



18th June 2014

NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

WEDNESDAY, 25TH JUNE 2014 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



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GENERAL MANAGER'S REPORT TO THE COUNCIL

19th June 2014

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 2014 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 2014 and 31st May 2014 as follows:

- **Investment Report – April 2014**
- **Investment Report – May 2014**

Monthly Investment Report as at 1/5/14

a) Council's Investments as at 1/5/14

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/02/2014	120	25/06/14	A-2	3.61	BBSW	2.61	8.168%	\$2,500,000.00	\$2,500,000.00
ME Bank	26/02/2014	99	05/06/14	A-2	3.45	BBSW	2.62	8.168%	\$2,500,000.00	\$2,500,000.00
Westpac	28/01/2014	365	28/01/15	A-1+	3.76	BBSW	2.65	16.336%	\$5,000,000.00	\$5,000,000.00
ING	26/11/2013	190	04/06/14	A-2	3.85	BBSW	2.61	8.168%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/11/2013	171	15/05/14	A-2	3.80	BBSW	2.61	8.168%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/03/2014	153	26/08/14	A-2	3.61	BBSW	2.62	3.267%	\$1,000,000.00	\$1,000,000.00
AMP	24/01/2014	180	23/07/14	A-1	3.80	BBSW	2.61	3.267%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	1/05/2014	180	28/10/14	A-1+	3.73	BBSW	2.61	6.534%	\$2,000,000.00	\$2,000,000.00
ME Bank	23/01/2014	133	05/06/14	A-2	3.63	BBSW	2.63	3.267%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	6/03/2014	90	04/06/14	A-2	3.25	BBSW	2.63	3.267%	\$1,000,000.00	\$1,000,000.00
ME Bank	4/03/2014	63	06/05/14	A-2	3.48	BBSW	2.64	1.634%	\$500,000.00	\$500,000.00
								70.24%	\$21,500,000.00	\$21,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.91	Cash Rate	2.50	13.37%	\$4,093,630.98	\$4,093,630.98
AMP				A-1	3.35	Cash Rate	2.50	16.38%	\$5,014,439.72	\$5,014,439.72
								29.76%	\$9,108,070.70	\$9,108,070.70
TOTAL INVESTMENTS								100.00%	\$30,608,070.70	\$30,608,070.70
Cash at Bank										\$286,396.38
TOTAL FUNDS										\$30,894,467.08

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Unexpended Grants	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$896,007.55
	Asset Replacement	\$1,273,815.32
	Loan Funds	\$329,890.00
	LIRS Loan Funds	\$14,010,830.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$21,510,542.87</u>
Unrestricted Funds		\$9,383,924.21
TOTAL FUNDS		\$30,894,467.08

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

CERTIFICATE

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

M. L. Curran

M Curran

FINANCE / ADMINISTRATION MANAGER

Monthly Investment Report as at 31/5/14

a) Council's Investments as at 31/5/14

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/02/2014	120	25/06/14	A-2	3.61	BBSW	2.64	8.165%	\$2,500,000.00	\$2,500,000.00
ME Bank	26/02/2014	99	05/06/14	A-2	3.45	BBSW	2.65	8.165%	\$2,500,000.00	\$2,500,000.00
Westpac	28/01/2014	365	28/01/15	A-1+	3.76	BBSW	2.64	16.330%	\$5,000,000.00	\$5,000,000.00
ING	26/11/2013	190	04/06/14	A-2	3.85	BBSW	2.63	8.165%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	15/05/2014	180	11/11/14	A-2	3.60	BBSW	2.63	8.165%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/03/2014	153	26/08/14	A-2	3.61	BBSW	2.64	3.266%	\$1,000,000.00	\$1,000,000.00
AMP	24/01/2014	180	23/07/14	A-1	3.80	BBSW	2.63	3.266%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	1/05/2014	180	28/10/14	A-1+	3.73	BBSW	2.63	6.532%	\$2,000,000.00	\$2,000,000.00
ME Bank	23/01/2014	133	05/06/14	A-2	3.63	BBSW	2.64	3.266%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	6/03/2014	90	04/06/14	A-2	3.25	BBSW	2.65	3.266%	\$1,000,000.00	\$1,000,000.00
ME Bank	6/05/2014	120	03/09/14	A-2	3.56	BBSW	2.64	1.633%	\$500,000.00	\$500,000.00
								70.22%	\$21,500,000.00	\$21,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.88	Cash Rate	2.50	13.40%	\$4,103,689.58	\$4,103,689.58
AMP				A-1	3.35	Cash Rate	2.50	16.38%	\$5,014,439.72	\$5,014,439.72
								29.78%	\$9,118,129.30	\$9,118,129.30
TOTAL INVESTMENTS								100.00%	\$30,618,129.30	\$30,618,129.30
Cash at Bank										\$1,003,787.00
TOTAL FUNDS										\$31,621,916.30

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Uexpended Grants	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$896,007.55
	Asset Replacement	\$1,273,815.32
	Loan Funds	\$329,890.00
	LIRS Loan Funds	\$14,010,830.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$21,510,542.87</u>
Unrestricted Funds		\$10,111,373.43
TOTAL FUNDS		\$31,621,916.30

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

Figures shown above are estimate only.

CERTIFICATE

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

M. L. Curran

M Curran

FINANCE / ADMINISTRATION MANAGER

2. DETERMINATION OF REMUNERATION FEES FOR COUNCILLORS AND CHAIRPERSON 2014/2015

RECOMMENDED that the fees for 2014/2015 be set at:

- i. Councillors \$5,376, and
- ii. Additional fee for Chairperson \$8,826

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 2014 to 30th of June 2015 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 2013/2014 are: Chairperson \$8,610 and Councillor \$5,224

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. CONSIDERATION OF PUBLIC COMMENTS TO DRAFT DELIVERY PROGRAM 2014/2017 AND OPERATIONAL PLAN 2014/2015

RECOMMENDED that Council note the submission made following the exhibition of the Draft Delivery Program and Operational Plan.

One anonymous public submission was received in relation to the public exhibition of the Draft Delivery Program 2013/2017 and Operational Plan 2013/14.

In the submission, the customer advised that he/she is retired and does not have extra money and has to stick to a budget and requested that Council take into account all of the new houses built each year that must bring in extra money.

A copy of the submission is attached for Councillors information.

2 - May 14

RECEIVED
2 - MAY 2014
BY:

I'm a rate payer
75 YEAR old

10641

Please take in to account all the
New Houses built each YEAR they must bring in
extra Money as I'm retired I do not have extra
Money I have to stick to a budget. I'm am
Having a BAY PLEASE STICK TO yours
a. rate PAYER

4. ADOPTION OF REVISED DELIVERY PROGRAM 2014/2017 AND OPERATIONAL PLAN 2014/2015

RECOMMENDED that the Draft Revised Delivery Program 2014/2017 and Operational Plan 2014/15, as exhibited, following close of public comments, be adopted as Council's Delivery Program 2014/2017 and Operational Plan for 2014/2015.

5. MAKING OF RATES AND CHARGES FOR 2014/2015

RECOMMENDED that the rates and charges be made for the 2014/2015 year, as outlined in the Operational Plan 2014/2015.

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 2013/2014 Council has employed three senior staff, the General Manager, Mr Graeme Haley, the former Director of Engineering, Mr Greg Finlayson and the current Director of Engineering, Mr Bede Spannagle. The General Manager commenced a five-year contract on 17 January 2011. The former Director of Engineering resigned on 11th October 2013. The current Director of Engineering commenced a five-year contract on 10th 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

Author: Phillip Swaffield

Director: Graeme Haley

RECOMMENDATION: That Council receive and note the minutes of the Audit and Risk Committee Meeting held 22nd May 2014 and endorse the recommendations contained therein.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on THURSDAY, 22nd MAY 2014 at 9.00 am

PRESENT:

Steven Watson (Chairperson)
Michael Commins
Councillor Kevin Poynter

IN ATTENDANCE:

General Manager	Graeme Haley
Manager Internal Audit Services	Stephen Byrns
Internal Audit Officer	Phil Swaffield
Internal Audit Work Placement	Brad Graham
Director Engineering	Bede Spannagle
Manager Projects	Greg Vidler
External Auditor	Brad Bohun

The meeting of the Audit and Risk Committee commenced at 8:54 am.

APOLOGIES

Apologies for non-attendance were received and accepted for Councillor Andrew Negline and on the motion of Steven Watson and Councillor Kevin Poynter.

DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST

No declarations of Pecuniary & Non-pecuniary interest received.

CM-1 AUDIT AND RISK COMMITTEE MINUTES

Recommendation:

On the motion of Michael Commins and Councillor Kevin Poynter

That the Minutes of the proceedings of the Audit and Risk Committee meeting held on 13th February 2014 and the Planning Session held 10th April 2014 be confirmed as a true and accurate record.

CARRIED

RP-1 RIVERINA WATER COUNTY COUNCIL AUDIT PLAN

Recommendation:

On the motion of Councillor Kevin Poynter and Steven Watson

That the Audit and Risk Committee receive and note the Audit Strategy, as prepared by Council's External Auditor.

CARRIED

RP-2 INVESTMENT REPORTS

Recommendation:

On the motion of Michael Commins and Councillor Kevin Poynter

That the Audit and Risk Committee receive and note the investment reports for the periods 31st March and 30th April 2014.

CARRIED

RP-3 QUARTERLY BUDGET REVIEW PERIOD 31ST MARCH 2014

Recommendation:

On the motion of Michael Commins and Councillor Kevin Poynter

That the Quarterly Budget Review for the period ended 31st March 2014 be received and noted.

CARRIED

RP-4 DRAFT DELIVERY PROGRAM 2014/15 – 2017/18 AND OPERATIONAL PLAN 2014/15

Recommendation:

On the motion of Councillor Kevin Poynter and Michael Commins

That the Draft Revised Delivery Program 2014/15 to 2016/17 and Draft Operational Plan that follow in this Report for the period 1st July 2014 to 30th June 2015 be received and noted.

CARRIED

RP-5 ANNUAL RESIDENTS SURVEY

Recommendation:

On the motion of Michael Commins and Councillor Kevin Poynter

- a) **That the General Manager's report into the 2014 Riverina Water County Council residents' survey be received and noted.**
- b) **That a further report on the Communication Plan be distributed to the Committee**

CARRIED

At this stage of the meeting the Chairperson called a short recess the time being 10:10am.

The Chairperson reconvened the meeting the time being 10:17am.

RP-6 AUDIT TIMETABLE

Recommendation:

On the motion of Councillor Kevin Poynter and Michael Commins

That the Audit and Risk Committee receive and note Council's external audit timetable.

CARRIED

RP-7 AUDIT AND RISK COMMITTEE MEETING DATES

Recommendation:

On the motion of Councillor Kevin Poynter and Michael Commins

That the Audit and Risk Committee endorse the schedule of Committee meeting dates to 30th June 2015 as follows:

Thursday 28 August 2014

Thursday 18 September 2014 – Financial Statements

Thursday 20 November 2014

Thursday 19 February 2015

Thursday 16 April 2015 – Planning Session

Thursday 28 May 2015

CARRIED

RP-8 INTERNAL AUDIT STRATEGY AND ANNUAL WORK PROGRAM

Recommendation:

On the motion of Steven Watson and Councillor Kevin Poynter

That the Audit and Risk Committee adopt the Internal Audit Strategy 2014-2018 and Internal Audit Annual Work Program for the year ending 30th June 2015.

CARRIED

RP-9 INTERNAL AUDIT PROGRESS REPORT

Recommendation:

On the motion of Michael Commins and Councillor Kevin Poynter

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

CARRIED

RP-10 LEAD ORGANISATION CRITICAL ISSUES LIST

Recommendation:

On the motion of Michael Commins and Councillor Kevin Poynter

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

CARRIED

RP-11 GENERAL MANAGERS UPDATE

Recommendation:

On the motion of Steven Watson and Michael Commins

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

CARRIED

RP-12 PROJECT MANAGEMENT STATUS

Recommendation:

On the motion of Steven Watson and Councillor Kevin Poynter

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

CARRIED

RP-13 FRAUD AND CORRUPTION PREVENTION PLAN

Recommendation:

On the motion of Councillor Kevin Poynter and Michael Commins

That the Audit and Risk Committee note the Fraud and Corruption Prevention Plan.

CARRIED

RP-14 NSW OFFICE OF WATER PERFORMANCE MONITORING REPORT

Recommendation:

On the motion of Michael Commins and Councillor Kevin Poynter

That the Audit and Risk Committee note the advice of the General Manager regarding the Water Performance Monitoring Report.

CARRIED

GENERAL BUSINESS

GB-1 PLANNING SCHEDULE

Recommendation:

On the motion of Steven Watson and Michael Commins

That the Audit and Risk Committee adopt the revised Planning Schedule.

CARRIED

Next General Meeting: Thursday 28 August 2014

Meeting Closed 11:50 am

8. LOCAL GOVERNMENT NSW 2014 ANNUAL CONFERENCE

RECOMMENDATION that:

- a) Council be represented the Local Government NSW 2014 annual conference;
- b) Council delegate be the Chairman and the General Manager (observer);
- c) Nominations be invited from any other Councillor to attend as an observer.
- d) Council nominate issues and 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 held at Coffs Harbour, from Sunday 19th October 2014 to Tuesday, 21st October 2014. The council was represented at the 2013 conference by Councillor Hiscock (Delegate), together with Councillors Verdon and McInerney and the General Manager (observers).

A copy of the Draft Program is attached for information.

Registrations for the Conference will be open in July 2014.

The Association is seeking input from Councils to guide the content of the business sessions. Councils are being requested to identify issues and or motions relating to the following overall categories and provide the details to the Association prior to Friday 1st August 2014.

1. Industrial Relations and Employment
2. Economic
3. Environmental
4. Governance/Civic Leadership
5. Social Policy

- **Draft Conference program**

Local Government NSW Annual Conference 2014

DRAFT PROGRAM 19 - 21 October, 2014 (as of 5 June 2014)

Main conference venue is C.ex Coffs, 1 Vernon Street, Coffs Harbour

Sunday 19 October

3.00pm – 7.00pm Registration opens, Upstairs Auditorium Lobby (off Blue Room)

5.00pm – 7.00pm President's Welcome Reception at C.ex Coffs
Welcome To Country (Performance)
Welcome from **Cr Denise Knight, Mayor of Coffs Harbour City Council**
Welcome from **Cr Keith Rhoades AFSM, President, LGNSW**

Monday 20 October

Business Session Day 1 - chaired by Cr Keith Rhoades AFSM, C.ex Coffs

8.00am – 5.00pm Registration opens in Trade Expo. Distribution of voting materials and electronic handsets

9.00am – 11.00am Opening of the Business session, Adoption of Standing Orders and Consideration of Motions chaired by the President

11.00am – 11.30am Morning tea in Trade Exhibition

11.30am – 11.35am Message from Local Government Super

11.35am – 1.00pm Consideration of Conference business continued chaired by the President

1.00pm – 1.50pm Lunch in Trade Exhibition sponsored by Local Government Super

1.50pm - 2.00pm Message from sponsor

2.00pm – 2.05pm Short address from the Mining Related Councils

2.05pm - 3.00pm Consideration of Government's response to the Local Government Review Panel's *Revitalising Local Government*

3.00pm – 4.00pm Consideration of Conference Business continued, chaired by the President
Collection of all electronic handsets and voting cards

4.00pm – 5.00pm Happy hour in Trade Exhibition

5.00pm – 5.30pm Delegate transfers back to accommodation for dinner

7.00pm – 7.30pm Transfers for delegates arriving at Dinner

Conference Dinner, Bonville Golf Resort, North Bonville Road, Bonville

7.30pm Arrival drinks and canapés
Entertainment with Soulman O'Gaia

8.15pm Delegates seated and main course served
Welcome from the President
Introduction of Major Sponsor Statewide Mutual
Presentation of Outstanding Service Awards

8.30pm Entertainment with Lisa Hunt

9.30pm Dessert served

10.00pm First transfers offered

11.00pm Function finishes, final transfer buses

Tuesday 21 October
Business Session Day 2, C.ex Coffs

8.00am – 5.00pm Registration opens in Trade Expo

8.50am – 9.00am Introduction by Master of Ceremony, **Ellen Fanning**

9.00am – 9.10am Annual Report and AGM from **Cr Keith Rhoades AFSM, President LGNSW**

9.10am – 9.20am Treasurers Report

9.20am – 9.40am Address from **The Hon Mike Baird MP, Premier of New South Wales** (invited)

9.40am – 10.00am Address from **The Hon Paul Toole MP, Minister for Local Government** (invited)

10.00am – 10.15am Facilitated Q and A with the **Premier of New South Wales/ Minister for Local Government**

10.15am – 10.30am Presentation of the AR Bluett Awards

10.30am – 11.15am **Claire Madden, Research Director, McCrindle Forecasts**, Demographic Change, Emerging Generations and the Future

11.15am – 11.35am Morning tea in Trade Exhibition

11.40am – 11.45am Message from sponsor

11.45am – 12.30pm **Paul Clitheroe AM, Director Ipac Securities, Chairman Financial Literacy Foundation, Chairman Money Magazine** on Business Trends in Australia (invited)

12.30pm – 1.00pm Address from **The Hon Duncan Gay MLC, Minister for Roads and Freight** (invited)

1.00pm - 2.00pm Address from keynote speaker on planning issues (to be confirmed). Planning Panel facilitated by MC, Ellen Fanning, on 'How to make informed decisions about Planning'

2.00pm – 2.15pm Close of Conference

2.15pm – 3.00pm Lunch (Conference closing)

This program is correct at the time of printing; speakers and program details may have changed due to unforeseen circumstances.

9. COUNCILLOR'S EXPENSES AND FACILITIES POLICY

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 20 August 2014.

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.

10. DRAFT POLICY 2.3 PESTICIDE USE NOTIFICATION PLAN

RECOMMENDATION that Council adopt Draft Policy 2.3 Pesticide Use Notification Plan.

In June 2007 a policy was adopted to guide Council staff in the public notification of pesticide use within the county council area.

This policy was updated in 2012 in accordance with requirements of the pesticide regulation 2009.

The aim of the plan is to meet the community's right to know about pesticide applications made to outdoor public places that are controlled/used/managed or owned by Council. The plan allows members of the community to take action to avoid contact with pesticides. The methods that Council implements under this plan are designed to have minimal impact on the local environment.

- **Draft Policy 2.3 pesticide Use Notification Plan**



POLICY REGISTER

PESTICIDE USE NOTIFICATION PLAN			
POLICY REFERENCE NUMBER:		POL 2.3	
Original publication date 24 TH August 2011 Min. No.11/94			
Revision number	Issue Date	Council resolution	Council meeting date
1	07/2007	07/45	July 2007
2 (update of format and dates only)	15/5/2012		
3	18/6/2014		25/06/2014
This document is to be reviewed every two years. Next review date: June 2016			
RESPONSIBLE OFFICER		General Manager	

PESTICIDE USE NOTIFICATION PLAN

INTRODUCTION

This *Pesticide use Notification plan* has been prepared in accordance with the requirements of the 'Pesticides Regulation 2009'. The plan sets out how Council will notify members of the community of pesticide / herbicide applications it makes or allows to be made in public places that it has access to.

Riverina Water County Council is a water supply authority that supplies drinking water to a number of Local Government areas including the City of Wagga and the Shires of Greater Hume, Lockhart and Urana, which includes the towns of Uranquinty, Ladysmith, Tarcutta, Yerong Creek, Mangoplah, Humula, Henty, Morven, Ralvona, Holbrook, Woomargama, Culcairn, Walla Walla, Walbundrie, Rand, Oaklands, Pleasant Hills, Urana, The Rock, French Park, Milbrulong, Lockhart, Boree Creek, Morundah, Bulgary, Currawarna, Collingullie, The Gap, Brucedale, Oura and rural areas.

There are over 27,000 customer connections within the 15,500 sq km served.

AIM

The aim of this plan is to meet the community's right to know about pesticide applications made to outdoor public places that are controlled / used / managed or owned by Council. This plan allows members of the community to take action to avoid contact with pesticides and the methods Council implements is designed to have minimal impact on the local environment.

PUBLIC PLACES COVERED BY THIS PLAN

Council proposes to use or allow the use of pesticides / herbicides in the following categories of outdoor public places that it has access to:

- Road verges and reserves;
- Road and rail easements accessible to the public;
- Urana Channel

It should be noted that Council uses pesticides / herbicides on land that has no potential for legal access so is not considered to be a public place. An example of this would be pipeline easement agreements between private land holders and Council.

The majority of pesticide use by Council consists of applying herbicides for weed control (primarily glyphosate) and the minor use of pesticides to control rodents and insects (primarily Rodex B and Solfac). Minor uses include applying pesticides to control certain insect pests within buildings and pits and baits to control rodents in and around buildings and pits.

NOTE: The use of pesticides (Rodex B & Solfac) is confined to buildings and pit areas owned and operated by Council and not open or accessible to the public.

PESTICIDE / HERBICIDE USE

<i>Public places</i>	<i>Regular user groups</i>	<i>Level of use of public place</i>	<i>Type of pesticide / herbicide use</i>
Road reserves	Motorists, the general public, employees and / or contractors etc	Variable and seasonal - low in remote areas but the possibility of medium to high use in urban areas	Herbicides, (glyphosate)
Road and rail easements accessible to the public	Motorists, the general public, employees and / or contractors etc	Variable and seasonal – Low usage	Herbicides, (glyphosate)

NOTIFICATION ARRANGEMENTS

Council's normal method of notification will be to have a sign on the vehicle (weed spraying) advising that pesticide use is occurring in combination with information on the pesticide being available from the operator upon inquiry.

In accordance with clause 20 (1) (h) of the Pesticides Regulation, the operator will be able to provide following information:

- the full product name of the pesticide to be used, and
- the purpose of the use, clearly setting out what pest or pests are being treated, and
- the date/s or date range of the pesticide use, and

- the places where the pesticide is being used, and
- contact details for a Council officer who can discuss the notice,
- any warnings regarding re-entry to or use of the place, if specified on the pesticide product label.

Operators will also carry the safety data sheet (SDS) relating to the pesticide in use.

No notice will be given for pesticide uses entailing small amounts of domestic-type pesticide products normally available in supermarkets in aerosol cans, baits, wands or hand held spray bottles.

COMMUNITY INFORMATION

Council will advise the community of this plan and its contents by:

- Having a copy of the plan available for viewing, free of charge, in Councils Office at 91 Hammond Ave. Wagga Wagga, and
- Including a copy of the plan on Councils website.
(www.rwcc.com.au)

FUTURE REVIEWS OF THE PLAN

This notification plan will be reviewed every 2 years or when circumstances require a review.

The review will be published on Councils website to allow submissions from interested parties, and if needed a revised plan prepared.

CONTACT DETAILS

Anyone wishing to contact Council regarding this *Pesticide Use Notification Plan* can do so by contacting;

The General Manager
Riverina Water County Council
91 Hammond Ave. Wagga Wagga. 2650
(PO Box 456)
Tel: 02 6922 0608
Fax: 02 6921 2241
e-mail: admin@rwcc.com.au



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Graeme Haley
GENERAL MANAGER

11. DRAFT POLICY 1.19 PROCUREMENT AND DISPOSAL

RECOMMENDATION that Riverina Water County Council adopted Draft Policy 1.19 Procurement and Disposal

In 2011 a policy was adopted to standardise and co-ordinate purchasing and disposal practices and procedures at Riverina Water County Council in the procurement of goods and services.

The purpose of the policy was to outline the purchasing standards of Riverina Water County Council (RWCC) and to provide a guide to employees and agents of the Council for purchasing.

The Policy stated that the following principles should be observed when purchasing goods and services for Council;

- Compliance with the Local Government Act 1993 and relevant Regulations;
- Ethical behaviour and fair dealing;
- Value for money;
- Open and effective competition;
- Business needs being met.

This policy has been the subject of a periodic review, with the main changes being in the format of the policy.

A copy of the Draft Policy 1.19 Procurement and Disposal is attached for Council's consideration.

- **Draft Policy 1.19 Procurement & Disposal**



POLICY REGISTER

PROCUREMENT & DISPOSAL POLICY			
POLICY REFERENCE NUMBER:		POL 1.19	
Original publication date 24TH August 2011 Min. No.11/94			
Revision number	Issue Date	Council resolution	Council meeting date
0	23/04/2014	14/xx	25 June 2014
This document is to be reviewed every two years. Next review date: June 2016			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

This policy document has been written to standardise and co-ordinate purchasing and disposal practices and procedures at Riverina Water County Council in the procurement of goods and services

1.1 Policy Objectives

The purpose of this policy is to outline the purchasing and asset disposal standards of Riverina Water County Council (RWCC) and to provide a guide to employees and agents of the Council for purchasing.

The following principles should be observed when purchasing goods and services for Council;

- Compliance with the Local Government Act 1993 and relevant Regulations;
- Ethical behaviour and fair dealing;
- Value for money;
- Open and effective competition;
- Business needs being met.

1.2 SCOPE:

This policy applies to all Riverina Water County Council employees and agents authorised to purchase goods and services on behalf of the Council.

RWCC personnel are not to commit the organisation to the purchase of goods and services other than in accordance with the policy and budget. As a rule, purchase orders are required to be raised prior to purchase of goods and services.

Goods and services purchased as part of a tender can be obtained on issue of a letter of acceptance. Purchase orders must follow in order to record committal of costs.

Council is required to call tenders for goods or services with an estimated value exceeding the NSW Department of Local Government tender limit of \$150,000.

This policy does not apply to goods and services purchased:

- From internal Council sources;
- In an emergency;
- By contractors or subcontractors of Council.

1.3 Legislative Context

The procurement of goods and services by Council must be in accordance with the provisions of s55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

1.4 Related Documents

Statement of Business Ethics
Gifts and Benefits Policy
Code of Conduct
Schedule of Delegations
Corporate Credit Card Policy

PART 2: POLICY CONTENT

2.1 General Provisions

All goods and services are to be purchased using the appropriate order form except in the following circumstances:

- Insurances
- Professional fees when a written instruction has been issued
- Fees imposed under an Act of Parliament
- Petty cash purchases
- Corporate credit card purchases
- Fuel card purchases

If it is impractical to issue the appropriate order form due to an urgent situation prior to the event, a confirmation order should be issued as soon as practical after the event.

2.2 Specific Provisions:

The following specific provisions apply under this policy;

- *Petty Cash*: May be used for one-off or urgent purchases of goods with a value of less than \$100 where such goods are not available through inventory. Staff should use their knowledge of the market to ensure they secure value for money.
- *Corporate Credit Cards*: May be used in accordance with Council's Corporate Credit Card Policy.
- *Existing Supplier Arrangements*: Where Council has existing arrangements with a particular supplier or contractor, and it is in Council's best interests to continue using such a supplier or contractor for ongoing or related services, Council may engage such a supplier or contractor for such ongoing or related services, provided such engagement is authorised by both the General Manager and Director of Engineering and, if over \$10,000, is reported to Council at the earliest opportunity.

2.3 Levels of Ordering:

(a) State Government Contract

Orders or contracts may be authorised by Council Officers who have delegated financial decision-making power by the General Manager where the supplies, consultants or professional services are provided under a State Government contract.

(b) All Other Purchasing Arrangements

In all other situations the following limitations apply:

- | | |
|--------------------------------|---|
| Purchases under \$1,000 | May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed with at least one verbal quotation, subject to: |
|--------------------------------|---|
- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
 - prices/rates being considered reasonable;
 - prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.

Purchases from \$1,000 to \$2,000

May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed with at least one written quotation, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
- prices/rates being considered reasonable;
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and
- all quotations being obtained in writing (email / fax are acceptable).

Purchases from \$2,000 to \$10,000

May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed after seeking at least 2 written quotes, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
- prices/rates being considered reasonable;
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and
- all quotations being obtained in writing (email / fax are acceptable).

Purchases from \$10,000 to \$150,000

May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed after seeking at least 3 written quotes, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
- prices/rates being considered reasonable;
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and
- all quotations being obtained in writing (email / fax are acceptable).

Purchases over \$150,000

Public tenders shall be invited in accordance with the Local Government Act 1993 (Section 55) and the Local Government (Tendering) Regulation 1993 and a written specification detailing the Council's requirements.

Exceptions to the Requirement to Seek Tenders or Quotations:

Section 55(3) of the NSW Local Government Act 1993 specifies:

(3) This section does not apply to the following contracts:

- (a) subject to the regulations, a contract for the purchase of goods, materials or services specified by a person prescribed by the regulations made with another person so specified, during a period so specified and at a rate not exceeding the rate so specified
- (b) a contract entered into by a council with the Crown (whether in right of the Commonwealth, New South Wales or any other State or a Territory), a Minister of the Crown or a statutory body representing the Crown
- (c) a contract entered into by a council with another council
- (d) a contract for the purchase or sale by a council of land
- (e) a contract for the leasing or licensing of land by the council, other than the leasing or licensing of community land for a term exceeding 5 years to a body that is not a non-profit organisation (see section 46A)
- (f) a contract for purchase or sale by a council at public auction
- (g) a contract for the purchase of goods, materials or services specified by the NSW Procurement Board or the Department of Administrative Services of the Commonwealth, made with a person so specified, during a period so specified and at a rate not exceeding the rate so specified
- (h) a contract for the employment of a person as an employee of the council
- (i) a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders
- (j) contract for which, because of provisions made by or under another Act, a council is exempt from the requirement to invite a tender
- (k) a contract made in a case of emergency
- (l) a contract to enter into a public-private partnership
- (m) if a council has entered into a public-private partnership-a contract entered into by the council for the purposes of carrying out a project under the public-private partnership (but only to the extent that the contract is part of the project that has been assessed or reviewed under Part 6 of Chapter 12)
- (n) a contract involving an estimated expenditure or receipt of an amount of less than \$100,000 or such other amount as may be prescribed by the regulations
- (o) a contract that is an environmental upgrade agreement (within the meaning of Part 2A)
- (p) a contract or arrangement between a council and the Electoral Commissioner for the Electoral Commissioner to administer the council's elections, council polls and constitutional referendums.

Tenders from Selected Persons:

The following purchasing arrangements may be established to comply with Section 55(4) of the NSW Local Government Act 1993:

(4) A council that invites tenders from selected persons only is taken to comply with the requirements of this section if those persons are selected:

- (a) from persons who have responded to a public advertisement for expressions of interest in the particular contract for which tenders are being invited, or
- (b) from persons who have responded to a public advertisement for recognition as recognised contractors with respect to contracts of the same kind as that for which tenders are being invited.

Standing Offer Arrangement or a Preferred Supplier Arrangement:

Council may establish and use a standing offer arrangement or a preferred supplier arrangement if:

- the supply of goods or services is needed in large volumes or frequently;
- it is able to obtain better value for money by aggregating demand for the goods or services needed; and
- the requirement for the goods or services can be stated in terms that would be well understood in the industry concerned.

Establishing and Using a Register of Pre-Qualified Suppliers:

Council may establish and use a register of pre-qualified suppliers if:

- it would be costly to prepare and evaluate invitations each time the goods or services were needed; or
- the capability or financial capacity of the supplier is critical; or
- there are significant security considerations; or
- compliance with defined standards is a pre-condition of offer to contract; or
- the ability of local business to supply the goods or services needed by the local government needs to be found out or encouraged.

Purchasing Arrangements to be for a Maximum of Two Years:

Council may enter a purchasing arrangement for longer than two years only if it is satisfied that better value will be achieved by entering into a longer arrangement.

SALE OR DISPOSAL OF LAND AND ASSETS

Principles

Whilst the same principles and standards that apply to the procurement process equally apply to the process of selling or disposing of land or assets, the following have specific application to the sale or disposal of land and assets:

- Transparency and accountability in sale and disposal practices and procedures.
- Thorough community consultation on proposed sale or disposal of significant and important assets.
- The equitable distribution of and access to quality physical assets within Riverina Water County Council service area.
- Recognition of opportunities to enhance local economic development and growth.
- The benefits of quality physical asset management including better service delivery, optimising the utilisation of assets, higher return on investments and creating opportunities to facilitate new facilities and services.
- Compliance with all statutory obligations. Commercial confidentiality.
- Consideration of ecological impact.
- Equitable, efficient and defective practices and decisions.

Criteria

The following criteria should be considered in deciding which method to use for the sale or disposal of land and assets:

- The number and type of known potential purchasers of the land or assets.
- The original intention for the use of the land or asset when purchased.
- The original method and intent of Council in obtaining ownership or custodianship of the asset.
- The current and possible preferred future use of the land or assets.
- Potential for development and local economic growth. Estimated value of the asset.
- The level of public interest in the disposal.

Methods of Disposal

The following general methods of sale or disposal of Council's assets are acceptable:

- a) Relocation of an asset which is surplus from one area within Council to another area within Council which can utilise the asset.
- b) Trade-in on new Assets.
- c) Sale by public auction.

- d) Open invitation to quote to staff in specific circumstances such as the disposal of obsolete equipment that has no significant market value.
- e) Open invitation to tender or quote to the public through advertisements in the media.
- f) Direct approach to potential purchasers in specific circumstances, such as:
 - Prior ownership of the land or asset
 - The owners of land adjoining the parcel of land for sale
 - Direct relationship with an asset
 - Prior contractual arrangement.
- g) Donation to charitable institutions or local community service organisations, such as the SES.
- h) Disposal at a Registered Tip.
- i) Scrapping of obsolete assets via disposal at a Registered Tip or Recycling Facility.

Council staff may only purchase assets being disposed of through an arm's length competitive process, such as calling of expressions of interests from staff or public auction. Assets will not be sold to individual staff by private treaty unless extenuating circumstances apply and only then with the express consent of the General Manager. Assets being scrapped are only to be taken by Council staff with the consent of the General Manager.

Tenders

Should Council determine to invite tenders or expressions of interest for the sale or disposal of land and assets, the same procedures that apply to the procurement process equally apply to the process of selling or disposing of land or assets.

BUSINESS ETHICS

Riverina Water County Council expects all its representatives, staff and Councillors to behave ethically. We are all required to abide by a written Code of Conduct. The Council also expects private industry and its representative to maintain similar standards of ethical conduct in their dealings with Council.

There are three main principles that form the basis of Riverina Water County Council's business agreements. Firstly, there is the need to get the best possible value for public money. Secondly, Local Benefit and thirdly Council needs to demonstrate impartiality and fairness at all stages of the process.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

Value For Money is determined by considering all the factors which are relevant to a particular process. For example, quality, reliability, timeliness, service, initial and ongoing costs are all factors which can make a significant impact on benefits and costs. Value for money does not mean 'lowest price'. However, the lowest price bid might offer best value if it meets other essentials such as quality and reliability.

Impartiality And Fairness are about being objective, even-handed and reasonable. An impartial person will try objectively to establish criteria for determining best value for money and will work hard to objectively assess each tender against criteria. A fair person would not for example change or introduce new selection criteria midway through the tendering process without advising all tenderers.

Being impartial includes taking into account the practicalities of a given situation. Impartiality does not require, for example, inviting bids from firms which have performed poorly in the past. In some circumstances, fairness takes into account the effects of actions of others. It would be unfair to call tenders when there is not serious intent to award a contract subject to a satisfactory offer.

Fairness does not necessarily mean pleasing everyone. Some people are occasionally adversely affected by fair decisions. Council operates from a viewpoint where it wishes to be fair in all its dealings and minimise where possible, any adverse effects of its decisions.

Riverina Water County Council expects staff and Councillors to:

- Respect and follow Council's policies and procedures
- Treat all tenderers for the supply of goods and services equitably
- Promote fair and open competition while seeking best value for money
- Protect confidential information
- Meet or exceed public interest and accountability standards
- Avoid situations where private interest could conflict with public duty
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties
- Respond promptly to reasonable requests for advice and information

Council expects tenderers, suppliers, consultants and contractors to:

- Respect the conditions set out in documents supplied by Council
- Respect the obligation of Council staff to abide by Council's procurement policy.
- Abstain from collusive practices
- Prevent unauthorised release of privileged information, including confidential Council information
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage

How It Works

There is no absolute definition of 'ethical behaviour'. If there is any doubt about the ethics of a proposed action, a sensitive test is whether or not you would be happy to see your behaviour published in the local newspaper.

Staff and Councillors of Riverina Water County Council or those in the employ of a tenderers, supplier, consultant or contractor who are concerned that a breach of the law or of ethical conduct may have taken place, should discuss the matter with Council's Public Officer on (02) 6922-0608.

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager or the Public Officer on (02) 6922-0608.

REFERENCES

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011, Local Government Act, 1993

Local Government (General) Regulation 2005

DLG Tendering Guidelines for NSW Local Government - October 2009

12. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 25/06/2014				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting Held 28 August 2013				
13/115	Common Property Identifier Number	General Manager	That Riverina Water County Council proceed with the implementation of a system of Common Property Identifier Numbers as soon as possible. The cost of implementing this programme is to be met by savings in the current budget or, alternatively, with a provision in the 2014/15 Operating Plan.	Discussion held with suppliers of GIS software. To transfer data into Council's Authority System by 30 June 2014.
13/117	Memorandum Of Understanding With Goldenfields Water County Council	General Manager	That Council: (i) Note the contents of the Memorandum of Understanding that has been negotiated with Goldenfields Water County Council, (ii) Agree to the signing of this Memorandum of Understanding, and (iii) Commence consultation with customers within the Riverina Water area, supplied from the Goldenfields Water source, with a view of transferring these customers to Goldenfields Water County Council on 1st July 2014.	Memorandum of Understanding Signed Consultation commenced.

Council Resolution Sheet – Meeting held 25/06/2014				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 23 April 2014				
14/47	Draft Delivery Program 2014/15–2016/17 And Draft Operational Plan 2014/15	General Manager	That in accordance with 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 put on public display. Advertised in DA and BMM each Saturday until 24 th May 2014. Submissions closed 2 June 2014. Report to Council's June Meeting.
14/49	Draft Policy 4.5 Work Health And Safety	General Manager	That Riverina Water County Council adopt Draft Policy 4.5 Work Health and Safety.	Policy included in Policy Register.
14/50	Local Government New South Wales - 2014 Water Management Conference	General Manager	That a) Council be represented at the Local Government New South Wales 2014 Water Management Conference, b) the Chairman or his nominee attend as a delegate, c) Cirs Verdon and McInerney attend as observers, and d) the General Manager and Director of Engineering or their nominees attend as observers	Delegates and observers registered, accommodation booked.
14/51	Annual Resident's Survey	General Manager	That a) the General Manager's report into the 2014 Riverina Water County Council residents survey been received and noted, c) the General Manager submit a further Report the development of a communications plan for improved engagement with our community	Report prepared for Council Meeting of 25 June 2014

14/52	Council Meeting Date – August 2014	General Manager	That Council's August 2014 Meeting be held on Wednesday 20th August.	Diary invitation sent to Councillors.
14/60	Tender W173 For Environmental Impact Statement For Wagga Wagga WTP	Manager Projects	That Hunter Water Australia Pty Ltd be awarded the contract for the Environmental Impact Statement for Wagga Wagga WTP, for the price of \$86,220.	Tenderers notified.

13. DRAFT COMMUNICATIONS PLAN

RECOMMENDATION that Council adopt the Draft Communications Plan.

At Council's meeting held 23rd of April 2014, Council considered the outcomes of its annual resident's survey. Following analysis of the survey results, Council requested the undersigned submit a further report on the development of a communications plan for improving engagement with our community.

A brief communications plan outlining Council's proposed actions with regard to communications and engagement with the community of Riverina Water County Council area is attached for council's consideration.

It is anticipated that this plan will be developed further and expand as time goes on.

- **Draft Communications Plan**

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Riverina Water County Council Communication Principles

1. Our communication is planned and pro-active
2. Our messages are clear, concise and easy to understand
3. We provide our customers with an opportunity to express their views and have input into our strategies
4. Our internal communications are open and engender trust amongst employees and Councillors
5. We maximise communication effectiveness by using the most appropriate communication channel
6. We evaluate the effectiveness of our internal and external communications on an ongoing basis

Key Messages

External

Our community makes a substantial investment in the County Council. In return, our job is to provide our customers with value for money.

We build strong partnerships and effective relationships to deliver the best possible outcomes.

We listen to our community – they have a real role to play in our water utility.

We rely on our community to help us focus on the right priorities.

Council gives priority to businesses looking to establish, invest or grow in our area in a sustainable way.

Key Messages

Internal

All RWCC employees are valued, respected and accountable for their performance.

Having staff engaged with our organisation is important to us.

Through working together, we make Riverina Water County Council an employer of choice.

RWCC leaders are visible and accessible.

Our conversations and relationships are a priority.

We encourage, acknowledge and celebrate success.

We make our workplace safe.

We manage our risks and look for innovative solutions to achieve the best outcomes.

We do the right things, the best way possible.

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Task

Media Relations / Publicity

Objectives

Media engagement is planned wherever possible

Acknowledge the value of the media as the key means of communicating with our key stakeholders

Strengthen our relationship with the media, dealing with them in an open, honest and proactive manner

Deliver clear, consistent messages to our stakeholders

Ensure both Riverina Water County Council and media representatives have a clear understanding of appropriate communication channels, procedures and protocols

Use the media to drive key aspects of Council's business and strengthen Council's brand

Strategies

- Relevant staff actively work on building strong, professional and effective relationship with media at all levels, including community newspapers and radio
- A formal meet the media luncheon is held annually for Councillors and senior staff
- Relevant staff to pro-actively identify positive publicity opportunities.
- Media releases are distributed on a regular basis, highlighting achievements of council
- Appropriate spokespeople are appointed and are well briefed prior to speaking to the media
- Policies and processes are developed to ensure Staff and Councillors are aware of media protocols and responsibilities
- Media training is provided as required for key staff and Councillors

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Task

Objectives

Strategies

Internal Communications

Ensure all staff are able to hear about their workplace before they read it in the newspaper

Encourage the use of clear, concise and easy to understand language throughout the organisation

Build engagement, commitment and loyalty among staff

Staff have a clear understanding of our organisation's purpose

Communicate Business Excellence principles throughout the organisation

Ensure effective communication with staff working remotely from Council's administration building

- Plain English training is made available to all staff
- Ensure outcomes from the Senior Management Team meetings are communicated throughout the organisation
- Continually look to increase readability and readership of staff newsletter. Include stories about remote and outdoor workers
- Encourage staff to tell 'good stories' about themselves and their achievements
- Work with Organisation Development to actively identify successes and acknowledgements
- Deliver effective communications for remote staff. Help drive a culture of inclusiveness across the organisation
- Develop appropriate speeches and messages as support for Chairperson and Councillors
- Ensure key messages are communicated throughout the organisation
- Use intranet effectively as an internal communications tool.

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Task

Issue / Crisis Management

Objectives

Manage issues before they become crises

Maximise effectiveness of organisation's crisis management strategies

Have a well-formulated and systematic plan for dealing with negative media coverage



Strategies

- Prioritise issues management as a key function within the organisation. Put it on the organisational agenda
- Identify issues as early as possible – consider social, political, economic and technological trends
- Analyse the issue – draw on past experience. How will it impact on the organisation?
- Issue strategy – Ensure objectives are aligned with Council's goals. Use clear, concise language, allocate necessary resources
- One or two spokespeople only for a major issue
- Ensure spokespeople are well briefed
- Provide media training where appropriate
- Establish a crisis communication/management team
- Establish a relationship with an outside public relations organisation

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Task

Corporate Branding

Objectives

Council's involvement in corporate and community activity is clearly identifiable and strategic in nature

Council's reputation is enhanced through its involvement in corporate and community events and projects

A professional, consistent and recognisable look and feel is presented whenever Council's brand is in the public domain

Projects clear consistent messages in everything we say and do

We strengthen our brand and use it to gain a competitive advantage

Strategies

- Council sponsorship policy is utilised to assess and deliver effective sponsorship outcomes for Council
- Council's brand will be clearly identified in the appropriate manner for all relevant sponsorship marketing opportunities
- Council representatives are well briefed and are equipped with key messages where appropriate
- Promotional/community activities are supported by a communications plan where appropriate
- Monitor and enforce adherence to Council's Corporate Identity Guidelines
- Heighten awareness and drive compliance of Council's Dress Guidelines
- Continually search for new and innovative branding opportunities
- Consistently update and utilise internal and external messages. Ensure Councillors and staff are briefed accordingly
- Deliver a quality quarterly Council newsletter to the community

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Task

Objectives

Strategies

Community Engagement

Ensure statutory obligations are met

Ensure those affected by Council decision have the opportunity to be involved in the decision making process, where applicable

Ensure the community is provided with the information it requires to participate in a meaningful way

Ensure engagement is meaningful and accessible for all the community groups

- Continually look to strengthen and enhance RWCC's reputation
- Utilise social media to engage hard to reach demographics

Website & Electronic Communication

Ensure Riverina Water County Council website reflects our corporate branding standards

Increase number of visitors to the site

Website is used as an effective tool to achieve Council's corporate objectives e.g. recruitment, data collection

Website is used to provide opportunities for engagement with community

- Provide oversight for any content on website
- Ensure site is linked to our social media tools
- Develop News section for use as short timeframe notifications
- Use analytics to measure site usage
- Create feedback opportunity via an online form. Monitor feedback

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Task

Events

Objectives

Effective an events process for RWCC is developed and communicated throughout the organisation

Council events are coordinated centrally through the General Manager

Strategies

- An events guide is used by Council staff and customers
- Council has a defined events process which is implemented effectively
- Debrief is held at the conclusion of relevant corporate or community activity
- A corporate calendar of events is utilised by Council and staff
- Council's events are seen as a key branding opportunity

□

Advertising

Inform RWCC customers about Council's decisions, events and operations

Use advertising to invite public engagement on relevant issues

Use advertising to broaden the appeal of Council's brand

Ensure all advertising adheres to Council's corporate branding standards

- Ensure compliance with advertising process
- Ensure all advertising conforms to Council's style guide standards
- Encourage the use of clear, easy-to-understand language where possible. edit unwieldy language where appropriate
- Seek advertising opportunities in alternative mediums for Council that offer strategic value
- Continually review and update advertising/corporate image in advertising space

RIVERINA WATER COUNTY COUNCIL COMMUNICATIONS PLAN

Task

Social media management

Objectives

Champion Social Media as a communications channel for Riverina Water County Council

Through the use of social media, create a positive online community that will increase communication avenues to residents, therefore increasing their awareness of Council's role, projects, events and initiatives.

Ensure staff are informed and correctly trained on the appropriate use of social media at work and as a Riverina Water County Council employee

Strategies

- Extend reach of our key messages online by engaging difficult to reach groups of the community
- Provide an informal, 'human' voice of the organisation to promote key messages, Council initiatives and specific projects across all sections
- Provide an additional method for residents and ratepayers to interact with the Council to provide feedback, seek help and suggest ideas
- Use social media as a "live" research tool to gain insights into community perception, issues and activities
- Build Council's brand by highlighting positive outcomes and feedback to increase awareness amongst the community
- Keep the community informed with live, up-to-date information on things such as supply limitations, water quality alerts and water restrictions updates
- Set annual social media goal and targets relevant to the current social media trends
- Ensure Council staff adhere to social media management directive

14. REPORT FROM DIRECTOR OF ENGINEERING - POSSIBLE LITIGATION

RECOMMENDATION that Council consider the report from the Director of Engineering regarding possible litigation whilst the meeting is close to the public, as it relates to the consideration legal advice concerning litigation as described by section 10(2) (f) in local government act 1993



Graeme J Haley
GENERAL MANAGER

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

1. WORKS REPORT COVERING APRIL 2014

RECOMMENDATION that this report be received and noted

- **April 2014 Works Report**

**DIRECTOR OF ENGINEERING'S REPORTS
TO JUNE 2014 COUNCIL MEETING**

13th May 2014

1 WORKS REPORT COVERING APRIL 2014

RECOMMENDATION That this report be received and noted.

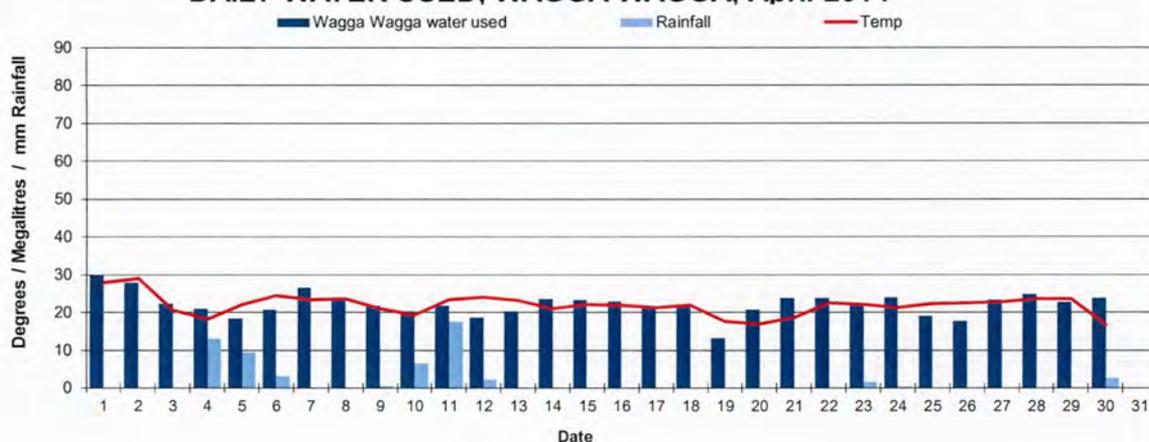
1.1 WATER SOURCED AND USED

April	2012	2013	2014
Rainfall	8.2	7	57.8
Wet Days	9	2	12
WATER SOURCED April 2014 (MI)			
North Wagga bores	156.43	187.18	154.60
West Wagga bores	419.24	566.29	311.55
East Wagga bores	223.25	95.39	214.62
Murrumbidgee River	44.80	167.03	64.76
SUB-TOTAL	843.72	1,015.89	745.53
Bulgary Bores	30.21	41.94	34.30
Urana Source	0.00	0.00	0.00
Ralvona Bores	16.11	21.88	18.83
Walla Walla Bores	7.65	0.00	0.29
Goldenfields Water Supply System	4.06	3.29	1.61
SUB-TOTAL	58.03	67.11	55.03
Woomargama	0.85	1.25	1.37
Humula	0.63	0.82	0.85
Tarcutta	2.41	3.33	3.08
Oura	2.65	4.16	1.80
Walbundrie/Rand	2.98	2.82	1.88
Morundah	0.56	0.69	0.45
Collingullie	4.41	4.97	3.95
SUB-TOTAL	14.49	18.04	13.38
TOTALS	916.24	1,101.04	813.94

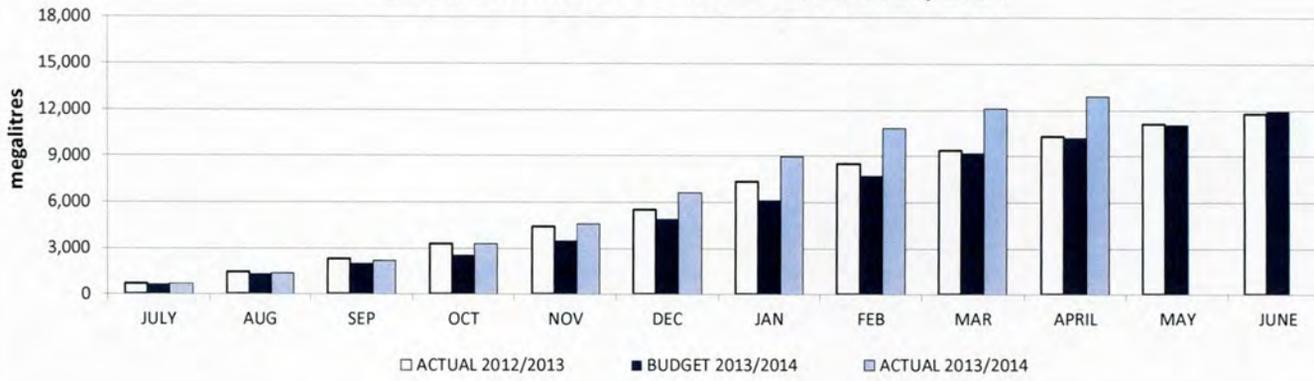
WATER USED April 2014 (MI)

	2012	2013	2014
East Bomen	15.92	24.21	20.22
Estella	50.52	49.72	40.10
North Wagga	66.62	82.88	73.86
Wagga Wagga – Low Level	184.97	166.19	130.95
Wagga Wagga – High Level	370.75	482.74	329.39
Wagga Wagga – Bellevue Level	46.36	63.23	38.14
SUB-TOTAL	735.14	868.97	632.66
Ladysmith System	3.86	4.29	2.79
Brucedale Scheme	16.26	21.86	13.96
Currawarna Scheme	12.84	13.77	10.33
Rural south from Wagga Wagga	69.01	112.47	85.54
Rural from Walla Walla Bore	7.65	0.00	0.29
Bulgary, Lockhart and Boree Creek	11.20	19.23	20.12
From Boree Crk to Urana and Oaklands	17.43	20.45	13.85
Holbrook	16.11	21.88	18.83
SUB-TOTAL	154.36	213.95	165.71
Woomargama	0.85	1.25	1.37
Humula	0.63	0.82	0.85
Tarcutta	2.41	3.33	3.08
Oura	2.65	4.16	1.80
Walbundrie/Rand	2.98	2.82	1.88
Morundah	0.56	0.69	0.45
Collingullie	4.41	4.97	3.95
SUB-TOTAL	14.49	18.04	13.38
TOTALS	903.99	1,100.96	811.75

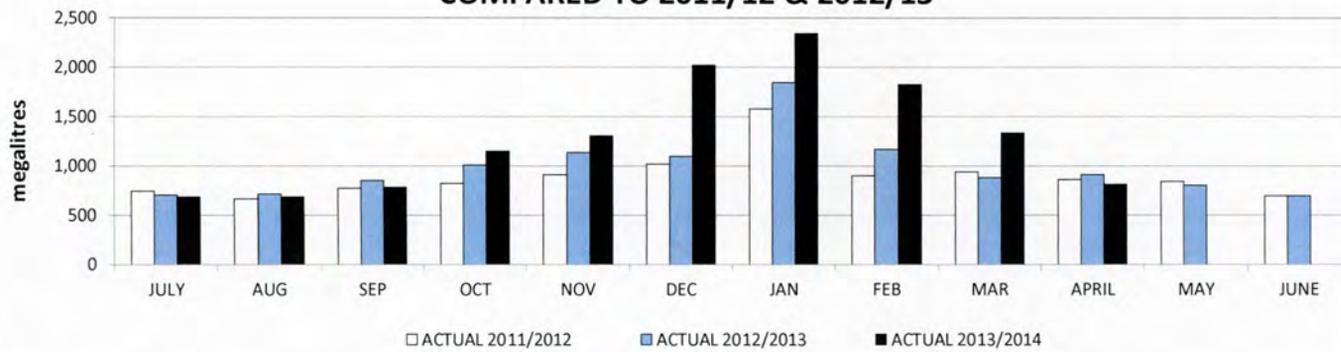
DAILY WATER USED, WAGGA WAGGA, April 2014



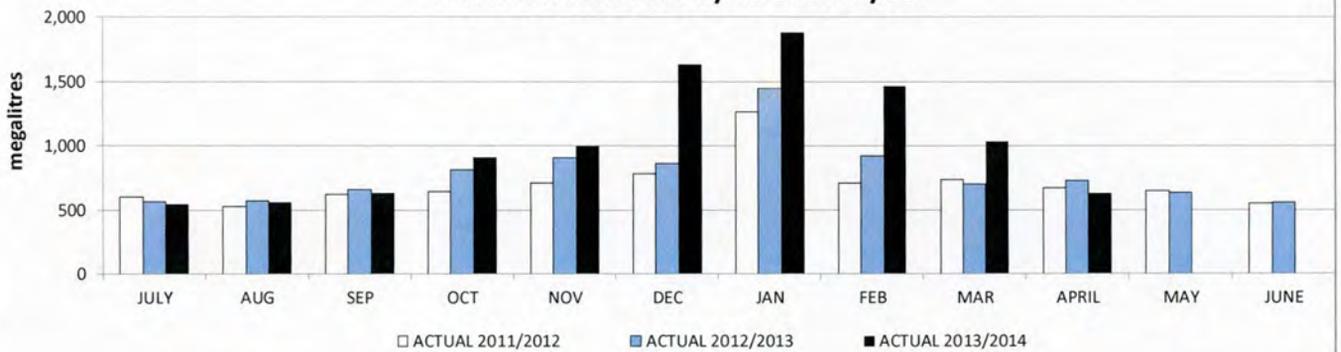
TOTAL CUMULATIVE WATER USED 2013/2014



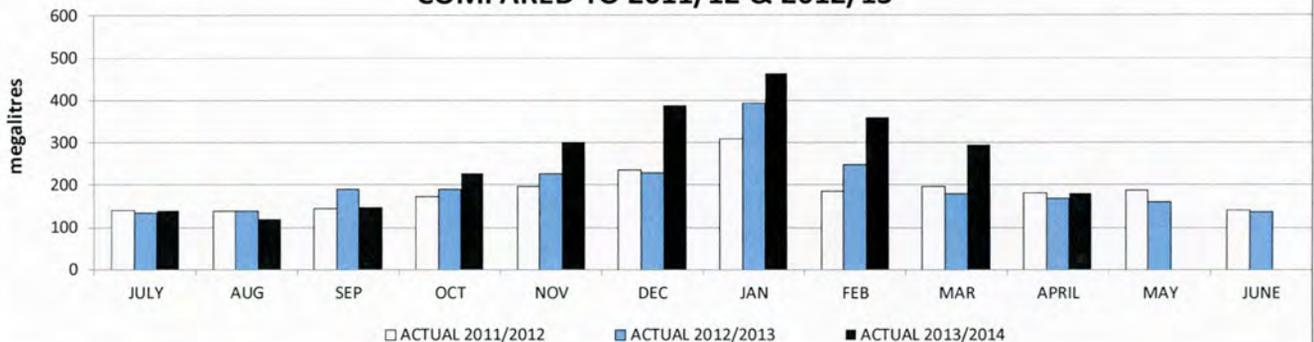
MONTHLY TOTAL WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF APRIL 2014

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	22	1		27	6	5				34	4	5
Brucedale												
Currawarna												
Euberta												
Humula										1		
Ladysmith										1		
Oura										1		
San Isidore												
Tarcutta										1		
The Gap												
Bulgary				1								
Collingullie												
French Park				1								
Lockhart	1		1	1		1					2	
Mangoplah												
Milbrulong												
Pleasant Hills				1								
The Rock	1			2						1		
Uranquinty	2		6									
Yerong Creek											1	
Culcairn												
Henty			1		1							
Holbrook				1						4	1	
Morven												1
Walbundrie										1		
Walla Walla										1		
Woomargama				1								
Boree Creek												
Morundah												
Oaklands												
Rand												
Urana				1								
TOTAL	26	1	8	36	7	6	0	0	0	45	8	6

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	Lake Albert Road	Wagga Wagga	100 BPVC	Accidental damage	No	1:30	10	10
3	184 Hamiltons Rd	Wagga Wagga	32 PVC	Pipe Failure (not specified)	No	0:30	1	1
4	20 Nicholi Cres	Lake Albert	100 AC	Pipe Failure (not specified)	No	1:00	28	10
7	Hampden Ave	North Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
10	Casleys Lane	Wagga Wagga	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
11	Inglis St	Lake Albert	100 AC	Pipe Failure (not specified)	No	5:30	22	15
11	17 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	2:30	22	25
18	18 Olearia Place	Lake Albert	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	3
24	20 Nicholi Crescent	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	1:15	28	5
28	20 Fife St	Forest Hill	100 AC	Pipe Failure (not specified)	No	1:00	28	13
29	39 Amaroo Crescent	Koorinal	100 AC	Tree Roots	Yes	0:00	0	2
TOTALS						13:15	139	99
Total Breaks – 11			Breaks needing shut off - 7			Breaks affecting customers – 7		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Olympic Hwy	Culcairn	100 AC	Leaking collar	No	1:00	10	3
1	Casleys Lane	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
11	Olympic Hwy	Yerong Creek	300 CI	Pipe Failure - Ground Movement	No	3:45	30	80
12	Simmo's, Linton St	Collingullie	100 WPVC	Tree Roots	Yes	0:00	0	3
22	Watson Rd	The Rock	100 WPVC	Leaking Gibault	No	2:30	5	6
22	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
24	736 Woomargama Way	Woomargama	75 AC	Tree Roots	No	1:00	15	4
24	Gap Hall-Downside Rd	Brucedale	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	1
24	Gap Hall-Coolamon Rd	The Gap	100 WPVC	Leaking SS clamp	Yes	0:00	0	1
24	Gap Hall-Coolamon Rd	The Gap	100 WPVC	Leaking SS clamp	Yes	0:00	0	1
26	'Martin' Lockhart-Narrandera	Lockhart	63 PE	Pipe Failure (not specified)	Yes	0:00	0	20
28	Wagga Road	Lockhart	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	20
TOTALS						8:15	60	159
Total Breaks – 12		Breaks needing shut off -			4	Breaks affecting customers – 4		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during April 2014 were:

Date	Location	Problem	Action Taken
4/04/2014	19 Tinga Cres, Koorinal	Dirty water	Owner had been away. Rusty pipes flushed
5/04/2014	23 Grevillia Cres, Lake Albert	Dirty water	Flushed main
14/04/2014	27 Murray St, Wagga	Dirty water	Flushed main
14/04/2014	91 Railway Pde, Henty	Dirty water	Flushed main. CI & Turb within ADWG after flush
28/04/2014	6 Carmody St, Koorinal	Dirty water & sediment	Mains water within ADWG. Internal pipework rusty
18/04/2014	63 Mima Cres, Glenfield	Off tasting water	Flushed main till water cleared
20/04/2014	17 Otama, Glenfield	Dirty water	Flushed main till water cleared

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during April 2014 include:

LOCATION	PROJECT	100	200
		DICL	DICL
Lloyd, Wagga - Stage 5	New Subdivision	91	22
	TOTAL	91	22

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during April 2014 include:

LOCATION	PROJECT	100	
		OPVC	DICL
Rhoda Ave, Wagga	Mains Replacement		103
Uranquinty	Mains Replacement	120	
	TOTAL	120	103

1.6 OTHER CONSTRUCTION

No other construction works during April 2014.

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during April 2014 include:

LOCATION OR PROJECT	WORK DONE
West Wagga WTP	Overhaul fluoride transfer pump
Waterworks	Overhaul plant No. 1 fluoride pump
Collingullie WTP	Overhaul & replace seal filter pump No. 1
Ralvona Bore No. 1 Bore	Reinstate following re-development
Gardners Crossing WTP	Reinstall following repair to on-line turbidity meter
Waterworks	Drain & clean floc. tank No. 2
Waterworks	Pump out & replace filter sand plant No. 2

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during April 2014 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	37
Plumpton Road	29
Estella	65
Bomen	13
Gregadoo Road	Out of Service
Forest Hill	Out of Service
Lockhart	20
Holbrook	9
Henty	1
Yerong Creek	30
Pleasant Hills	8

1.9 STAFF TRAINING & SAFETY

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

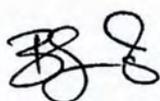
Training or Programme	Number of Staff
First Aid Refresher	2
HC Licence – Training & Assessment	1
Access Rail Corridor – TSA SA	1
IPWEA – Powers/Duties LG Engineers	7
Plumbing Expo – Melbourne	2

1.10 FLEET DISPOSALS

No Fleet disposals made during April 2014.

1.11 FLEET ACQUISITIONS

No Fleet acquisitions made during April 2014.



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING MAY 2014

RECOMMENDATION that this report be received and noted

- May 2014 Works Report

A handwritten signature in black ink, appearing to be 'Bede Spannagle', written in a cursive style.

Bede Spannagle
DIRECTOR OF ENGINEER

**DIRECTOR OF ENGINEERING'S REPORTS
TO JUNE 2014 COUNCIL MEETING**

18th June 2014

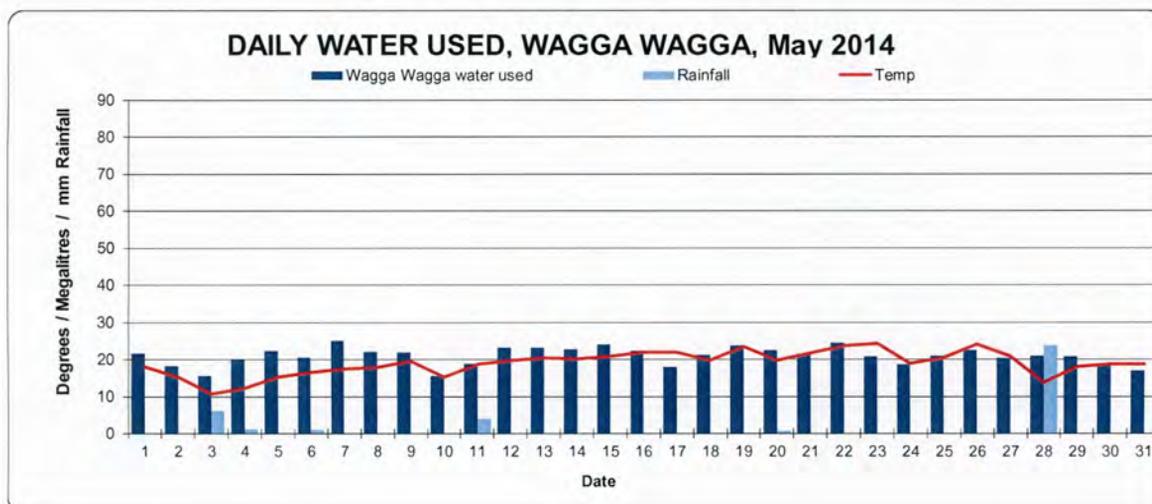
1 WORKS REPORT COVERING MAY 2014

RECOMMENDATION That this report be received and noted.

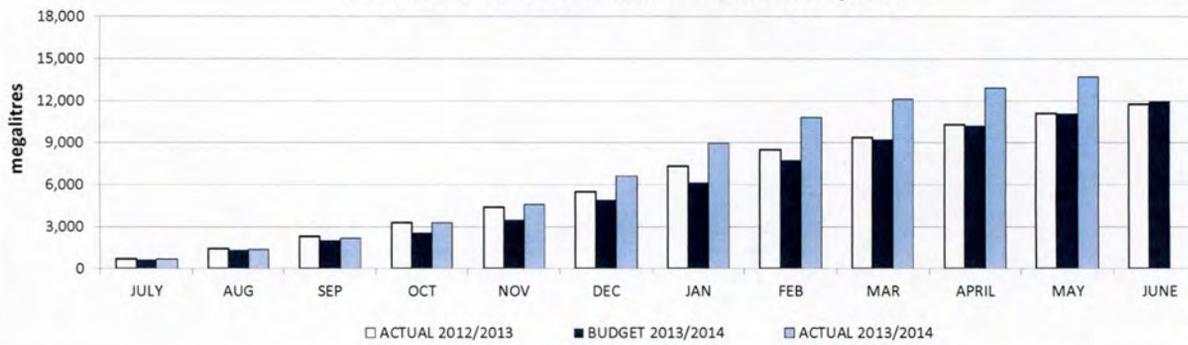
1.1 WATER SOURCED AND USED

May	2012	2013	2014
Rainfall	28.6	88.8	38.0
Wet Days	15	12	11
WATER SOURCED May 2014 (MI)			
North Wagga bores	153.25	138.79	164.64
West Wagga bores	297.76	186.42	124.68
East Wagga bores	209.55	304.83	431.28
Murrumbidgee River	0.00	4.22	0.00
SUB-TOTAL	660.56	634.26	720.60
Bulgary Bores	21.31	21.65	30.02
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.95	13.56	18.26
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.10	2.61	1.71
SUB-TOTAL	36.36	37.82	49.99
Woomargama	0.83	0.83	1.33
Humula	0.76	0.62	0.71
Tarcutta	1.85	2.01	2.71
Oura	1.90	2.30	1.91
Walbundrie/Rand	1.55	1.65	2.07
Morundah	0.30	0.42	0.31
Collingullie	3.25	2.66	3.80
SUB-TOTAL	10.44	10.49	12.84
TOTALS	707.36	682.57	783.43

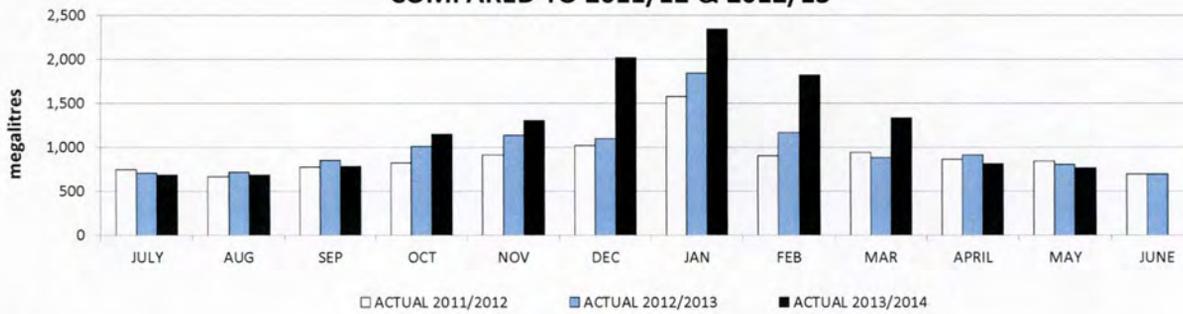
WATER USED May 2014 (MI)			
	2012	2013	2014
East Bomen	15.49	16.76	22.54
Estella	29.98	26.96	37.65
North Wagga	79.28	82.87	75.54
Wagga Wagga – Low Level	122.03	118.34	120.89
Wagga Wagga – High Level	285.71	280.92	309.16
Wagga Wagga – Bellevue Level	28.77	27.85	33.94
SUB-TOTAL	561.26	553.70	599.72
Ladysmith System	2.76	2.96	3.31
Brucedale Scheme	9.69	12.81	12.69
Currawarna Scheme	10.57	6.17	8.32
Rural south from Wagga Wagga	67.19	64.33	80.82
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	10.57	11.96	18.09
From Boree Crk to Urana and Oaklands	9.62	9.50	11.66
Holbrook	13.95	13.56	18.26
SUB-TOTAL	124.35	121.29	153.15
Woomargama	0.83	0.83	1.33
Humula	0.76	0.62	0.71
Tarcutta	1.85	2.01	2.71
Oura	1.90	2.30	1.91
Walbundrie/Rand	1.55	1.65	2.07
Morundah	0.30	0.42	0.31
Collingullie	3.25	2.66	3.80
SUB-TOTAL	10.44	10.49	12.84
TOTALS	696.05	685.48	765.71



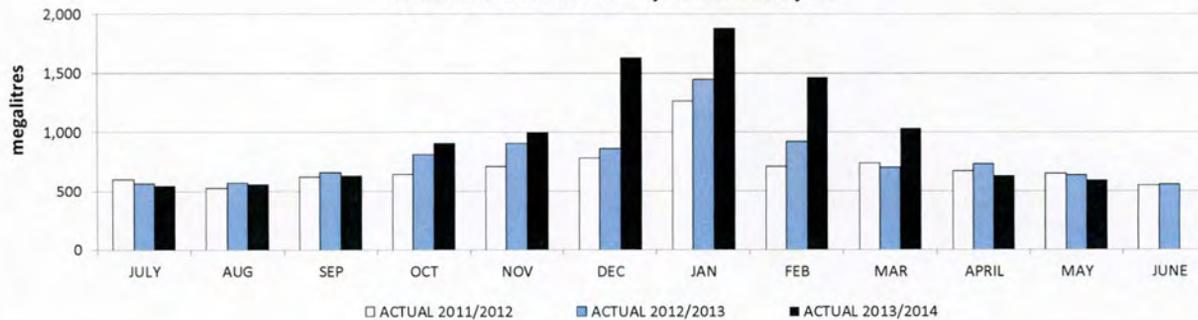
TOTAL CUMULATIVE WATER USED 2013/2014



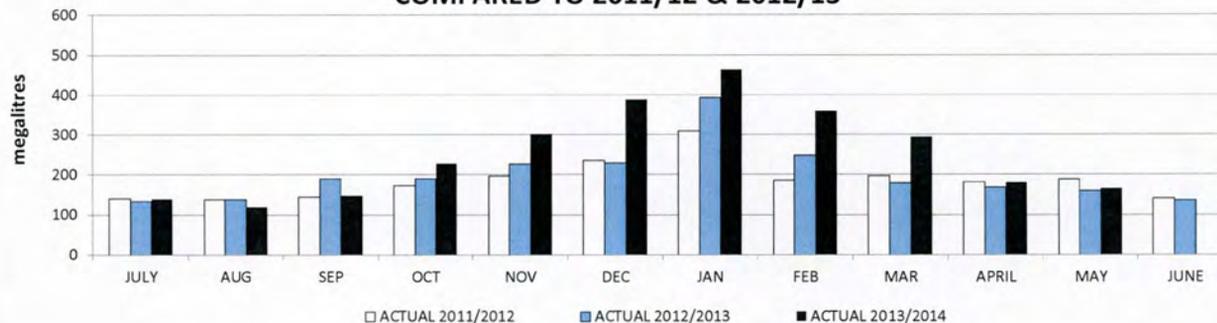
MONTHLY TOTAL WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF MAY 2014

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	23		24	17	6	5				40	7	9
Brucedale				1								
Currawarna										1		
Euberta												
Humula				1								
Ladysmith										1		
Oura												
San Isidore				1						1		
Tarcutta												
The Gap												
Bulgary												
Collingullie				1								
French Park			1									
Lockhart	1			1								
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock				1						1	1	
Uranquinty						1						
Yerong Creek												
Culcairn											1	
Henty				1						1	1	3
Holbrook	2					1				2	1	
Morven												
Walbundrie												
Walla Walla				1							1	
Woomargama				1								
Boree Creek												1
Morundah												
Oaklands												
Rand												
Urana						1					1	
TOTAL	26	0	25	26	6	8	0	0	0	47	13	13

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	Crisp Drive/Francis Court	Ashmont	150 AC	T/ Band Broken/Leaking	No	3:00	29	10
13	19-20 Darri St	Glenfield	100 AC	Leaking SS clamp	Yes	0:00	0	2
14	86 Dunns Rd	Bomen	40 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
23	Federation Rd	Wagga Wagga	32 PVC	Leaking SS clamp	Yes	0:00	0	5
29	94 Plumpton Rd	Wagga Wagga	75 AC	Pipe Failure (not specified)	Yes	2:00	0	5
TOTALS						5:00	29	27
					Breaks needing shut off -	1	Breaks affecting customers - 1	
Total Breaks - 5								

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
8	Milthorpe St	Oaklands	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	5
9	Benambra Rd	Walla Walla	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	4
9	Mitchells Rd	Milbrulong	200 AC	Pipe Failure - Ground Movement	Yes	0:00	0	30
11	36 Williams St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
12	Olympic Hwy	Culcairn	200 AC	Pipe Failure - Ground Movement	Yes	0:00	0	100
12	Old Trunk Rd	The Rock	80 CI	Pipe Failure - Ground Movement	Yes	0:00	0	5
13	Old Trunk Rd	The Rock	80 CI	Pipe Failure - Ground Movement	Yes	0:00	0	3
13	Morgans Rd	Walla Walla	75 AC	Accidental damage	No	3:30	15	20
11	River Road	The Gap	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
15	2 Galore St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	8
18	County Boundry Rd	Pleasant Hills	40 PVC	Leaking collar	No	1:30	2	4
19	Rods Rd	The Rock	50 PVC	Leaking collar	No	2:00	0	2
25	Tip Rd	Milbrulong	150 CI	Tree Roots	No	0:50	6	10
26	2 Galore St	Lockhart	100 AC	Leaking SS clamp	Yes	2:35	1	2
27	15 Sladen St	Henty	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	11
28	32 Sladen St	Henty	100 BPVC	Accidental damage	No	0:00	8	15
30	Mitchells Rd	Milbrulong	150 CI	Pipe Failure - Ground Movement	No	0:00	5	30
TOTALS						10:25	37	264
			Breaks needing		Breaks affecting			
Total Breaks – 17			shut off -		6	customers – 6		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during May 2014 were:

Date	Location	Problem	Action Taken
15/05/2014	11 Urana St, Turvey Park	Dirty water	HWS causing problems
19/05/2014	61 Coleman St, Wagga	Dirty water	Mains & meter flushed. Turb within ADWG
19/05/2014	2/2 Hargrave Ave, Lloyd	Dirty water	Turb within ADGW through property. HWS dirty
28/05/2014	69 Trail St, Wagga	Dirty water	Flushed service
29/05/2014	18 Sunshine Ave, Turvey Park	Dirty water	Gal pipes. Flushed property. Turb within ADWG
29/05/2014	84 Travers St, Wagga	Dirty water	Flushed service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during May 2014 include:

LOCATION	PROJECT	100	200	300	375
		OPVC	OPVC	DICL	DICL
Boorooma Stage 2	New Subdivision	510	295		
Pine Gully Rd, Wagga	Mains Extention			6	58
Bourkelands Stage 20	New Subdivision	55	105		
	TOTAL	565	400	6	58

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during May 2014 include:

LOCATION	PROJECT	100
		DICL
Rhoda Ave, Wagga	Mains Replacement	9.5
	TOTAL	9.5

1.6 OTHER CONSTRUCTION

Other construction works during May 2014 include:

LOCATION OR PROJECT	WORK DONE
Mangoplah Reservoir	Pipework for new Reservoir - 150mm DICL 86 metres
Forsyth Street, Wagga	Renew road crossing for WWCC road works
Henty	Water Quality - Flush Mains

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during May 2014 include:

LOCATION OR PROJECT	WORK DONE
Gregadoo Pump Station	Highlift pump & motors 1 & 2 overhauled
Urana WTP	Filters emptied & cleaned
Morundah WTP	Filters emptied & cleaned
West Wagga Aeration	Drained & cleaned
Woomargama WTP	Highlift pump & motors 1 & 2 overhauled
Ludwigs Reservoir	Lightning arrestor replaced after strike
North Wagga Aeration	Drained & cleaned
Bulgary Bores	Cynet communications equipment replaced

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during May 2014 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	36
Plumpton Road	16
Estella	68
Bomen	10
Gregadoo Road	Out of Service
Forest Hill	Out of Service
Lockhart	34
Holbrook	14
Henty	8
Yerong Creek	6
Pleasant Hills	16

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
First Aid Refresher	1

1.10 FLEET DISPOSALS

Fleet disposals made during May 2014 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T3	Meters	Small Truck	Hino Dutro 6500gvm	2004	143,697
T30	Electricians	Extra Cab with Tray	Ford Ranger	2010	82,902
T11	Spare	Dual Cab Ute	Isuzu D-Max LSU	2011	62,633
T17	The Rock	Extra Cab with Tray	Ford Ranger	2011	64,301
T13	Meters	Dual Cab Ute	Nissan Navara RX	2011	80,082

Disposal Details		
Vehicle No	Method	Price exc GST
T3	Auction - 30/04/2014	\$15,455
T30	Auction - 07/05/2014	\$16,364
T11	Auction - 07/05/2014	\$25,455
T17	Auction - 21/05/2014	\$18,997
T13	Auction - 21/05/2014	\$18,545

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during May 2014 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
T30	6	Hillis Ford	Extra Cab with Tray	PX Ranger	\$29,584
T17	6	Hillis Ford	Extra Cab with Tray	PX Ranger	\$29,584
T13	6	Wagga Motors	Dual Cab Ute	Isuzu D-Max	\$28,870

1.12 MAJOR CAPITAL PROJECTS PROGRESS



- On track



- Behind Schedule



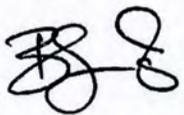
- Unlikely this Financial Year

MAJOR PROJECTS 2013/14 (> Over \$100,000) - May 2014

Description	Original 2013/14 Budget	Revised 2013/14 Budget	Actual & Committed to Date	Comments
MANAGEMENT				
Demand Management				
Demand Management - Urban	\$300,000	\$100,000	\$65,429	No further projects scheduled for 2013/14.
Access, parking and Landscaping				
Levee protection feasibility study/flood modeling/soil testing/Review of Environmental Factors - Wagga depot	\$50,000	\$130,000	\$43,169	Geotechnical Investigation completed. REF commenced but will not be completed until 2014/15.
WORKING PLANT & VEHICLE PURCHASES				
Routine plant & vehicle replacements	\$1,000,000	\$800,000	\$776,628	Indications for total purchases for 2013/14 FY is \$830,000.
SOURCES				
Bores				
West Wagga Bore 4 - Reline & Riserless, Switchboard, Pump & Motor	\$0	\$125,000	\$123,840	Completed.

Walla Walla Bore 1B or 2B - Non-Urban	\$275,000	\$275,000	\$217,352	Contractors started in May. Funds are committed but works will run into next FY. Test bore completed and now progressing to production.
TREATMENT PLANTS				
Treatment Plant refurbishments				
Underground powerlines - Urban	\$800,000	\$800,000	\$1,380,135	Installation of conduits completed. Cable delivery delayed. Completion and Commissioning in October 2014.
WTP Preliminaries and Tender Documentation - Urban	\$0	\$800,000	\$1,907,345	Public Works have commenced the detailed design and plant layout has been finalised.
WTP ancillary works - Urban	\$0	\$200,000	\$88,143	Geotechnical investigations completed. Site preparation works commenced including preparation of temporary storage areas. Remaining funds to carry over to 2014/15 for resizing of the spoil dewatering facility. Work delayed due to consideration of environmental impact as part of EIS.
DISTRIBUTION				
PUMPING STATIONS				
Renewals and Upgrades				
Watsons Road Mangoplah Pump Station Upgrade	\$0	\$100,000	\$0	Budget adjusted in March 2014 quarterly review. Remaining funds to be carried over to 2014/15
MAINS				
System Improvements				
Bellvue interconnection 1.28km along Holbrook Rd	\$200,000	\$200,000	\$193,510	Works fully completed.
Reticulation for Developers				
Reticulation for Developers - Urban	\$400,000	\$700,000	\$637,208	Subdivision activity higher than anticipated. Being completed as required.
Renew Reticulation Mains				
Lake Albert Rd Replacement	\$150,000	\$150,000	\$7,696	Design completed. Work to commence in 2014/15, remaining funds to be carried over to 2014/15.
Renew Trunk Mains				

Southern Trunk - Kapooka Highway Realignment 2km 450mm DICL	\$900,000	\$100,000	\$40,712	Construction commenced in June. Construction works will carry over into 2014/15. Budget adjusted in March 2014 quarterly review.
Southern Trunk - West Wagga to Kapooka 2.2km 450mm DICL	\$990,000	\$100,000	\$56,755	Construction of stage 1 commenced in June. Design for other stages still to be finalised & construction will be completed in 2014/15. Budget adjusted in March 2014 quarterly review.
RESERVOIRS				
New Reservoirs				
Mangoplah - Non-Urban	\$347,000	\$170,000	\$83,248	Design review completed by consultants. Tender specification being finalised for tenders to be called in July/August. Budget remaining to be carried over for construction in 2014/15.
SERVICES				
Service Connections, new				
Service Connections, new - Urban	\$420,000	\$600,000	\$433,598	Subdivision activity higher than anticipated. Being completed as required.
Renew Services				
Renew Services - Urban	\$120,000	\$120,000	\$43,026	Being completed on as required basis. Unlikely to spend total amount this FY.



Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC
(Confidential Reports)