



2nd December 2011

## NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

**FRIDAY, 9<sup>TH</sup> DECEMBER, 2011  
at 2.30 pm**

and your attendance is requested accordingly

Yours faithfully

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

G J Haley  
GENERAL MANAGER



## **AGENDA**

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CONFIRMATION OF MINUTES HELD ON 5<sup>TH</sup> OCTOBER 2011

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

6<sup>th</sup> December 2011

The Chairperson and Councillors:

### **1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS**

**RECOMMENDATION** that the report detailing Council's external investments for the months of October 2011 and November 2011 be received.

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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 31st October 2011 and 30<sup>th</sup> November 2011 as attached (Appendix 1)

### **2. QUARTERLY BUDGET REVIEW - PERIOD ENDED THE 30th SEPTEMBER 2011**

**RECOMMENDATION** that the Quarterly Budget Review for the period ended 30th September 2011 be received.

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The quarterly review of council's budget for the period ended 30 of September 2011 is submitted for examination by Council (refer Appendix 2)

The anticipated operating result for 2011/2012 is expected to be a surplus of \$3,233,000; the same anticipated result is the original budget.

Councillors will notice that the quarterly budget review is in a different format to that presented in previous years. The revised format is in keeping with guidelines issued by the Department of Local Government

A number of variations to the capital works budget are recommended.

These are listed on page 4 of the statement and are recommended to allow for carry over works to be completed (Red Hill Reservoir), an increase in the anticipated cost of the Fitter/Electrician Workshop and to allow for the completion of Strategic Planning Documents.

### 3. SHIRES ASSOCIATION OF NSW “G” DIVISION – ANNUAL CONFERENCE

It is **RECOMMENDATION** that:

- 1) Council be represented at the %G+Division Annual Conference;
  - 2) The Chairperson and Deputy Chairperson or their nominees attend as Council delegates, and
  - 3) General Manager or his nominee attend as an observer.
- 

Shires Association of NSW %G+Division has advised that the 44th Annual Conference of %G+ Division will be held on Thursday 16<sup>th</sup> February 2012 in at the Wagga Wagga Commercial Club, hosted by Riverina Water County Council.

Council can send two delegates Clr. R. Kendall represented Council at the 2011 Conference.

### 4. WORKSHOP OPERATIONAL PLAN 2012/2013

**RECOMMENDATION** that Council hold a Workshop to discuss key aspects of the 2012/13 Operational Plan, prior to Council February Meeting commencing at 11.30am followed by lunch, with the Council Meeting to commence at 1.30pm.

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In the preparation of the Draft Operational Plan in 2011/12 Council held a Workshop prior to the February Council Meeting.

It is suggested to again hold a Workshop prior to Council February Meeting commencing at 11.30am followed by lunch, with the Council Meeting to commence at 1.30pm

### 5. POLICY 3.4 SAFE DRIVING

**RECOMMENDATION** that Riverina Water County Council adopt the Draft Safe Driving Policy.

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Council's Occupational Health and Safety staff have drawn up a Draft Safe Driving Policy to be used as a guide for staff in the operation of Council vehicles.

A draft policy has been developed and is attached for councillor's information (Appendix 3)

By establishing a safe driving policy Riverina Water County Council is advocating an integration of safe vehicles, safe driving or operating behaviours and safe management practices.

The purpose of the policy is as follows:

- Commitment to health safety and welfare workers,
- To increase awareness and understanding among workers of safe driving practices,
- Reduce both the human and financial costs resulting from motor vehicle incidents,
- Improved fleet and plant safety, reflecting a responsible corporate image in the wider community.

## **6. POLICY 4.4 ULTRA VIOLET RADIATION EXPOSURE AND HOT/COLD WORKING ENVIRONMENT**

**RECOMMENDATION:** That the draft Ultra Violet Radiation Exposure and Hot/Cold Working Environment Policy be adopted.

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The Draft Policy 4.4 Ultra Violet Radiation Exposure and Hot/Cold Working Environment was drawn up in July 2009. It has been discovered that this policy has never been formally adopted by Council. It is now submitted for Council's consideration. (Appendix 4)

The purpose of the Policy is as follows:-

To eliminate or satisfactorily reduce the risk of exposure of RWCC staff to the hazard of Ultra Violet Radiation and to eliminate or reduce the risk of skin cancer, thermal stress, dehydration and other injuries related to exposure to extremes of temperature. (As per the NSW Occupational Health & Safety Regulation 2001 Reg. 47; 48)

## **7. POLICY 4.6 CLOTHING AND PROTECTIVE PERSONAL EQUIPMENT**

**RECOMMENDATION:** That the draft Clothing and Personal Equipment Policy be adopted.

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The current Policy 4.6 Clothing and Personal Equipment became effective in February 2010 has been reviewed and revised. (Appendix 5)

The significant changes made in the draft are set out below:

- To better comply with advice regarding UV protection
- To cover clothing issues that were previously not covered.
- To change the format of the policy so that details are covered in a schedule referred to in the policy.
- To enhance the image of staff.

## **8. POLICY 4.15 EMPLOYEE HEALTH ASSESSMENT AND HEALTH MONITORING**

**RECOMMENDATION** that Riverina Water County Council adopt the Draft Employee Health Assessment and Monitoring Policy.

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In the past Riverina Water County Council has had policies regarding employee health assessment and the monitoring of employee health.

It is felt that it is appropriate that these policies be merged into one overall policy and that procedures be developed under guidance of the policy for the day-to-day management of these issues. (Appendix 6)

The combined policies have not changed to any significant degree.

The Policy covers:

- Health assessments for the purpose of determining the risk of harm to a person when placing him/her in a role or when returning from injury.
- Periodic health assessment as part of a health monitoring process for possible exposure to hazardous substances or environments.

## 9. REQUEST FOR APPROVAL TO INSTALL WATER MAINS IN SUBDIVISIONS

**RECOMMENDATION:** that Powers Insulation & Plumbing be advised that Riverina Water County Council is unable to grant its request at this time.

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A letter has been received from Powers Insulation & Plumbing requesting consideration to become certified to install water mains in the Riverina area. They advised that they interested in subdivisions installation works.

They further requested information on the steps required to receive this qualification.

To date Riverina Water County Council has not permitted the private installation of water mains within subdivisions in the county area.

There have been a number of reasons for this.

- The need to ensure that the mains are installed to the appropriate standard creates the need to undertake a rigorous inspection regime, should private installation works be undertaken,
- Council would take over responsibility for the newly installed mains and would therefore have to be completely satisfied as to the standard of work
- Riverina Water County Council does not have the qualified staff resources to undertake the necessary inspections, since the inspection regime for private installations would be, by necessity more rigorous,
- the need to keep Council Construction staff fully employed,

At the current time that it does not appear to be a large demand for installation works in subdivisions within the County area and in any event Riverina Water County Council has adequate resources to undertake these works at a reasonable price.

Council staff are attempting to reduce the cost of undertaking these types of works on behalf of developers by improved coordination of such works with other utility suppliers and subdividers.

There is a possibility, in the future, that should plumbers requesting such work be certified to ISO 9000 standards, and have a proven track record, that these opportunities may open.

## 10. LOAN FACILITY

**RECOMMENDATION** that Council resolve to borrow \$1,500,000 in December 2011, being part of budgeted borrowing for the 2011/12 financial year, for capital works projects.

Quotes have been obtained from National Australia Bank, Westpac and Commonwealth. National Australia Bank is able to provide the most competitive rates and borrowing products. The loans listed below do not have any associated set-up or monthly fees. Interest rates listed are as of the date noted, which changes daily and may vary to the rate on the day the loan is actually drawn down.

It is proposed to have a mixed structure loan (a fixed portion and a variable portion), whereby Council would be able to repay additional sums on the principal of the Variable Rate Loan, should it be in a position to do so. This type of variable loan does carry a slightly higher risk, should interest rates increase over time.

The proposed loan structure and rates are listed below:

10 year fixed principal and interest loan - \$1,000,000 . 6.42% (as of 29/11/11)

Variable principal and interest loan - \$500,000 . 6.20% (as of 29/11/11)

Yours faithfully



Graeme J. Haley  
**GENERAL MANAGER**

## DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING DECEMBER 2011

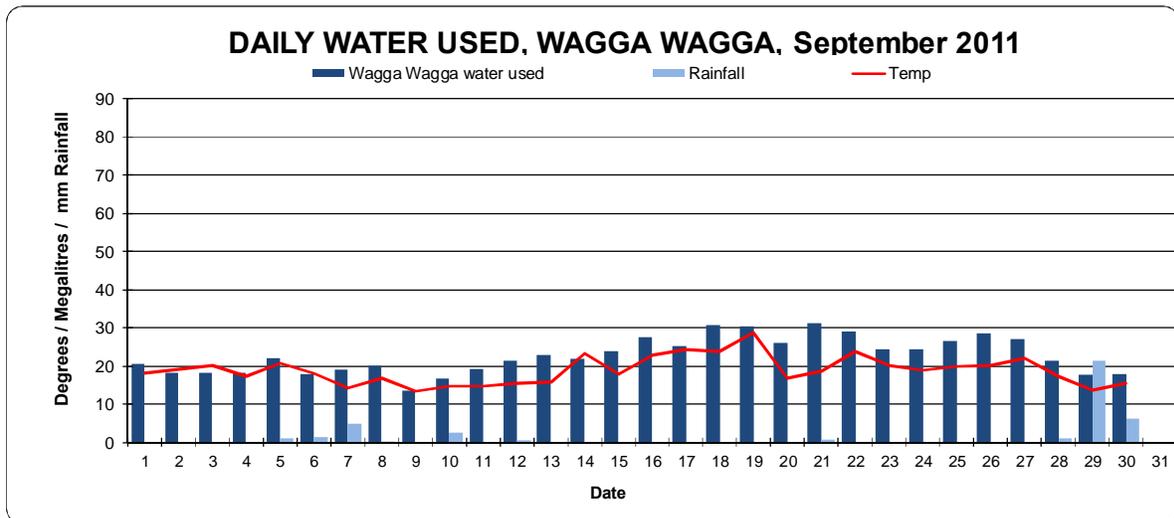
### 1. WORKS REPORT COVERING SEPTEMBER 2011

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

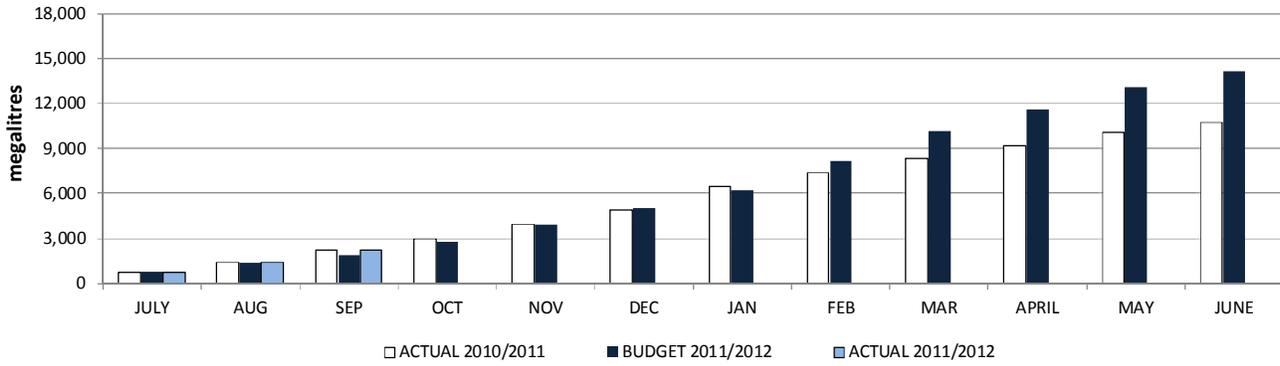
#### 1.1 WATER SOURCED AND USED

September	2009	2010	2011
Rainfall	32.4	64.4	39.8
Wet Days	9	9	10
<b>WATER SOURCED September 2011 (MI)</b>			
North Wagga bores	168.04	139.32	133.37
West Wagga bores	369.01	309.76	368.80
East Wagga bores	214.87	180.05	148.98
Murrumbidgee River	42.96	87.22	120.75
<b>SUB-TOTAL</b>	<b>794.88</b>	<b>716.35</b>	<b>771.90</b>
Bulgary Bores	32.39	18.33	27.92
Urana Source	0.00	0.00	0.03
Ralvona Bores	17.91	14.71	13.65
Walla Walla Bores	7.85	0.64	0.00
Goldenfields Water Supply System	0.69	1.24	1.13
<b>SUB-TOTAL</b>	<b>58.84</b>	<b>34.92</b>	<b>42.73</b>
Woomargama	0.98	0.75	0.94
Humula	0.82	0.54	0.76
Tarcutta	2.46	2.73	2.34
Oura	2.23	2.65	2.77
Walbundrie/Rand	1.69	1.31	2.04
Morundah	0.64	0.41	0.55
Collingullie	2.95	2.79	3.35
<b>SUB-TOTAL</b>	<b>11.77</b>	<b>11.18</b>	<b>12.75</b>
<b>TOTALS</b>	<b>865.49</b>	<b>762.45</b>	<b>827.38</b>

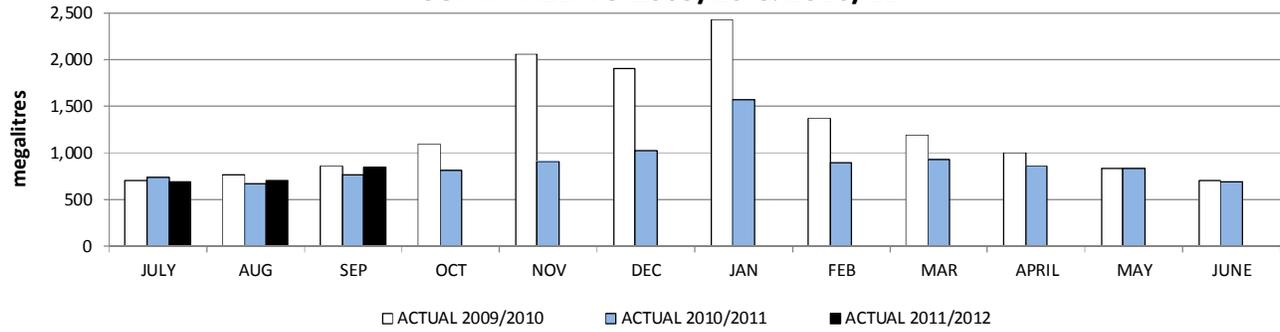
<b>WATER USED September 2011 (MI)</b>			
	<b>2009</b>	<b>2010</b>	<b>2011</b>
East Bomen	19.02	15.95	14.12
Estella	41.40	43.91	31.71
North Wagga	87.54	60.35	65.50
Wagga Wagga . Low Level	142.78	162.09	158.29
Wagga Wagga . High Level	350.98	309.94	349.77
Wagga Wagga . Bellevue Level	37.18	29.60	37.76
<b>SUB-TOTAL</b>	<b>678.90</b>	<b>621.84</b>	<b>657.15</b>
Ladysmith	3.09	4.52	3.50
Brucedale	12.76	16.24	12.85
Currawarna	7.84	4.87	7.72
Rural south from Wagga Wagga	90.23	76.85	82.08
Rural from Walla Walla Bore	0.00	0.64	0.00
Milbrulong, Lockhart and Boree Creek	17.90	6.66	13.12
Urana and Oaklands	12.94	9.51	13.51
Holbrook	17.91	14.71	13.65
<b>SUB-TOTAL</b>	<b>162.67</b>	<b>134.00</b>	<b>146.43</b>
Woomargama	0.98	0.75	0.94
Humula	0.82	0.54	0.76
Tarcutta	2.46	2.73	2.34
Oura	2.23	2.65	2.77
Walbundrie/Rand	1.69	1.31	2.04
Morundah	0.64	0.41	0.55
Collingullie	2.95	2.79	3.35
<b>SUB-TOTAL</b>	<b>11.77</b>	<b>11.18</b>	<b>12.75</b>
<b>TOTALS</b>	<b>853.34</b>	<b>767.02</b>	<b>816.33</b>



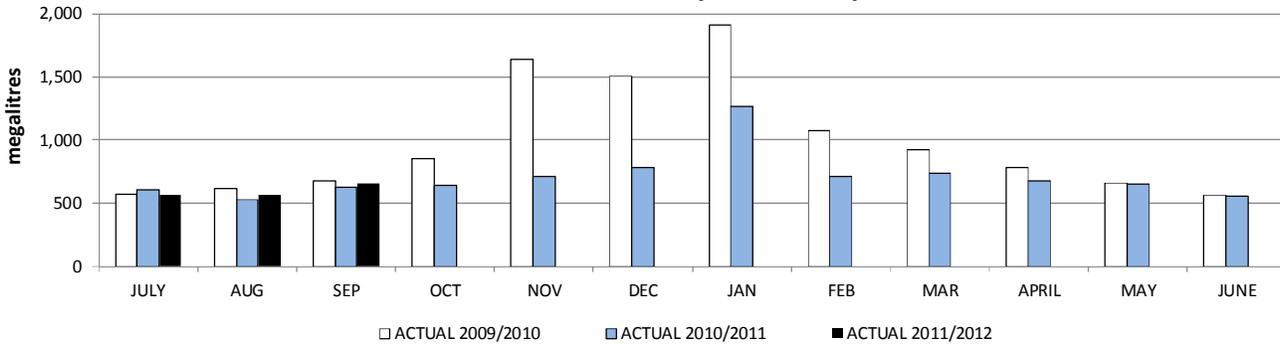
### TOTAL CUMULATIVE WATER USED 2011/2012



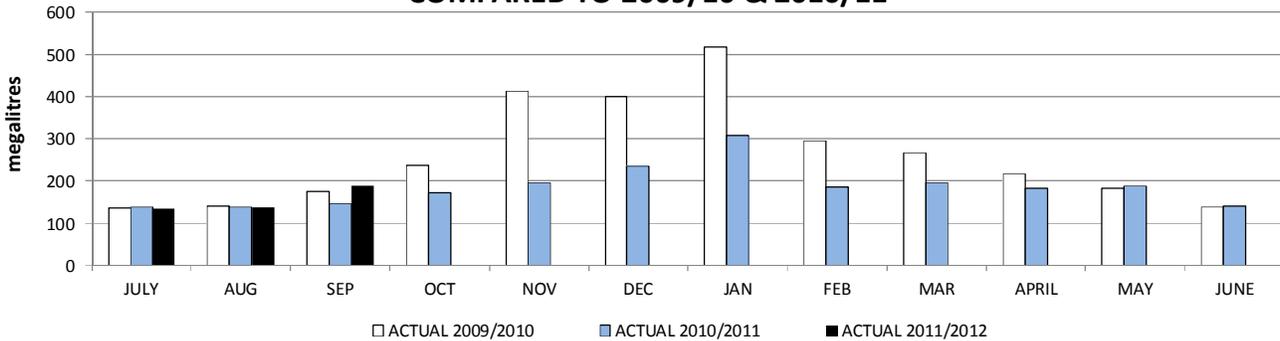
### MONTHLY TOTAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



### MONTHLY WAGGA WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



### MONTHLY RURAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



**1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF SEPTEMBER 2011**

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	41	3	1	33	5	3				18	6	13
Brucedale										1		
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura						1						
San Isidore												
Tarcutta				2								
The Gap												
Bulgary												
Collingullie				1								
French Park												
Lockhart		1		1							2	
Mangoplah												
Milbrulong												
Pleasant Hills											1	
The Rock				5							5	
Uranquinty				1								
Yerong Creek												
Culcairn												
Henty				1		1						1
Holbrook												
Morven												
Walbundrie				1								
Walla Walla	1		1	4							2	
Woomargama				1							1	
Boree Creek												
Morundah												
Oaklands			1									
Rand												
Urana												
<b>TOTAL</b>	42	4	3	50	5	5	0	0	0	19	17	14

### 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
1	Faye & Koorungal	Koorungal	250 DICL	Pipe Failure (not specified)	No	9:30	0	36
13	27 Dove St	Mt Austin	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	4
14	Pearson St	Wagga Wagga	100 AC	Accidental damage	No	1:00	16	10
15	23 Kimba Dr	Glenfield	250 DICL	T/ Band Broken/Leaking	No	2:00	13	3
16	2A Cochrane St	Koorungal	100 AC	Pipe Failure (not specified)	No	3:00	18	4
17	94 Plumpton Rd	Springvale	80 AC	Tree Roots	Yes	0:00	0	10
<b>TOTALS</b>						15:30	47	67
					Breaks needing shut off -	4	Breaks affecting customers .	3
Total Breaks .		6						
RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
16	Gap - Hall Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
19	Bidgeemia	Bidgeemia	100 DICL	Leaking collar	Yes	0:00	0	0
20	STURT HWY	Collingullie	32 PVC	Leaking collar	No	1:00	2	10
21	ALLEN-SLADEN ST	Henty	200 AC	Pipe Failure - Ground Movement	No	7:00	2	150
21	Sladen St	Henty	200 AC	Pipe Failure - Ground Movement	No	7:30	0	50
22	Vonarx Rd	Brucedale	40 PVC	Leaking SS clamp	Yes	0:00	0	2
23	Bourkes Creek Rd	The Rock	63 PE	Pipe Failure (not specified)	Yes	0:00	5	0
26	Rohans Rd	Bulgary	250 CI	Corrosion	Yes	0:00	0	55
26	Rohans Rd	Bulgary	250 CI	Corrosion	Yes	0:00	0	68
27	Macdonald St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	12
29	Mitchells Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	5:30	25	200
<b>TOTALS</b>						21:00	34	557
					Breaks needing shut off -	4	Breaks affecting customers .	4
Total Breaks .		11						

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during September 2011 were:

Date	Location	Problem	Action Taken
5/09/2011	21 Weribbee Rd, Bourkelands	Taste	Problem with HWS valve. WQ within ADWG
7/09/2011	29 Paldi Cr, Glenfield	Dirty water	Service flushed. HWS causing problem
28/09/2011	59 William St, Nth Wagga	Dirty water	Service flushed.
29/09/2011	50 Mumford Rd, Ashmont	Dirty water	Service flushed
14/09/2011	Wagga Wagga	Metallic taste as suggested by D.A journalists	Drained #3 Red Hill Res after taste tests. WQ within ADWG

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during September 2011 include:

LOCATION	PROJECT	90	100		150
		Poly	DICL	OPVC	OPVC
Estella	Cooramin St		16.5	10	
Wagga	Houtman St				306
	<b>TOTAL</b>	0	16.5	10	306

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during September 2011 include:

LOCATION	PROJECT	50
		Poly
Bulgary	Rohans Rd	1285
	<b>TOTAL</b>	1285

## 1.6 OTHER CONSTRUCTION

Other construction works during September 2011 include:

LOCATION OR PROJECT	WORK DONE
Woomargama Township	Reticulation maintenance-Repair and raise hydrants, replace valves etc
Walla Walla Township	Reticulation maintenance-Repair and raise hydrants, replace valves etc
Culcairn to Walla Walla	Maintenance - Clean valve and hydrants, spraying, marker post etc
The Rock to Culcairn	Maintenance - Clean valve and hydrants, spraying, marker post etc
34 Dobney Ave	Install 100mm Fire Service
The Rock Reservoir	Reconstruct Access Road to Reservoir

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during September 2011 include:

LOCATION OR PROJECT	WORK DONE
All Riverina Water Sites	Installation of Residual Current Devices
10 Mil Reservoir	Drained, cleaned and carried out annual maintenance.
Morven Reservoir	Drained and installed temporary supply whilst maintenance is carried out.
Walla Walla	Bore hole testing pilot drill for new source.

## 1.8 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during September 2011:

Training or Programme	Number of Staff
First Aid Refresher	2
First Aid - 2 Days	1
Coagulation and Flocculation	1
Fleet Management Workshop	1
WorkCover Licence - Vehicle Crane	1
WorkCover Licence - Dogging	3



Greg Finlayson  
DIRECTOR OF ENGINEERING

9<sup>th</sup> November 2011

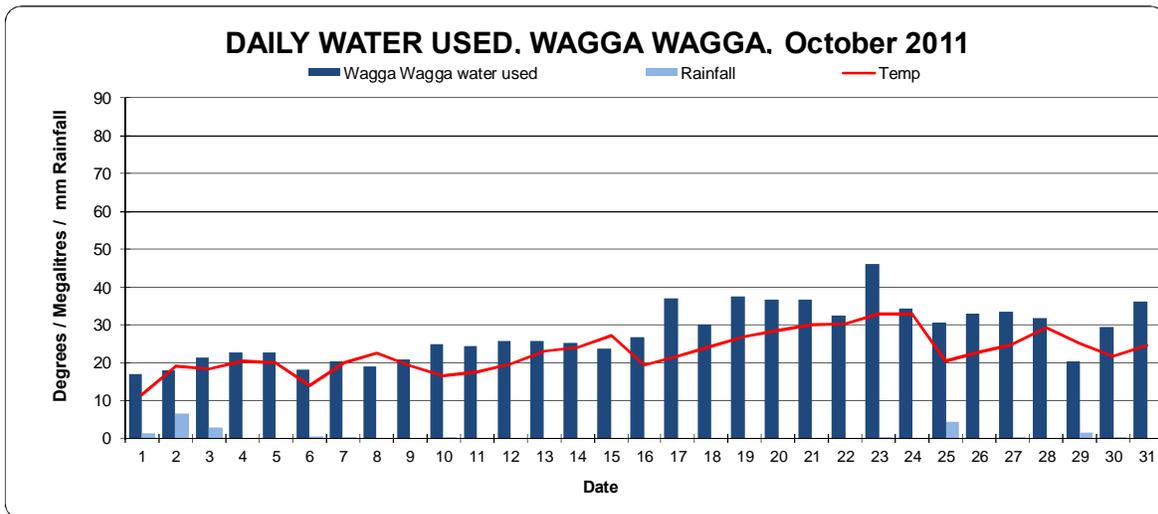
## 2. WORKS REPORT COVERING OCTOBER 2011

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

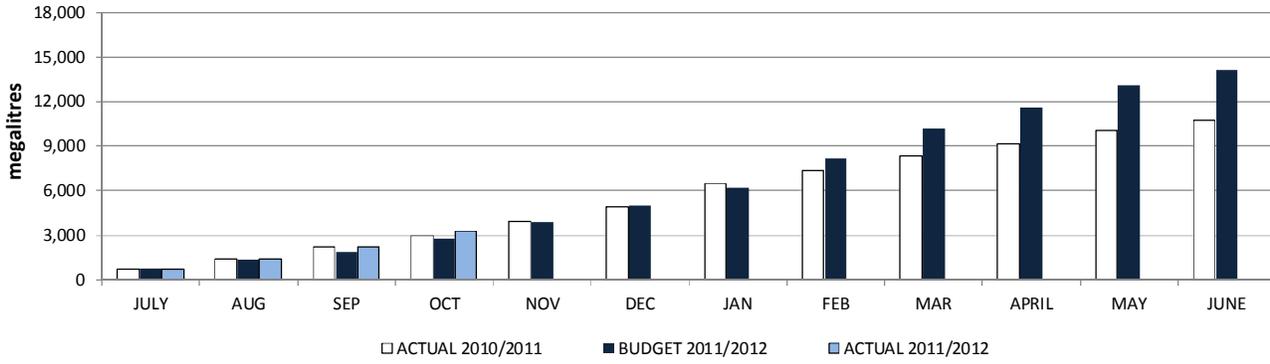
### 2.1. WATER SOURCED AND USED

October	2009	2010	2011
Rainfall	26.9	166.2	18.4
Wet Days	10	10	11
<b>WATER SOURCED October 2011 (MI)</b>			
North Wagga bores	191.39	136.11	184.32
West Wagga bores	456.33	288.92	431.95
East Wagga bores	272.08	166.27	217.59
Murrumbidgee River	112.48	168.28	128.63
<b>SUB-TOTAL</b>	<b>1,032.28</b>	<b>759.58</b>	<b>962.49</b>
Bulgary Bores	50.20	24.69	32.67
Urana Source	2.66	0.00	0.00
Ralvona Bores	16.35	14.55	16.47
Walla Walla Bores	1.76	0.00	0.00
Goldenfields Water Supply System	2.41	1.05	1.30
<b>SUB-TOTAL</b>	<b>73.38</b>	<b>40.29</b>	<b>50.44</b>
Woomargama	1.03	0.74	0.84
Humula	0.95	0.58	0.76
Tarcutta	3.20	3.13	2.80
Oura	3.17	3.31	3.35
Walbundrie/Rand	2.27	1.65	2.22
Morundah	0.83	0.83	0.78
Collingullie	5.11	3.31	4.18
<b>SUB-TOTAL</b>	<b>16.56</b>	<b>13.55</b>	<b>14.93</b>
<b>TOTALS</b>	<b>1,122.22</b>	<b>813.42</b>	<b>1,027.86</b>

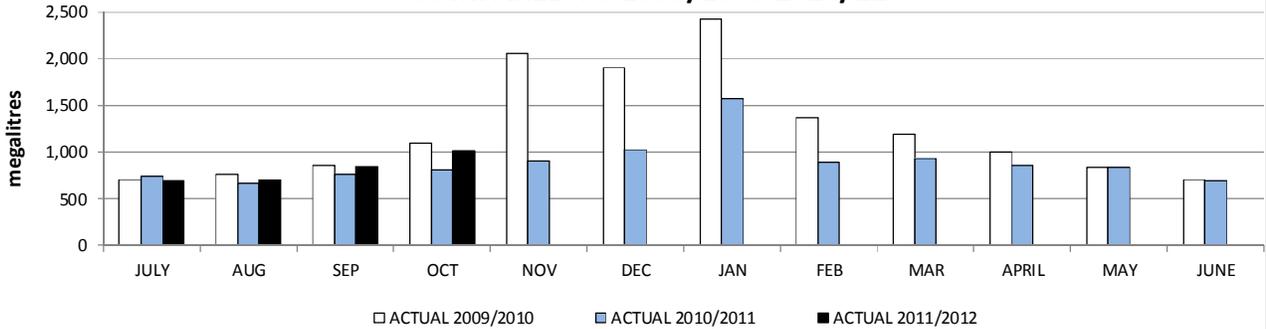
<b>WATER USED October 2011 (MI)</b>			
	<b>2009</b>	<b>2010</b>	<b>2011</b>
East Bomen	21.57	15.49	17.67
Estella	57.54	47.13	45.21
North Wagga	66.35	51.73	73.44
Wagga Wagga . Low Level	181.63	139.93	159.94
Wagga Wagga . High Level	469.93	354.01	464.31
Wagga Wagga . Bellevue Level	56.46	34.76	56.02
<b>SUB-TOTAL</b>	<b>853.48</b>	<b>643.05</b>	<b>816.59</b>
Ladysmith System	4.14	5.06	4.32
Brucedale Scheme	20.37	18.18	16.28
Currawarna Scheme	14.38	5.88	10.69
Rural south from Wagga Wagga	115.70	90.22	97.25
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	28.95	14.92	16.94
From Boree Crk to Urana and Oaklands	21.08	10.58	13.99
Holbrook	16.35	14.55	16.47
<b>SUB-TOTAL</b>	<b>220.97</b>	<b>159.39</b>	<b>175.94</b>
Woomargama	1.03	0.74	0.84
Humula	0.95	0.58	0.76
Tarcutta	3.20	3.13	2.80
Oura	3.17	3.31	3.35
Walbundrie/Rand	2.27	1.65	2.22
Morundah	0.83	0.83	0.78
Collingullie	5.11	3.31	4.18
<b>SUB-TOTAL</b>	<b>16.56</b>	<b>13.55</b>	<b>14.93</b>
<b>TOTALS</b>	<b>1,091.01</b>	<b>815.99</b>	<b>1,007.46</b>



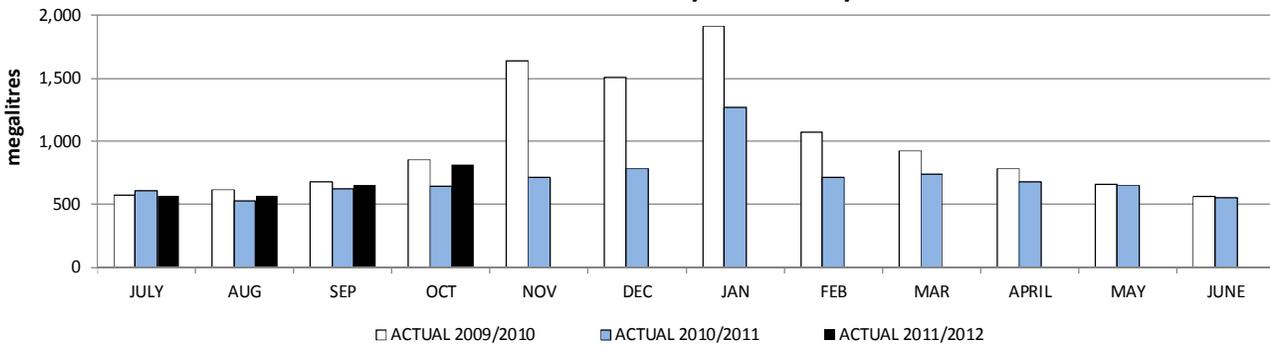
### TOTAL CUMULATIVE WATER USED 2011/2012



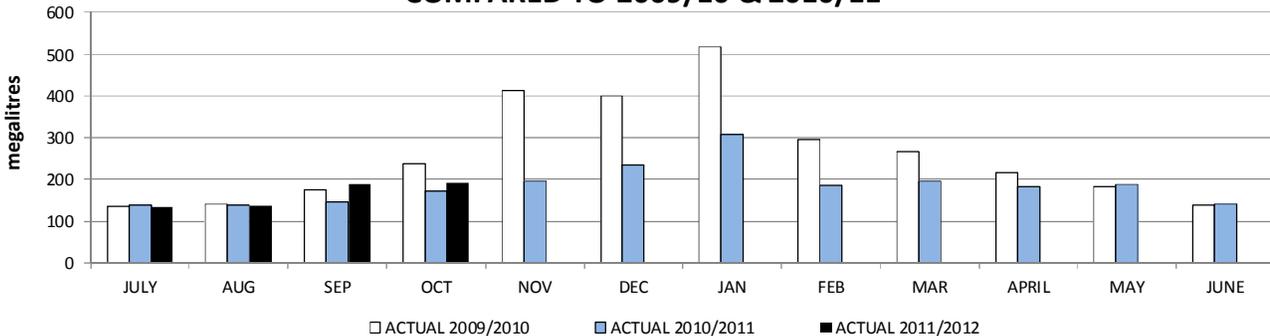
### MONTHLY TOTAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



### MONTHLY WAGGA WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



### MONTHLY RURAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



**2.2. NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS  
FOR THE MONTH OF OCTOBER 2011**

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	9	1	2	39	8	3				28	7	19
Bruce Dale											1	
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura												
San Isidore				1								
Tarcutta										1		
The Gap				1								
Bulgary				1								
Collingullie				2								
French Park				1								
Lockhart	1		1		2							
Mangoplah						1						
Milbrulong												
Pleasant Hills				2	1							
The Rock				2								
Uranquinty												
Yerong Creek	1											1
Culcairn												
Henty				1								2
Holbrook				4		1				3		1
Morven					1						1	
Walbundrie												
Walla Walla											1	
Woomargama												
Boree Creek												
Morundah												
Oaklands				1								
Rand												
Urana				1								
<b>TOTAL</b>	<b>11</b>	<b>1</b>	<b>3</b>	<b>56</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>10</b>	<b>23</b>

## 2.3. WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
14	23 Karoom Dr	Glenfield	150 BPVC	Pipe Failure (not specified)	Yes	0:00	0	10
25	7 Balleroo Cr	Glenfield	100 BPVC	Pipe Failure (not specified)	No	2:00	28	3
25	Lockyer St	East Wagga	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	3
26	9 Young St	Turvey Park	100 CI	Pipe Failure (not specified)	No	3:30	8	10
27	72 Travers St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:00	7	7
<b>TOTALS</b>						7:30	43	33
					Breaks needing shut off -	Breaks affecting customers .		
Total Breaks .		5			3	3		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	Gap-Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	No	3:30	11	43
5	Austin & Queen St	Walbundrie	63 PE	Leaking collar	Yes	0:00	0	0
9	Rohans Rd	Bulgary	32 PVC	Pipe Failure - Ground Movement	No	3:00	2	10
11	Ralvna bore # 3	Ralvona	80 CI	Corrosion	No	19:30	0	10
12	Milne St	The Rock	100 CI	Tree Roots	Yes	0:00	0	0
17	Culcairn Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	4:15	23	150
21	358 Culcairn Rd	Holbrook	32 PVC	Leaking collar	No	1:30	2	3
25	Culcairn-Holbrook Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	5:00	7	200
27	Hayes St	Lockhart	100 AC	Leaking collar	No	3:00	20	34
<b>TOTALS</b>						63:45	65	450
					Breaks needing shut off -	Breaks affecting customers .		
Total Breaks .		9			7	6		

## 2.4. WATER QUALITY COMPLAINTS

Water quality complaints received during October 2011 were:

Date	Location	Problem	Action Taken
6/10/2011	9 Purtell St Morven	Dirty/Milky water	Main flushed
11/10/2011	32 Kaldari Cres, Glenfield	Odour in water	WQ within ADWG. Resident to flush house
17/10/2011	32 Bolton St, Wagga	Dirty water	Turbidity >5 Maintenance to flush hydrant
18/10/2011	4 Rhoda St, Wagga	Dirty water	Turbidity high. Maint. to flush Shaw St & Rhoda St
20/10/2011	165 Lake Albert Rd, Koorngal	Chlorine taste & smell in water	Chlorine within ADWG. No further action
24/10/2011	Lot 102 Day St, Lockhart	Dirty water at times	Sample taken meets ADWG. Day St. flushed
27/10/2011	145 Morgan St, Wagga	Dirty water	Flushed main

## 2.5. MAINS CONSTRUCTIONS

### 2.5.1. MAINS EXTENSIONS AND NEW WORKS

New water mains laid during October 2011 include:

LOCATION	PROJECT	100	150	200
		DICL	DICL	DICL
Lloyd West	New Subdivision	49.5	66	36
	<b>TOTAL</b>	49.5	66	36

### 2.5.2. REPLACEMENT OF EXISTING MAINS

Mains replaced during October 2011 include:

LOCATION	PROJECT	40	100	
		Poly	OPVC	DICL
Rohans Rd, Bulgary	Mains Replacement	1150		
Brucedale/The Gap	Mains Replacement		957	
Power/Rowe St	Mains Replacement		212	110
	<b>TOTAL</b>	1150	1169	110

## **2.6. OTHER CONSTRUCTION**

Other construction works during October 2011 include:

<b>LOCATION OR PROJECT</b>	<b>WORK DONE</b>
Mortimer Place	100mm Fire Service
Morven	Valve & Hydrant Maintenance
Milbrulong	Valve & Hydrant Maintenance

## **2.7. MAJOR REPAIRS / OVERHAULS**

Major repairs/overhauls during October 2011 include:

<b>LOCATION OR PROJECT</b>	<b>WORK DONE</b>
Morundah WTP	Manufacture and fit raw water pump screen
Red Hill Reservoir No 2	Drain and Clean
Waterworks Floc Tank No 2	Replace motor bearings
North Wagga No 2 Bore	Install pump and motor and recommission
Ralvona Aeration	Drain, clean and Pabcote concrete basin

## **2.8. STAFF TRAINING & SAFETY**

The following training and/or safety activities were undertaken during October 2011:

<b>Training or Programme</b>	<b>Number of Staff</b>
Confined Space Training	19
Traffic Controller - Stop / Slow	11



Greg Finlayson  
DIRECTOR OF ENGINEERING

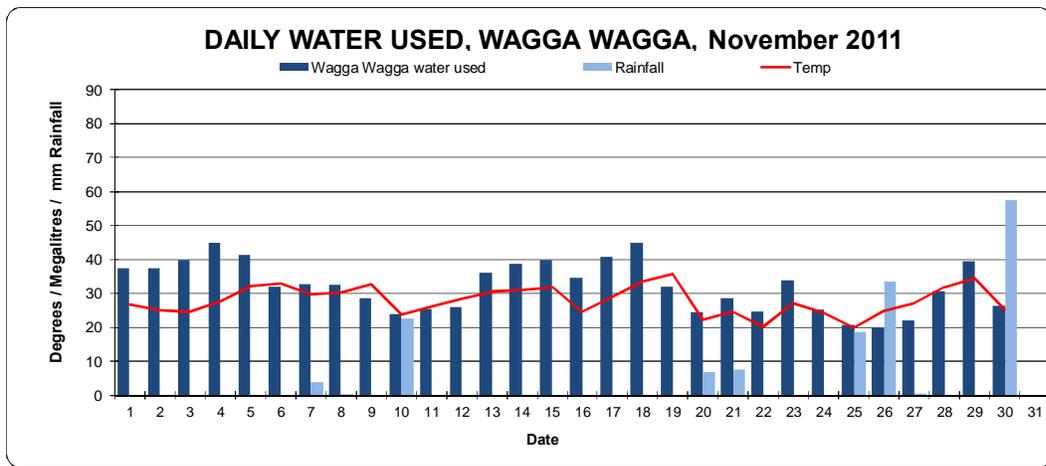
3. WORKS REPORT COVERING NOVEMBER 2011

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

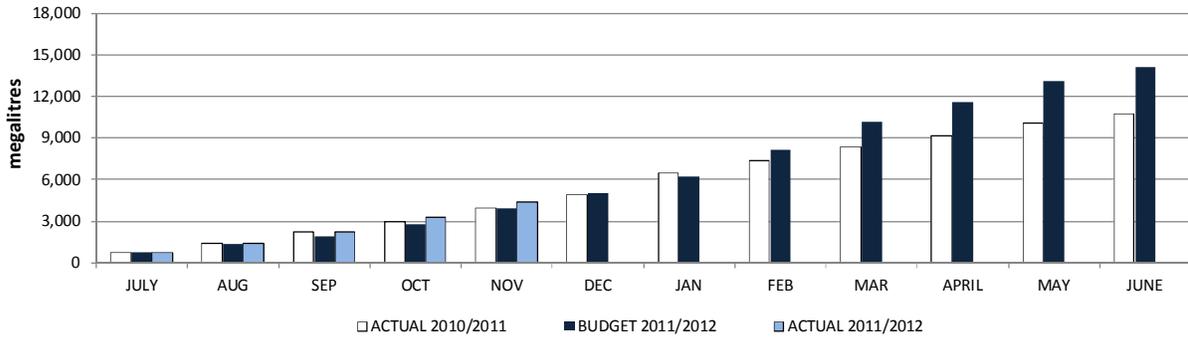
**3.1. WATER SOURCED AND USED**

November	2009	2010	2011
Rainfall	27.2	78.6	151.0
Wet Days	6	10	9
<b>WATER SOURCED November 2011 (MI)</b>			
North Wagga bores	274.39	155.96	186.93
West Wagga bores	541.70	224.29	403.92
East Wagga bores	459.55	95.12	114.43
Murrumbidgee River	610.65	378.57	345.79
<b>SUB-TOTAL</b>	<b>1,886.29</b>	<b>853.94</b>	<b>1,051.07</b>
Bulgary Bores	63.49	31.72	38.17
Urana Source	8.83	0.94	2.09
Ralvona Bores	29.63	19.47	21.88
Walla Walla Bores	33.09	0.00	0.00
Goldenfields Water Supply System	3.83	0.15	2.01
<b>SUB-TOTAL</b>	<b>138.87</b>	<b>52.28</b>	<b>64.15</b>
Woomargama	1.54	1.10	1.18
Humula	1.64	0.73	0.62
Tarcutta	5.31	3.45	3.51
Oura	6.95	3.76	3.88
Walbundrie/Rand	3.60	1.75	2.71
Morundah	1.24	0.64	1.01
Collingullie	9.55	3.99	3.86
<b>SUB-TOTAL</b>	<b>29.83</b>	<b>15.42</b>	<b>16.77</b>
<b>TOTALS</b>	<b>2,054.99</b>	<b>921.64</b>	<b>1,131.99</b>

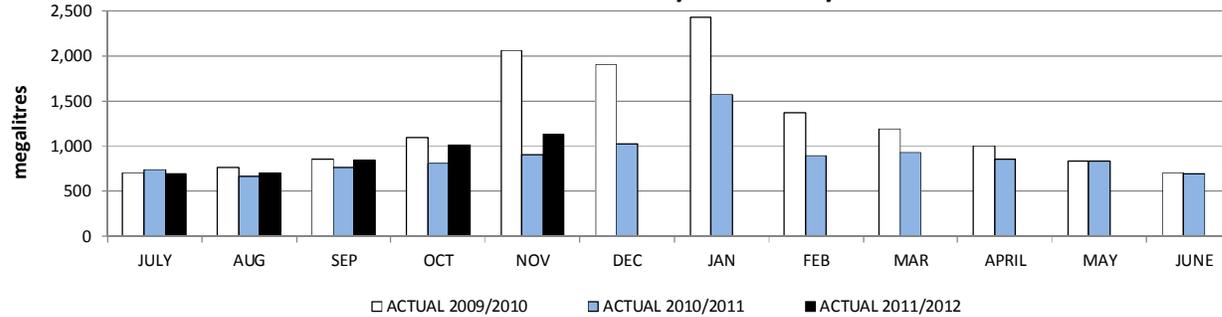
<b>WATER USED November 2011 (MI)</b>			
	<b>2009</b>	<b>2010</b>	<b>2011</b>
East Bomen	26.19	16.25	18.63
Estella	114.50	47.86	48.55
North Wagga	97.53	65.00	93.26
Wagga Wagga . Low Level	256.03	143.96	183.09
Wagga Wagga . High Level	1,020.79	397.47	506.55
Wagga Wagga . Bellevue Level	124.16	43.88	59.73
<b>SUB-TOTAL</b>	<b>1,639.20</b>	<b>714.42</b>	<b>909.81</b>
Ladysmith System	9.61	3.40	4.61
Brucedale Scheme	35.45	24.87	19.49
Currawarna Scheme	20.57	7.64	11.20
Rural south from Wagga Wagga	185.44	95.73	113.86
Rural from Walla Walla Bore	33.09	0.00	0.00
Bulgary, Lockhart and Boree Creek	36.91	15.70	19.35
From Boree Crk to Urana and Oaklands	32.35	13.30	18.84
Holbrook	29.63	19.47	21.88
<b>SUB-TOTAL</b>	<b>383.05</b>	<b>180.11</b>	<b>209.23</b>
Woomargama	1.54	1.10	1.18
Humula	1.64	0.73	0.62
Tarcutta	5.31	3.45	3.51
Oura	6.95	3.76	3.88
Walbundrie/Rand	3.60	1.75	2.71
Morundah	1.24	0.64	1.01
Collingullie	9.55	3.99	3.86
<b>SUB-TOTAL</b>	<b>29.83</b>	<b>15.42</b>	<b>16.77</b>
<b>TOTALS</b>	<b>2,052.08</b>	<b>909.95</b>	<b>1,135.81</b>



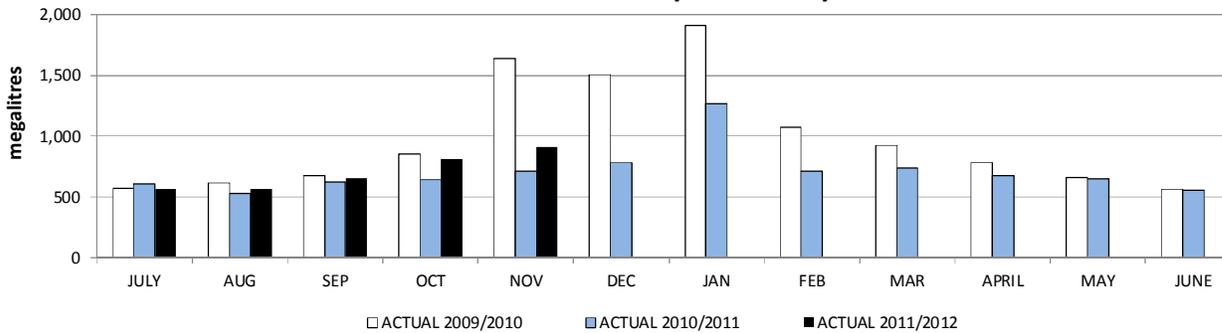
### TOTAL CUMULATIVE WATER USED 2011/2012



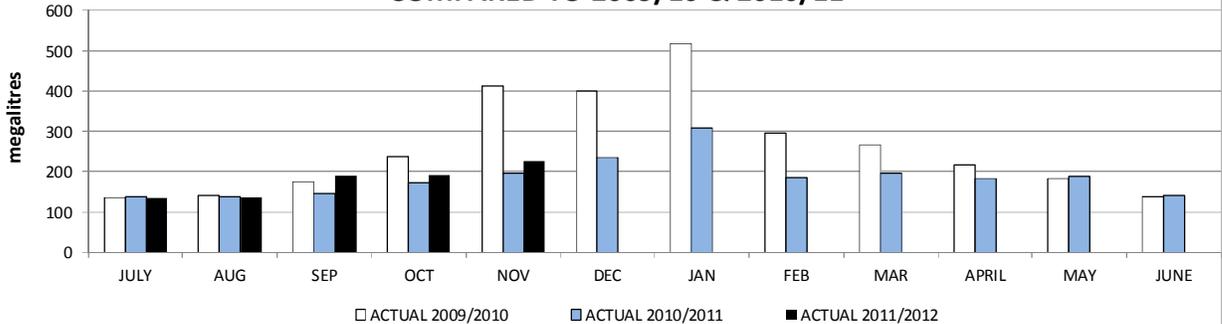
### MONTHLY TOTAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



### MONTHLY WAGGA WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



### MONTHLY RURAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



**3.2. NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS  
FOR THE MONTH OF NOVEMBER 2011**

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	12	2	1	42	4	3				29	8	13
Brucedale				1								
Currawarna												
Euberta												
Humula				1						1		
Ladysmith						1					1	
Oura				3								
San Isidore						1				1		
Tarcutta												
The Gap	1											
Bulgary				1	1							
Collingullie												
French Park												
Lockhart				1	2						1	
Mangoplah												
Milbrulong												
Pleasant Hills											1	
The Rock				2								
Uranquinty												
Yerong Creek				3								
Culcairn				1								
Henty	1			1						1		
Holbrook				4						3		
Morven												
Walbundrie												
Walla Walla				1								
Woomargama				1								
Boree Creek												
Morundah												1
Oaklands												
Rand												
Urana												
<b>TOTAL</b>	14	2	1	62	7	5	0	0	0	35	11	14

### 3.3. WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
3	Cooramin St	Boorooma	100 BPVC	Pipe Failure (not specified)	No	2:00	3	4
5	116 Riverview Dr	Wagga Wagga	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	5
6	30 Raye St	Tolland	200 AC	Tree Roots	No	0:30	21	32
7	6 Marconi St	Kooringal	100 CI	Pipe Failure (not specified)	Yes	0:00	0	7
8	Simmons St	Wagga Wagga	100 CI	Tree Roots	Yes	0:00	0	4
13	29 Karoom Dr	Glenfield	150 BPVC	Pipe Failure (not specified)	Yes	0:00	0	5
16	Plumpton & Aspen	Springvale	80 AC	Tree Roots	Yes	0:00	0	5
16	3 Kincora	Bourklands	100 BPVC	T/ Band Broken/Leaking	No	2:00	17	3
18	6 Blakemore St	Ashmont	200 AC	Pipe Failure (not specified)	Yes	0:00	0	14
19	9 Clare Ave	Lake Albert	100 WPVC	T/ Band Broken/Leaking	No	3:30	18	3
22	84 Tichbourne Cr	Kooringal	100 AC	Pipe Failure (not specified)	No	1:00	49	4
22	Tarcutta St	Wagga Wagga	100 AC	Tree Roots	No	1:30	3	4
23	Bolger & Mitchelmore	Turvey Park	100 AC	Accidental damage	Yes	0:00	0	0
24	Lake Albert Rd	Kooringal	100 AC	Tree Roots	Yes	0:00	0	2
26	Johnston St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:30	9	6
27	Lot 12 Lake St	Lake Albert	100 AC	Pipe Failure (not specified)	No	2:30	8	5
<b>TOTALS</b>						15:30	128	103
			Breaks needing shut off -		8	Breaks affecting customers . 8		
Total Breaks .		16						

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
8	Culcairn-Holbrook Rd	Morven	150 AC	Leaking Gibault	Yes	0:00	0	10
18	358 Culcairn-Holbrook Rd	Holbrook	32 PVC	Leaking collar	No	1:30	3	2
24	33 Connorton St	Uranquinty	100 BPVC	T/ Band Broken/Leaking	No	1:00	15	50
25	Olympic H'way	The Rock	300 CI	Pipe Failure (not specified)	No	5:00	0	0
28	Gap Hall - Coolamon Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	4
28	Holbrook Rd	Morven	150 AC	Pipe Failure (not specified)	No	3:30	10	200
<b>TOTALS</b>						11:00	28	266
					Breaks needing shut off -	4	Breaks affecting customers .	3
Total Breaks .		6						

### 3.4. WATER QUALITY COMPLAINTS

Water quality complaints received during November 2011 were:

Date	Location	Problem	Action Taken
1/11/2011	Slys Lane, Bulgary	Discoloured water	Mains flushed
6/11/2011	Urana Rd, Lockhart	Dirty water	Flushed mains & service
8/11/2011	80 The Esplanade, Wagga	Dirty water	Flushed mains & surrounding area
9/11/2011	31 Wollundry Ave, Wagga	Dirty water	Flushed mains
15/11/2011	39 Schipp St, Forest Hill	Dirty water	Flushed mains
28/11/2011	12 Stillman Ave, Koorinal	Cloudy, smelly water	Flushed service
28/11/2011	Urana Rd, Lockhart	Dirty and bad taste	Flushed mains & service

### 3.5. MAINS CONSTRUCTIONS

#### 3.5.1. MAINS EXTENSIONS AND NEW WORKS

New water mains laid during November 2011 include:

LOCATION	PROJECT	150	250
		OPVC	OPVC
Estella Stage 10	New Subdivision	78	603
<b>TOTAL</b>		78	603

#### 3.5.2. REPLACEMENT OF EXISTING MAINS

Mains replaced during November 2011 include:

LOCATION	PROJECT	125	100	
		Poly	OPVC	DICL
Brucedale	Mains Replacement	72	5011	22
Power & Bouquet St	Mains Replacement		50	174
	<b>TOTAL</b>	72	5061	196

### **3.6. OTHER CONSTRUCTION**

Other construction works during November 2011 include:

LOCATION OR PROJECT	WORK DONE
Walla Walla	Valve and hydrant maintenance

### **3.7. MAJOR REPAIRS / OVERHAULS**

Major repairs/overhauls during November 2011 include:

LOCATION OR PROJECT	WORK DONE
Waterworks	Refurbish lime dosing pumps
Urana WTP	Install and commission backwash air compressor
Bulgary WTP	Clearbore chlorination system & fit coupling guards
Tarcutta WTP	Replace impellers - iron filter pumps
Morundah WTP	Repair highlift pump motor
10Mill Reservoir Pump Stn	Manufacture and fit coupling guards

### **3.8. STAFF TRAINING & SAFETY**

The following training and/or safety activities were undertaken during November 2011:

Training or Programme	Number of Staff
Supervisor Training	19
First Aid Refresher	2
WorkCover Licence - Dogging	1
Manual Handling Training	75

### **3.9. HAMMOND AVENUE MASTER PLAN**

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

#### **a) Moving power lines**

The design for underground powerlines has been submitted to Essential Energy for approval. The Environment Assessment has been approved but Essential Energy have requested some changes to the design including increased clearance from existing services. Great Southern Electrical are addressing the issues raised and will submit modified design in mid December.

Essential Energy have requested that Riverina Water rationalise the pipe assets on their Hammond Avenue site. A preliminary design has been completed.

#### **b) Wagga Water Treatment Plant**

The NSW Public Works have been engaged to project manage a feasibility study for the proposed new water treatment plant. This study is a critical analysis of the key elements of the project, including size, type of process, integration with bore supply, integration with existing plant and level of automation. Options will be considered that will include preliminary estimates. Procurement options will also be considered for the delivery of the project. Three short-listed consultants have been invited to lodge proposals for the Feasibility Study.

#### **c) Flood Protection**

The 1 in 20 year levee has been designed in detail. The estimated cost for this levee is \$175,000. It is a requirement of the Fitter Electrician Workshop approval that the levee be constructed.

#### **d) Fitter Electrician Workshop**

The design has been completed and approvals granted. The pre-construction estimate of \$1.45m is considerably higher than previous estimates. This is mainly due to car park requirements (32 spaces), the addition of mezzanine floors for extra storage and office space, energy efficient material selection and the inclusion of a 5T overhead crane.

#### **e) Other aspects**

The extension of the office car-park will be deferred to meet financial constraints.

### **3.10. WATER SHARING PLANS AND MURRAY DARLING BASIN PLAN**

There has been consultation over the past year regarding groundwater water sharing plans. The NSW Office of Water recently conducted the second round of consultation. Draft plans have been on exhibition and submissions have been received up to closure this week. Riverina Water is a party to the plans for the Mid-Murrumbidgee Alluvium and the Billabong Alluvium.

Outcomes for both plans are satisfactory. This is because the Office of Water have seriously engaged with stakeholders and made substantial changes to the extraction limits

proposed in 2010. The limit for the Billabong was increased and is close to the volume of Water Access Licenses. There is scope for Riverina Water to expand its bore output and this is currently being achieved with a larger replacement of the No.1 Walla Walla Bore.

The extraction limit for the Wagga Wagga bores and Goldenfields Water's Oura bores is significantly less than the combined licences. However this has been supported by extensive modelling. Our extraction limit in the draft on exhibition (12,371 ML/a) is less than drawn in 2002/03 (13,394 ML/a), but is now protected in a new separate plan for the Wagga Wagga Alluvium which is primarily dedicated to the two water utilities.

The second version of the Murray Darling Basin Plan is now open to consultation. Riverina Water staff will again make a submission once the key changes have been determined.

### **3.11. NATURE STRIP LAWN REPLACEMENT SCHEME**

There has been a long wait to launch this scheme. However the launch in Wagga is now imminent. Changes to the WWCC Road Reserve Policy have been made to those sections that have prohibited the scheme. The revised policy, including changes requested by Riverina Water, will go before a meeting of Wagga Wagga City Council on 19<sup>th</sup> Dec 2011.

Riverina Water had no advance notice of this policy review and thus over the past month have been rapidly re-establishing the many complex aspects of the scheme, with some compromises. This work includes:

- Calling for proposals and engaging marketing consultants (Source Communications from Leeton)
- Developing a marketing plan which includes web site, forms, social media, information pack, etc.
- Advertising and interviewing for the position of term Project Officer.
- Re-engaging with industry stakeholders. (landscapers, nurseries, turf farms)
- Developing the make-over nature strip plan and arranging for construction. (the product being demonstrated)
- Re-engaging with customers. (who are being listed to receive information packages).

Due to the launch being at the start of Summer, the advertised advice will be modified as we don't expect customers to plant at this time. It is more likely planting will be after February 2012.

It was planned to roll the scheme out to Wagga in the first year and the broader county council area in the second year. The roll-out for Greater Hume, Lockhart and Urana Shires is planned for July 2012. The overall program, in accordance with the Commonwealth grant conditions, has to be finalised by June 2013.



Greg Finlayson  
**DIRECTOR OF ENGINEERING**

## **QUESTIONS & STATEMENTS**

**APPENDIX 1: List of Investments**

## Monthly Investment Report as at 31/10/11

### a) Council's Investments as at 31/10/11

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
								<b>0.000%</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-I+	5.32	Cash Rate	4.50	56.181%	\$705,163.88	\$705,163.88
AMP				A-I	5.60	Cash Rate	4.50	43.819%	\$550,000.00	\$550,000.00
								<b>100.000%</b>	<b>\$1,255,163.88</b>	<b>\$1,255,163.88</b>
<b>TOTAL INVESTMENTS</b>								<b>100.000%</b>	<b>\$1,255,163.88</b>	<b>\$1,255,163.88</b>
Cash at Bank										-\$81,046.52
<b>TOTAL FUNDS</b>										<b>\$1,174,117.36</b>

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$702,000.00
	Mains Replacement	\$500,000.00
	Sales Fluctuation	\$0.00
		\$1,202,000.00
Unrestricted Funds		-\$27,882.64
<b>TOTAL FUNDS</b>		<b>\$1,174,117.36</b>

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

Figures shown above are estimate only.

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**FINANCE / ADMINISTRATION MANAGER**

## Monthly Investment Report as at 30/11/11

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

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
								<b>0.000%</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-I+	5.32	Cash Rate	4.50	58.689%	\$355,163.88	\$355,163.88
AMP				A-I	5.60	Cash Rate	4.50	41.311%	\$250,000.00	\$250,000.00
								<b>100.000%</b>	<b>\$605,163.88</b>	<b>\$605,163.88</b>
<b>TOTAL INVESTMENTS</b>								<b>100.000%</b>	<b>\$605,163.88</b>	<b>\$605,163.88</b>
Cash at Bank										\$228,207.38
<b>TOTAL FUNDS</b>										<b>\$833,371.26</b>

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$702,000.00
	Mains Replacement	\$500,000.00
	Sales Fluctuation	\$0.00
		\$1,202,000.00
Unrestricted Funds		-\$368,628.74
<b>TOTAL FUNDS</b>		<b>\$833,371.26</b>

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

Figures shown above are estimate only.

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**  
**FINANCE / ADMINISTRATION MANAGER**

# **APPENDIX 2: Quarterly Budget Review**

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**Report by Responsible Accounting Officer**

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

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 30/09/11 indicates that Council's projected financial position at 30/6/12 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: M. C. Curran .

**date: 15 November 2011**

Michele Curran  
Responsible Accounting Officer

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2011

## Income &amp; Expenses - Water Fund

( 000 s)	Original Budget 2011/12	Approved Changes		Revised Budget 2011/12	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRs	Sep QBRs					
<b>Income</b>								
Rates and Annual Charges	3,097			3,097			3,097	800
User Charges and Fees	15,348			15,348			15,348	2,012
Interest and Investment Revenues	100			100			100	12
Other Revenues	422			422			422	186
Grants & Contributions - Operating	900			900			900	270
Grants & Contributions - Capital	-			-			-	-
Net gain from disposal of assets	36			36			36	
Share of Interests in Joint Ventures				-			-	
<b>Total Income from Continuing Operations</b>	<b>19,903</b>	-	-	<b>19,903</b>	-		<b>19,903</b>	<b>3,280</b>
<b>Expenses</b>								
Employee Costs	8,376			8,376			8,376	1,425
Borrowing Costs	161			161			161	
Materials & Contracts	1,235			1,235			1,235	612
Depreciation	4,600			4,600			4,600	
Legal Costs				-			-	
Consultants				-			-	
Other Expenses	2,298			2,298			2,298	514
Interest & Investment Losses				-			-	
Net Loss from disposal of assets				-			-	
Share of interests in Joint Ventures				-			-	
<b>Total Expenses from Continuing Operations</b>	<b>16,670</b>	-	-	<b>16,670</b>	-		<b>16,670</b>	<b>2,551</b>
<b>Net Operating Result from Continuing Operations</b>	<b>3,233</b>	-	-	<b>3,233</b>	-		<b>3,233</b>	<b>729</b>
Discontinued Operations				-			-	
<b>Net Operating Result from All Operations</b>	<b>3,233</b>	-	-	<b>3,233</b>	-		<b>3,233</b>	<b>729</b>
<b>Net Operating Result before Capital Items</b>	<b>3,233</b>	-	-	<b>3,233</b>	-		<b>3,233</b>	<b>729</b>

**Capital Budget Review Statement**

Budget review for the quarter ended 30 September 2011

**Capital Budget - Water Fund**

( 000 s)	Original Budget 2011/12	Approved Changes		Revised Budget 2011/12	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS					
<b>Capital Expenditure</b>								
Plant & Equipment	1,148			1,148			1,148	223
Office Equipment & IT	575			575	-75	3a	500	26
Land & Buildings	1,265	70		1,335	480	3b	1,815	19
Loan Repayments (Principal)	48			48			48	
Water Infrastructure	5,921	810		6,731	-9	3c	6,722	1,048
Other Assets	550			550	75	3d	625	52
<b>Total Capital Expenditure</b>	<b>9,507</b>	<b>880</b>	<b>-</b>	<b>10,387</b>	<b>471</b>		<b>10,858</b>	<b>1,368</b>
<b>Capital Funding</b>								
Rates & Other Untied Funding	6,260	880		7,140			7,140	1,368
New Loans	3,247			3,247			3,247	
<b>Total Capital Funding</b>	<b>9,507</b>	<b>880</b>	<b>-</b>	<b>10,387</b>	<b>-</b>		<b>10,387</b>	<b>1,368</b>
<b>Net Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(471)</b>		<b>(471)</b>	<b>-</b>

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
3a	\$75k reduction in Asset Management System. This has been reduced to facilitate Strategic Planning Document preparation, including an Asset Management Plan.
3b	\$850k increase in Fitter / Electrician Workshop - estimates higher than originally budgeted. \$310k reduction in levee protection projects. \$60k reduction in administration carpark expansion project.
3c	\$165k increase for Red Hill Reservoir construction (carried over from 2010/11). \$50k reduction for Tarcutta Treatment Plant. \$124k reduction in non-urban Pumping Stations.
3d	\$77k included to prepare Strategic Planning Documents, made up of \$75k from Asset Management System and \$2k from IWCM.

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 30 September 2011

**Cash & Investments - Water Fund**

( 000 s)	Original Budget 2011/12	Approved Changes		Revised Budget 2011/12	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS					
<b>Externally Restricted <sup>(1)</sup></b>								
<b>Total Externally Restricted</b>	-	-	-	-	-		-	-
<small>(1) Funds that must be spent for a specific purpose</small>								
<b>Internally Restricted <sup>(2)</sup></b>								
Employee Leave Entitlements	772			772			772	702
Mains Replacement	1,000			1,000			1,000	500
Sales Fluctuation	1,200			1,200			1,200	
<b>Total Internally Restricted</b>	<b>2,972</b>	-	-	<b>2,972</b>	-		<b>2,972</b>	<b>1,202</b>
<small>(2) Funds that Council has earmarked for a specific purpose</small>								
<b>Unrestricted (ie. available after the above Restrictions)</b>	4,715	-	-	4,715	(3,831)		884	174
<b>Total Cash &amp; Investments</b>	<b>7,687</b>			<b>7,687</b>	<b>(3,831)</b>	4.1	<b>3,856</b>	<b>1,376</b>

**Cash & Investments Budget Review Statement**

**Comment on Cash & Investments Position**

Initial budgeted cash & investment balances were overstated, as the actual 2010/2011 results were less than originally budgeted. Capital expenditure of \$880k was also carried over from 2010/2011, which has further reduced the cash & investment balance. Provided quarterly review adjustments of \$471k are adopted, it is anticipated that the end of financial year balance will be \$3.83m lower than originally budgeted.

**Investments**

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

**Cash**

The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$1,375,804

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.

The date of completion of this bank reconciliation is 30/09/11

**Reconciliation Status**

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

	<b>000 s</b>
Cash at Bank (as per bank statements)	483
Investments on Hand	851
less: Unpresented Cheques	(5)
add: Undeposited Funds	47
<b>Reconciled Cash at Bank &amp; Investments</b>	<b>1,376</b>
<b>Balance as per Review Statement:</b>	<b>1,376</b>
Difference:	-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

4.1	\$3.83m cash and investments reduction due to lower than anticipated actual balance in 2010/11 financial reports, in addition to 2010/11 revoted capital expenditure of \$880k, and \$471k 30/9/11 increased quarterly review of capital expenditure.
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**Key Performance Indicators Budget Review Statement**

Budget review for the quarter ended 30 September 2011

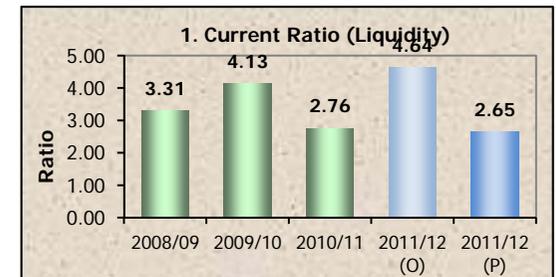
( 000 s)	Current Projection		Original Indicator	Actuals	
	Amounts	Indicator		Prior Periods	
	11/12	11/12	11/12	10/11	09/10

The Council monitors the following Key Performance Indicators:

**1. Current Ratio (Liquidity)**

Current Assets	8,628	2.65	4.64	2.76	4.13
Current Liabilities	3,256				

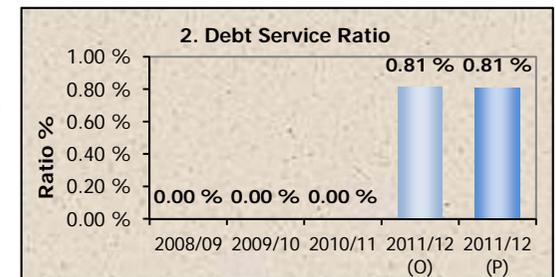
This measures Council's ability to pay existing liabilities in the next 12 months. (target 1 to > 1.5)



**2. Debt Service Ratio**

Debt Service Cost	161	0.81 %	0.81 %	0.00 %	0.00 %
Income from Continuing Operations	19,903				

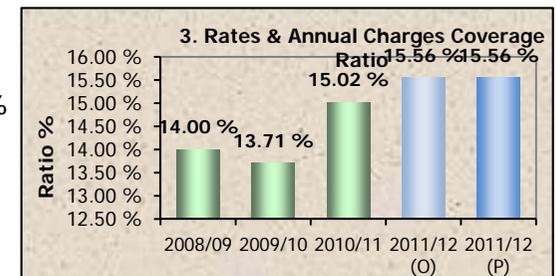
This measures Council's ability to meet interest payments and therefore service debt. (target 0% to 5%)



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

Rates & Annual Charges	3,097	15.56 %	15.56 %	15.02 %	13.71 %
Income from Continuing Operations	19,903				

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

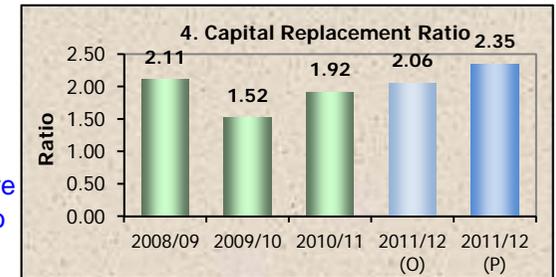


**Key Performance Indicators Budget Review Statement**

Budget review for the quarter ended 30 September 2011

( 000 s)	Current Projection		Original Indicator	Actuals	
	Amounts	Indicator		Prior Periods	
	11/12	11/12	11/12	10/11	09/10
<b>4. Capital Replacement Ratio</b>					
Infrastructure, Property, Plant & Equipment	10,810	2.35	2.06	1.92	1.52
Depreciation	4,600				

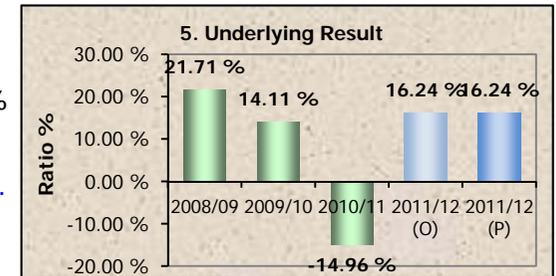
Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target 1 to > 1.5)



**5. Underlying Result**

Net Result	3,233	16.24 %	16.24 %	-14.96 %	14.11 %
Total Revenue	19,903				

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



**Contracts Budget Review Statement**

Budget review for the quarter ended 30 September 2011

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

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
NSW Office of Water	Walla Walla bore replacement	\$186,427	23/08/11	2 1/2 months	Y	

Notes:

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

**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

<b>Expense</b>	<b>YTD Expenditure (Actual Dollars)</b>	<b>Budgeted (Y/N)</b>
Consultancies	-	
Legal Fees	-	

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**

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N/A

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Riverina Water County Council

BALANCE SHEET	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL BUDGET 2011/12	REVISED BUDGET 2011/12
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	8,193,000	1,561,000	7,687,175	3,856,209
Receivables	2,436,000	2,531,000	1,882,708	3,760,065
Inventories	1,926,000	3,475,000	746,123	845,048
Other	252,000	44,000	165,708	166,809
<b>Total Current Assets</b>	<b>12,807,000</b>	<b>7,611,000</b>	<b>10,481,713</b>	<b>8,628,131</b>
<b>Non-Current Assets</b>				
Infrastructure, Property, Plant & Equipment	153,779,000	189,712,000	163,205,300	195,547,000
Intangible Assets	2,508,000	1,700,000	2,508,000	1,700,000
<b>Total Non-Current Assets</b>	<b>156,287,000</b>	<b>191,412,000</b>	<b>165,713,300</b>	<b>197,247,000</b>
<b>TOTAL ASSETS</b>	<b>169,094,000</b>	<b>199,023,000</b>	<b>176,195,013</b>	<b>205,875,131</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Payables	464,000	417,000	755,514	757,527
Borrowings	-	-	76,559	76,559
Provisions	2,638,000	2,342,000	1,428,882	2,422,000
<b>Total Current Liabilities</b>	<b>3,102,000</b>	<b>2,759,000</b>	<b>2,260,955</b>	<b>3,256,085</b>
<b>Non-Current Liabilities</b>				
Borrowings	-	-	3,122,491	3,122,491
Provisions	-	-	1,354,118	-
<b>Total Non-Current Liabilities</b>	<b>-</b>	<b>-</b>	<b>4,476,609</b>	<b>3,122,491</b>
<b>TOTAL LIABILITIES</b>	<b>3,102,000</b>	<b>2,759,000</b>	<b>6,737,564</b>	<b>6,378,576</b>
<b>Net Assets</b>	<b>165,992,000</b>	<b>196,264,000</b>	<b>169,457,449</b>	<b>199,496,554</b>
<b>EQUITY</b>				
Retained Earnings	63,858,000	61,714,000	67,323,449	64,946,554
Revaluation Reserves	102,134,000	134,550,000	102,134,000	134,550,000
Council Equity Interest	165,992,000	196,264,000	169,457,449	199,496,554
<b>Total Equity</b>	<b>165,992,000</b>	<b>196,264,000</b>	<b>169,457,449</b>	<b>199,496,554</b>

**RIVERINA WATER COUNTY COUNCIL  
2011-12 ESTIMATES**

INCOME	2011/12	2011/12
	Actual YTD	Original Budget
<b>Residential Charges</b>	<b>1,870,875</b>	<b>13,611,569</b>
Access Charges	709,191	2,920,300
Usage Charges	1,161,684	10,691,269
<b>Non-Residential Charges</b>	<b>906,647</b>	<b>4,736,127</b>
Access Charges	90,371	176,885
Usage Charges	816,277	4,559,242
<b>Interest</b>	<b>18,826</b>	<b>100,000</b>
Extra Charges	6,924	0
Interest Income	11,903	100,000
<b>Other Income</b>	<b>213,033</b>	<b>555,000</b>
Rents, Fees etc	4,854	7,000
Private Works	3,307	0
Other Revenues	204,872	512,000
Profit on Sale of Assets	0	36,000
<b>Operating Grants &amp; Contributions</b>	<b>270,480</b>	<b>900,000</b>
Operating Grants	-143,396	200,000
Operating Contributions	413,876	700,000
<b>Capital Grants &amp; Contributions</b>	<b>0</b>	<b>0</b>
Capital Grants	0	0
<b>Total Income</b>	<b>3,279,861</b>	<b>19,902,696</b>
EXPENSES	2011/12	2011/12
	Actual YTD	Original Budget
<b>Management</b>	<b>1,030,128</b>	<b>6,846,642</b>
<b>Operations &amp; Maintenance</b>	<b>1,519,636</b>	<b>5,223,500</b>
Buildings and Grounds Maintenance	149,449	422,000
Buildings and Grounds Energy	28,966	465,000
Management - Operations	209,712	400,000
Sources Operations	70,510	22,500
Sources Purchase of Water	2,761	65,000
Sources Chemicals	0	0
Sources Energy	95,784	0
Pumping Stations Operations	114,797	716,000
Pumping Stations Chemicals	2,769	4,000
Pumping Stations Energy	6,700	116,000
Reservoirs Operations	115,061	70,000
Reservoirs Chemicals	3,847	71,500
Reservoirs Energy	12,909	203,000
Treatment Plant Operations	154,046	785,500
Treatment Plant Chemicals	39,795	224,000
Treatment Plant Energy	97,333	638,000
Mains Operations	249,031	700,000
Mains Chemicals	247	0
Mains Energy	179	0
Meters / Services / Plumbing	203,913	500,000
Other Operations	-38,171	-179,000
<b>Depreciation</b>	<b>0</b>	<b>4,600,000</b>
<b>Miscellaneous</b>	<b>1,399</b>	<b>0</b>
Private Works	1,399	0
Loss from Disposal of Assets	0	0
<b>Total Expenses</b>	<b>2,551,162</b>	<b>16,670,142</b>
<b>Operating Result</b>	<b>728,699</b>	<b>3,232,554</b>
<b>Net Operating Result before Grants &amp; Contributions provide for Capital Purposes</b>	<b>728,699</b>	<b>3,232,554</b>

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$702,000.00
	Mains Replacement	\$500,000.00
	Sales Fluctuation	\$0.00
		\$1,202,000.00
Unrestricted Funds		-\$368,628.74
<b>TOTAL FUNDS</b>		<b>\$833,371.26</b>

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

Figures shown above are estimate only.

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**  
**FINANCE / ADMINISTRATION MANAGER**

**APPENDIX 3: Draft Policy 3.4 Safe Driving**

## **DRAFT POLICY 3.4 SAFE DRIVING**

<b>POLICY NAME:</b>	Safe Driving
<b>POLICY NO:</b>	3.4
<b>MINUTE NO:</b>	
<b>ADOPTION DATE:</b>	
<b>NEXT REVISION DATE:</b>	December 2012
<b>LAST REVISED:</b>	

### **Objective**

By establishing a Safe Driving Policy, Riverina Water County Council is advocating an integration of safe vehicles, safe driving or operating behaviours, and safe management practices.

### **Overview**

Riverina Water runs a large fleet of vehicles and items of plant and covers an area of about 15,500 sq km. Employees can be required to travel long distances to access these areas and vehicle/travel safety is an important issue.

### **Purpose**

Commitment towards health, safety and welfare of workers.

To increase awareness & understanding among workers of safe driving practices.

Reduce both the human and financial costs resulting from motor vehicle incidents.

Improved fleet and plant safety, reflecting a responsible corporate image in the wider community.

### **Responsibilities**

All drivers and operators who operate Council vehicles or plant, or other vehicles or plant in use for projects under the control of Riverina Water, are required to:

Ensure safety is always priority;

Be correctly & currently licensed or otherwise certified competent for the particular vehicle/plant being operated;

Notify your supervisor and manager if license of driver/operator is disqualified/revoked;

Comply with the Australian Road Rules . Riverina Water County Council will not reimburse employees the cost of any traffic offences;

Carry out any daily vehicle/plant checks as recommended by the operating manual and keep windscreen and windows clean to ensure safe vision,;

Operate & maintain the vehicle or plant in safe condition and immediately prevent the use of any vehicle/plant which is unsafe;

Have work goals & schedules which are not in conflict with safe driving practices, especially with respect to driving speeds and fatigue;

Report any defects that may affect vehicle/plant performance or safety of persons;

Follow RWCC guidelines for reporting of incidents & motor vehicle accidents;

Maintain an up to date first aid kit with the vehicle;

Ensure the vehicle maintenance is undertaken as per the schedule;

Keep the vehicle/plant in a clean and tidy condition inside and out by regular washing and prompt removal of dust and mud;

Utilise the most appropriate route for travelling to work sites;

Treat all vehicles and plant with respect. Harsh driving or operation is not good for the vehicle or the driver.

### **GENERAL DRIVER SAFETY RULES**

Drivers or operators of any vehicle or plant entering Council sites shall abide by Riverina Water County Council's Safe Driving Policy.

### **Alcohol**

No driver or operator will use a Council vehicle or plant while over the legal blood alcohol limit for operation of a motor vehicle.

### **Drugs / Medications**

Anyone using a prescribed or other medication should ask their doctor or chemist whether it may possibly impair driving. Advise Supervisor if unable to drive due to medications.

Riverina Water does not, under any circumstances, permit workers to conduct any work whilst under the influence of any substance that causes impairment.

### **Speed**

No employee is required or permitted to use excessive speed. Drivers must stay within the legal limits and make allowances for hazardous driving conditions by driving appropriately for the road, traffic, weather conditions and type of vehicle and its load.

### **Seat Belts**

Seat belts (where fitted) must be worn when the vehicle or plant is operating.

### **Mobile Phones**

Where appropriate, hands-free kits or Bluetooth devices may be fitted in vehicles to allow hands-free phone use whilst vehicles or plant are operating.

Should the vehicle or plant not be fitted with a hands-free kit, drivers are required to pull off the road in a safe position BEFORE answering their mobile phone, or alternatively, switch the phone off before driving and allow the calls to be directed to message bank. Persons operating plant are required to stop operations and not touch controls whilst using the phone.

### **Smoking**

Smoking is NOT permitted within any of Riverina Water vehicles or items of plant.

### **Carrying loads**

- Vehicle loads are to be kept within legal limits for size and weight.
- Drivers must hold the appropriate license for the combined vehicle type and weight.
- Loads must be appropriately secured (e.g. tied down or covered if required).

### **Left Turn Only Policy & STOP Sign**

All vehicles/plant exiting Riverina Water property via Hammond Avenue must abide by the "Left Turn Only" policy and the STOP sign. This applies to all traffic and is to be promoted to all visitors and contractors.

### **Driver Performance**

Persistent failure to comply with the Australian Road Rules and any other relevant Motor Traffic Regulations, or carrying out unsafe driving practices whilst operating a Council vehicle or plant will constitute unsafe work performance. This also applies to the operation of private vehicles whilst on council property or during journeys to and from your place of work.

Disciplinary action under the enterprise award & Riverina Water procedures may be implemented, and the use Council vehicles or plant may be removed or other sanctions imposed.

## **DRIVING TIPS**

### **Lights On**

Riverina Water encourages ALL drivers to turn on their headlights to low beam for daytime driving as this practice increases vehicle visibility on the roads, and therefore reduces the risk of accidents.

Remember to turn OFF lights when ignition is switched off.

### **Driver Fatigue**

To avoid driver fatigue:

- Practice good driving posture;
- Plan realistic driving schedules;
- Be well rested before travel;
- Take regular refresher breaks (at least every 2 hours or more often if required) - including stopping for scheduled meal breaks;
- Tell your supervisor if you are too tired to drive or may possibly be over the legal blood alcohol limit;
- Overnight accommodation shall be considered for crews remote from base for an extended period;
- Rotate driving responsibility wherever possible.

### **Pedestrians / Vehicle Drivers**

Be aware of hazards around work site locations. Drive with caution around work sites and watch for pedestrian traffic. Take additional care when reversing. Adhere to speed limits as posted within the grounds of Hammond Avenue.

**Parking**

Utilise designated parking areas where possible and ensure vehicles are positioned without causing obstruction, or creating a hazard for other drivers. **%Do a lap, avoid a mishap+** Check around vehicles/plant before moving from a parking space.

**Vehicles Taken Home**

Refer to policy 3.2 for guidelines to follow for vehicles taken home.

**Other Driving Tips**

- Make seat and mirror adjustments before starting vehicle;
- Do not tailgate;
- Do not take right of way for granted;
- Look left, look right, look bike;
- Use low beam in foggy conditions;
- If you find yourself getting aggravated or impatient whilst driving, pull over and take a break.

**DRIVE SAFELY**  
**&**  
**DRIVE TO STAY ALIVE**

## **APPENDIX 4: Draft Policy 4.4 Ultra Violet Radiation (UVR) Exposure & Hot/Cold Working**

## **DRAFT POLICY 4.4 ULTRA VIOLET RADIATION (UVR) EXPOSURE & HOT/COLD WORKING**

<b>POLICY NAME:</b>	Ultra Violet Radiation (UVR) Exposure & Hot/Cold Working
<b>POLICY NO:</b>	4.4
<b>MINUTE NO:</b>	
<b>ADOPTION DATE:</b>	16 <sup>th</sup> July 2009
<b>NEXT REVISION DATE:</b>	June 2012
<b>LAST REVISED:</b>	April 2011

### **Commitment**

Riverina Water County Council is committed to Occupational Health & Risk Management within the workplace.

Under the guidelines of the NSW OH&S Act 2000 & OH&S Regulation 2001, RWCC have committed to address all aspects of workplace safety, including the identification and control of exposure to hazards associated with Ultra Violet Radiation and hot or cold working environments.

### **Purpose**

To eliminate or satisfactorily reduce the risk of exposure of RWCC staff to the hazard of Ultra Violet Radiation and to eliminate or reduce the risk of skin cancer, thermal stress, dehydration and other injuries related to exposure to extremes of temperature. (As per the NSW Occupational Health & Safety Regulation 2001 Reg 47; 48)

### **Responsibilities**

#### ***Council***

- Provide clothing and equipment / PPE needed to protect workers from the effects of working in direct sunlight & extreme heat or cold.
- Develop & implement procedures & safe systems of work to reduce the exposure time to UVR & hot or cold working environments.
- Provide information, instruction and training on the hazards of exposure to UVR and thermal stresses.
- Consult with employees when making decisions on workplace health & safety.

#### ***Managers / Supervisors***

- Responsible for the implementation of this policy and associated procedures.
- Regular assessment of working conditions to ensure that exposure to UVR hazards & hot or cold working conditions are eliminated or satisfactorily controlled.
- Review of procedures and controls.
- Regularly monitor contractor safety procedures for UVR, thermal stress & dehydration hazard controls.

#### ***All Staff***

- Follow procedures and wear / utilise personal protective equipment provided.
- Minimise exposure to Ultra Violet Radiation & thermal stress.
- Maintain PPE & clothing in good condition & obtain replacements when necessary.

#### ***OH&S Committee***

- Provide an avenue for consultation on all safe work procedures and policies.

#### ***Contractors***

- Ensure that satisfactory controls and procedures for UVR hazards, thermal stress & dehydration are implemented and monitored.

## **APPENDIX 5: Draft Policy 4.6 Clothing & Personal Protective Equipment (PPE)**

## **DRAFT POLICY 4.6 CLOTHING & PERSONAL PROTECTIVE EQUIPMENT (PPE)**

<b>POLICY NAME:</b>	Clothing & Personal Protective Equipment (PPE)
<b>POLICY NO:</b>	4.6
<b>MINUTE NO:</b>	
<b>ADOPTION DATE:</b>	
<b>NEXT REVISION DATE:</b>	June 2012
<b>LAST REVISED:</b>	December 2011

### **Purpose & Scope**

- To present a practical, neat and recognisable image for all Riverina Water staff.
- To assist with keeping the workforce safe by providing clothing and Personal Protective Equipment (PPE) that aids in the control of risks. This policy must be read in conjunction with;
  - a) Policy 4.4 and procedure SWP002 - UVR Exposure & Hot/Cold Working Environments;
  - b) Various RWCC procedures requiring the use of specific PPE.
- This policy covers procedures for the issue, care, and replacement of uniform and safety clothing / equipment.

This policy applies to all employees of Riverina Water County Council (permanent and casual). Work experience or other short term employees not issued with uniforms must wear clothing offering equivalent protection, and use protective safety equipment provided by Riverina Water.

### **Clothing to be Supplied**

All Purchase and issue of Riverina Water County Council work clothing and personal protective equipment is to be made through the store personnel.

Employees will be provided with sufficient Council clothing to cover a working week. Clothing and equipment supply will include a council uniform (in standard colours with an embroidered Council logo) and all personal protective equipment required, as per the Clothing & Personal Protective Equipment Issue schedule.

Employees are required to take reasonable care of all clothing and equipment issued. Clothing and safety equipment will be replaced on a wear and tear basis. Worn/damaged clothing or equipment must be presented to the store personnel to obtain replacements.

### **Exceptions to the standard clothing and equipment issued by Council**

Some staff or staff positions may require the issue of clothing and/or Personal Protective Equipment that is considered non-standard issue. These items will be listed as **Special Issue** in the Clothing & Personal Protective Equipment Issue schedule. Changes to the schedule may only be made with General Manager Approval.

Application for exception to the standard issue Personal Safety Equipment may be made on medical grounds and must be supported by a medical certificate. Riverina Water may ask for an updated medical certificate to be provided at appropriate time intervals.

**Corporate blazers and ties** will be issued at the General Manager's discretion.

### **Compulsory wearing of Council issue**

***The wearing of Council's clothing / uniform is compulsory for ALL STAFF.*** Staff must wear the Council supplied clothing and PPE at all times when undertaking paid work for Riverina Water. Staff attending training or conferences may wear clothing suitable for that purpose.

Any employee who fails to wear the clothing/equipment issued or uniforms as supplied will be subject to action under the disciplinary processes as stated in Council's award and procedures.

### **Equipment not issued by Council**

Clothing and PPE (Personal Protective Equipment) that has not been issued by Council is not to be worn or utilised.

### **Review & Communication of Policy**

This policy and the associated schedule will be reviewed every two years. The contents of this policy and associated schedule, including any changes or updates, will be communicated to all staff.

New employees are to be made aware of the Clothing Policy as part of their induction process.

**Standard Issue:**

<b>Employees who work principally indoors (administration staff)</b>		
<b>No.</b>	<b>DESCRIPTION</b>	<b>COLOUR</b>
5	Shirt or blouse - Long/short sleeved (at least 1 long or ¾ sleeved shirt is required)	Blue or white (Striped or plain)
3	Long trousers, skirts, slacks, shorts	Navy / Taupe
2	Jumpers / Vest / Cardigan	Navy
1	Broad brim hat and sunglasses (required for occasional outdoor work).	Australian Standards
1	Jacket / Coat / Windcheater	Hi Visibility or Navy
	Footwear not supplied	
<b>Employees who work indoors &amp; outdoors (Engineering/supervisory/store staff)</b>		
<b>No.</b>	<b>DESCRIPTION</b>	<b>COLOUR</b>
5	shirts or blouse - Long or 3/4 sleeved	Blue or white (Striped or plain)
3	skirts/trousers/slacks/shorts	Taupe or Navy
3	jumpers/vest	Navy or High Visibility
1	jacket (jacket/coat/windcheater)	High Visibility
1	Safety sunglasses	Australian Standards
1	broad brimmed hat or equivalent	
	Safety boots, hard hats, sunscreen, gumboots, wet weather gear, insect repellent and other safety gear where required.	
<b>Outdoor Staff (Works &amp; Field Staff)</b>		
<b>No.</b>	<b>DESCRIPTION</b>	<b>COLOUR</b>
5	Long sleeved shirts	High Visibility
3	Skirts/trousers/slacks/shorts	Navy
3	Jumpers / vest	High Visibility
1	Jacket (jacket/coat/windcheater)	High Visibility
3	Flannelette shirts (Winter use)	
1	Wet weather gear	High Visibility
1	Pair of safety sunglasses	Australian Standards
1	Broad brimmed hat or approved Tanami type hat	
	Safety (steel capped) boots, approved sunscreen lotion, overalls, hard hats, hearing protection, gumboots, wet weather gear and other safety equipment where required.	
<p>* Standard issue is one jacket of the type needed by employee's job requirement. Additional jacket may be available if the duties require. Approval for issue of a second jacket is required from the Department Manager.</p>		
<b>Special Issue (Work/Position Specific Clothing &amp; PPE)</b>		
<b>No.</b>	<b>DESCRIPTION</b>	<b>COLOUR</b>

## **APPENDIX 6: Draft Policy 4.15 Employee Health Assessments & Health Monitoring**

## DRAFT POLICY 4.15 EMPLOYEE HEALTH ASSESSMENTS & HEALTH MONITORING

<b>POLICY NAME:</b>	Employee Health Assessments & Health Monitoring
<b>POLICY NO:</b>	4.15
<b>MINUTE NO:</b>	
<b>ADOPTION DATE:</b>	
<b>NEXT REVISION DATE:</b>	December 2012
<b>LAST REVISED:</b>	

### Purpose & Scope

Riverina Water County Council is committed to the health and well being of workers. This policy outlines the requirements and processes that Riverina Water will undertake to meet its obligations under the Work Health and Safety Legislation in regard to health monitoring, and assessment of workers to undertake their role without the risk of harm or injury.

This policy covers;

- Health assessments for the purpose of determining the risk of harm to a person when placing them in a role or when returning from injury.
- Periodic health assessments as part of a health monitoring process for possible exposure to hazardous substances or environments.

### Health Assessments

Riverina Water will undertake the following health assessments as part of an overall strategy to ensure that workers are not placed at risk by undertaking tasks that are beyond their physical or mental capabilities.

1. Pre-placement . for all new or transferring employees; to determine an applicant's suitability for a particular role (e.g. has the person sufficient physical strength if the job requires heavy work; is eyesight sufficiently keen to meet the requirements of assembly of small parts; is the person prone to allergies or bronchial trouble if working in particularly dry, moist or dusty atmosphere).  
The aim of a pre-placement health assessment is to check the person's suitability for the type of work involved. These tests are designed to protect both the employer and the employee.
2. Workers compensation . to monitor the recovery of injured and/or ill employees; to determine fitness to resume pre-injury duties, or for placement into alternative work situations which would not affect the type of injury received but provide a meaningful work task.
3. Fitness to resume work . to determine fitness and wellbeing to resume pre-injury duties following a lengthy period of illness, or an injury sustained outside of work.
4. Fitness for Work . to determine the ongoing health and fitness of any employee to safely carry out the tasks associated with their work role.
5. Termination medical . if considered necessary by the General Manager, WHS & RTW Coordinators or managers, the health of an employee should be assessed prior to departure through the provision of an exit medical examination.

### Health Monitoring

Riverina Water recognises the need to undertake periodic health monitoring to ensure that;

1. Workers health has not been compromised by the work environment (noise),
2. Workers health has not been compromised by exposure to hazardous substances within the workplace (pesticides, asbestos, dust etc).

Riverina Water will ensure that health surveillance is performed by a qualified medical practitioner. The selection of the medical practitioner to undertake the surveillance will be made by Riverina Water after consultation with the relevant employees. Health surveillance will be undertaken at the expense of Riverina Water County Council.

### **Scope of Noise Exposure Health Monitoring**

Riverina Water will provide workers with hearing assessments as per the guidelines of the Code of Practice *Managing Noise and Preventing Hearing Loss at Work*. Hearing assessment will involve workers who are frequently required to use hearing protection or who may have been exposed to harmful noise levels. Results of hearing tests may be used to determine if the level of hearing protection provided is adequate.

### **Scope of Asbestos Exposure Health Monitoring**

This health monitoring applies to employees of Riverina Water County Council and its employees during former identities (Great Southern Energy, Energy South, Southern Riverina Electricity & Water, and Southern Riverina County Council).

Health monitoring (surveillance) will be undertaken in accordance with Work Health and Safety legislative requirements and will be considered for employees who have been identified in the workplace assessment as having been exposed to asbestos in a hazardous form, and the exposure to the hazardous substance is such that it may have an adverse effect on the employees' health.

The General Manager will determine the requirements for health monitoring from individual employee surveys and in consultation with relevant medical or other specialist advice.

Medical examinations should not be perceived by the employer or employees as a means of penalising employees for any health problems they may have developed, but as an effort to ensure the continued good health and safety of all employees.

Riverina Water County Council will ensure that medical reports and health surveillance reports are kept confidential in accordance with privacy guidelines.

**Disputes:** Every endeavour shall be made to solve any dispute through discussion between the worker, management, approved medical specialist, injury management consultant, and when requested, the worker's union or other representative.

### **Procedure**

Riverina will develop procedures to clearly define and document the process and guidelines for conducting worker health monitoring and assessments.

### **Review & Communication of Policy**

This policy shall be reviewed on a regular basis or whenever legislative requirements change. All reviews will involve consultation with the relevant employee representatives.

