoo Road	0
Forest Hill	1
Estella	0
Bomen	4
Lockhart	1
Holbrook	10
Henty	3
Yerong Creek	0
Pleasant Hills	0

## 1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during June 2013:

Training or Programme	Number of Staff
First Aid - Refresher Training	2
Advanced Word - Computing	2
Intermediate Word - Computing	2
Intermediate Excel - Computing	1
PDF Manage/Create - Computing	3

## 1.10 FLEET ACQUISITIONS

Fleet acquisitions made during June 2013 are:

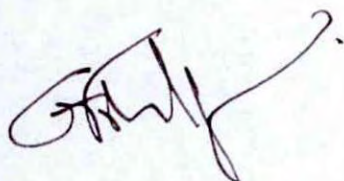
Existing Vehicle					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T18	Depot	Extra Cab Chassis	Ford Ranger	2010	66,000
T52	Rurals	Extra Cab Chassis	Ford Ranger	2011	83,000

Replacement Vehicle				
Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
5	Wagga Motors	Extra Cab Chassis	Isuzu D-Max RX	\$28,357
5	Wagga Motors	Extra Cab Chassis	Isuzu D-Max RX	\$28,357



Fleet disposals made during June 2013 are:

Disposal Details		
Vehicle No	Method	Price exc GST
T18	Auction - 04/06/2013	\$20,909
T52	Auction - 04/06/2013	\$22,091



Greg Finlayson  
DIRECTOR OF ENGINEERING

23rd August 2013

## 2. WORKS REPORT COVERING JULY 2013

***RECOMMENDATION*** That this report be received and noted.

---

- July Works Report



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

15<sup>th</sup> August 2013

**1 WORKS REPORT COVERING JULY 2013**

**RECOMMENDATION** That this report be received and noted.

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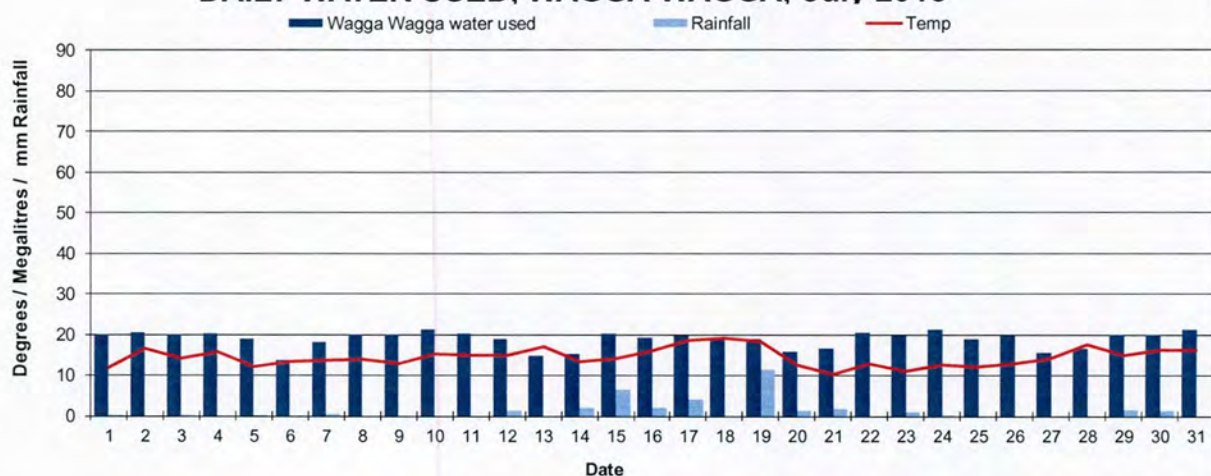
**1.1 WATER SOURCED AND USED**

July	2011	2012	2013
Rainfall	34.2	43.2	36.2
Wet Days	13	16	16
<b>WATER SOURCED July 2013 (MI)</b>			
North Wagga bores	131.91	137.61	146.38
West Wagga bores	319.00	318.30	191.28
East Wagga bores	61.63	189.16	291.29
Murrumbidgee River	138.37	0.03	0.00
<b>SUB-TOTAL</b>	<b>650.91</b>	<b>645.10</b>	<b>628.95</b>
Bulgary Bores	28.83	19.77	23.79
Urana Source	0.00	0.00	0.00
Ralvona Bores	11.93	17.62	16.90
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	0.98	2.51	1.86
<b>SUB-TOTAL</b>	<b>41.74</b>	<b>39.90</b>	<b>42.55</b>
Woomargama	0.78	0.95	1.29
Humula	0.48	1.25	0.56
Tarcutta	2.33	1.92	2.29
Oura	1.78	1.89	1.58
Walbundrie/Rand	1.54	1.80	2.18
Morundah	0.31	0.33	0.41
Collingullie	2.13	4.88	2.81
<b>SUB-TOTAL</b>	<b>9.35</b>	<b>13.02</b>	<b>11.12</b>
<b>TOTALS</b>	<b>702.00</b>	<b>698.02</b>	<b>682.62</b>



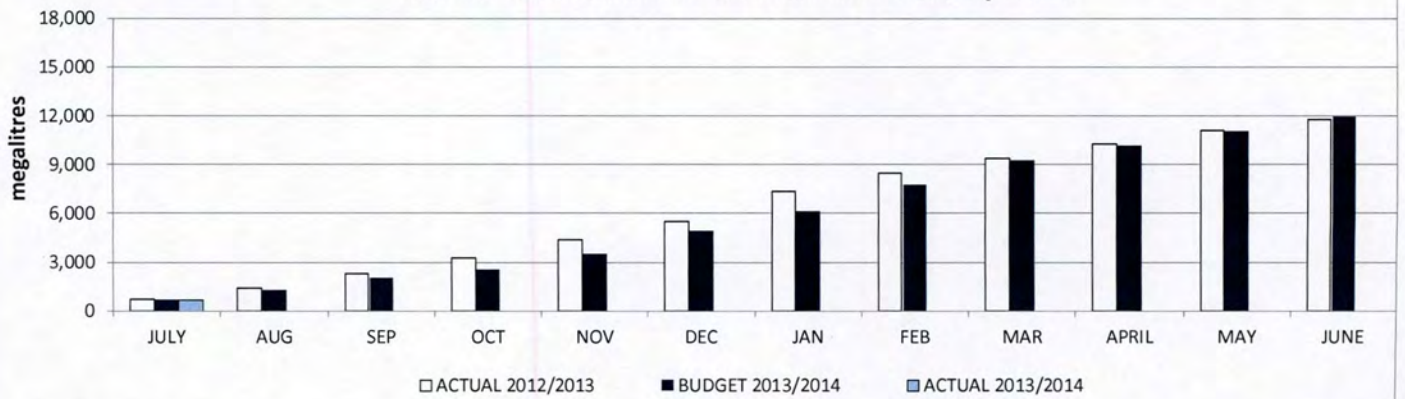
<b>WATER USED July 2013 (MI)</b>			
	<b>2011</b>	<b>2012</b>	<b>2013</b>
East Bomen	10.98	16.71	18.01
Estella	22.19	32.13	26.96
North Wagga	87.02	72.00	84.27
Wagga Wagga – Low Level	126.79	119.00	109.12
Wagga Wagga – High Level	291.38	282.68	272.43
Wagga Wagga – Bellevue Level	25.70	32.45	32.90
<b>SUB-TOTAL</b>	<b>564.06</b>	<b>554.97</b>	<b>543.69</b>
Ladysmith System	3.04	3.17	2.97
Brucedale Scheme	9.45	9.24	13.63
Currawarna Scheme	4.41	11.47	6.86
Rural south from Wagga Wagga	69.81	67.41	63.43
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	8.74	8.87	12.69
From Boree Crk to Urana and Oaklands	17.21	9.76	10.70
Holbrook	11.93	17.62	16.90
<b>SUB-TOTAL</b>	<b>124.59</b>	<b>127.54</b>	<b>127.18</b>
Woomargama	0.78	0.95	1.29
Humula	0.48	1.25	0.56
Tarcutta	2.33	1.92	2.29
Oura	1.78	1.89	1.58
Walbundrie/Rand	1.54	1.80	2.18
Morundah	0.31	0.33	0.41
Collingullie	2.13	4.88	2.81
<b>SUB-TOTAL</b>	<b>9.35</b>	<b>13.02</b>	<b>11.12</b>
<b>TOTALS</b>	<b>698.00</b>	<b>695.53</b>	<b>681.99</b>

**DAILY WATER USED, WAGGA WAGGA, July 2013**

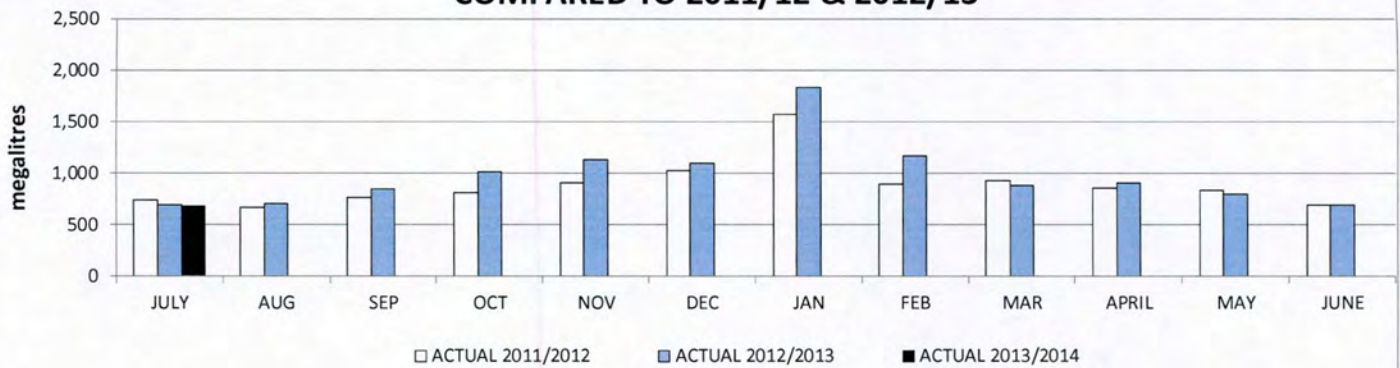




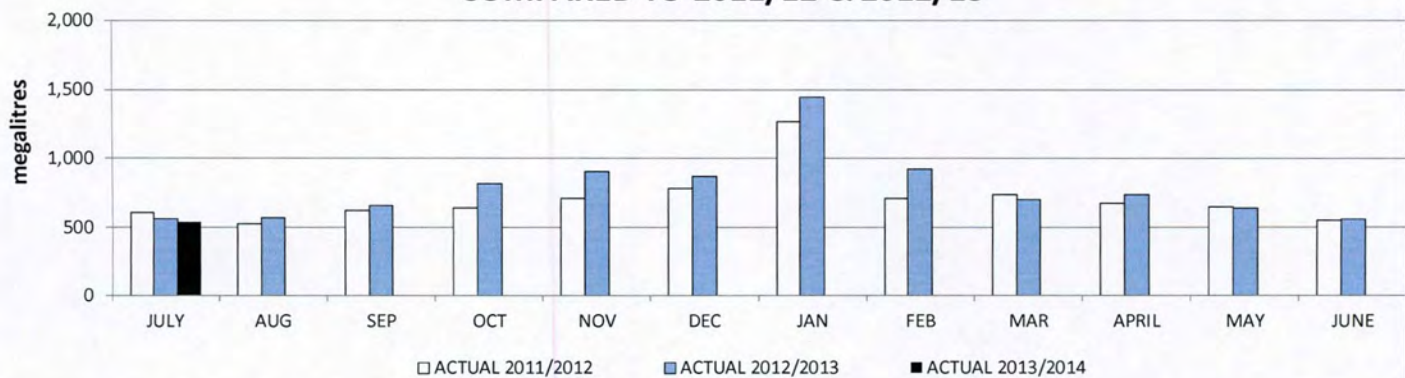
### TOTAL CUMULATIVE WATER USED 2013/2014



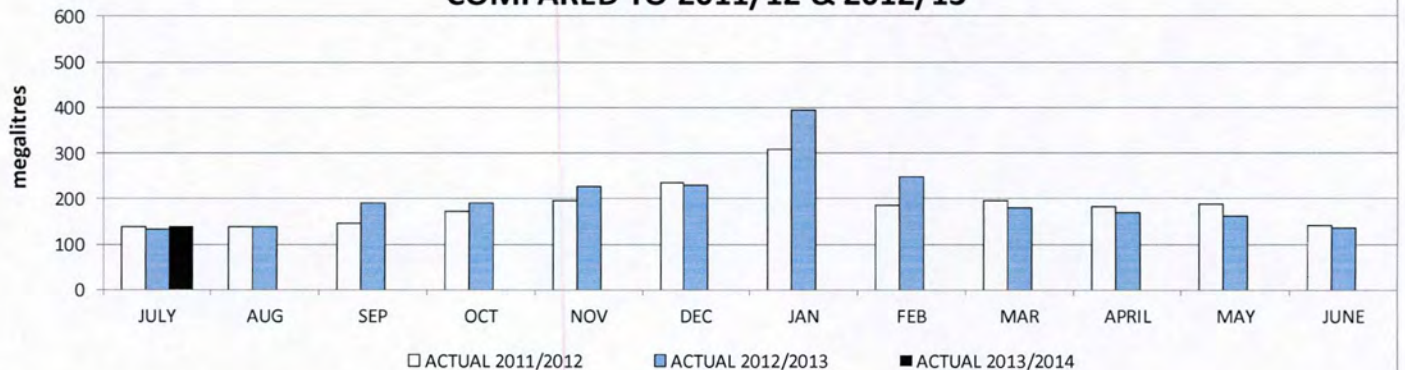
### MONTHLY TOTAL WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13



### MONTHLY WAGGA WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13



### MONTHLY RURAL WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13





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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	21	1		8	4	3				32	6	9
Brucedale						1						
Currawarna												
Euberta												
Humula												
Ladysmith										1		
Oura						1						
San Isidore												
Tarcutta												
The Gap												
Bulgary												
Collingullie											1	
French Park												
Lockhart	1											1
Mangoplah						1						
Milbrulong					1							
Pleasant Hills				2								
The Rock	1			3								
Uranquinty	1	1										
Yerong Creek												
Culcairn												
Henty	1		1									
Holbrook	1			1								
Morven												
Walbundrie												
Walla Walla				1								
Woomargama												
Boree Creek												
Morundah				1								
Oaklands											1	
Rand				1							1	
Urana											1	
<b>TOTAL</b>	26	2	1	17	5	6	0	0	0	33	10	10



### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	Holloways Lane	Wagga Wagga	150 DICL	T/ Band Broken/Leaking	No	3:00	6	10
19	80 Dalkeith Ave	Lake Albert	150 AC	Leaking collar	No	1:30	41	5
21	112 Mitchell Road	Lake Albert	100 AC	Tree Roots	No	2:00	14	5
21	Thorne St	Wagga Wagga	200 CI	Pipe Failure (not specified)	No	4:30	21	50
30	26 Peter St	Wagga Wagga	100 CI	Pipe Failure (not specified)	No	1:00	30	0
<b>TOTALS</b>						12:00	112	70
				Breaks needing	Breaks affecting			
Total Breaks – 5				shut off - 5	customers – 5			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	Culcairn Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	8:30	30	35
2	Mitchells Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	6:30	30	30
2	Mitchells Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	3:30	30	25
11	Benambra Rd	Walla Walla	75 AC	Pipe Failure - Ground Movement	Yes	0:00	0	20
15	Yerong Creek Rd	Pleasant Hills	32 PVC	Pipe Failure - Ground Movement	No	3:30	3	1
17	Olympic Hwy	Henty	200 AC	Pipe Failure - Ground Movement	No	3:45	0	30
17	Olympic Hwy	Henty	200 AC	Pipe Failure - Ground Movement	No	2:15	0	5
23	Gap Hall Rd	The Gap	100 WPVC	Leaking SS clamp	No	1:00	7	10
31	Bahrs Lane	Milbrulong	150 CI	Pipe Failure - Ground Movement	No	3:00	7	200
31	4 Macdonnell St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	3
<b>TOTALS</b>						32:00	107	359
				Breaks needing	Breaks affecting			
Total Breaks – 10				shut off - 8	customers – 6			



## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during July 2013 were:

Date	Location	Problem	Action Taken
2/07/2013	19 Dundale St, Estella	Dirty water	Flushed main & service
4/07/2013	408 Marrer Sth St, Wagga	Air & dirt in water	Goldenfields Water
5/07/2013	58 Franklin Dr, Estella	Dirty water	Flushed service
24/07/2013	Lockhart Rd, Milbrulong	Strong chlorine	Flushed all dead ends & school till Cl <2mg/L
31/07/2013	10 Nilma Ave, Mt Austin	Strong Cl. Drying skin	Free & Tot Cl within ADWG. May be due to pumping/dosing in night. Will monitor
30/07/2013	Lockhart Rd, Milbrulong	Need extra sample points at res to check turb & Cl	Installed

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during July 2013 include:

LOCATION	PROJECT	100	150	200	300
		DICL	DICL	OPVC	DICL
Hilltop Stage 9	New Subdivision			516	
Estella Rise	New Subdivision	55	56		36
	<b>TOTAL</b>	55	56	516	36

### 1.5.2 REPLACEMENT OF EXISTING MAINS

No mains replacement during July 2013.

## 1.6 OTHER CONSTRUCTION

Other construction works during July 2013 include:

LOCATION OR PROJECT	WORK DONE
Wagga Kildare College	100mm Fire Service
Wagga Hurlong St	25mm x 100 metres service Replacement
Lockhart Hospital	80mm Fire Service & 80mm Domestic service



## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during July 2013 include:

LOCATION OR PROJECT	WORK DONE
Holbrook highlift pump No. 1	Pump & Motor overhaul
West Wagga Shires	Pump & Motor overhaul
East Bomen No. 2 Reservoir	Drained & cleaned prior to repair
Morundah WTP	Filter media cleaned
North Wagga highlift No. 2	Pump & Motor overhaul
West Wagga Bore No. 4	Stainless Steel relining complete
West Wagga WTP	Power factor correction commissioned

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during July 2013 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	16
Plumpton Road	35
Gregadoo Road	13
Forest Hill	15
Estella	97
Bomen	18
Lockhart	23
Holbrook	56
Henty	6
Yerong Creek	4
Pleasant Hills	2

## 1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during July 2013:

Training or Programme	Number of Staff
First Aid - Full Course	1
First Aid - Refresher	1
Confined Space - Full Course	4
Confined Space - Refresher	24
Operators PT1 – Chemical Dosing	2



## 1.10 FLEET ACQUISITIONS

Fleet acquisitions made during July 2013 are:

Existing Vehicle					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T9	Water Works	4WD Dual Cab Chassis	Ford Ranger	2010	85,996
T33	General Manager	Sedan	Holden Caprice	2011	44,565

Replacement Vehicle				
Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
6	Wagga Motors	4WD Dual Cab Chassis	Isuzu D-Max RX	\$29,285
5	Wagga Motors	Sedan	Holden Caprice	\$48,934

Fleet disposals made during July 2013 are:

Disposal Details		
Vehicle No	Method	Price exc GST
T9	Auction 17/07/2013	\$19,364
T33	Auction 24/07/2013	\$31,136

## 1.11 HAMMOND AVENUE MASTER PLAN

Progress on the various aspects of the work at the Hammond Avenue Site are outlined below.

### a) Moving power lines

Although Essential Energy have requested additional information for the environmental assessment, Great Southern Electrical have advised that the design has been certified.

### b) Wagga Water Treatment Plant

KBR have made good progress on the concept design. Several key Issues papers have been produced and reviewed and will feed into the Design Basis Report.

### c) Flood Protection

Public Works have produced a draft design for the 1in100yr Levee that predominately follows the existing 1in20 year Levee.

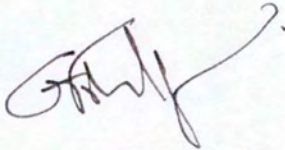
Riverina Water staff have met with WMAwater who are undertaking flood modelling for WWCC. WMAwater are currently preparing a proposal to model the impact of Riverina Water's proposed Flood Levee.



d) Shed Demolition

The Site Masterplan required the Depot Store and Plant Sheds to be demolished in order to make space for the new Water Treatment Plant. In late May 2013 Riverina Water lodged the development Application with Wagga Wagga City Council to demolish the buildings. Approval from was received on 26 June 2013 and the sheds were auctioned on 18 July 2013.

Demolition of the sheds commenced on 30 July 2013 and was completed on 21 August 2013.

A handwritten signature in dark ink, appearing to read 'G. Finlayson', with a long, sweeping horizontal line extending to the right.

Greg Finlayson  
DIRECTOR OF ENGINEERING

23<sup>th</sup> August 2013

### 3. ANNUAL REPORT STATISTICS FOR 2012/2013

**RECOMMENDATION:** That the Director of Engineering's Report covering 2012/2013 annual statistics be accepted and the contents noted.

---

- Annual Statistics for 2012/2013

A handwritten signature in black ink, appearing to read "Greg Finlayson", with a long, sweeping flourish extending to the right.

Greg Finlayson  
DIRECTOR OF ENGINEERING



## DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING AUGUST 2013

23<sup>rd</sup> August 2013

### 3. ANNUAL REPORT STATISTICS FOR 2012/2013

**RECOMMENDATION:** That the Director of Engineering's Report covering 2012/2013 annual statistics be accepted and the contents noted.

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

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

**Table 3.1.1 - Water Sourced:**

	2009/2010	2010/2011	2011/2012	2012/2013
Rainfall (mm)	641	984	853	427
Wet Days	101	133	121	97
	Megalitres	Megalitres	Megalitres	Megalitres
North Wagga bores	2323	1789	2011	2389
West Wagga bores	4345	3728	4400	5410
East Wagga bores	2676	2110	1892	3397
Murrumbidgee River	4384	2335	2505	2524
<b>TOTAL WAGGA SOURCES</b>	<b>13,728</b>	<b>9,962</b>	<b>10,808</b>	<b>13,721</b>
Bulgary Bores	534	315	412	494
Urana Channel	56	16	28	45
Ralvona Bores	269	191	220	285
Walla Walla Bores	165	66	91	146
Goldenfields Water Supply System	22	19	28	34
<b>TOTAL RURAL SOURCES</b>	<b>1,046</b>	<b>607</b>	<b>778</b>	<b>1,005</b>
Woomargama	15	12	11	17
Humula	13	8	8	10
Tarcutta	43	38	35	41
Oura	48	40	37	48
Walbundrie	35	24	33	34
Rand	0	0	0	0
Morundah	10	7	8	10
Collingullie	63	50	51	68
<b>TOTAL INDEPENDENT SOURCES</b>	<b>227</b>	<b>179</b>	<b>184</b>	<b>227</b>
<b>GRAND TOTALS</b>	<b>15,002</b>	<b>10,748</b>	<b>11,769</b>	<b>14,954</b>
<b>PROPORTION FROM SURFACE</b>	<b>30.0%</b>	<b>22.0%</b>	<b>21.7%</b>	<b>17.7%</b>
<b>PROPORTION FROM GROUNDWATER (BORES)</b>	<b>70.0%</b>	<b>78.0%</b>	<b>78.3%</b>	<b>82.3%</b>



### 2012 / 2013 WATER PRODUCED

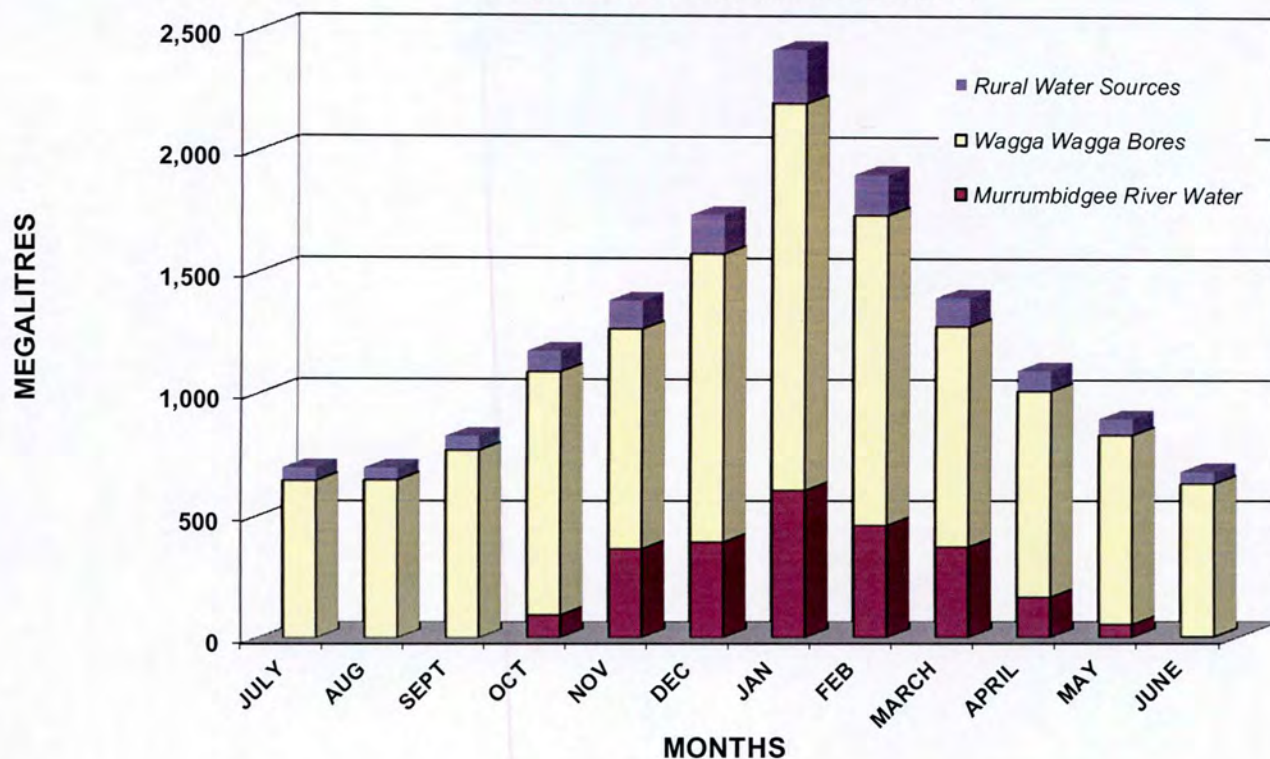


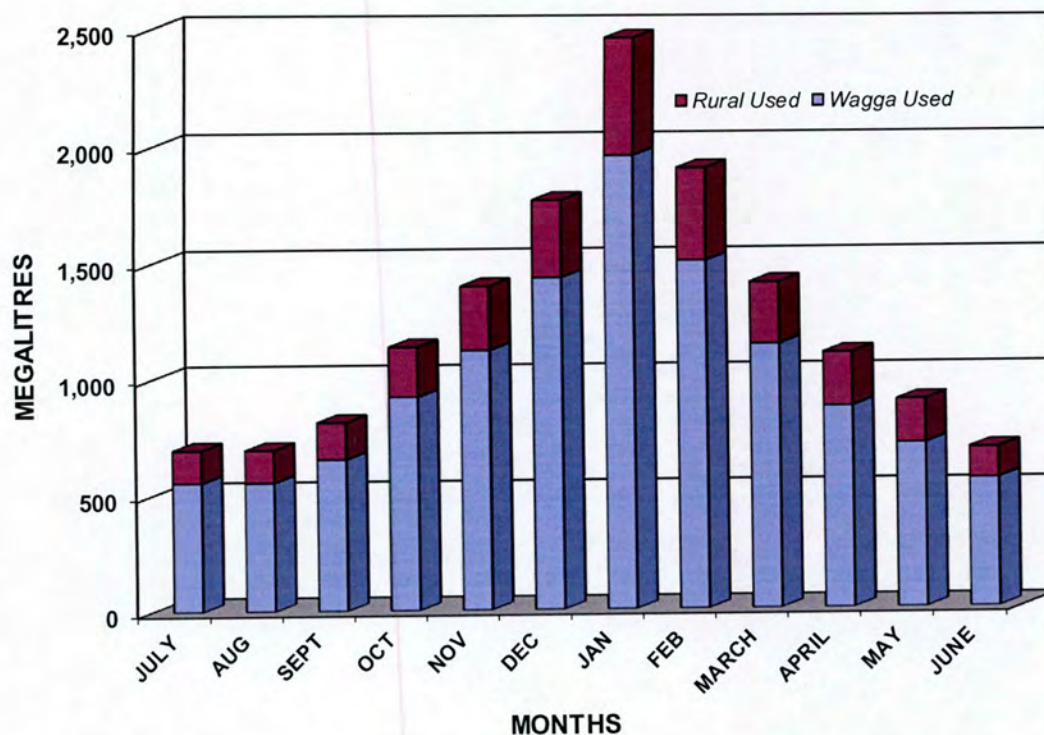
Table 3.1.2 – Water Used:

	MEGALITRES USED			
	2009/2010	2010/2011	2011/2012	2012/2013
East Bomen	233	151	191	260
Estella	804	545	513	720
North Wagga	902	837	1002	1023
Wagga Wagga – Low Level	2148	1812	2120	2163
Wagga Wagga – High Level	6910	4660	4990	6934
Wagga Wagga – Bellevue Level	784	471	569	868
<b>SUB-TOTAL</b>	<b>11,781</b>	<b>8,477</b>	<b>9,385</b>	<b>11,967</b>
Ladysmith	61	45	47	63
Brucedale	239	212	189	250
Currawarna	142	83	123	166
Rural south from Wagga Wagga	1458	1130	1091	1337
Rural from Walla Walla Bore	155	66	91	146
Milbrulong, Lockhart and Boree Creek	307	184	212	264
Urana and Oaklands	255	164	204	249
Holbrook	269	191	220	285
<b>SUB-TOTAL</b>	<b>2,886</b>	<b>2,076</b>	<b>2,177</b>	<b>2,762</b>
Woomargama	15	12	11	17
Humula	13	8	8	10
Tarcutta	43	38	35	41
Oura	48	40	37	48
Walbundrie	35	24	33	34
Rand	0	0	0	0
Morundah	10	7	8	10
Collingullie	63	50	51	68



SUB-TOTAL	227	179	184	227
TOTAL	14,895	10,732	11,746	14,956
AVERAGE RESIDENTIAL CONSUMPTION				
Urban (Wagga Wagga)	337	232	251	337
Non-Urban (Townships and rural)	432	274	327	406

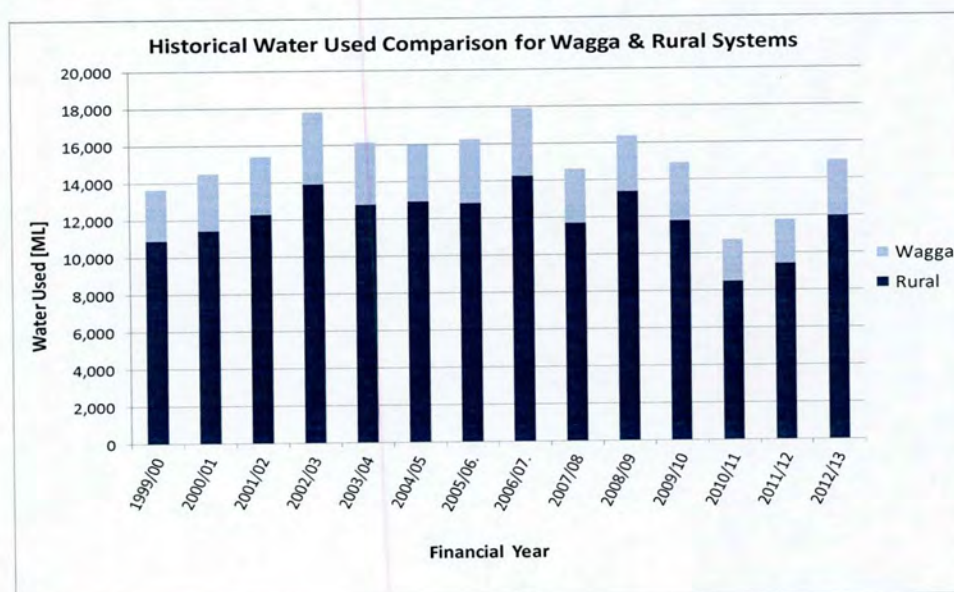
### 2012 / 2013 WATER USED



Monthly consumption peaked at 2,462 megalitres in January 2013.

The full year's total of 14,956 megalitres was an increase of 27.1% on last year's consumption of 11,746 megalitres. Wagga Wagga's urban water use is up by 21.6%. The 2012/2013 rainfall of 427mm was well below average and resulted in significantly increased summer demand.

### Graph – Historical Water Used Comparison for Wagga & Rural Systems





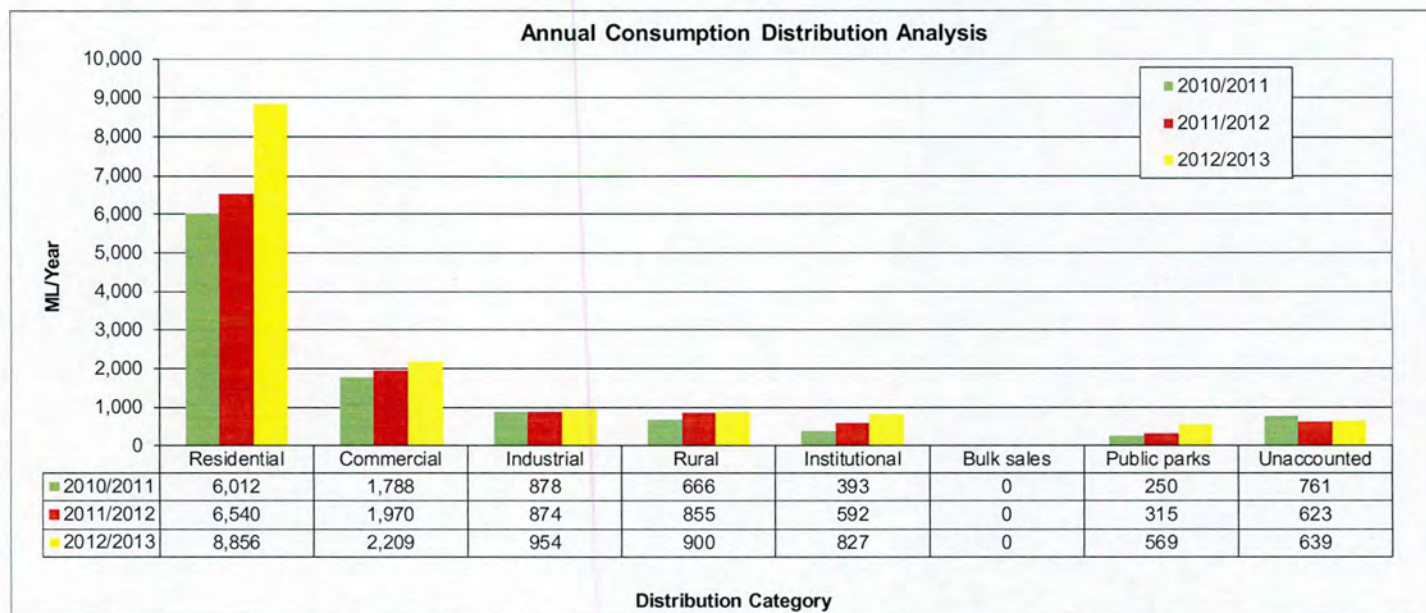
### 3.2. Distribution

**Table 3.2.1 – Annual Distribution Analysis**

	2011/2012		2012/2013		% change from previous year
	Consumption (MI)	Percentage	Consumption (MI)	Percentage	
Residential	6,540	55.6%	8,856	59.2%	35.4%
Commercial	1,970	16.7%	2,209	14.8%	12.1%
Industrial	874	7.4%	954	6.4%	9.2%
Rural	855	7.3%	900	6.0%	5.3%
Institutional	592	5.0%	827	5.5%	39.7%
Bulk Sales	0	0%	0	0%	0%
Public parks	315	2.7%	569	3.8%	80.6%
Unaccounted (Including flushing, firefighting, unmetered use)	623	5.3%	639	4.3%	2.6%
	11,769	100%	14,954	100%	27.1%

The total annual unaccounted water for 2012/13 is, as a percentage of all water produced 4.3%, a decrease from 5.3% in 2011/12.

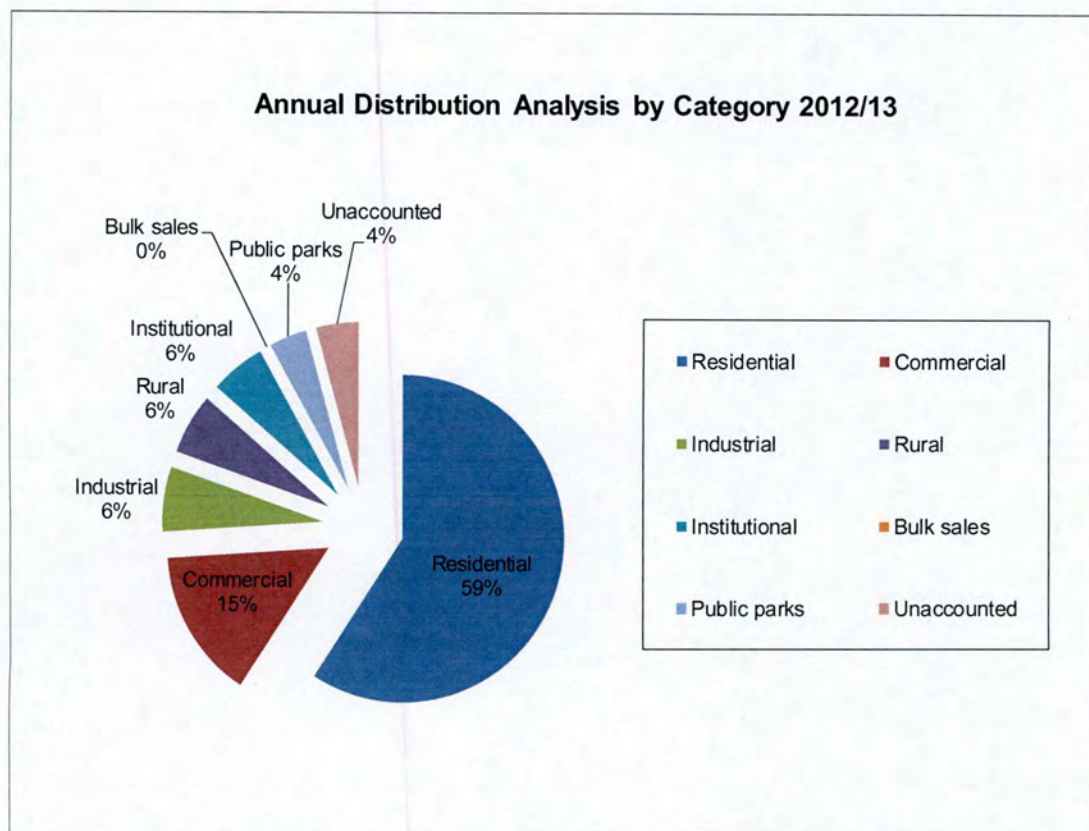
**Graph – Annual Consumption Distribution Analysis**



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



**Graph – Annual Distribution Analysis by Category 2012/13**



### **New Customers**

New consumers were connected at the various centres listed below:

**Table 3.2.2 – New Customers**

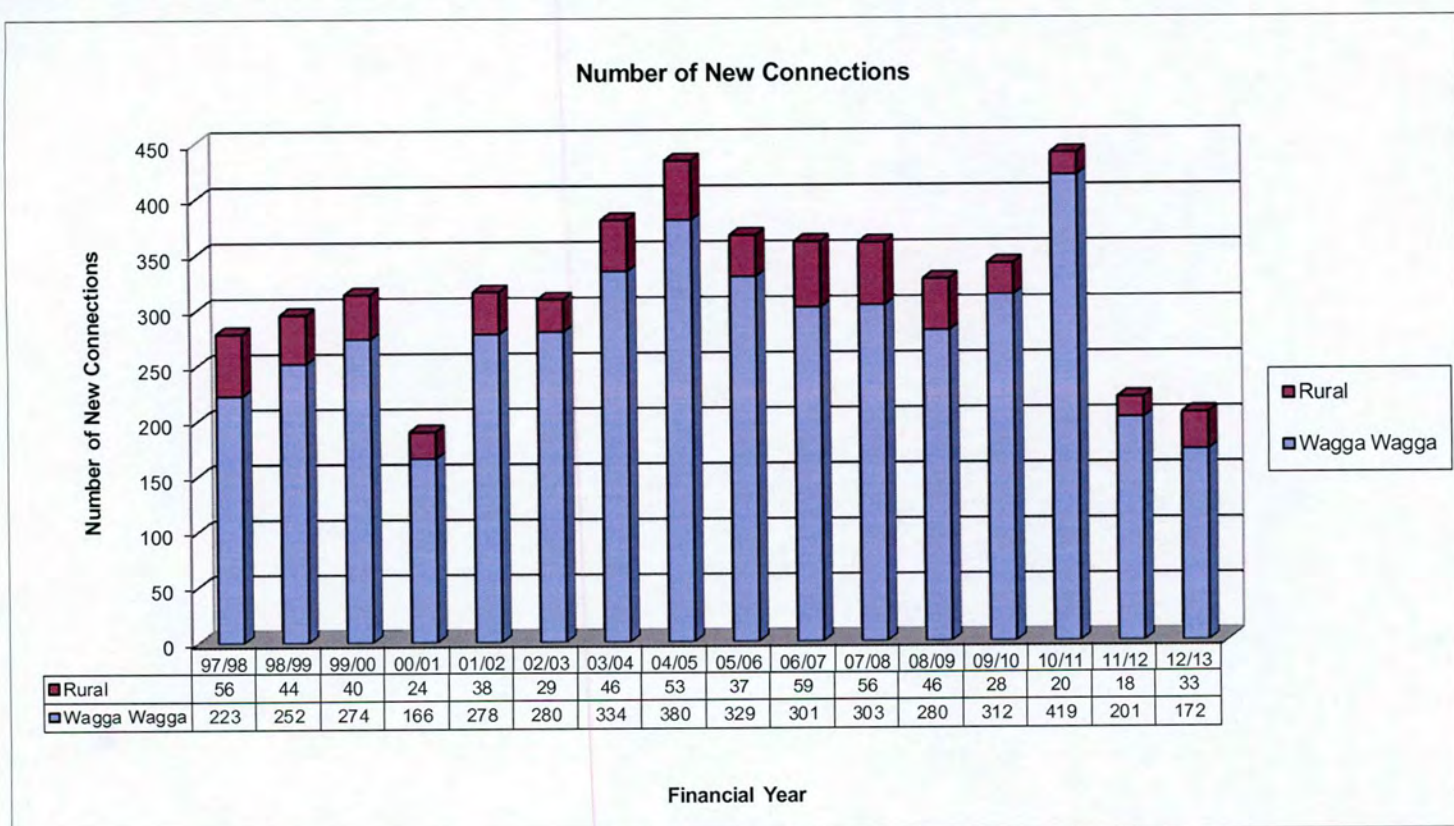
LOCATION	NUMBER CONNECTED					
	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Bidgeemia						
Boree Creek			1			
Brucedale-The Gap	3	2		2	1	1
Bulgary						
Collingullie			2			
Coorabin						
Culcairn	3	1				
Currawarna	5	3		1	2	1
Forest Hill						
French Park	1					
Henty	3	2	3	1	1	3
Holbrook	8	5	4	5		8
Humula		1				
Ladysmith	3		2		6	
Lockhart	4	8	2	1		7
Mangoplah			1			1
Milbrulong		1				
Morundah						
Morven		2		3		1
Oaklands	2		2	1		
Oura		1			2	1
Pleasant Hills		3	1			2
Rand		1				



LOCATION	NUMBER CONNECTED					
	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
San Isidore						
Tarcutta		4	1			
The Rock	14	4	2	1	1	
Urana	3		1			
Uranquinty	3	5	3	3	3	2
Wagga Wagga	303	280	312	419	201	172
Walbundrie	1	2				1
Walla Walla	1	1	1	1	1	3
Woomargama	2					
Yerong Creek			2	1	1	2
<b>TOTALS</b>	<b>359</b>	<b>326</b>	<b>340</b>	<b>439</b>	<b>219</b>	<b>205</b>

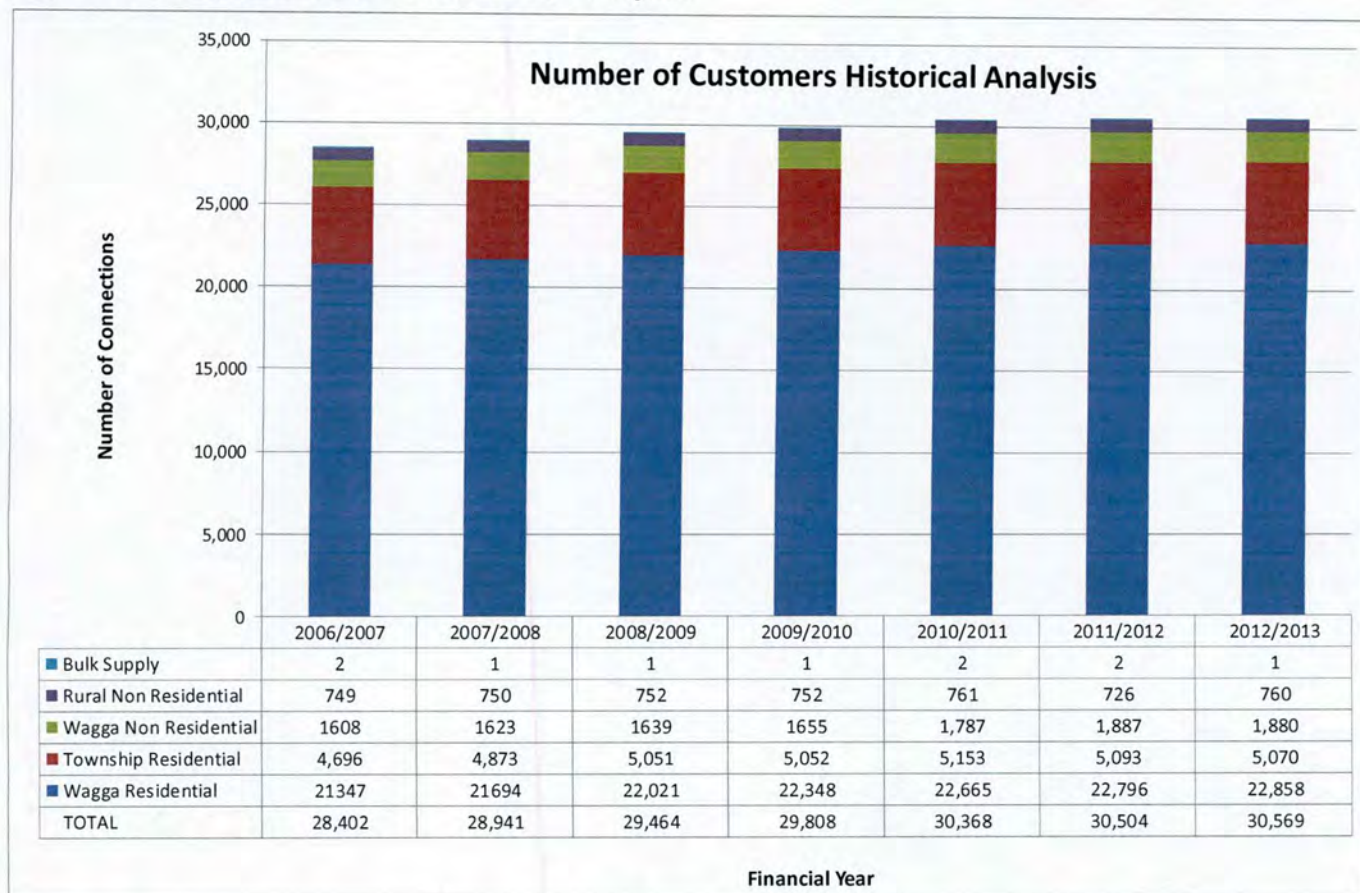
Total customers at 30<sup>th</sup> June 2013: 30,656

**Graph – Number of New Connections 1997/98 to 2012/2013**





**Graph – Number of Customers Historical Analysis**



The growth in total customers has averaged 1.27% per annum over the past 6 years.

### 3.3. Plant & Motor Vehicles

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

YEAR	TOTAL KILOMETRES	NUMBER OF VEHICLES	AVERAGE KILOMETRES PER VEHICLE
2007/2008	1,275,098	57	22,370
2008/2009	1,219,458	59	20,669
2009/2010	1,240,820	65	19,090
2010/2011	1,262,931	62	20,370
2011/2012	1,092,224	61	17,905
2012/2013	1,113,376	62	17,958

**Table 3.3.2 - Vehicle disposals and purchases made in 2012/2013:**

EXISTING VEHICLE					
VEHICLE NO.	DESCRIPTION	VEHICLE TYPE	MAKE & MODEL	YEAR	KMS
T32	Builders	4WD Extra Cab	Holden Rodeo	2008	85,102
T58	Environmental	AWD Wagon	Hyundai Santa Fe	2010	49,000
T34	Stores	2WD Ute	Holden Commodore	2008	41,958
T21	Engineering	AWD Wagon	Toyota Prado GXL	2009	69,751
T45	Engineering	AWD Wagon	Toyota Prado GXL	2010	54,362
T10	Rurals	4WD Extra Cab	Ford Ranger	2010	130,597
T51	Rurals	4WD Extra Cab	Ford Ranger	2010	111,523
T42	Meters	AWD Wagon	Hyundai Santa Fe	2010	47,000
T41	Works/Ground	4WD Extra Cab	Ford Ranger	2007	108,000
T11	Rurals	4WD Extra Cab	Isuzu Dmax	2011	80,000



T47	Depot	Truck with Tipper	Isuzu FVR 950	2001	155,000
P3	Depot	Mobile Compressor	Atlas Copco XAS40	1985	-
P37	Depot	Mobile Lunch Room	Millard	1970	-
P36	Depot	Portable Toilet	-	1977	-
T43	Sludge	Truck with Tipper	Isuzu NPR400	1995	140,722
T7	Water Works	4WD Dual Cab Ute	Nissan ST	2011	62,000
T59	Depot	4WD Dual Cab Ute	Isuzu D-Max LSU	2011	55,500
T18	Depot	4WD Extra Cab	Ford Ranger	2010	66,000
T52	Rurals	4WD Extra Cab	Ford Ranger	2011	83,000

REPLACEMENT VEHICLE				
TENDERS RECEIVED	ACCEPTED TENDERER	VEHICLE TYPE	MAKE & MODEL	PRICE EXC. GST
7	Jason Nissan	4WD Extra Cab	Nissan D40 Navara	\$27,871
6	Wagga Motors	AWD Wagon	Hyundai Santa Fe	\$33,355
5	Wagga Motors	2WD Ute	Holden Commodore	\$25,834
8	Thomas Bros Toyota	AWD Wagon	Toyota Prado GXL	\$48,975
8	Thomas Bros Toyota	AWD Wagon	Toyota Prado GXL	\$48,975
7	Hillis Ford	4WD Extra Cab	Ford Ranger	\$29,872
7	Hillis Ford	4WD Extra Cab	Ford Ranger	\$29,872
6	Wagga Motors	AWD Wagon	Hyundai Santa Fe	\$33,355
7	Jason Nissan	4WD Extra Cab	Nissan D40 Navara	\$27,871
-	-	-	-	-
5	Wagga Trucks	Truck with Tipper	Hino GH1728 Auto	\$139,393
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
9	Wagga Motors	Truck with Tipper	Isuzu FRR600	\$94,221
10	Jason Nissan	4WD Dual Cab Ute	Nissan D40 Navara	\$34,985
10	Wagga Motors	4WD Dual Cab Ute	Isuzu D-Max LSU	\$33,505
5	Wagga Motors	4WD Extra Cab	Isuzu D-Max RX	\$28,357
5	Wagga Motors	4WD Extra Cab	Isuzu D-Max RX	\$28,357

DISPOSAL DETAILS		
VEHICLE NO.	METHOD	PRICE EXC. GST
T32	Auction 1/8/2012	\$25,455
T58	Auction 14/10/2012	\$24,182
T34	Auction 7/11/2012	\$15,091
T21	Auction 7/11/2012	\$43,636
T45	Auction 7/11/2012	\$43,455
T10	Auction 7/11/2012	\$18,000
T51	Auction 7/11/2012	\$19,091
T42	Auction 21/11/2012	\$24,545
T41	Auction 28/11/2012	\$16,909
T11	Auction 12/12/2012	\$23,636
T47	Auction 30/1/2013	\$45,455
P3	Auction 30/1/2013	\$5,909
P37	Auction 30/1/2013	\$909
P36	Auction 18/03/2013	\$909
T43	Auction 15/05/2013	\$14,545
T7	Auction 22/05/2013	\$24,727
T59	Auction 29/05/2013	\$24,000
T18	Auction 04/06/2013	\$20,909
T52	Auction 04/06/2013	\$22,091



### 3.4. Pipeline Losses

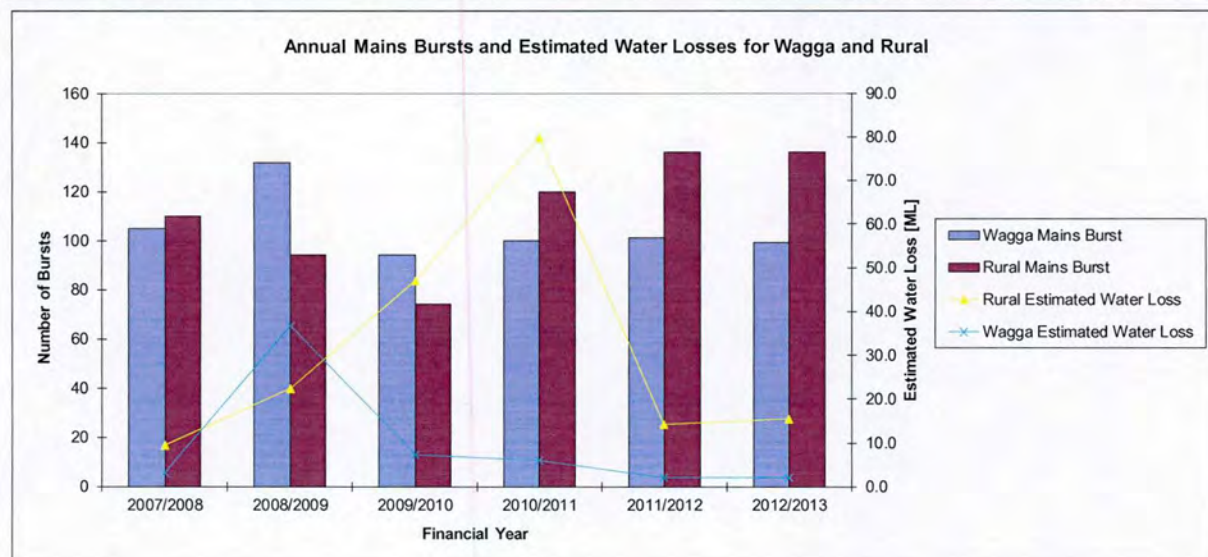
Estimated pipeline losses due to bursts for each month are shown in Table 3.5.1. The daily average over the past 6 years is shown in Table 3.5.2 for comparison.

**Table 3.4.1 - Monthly analysis of pipeline breaks and rainfall for July 2012 - June 2013:**

MONTH	RAINFALL Forest Hill	WET DAYS	WAGGA MAIN BREAKS	WAGGA MAIN LOSSES (kl)	RURAL MAIN BREAKS	RURAL MAIN LOSSES (kl)
Jul-12	43.2	16	6	46	5	65
Aug-12	37.6	12	5	59	8	2295
Sep-12	5	8	1	15	8	153
Oct-12	31	5	6	20	4	106
Nov-12	60.2	5	4	18	6	31
Dec-12	22.8	7	12	37	16	203
Jan-13	12.6	5	15	38	22	1635
Feb-13	30	6	11	29	19	421
Mar-13	35.2	7	10	20	5	45
Apr-13	7	2	8	53	10	223
May-13	53.2	12	7	140	15	266
Jun-13	88.8	12	14	301	18	252
TOTALS	426.6	97	99	776	136	5695

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

YEAR	WAGGA WAGGA		RURAL	
	BURST MAINS	ESTIMATED LOSS kl/day	BURST MAINS	ESTIMATED LOSS kl/day
2007/2008	105	3.1	110	9.6
2008/2009	132	36.7	94	22.4
2009/2010	94	7.5	74	47.1
2010/2011	100	6.0	120	80.0
2011/2012	101	2.2	136	14.1
2012/2013	99	2.1	136	15.6





### 3.5. Mains Construction

**Table 3.5.1 – Pipes Laid – New & Extensions – Size, length (metres) and location of all watermains constructed during 2012/2013:**

<b>NEW MAINS - WAGGA WAGGA</b>	<b>Month</b>	<b>32 PE</b>	<b>63 PE</b>	<b>100 OPVC</b>	<b>100 DICL</b>	<b>150 OPVC</b>	<b>150 DICL</b>	<b>200 OPVC</b>	<b>200 DICL</b>	<b>250 OPVC</b>	<b>250 DICL</b>	<b>450 DICL</b>	<b>All Sizes</b>
Lake Albert Road, Wagga Wagga	Aug-12						26.5						26.5
Boorooma Stage 2 Subdivision, Estella	Sep-12					154							154
Boorooma Stage 2 Subdivision, Estella	Oct-12					144.5							144.5
Boorooma Stage 2 Subdivision, Estella	Nov-12			169		121							290
Tatton Subdivision, Wagga Wagga	Dec-12			88				3.5		393			484.5
Boorooma Stage 4 Subdivision, Estella	Dec-12					27							27
Jones Street, Wagga Wagga	Dec-12					205	21						226
Koorungal Road, Wagga Wagga	Jan-12						106						106
Estella Stage 11 Subdivision, Estella	Feb-13						36				18		54
Hilltop Stage 9 Subdivision, Wagga Wagga	Feb-13			61.5	11	78	18	12	42				222.5
Bourkelands Stage 20 Subdivision	Feb-13			30									30
Bourkelands Stage 20 Subdivision	Mar-13			66				103					169
Boorooma Stage 4 Subdivision, Estella	Mar-13					178							178
Estella Stage 11 Subdivision, Estella	Mar-13					84							84
Strickland Drive, Wagga Wagga	May-13			184				132.5					316.5
Estella Stage 11 Subdivision, Estella	Jun-13					270				126			396
<b>Total Wagga New</b>		<b>0</b>	<b>0</b>	<b>598.5</b>	<b>11</b>	<b>1261.5</b>	<b>207.5</b>	<b>251</b>	<b>42</b>	<b>519</b>	<b>18</b>	<b>0</b>	<b>2,908.5</b>
<b>NEW MAINS - RURAL</b>													
Green St, Lockhart	Dec-12			204									204
Benambra Road, Walla Walla	Mar-13	300											300
<b>Total Rural New</b>		<b>300</b>	<b>0</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>504</b>
<b>TOTAL NEW MAINS</b>		<b>300</b>	<b>0</b>	<b>802.5</b>	<b>11</b>	<b>1261.5</b>	<b>207.5</b>	<b>251</b>	<b>42</b>	<b>519</b>	<b>18</b>	<b>0</b>	<b>3,412.5</b>



**Table 3.5.2 - Pipes Laid – Renewed mains – Size, length (metres) and location of all watermain replaced during 2012/2013:**

<b>RENEWED MAINS - WAGGA WAGGA</b>	<b>Month</b>	<b>32 PE</b>	<b>80 WPVC</b>	<b>100 OPVC</b>	<b>100 DICL</b>	<b>125 PE</b>	<b>150 OPVC</b>	<b>150 DICL</b>	<b>200 DICL</b>	<b>250 DICL</b>	<b>375 DICL</b>	<b>450 DICL</b>	<b>All Sizes</b>
Plumpton Road, Wagga Wagga	Jul-12									105			105
Urana Street, Wagga Wagga	Jul-12				247			31					278
Urana Street, Wagga Wagga	Aug-12							38.5					38.5
Brucedale, Wagga Wagga	Aug-12			592									592
Farrer Rd & Boorooma St Intersection, Wagga	Sep-12											98.5	98.5
Hammond Avenue, Wagga Wagga	Sep-12							100					100
Wagga Base Hospital, Wagga Wagga	Sep-12							6					6
Bolton Park, Wagga Wagga	Sep-12											54	54
Bolton Park, Wagga Wagga	Oct-12				117.5						4	284	405.5
Dunns Road, Wagga Wagga	Oct-12						90						90
Higgins Avenue, Wagga Wagga	Nov-12				228								228
Wagga Base Hospital, Wagga Wagga	Nov-12				91.5								91.5
Bolton Park, Wagga Wagga	Nov-12											126	126
Bolton Park Toilet Block, Wagga Wagga	Nov-12	120											120
Bolton Park, Wagga Wagga	Dec-12				19								19
Higgins Avenue, Wagga Wagga	Dec-12				125.5								125.5
Higgins Avenue, Wagga Wagga	Jan-13				47.5								47.5
Mitchel Road, Wagga Wagga	Mar-13			18									18
Yathong Street, Wagga Wagga	Apr-13				60.5								60.5
Lake Street, Wagga Wagga	Apr-13			54									54
Lake Street, Wagga Wagga	May-13			179.5									179.5
Yabtree Street, Wagga Wagga	May-13				102								102
Lake Street, Wagga Wagga	Jun-13			126	5.5								131.5
<b>Total Wagga Renewed</b>		<b>120</b>	<b>0</b>	<b>969.5</b>	<b>1044</b>	<b>0</b>	<b>90</b>	<b>175.5</b>	<b>0</b>	<b>105</b>	<b>4</b>	<b>562.5</b>	<b>3070.5</b>
<b>RENEWED MAINS - RURAL</b>													
Bent Street, Tarcutta	Jan-13			93	11								104
Allan Street, Henty	Jan-13							88					88
Allan Street, Henty	Feb-13							55	120				175



Allan Street, Henty	Mar-13				5.5				34.5				40
Richmond Street, Boree Creek	Mar-13						150						150
Boree Creek	Apr-13			152									152
<b>Total Rural Renewed</b>		<b>0</b>	<b>0</b>	<b>245</b>	<b>16.5</b>	<b>0</b>	<b>150</b>	<b>143</b>	<b>154.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>709</b>
<b>TOTAL RENEWED MAINS</b>		<b>120</b>	<b>0</b>	<b>1214.5</b>	<b>1060.5</b>	<b>0</b>	<b>240</b>	<b>318.5</b>	<b>154.5</b>	<b>105</b>	<b>4</b>	<b>562.5</b>	<b>3779.5</b>



**Table 3.5.3 - Watermain constructed 2006 to June 2013 (metres)  
(New & Replacement)**

Diameter ID	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
25mm			65				
32mm			300				300
40mm						1,150	
50mm	33,747	11,448		1,590		2,435	
63mm				192	1,540	2,690	
80mm					30		
90mm		70					
100mm	22,933	17,732	5,843	3,670	2,665	10,147	813.5
150mm	15,385	9,460	2,787	5,435	829	2,021	1469
200mm	2,970	927	12,038	21,655	5,415	2,497	293
250mm	3,203	119		450	851	1,099	519
300mm	765						
375mm	61	8,329		480	247		4
400mm		96					
450mm	140						563
500mm						39	
600mm	50				554	39	
WAGGA (all sizes)	14,187	22,747	8,780	10,248	4,762	14,048	5,979
RURAL (all sizes)	65,067	25,433	15,672	23,224	7,367	8,102	1,213
<b>TOTALS (metres)</b>	<b>79,203</b>	<b>48,180</b>	<b>24,452</b>	<b>33,472</b>	<b>12,129</b>	<b>22,150</b>	<b>7,192</b>
<b>Total length of main in the system – 1,711 km</b>							

### 3.6. Staff Movements

**Table 3.6.1 - Staff Movements during 2012/2013**

	Admin	Engineering	Waterworks	Depot Base	Rural	Totals
Perm. June 2011	9	10	20	42	7	88
Temp. June 2011						
<b>TOTAL June 2011</b>	<b>9</b>	<b>12</b>	<b>20</b>	<b>42</b>	<b>7</b>	<b>90</b>
Retired						
Resigned		1	1	1		3
Terminated						
Appointed		2		1		3
Casual	1	2				2
Internal Transfer				-1		-1
Transfer to Perm.						
Temp. Appointed		2		1		3
Temp. Terminated		1	1	1		2
Perm. June 2012	10	14	19	41	7	91
Temp. June 2012		2				2
<b>TOTAL June 2012</b>	<b>10</b>	<b>16</b>	<b>19</b>	<b>41</b>	<b>7</b>	<b>93</b>



**Table 3.6.2 - Training Undertaken 2012/2013**

TRAINING COURSE	NUMBER OF
First Aid	1
First Aid Refresher	17
Coagulant & Flocculation Training	1
Working at Heights Training	19
Traffic Control - Stop/Slow	11
Traffic Control - Red Card	17
Managing and Supervision	3
HSR Committee Training	4
HSR - Bridging Course	2
Workcover Licence - C6 Crane	3
Workcover Licence - Dogging	2
Filtration Training	1
Truck Licence - HR	2
Competency Training - Backhoe	1
Competency Training - Excavator	1
Body Electrical Systems	2
Authorised Contractor Training	1
Dangerous Goods Licence	2
Chemical Contaminants in Water	2
Plumbing Inspection Techniques	1
Railway PO1 Officer Training	1
Advanced Word - Computing	2
Intermediate Word - Computing	2
Intermediate Excel - Computing	1
PDF Manage/Create - Computing	3
Computer skills for over 50's - Computing	1
Munsy's Training - Computing	3
AutoCad 2013 - Computing	7
AutoCad Civil 3D - Computing	5
Microsoft Office 2010 - Computing	7
WIOA Operators Conference	6
WIOA Trade Exhibition	5
<b>TOTAL</b>	<b>136</b>

### 3.7. Capital Works

An extensive capital works programme was carried out in 2012/2013 including the following significant items:

#### **Mains Replacements**

The Bolton Park Watermain Realignment  
Higgins Avenue Watermain Replacement - 500m of 100mm DICL  
Lake Street Watermain Replacement - 500m 100mm DICL

#### **Reservoirs**

Walla Walla Township Reservoir Roof Replacement



## **Water Treatment Plants**

- Flood Repair Damage – Urana Filtration Plant: The floods during March 2012 caused significant damage to pumping and electrical systems at Urana Filtration Plant. Fortunately the plant was already scheduled to be shutdown in April 2012 and therefore flood damage did not affect supply to customers. Significant repair works conducted by Riverina Water staff to prepare the treatment plant before 2012/13 summer included:
- Main electrical & metering switchboard replacement
- Pump electrical switchboards replacement
- Chemical dosing plant replacement (including fluoride plant)
- Building and site restoration

### **Energy Efficiencies:**

- Power factor analysis was undertaken jointly by Riverina Water and Essential Energy. Three major sites were identified to be beneficial to install power factor correction units with a return on investment of less than one year: Wagga Wagga Aeration Plant, Wagga Waterworks and North Wagga Aeration Plant. The units were installed between May and June 2013 and scheduled to be commissioned in August 2013.
- Time of Use analysis was undertaken by Riverina Water staff highlighting cost savings by maximising off peak/shoulder pumping operations at major pumping/treatment facilities, including:
  - West Wagga Aeration Plant and West Wagga Bores (x4)
  - Wagga Waterworks and East Wagga Bores (x3)
  - North Wagga Aeration Plant and North Wagga Bores (3x)
  - 10MG pump station
  - Bellevue and Glenoak pump stations

### **West Wagga Aeration Bulk Silica Handling Upgrade**

Bruce Dale Pump Station Electrical Metering, Switchboard and Variable Speed Motor Controller:

## **Sources**

West Wagga Bore 4 Relining and riserless pump system: West Wagga Bore 4 is the last main production bore (out of 10) in Wagga Wagga to have its original mild steel bore casing to be relined in stainless steel and retro fitted with a riserless pump system. The relining works were completed at the end of June 2013 and the installation of the riserless pump system is scheduled in August 2013.

West Wagga Bore 1 Electricity Transformer Upgrade

## **Strategic Planning**

### **WAGGA WAGGA WATER TREATMENT PLANT**

The feasibility study was completed by Hunter Water Corporation in October 2012. The report outlined the feasibility study for a 55ML/d Clarification and Dual Media Filtration process train at Wagga Wagga WTP. Three Clarification processes were shortlisted and considered preferred options to take forward in the design

In December 2012 Council adopted the procurement plan for replacement of the Wagga Wagga Water Treatment Plant and RWCC engaged NSW Public Works, Water and Wastewater division to provide Client's Project Manager's Services.

In February 2013 Public Works in consultation with RWCC advertised for Expressions of Interest (EOI) for Consultants to Prepare Concept Design for the Replacement of Wagga Wagga Water Treatment Plant.



After reviewing ten EOI submissions, Kellogg Brown Root Pty Ltd, Hunter Water Australia Pty Ltd and MWH Australia Pty Ltd were shortlisted and invited to submit proposals for the Concept Design of the Wagga Wagga Water Treatment Plant.

Tender documentation was distributed to the shortlisted consultants on 2 May 2013 and tenders were received on 30 May 2013. The Concept Design for Replacement of the Wagga Wagga Water Treatment Plant was awarded to Kellogg Brown Root Pty Ltd in June 2013.

## **Depots and Buildings**

The Site Masterplan required existing sheds to be demolished in order to make space for the new Water Treatment Plant. Following approval from WWCC, demolition commenced in late July and was completed on 21 August 2013.

### **3.8. Southern Trunk Main Augmentation**

The Southern Trunk Main Augmentation Project aims to upgrade the Southern Trunk Main from West Wagga, through to a proposed Rural Reservoir. This project includes the augmentation of approximately 10km of main, as well as the construction of a new main to service the Uranquinty PowerStation. The project will also incorporate new pumps at the West Wagga Water Treatment Plant, and the construction of a new Rural Reservoir.

Gordon Gibson Nominees were the chosen consultant from four submitted tenders, to undertake the planning and design phase of the mains augmentation. Currently they have performed several site inspections, began a detailed survey and a Review of Environmental Effects (REE) of the area.

The project inception and site inspections is now 100% complete, with the site survey 70% complete, and the route selection and alignments 50% complete. The engagement is running well on track and the completion of the engagement still remains the end of September 2013.

### **3.9. RWCC Guidelines to Determine Water Service Connections and Access to Water Supply**

Riverina Water has developed two sets of guidelines which will be published and made readily available to members of the public. These guidelines aim to create uniformity in Riverina Waters approach to the determination of Water Supply to developments, as well as provide existing or potential customers with information in order to ensure they understand their responsibilities as a potential or existing customer of Riverina Water. The guidelines incorporate things such as information for subdivisions, commercial or industrial properties and rural and residential customers.

Along with these guidelines, a formal application form and internal process will be created. This application form will ensure anyone wishing to make changes to their water supply, or gain a new water supply, provide accurate information in order for Riverina Water to ensure that appropriate water infrastructure is provided and all fees and charges calculated are accurate.

The guidelines provided below are for Councillor's information.



Riverina Water County Council Guidelines to Determine Water Service Connections		
VERSION CONTROL	(Original Publication Date August 2013)	
Revision No	Issue Date	Revised By
1	August 2013	T Langley
GUIDELINES OWNER	Director of Engineering	

## **RWCC Guidelines to Determine Water Service Connections\***

\*To be read in conjunction with RWCC Guidelines to Determine Access to Water Supply  
Riverina Water requires correct development plans and information to ensure that the appropriate water infrastructure is provided and that all fees and charges calculated are accurate. Assumptions based on inadequate plans and information is not likely to provide a satisfactory outcome, and will therefore not be evaluated or approved for water supply by Riverina Water. Any requests made to Riverina Water without having the correct plans submitted will not proceed, until the appropriate plans and information is supplied. It is the responsibility of the owner/developer to ensure that all the appropriate plans are provided to Riverina Water, to ensure a timely response to enquiries for all design and quotation purposes.

**An application for a water service should be made by completing appropriate sections of the form titled "Application for Water Supply – New, Upgrade or Change of Use". This application form can be found on Riverina Water's website, or by contact Riverina Water on 02 69220 600.**

The following is a list of necessary information required with all applications submitted to Riverina Water County Council for proposed, upgrade or continued water supply:

- Full set of to-scale plans for the proposed development
  - Plans must include the following as appropriate:
    - Title Block
    - Full extents of development
    - Development title
    - Lot size
    - Lot Number / Property address
    - Scale bar
    - Full set of Mechanical / Civil / Electrical / Hydraulic drawings
    - Overall site and locality plan
    - Detailed floor plans and elevations
    - Floor areas
    - North point
    - Road Names
    - Overall master plan (Subdivisions or multiple developments only)
    - Type of development / land use
- Copy of lodged Development Application at constituent council (i.e. Wagga Wagga City Council)
- Size of connections, both domestic and fire. RWCC do not determine size of connections for industrial or commercial developments.
- Proposed location of new services

Addition to the application process PRIOR to any onsite work commencing the following must be considered by the owner/developer:

### **Statement of Fees**

- A Statement of Fees must be obtained from Riverina Water through the submission of "Application for Water Supply – New, Upgrade or Change of Use" along with all relevant



plans and documentation for the development. One Statement of Fees will be provided per development only. A Statement of Fees will only be addressed to a principle developer or contractor. Plumbers may obtain a copy of this by contacting the principle contractor or developer.

- A Statement of fees may have various components depending on their relevance. These include, but are not limited to, Development Servicing Charges, Service Connection fees, and Under-bore Fees. A Development Servicing Charge is a contribution towards infrastructure based on the potential increase in demand on the system. It is calculated using Equivalent Tenements or estimated Peak-Day Water Use. A Service Connection Fee is the cost of physically installing the connection and meter. An Under-bore is the cost calculated as a per meter rate for mains located on the opposite side of the road to the property wishing to connect. Additionally, owners / developers are also required to meet any reticulation costs incurred e.g. a water mains extension.
- A Statement of Fees is only valid until the end of the financial year in which it was created. This still applies if an invoice has already been generated, and the end of the financial year has lapsed. All outstanding invoices and Statement of Fees will no longer be valid, and a re-application will need to be completed.
- A Statement of Fees **MUST** be paid prior to connection being made by RWCC, or the development drawing water from the authorities main.

### **Rural & Residential Connections**

- Riverina Water is responsible for making determinations on trickle feed, or limited supply.
- Riverina Water serves to the boundary of the property being supplied. Exemptions in extraordinary circumstances by the Director of Engineering at RWCC only.
- Residential lots are entitled to one connection only.
- No connections to a RWCC water main sized less than 100mm will be approved. Exemptions in extraordinary circumstances by the Director of Engineering at RWCC only.
- No new master meter or subtract meter systems will be approved, in urban or rural areas. Opportunistic corrections regarding master meter systems will be evaluated on a case-by-case process. Applications should be made to the Works Engineer at Riverina Water.
- Any connections involving the crossing of a Rail Corridor (Functional or Redundant) should contact Riverina Water's Works Engineer for more information. Typically these connections will be hugely cost and time involved.

### **Commercial and Industrial Developments (New, Upgrade or Change of Use)**

- In order to remain or become a customer of Riverina Water – any commercial / industrial development **MUST** obtain a Certificate of Compliance from Riverina Water prior to drawing water from the authorities main. Obtaining this certificate may require payment of applicable S64 Developer Servicing Charges for a new development, or a change of use.
- Any additional reticulation work required to be installed or upgraded in order to supply the proposed development must be met by the developer.
- Commercial / Industrial properties may obtain one domestic connection in addition to a designated Fire Service.

### **Plumbing and Backflow Prevention**

- A Plumbing Permit must be taken out by the plumber with Riverina Water prior to the commencement of any onsite plumbing work.
- Riverina Water does **NOT** permit direct pumping out of mains under any circumstances. The internal hydraulics should be designed accordingly.
- **Backflow Prevention must be considered in accordance with Policy 2.1, Backflow Prevention Policy. This policy can be found on the RWCC website or by contacting RWCC administration on 02 69220 600**



Riverina Water County Council Guidelines to Determine Access to Water Supply		
VERSION CONTROL	(Original Publication Date August 2013)	
Revision No	Issue Date	Revised By
1	August 2013	T Langley
GUIDELINES OWNER	Director of Engineering	

## **RWCC Guidelines to Determine Access to Water Supply\***

\*To be read in conjunction with RWCC Guidelines to Determine Water Service Connections

In order for Riverina Water to determine access to water supply for large developments, commercial developments, multiple dwellings or rural consumers, an application must be lodged with Riverina Water's Works Engineer.

In conjunction with 'RWCC Guidelines to Determine Water Service Connections', Riverina Water may require the supply of other relevant information, in order to determine accessibility of Water Supply.

When determining the availability and access to Water Supply, the following must be considered:

### **Water Supply Zones (incl. System Capacity, Elevations & Pressures)**

- Riverina Water has a number of Water Supply Zones in the area of supply. This must be taken into consideration when planning or proposing a development.
- Elevations, System Capacity, and available pressure in a specific Supply Zone, can have severe impacts on the level of service that may be able to be obtained by the proposed development.

### **Statement of Fees**

- Refer to 'RWCC Guidelines to Determine Water Service Connections' for details on how to obtain a Statement of Fees, as well as the conditions under which it is issued.

### **Non Sequential Developments**

- Developments should all follow a designated staging plan that forms the overall master plan.
- Developments not following designated stages will need to, in writing, make a submission to Riverina Water's Works Engineer in order to make provisions for the supply of water reticulation.

### **Mains Extensions & Reticulation Upgrades**

- A customer wishing to connect to Riverina Water Reticulation will be liable for the cost of any extensions or upgrades required to serve their dwelling. This includes works such as the upgrade of a specific section of main to a larger size, or the extension of an existing main to the boundary of the new assessment wishing to connect.
- All mains are to be extended at a minimum size of 100mm. Exemptions for exceptional circumstances may be granted upon the submission to the Director of Engineering at Riverina Water.
- Mains Extensions and Reticulation upgrade costs are in addition to the Service Connection Fee and Development Servicing Charge.



## Overhead Stand Pipes & Water Filling Stations

- To access a Water Filling Station customers are required to complete an application form and purchase an 'iButton' from Riverina Water. The application and associated fees can be obtained by contacting Riverina Water.
- To operate the unit customers connect a hose with Camlock fittings, swipe their iButton, and press the on and off button. Readings from each unit are automatically transmitted back to Riverina Water for billing. All users must agree to follow the NSW Health Water Carting Guidelines.
- Minimal Overhead Standpipes are still in operation. These have custodians who are responsible for the key and deal directly with the local shire. Riverina Water fact sheet F29 outlines where these are located.

## Hydrants

- The use of metered portable standpipes in Riverina Water hydrants is unauthorised and strictly prohibited other than for the exclusive use of councils and fire brigade services (for fire-fighting purposes).
- Unauthorised access to Riverina Water hydrants is subject to prosecution.
- Riverina Water actively and vigorously monitors unauthorised use of mains in the service area.
- Any request for use of the Hydrant for other purposes that in the point above, should be directed to Riverina Water's Works Engineer on 02 69220 667.

## Subdivisions

The information provided in this section is of a general nature. More specific developer requirements regarding water supply should be obtained from RWCC.

1. RWCC have an information pack available ("**RWCC Water Supply Information Pack for Developers**") that will assist developers ensure proper provision is made for water supply in their planning, design and construction phases of development.
2. RWCC is responsible for the design and construction of water supply infrastructure associated with the development.
3. The developer is responsible for certain fees and charges (payable to RWCC) associated with provisions of water supply to the development. These costs include, but may not be limited to, Developer Servicing Charges, Water Supply Pipelines and Water Service Connections. The "**RWCC Water Supply Information Pack for Developers**" will provide more detailed information regarding these developer fees and charges.
4. Early engagement between developers and RWCC is essential for a streamlined and efficient process of supplying water to the proposed development. Developers are also encouraged to include Wagga Wagga City Council and other utility providers in this early engagement so that a coordinated approach is taken towards location of the various facilities, services and utilities within the development.
5. Early engagement will also familiarise the developer with the formal RWCC application process for servicing their proposed development with water.
6. Developers should discuss their proposed development with RWCC at concept stage. This will allow identification of any major water supply issues that may require changes to the concept plan.



7. Wagga Wagga City Council requires a "Certificate of Compliance - Water Supply" from RWCC before they will issue a Certificate of Practical Completion for the development. RWCC will not issue this certificate until:-
- a. all associated developer payments to RWCC have been made,
  - b. all water supply reticulation for the development has been constructed and
  - c. Any other RWCC requirements associated with the development have been satisfied by the developer.

### **Rural & Residential Connections**

- Riverina Water is responsible for making determinations on trickle feed, or limited supply.
- Riverina Water serves to the boundary of the property being supplied. Exemptions in extraordinary circumstances by the Director of Engineering at RWCC only.
- Residential lots are entitled to one connection only.
- No connections to a RWCC water main sized less than 100mm will be approved. Exemptions in extraordinary circumstances by the Director of Engineering at RWCC only.
- No new master meter or subtract meter systems will be approved, in urban or rural areas. Opportunistic corrections regarding master meter systems will be evaluated on a case-by-case process. Applications should be made to the Works Engineer at Riverina Water.
- Any connections involving the crossing of a Rail Corridor (Functional or Redundant) should contact Riverina Water's Works Engineer for more information. Typically these connections will be hugely cost and time involved.

### **Commercial and Industrial Developments (New, Upgrade and Change of Use)**

- Commercial / Industrial properties may obtain one domestic connection in addition to a designated Fire Service.
- Commercial and Industrial developments must have frontage onto a minimum of a 150mm main.
- In order to remain or become a customer of Riverina Water – any commercial / industrial development **MUST** obtain a Certificate of Compliance from Riverina Water prior to drawing water from the authorities main. Obtaining this certificate may require payment of applicable S64 Developer Servicing Charges for a new development, or a change of use.
- Any additional reticulation work required to be installed or upgraded in order to supply the proposed development must be met by the developer.

### **Plumbing and Backflow Prevention**

- A Plumbing Permit must be taken out by the plumber with Riverina Water prior to the commencement of any onsite plumbing work.
- Riverina Water does **NOT** permit direct pumping out of mains under any circumstances. The internal hydraulics should be designed accordingly.
- **Backflow Prevention must be considered in accordance with Policy 2.1, Backflow Prevention Policy. This policy can be found on the RWCC website or by contacting RWCC administration on 02 69220 600**



## Application for Water Supply – New, Upgrade or Change of Use

For further details, refer to RWCC Guidelines to Determine Water Service Connections and  
RWCC Guidelines to Determine Access to Water Supply

Application Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

RWCC Account # (if applicable): \_\_\_\_\_

### Reason for Application

New Connection ☐ Upgrade ☐ Change of Use ☐ Other ☐

*\*Change of Use can be a change of industry type, e.g. residential to commercial, or a change of tenancy, e.g. retail shop to food premises*

### APPLICANT DETAILS

Applicant's Name and Surname: \_\_\_\_\_

Applicant's Status: Owner ☐ Developer ☐ Plumber ☐ Other ☐

Applicant's Contact Details: Ph: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name and Contact Details: \_\_\_\_\_

*(If different from applicant)*

Plumber's Name: \_\_\_\_\_

Plumber's Contact Details: Ph: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### DEVELOPMENT DETAILS

Please tick appropriate development type:

Residential ☐ Commercial/Industrial ☐ Fire/Sprinkler Service ☐ Multi-Residential (units) ☐

Property Location: \_\_\_\_\_  
(Street Address) \_\_\_\_\_

LOT: \_\_\_\_\_ DP: \_\_\_\_\_

Proposed Use / Tenancy: \_\_\_\_\_

Previous Use / Tenancy: \_\_\_\_\_

Details of Development: \_\_\_\_\_

If Multi-Residential (unit) development:

*\*Full set of plans must be included.*

Bedrooms per unit:	1	2	3	4
Number of units?				

Will an irrigation system be installed?

YES ☐

NO ☐

Will a Fire/Sprinkler Service be required?

YES ☐

NO ☐

Size: \_\_\_\_\_

### SERVICE CONNECTION DETAILS

Meter Size Requested: \_\_\_\_\_

*\*If requested service size is > 25mm, please indicate reason why? (e.g. As per design by hydraulic consultant)*



Connection Fees have two basic components:

- A Development Servicing Charge (a contribution towards infrastructure based on the potential increase in demand on the system).
- A Service Connection Fee (the (averaged) cost of physically installing the connection and meter).
- Land developers are also required to meet any reticulation costs incurred e.g. a water mains extension.

**NOTE: All components must be paid PRIOR to connection or the development drawing water from the authorities main.**

## **! APPLICATION CHECKLIST**

**(MUST)** be checked before submitting to RWCC to ensure all information is correct and complete)

Have all relevant development details been supplied on Page 1?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has a copy of the Development Application been included?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have development plans been supplied?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
*For a full list of plan requirements, refer to RWCC Guidelines to Determine Water Service Connections.		
Have requested service connection sizes been supplied?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have proposed service locations been supplied?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
*Locations should be noted on a plan.		

## **DETAILS FOR STATEMENT OF FEES**

I (print name) \_\_\_\_\_ confirm the details of the development as detailed above and accept all requirements relating to this Application for Water Supply.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please provide details for Statement of Fees:**

*(Note this must be the property owner or primary consultant ONLY)*

Contact Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: Ph: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### **RWCC OFFICE USE ONLY – Payment Details**

Amount Paid:  
Development Servicing Charge \$ \_\_\_\_\_

Service Connection Fees \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Date Paid: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Receipt # \_\_\_\_\_ Taken by: \_\_\_\_\_

Created in Authority System: \_\_\_\_\_

**Please return to Riverina Water by FAX: (02) 6921 2241 or email**

**admin@rwcc.nsw.gov.au**

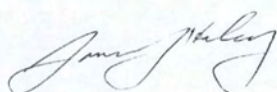
**or post to: PO Box 456 Wagga Wagga NSW 2650**



### 3.9. Wagga Wagga Sources and Allocations

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

	Water Access Licence (MI)	Extraction Limit (MI)	Used (MI)	% of Allocation
Surface Water	7,000	7,000	2,524	36.1%
Ground Water	14,000	12,371	11,197	90.5%
<b>Total Water</b>	<b>21,000</b>	<b>19,371</b>	<b>13,721</b>	<b>70.8%</b>



Graeme Haley  
GENERAL MANAGER



## **QUESTIONS & STATEMENTS**

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