



17th June 2015

NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

WEDNESDAY, 24TH JUNE 2015 at 9.30 am

and your attendance is requested accordingly

Yours faithfully

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

G J Haley
GENERAL MANAGER



TABLE OF CONTENTS

APOLOGIES

DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST

CONFIRMATION OF MINUTES HELD 22ND APRIL 2015

CORRESPONDENCE

GENERAL MANAGER’S REPORT TO THE COUNCIL	3
1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS	3
2. DETERMINATION OF REMUNERATION FEES FOR COUNCILLORS AND CHAIRPERSON 2015/2016	4
3. ADOPTION OF REVISED DELIVERY PROGRAM 2015/2018 AND OPERATIONAL PLAN 2015/2016	5
4. MAKING OF RATES AND CHARGES FOR 2015/2016	5
5. OVERDUE DEBTORS MAY 2015	6
6. REPORT ON THE CONTRACTUAL CONDITIONS OF SENIOR STAFF	6
7. AUDIT AND RISK COMMITTEE MINUTES	7
8. APPOINTMENT OF INDEPENDENT MEMBER OF THE AUDIT AND RISK COMMITTEE	11
9. LOCAL GOVERNMENT NSW 2015 ANNUAL CONFERENCE	12
10. APPROPRIATE LEVEL OF RESERVES FOR SALES FLUCTUATIONS	13
11. ALLEGATIONS OF METER TAMPERING	14
12. DESIGN DEVELOPMENT, CONSTRUCTION, AND COMMISSIONING OF 55ML/D WAGGA WAGGA WATER TREATMENT PLANT CONTRACT NO: W195	14
13. POLICY 1.10 COUNCILLOR’S EXPENSES AND FACILITIES	14
14. DRAFT POLICY 4.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY	15
15. POLICY 4.2 SMOKE FREE ENVIRONMENT	16
16. COUNCIL RESOLUTION SHEET	17
DIRECTOR OF ENGINEERING’S REPORTS TO COUNCIL MEETING.....	20
1. WORKS REPORT COVERING APRIL 2015.....	20
2. WORKS REPORT COVERING MAY 2015	21
QUESTIONS & STATEMENTS	22
CLOSURE OF MEETING TO THE PUBLIC (CONFIDENTIAL REPORTS)	22
1. ALLEGATIONS OF METER TAMPERING	23
2. DESIGN DEVELOPMENT, CONSTRUCTION, AND COMMISSIONING OF 55ML/D WAGGA WAGGA WATER TREATMENT PLANT CONTRACT NO: W195	24

GENERAL MANAGER'S REPORT TO THE COUNCIL

17th June 2015

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of April and May 2015 be received.

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 30th April 2015 and 31st May 2015 as follows:

- **Investment Report – April 2015**
- **Investment Report – May 2015**

Monthly Investment Report as at 30/4/15

a) Council's Investments as at 30/4/15

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/11/2014	212	25/06/15	A-2	3.50	BBSW	2.48	7.167%	\$2,500,000.00	\$2,500,000.00
ME Bank	5/06/2014	364	04/06/15	A-2	3.72	BBSW	2.55	7.167%	\$2,500,000.00	\$2,500,000.00
ME Bank	29/01/2015	180	28/07/15	A-2	3.40	BBSW	2.45	14.334%	\$5,000,000.00	\$5,000,000.00
ING	2/12/2014	182	02/06/15	A-2	3.55	BBSW	2.45	7.167%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	11/11/2014	182	12/05/15	A-2	3.50	BBSW	2.45	7.167%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	24/02/2015	177	20/08/15	A-2	3.11	BBSW	2.45	2.867%	\$1,000,000.00	\$1,000,000.00
AMP	20/01/2015	177	16/07/15	A-1	3.40	BBSW	2.45	2.867%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/11/2014	181	27/05/15	A-1+	3.58	BBSW	2.45	5.734%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/04/2015	181	30/09/15	A-1+	3.02	BBSW	2.45	5.734%	\$2,000,000.00	\$2,000,000.00
AMP	12/02/2015	266	05/11/15	A-1	3.30	BBSW	2.51	5.734%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2014	365	03/09/15	A-1+	3.70	BBSW	2.55	5.734%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	28/04/2015	182	27/10/15	A-2	2.99	BBSW	2.45	5.734%	\$2,000,000.00	\$2,000,000.00
ME Bank	3/03/2015	177	27/08/15	A-2	2.90	BBSW	2.45	1.433%	\$500,000.00	\$500,000.00
								78.84%	\$27,500,000.00	\$27,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.85	Cash Rate	2.00	9.02%	\$3,144,707.39	\$3,144,707.39
AMP				A-1	2.90	Cash Rate	2.00	11.939%	\$4,164,409.72	\$4,164,409.72
National Australia Bank				A-1+	2.75	Cash Rate	2.00	0.208%	\$72,638.55	\$72,638.55
								21.16%	\$7,381,755.66	\$7,381,755.66
TOTAL INVESTMENTS								100.00%	\$34,881,755.66	\$34,881,755.66
Cash at Bank										\$417,334.14
TOTAL FUNDS										\$35,299,089.80

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$10,606,224.00
		<u>\$10,606,224.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$994,501.67
	Asset Replacement	\$1,350,728.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,345,229.67</u>
Unrestricted Funds		\$17,347,636.13
TOTAL FUNDS		\$35,299,089.80

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

CERTIFICATE

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

M. L. Curran

**M Curran
MANAGER CORPORATE SERVICES**

Monthly Investment Report as at 31/5/15

a) Council's Investments as at 31/5/15

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/11/2014	212	25/06/15	A-2	3.50	BBSW	2.40	7.062%	\$2,500,000.00	\$2,500,000.00
ME Bank	5/06/2014	364	04/06/15	A-2	3.72	BBSW	2.50	7.062%	\$2,500,000.00	\$2,500,000.00
ME Bank	29/01/2015	180	28/07/15	A-2	3.40	BBSW	2.36	14.124%	\$5,000,000.00	\$5,000,000.00
ING	2/12/2014	182	02/06/15	A-2	3.55	BBSW	2.36	7.062%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	12/05/2015	30	11/06/15	A-2	2.25	BBSW	2.07	7.062%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	24/02/2015	177	20/08/15	A-2	3.11	BBSW	2.36	2.825%	\$1,000,000.00	\$1,000,000.00
AMP	20/01/2015	177	16/07/15	A-1	3.40	BBSW	2.36	2.825%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/05/2015	182	25/11/15	A-1+	3.00	BBSW	2.36	5.650%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/04/2015	181	30/09/15	A-1+	3.02	BBSW	2.36	5.650%	\$2,000,000.00	\$2,000,000.00
AMP	12/02/2015	266	05/11/15	A-1	3.30	BBSW	2.45	5.650%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2014	365	03/09/15	A-1+	3.70	BBSW	2.50	5.650%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	28/04/2015	182	27/10/15	A-2	2.99	BBSW	2.36	5.650%	\$2,000,000.00	\$2,000,000.00
ME Bank	3/03/2015	177	27/08/15	A-2	2.90	BBSW	2.36	1.412%	\$500,000.00	\$500,000.00
								77.68%	\$27,500,000.00	\$27,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.81	Cash Rate	2.00	10.31%	\$3,651,370.24	\$3,651,370.24
AMP				A-1	2.90	Cash Rate	2.00	11.764%	\$4,164,409.72	\$4,164,409.72
National Australia Bank				A-1+	2.75	Cash Rate	2.00	0.239%	\$84,621.85	\$84,621.85
								22.32%	\$7,900,401.81	\$7,900,401.81
TOTAL INVESTMENTS								100.00%	\$35,400,401.81	\$35,400,401.81
Cash at Bank										\$706,937.40
TOTAL FUNDS										\$36,107,339.21

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$10,606,224.00
		<u>\$10,606,224.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$994,501.67
	Asset Replacement	\$1,350,728.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,345,229.67</u>
Unrestricted Funds		\$18,155,885.54
TOTAL FUNDS		\$36,107,339.21

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

CERTIFICATE

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

M. L. Curran

**M Curran
MANAGER CORPORATE SERVICES**

2. DETERMINATION OF REMUNERATION FEES FOR COUNCILLORS AND CHAIRPERSON 2015/2016

RECOMMENDED that the fees for 2015/2016 be set at:

- i. Councillors \$5,508, and
- ii. Additional fee for Chairperson \$9,048

Section 241 of the Local Government Act 1993, states that the annual fees to be paid for each of the categories Councils, as determined under section 239, to Councillors and Chairperson, during the period 1st July 2015 to 30th of June 2016 are determined as follows:

	Councillor/Member		Mayor/Chairperson	
	Annual Fee		Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
	\$	\$	\$	\$
Principal City	24,430	35,820	149,460	196,660
Major City	16,280	26,880	34,600	78,300
Metropolitan Major	16,280	26,880	34,600	78,300
Metropolitan Centre	12,210	22,800	25,950	60,580
Metropolitan	8,130	17,930	17,310	39,110
Regional Rural	8,130	17,930	17,310	39,110
Rural	8,130	10,740	8,640	23,440
County Council - Water	1,620	8,960	3,460	14,710
County Council - Other	1,620	5,360	3,460	9,780

* This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249 (2))

The annual fee is paid in monthly instalments in arrears.

Riverina Water County Council Fees for 2014/2015 are: Chairperson \$8,826 and Councillor \$5,376

Council's Resolution (07/39) of 27th June 2007, in respect of Councillor Fees, was that Councillors' and Chairperson's annual fee be set at 60% of the maximum allowable, as determined annually by the Local Government Remuneration Tribunal, pursuant to section 242 of the Local Government Act 1993.

3. ADOPTION OF REVISED DELIVERY PROGRAM 2015/2018 AND OPERATIONAL PLAN 2015/2016

RECOMMENDED that the Draft Revised Delivery Program 2015/2018 and Operational Plan 2015/16, as exhibited, following close of public comments, be adopted as Council's Delivery Program 2015/2018 and Operational Plan for 2015/2016, subject to the following changes:-

	2014/2015	2015/2016
Water Tariffs (increase by 5%) (<i>Indicative</i>)- First 125kLs/qtr.	\$1.33	\$1.40
- Balance	\$2.00	\$2.10
Search /Enquiry Fee – S603 (as for property transfer)	\$70	\$75

An amended Revised Delivery Program and Operational Plan is attached.

Council placed its Draft Revised Delivery Program 2015/2018 and Draft Operational Plan 2015/2016 on Exhibition on 25 April 2015. Submissions from the public were invited until 5 June 2015. No public submissions were received.

A number of changes are necessary to the Draft Operational Plan, in light of events that have occurred since it was placed on exhibition.

The NSW Office of Local Government has indicated that fees for the issuing of Certificates under Section 603 of the Local Government Act have increased from \$70 to \$75.

Tenders for the Construction of the proposed Replacement Wagga Wagga Water Treatment Plant have closed. The consideration of these tenders is subject to a separate report to this meeting.

The tender prices received for this project were lower than those anticipated during the preparation of the Draft Operational Plan. It is now not necessary borrow as much over the next two years for this project.

Because of the lower proposed loan requirements, it is no longer necessary to increase water charges by 7.5%, as previously recommended. A 5% increase in water charges will enable council to meet its financial obligations for 2015/2016.

- Revised Delivery Program 2015/18 and Operational Plan 2015/16 attached.

4. MAKING OF RATES AND CHARGES FOR 2015/2016

RECOMMENDED that the rates and charges be made for the 2015/2016 year, as outlined in the adopted Operation Plan 2015/2016.

5. OVERDUE DEBTORS MAY 2015

RECOMMENDATION that the following report on overdue debtors for the period ended 31 May 2015 be received and noted.

Following are details of balances, along with comparative figures for May 2014.

Debtor Category	May 2015	May 2014
Water Billing Debtors	\$645,154	\$408,447
Sundry Debtors	\$40,607	\$68,053
TOTAL	\$685,761	\$476,500

6. REPORT ON THE CONTRACTUAL CONDITIONS OF SENIOR STAFF

RECOMMENDED that the Report on the Contractual Conditions of Senior Staff be received and noted.

In accordance with section 339 of the Local Government Act, the General Manager is required to report annually to Council on the contractual conditions of senior staff.

During the year 2014/2015 Council has employed two senior staff, the General Manager, Mr Graeme Haley and the Director of Engineering, Mr Bede Spannagle.

The General Manager commenced a five-year contract on 17 January 2011. This contract was due to expire on 16 January 2016. At Council's Ordinary Meeting held 25 February 2014 Council agreed to a two year contract of appointment for the General Manager, commencing 17 January 2016.

The Director of Engineering commenced a five-year contract on 10 February 2014.

The Director of Engineering and the General Manager are both employed under the Current Standard Contract for Senior Staff, issued by the Division of Local Government.

7. AUDIT AND RISK COMMITTEE MINUTES

RECOMMENDATION: That Council receive and note the minutes of the Audit and Risk Committee Meeting held 28th May 2015 and endorse the recommendations contained therein.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on THURSDAY, 28TH MAY 2015 at 9.00 am

PRESENT:

Michael Commins (Acting Chairperson)
Councillor Kevin Poynter

IN ATTENDANCE:

General Manager	Graeme Haley
Manager Internal Audit Services	Stephen Byrns
Director Engineering	Bede Spannagle
Manager Corporate Services	Michele Curran

The meeting of the Audit and Risk Committee commenced at 9.25 am.

APOLOGIES

Apologies for non-attendance were moved and accepted for A. Negline on the motion of M. Commins and K. Poynter.

DECLARATIONS OF PECUNIARY INTEREST

No declarations of Pecuniary & Non-pecuniary interest received.

AUDIT AND RISK COMMITTEE MINUTES

Recommendation:

On the motion of M. Cummins and K. Poynter

That the Minutes of the proceedings of the Audit and Risk Committee meeting held on 19th February 2015 be confirmed as a true and accurate record and noted that K. Poynter was not in attendance.

CARRIED

GENERAL MANAGER'S UPDATE

Recommendation:

On the motion of K. Poynter and M Commins.

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

CARRIED

POLICY REGISTER

Recommendation:

On the motion of K. Poynter and M Commins.

That the Audit and Risk Committee note the advice from the General Manager.

CARRIED

CUSTOMER SERVICE QUALITY – COMPLAINTS MANAGEMENT

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Audit and Risk Committee note the advice of the General Manager.

CARRIED

EMPLOYEE OPINION SURVEY

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Audit and Risk Committee note the advice of the General Manager.

CARRIED

NSW OFFICE OF WATER PERFORMANCE MONITORING REPORT

Recommendation:

On the motion of K. Poynter and M. Commins.

That the Audit and Risk Committee note the advice of the General Manager.

CARRIED

ASBESTOS REGISTER

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Audit and Risk Committee note the advice of the General Manager.

CARRIED

DRAFT DELIVERY PROGRAM 2015/16 – 2018/19 AND OPERATIONAL PLAN 2015/16

Recommendation:

On the motion of K. Poynter and M. Commins.

That the Draft Revised Delivery Program 2015/16 to 2017/18 and Draft Operational Plan that follow in this Report for the period 1st July 2015 to 30th June 2015 be received and noted.

CARRIED

Clr. G. Hiscock entered meeting 10.25 am

ASSET MANAGEMENT PLAN

Recommendation:

On the motion of K. Poynter and M. Commins.

That the Audit and Risk Committee note the advice of the General Manager.

CARRIED

FRAUD AND CORRUPTION PREVENTION PLAN

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Audit and Risk Committee note the advice of the General Manager, and also noted that there will be a future report from Internal Auditor.

CARRIED

INVESTMENT REPORTS

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Audit and Risk Committee receive and note the investment reports for the periods 31st March and 30th April 2015.

CARRIED

QUARTERLY BUDGET REVIEW – PERIOD 31ST MARCH 2015

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Quarterly Budget Review for the period ended 31st March 2015 be received and noted.

CARRIED

EXTERNAL AUDIT – INTERIM MANAGEMENT LETTER

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Audit and Risk Committee receive and note the external auditor's interim management letter.

CARRIED

INTERNAL AUDIT STRATEGY AND ANNUAL WORK PROGRAM

Recommendation:

On the motion of K. Poynter and M. Commins.

That the Audit and Risk Committee:

- a) **Adopt the Internal Audit Strategy 2015 – 2019**
- b) **Adopt the Internal Audit Annual Work Program for the year ended 30th June 2016.**

CARRIED

AUDIT & RISK COMMITTEE ACTIONS REGISTER

Recommendation:

On the motion of K. Poynter and M. Commins.

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

CARRIED

INTERNAL AUDIT REPORT

Recommendation:

On the motion of M. Commins and K. Poynter.

That the Audit and Risk Committee note the advice of the General Manager.

CARRIED

ANNUAL RESIDENTS SURVEY

Recommendation:

On the motion of M. Commins and K. Poynter.

That the General Manager's report into the 2015 Riverina Water County Council residents survey be received and noted.

CARRIED

2015-2016 AUDIT AND RISK COMMITTEE MEETING DATES

Recommendation:

On the motion of K. Poynter and M. Commins.

That the Audit and Risk Committee endorse the schedule of Committee meeting dates to 30th June 2016 as follows:

**(6 or 13) August 2015
September 2015 – Financial Statements
(12 or 19) November 2015
(18 or 25) February 2016
(14 or 21) April 2016 – Planning Session
(19 or 26) May 2016**

Internal Auditor S. Byrns to format a survey for the availability dates of members.

CARRIED

LEAD ORGANISATIONAL CRITICAL ISSUES LIST

Recommendation:

On the motion of M. Commins and K. Poynter.

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

CARRIED

PROJECT MANAGEMENT STATUS

Recommendation:

On the motion of M. Commins and K. Poynter.

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

CARRIED

GENERAL BUSINESS

Nil

Next General Meeting: Thursday 6th August 2015.

Meeting Closed 11.30 am

8. APPOINTMENT OF INDEPENDENT MEMBER OF THE AUDIT AND RISK COMMITTEE

RECOMMENDATION: That Council appoint Mr. David Maxwell as an independent community member of Council's Audit and Risk Committee.

Report

Council, at its February 2015 Council Meeting, resolved to call for expression of interest for appointment of an independent community member to Council's Audit and Risk Committee. The need for the calling of this expression of interest was the resignation of Mr. S Watson from Council's Audit and Risk Committee.

Council called for expressions of interest to the Audit and Risk Committee by way of public advertisement and a total of four applications were received.

A panel consisting of the Chairperson Councillor Garry Hiscock and the General Manager, met on 28 May 2015 to consider the applications. These applications were considered in line with the established Audit and Risk Committee criteria.

It was determined to recommend that Mr. David Maxwell be appointed as an independent community member of Council's Audit and Risk Committee. The appointment will stand until the next Local Government election or until dissolved by Council.

9. LOCAL GOVERNMENT NSW 2015 ANNUAL CONFERENCE

RECOMMENDATION that:

- a) Council be represented the Local Government NSW 2015 Annual Conference;
- b) Council delegate be the Chairman and the Director of Engineering (observer);
- c) Nominations be invited from any other Councillor to attend as an observer.
- d) Council determine motions that it believes are of concern and should be discussed at the Conference.

Local Government NSW has advised that the Annual Conference of the Association will be held at Rosehill Gardens Racecourse, from Sunday 11 October 2015 to Tuesday 13 October 2015. The council was represented at the 2014 Conference by Councillor Hiscock (Delegate), together with Councillors Verdon and McInerney and the General Manager (observers). The General Manager will be on annual leave at the time of the 2015 Conference.

A copy of the Draft Program will be circulated shortly.

Registrations for the Conference will be open in July 2015.

Motions for consideration at the Conference are to be submitted before 24 August 2015. The board of LGNSW has determined that motions will be included in the Business Paper for the Conference where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association's rules);
2. relate to Local Government in NSW and/or across Australia;
3. concern or are likely to concern Local Government as a sector;
4. seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. are clearly worded and unambiguous in nature; and
7. do not express preference for one or several members over one or several other members.

The Business Paper for the Conference, including motions, will be forwarded to members at least two weeks prior to the Conference.

10. APPROPRIATE LEVEL OF RESERVES FOR SALES FLUCTUATIONS

RECOMMENDATION that Riverina Water County Council determine that an appropriate maximum level of funds to be kept as a Reserve for Sales Fluctuations be \$5 million and that funds be transferred to the Reserve from surplus funds on an annual basis until such level of Reserve is achieved.

At Council's Ordinary meeting held 22 of April 2015 a report was requested on an appropriate level of reserve needed for sales fluctuations

In its Best Practice Guidelines the New South Wales Office of Water (NOW) recommends that Local Water Utilities maintain a reserve of up to 10% of turnover to allow for sales fluctuations. In the case of Riverina Water County Council (RWCC), with a normal operating turnover of between \$27M and \$30M this would suggest a reserve of approximately \$2.7M to \$3M.

The level of rainfall in the Riverina is more variable than many other areas of the State, so it is believed that a higher level of reserve than that suggested by NOW would be appropriate.

This is supported by recent history. RWCC's revenue from water sales dropped substantially in 2010/2011 and 2011/2012. The total reduction in revenue over these two years was approximately \$6.5M (\$3.5M and \$3M respectively).

It is felt that an appropriate level of reserve for RWCC would be between \$3M and \$5M.

It is anticipated that the level of Reserve for Sales Fluctuations will be \$5M at the end of the current financial year. It is anticipated that next financial year this reserve will be reduced substantially due to the high level of demand on council's revenue in 2015/2016. It is anticipated that the Reserve for Sale Fluctuations will be reduced to about \$2M by the end next financial year. It is suggested that Council gradually increase the reserve again in the following years from any unallocated surplus funds.

11. ALLEGATIONS OF METER TAMPERING

RECOMMENDATION that Council consider the Report "Allegations of Meter Tampering" whilst the meeting is closed to the public as it could relate to information, the disclosure of which would, if disclosed, be likely to prejudice the maintenance of law, as prescribed by section 10A(2)(e) of the Local Government Act 1993.

12. DESIGN DEVELOPMENT, CONSTRUCTION, AND COMMISSIONING OF 55ML/D WAGGA WAGGA WATER TREATMENT PLANT CONTRACT NO: W195

RECOMMENDATION that Council consider the Report "Design development, Construction, and Commissioning of 55ML/d Wagga Wagga Water Treatment Plant Contract No: W195 " whilst the meeting is closed to the public as it could relate to commercial information, the disclosure of which would be likely to prejudice the commercial position of the person who supplied it, as prescribed by section 10A(2)(c) of the Local Government Act 1993.

- **Tender evaluation and supporting documents to be forwarded under separate cover.**

13. POLICY 1.10 COUNCILLOR'S EXPENSES AND FACILITIES

RECOMMENDED that the Draft Councillor's Expenses and Facilities policy be placed on exhibition and that Council consider public comments prior to adopting or amending the Draft Policy at its Ordinary Meeting on 1 September 2015.

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

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

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

COUNCILLOR'S EXPENSES AND FACILITIES POLICY

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

PART A – INTRODUCTION

1.0 – GENERAL PROVISIONS

1.1 Purpose of the Policy

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

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

1.2 Objectives and coverage of the Policy

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

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

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

1.3 Making and Adoption of the Policy

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

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

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

1.4 Promotion and Availability of the Policy

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

1.5 Review

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

1.6 Reporting Requirements

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

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

1.7 Legislative Provisions

1.7.1 Provisions under the *Local Government Act 1993*

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

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

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

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

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

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

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

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

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

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

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

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

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

1.8 Other NSW Government Policy Provisions

1.8.1 Department of Local Government Guidelines

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

1.8.2 Department of Local Government Circulars to Councils

The policy must take into account the following Circulars:

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

1.8.3 The Model Code of Conduct for Local Councils in NSW

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

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

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

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

1.9 Approval Arrangements

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

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

PART B – PAYMENT OF EXPENSES

2.0 GENERAL PROVISIONS

2.1 Payment of Expenses Generally

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

2.1.1 Allowances and Expenses

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

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

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

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

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

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

2.1.2 Reimbursement and Reconciliation of Expenses

Actual expenses incurred by councillors in carrying out civic duty are only reimbursed upon the production of appropriate receipts, tax invoices and other documentation, together with

the completion of the required claim forms. Expenses and costs incurred must be in accordance with the requirements of this policy.

2.1.3 Payment in Advance

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

2.2 Establishment of Monetary Limits and Standards

2.2.1 Monetary Limits as to Expenses

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

- Travelling and Subsistence Allowance – Councillors
- Councillor Expenses

Some expenses will have a specific limit or rate set.

2.2.2 Standard of Provision of Equipment and Facilities

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

2.3 Spouse and Partner Expenses

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

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

Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government New South Wales Annual Conference may be met by council. These expenses will be limited to the cost of registration and the official conference dinner. Travel expenses, any additional accommodation expenses, and the cost of partner/accompanying person tours etc. are the personal responsibility of individual councillors. Consideration will be given to the payment of expenses for the spouse, partner or accompanying person of the Chairperson, or councillor when they are representing the Chairperson, when they are called on to attend an official function of council or carry out an official ceremonial duty while accompanying the Chairperson outside the council area, but

within the general region of the Council. Examples include charitable functions to which the Chairperson has been invited and award ceremonies and other functions to which the Chairperson is invited to represent the council.

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

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

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

2.4 Incidental Expenses

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

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

All advanced payments are required to be reconciled.

2.5 Authorisation of Claims

Travel claims will be authorised as follows:

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

3.0 SPECIFIC EXPENSES FOR CHAIRPERSON AND COUNCILLORS

3.1 Attendance at Seminars and Conferences

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

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

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

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

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

3.2 Training and Educational Expenses

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

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

3.3 Motor Vehicle Travel Arrangements and Expenses

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

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

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

3.4 Overseas Travel

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

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

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

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

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

3.5 Interstate Travel

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

3.6 Attendance at Dinners and Other Non-Council Functions

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

3.7 Care and Other Related Expenses

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

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

3.8 Insurance Expenses and Obligations

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

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

3.9 Legal Expenses and Obligations

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

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

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

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

PART C – PROVISION OF FACILITIES

4.0 GENERAL PROVISIONS

4.1 Provision of Facilities Generally

Councillors are provided with access and use of the following:

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

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

5.0 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

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

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

6.0 ADMINISTRATIVE SUPPORT

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

7.0 SUSTENANCE/MEALS

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

8.0 DISPUTE PROCESS

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

14. DRAFT POLICY 4.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

RECOMMENDED that the Draft Policy 4.1 Equal Employment Opportunity and Anti-Discrimination be adopted.

Council has had a policy of Equal Employment Opportunity for some time. The policy was originally adopted in 1997 and last revised in 2012. This policy is due for review again.

A complete rewrite of this Policy has now been undertaken.

The previous policy had a focus on the hiring and promotion of staff. The revision of the policy, continues to have that focus, but also includes more of a mention of how staff treat each other in their current positions and ensuring that all are treated fairly.

A draft of the revised policy is included for Councillors information.

While the policy is still relatively concise it gives clear direction to staff.

- **Draft Policy 4.1 Equal Employment Opportunity**

EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY REFERENCE NUMBER:		POL 4.1	
Original publication date		1997	
Revision number	Issue Date	Approved	Approval date
0	1997	Res: 97/57	27 August 1997
1	2005	Res: 05/86	19 October 2005
2	2007	Res: 07/108	7 December 2007
3	2012	Res:12/71	27 June 2012
4	2015	Res: 15/??	22 June 2015
<p>This document is to be reviewed every 3 years. Next review date: June 2018</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

Riverina Water County Council ('RWCC') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

RWCC aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. RWCC also tries to create a work environment which promotes good working relationships

It replaces all other Anti-Discrimination & Equal Employment Opportunity Policies (whether written or not).

1.1 Policy Objectives

- To protect the public interest,
- To support transparency and accountability,
- To promote individual responsibility and personal example,
- To build a supportive organisational culture.

1.2 Scope of Policy

This Policy applies to employees, agents and contractors (including temporary contractors) of RWCC, collectively referred to in this Policy as 'workplace participants'.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

1.3 Definitions

EEO laws: Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

Direct Discrimination: in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the federal, state and territory anti-discrimination laws and include sex, race, age etc. Relevant current prohibitive grounds for NSW are provided.

Race (including colour, nationality, descent, ethnic, ethno-religious or national origin), Religious belief, affiliation, conviction or activity, Sex, Marital status, domestic status, relationship status, Pregnancy (including potential pregnancy), Homosexuality, transsexuality, sexuality, sexual preference/orientation, lawful sexual activity, gender identity, Carers' responsibilities, family responsibilities, carer or parental status, being childless, Disability/impairment, including physical, mental and intellectual disability, Breastfeeding, Age (including compulsory retirement), Industrial/trade union membership, non-membership or activity, Political belief, opinion, affiliation, conviction or activity, Employer association membership, non-membership or activity, HIV/AIDS, Defence service, Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited)

Indirect discrimination: may occur when an employer imposes a policy, requirement or condition which applies to everyone equally but it in fact operates to disadvantage a particular condition which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (i.e. a prohibited ground of discrimination).
Example: The Council imposes a height restriction on all applicants for the position of 'Maintenance Operator', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex.

Discrimination also includes the situation where a workplace participant harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

Vilification is a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, transgender, transsexuality or HIV/Aids. Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workplace participants can also be unlawful.

Examples of sexual harassment include, but are not limited to:

- physical contact such as pinching, touching, grabbing, kissing or hugging
- staring or leering at a person or at parts of their body
- sexual jokes or comments
- requests for sexual favours
- persistent requests to go out, where they are refused
- sexually explicit conversations
- displays of offensive material such as posters, screen savers, internet material etc.
- accessing or downloading sexually explicit material from the internet
- suggestive comments about a person's body or appearance
- sending rude or offensive emails, attachments or text messages.

Bullying is repeated, unreasonable and inappropriate behaviour directed towards an individual or group, which creates a risk to health and safety.

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workplace participants must not retaliate against a person who raises a complaint or subject them to any detriment.

2. POLICY CONTENT

2.1 Rights and responsibilities

All workplace participants must:

- understand and comply with this Policy;
- ensure they do not engage in any unlawful conduct towards other workplace participants, customers/clients or others with whom they come into contact through work;
- ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- follow the complaint procedure in this Policy if they experience any unlawful conduct;
- report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- maintain confidentiality if they are involved in the complaint procedure.

Workplace participants should be aware that they can be held legally responsible for their unlawful conduct.

Workplace participants, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

2.2 Gender equality in the workplace

RWCC aims to fulfil its obligations as outlined in the Local Government Act 1993 & New South Wales Anti-Discrimination Act 1977 ('the **Act**'), by developing and implementing a workplace program which will attempt to eliminate discrimination and contributing to gender equality in employment and in the workplace.

2.3 The aim of RWCC's actions are to:

- promote and improve gender equality (including equal remuneration between women and men) in employment and in the workplace; and
- support employers to remove barriers to the full and equal participation of women in the workforce, in recognition of the disadvantaged position of women in relation to employment matters; and
- promote, amongst employers, the elimination of discrimination on the basis of gender in relation to employment matters (including in relation to family and caring responsibilities); and
- foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace; and
- improve the productivity and competitiveness of Australian business through the advancement of gender equality in employment and in the workplace.
- These Actions are about attempting to achieve the potential of all workplace participants. It has direct benefits throughout the organisation. These benefits include increased productivity, increased morale, reduced absenteeism, and higher retention rates of employees. For these reasons, Actions in this area should be incorporated into RWCC's strategic and operational plans.

2.4 Breach of this policy

All workplace participants are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with RWCC terminated or not renewed.

If a person makes an unfounded complaint or a false complaint in bad faith (e.g. making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

2.5 Complaint handling procedure

If a workplace participant feels that they have been subjected to any form of unlawful conduct contrary to EEO laws or this Policy, they should not ignore it. RWCC has a complaint procedure for dealing with these issues. The complaint procedure has numerous options available to suit the particular circumstances of each individual situation. The manner in which a complaint will be handled is solely at the discretion of RWCC's Complaint Officer.

2.6 Examples of the ways in which a complaint can be dealt with

- Confront the issue

If a workplace participant feels comfortable doing so, they should address the issue with the person concerned. A workplace participant should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a workplace participant does not feel comfortable confronting the person, or the workplace participant confronts the person and the behaviour continues, the workplace participant should report the issue to a RWCC Complaints Officer.

If a workplace participant is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact an EEO Contact Officer for support and guidance. The EEO Contact Officers aim to assist people uncertain about their rights. EEO Contact Officers are listed at the end of this EEO Policy.

- Report the issue

A workplace participant should report the issue to a Complaints Officer. The Complaints Officer(s) in the workplace participant's workplace is/are the Human Resources Manager.

The Complaints Officer will aim to deal with the workplace participant's complaint in accordance with this Policy. There are two complaint procedures that can be used: informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

- Informal complaint procedure

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- the Complaints Officer discussing the issue with the person against whom the complaint is made; and/or
- the Complaints Officer facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

- Formal complaint procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by a Complaints Officer or a person from outside RWCC, appointed by RWCC.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Complaints Officer or the external investigator will make recommendations about resolving the complaint.

If RWCC considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be required not to report for work during the period of an investigation. RWCC may also provide alternative duties or work during the investigation period. Generally, employees will be paid their normal pay during any such period.

2.7 Confidentiality

The Complaints Officer will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workplace participants in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, RWCC will endeavour to take appropriate action in relation to the complaint.

All workplace participants involved in the complaint must also maintain confidentiality, including the workplace participant who lodges the complaint. Spreading rumours or gossip may expose workplace participants to a defamation claim. Workplace participants may discuss the complaint with a designated support person or representative (who is not a workplace participant employed or engaged by RWCC). However, the support person or representative must also maintain confidentiality.

2.8 Possible outcomes

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct or breach of this Policy, that person may be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected workplace participant and RWCC.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy may have their contracts with RWCC terminated or not renewed.

RWCC may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

- training to assist in addressing the problems underpinning the complaint;
- monitoring to ensure that there are no further problems;
- implementing a new policy;
- requiring an apology or an undertaking that certain behaviour stop; and/or
- changing work arrangements.

2.9 What to do if you are not satisfied with the outcome

Review

If any of the parties are not satisfied with the way the complaint was handled or the outcome of the complaint process they can contact the Human Resources Manager. The complaint handling process and/or the outcome may then be reviewed by the Senior Human Resources Manager. If a review is undertaken, the Human Resources Manager's decision in relation to the review will be final.

RWCC's goal is to resolve issues in-house wherever possible. Workplace participants can seek the assistance of an outside agency if they feel that their complaint has not been adequately addressed

2.10 Questions

If a workplace participant is unsure about any matter covered by this Policy, a workplace participant should seek the assistance of Human Resources Coordinator.

3.0 Related Documents

- Policy 1.1 Code of Conduct
- Policy 1.5 Complaints Management
- Internal Policy 3.2 Occupational Harassment Bullying
- Internal Policy 3.7 Employee Assistance Program
- Internal Policy 3.8 Workplace Stress

4.0 Monitoring & review

Riverina Water will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. RWCC reserves the right to vary, replace or terminate this policy from time to time.

5.0 Complaints

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

15. POLICY 4.2 SMOKE FREE ENVIRONMENT

RECOMMENDATION that Riverina Water County Council adopt Policy 4.2 Smoke Free Environment.

Council recently reviewed a Policy encouraging a Smoke Free Environment in February 2015.

This policy has been again reviewed and is attached for Councillors' information.

The recommended change to the Policy includes a reference clarifying the prohibition of smoking in Council hire vehicles and lease back vehicles.

The additional comments are highlighted in the Draft Policy.

The objectives of the Policy are:-

Riverina Water County Council aims to:

- Specify places where smoking is not permitted in the workplace
- Outline the responsibilities of staff including managers
- Promote smoke free workplace policy in recruitment and training of new employees
- Provide assistance for staff wishing to quit smoking
- Authorise placement of "No Smoking" signs

It is appropriate that this policy be adopted to again demonstrate Council's commitment to the reduction of risk associated with smoking in the workplace.

- **Draft Policy 4.2 Smoke Free Environment**



POLICY REGISTER

SMOKE FREE ENVIRONMENT POLICY

POLICY REFERENCE NUMBER:

POL 4.2

Original publication date August 2003

Revision number	Issue Date	Council resolution	Council meeting date
1	January 2009		
2	October 2010		
3	February 2015	Res 15/19	25 February 2015
4	June 2015	Res 15/??	24 June 2015

This document is to be reviewed every two years.

Next review date: February 2017

RESPONSIBLE OFFICER

General Manager

PART 1 : INTRODUCTION

1.1 Policy Objectives

The purpose of this policy is to protect the health of Council employees, contractors, visitors and Councillors by eliminating exposure to environmental tobacco smoke in and around all Riverina Water County Council buildings, facilities and vehicles.

The objectives of this policy are :

- Specify places where smoking is not permitted in the workplace
- Outline the responsibilities of staff including managers
- Promote smoke free workplace policy in recruitment and training of new employees
- Provide assistance for staff wishing to quit smoking
- Authorise placement of “No Smoking” signs

1.2 Scope of Policy

This policy shall apply to all employees, Councillors, contractors and visitors to Riverina County Council buildings, worksites, facilities and vehicles.

1.2 Definition

Environmental Tobacco Smoke (ETS)-is a combination of exhaled mainstream smoke (smoke breathed out by smoker) and side-stream smoke (smoke that drifts from the burning end of a cigarette)

1.3 Legislative Context

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

NSW Work Health and Safety Act (WHS) 2012
NSW Work Health and Safety (WHS) Regulations 2012

1.4 Related Documents

Riverina Water County Council Work Health and Safety Policy

PART 2 : Policy Content

2.1 General Principles

Riverina Water County Council has a duty of care under NSW WHS legislation to provide a safe and healthy workplace. This obligation extends all buildings, amenities, and motor vehicles.

Smoking is known to be a contributory factor in many serious and fatal illnesses such as cancer. However exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breath in other people's smoke (environmental Tobacco smoke). Passive smoking can affect smokers and non-smokers.

Research indicates that there is no safe level of exposure to environmental tobacco smoke and prolonged exposure is known to increase the risks of lung cancer and heart disease, as well as the incidence of sore throats, nasal symptoms, asthma attacks and other chest illnesses

The dangers of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking. (Source: NSW Department of Health Facts Sheet at www.health.nsw.gov.au)

2.2 Policy Provisions

2.2.1 Specific Requirements

In order to comply with Council responsibilities under the Work, Health and Safety legislation the following requirements are established under this policy;

1. Smoking is prohibited in all Council buildings, facilities, plant and vehicles (including hire vehicles and vehicles privately used under council leaseback scheme);
2. There is no provision for the designation of smoke-permitted rooms or areas in or adjacent to buildings controlled by Council
3. It is the responsibility of staff, contractors, visitors or Councillors smoking outside buildings to ensure, as far as practicable, that they are not within ten meters of open windows, doorways, or air conditioning inlets, and that cigarette butts are fully extinguished and disposed of in a suitable receptacle.
4. It is the responsibility of smokers to ensure that they do not expose any other persons in the work environment to the smoke from their cigarettes.
5. Non-smoking staff shall not put themselves at risk by willingly exposing themselves to cigarette smoke.
6. All new employees will be informed of the smoke free environment policy at commencement of employment and at induction training for new staff.

2.2.2 Programs to assist in quitting smoking

Riverina Water County Council will provide assistance to any member of staff who wishes to stop smoking. This assistance is available by contacting the Return to Work Coordinator at council. This assistance will include provision of anti smoking aids and associated information.

2.2.3 Responsibilities

Council

Under this policy Council will:

- Provide support and encouragement for staff to “Quit” the smoking habit;
- Not discriminate on the grounds of a person’s smoking preferences;
- Consult with staff when reviewing this policy.

Managers and Supervisors

Under this policy Managers and Supervisors will;

- Ensure a quick response to any reports of policy breaches;
- Monitor that smoking is only undertaken in areas permitted under this policy.

All staff

Under this policy have the following obligations;

- All staff are responsible for ensuring that a smoke free environment is maintained by compliance with the provisions of this policy and reporting any incidents which breach these provisions.
- Staff are also expected to advise visitors and contractors of the smoke-free environment policy
- Staff who fail to consider the safety of others at work by not complying with this smoke free policy will be subject to disciplinary action in accordance with the Riverina Water County Council Enterprise Award and internal procedures.

16. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 24/06/2015				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 12 December 2014				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land bordering Koorungal Road, comprised of: Part Lot 5, DP 588177 Part Lot 17, DP 863322 Part Lot 15, DP 842485 for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing.
14/191	Purchase Of Land – New Shires Reservoir	GM	That Council: 1) Purchase the land for the Shires Reservoir of approximately 6,400 sq. metres on Lot 143 DP 754567, Olympic Highway. 2) Delegate authority to the General Manager to negotiate the land purchase and establishment of easements for pipeline and access. 3) Affix Council's Common Seal to documents as required.	Fresh valuations obtained, negotiations ongoing.
14/192	Purchase Of Land – Replacement Collingullie Reservoir	GM	That Council: 1) Purchase the land for the replacement Collingullie Reservoir of approximately 800 sq. metres on Lot 2, DP 711266, The Rock/Collingullie Rd. 2) Delegate authority to the General Manager to negotiate the land purchase and establishment of easements for pipeline and access. 3) Affix Council's Common Seal to documents as required.	Negotiations complete, documentation prepared by solicitors. Permit to construct signed. Tender documents being finalised.

Meeting held 25 February 2015				
15/12	Resignation of Independent Member – Audit and Risk Committee	GM	That Riverina Water County Council: a) call for expressions of interest for a replacement Independent member of the Audit and Risk Committee and b) write a letter of appreciation to Mr S Watson for his service on Council's Audit and Risk Committee.	a) Advertisement placed in D/A & BMM on 4 April 2015, recommendation for appointment to Council Meeting of 24 June 2015. b) Letter of appreciation sent to Mr Watson.
15/21	Dividend Payments to Constituent Councils	GM	That: a) Council defer any further action on the payment of dividends to Constituent Councils dividends b) Council receive more information on Best Practice Compliance, and the restrictions on the payment of dividends, and c) Riverina Water advise Constituent Councils of the outcome of those investigations	a) noted b) awaiting advice from Office of Water c) Update sent to Constituent Councils GM addressed WWCC Policy & Strategy Meeting 11 May 2015.
Meeting held 22 April 2015				
15/47	Quarterly Budget Review – Period ended the 31st March 2015	GM	That the Quarterly Budget Review for the period ended 31st March 2015 be received and adopted and that the General Manager provide a report to Council on the level of Revenue Fluctuation Reserve required.	a) Noted b) Report on Revenue Fluctuation Reserve to June 2015 Meeting
15/52	Draft Policy 2.9 Debt Recovery	GM	That the Draft Policy 2.9 Debt Recovery be adopted.	Policy on Web Page
15/53	Local Government NSW – 2015 Water Management Conference	GM	That: a) Council be represented at the Local Government NSW 2015 Water Management Conference, b) The Chairperson or his nominee to attend as a delegate, c) Nominations of other Councillors desiring to attend be provided to the General Manager by 1st June 2015, with Chairperson delegated authority to approve attendance. d) Clr. McInerney and Verdon being authorised to attend as observers, and e) The General Manager and Director of Engineering or their nominees to attend as observers.	Registrations for Chairperson, Deputy Chairperson, Cr McInerney, General Manager, Director of Engineering and Manager of Operations forwarded to LGNSW.
15/54	Council Meeting Date – August 2015	GM	That Council's August 2015 Meeting be held on Wednesday 2nd September 2015	Noted

15/55	Lease of Industrial Warehouse & Office During Construction of Wagga Wagga WTP	MP	That Council endorse the recommendation to lease an industrial warehouse and office for \$108,000 + GST to be used for Riverina Water's Depot and Store for a 12 month period.	Lease completed 13 May 2015
15/59	Contestability Of Works	GM & DoE	That: a) Council receive and note report of Director of Engineering, and b) General Manager and Director of Engineering prepare a brief for external review of contestability of capital works of Riverina Water County Council and report back to Council.	Report to be presented to Council Meeting of 1 September 2015
15/61	Draft Delivery Program 2015/16 – 2017/18 and Draft Operational Plan 2015/16	GM	That in accordance to Sections 404 and 405 of the Local Government Act, 1993, the Draft Revised Delivery Program and Draft Operational Plan be placed on public exhibition and that it be on display at the Administrative Headquarters, Hammond Avenue, Wagga Wagga.	Draft Delivery Program and Operational Plan on Exhibition from 25 April 2015 until 5 June 2015. Report to Council Meeting of 24 June 2015.



Graeme J Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

1. WORKS REPORT COVERING APRIL 2015

RECOMMENDATION that this report be received and noted.

- **Works Report for April 2015**

**DIRECTOR OF ENGINEERING'S REPORTS
TO JUNE 2015 COUNCIL MEETING**

12th May 2015

1 WORKS REPORT COVERING APRIL 2015

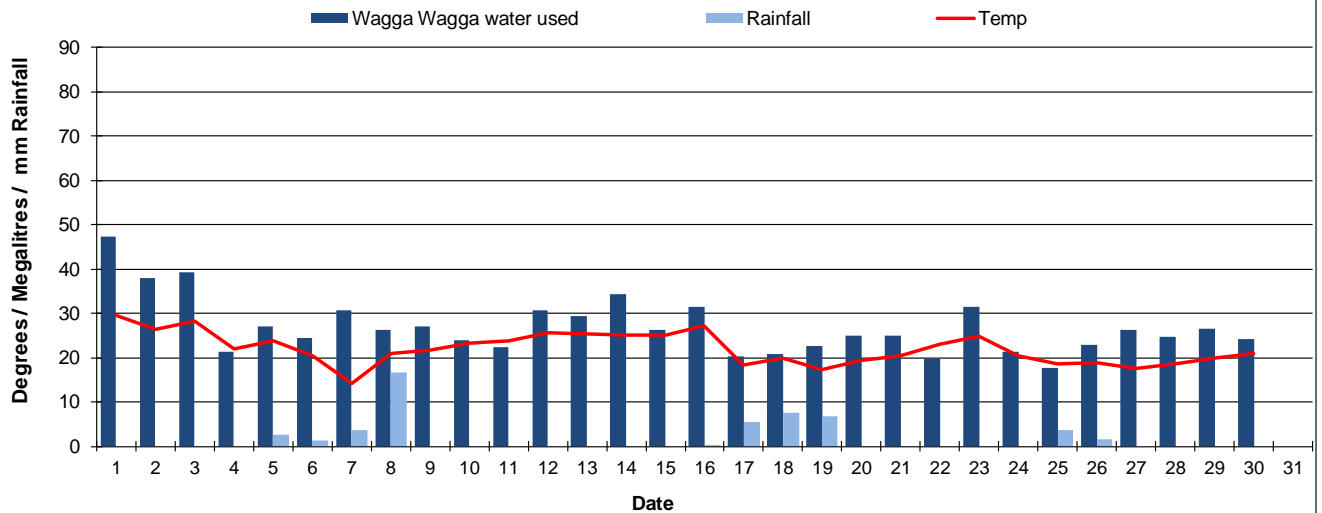
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

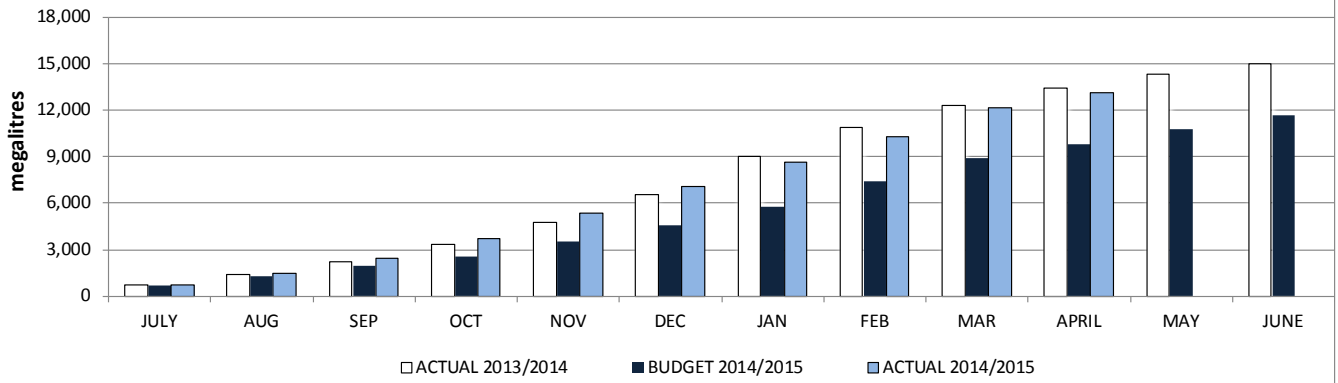
April	2013	2014	2015
Rainfall	7	57.8	49.4
Wet Days	2	12	10
WATER SOURCED April 2015 (MI)			
North Wagga bores	187.18	154.60	186.27
West Wagga bores	566.29	311.55	458.73
East Wagga bores	95.39	214.62	98.88
Murrumbidgee River	167.03	64.76	176.92
SUB-TOTAL	1,015.89	745.53	920.80
Bulgary Bores	41.94	34.30	34.64
Urana Source	0.00	0.00	1.46
Ralvona Bores	21.88	18.83	15.68
Walla Walla Bores	0.00	0.29	8.20
Goldenfields Water Supply System	3.29	1.61	2.51
SUB-TOTAL	67.11	55.03	62.49
Woomargama	1.25	1.37	0.95
Humula	0.82	0.85	0.69
Tarcutta	3.33	3.08	3.49
Oura	4.16	1.80	0.17
Walbundrie/Rand	2.82	1.88	3.46
Morundah	0.69	0.45	0.77
Collingullie	4.97	3.95	5.51
SUB-TOTAL	18.04	13.38	15.04
TOTALS	1,101.04	813.94	998.33

WATER USED April 2015 (MI)			
	2013	2014	2015
East Bomen	24.21	20.22	21.16
Estella	49.72	40.10	52.99
North Wagga	82.88	73.86	87.08
Wagga Wagga – Low Level	166.19	130.95	146.74
Wagga Wagga – High Level	482.74	329.39	414.80
Wagga Wagga – Bellevue Level	63.23	38.14	51.42
SUB-TOTAL	868.97	632.66	774.19
Ladysmith System	4.29	2.79	3.50
Brucedale Scheme	21.86	13.96	17.98
Currawarna Scheme	13.77	10.33	12.12
Rural south from Wagga Wagga	112.47	85.54	107.50
Rural from Walla Walla Bore	0.00	0.29	8.20
Bulgary, Lockhart and Boree Creek	19.23	20.12	26.87
From Boree Crk to Urana and Oaklands	20.45	13.85	9.83
Holbrook	21.88	18.83	15.68
SUB-TOTAL	213.95	165.71	201.68
Woomargama	1.25	1.37	0.95
Humula	0.82	0.85	0.69
Tarcutta	3.33	3.08	3.49
Oura	4.16	1.80	0.17
Walbundrie/Rand	2.82	1.88	3.46
Morundah	0.69	0.45	0.77
Collingullie	4.97	3.95	5.51
SUB-TOTAL	18.04	13.38	15.04

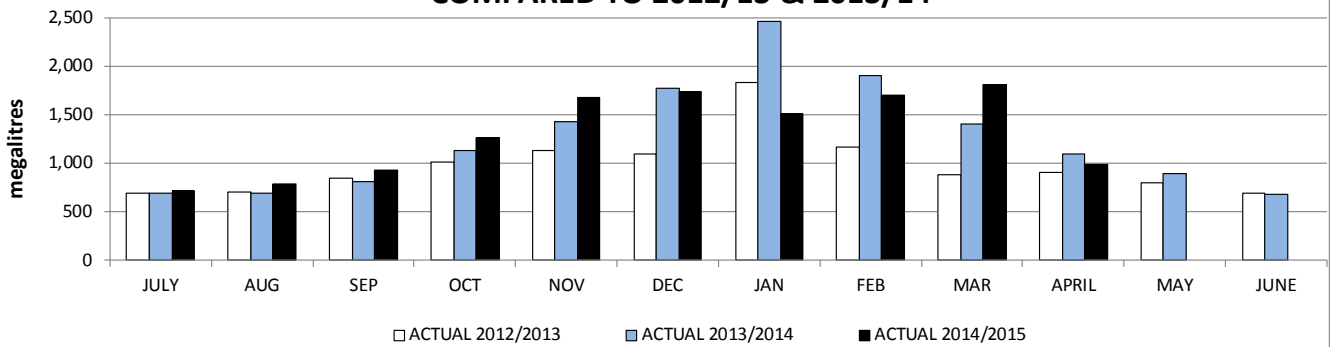
DAILY WATER USED, WAGGA WAGGA, April 2015



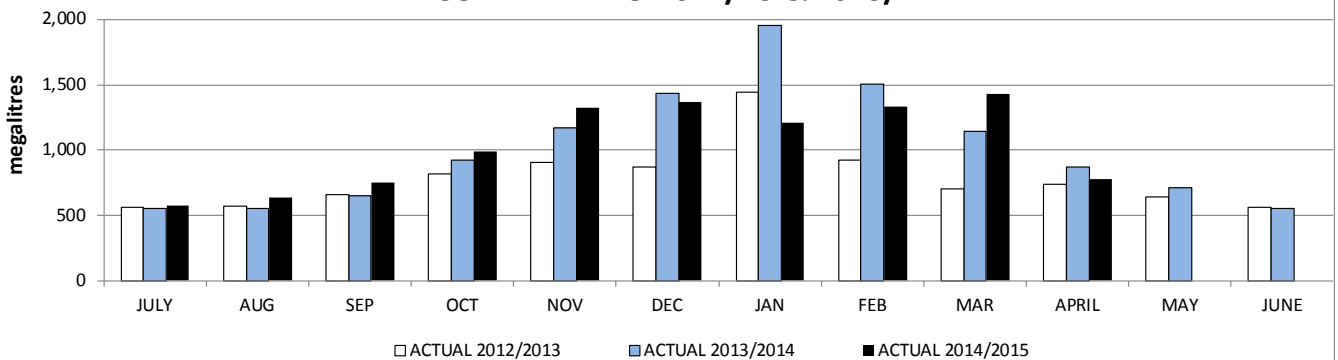
TOTAL CUMULATIVE WATER USED 2014/2015



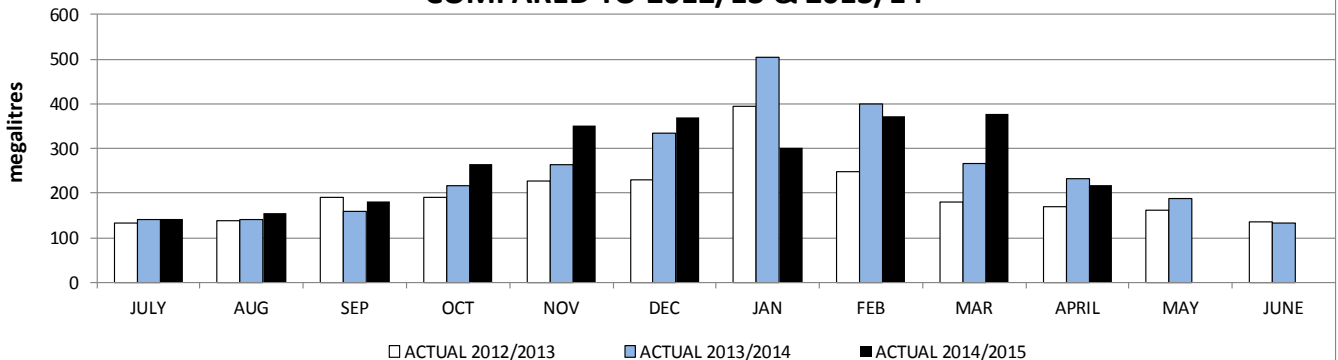
MONTHLY TOTAL WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



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



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



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	14	2	2	15	1	4				27		1
Brucedale												1
Currawarna												
Euberta												
Humula												
Ladysmith										1		
Oura	1											
San Isidore				1							1	
Tarcutta												
The Gap					1							
Bulgary												
Collingullie												
French Park										1		
Lockhart					1					1		
Mangoplah												
Milbrulong				1								
Pleasant Hills												
The Rock			1	2	1					2	1	
Uranquinty			1							1		
Yerong Creek				2								
Culcairn												
Henty			1							2		
Holbrook				1						1		
Morven											1	
Walbundrie											1	
Walla Walla	1									1		
Woomargama				1								
Boree Creek												
Morundah												
Oaklands												
Rand				1								
Urana				2								
TOTAL	16	2	5	26	4	4	0	0	0	37	4	2

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
7	92 Plumpton Rd	Kooringal	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
7	17 Mason St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
3	4 Langdon Ave	Glenfield	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
4	Lake Albert Rd	Kooringal	150 AC	Pipe Failure (not specified)	Yes	0:00	0	15
5	Tarcutta St	Wagga Wagga	100 AC	Tree Roots	Yes	0:00	0	10
10	51 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	1:00	18	10
8	Cox/Wattle St	Forest Hill	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
17	Morgan St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	5
13	8 McDonough Ave	Mt Austin	150 AC	Pipe Failure - Ground Movement	No	2:30	19	15
29	Smithies Pl	Ashmont	100 AC	T/ Band Broken/Leaking	No	0:45	6	10
26	18 Nicholi Cres	Lake Albert	100 AC	Tree Roots	No	2:00	17	5
28	Angel St	Lake Albert	100 AC	Pipe Failure - Ground Movement	Yes	0:00	25	5
TOTALS						6:15	85	115
Total Breaks –		12	Breaks needing shut off -		4	Breaks affecting customers –		5

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Fowlers Lane	Walbundrie	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	6
1	Narrandera Rd	Lockhart	50PE	Pipe Failure - Ground Movement	Yes	0:00	0	10
1	Narrandera Rd	Lockhart	50PE	Pipe Failure - Ground Movement	Yes	0:00	0	6
2	Linton St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	No	2:30	0	10
10	Narrandera Rd	Lockhart	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	12
19	Flowerdale/The Gap Rd	The Gap	50 PVC	Pipe Failure - Ground Movement	No	1:00	5	5
16	Gap Hall- Brucedale Rd	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
17	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	7
17	Gap/Coolamon Rd	The Gap	100 WPVC	Pipe Failure - Ground Movement	No	1:30	17	10
20	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	7
20	Gap Hall/Downside Rd	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
24	Casley's Lane	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
25	Old Trunk Rd	The Rock	300 CI	Pipe Failure - Ground Movement	No	9:00	50	90
25	Old Trunk Rd	The Rock	300 CI	Pipe Failure - Ground Movement	No	8:00	50	60
24	Narrandera Rd	Lockhart	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	9
29	Belah St	Rand	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	13
30	Brookong St	Lockhart	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	9
30	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	7
TOTALS						22:00	122	291
Total Breaks – 18		Breaks needing shut off - 5			Breaks affecting customers – 4			

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during April 2015 were:

Date	Location	Problem	Action Taken
2/04/2015	2 Bond St, Lockhart	Smelly water	Scoured dead end & meter. Turb & Cl within ADWG
11/04/2015	9 Bowen Pl, Tolland	Dirty water	Flushed main & service
20/04/2015	RMB 287 Flowerdale Rd, The Gap	Air in line	Flushed main & service
27/04/2015	Lacettie Lane, The Rock	Dirty water and air	Flushed main & service
28/04/2015	138 Lake Albert Rd, Kooringal	Dirty water	No one home. Left msg to call back. Water OK in main. Gal pipes after meter

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during April 2015 include:

LOCATION	PROJECT	100		150	200
		OPVC	DICL	OPVC	OPVC
Eureidin Lane	Mains Extension		104		
Estella Stage 12	New Subdivision	220			
Estella Stage 12	New Subdivision	320		180	
Governors Hill	New Subdivision	117			468
Bullenbong	New Main	1000			
	TOTAL	1657	104	180	468

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during April 2015 include:

LOCATION	PROJECT	200	450
		OPVC	DICL
Bulgary	Replace Rising Main	3342	
Wagga Wagga	Southern Trunk		246
	TOTAL	3342	246

1.6 OTHER CONSTRUCTION

Other construction works during April 2015 include:

LOCATION OR PROJECT	WORK DONE
Depot	Divert Sewer
Depot	100mm & 150mm Ring Mains

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during April 2015 include:

LOCATION OR PROJECT	WORK DONE
Urana - Colombo Creek Pump	Remove, overhaul and reinstate
Collingullie - Bore #1	Remove and inspect
Tarcutta WTP	Clean iron filter
Bulgary Bores	Repair faulty silica pump
Bulgary Aeration	Replace faulty fluoride pump
Waterworks	Replace fluoride transfer pump
Waterworks	Replace East Wagga chlorine dosing line
Boree Ck Reservoir	Replace faulty antenna and magflow transmitter
Rand Reservoir	Replace faulty transducer
Rand Reservoir	Replace faulty transducer

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during April 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	210
Lake Albert	38
Estella	15
Bomen	8
Forest Hill	4
Lockhart	7
Holbrook	18
Henty	11
Yerong Creek	3
Pleasant Hills	6

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Powers & Duties of Local Government Engineer	2
First Aid Refresher	3
Traffic Control - Red Card	9

1.10 FLEET DISPOSALS

No fleet disposals made during April 2015.

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during April 2015.



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING MAY 2015

RECOMMENDATION that this report be received and noted.

- Works Report for May 2015

A handwritten signature in black ink, appearing to be 'Bede Spannagle', consisting of several loops and a horizontal stroke.

Bede Spannagle
DIRECTOR OF ENGINEER

DIRECTOR OF ENGINEERING'S REPORTS TO JUNE 2015 COUNCIL MEETING

11th June 2015

1 WORKS REPORT COVERING MAY 2015

RECOMMENDATION: That this report be received and noted.

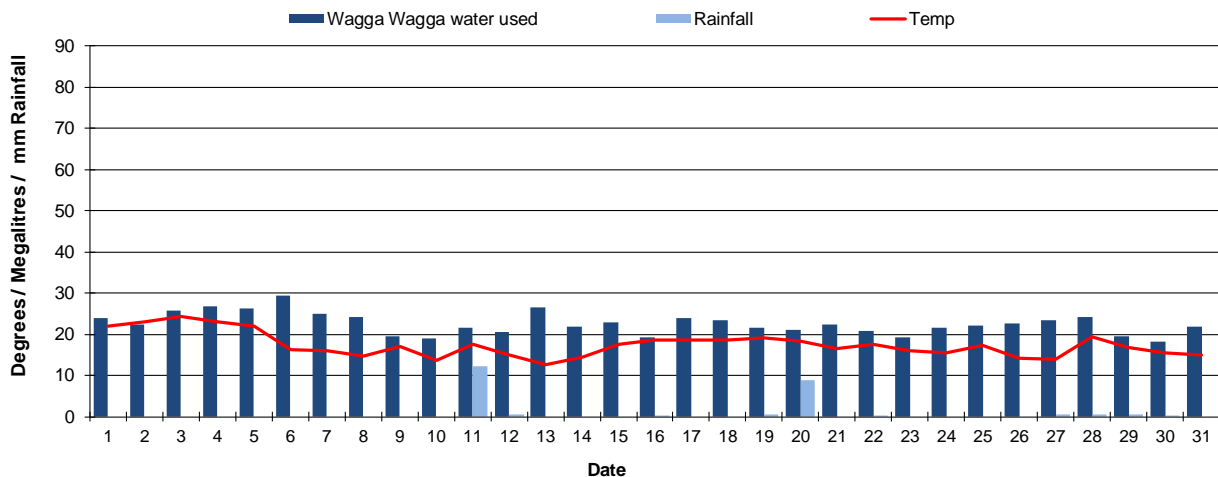
1.1 WATER SOURCED AND USED

May	2013	2014	2015
Rainfall	88.8	38	23.8
Wet Days	12	11	10
WATER SOURCED May 2015 (MI)			
North Wagga bores	138.79	164.64	172.01
West Wagga bores	186.42	124.68	236.10
East Wagga bores	304.83	431.28	390.54
Murrumbidgee River	4.22	0.00	0.00
SUB-TOTAL	634.26	720.60	798.65
Bulgary Bores	21.65	30.02	33.34
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.56	18.26	13.53
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	2.61	1.71	2.33
SUB-TOTAL	37.82	49.99	49.20
Woomargama	0.83	1.33	0.84
Humula	0.62	0.71	0.70
Tarcutta	2.01	2.71	2.43
Oura	2.30	1.91	2.04
Walbundrie/Rand	1.65	2.07	2.31
Morundah	0.42	0.31	0.60
Collingullie	2.66	3.80	4.81
SUB-TOTAL	10.49	12.84	13.73
TOTALS	682.57	783.43	861.58

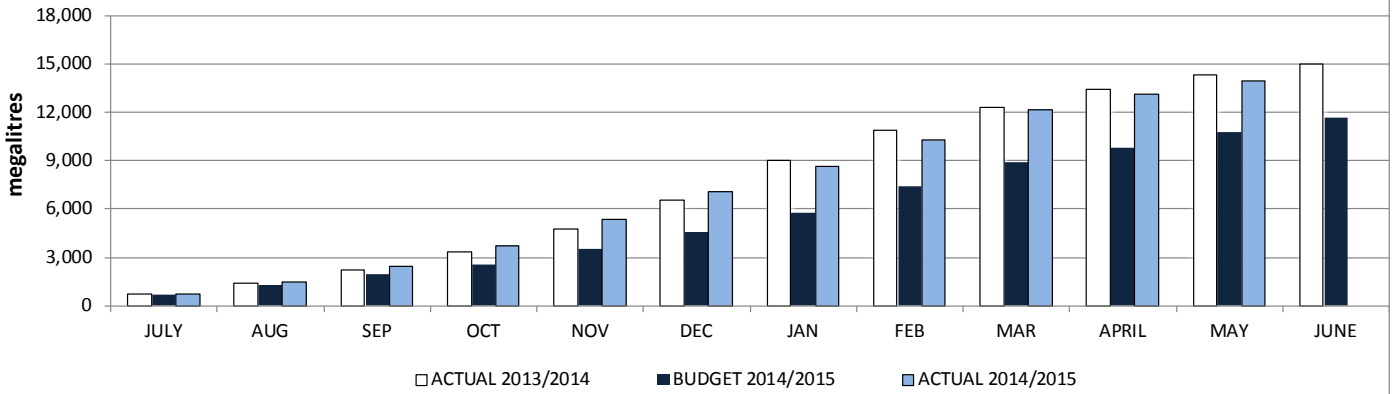
WATER USED May 2015 (MI)

	2013	2014	2015
East Bomen	16.76	22.54	21.13
Estella	26.96	37.65	41.91
North Wagga	82.87	75.54	83.83
Wagga Wagga – Low Level	118.34	120.89	138.72
Wagga Wagga – High Level	280.92	309.16	347.46
Wagga Wagga – Bellevue Level	27.85	33.94	41.67
SUB-TOTAL	553.70	599.72	674.72
Ladysmith System	2.96	3.31	3.30
Brucedale Scheme	12.81	12.69	17.00
Currawarna Scheme	6.17	8.32	12.28
Rural south from Wagga Wagga	64.33	80.82	90.52
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	11.96	18.09	19.51
From Boree Crk to Urana and Oaklands	9.50	11.66	14.14
Holbrook	13.56	18.26	13.53
SUB-TOTAL	121.29	153.15	170.28
Woomargama	0.83	1.33	0.84
Humula	0.62	0.71	0.70
Tarcutta	2.01	2.71	2.43
Oura	2.30	1.91	2.04
Walbundrie/Rand	1.65	2.07	2.31
Morundah	0.42	0.31	0.60
Collingullie	2.66	3.80	4.81
SUB-TOTAL	10.49	12.84	13.73
TOTALS	685.48	765.71	858.73

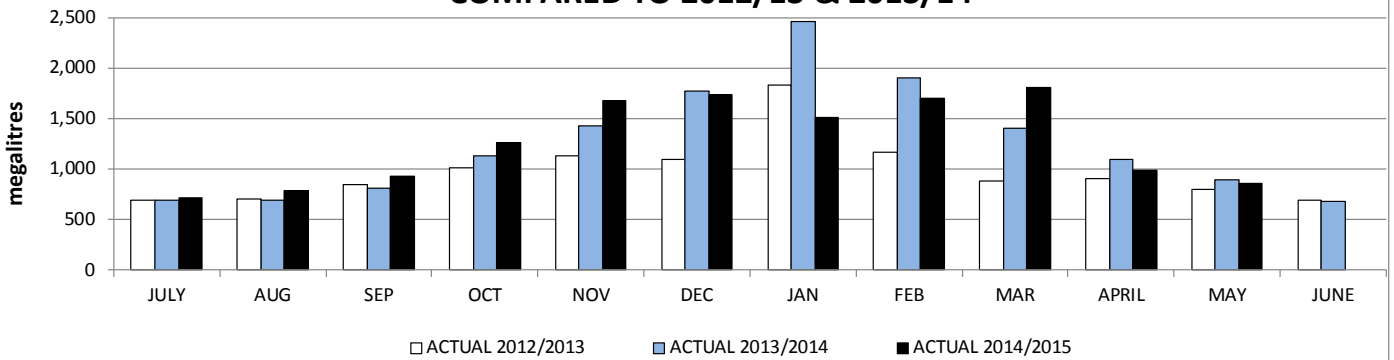
DAILY WATER USED, WAGGA WAGGA, May 2015



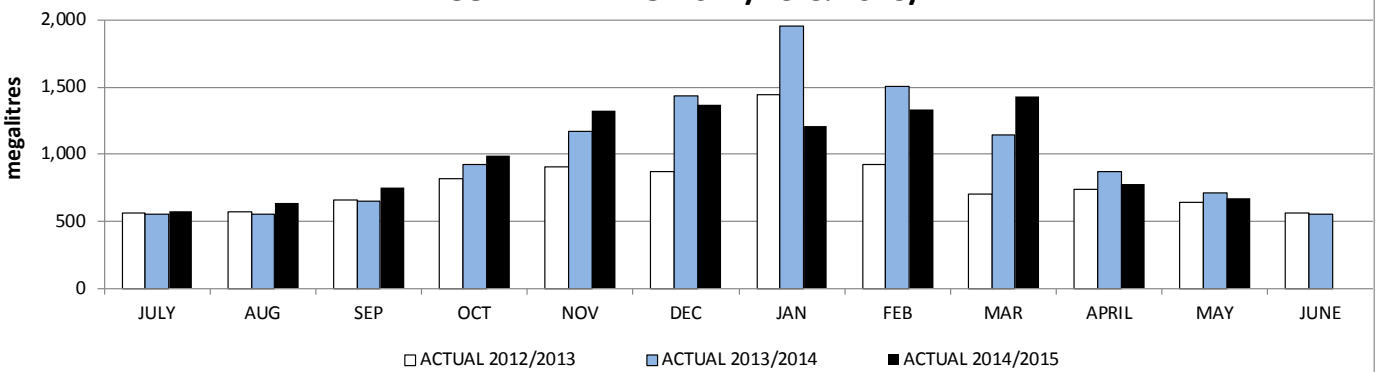
TOTAL CUMULATIVE WATER USED 2014/2015



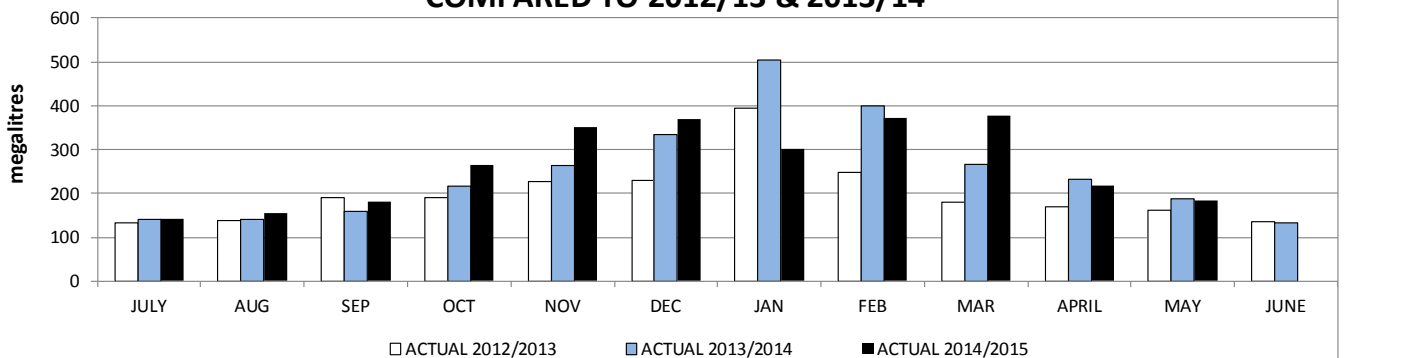
MONTHLY TOTAL WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



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



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



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	27	4	3	15	2	6			1	33	2	13
Brucedale				1								
Currawarna												
Euberta												
Humula											1	
Ladysmith												
Oura					1							
San Isidore												
Tarcutta												
The Gap												
Bulgary												
Collingullie												
French Park												
Lockhart		1										
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock			1	2						1		
Uranquinty	1											
Yerong Creek	1											1
Culcairn						1						
Henty				2								
Holbrook				2						1		1
Morven												
Walbundrie												
Walla Walla												
Woomargama												
Boree Creek												
Morundah												
Oaklands												
Rand												
Urana												
TOTAL	29	5	4	22	3	7	0	0	1	35	3	15

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
18	McPherson St	North Wagga	100 AC	Pipe Failure - Ground Movement	No	0:00	12	8
14	Churchill Ave	Koorungal	200 AC	Tree Roots	Yes	0:45	0	20
22	15 Kobi Pl	Glenfield	100	T/ Band	Yes	0:00	0	3
24	140 Riverview Rd	Ashmont	BPVC 150 BPVC	Broken/Leaking T/ Band Broken/Leaking	Yes	0:00	0	5
28	10 Cochrane St	Koorungal	100 AC	Pipe Failure (not specified)	No	0:00	18	10
31	8 Cochrane St	Koorungal	100 AC	Pipe Failure (not specified)	No	1:00	18	10
TOTALS						1:45	48	56
Total Breaks – 6		Breaks needing shut off - 3			Breaks affecting customers – 3			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
6	1 Mate St	Tarcutta	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
7	Sydney St	Tarcutta	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
9	Leitch St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	4
12	Downfall Rd	Humula	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
12	Clarke St	Humula	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
14	Mitchells Rd	Morven	150 BPVC	Pipe Failure - Ground Movement	No	0:00	32	14
15	19 Twyong St	Ladysmith	100 AC	Tree Roots	Yes	2:00	0	10
18	Curtis St	Walbundrie	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	2
16	Becks Lane	Brucedale	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	8
24	Albury St	Holbrook	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	13
25	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	Yes	0:00	0	5
28	19 Kyamber St	Mangoplah	100 AC	Tree Roots	Yes	0:00	0	9
28	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	No	2:00	2	5
TOTALS						4:00	34	100
Total Breaks – 13		Breaks needing shut off - 2			Breaks affecting customers – 2			

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during May 2015 were:

Date	Location	Problem	Action Taken
7/05/2015	2/50 The Esplanade, Wagga	Taste	Turb & Cl within ADWG. Tap strainers clean. No taste at time of visit.
12/05/2015	13 Samson Ave, Estella	Taste & odour for 2 weeks	Turb & Cl within ADWG. No taste at time of visit. Customer thinks its because she's pregnant.
21/05/2015	43 Alfred St, Oura	Strong Cl and dirty	Cl high due to operator leaving Cl pump on manual.
25/05/2015	Mary MacKillop, Hely Ave, Wagga	Yellow and undrinkable	Nearby demolition causing dirty water. Plumber to flush school pipes.

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during May 2015 include:

LOCATION	PROJECT	100		150	200	
		OPVC	DICL	DICL	OPVC	DICL
Estella Rise 3A	New Subdivision	490			200	
Bourkelands 24A	New Subdivision		38.5			33
Depot Wagga	New Main for Store		48	136		
	TOTAL	490	86.5	136	200	33

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during May 2015 include:

LOCATION	PROJECT	100		200		450
		OPVC	DICL	OPVC	DICL	DICL
Wagga Wagga	Southern Trunk					654
Bulgary	Rising Main			4090	66	
Boree Creek	Mains Replacement	622	90			
	TOTAL	622	90	4090	66	654

1.6 OTHER CONSTRUCTION

Other construction works during May 2015 include:

LOCATION OR PROJECT	WORK DONE
East Wagga Treatment Plant	Excavate for New Rising Main
Wagga Depot - New Store	Removal of Existing Asbestos
Peter Street, Wagga Wagga	100mm Fire Service
Rural Main	Cut in New 300mm Valve

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during May 2015 include:

LOCATION OR PROJECT	WORK DONE
West Wagga Bore 5	Remove, fit new stage & overhaul
West Wagga WTP	Remove shires pump & pipework
West Wagga WTP	Remove Highlift #1 & pipework
Tarcutta Bore 4	Remove for inspection

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during May 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	199
Lake Albert	34
Estella	15
Bomen	6
Forest Hill	54
Lockhart	12
Holbrook	6
Henty	14
Yerong Creek	6
Pleasant Hills	16

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
First Aid Refresher Training	11
HR Truck Licence	1




1.10 FLEET DISPOSALS

No fleet disposals made during May 2015.

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during May 2015.

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

MAJOR PROJECTS 2014/15 (> Over \$100,000) - May 2015

Description	2014/15 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Depot Buildings			
Store Building Hammond Ave - Urban	\$3,500,000	\$758,643	Bored pier footings completed. Construction of strip footings and retaining wall underway.
Access, parking and Landscaping			
Levee protection Feasibility study/land matters Hammond Ave - Urban	\$121,000	\$17,677	Negotiations continuing with land owners.
Levee protection stage 2 Hammond Ave - Urban	\$100,000	\$106,830	RWCC have provided comments on final draft design to PW. Some additional work required on bank stability near existing sludge plant.
PLANT & EQUIPMENT			
IT Equipment			
Corporate IT software upgrade/improvements	\$274,500	\$110,607	Ongoing.
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,150,000	\$536,078	Ongoing.
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$135,000	\$94,900	Stage 2 has commenced and is ongoing.
SOURCES			
Bores-renew/refurbish/decommission			
Walla Walla Bore 1B or 2B - Non-Urban	\$250,000	\$241,421	Finalising pipework & installation of mechanical/electrical.

TREATMENT PLANTS			
Aeration Tower Replacements			
East Wagga Aeration Tower	\$120,000	\$104,414	Stainless steel Aeration Towers completed and installed.
Treatment Plant Refurbishments			
Underground powerlines - Urban	\$1,176,000	\$1,086,591	Project completed. Cost sharing with Essential Energy to be finalised.
WTP tender documentation - Urban	\$1,200,000	\$1,169,903	WTP Construction Tender closed. Tender evaluation underway.
WTP ancillary works - Urban	\$300,000	\$17,688	Ongoing.
PUMPING STATIONS			
Pump Stations Renewal/Refurbish/Upgrade			
West Wagga Shires pump upgrade - Urban	\$450,000	\$436,288	Project nearing completion.
Watson Road Mangoplah Pump Station Upgrade	\$100,000	\$39,724	Installation of pumps currently in progress.
Pump & Motor Maintenance / Replacements			
RESERVOIRS			
New Reservoirs			
Mangoplah HL Reservoir Replacement/Upgrade - Non-Urban	\$376,000	\$356,349	Construction completed, Reservoir tested and disinfected. Minor defects to be fixed before handover.
Collingullie Reservoir Upgrade - Non-Urban	\$209,000	\$4,093	Draft specification under review. Land owner has accepted compensation offer.
Shires Reservoir Relocation - Non-Urban	\$180,000	\$74,314	Delayed by land matters - refer QBR report.

MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$150,000	\$11,184	Ongoing.
Reticulation for Developers			
Reticulation for Developers - Urban	\$800,000	\$652,643	Ongoing.
Renew Reticulation Mains			
Renew Reticulation Mains - Urban	\$331,486	\$438,371	Ongoing.
Lake Albert Rd Replacement	\$142,000	\$0	Works programmed during July school holidays
Flinders St Replacement	\$100,000	\$0	Works programmed.
The Gap / Brucedale System - Urban	\$100,000	\$49,651	Completed.
Renew Trunk Mains			
Bomen trunk main A (south of river) - Urban	\$300,000	\$220,447	Completion due next financial year.
Southern Trunk - Kapooka Highway Realignment 2km 450mm DICL	\$900,000	\$878,332	Completed.
Southern Trunk - West Wagga to Kapooka 2.2km 450mm DICL	\$890,000	\$704,012	Completed.
Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$1,200,000	\$4,475	Brought forward from 2015/2016 - in progress
Low & High Level Rising Mains from CWS	\$420,000	\$90,369	In progress.
Bulgary Bore Rising Main - 7.5km 200mm oPVC	\$400,000	\$329,173	In progress.
Morven Balance tank to township (7km 150mm) - Non-Urban	\$260,000	\$203,158	Completed.
Mountain View to Walla Reservoir (5.5km 100mm)	\$300,000	\$120,076	Completed.
SERVICES			
Service Connections, new			
Service Connections, new - Urban	\$500,000	\$344,931	Ongoing.
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$103,740	Ongoing.



Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

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