



13th August 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, 20th AUGUST 2014 at 9.30 am

and your attendance is requested accordingly

Yours faithfully

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

Graeme J Haley
GENERAL MANAGER



*** AGENDA ***

TABLE OF CONTENTS

APOLOGIES

ACKNOWLEDGEMENT TO COUNTRY

DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST

CONFIRMATION OF MINUTES HELD 25TH JUNE 2014

CORRESPONDENCE

GENERAL MANAGER'S REPORT TO THE COUNCIL	2
1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS	2
2. FINANCIAL STATEMENTS - FUND POSITION AS AT 30TH JUNE 2014	3
3. UNCOMPLETED CAPITAL WORKS 2013/14	4
4. OPERATIONAL PLAN – PERFORMANCE TARGETS.....	5
5. PECUNIARY INTEREST REGISTER-DISCLOSURE OF INTERESTS.....	9
6. LEASE OF LAND OFF BEAUTY POINT AVENUE.....	10
7. DRAFT POLICY 1.10 COUNCILLOR'S EXPENSES AND FACILITIES.....	10
8. DRAFT POLICY 2.9 DEBT RECOVERY	11
9. MURRAY DARLING ASSOCIATION ANNUAL CONFERENCE	12
10. COUNCIL MEETING DATES AND TIMES	12
11. FEBRUARY 2015 COUNCIL MEETING.....	13
12. COUNCIL RESOLUTION SHEET.....	2
DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING AUGUST 2014	4
1. WORKS REPORT COVERING JUNE 2014	4
2. WORKS REPORT COVERING JULY 2014	5
3. ANNUAL REPORT STATISTICS FOR 2013/2014	6
QUESTIONS & STATEMENTS	7

GENERAL MANAGER'S REPORT TO THE COUNCIL

13th August 2014

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

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

- Investments – June 2014
- Investments – July 2014

Monthly Investment Report as at 30/6/14

a) Council's Investments as at 30/6/14

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/06/2014	153	25/11/14	A-2	3.60	BBSW	2.65	7.904%	\$2,500,000.00	\$2,500,000.00
ME Bank	5/06/2014	364	04/06/15	A-2	3.72	BBSW	2.63	7.904%	\$2,500,000.00	\$2,500,000.00
Westpac	28/01/2014	365	28/01/15	A-1+	3.76	BBSW	2.63	15.809%	\$5,000,000.00	\$5,000,000.00
ING	4/06/2014	181	02/12/14	A-2	3.61	BBSW	2.64	7.904%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	15/05/2014	180	11/11/14	A-2	3.60	BBSW	2.64	7.904%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/03/2014	153	26/08/14	A-2	3.61	BBSW	2.65	3.162%	\$1,000,000.00	\$1,000,000.00
AMP	24/01/2014	180	23/07/14	A-1	3.80	BBSW	2.64	3.162%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	1/05/2014	180	28/10/14	A-1+	3.73	BBSW	2.64	6.324%	\$2,000,000.00	\$2,000,000.00
ME Bank	5/06/2014	119	02/10/14	A-2	3.57	BBSW	2.65	3.162%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	4/06/2014	120	02/10/14	A-2	3.45	BBSW	2.65	3.162%	\$1,000,000.00	\$1,000,000.00
ME Bank	6/05/2014	120	03/09/14	A-2	3.56	BBSW	2.65	1.581%	\$500,000.00	\$500,000.00
								67.98%	\$21,500,000.00	\$21,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.92	Cash Rate	2.50	13.01%	\$4,113,785.60	\$4,113,785.60
AMP				A-1	3.35	Cash Rate	2.50	19.02%	\$6,014,439.72	\$6,014,439.72
								32.02%	\$10,128,225.32	\$10,128,225.32
TOTAL INVESTMENTS								100.00%	\$31,628,225.32	\$31,628,225.32
Cash at Bank										\$198,857.73
TOTAL FUNDS										\$31,827,083.05

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)	\$994,501.67
	Asset Replacement	\$1,250,976.73
	Loan Funds	\$169,017.57
	LIRS Loan Funds	\$13,093,701.61
	Sales Fluctuation	\$5,000,000.00
		<u>\$20,508,197.58</u>
Unrestricted Funds		\$11,318,885.47
TOTAL FUNDS		\$31,827,083.05

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

CERTIFICATE

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

M. L. Curran

M Curran

FINANCE / ADMINISTRATION MANAGER

Monthly Investment Report as at 31/7/14

a) Council's Investments as at 31/7/14

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/06/2014	153	25/11/14	A-2	3.60	BBSW	2.65	7.902%	\$2,500,000.00	\$2,500,000.00
ME Bank	5/06/2014	364	04/06/15	A-2	3.72	BBSW	2.62	7.902%	\$2,500,000.00	\$2,500,000.00
Westpac	28/01/2014	365	28/01/15	A-1+	3.76	BBSW	2.62	15.804%	\$5,000,000.00	\$5,000,000.00
ING	4/06/2014	181	02/12/14	A-2	3.61	BBSW	2.65	7.902%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	15/05/2014	180	11/11/14	A-2	3.60	BBSW	2.65	7.902%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/03/2014	153	26/08/14	A-2	3.61	BBSW	2.65	3.161%	\$1,000,000.00	\$1,000,000.00
AMP	23/07/2014	181	20/01/15	A-1	3.50	BBSW	2.65	3.161%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	1/05/2014	180	28/10/14	A-1+	3.73	BBSW	2.65	6.322%	\$2,000,000.00	\$2,000,000.00
ME Bank	5/06/2014	119	02/10/14	A-2	3.57	BBSW	2.66	3.161%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	4/06/2014	120	02/10/14	A-2	3.45	BBSW	2.66	3.161%	\$1,000,000.00	\$1,000,000.00
ME Bank	6/05/2014	120	03/09/14	A-2	3.56	BBSW	2.66	1.580%	\$500,000.00	\$500,000.00
								67.96%	\$21,500,000.00	\$21,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.89	Cash Rate	2.50	13.03%	\$4,123,860.98	\$4,123,860.98
AMP				A-1	3.35	Cash Rate	2.50	19.01%	\$6,014,439.72	\$6,014,439.72
								32.04%	\$10,138,300.70	\$10,138,300.70
TOTAL INVESTMENTS								100.00%	\$31,638,300.70	\$31,638,300.70
Cash at Bank										\$171,563.89
TOTAL FUNDS										\$31,809,864.59

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)	\$994,501.67
	Asset Replacement	\$1,250,428.95
	Loan Funds	\$169,017.57
	LIRS Loan Funds	\$13,093,701.61
	Sales Fluctuation	\$6,100,000.00
		<u>\$21,607,649.80</u>
Unrestricted Funds		\$10,202,214.79
TOTAL FUNDS		\$31,809,864.59

* 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. FINANCIAL STATEMENTS - FUND POSITION AS AT 30TH JUNE 2014

RECOMMENDED that the unaudited draft primary Financial Statements as at 30th June 2014 be received.

The unaudited primary financial statements of RWCC as at 30th June 2014 are submitted for examination by Council.

The anticipated operating result for 2013/2014 is a surplus of \$7,393,000. The original estimate was for a surplus of \$2,813,000. The main reasons for the increased surplus are increased water sales due to drier than anticipated weather and increased interest revenue due to surplus cash / investments on hand from the increased water sales and delayed capital works projects.

Details of actual capital works figures and proposed carry overs are provided in a separate report item.

- **Primary Financial Statistics 2014**
- **Councillor Statement 2014**

Riverina Water County Council

Income Statement

for the financial year ended 30 June 2014

Budget ¹ 2014	\$ '000	Notes	Actual 2014	Actual 2013
Income from Continuing Operations				
<i>Revenue:</i>				
4,259	Rates & Annual Charges	3a	4,288	3,724
15,549	User Charges & Fees	3b	19,391	18,177
350	Interest & Investment Revenue	3c	1,106	513
119	Other Revenues	3d	188	177
195	Grants & Contributions provided for Operating Purposes	3e,f	238	218
4,263	Grants & Contributions provided for Capital Purposes	3e,f	3,055	2,847
<i>Other Income:</i>				
-	Net gains from the disposal of assets	5	-	121
-	Net Share of interests in Joint Ventures & Associated Entities using the equity method	19	-	-
24,735	Total Income from Continuing Operations		28,266	25,777
Expenses from Continuing Operations				
9,049	Employee Benefits & On-Costs	4a	7,869	7,433
414	Borrowing Costs	4b	534	402
2,537	Materials & Contracts	4c	2,548	2,434
6,750	Depreciation & Amortisation	4d	6,574	6,776
-	Impairment	4d	(550)	(50)
3,172	Other Expenses	4e	3,865	4,776
-	Net Losses from the Disposal of Assets	5	33	-
21,922	Total Expenses from Continuing Operations		20,873	21,771
2,813	Operating Result from Continuing Operations		7,393	4,006
Discontinued Operations				
-	Net Profit/(Loss) from Discontinued Operations	24	-	-
2,813	Net Operating Result for the Year		7,393	4,006
2,813	Net Operating Result attributable to Council		7,393	4,006
-	Net Operating Result attributable to Non-controlling Interests		-	-
(1,450)	Net Operating Result for the year before Grants and Contributions provided for Capital Purposes		4,338	1,159

¹ Original Budget as approved by Council - refer Note 16

Riverina Water County Council

Statement of Comprehensive Income for the financial year ended 30 June 2014

\$ '000	Notes	Actual 2014	Actual 2013
Net Operating Result for the year (as per Income statement)		7,393	4,006
Other Comprehensive Income:			
Amounts which will not be reclassified subsequently to the Operating Result			
Gain (loss) on revaluation of I,PP&E	20b (ii)	8,938	8,680
Total Items which will not be reclassified subsequently to the Operating Result		8,938	8,680
Amounts which will be reclassified subsequently to the Operating Result when specific conditions are met			
Nil			
Total Other Comprehensive Income for the year		8,938	8,680
Total Comprehensive Income for the Year		16,331	12,686
Total Comprehensive Income attributable to Council		16,331	12,686
Total Comprehensive Income attributable to Non-controlling Interests		-	-

Riverina Water County Council

Statement of Financial Position

as at 30 June 2014

\$ '000	Notes	Actual 2014	Actual 2013
ASSETS			
Current Assets			
Cash & Cash Equivalents	6a	10,318	10,271
Investments	6b	21,500	15,000
Receivables	7	3,120	2,820
Inventories	8	3,556	3,833
Other	8	-	49
Total Current Assets		38,494	31,973
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	9	202,680	194,548
Intangible Assets	25	2,100	1,550
Total Non-Current Assets		204,780	196,098
TOTAL ASSETS		243,274	228,071
LIABILITIES			
Current Liabilities			
Payables	10	513	695
Borrowings	10	1,341	1,272
Provisions	10	3,315	2,987
Total Current Liabilities		5,169	4,954
Non-Current Liabilities			
Borrowings	10	15,172	16,515
Total Non-Current Liabilities		15,172	16,515
TOTAL LIABILITIES		20,341	21,469
Net Assets		222,933	206,602
EQUITY			
Retained Earnings	20	73,598	66,205
Revaluation Reserves	20	149,335	140,397
Council Equity Interest		222,933	206,602
Non-controlling Interests		-	-
Total Equity		222,933	206,602

Riverina Water County Council

Statement of Changes in Equity for the financial year ended 30 June 2014

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non- controlling Interest	Total Equity
2014						
Opening Balance (as per Last Year's Audited Accounts)		66,205	140,397	206,602	-	206,602
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/13)		66,205	140,397	206,602	-	206,602
c. Net Operating Result for the Year		7,393	-	7,393	-	7,393
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	8,938	8,938	-	8,938
Other Comprehensive Income		-	8,938	8,938	-	8,938
Total Comprehensive Income (c&d)		7,393	8,938	16,331	-	16,331
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		73,598	149,335	222,933	-	222,933

\$ '000	Notes	Retained Earnings	Reserves (Refer 20b)	Council Interest	Non- controlling Interest	Total Equity
2013						
Opening Balance (as per Last Year's Audited Accounts)		62,199	131,717	193,916	-	193,916
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/12)		62,199	131,717	193,916	-	193,916
c. Net Operating Result for the Year		4,006	-	4,006	-	4,006
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	8,680	8,680	-	8,680
Other Comprehensive Income		-	8,680	8,680	-	8,680
Total Comprehensive Income (c&d)		4,006	8,680	12,686	-	12,686
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		66,205	140,397	206,602	-	206,602

Riverina Water County Council

Statement of Cash Flows

for the financial year ended 30 June 2014

Budget 2014	\$ '000	Notes	Actual 2014	Actual 2013
Cash Flows from Operating Activities				
Receipts:				
4,151	Rates & Annual Charges		4,259	3,650
15,766	User Charges & Fees		19,533	17,865
387	Investment & Interest Revenue Received		1,033	449
4,402	Grants & Contributions		3,464	2,910
-	Bonds, Deposits & Retention amounts received		3	7
207	Other		713	1,140
Payments:				
(8,930)	Employee Benefits & On-Costs		(7,540)	(7,322)
(4,017)	Materials & Contracts		(2,541)	(2,940)
(414)	Borrowing Costs		(534)	(402)
-	Bonds, Deposits & Retention amounts refunded		-	-
(3,172)	Other		(4,768)	(5,877)
8,380	Net Cash provided (or used in) Operating Activities	11b	13,622	9,480
Cash Flows from Investing Activities				
Receipts:				
411	Sale of Infrastructure, Property, Plant & Equipment		379	507
Payments:				
-	Purchase of Investment Securities		(6,500)	(15,000)
(18,129)	Purchase of Infrastructure, Property, Plant & Equipment		(6,180)	(5,525)
(17,718)	Net Cash provided (or used in) Investing Activities		(12,301)	(20,018)
Cash Flows from Financing Activities				
Receipts:				
-	Proceeds from Borrowings & Advances		-	15,000
Payments:				
(1,503)	Repayment of Borrowings & Advances		(1,274)	(382)
(1,503)	Net Cash Flow provided (used in) Financing Activities		(1,274)	14,618
(10,841)	Net Increase/(Decrease) in Cash & Cash Equivalents		47	4,080
24,615	plus: Cash & Cash Equivalents - beginning of year	11a	10,271	6,191
13,774	Cash & Cash Equivalents - end of the year	11a	10,318	10,271
Additional Information:				
	plus: Investments on hand - end of year	6b	21,500	15,000
	Total Cash, Cash Equivalents & Investments		31,818	25,271

Please refer to Note 11 for additional Cash Flow information

Riverina Water County Council

General Purpose Financial Statements for the financial year ended 30 June 2014

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

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

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

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

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

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

Signed in accordance with a resolution of Council made on 20 August 2014.

Clr G Hiscock
CHAIRPERSON

Clr G Verdon
COUNCILLOR

Mr G Haley
GENERAL MANAGER

Ms M Curran
RESPONSIBLE ACCOUNTING OFFICER

Riverina Water County Council

Special Purpose Financial Statements

for the financial year ended 30 June 2014

Statement by Councillors and Management

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

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

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

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

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

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

Signed in accordance with a resolution of Council made on 20 August 2014.

Clr G Hiscock
CHAIRPERSON

Clr G Verdon
COUNCILLOR

Mr G Haley
GENERAL MANAGER

Ms M Curran
RESPONSIBLE ACCOUNTING OFFICER

3. UNCOMPLETED CAPITAL WORKS 2013/14

RECOMMENDED that capital expenditure totalling \$1,865,000 be carried over and included in the 2014/15 capital works program.

The capital expenditure report that follows details actual capital expenditure for the 2013/14 financial year, compared to budget. Also included are details of proposed carry overs.

- **Capital Expenditure 2013/15 carryover**

CAPITAL EXPENDITURE 2013/14 & PROPOSED 2014/15 CARRY OVER

Project #	Description	Current Budget 2013/14 \$	Actual Expenditure \$	Budget Remaining \$	Proposed Carry Over 2014/15 \$
	MANAGEMENT				
	STRATEGIES				
	Demand Management				
123	Demand Management - Urban	100,000	0	100,000	
49	Lawn Replacement Program - Urban	120,000	0	120,000	
	SUB-TOTAL STRATEGIES	220,000	0	220,000	0
	LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS				
	Depot Buildings				
72	Store Building Hammond Ave - Urban	60,000	57,450	2,550	
	Workshops				
73	Fitter/Electrician Workshop	30,000	28,403	1,597	
	Access, parking and Landscaping				
74	Levee protection stage 1 Hammond Ave - Urban	93,000	60,406	32,594	
75	Levee protection feasibility study/land matters Hammond Ave - Urban	130,000	34,669	95,331	95,000
155	Levee protection stage 2 Hammond Ave - Urban	0	33,617	-33,617	
156	Alternate access Hammond Ave - Urban	20,000	1,228	18,772	18,000
	Depot Residence - Urban				
78	Depot Residence - Urban	0	2,850	-2,850	
	SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	333,000	218,623	114,377	113,000
	PLANT & EQUIPMENT				
	IT Equipment				
50	Computer Server Replacements & Software - Non-Urban	15,000	12,580	2,420	
51	Corporate IT software upgrade/improvements - Urban	79,500	33,302	46,198	
	Office Furniture & Equipment				
52	Office Furniture & Equipment - Urban	4,000	5,892	-1,892	
	Working Plant & Vehicle Purchases				
54	Routine plant & vehicle replacements	800,000	768,834	31,166	
	Scada System, Upgrades				
57	West Wagga WTP & Bores Control System Upgrade	15,000	12,318	2,682	
61	Solar magflow & RTU installations	25,000	15,344	9,656	
62	Telemetry RTU upgrades & replacements	70,000	68,557	1,443	
133	Radio Telemetry SCADA Upgrade	30,000	69,164	-39,164	
154	Time of Use - Pumping Automation - Urban	30,000	36,994	-6,994	
	CAD/GIS/Asset Management System				
63	Asset Management system & Implementation	20,000	0	20,000	20,000

Project	Description	Current Budget 2013/14	Actual Expenditure	Budget Remaining	Proposed Carry Over 2014/15
#		\$	\$	\$	\$
134	GIS integration with asset management system	10,000	0	10,000	10,000
64	GIS Improvements	60,000	0	60,000	60,000
65	Engineering Software	3,000	0	3,000	
	Communication Equipment				
131	Communication equipment	24,000	0	24,000	24,000
	SUB-TOTAL PLANT & EQUIPMENT	1,185,500	1,022,985	162,515	114,000
	TOTAL MANAGEMENT	1,738,500	1,241,608	496,892	227,000
	SOURCES				
	Bores-renew/refurbish/decommission				
85	West Wagga Bore 4 - Reline & Riserless, Switchboard & Pump&Motor	125,000	123,840	1,160	
135	West Wagga Bore 1 - Power Supply Transformer (Country Energy)	50,000	42,294	7,706	
170	Bore Repairs & Refurbishment - Non-Urban	55,000	31,065	23,935	
171	Tarcutta Bore 5 Pump, Motor & Pipework	10,000	0	10,000	
172	Ralvona Bore 3B Pump & Motor Upgrade	15,000	0	15,000	
	Bores Additional				
4	Walla Walla Bore 1B or 2B - Non-Urban	275,000	11,712	263,288	263,000
173	Source Works General Improvements	5,000	0	5,000	
174	Switchboards Improvements/Replacements	5,000	0	5,000	
	TOTAL SOURCES	540,000	208,912	331,088	263,000
	TREATMENT PLANTS				
	General improvements				
87	Wagga Dosing Pumps replacements - Urban	10,000	13,048	-3,048	
136	HACCP - Urban	5,000	4,488	513	
90	Pit lid replacements at Water Treatment Plants - Urban	5,000	4,825	175	
93	Rural Pit Lids replacements - Non-Urban	5,500	5,474	26	
175	Genset Plugs	20,000	0	20,000	20,000
176	Oura Aeration Tower Replacement - Non-Urban	12,000	26,391	-14,391	
177	East Wagga Aeration Tower Replacement - Urban	40,000	0	40,000	40,000
	Safety Equipment				
94	Safety Equipment - Urban	5,000	4,971	29	
95	Safety Equipment - Non-Urban	0	3,422	-3,422	
	Specific Treatment Plant improvements				
97	West Wagga WTP - Bulk silica handling upgrade - Urban	10,000	8,441	1,559	
98	Gardners Crossing WTP Fluoridation system upgrade - Non-Urban	3,500	0	3,500	
178	Online & Remote Monitoring	4,000	0	4,000	
179	East Wagga Aeration Basin - Control System Upgrade	40,000	20,574	19,426	

Project	Description	Current Budget 2013/14	Actual Expenditure	Budget Remaining	Proposed Carry Over 2014/15
#		\$	\$	\$	\$
	Treatment Plant refurbishments				
83	Tarcutta WTP	0	1,313	-1,313	
79	Underground powerlines - Urban	800,000	523,097	276,903	276,000
80	WTP tender documentation - Urban	800,000	920,474	-120,474	
137	WTP stage 1 - Urban	0	0	0	
138	WTP ancillary works - Urban	200,000	125,838	74,162	
99	Urana WTP replacement - Non-Urban	448,000	4,930	443,070	443,000
100	Morundah WTP upgrade - Non-Urban	85,000	50,408	34,592	
	Laboratory Equipment				
101	Laboratory Equipment - Urban	5,000	4,488	513	
102	Laboratory Equipment - Non-Urban	3,000	3,253	-253	
	TOTAL TREATMENT PLANTS	2,501,000	1,725,434	775,566	779,000
	DISTRIBUTION				
	PUMPING STATIONS				
	General improvements				
180	The Rock Pump House Safety Improvements	7,000	0	7,000	
	Flow recorders				
105	magflow communciation upgrades - Urban	0	0	0	
106	magflow replacements - Urban	10,000	7,743	2,257	
140	magflow replacements - Non-Urban	45,000	21,917	23,083	23,000
	Pumping Stations renewal & upgrade				
141	Pumping Stations renewal & upgrade - Urban	15,000	13,941	1,059	
110	West Wagga Shires pump upgrade - Urban	0	7,180	-7,180	
121	RCD Retrofitting Switchboards	25,000	31,658	-6,658	
181	Watsons Road Mangoplah Pump Station Upgrade	100,000	0	100,000	100,000
	SUB-TOTAL PUMPING STATIONS	202,000	82,440	119,560	123,000
	MAINS				
	System Improvements				
128	Hydraulic Analysis of RWCC Water Mains	5,000	4,288	712	
145	System Improvements - Urban	25,000	20,288	4,712	
157	Bellvue interconnection 1.28km along Holbrook Rd	200,000	193,510	6,490	
158	Mimosa Dr (Low Pressure Area)	0	0	0	
	Reticulation Mains Extensions				
25	Vincent Rd - Koorngal Rd to Vincent Rd - Urban	60,000	66,578	-6,578	
	Reticulation for Developers				
26	Reticulation for Developers - Urban	700,000	705,099	-5,099	
27	Reticulation for Developers - Non-Urban	95,000	56,647	38,353	

Project	Description	Current Budget 2013/14	Actual Expenditure	Budget Remaining	Proposed Carry Over 2014/15
#		\$	\$	\$	\$
112	Robe - Bomen - Urban	8,000	7,131	869	
	Renew Reticulation Mains				
29	Renew Reticulation Mains - Non-Urban	70,000	295,327	-225,327	
149	Renew Reticulation Mains - Urban	65,000	141,396	-76,396	
30	Mount Austin / McDonough Ave Replacement	50,000	6,728	43,272	43,000
159	Travers St Replacement	60,000	71,329	-11,329	
160	Lake Albert Rd Replacement	150,000	7,696	142,304	142,000
31	Tarcutta St Replacement	0	0	0	
161	Flinders St Replacement	0	0	0	
162	Ladysmith Township - Non-Urban	50,000	0	50,000	
33	The Gap / Brucedale System - Urban	0	0	0	
182	Rhoda Avenue	50,000	0	50,000	
183	Travers St North	50,000	0	50,000	50,000
	Renew Trunk Mains				
169	Bomen Trunk Main B (north of river) - Urban	10,000	23,642	-13,642	
163	Southern Trunk - Kapooka Highway Realignment 2km 450mm DICL	100,000	50,811	49,189	
164	Southern Trunk - West Wagga to Kapooka 2.2km 450mm DICL	100,000	224,792	-124,792	
21	Morven Balance tank to township (7km 150mm) - Non-Urban	0	0	0	
165	Mountain View to Walla Reservoir (5.5km 100mm)	0	0	0	
152	Bolton Park Watermain Realignment - WWCC 1/2 funded	0	17,160	-17,160	
	Hydrants & Valve refurbish				
34	Hydrants & Valve refurbish - Urban	0	17,682	-17,682	
35	Hydrants & Valve refurbish - Non-Urban	52,000	61,696	-9,696	
	SUB-TOTAL MAINS	1,900,000	1,971,798	-71,798	235,000
	RESERVOIRS				
	New Reservoirs				
6	Construction of Red Hill Reservoir (3)	0	2,550	-2,550	
84	Woomargama Reservoir 3	50,000	4,109	45,891	45,000
113	Mangoplah - Non-Urban	170,000	93,891	76,109	76,000
81	Collingullie - Non-Urban	15,000	5,337	9,663	9,000
150	Shires - Non-Urban	50,000	18,926	31,074	31,000
	Reservoirs- Protective treatment				
114	Reservoirs- Protective treatment - Urban	14,000	11,352	2,648	
115	Reservoirs- Protective treatment - Non-Urban	30,000	26,200	3,800	
	Reservoirs-upgrade ladders and access				
116	Reservoirs- upgrade ladders and access - Urban	55,000	57,524	-2,524	
117	Reservoirs- upgrade ladders and access - Non-Urban	40,000	2,322	37,678	37,000
	Reservoirs-control valves and systems.				

Project	Description	Current Budget 2013/14	Actual Expenditure	Budget Remaining	Proposed Carry Over 2014/15
#		\$	\$	\$	\$
119	Reservoirs-control valves and systems - Urban	40,000	0	40,000	40,000
	SUB-TOTAL RESERVOIRS	464,000	222,211	241,789	238,000
	SERVICES				
	Service Connections, new				
36	Service Connections, new - Urban	600,000	457,814	142,186	
37	Service Connections, new - Non-Urban	100,000	82,779	17,221	
	Renew Services				
38	Renew Services - Urban	120,000	44,157	75,843	
39	Renew Services - Non-Urban	30,000	26,009	3,991	
	SUB-TOTAL SERVICES	850,000	610,759	239,241	0
	METERS				
	Water meters replacement				
17	Water meters replacement - Urban	75,000	0	75,000	
18	Water meters replacement - Non-Urban	15,000	0	15,000	
	Water meters (new services)				
40	Water meters (new services) - Urban	0	0	0	
41	Water meters (new services) - Non-Urban	0	0	0	
	Remote metering				
42	Remote metering - Urban	10,000	7,515	2,485	
43	Remote metering - Non-Urban	10,000	6,280	3,720	
	Water Filling Stations Upgrade				
166	WFS - Urban	55,000	50,499	4,501	
167	WFS - Non-Urban	55,000	52,949	2,051	
	Water Filling Stations New				
168	WFS - Non-Urban	22,000	0	22,000	
	SUB-TOTAL METERS	242,000	117,243	124,757	0
	TOTAL DISTRIBUTION	3,658,000	3,004,451	653,549	596,000
	TOTALS	8,437,500	6,180,405	2,257,095	1,865,000

4. OPERATIONAL PLAN – PERFORMANCE TARGETS

RECOMMENDATION: That the report detailing progress achieved towards the various objectives set out in the 2013/2014 Operational Plan be noted and received.

In accordance with the provisions of Section 407 of the Local Government Act 1993, I report to Council on the progress achieved in the year for the various objectives set out in the 2013/2014 Operational Plan.

Services

Strategies / Actions	Progress to 30th June 2014
- Monitor urban and rural per capita demands and determine if they significantly exceed the design peak demand levels of service.	Average kilolitres per quarter not exceeding design.
- Manage demand effectively using a range of measures	Treated water consumption and water targets in MI per day. Targets met, except in extreme weather.
- Regularly monitor urban and village growth, and augment supply as required in line with ten year plan, and current needs	Customer needs met
- Maintain network analysis of Wagga urban water system	Staff updating model outputs.
- Maintain the water supply infrastructure in good working order.	Some but infrequent breakdowns.
- Monitor the operation of the water supply system to ensure continuity of supply.	Continuity of supply maintained.
- Reinforce throughout the organisation that we are customer orientated. - Maintain a request and complaint handling system that ensures both attention to the request and advice of action taken or to be taken.	Timely responses. CRS System maintained.
- Use customer news sheets to disseminate information to customers. - Utilise the local media when appropriate to increase awareness within the community. - Meet with sectional or interest groups or invite them to meet with us to communicate and receive feedback on relevant issues.	Preparation of quarterly newsletter finalised. Numerous media outlets used to advise customers on demand management. Senior staff attended various meetings as required.
- Increase inspection and documentation of consumer pipework where there is potential for contamination from backflow.	Required protection devices in use.

Asset Replacement

Strategies / Actions	Progress to 30th June 2014
Develop and maintain a rolling replacement plan for all assets with review every 3 years.	Program documented and executed.
Identify potential system capacity deficiencies and incorporate in capital works programme.	Monitoring, pressure testing and failure analysis undertaken.
Maintain water network analysis programme to identify timetable of system improvements and extensions.	Network model calibrated and run.
Utilise Asset Register and associated technology and pipeline breakage history to determine the timing of mains replacement to minimise over all costs.	Pipe break definitions improved in reports.

Human Resources

Strategies / Actions	Progress to 30th June 2014
Identify and develop leadership potential in staff. Extend delegation and matching accountability to all levels of the organisation. Establish mechanisms for team building and operation.	Responsibilities accepted and met.
Continue system of position descriptions and skills based remuneration.	Fair pay levels.
Promote, enable and encourage multi-skilling.	Needed skills in use.
Continue practical operations of Occupational Health & Safety Committee, and Staff Consultative Committee.	Welfare of staff.
Continue staff training system (refer to training plan Section 7.5).	Competencies attained.

WHS

Objectives	Means of achieving	Progress to 30th June 2014
Continue promotion of responsibilities within the WHS Management System	Promote WHS responsibilities to all staff through regular Newsflash articles and induction processes.	WHS responsibilities undertaken by all staff. Can be measured through annual staff evaluations. <i>Ongoing promotion of WHS roles has been achieved.</i> Incident investigations to be monitored and corrective actions listed & completed. <i>Human error still a factor in large percentage of reported incidents.</i>
Provide effective staff support through provision of appropriate and sufficient resources.	<ul style="list-style-type: none"> - Regular discussion with work teams on needs. - Ensure monitoring of human resources & equipment. 	<p>Minutes of meetings or discussions between workers and supervisors/managers. <i>Appears to be happening regularly.</i></p> <p>Health & Safety committee issues appropriately addressed. <i>HSC meeting regularly with very few items outstanding.</i></p> <p>Resources adequately included in budgets and planning. <i>Resources provided as necessary.</i></p>
Improve Communication and Consultation	<ul style="list-style-type: none"> - Continue promotion of "Take & Break & Talk Safety" & incentive by way of rewards (i.e. Kit Kats / Fruit / Luncheon) - New requirement for manager to attend at least one meeting per team per quarter. - Provide timely and appropriate feedback. 	<p>Monthly meetings held with all work teams with documented evidence being provided by Supervisors. <i>All but one team achieved the required schedule of meetings.</i></p> <p>Team meeting sheets show manager attendance. (1 per quarter). <i>Still some teams who have not had manager attendance.</i></p> <p>Issues raised are discussed with management & outcomes reached with feedback directly to the work team within a reasonable time frame.</p> <p>Diary or other appropriate recording of meetings with timely feedback to employees on raised issues. <i>No reports of lack of feedback.</i></p>

Develop & Review Safe Work Procedures	<ul style="list-style-type: none"> - Review, reformat & consolidate existing SWMS - Ongoing review of WHS Policies & procedures with a view to their effectiveness and legal compliance 	<p>Up to date supervisor manuals. <i>Manuals updated when necessary.</i></p> <p>Ensure document control register reflects up to date procedures and reviews. <i>Procedure updates on schedule.</i></p>
Develop & complete an annual CIAP (Continuous Improvement Action Plan)	<ul style="list-style-type: none"> - Develop CIAP in consultation with Management following annual OHS audits - Internal audits - StateCover self-evaluation tool & manager's consultation with work groups 	<p>CIAP developed & progress made on required actions. <i>CIAP developed and reviewed. More manager input required and reviews need to be more regular.</i></p> <p>Audit result to reflect increased compliance over previous audit. <i>Audit format changed but compliance rate still higher than state average.</i></p>
Identification of hazards & elimination/reduction of risks	<ul style="list-style-type: none"> - Workplace inspections to be undertaken every 4-6 months - Timely reporting of accident/incidents/near misses - Improved investigation reports. - Manager involvement and response to incidents - Hazard register in place & reviewed regularly 	<p>Inspection schedules up to date. Identified issues controlled within an appropriate time frame. <i>Scheduled inspections sometimes overdue. Most issues corrected in reasonable time-frame.</i></p> <p>All reports and investigations received within the required timeframes. <i>Some reports still coming in well after the deadline. Standard of investigations improved but still below par. Managers receiving copies of all reports and responding.</i></p> <p>Interim controls in place immediately, permanent controls considered, reviewed 6 monthly by management. Feedback to be given to staff. <i>Interim controls always in place. Some staff not happy with time-frame for permanent controls. Register needs to be utilised more often.</i></p>
Continue on-going WHS training of new & existing staff	<ul style="list-style-type: none"> - Undertake inductions of new staff. - Continue internal and external training programs for staff. - As procedures/SWMS are released, appropriate training or instruction is given. 	<p>Induction & review of all new staff (evidence available through completion of Individual Induction Booklets). <i>100% compliance</i></p> <p>Annual training plan in place and skills gap analysis. <i>Skills process still lacking. HR to improve process.</i></p> <p>Training record sheets received & skills database updated. <i>Training updated and records submitted when appropriate.</i></p>
Improve Safety Culture	<ul style="list-style-type: none"> - Continuous promotion and monitoring of safety performance - Ensure follow up actions are scheduled and implemented where incident investigations identify employee actions are less than desired 	<p>Noticeable reduction in incidents relating to human factors. <i>Human factors still a factor in most incidents.</i></p> <p>All incident reports involving human error element have follow up actions planned and implemented. <i>Improvements made but not yet eliminating human error.</i></p>

	<ul style="list-style-type: none"> - Senior staff to lead by example - Continue with Watch Out Award 	<p><i>Organisational failings corrected once identified.</i></p> <p>Noticeable increase in senior staff presence on job sites and areas outside of office. <i>Has improved but could still be an increase in senior staff presence around work sites.</i></p> <p>Recognition of good safety performances. <i>Safety award still in place but not always receiving worthwhile nominations.</i></p>
Maintain & Improve Health & Well Being of Staff	<ul style="list-style-type: none"> - Continue with \$100 health incentive subsidy - Provision of EAP program 	<p>"Take up" of staff into fitness programs. walking, cycling sports etc. outside of work hours</p> <p>Participation and interest show in health promotions/training in house</p> <p><i>Good percentage of staff utilising the health incentive bonus but this has been dropped from next year's budget. Staff participating in promotions in increasing numbers.</i></p> <p>Monitor usage of this service. <i>Service still being used by staff.</i></p>

Environmental Protection

Strategies / Actions	Progress to 30th June 2014
Water returned to the environment from the filtration plant will be monitored for quality.	EPA standards achieved.
All field work-sites will be protected and restored to eliminate degradation.	No soil loss or siltation. Vegetation restored.
Soiled water from Urban field site works will be returned for proper disposal.	No soiled water entering town drainage systems.
Electrical efficiency will be considered in infrastructure design.	Electrical efficiency taken into account.
Marshalls Creek environmental project to restore native vegetation and protect creek bed.	Native vegetation restored. Stable creek bed.
Fleet replacements to consider environmental criteria	Taken into account at all times. Diesel preference.
Decommission of Bores	Decommissioned as per DWE guidelines.

5. PECUNIARY INTEREST REGISTER-DISCLOSURE OF INTERESTS

RECOMMENDED that the information be received and noted.

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

The returns must be completed and lodged with the General Manager within three months after 30th of June 2014.

The returns have been issued to each Councillor and designated person to be completed and lodged with the General Manager by 30 September 2014.

6. LEASE OF LAND OFF BEAUTY POINT AVENUE

RECOMMENDATION: That the leases be renewed for land adjacent to 4, 14, 16 and 18 Beauty Point Avenue, for a further two years (2014/15 and 2015/16), with an annual rental of \$120 for 2014/15, and a CPI increase in 2015/16.

Riverina Water owned land located at the rear of properties in Beauty Point Ave has been leased long term by several residents. The current annual rental is \$97, which was last reviewed in 2004/05. CPI increases of 22.8% are applicable from June 2005 to March 2014, which has been used as the basis of the \$120 annual rental.

The following table details these properties:

Resident	Property	Approx start of lease
Mr FP & Mrs KJ Tier	4 Beauty Point Ave	1981
Mr P Dooner	14 Beauty Point Ave	2004
Mr QK Ridley	16 Beauty Point Ave	1982
MR R & Mrs M Brain	18 Beauty Point Ave	1995

7. DRAFT POLICY 1.10 COUNCILLOR'S EXPENSES AND FACILITIES

RECOMMENDED that the Draft Policy 1.10 Councillor's Expenses and Facilities be adopted.

The Draft Policy 1.10 Councillor's Expenses and Facilities was placed on exhibition, commencing 28 June 2014. There have been no changes to this Policy from that adopted in 2013.

Following the exhibition of the Draft Policy 1.10 Councillor's Expense and Facilities, no submissions have been received. A copy of the Draft Policy is attached.

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

COUNCILLOR'S EXPENSES AND FACILITIES POLICY

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

PART A – INTRODUCTION

1.0 – GENERAL PROVISIONS

1.1 Purpose of the Policy

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

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

1.2 Objectives and coverage of the Policy

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

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

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

1.3 Making and Adoption of the Policy

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

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

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

1.4 Promotion and Availability of the Policy

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

1.5 Review

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

1.6 Reporting Requirements

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

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

1.7 Legislative Provisions

1.7.1 Provisions under the *Local Government Act 1993*

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

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

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

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

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

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

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

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

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

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

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

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

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

1.8 Other NSW Government Policy Provisions

1.8.1 Department of Local Government Guidelines

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

1.8.2 Department of Local Government Circulars to Councils

The policy must take into account the following Circulars:

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

1.8.3 The Model Code of Conduct for Local Councils in NSW

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

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

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

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

1.9 Approval Arrangements

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

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

PART B – PAYMENT OF EXPENSES

2.0 GENERAL PROVISIONS

2.1 Payment of Expenses Generally

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

2.1.1 Allowances and Expenses

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

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

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

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

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

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

2.1.2 Reimbursement and Reconciliation of Expenses

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

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

2.1.3 Payment in Advance

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

2.2 Establishment of Monetary Limits and Standards

2.2.1 Monetary Limits as to Expenses

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

- Travelling and Subsistence Allowance – Councillors
- Councillor Expenses

Some expenses will have a specific limit or rate set.

2.2.2 Standard of Provision of Equipment and Facilities

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

2.3 Spouse and Partner Expenses

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

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

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

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

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

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

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

2.4 Incidental Expenses

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

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

All advanced payments are required to be reconciled.

2.5 Authorisation of Claims

Travel claims will be authorised as follows:

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

3.0 SPECIFIC EXPENSES FOR CHAIRPERSON AND COUNCILLORS

3.1 Attendance at Seminars and Conferences

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

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

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

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

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

3.2 Training and Educational Expenses

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

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

3.3 Motor Vehicle Travel Arrangements and Expenses

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

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

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

3.4 Overseas Travel

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

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

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

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

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

3.5 Interstate Travel

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

3.6 Attendance at Dinners and Other Non-Council Functions

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

3.7 Care and Other Related Expenses

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

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

3.8 Insurance Expenses and Obligations

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

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

3.9 Legal Expenses and Obligations

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

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

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

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

PART C – PROVISION OF FACILITIES

4.0 GENERAL PROVISIONS

4.1 Provision of Facilities Generally

Councillors are provided with access and use of the following:

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

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

5.0 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

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

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

6.0 ADMINISTRATIVE SUPPORT

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

7.0 SUSTENANCE/MEALS

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

8.0 DISPUTE PROCESS

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

8. DRAFT POLICY 2.9 DEBT RECOVERY

RECOMMENDED that the Draft Policy 2.9 Debt Recovery be adopted.

The Draft Policy 2.9 Debt Recovery has been developed by staff recently. The objective of this Policy is to provide a consistent, fair, and reasonable process to respond to overdue accounts and recover outstanding payments, both internally and with the assistance of an external debt recovery agency where required.

The Policy refers to the use of flow restrictors, as an alternative to the disconnection of the water supply to occupied premises.

The proposal regarding the installation of flow restrictors was publicly advertised during July 2014. No submissions were received from the public regarding this proposal.

A copy of the Draft Policy is attached.

- **Draft Policy 2.9 Debt Recovery**

DEBT RECOVERY POLICY

POLICY REFERENCE NUMBER:		POL 2.9	
Original publication date		24 July 2014	
Revision number	Issue Date	Approved	Approval date
0	24 July 2014	Res: 14/??	20 August 2014
This document is to be reviewed every year. Next review date: June 2016			
RESPONSIBLE OFFICER	Manager Corporate Services		

PART 1: INTRODUCTION

1.1 Policy Objective

Riverina Water County Council will operate a consistent, fair, and reasonable process to respond to overdue accounts and recover outstanding payments, both internally and with the assistance of an external debt recovery agency where required.

1.2 Scope of Policy

This policy applies to all parties that owe monies to Riverina Water County Council, including but not limited to water account holders, consumers, and sundry debtors.

1.3 Definitions

- *External Debt Recovery Agent*: An agency and/or law firm engaged by Riverina Water to recover amounts that are overdue.
- *Overdue Bill*: An account that has an amount that is unpaid after the due date specified on the issued bill.
- *Sundry Debtor*: An account raised for goods or services provided separate to Council's potable water supply.
- *Water Flow Restriction "Restriction"*: Water flow restriction involves reducing the maximum water supply to the property at the water meter, by inserting a flow restriction device. A small amount of water is supplied for health and hygiene purposes.
- *Water Disconnection "Disconnection"*: Disconnection of water supply involves stopping the supply of water to the property from the water meter so that supply is no longer available.

Restriction / Disconnection is permitted under regulation 144 of the Local Government (General) Regulation 2005

1.4 Legislative Context

Local Government Act 1993

Local Government (General) Regulation 2005

1.5 Related Documents

Debt Recovery Procedure

Restriction Procedure

Water Billing Follow-Up Procedure

PART 2: POLICY CONTENT

2.1 Principles

Riverina Water County Council is committed to managing revenue to ensure that Riverina Water continues to be a financially sustainable business and service provider.

This policy sets out the responsibilities of Riverina Water and its customers in managing the recovery of outstanding amounts.

2.2 Responsibilities

2.2.1 Riverina Water commits to:

- Issuing accurate, timely bills for goods and services
- Providing adequate timeframes for acknowledging receipt of notices and payment
- Treating customers fairly and with courtesy at all times
- Ensuring that customers maintain access to essential water services whenever possible
- Ensuring that customers have access to payment assistance

2.2.2 Customers are required to:

- Pay their bills promptly
- Advise Riverina Water if they are unable to pay their bills
- Commit to a payment plan, or other payment assistance, once agreed with Riverina Water (and to advise if alternative arrangements or updates to arrangements are required)

2.3 Time Given to Pay Bills

Riverina Water issues water bills to property owners, unless it has previously been arranged in writing that accounts should be directed to managing agents or tenants.

Payment of water accounts is due four weeks from the date of account issue. Payment of sundry debtor accounts is due approximately two weeks from the date of invoice issue.

2.4 Overdue Bills

Riverina Water follows a process when payments are overdue and the property owner has not made contact:

WATER ACCOUNTS:

1. If an account has not been paid by the due date, a **final reminder notice** is sent
2. If the account remains unpaid, a **restriction notice** is sent, and Riverina Water's external debt recovery agent is provided details of outstanding accounts
3. Following this, water supply will be restricted by Riverina Water Staff, and a **notice of restriction or disconnection card** will be left at the property.
*Vacant properties will be disconnected and left a **notice of restriction or disconnection card**
4. If the bill remains unpaid, Riverina Water reserves the right to commence legal action, which will result in further charges being added to the customer's account

Customers can contact Riverina Water for payment assistance options at any of the above stages. Every bill, notice and letter shows contact information and offers assistance for payment difficulties.

SUNDRY DEBTOR ACCOUNTS:

1. If an invoice has not been paid by the due date, a **statement** is sent at the end of the month

2. If the account remains unpaid, a **final reminder notice** is sent
3. If the account remains unpaid, Riverina Water reserves the right to commence legal action, which will result in further charges being added to the customer's account

2.5 Interest Charges on Overdue Bills

Interest will be charged on water accounts at the current maximum rate set by the NSW Office of Local Government.

2.6 Water Flow Restriction / Disconnection

Riverina Water will only restrict or disconnect water supply to a property as a last resort when water accounts are outstanding for an extended period of time, and customers have not contacted Riverina Water to arrange payment assistance.

Riverina Water will give reasonable warning before restriction or disconnection is arranged, and will leave a **notice of restriction or disconnection card** when restriction or disconnection is carried out.

Restrictions / disconnections will be undertaken Monday-Thursday, and devices will not be removed outside of business hours.

2.7 Avoiding Restriction / Disconnection

Riverina Water will not restrict or disconnect if a customer:

- Agrees to a payment plan, and meets the commitments of that plan when they are due
- Is arranging payment for overdue bills in conjunction with Riverina Water staff
- Has an existing or outstanding billing complaint with Riverina Water

2.8 Restoring Water Supply

If a property has been restricted, Riverina Water will restore the water supply when:

- The outstanding debt is paid in full, including a "Flow Restriction Device Removal" or "Reconnection" fee as outlined in the current Scheduled Fees & Charges
- A decision is made to restore for compassionate or other reasons, or at Riverina Water's discretion. This may include installation of a higher flow restriction device

2.9 Debt Recovery Action

Where outstanding accounts are not paid, Riverina Water may initiate legal action against the property owner or sundry debtor in conjunction with an external debt recovery agency, the cost of which will be added to the customer's account in accordance with appropriate legislation.

2.10 Payment Assistance

Riverina Water offers payment arrangement assistance to customers experiencing financial difficulties. Riverina Water also offers a "Water Billing Hardship Policy" which can be utilised with agreement of Riverina Water after submission of a Hardship Application. Information is available through contacting Riverina Water's Administration staff or the Riverina Water webpage www.rwcc.nsw.gov.au.

The support available for customers experiencing financial difficulty includes:

- Additional time to pay bills
- Ability to make smaller repayments on an ongoing basis, upon arrangement with Administration staff, based on what can be afforded
- Regular deductions from Centrelink benefits
- Cooperation with community agencies including the Salvation Army, St Vincent de Paul, AngliCare and others who may offer assistance or payment assistance vouchers
- Reduction or waiver of interest charges

Riverina Water encourages customers to ask for help with water bills if required. The customer service team are friendly and respectful, and are trained to work with customers to make arrangements that best suit the customer and Riverina Water.

2.11 Making a Complaint

If customers believe that a bill is incorrect or there is an unresolved dispute with Riverina Water about a bill, they should contact Riverina Water on 02 6922 0608.

2.12 Confidentiality

All parties to any arrangement or financial assistance request will respect the need for confidentiality.

9. MURRAY DARLING ASSOCIATION ANNUAL CONFERENCE

RECOMMENDATION That:

- a) Council be represented the Annual Conference of the Murray Darling Association in Tumut at an estimated cost of \$1,480;
 - b) Council delegates be the Chairman and the General Manager;
-

The Murray Darling Association has advised that it will be holding its National Conference at Tumut, from the 14th to the 16th October 2014. The council was represented at the 2013 conference by Councillor Hiscock and the General Manager.

The main topic of discussion will obviously be the Murray Darling Basin Plan and its effect on the communities involved.

The registration cost for delegates \$450 per person. All costs associated with partners attendance is to be met by the delegate. Accommodation at Tumut will cost \$290 each.

The total cost of registration and accommodation is estimated to be \$740 each.

10. COUNCIL MEETING DATES AND TIMES

RECOMMENDED that Council's December Council Meeting be held on Friday 13th December 2013 and that Council determine at what date and time it wishes to hold its October Meeting.

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

The remaining scheduled dates for 2014 are:

22th October
24th December

Council's October meeting date in 2011 clashed with the Annual Conference of the Local Government Association of New South Wales. In 2013 was not the case, since the LGNSW Conference commenced on the 1st October 2013. In 2014 the LGNSW Conference will be held in Coffs Harbour from Sunday 19th October until Tuesday 21st October. It is doubtful if the delegates and observers will be able to return to Wagga Wagga in time for the regular meeting time of 9.30am.

The Council normally conducts its Ordinary December meeting in conjunction with the staff Christmas Function. Last year the meeting was held on Friday, 13 December 2013 (the second Friday in December). A similar time this year would be on Friday, 12th December 2014.

11. FEBRUARY 2015 COUNCIL MEETING

RECOMMENDATION that Council's February meeting is held on Wednesday, 25th February 2015 commencing at 1.30pm at the Lockhart Shire Council Chambers. This meeting to be preceded by a tour of Riverina Water facilities in the Lockhart region, commencing at 9:30am at Lockhart.

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

It is proposed to hold Council's February 2015 Meeting in Lockhart. It is proposed to precede this meeting with a tour of the Riverina Water facilities in the Lockhart region. The tentative agenda is as follows:

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

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

12. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 20/08/2014				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 25 June 2014				
14/59	Determination of Remuneration Fees for Councillors and Chairperson 2014/2015	GM	That the fees for 2014/2015 be set at: i. Councillors \$5,376, and ii. Additional fee for Chairperson \$8,826.	Noted
14/60	Consideration of Public Comments to Draft Delivery Program 2014/2017 and Operational Plan 2014/2015	GM	That Council note the submission made following the exhibition of the Draft Delivery Program and Operational Plan.	Noted
14/61	Adoption of Revised Delivery Program 2014/2017 and Operational Plan 2014/2015	GM	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.	Noted, Revised Delivery Program and Operational Plan placed on website and distributed.
14/62	Making of Rates and Charges For 2014/2015	GM	That the rates and charges be made for the 2014/2015, as outlined in the Operational Plan 2014/2015.	Noted, Schedule of fees distributed and published.
14/63	Report on the Contractual Conditions of Senior Staff	GM	That the Report on the Contractual Conditions of Senior Staff be received and noted.	Noted
14/64	Audit and Risk Committee Minutes	GM	That Council receive and note the minutes of the Audit and Risk Committee Meeting held 22nd May 2014 and endorse the recommendations contained therein.	Noted
14/65	Local Government NSW 2014 Annual Conference	GM	That: a) Council be represented at the Local Government NSW 2014 annual conference;	Council Delegates and Observers registered. No issues put forward at this time.

			<p>b) Council delegate be the Chairman and the General Manager (observer);</p> <p>c) Cirs. Verdon and Mclnerney to attend as observers; and</p> <p>d) Council nominate issues and motions that it believes are of concern and should be discussed at the conference.</p>	
14/66	Councillor's Expenses and Facilities Policy	GM	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.	Draft Policy placed on exhibition on 28 June 2014.
14/67	Draft Policy 2.3 Pesticide Use Notification Plan	WHS Coordinator	That Council adopt Draft Policy 2.3 Pesticide Use Notification Plan.	Plan published on Council web-page and intranet.
14/68	Draft Policy 1.19 Procurement and Disposal	GM	That Council adopt Draft Policy 1.19 Procurement and Disposal	Policy published on Council web-page and intranet.
14/70	Draft Communications Plan	GM	That Council adopt the Draft Communications Plan.	Plan published on Council web-page and intranet.
14/72	Director of Engineering's Report for Month of April 2014	DoE	That the Director of Engineering's report covering the month of April 2014 be received and noted.	Noted
14/73	Director of Engineering's Report for Month of May 2014	DoE	That the Director of Engineering's report covering the month of May 2014 be received and noted.	Noted



Graeme J. Haley
GENERAL MANAGER

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

24th July 2014

1. WORKS REPORT COVERING JUNE 2014

RECOMMENDATION That this report be received and noted.

- **Works Report – June 2014**

**DIRECTOR OF ENGINEERING'S REPORT
TO AUGUST 2014 COUNCIL MEETING**

16th July 2014

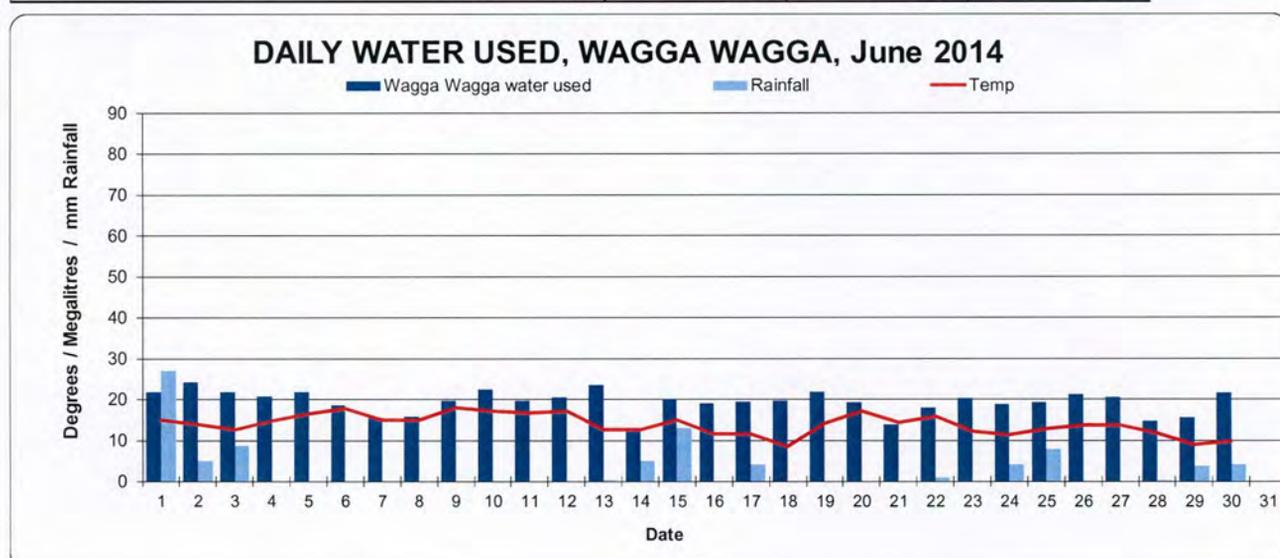
1 WORKS REPORT COVERING JUNE 2014

RECOMMENDATION That this report be received and noted.

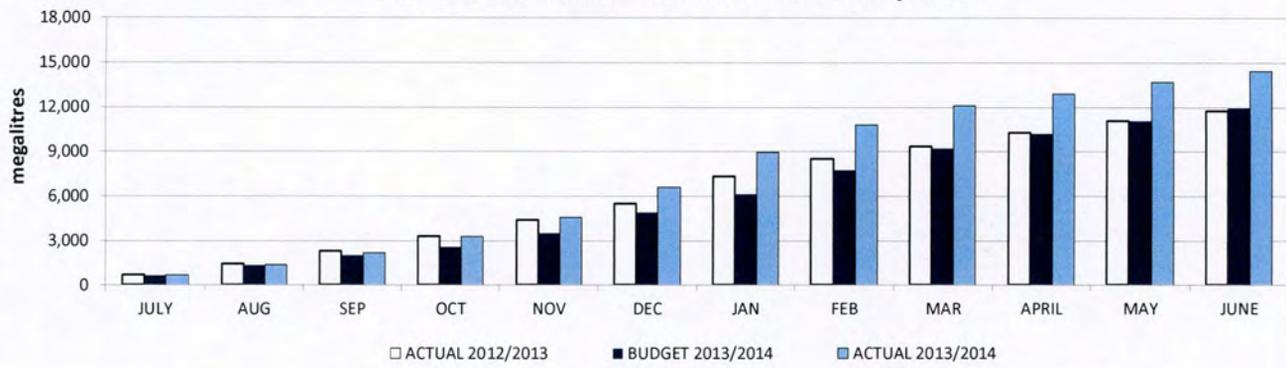
1.1 WATER SOURCED AND USED

June	2012	2013	2014
Rainfall	28.6	88.8	86.2
Wet Days	15	12	17
WATER SOURCED June 2014 (MI)			
North Wagga bores	153.25	138.79	144.47
West Wagga bores	297.76	186.42	229.81
East Wagga bores	209.55	304.83	321.12
Murrumbidgee River	0.00	4.22	0.00
SUB-TOTAL	660.56	634.26	695.40
Bulgary Bores	21.31	21.65	22.64
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.95	13.56	22.39
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.10	2.61	1.08
SUB-TOTAL	36.36	37.82	46.11
Woomargama	0.83	0.83	1.42
Humula	0.76	0.62	0.56
Tarcutta	1.85	2.01	2.97
Oura	1.90	2.30	1.50
Walbundrie/Rand	1.55	1.65	2.07
Morundah	0.30	0.42	0.28
Collingullie	3.25	2.66	3.73
SUB-TOTAL	10.44	10.49	12.53
TOTALS	707.36	682.57	754.04

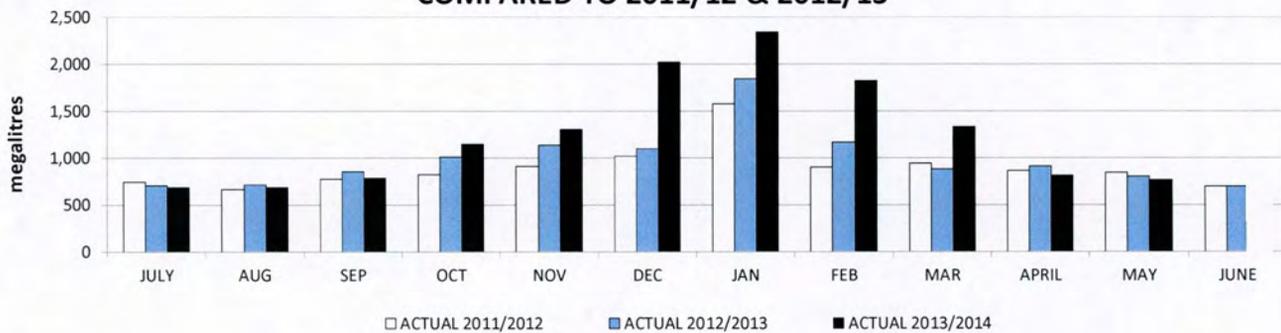
WATER USED June 2014 (MI)			
	2012	2013	2014
East Bomen	15.49	16.76	19.98
Estella	29.98	26.96	32.22
North Wagga	79.28	82.87	77.32
Wagga Wagga – Low Level	122.03	118.34	149.49
Wagga Wagga – High Level	285.71	280.92	292.74
Wagga Wagga – Bellevue Level	28.77	27.85	31.37
SUB-TOTAL	561.26	553.70	603.12
Ladysmith System	2.76	2.96	4.53
Brucedale Scheme	9.69	12.81	11.45
Currawarna Scheme	10.57	6.17	6.21
Rural south from Wagga Wagga	67.19	64.33	65.88
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	10.57	11.96	12.28
From Boree Crk to Urana and Oaklands	9.62	9.50	9.70
Holbrook	13.95	13.56	22.39
SUB-TOTAL	124.35	121.29	132.44
Woomargama	0.83	0.83	1.42
Humula	0.76	0.62	0.56
Tarcutta	1.85	2.01	2.97
Oura	1.90	2.30	1.50
Walbundrie/Rand	1.55	1.65	2.07
Morundah	0.30	0.42	0.28
Collingullie	3.25	2.66	3.73
SUB-TOTAL	10.44	10.49	12.53
TOTALS	696.05	685.48	748.09



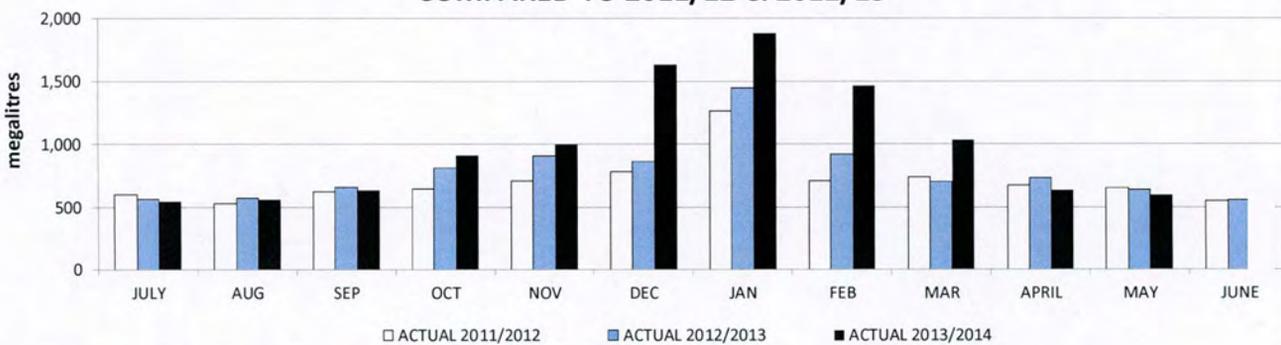
TOTAL CUMULATIVE WATER USED 2013/2014



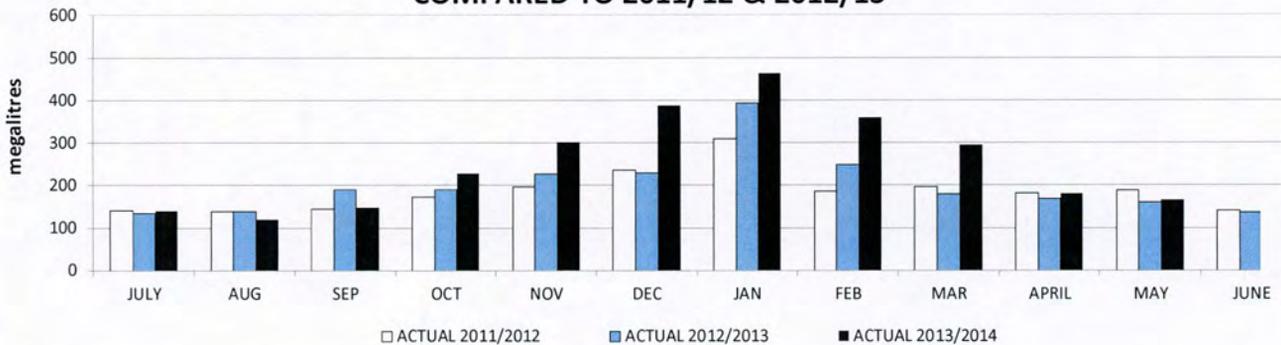
MONTHLY TOTAL WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13



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 JUNE 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		1	25	13	3				31	3	8
Brucedale												
Currawarna												
Euberta												
Humula												
Ladysmith					1							
Oura												
San Isidore				1								
Tarcutta												
The Gap												
Bulgary												
Collingullie												
French Park												
Lockhart				1								
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock												1
Uranquinty	2				1						1	
Yerong Creek												
Culcairn				1								
Henty										1		
Holbrook				2						2		
Morven												
Walbundrie												
Walla Walla										1		
Woomargama												1
Boree Creek												
Morundah												
Oaklands	1											
Rand												
Urana												
TOTAL	26	0	1	30	15	3	0	0	0	35	4	10

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
4	Daisy Vincent Drive	Lake Albert	100 AC	Tree Roots	No	3:30	3	10
5	West/Spring St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
10	Dukes Rd	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	0:30	6	10
8	Edward St (Wagga Tile)	Wagga Wagga	200 AC	Pipe Failure - Ground Movement	Yes	0:00	0	20
9	21 Alexander St	Ashmont	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
12	45 Maple Rd	Lake Albert	150 AC	Pipe Failure - Ground Movement	No	2:00	35	10
12	57 Strickland Drive	Wagga Wagga	200 BPVC	T/ Band Broken/Leaking	Yes	0:30	0	10
12	Wilton/Bedervale St	Bourklands	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	5
18	2/56 Barrima	Wagga Wagga	150 AC	T/ Band Broken/Leaking	Yes	0:00	0	5
19	Joyes Pl	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
19	26 Allenby	Forest Hill	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	5
11	57 Strickland Drive	Estella	100 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	5
14	Eldershaw Lane	Wagga Wagga	32 PVC	Tree Roots	No	0:00	2	4
14	Holloway St	Mt Austin	100 AC	Tree Roots	Yes	1:00	0	10
14	15 Tarakan Ave	Ashmont	200 AC	Pipe Failure - Ground Movement	No	0:00	18	20
26	Hammond Ave	Wagga Wagga	500 CI	Pipe Failure (not specified)	No	3:30	0	750
TOTALS						11:00	64	889
Total Breaks – 16			Breaks needing shut off - 6			Breaks affecting customers – 5		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
4	10 Kindra St	Rand	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	8
10	Gap Hall/Downside Rd	The Gap	100 WPVC	T/ Band Broken/Leaking	Yes	0:00	0	10
13	Gap Hall Rd	The Gap	100 AC	Pipe Failure - Ground Movement	No	0:00	10	10
23	Olympic Hwy	Yerong Creek	100 BPVC	Leaking collar	No	0:00	5	15
15	Bidgeemia Rd	Bidgeemia	100 WPVC	Pipe Failure (not specified)	No	2:30	3	15
17	South Boundry Rd	Collingullie	32 PVC	Pipe Failure - Ground Movement	Yes	5:00	0	20
19	Princess - Chapman St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	6
15	Ladysmith	Ladysmith	100 AC	Tree Roots	Yes	0:00	0	10
21	Rohans Rd	Bulgary	200 WPVC	Pipe Failure - Ground Movement	Yes	3:30	0	9
25	12 Fleet St	Holbrook	100 AC	Pipe Failure - Ground Movement	No	0:00	20	30
27	Tumbarumba Rd	Ladysmith	200 WPVC	Pipe Failure (not specified)	No	5:00	1	150
27	Shepherds Siding Rd	Brucedale	32 PVC	Pipe Failure - Ground Movement	Yes	2:15	0	5
30	Shepherds Siding Rd	Brucedale	32 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
TOTALS						66:15	39	293
					Breaks needing	Breaks affecting		
Total Breaks – 13					shut off -	5	customers – 5	

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during June 2014 were:

Date	Location	Problem	Action Taken
3/06/2014	4 Wilgoma St, Bourkelands	Dirty water	Flushed service
6/06/2014	300 Edward St, Wagga	Dirty water	Flushed main
5/06/2014	18 Biri Pl, Glenfield	Dirty water	WQ within ADWG. Problem with HWS & gal pipes
10/06/2014	53 Connorton St, Quinty	Dirty water	Flushed main & service
13/06/2014	65 Connorton St, Ashmont	Flakes in water	HWS fouled
20/06/2014	2 Baden-Powell Dr, Koorungal	Taste	WQ within ADWG. Medications may be causing bad taste
24/06/2014	27 Bolger St, Turvey Park	Metallic taste	Long service & old pipework through house
26/06/2014	248 Lake Albert Rd, Koorungal	Low pressure & dirty water	Due to burst in Hammond Ave
26/06/2014	44 Warrawong St, Koorungal	Dirty water	Flushed service
26/06/2014	Striling Blvd, Tatton	Dirty water	Flushed main & service
26/06/2014	12 Wilson St, Koorungal	Dirty water	Flushed main & service
27/06/2014	Dunn, Elizabeth, Cox Rds, Forest Hill	Dirty water	Flushed mains
27/06/2014	12 Durak St, Estella	Chalky water	Flushed main & service
27/06/2014	36 Grove St, Koorungal	Air in line	Flushed service
28/06/2014	14 Quandong Pl, Forest Hill	Dirty water	Flushed main & service
30/06/2014	55 Berry St, Wagga	Dirty water	Flushed service
30/06/2014	Tywang St, Ladysmith	Air in line	Flushed main
30/06/2014	1/1 Barwon St, Tatton	Taste	Flushed service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during June 2014 include:

LOCATION	PROJECT	100		150	200	300	375
		OPVC	DICL	OPVC	DICL	DICL	DICL
Pine Gully Rd, Wagga	Mains Extension						37
Estella Rise 1B	New Subdivision			108		45	
Strickland Dr, Wagga	New Subdivision		18				
Rose Pl, Wagga	New Subdivision		12		39		
Travers St, Wagga	Main Extension	100					
	TOTAL	100	30	108	39	45	37

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during June 2014 include:

LOCATION	PROJECT	450
		DICL
Southern Trunk	Rural Main Replacement	27
	TOTAL	27

1.6 OTHER CONSTRUCTION

Other construction works during June 2014 include:

LOCATION OR PROJECT	WORK DONE
Wagga Hi Level Pump Main	Fix 500mm pump main in Hammond Ave
Wagga Water Quality	Flush mains in dead end Streets

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during June 2014 include:

LOCATION OR PROJECT	WORK DONE
North Wagga WTP	Overhaul #1 pump & motor
West Wagga WTP	Overhaul #3 pump & motor
Bulgary	Install cooling system VSD #3 bore
10 Million Reservoir	Drain & clean
Ladysmith Pump Stn	Overhaul #2 pump & motor
Humula Bore WTP	Replace pipework to CWS

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during June 2014 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	5
Plumpton Road	8
Estella	13
Bomen	15
Gregadoo Road	Out of Service
Forest Hill	Out of Service
Lockhart	4
Holbrook	3
Henty	2
Yerong Creek	0
Pleasant Hills	4

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Workcover Licence - Dogging	1
First Aid Refresher	7
Traffic Control - Select/Modify (Red)	13
Traffic Control - Apply TC Plans (Yellow)	21
Traffic Control - Stop/Slow (Blue)	14
Dangerous Goods Licence/Renewal	5

1.10 FLEET DISPOSALS

Fleet disposals made during June 2014 are:

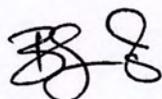
Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T41 - 292	Culcairn	Extra Cab with Tray	Nissan Navara RX	2012	117,480
T27 - 272	Engineer	Small 4WD Wagon	Nissan X-Trail TS	2009	47,890

Disposal Details		
Vehicle No	Method	Price exc GST
T41 - 292	Auction - 25.06.2014	\$22,909
T27 - 272	Auction - 25.06.2014	\$16,364

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during June 2014 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
T41 - 292	6	Biti Motors	Extra Cab with Tray	Ford PX Ranger	\$31,811
T27 - 272	3	Thomas Brothers	4WD Wagon	Toyota Prado GLX	\$50,546



Bede Spannagle
DIRECTOR OF ENGINEERING

23rd August 2014

2. WORKS REPORT COVERING JULY 2014

RECOMMENDATION That this report be received and noted.

- Works Report – July 2014

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

13th August 2014

1 WORKS REPORT COVERING JULY 2014

RECOMMENDATION That this report be received and noted.

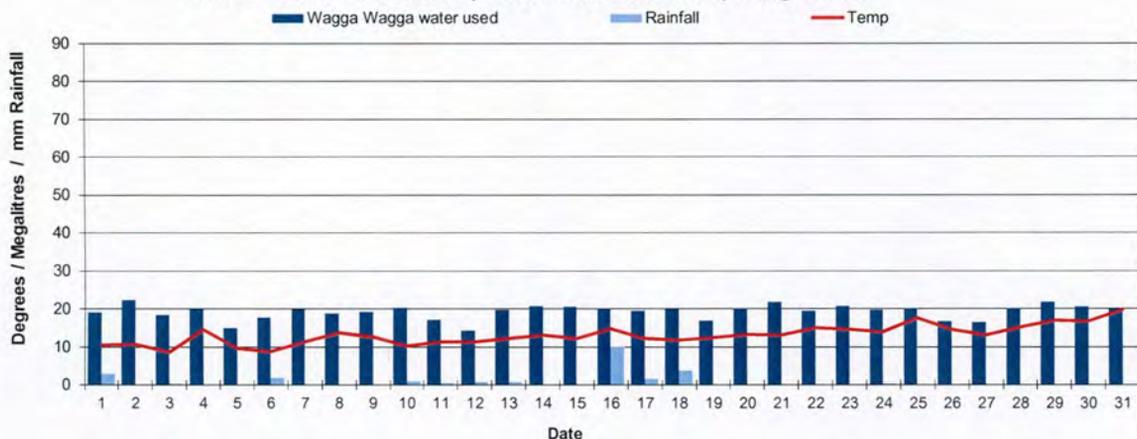
1.1 WATER SOURCED AND USED

July	2012	2013	2014
Rainfall	28.6	88.8	25.4
Wet Days	15	12	17
WATER SOURCED July 2014 (MI)			
North Wagga bores	153.25	138.79	159.89
West Wagga bores	297.76	186.42	171.64
East Wagga bores	209.55	304.83	333.07
Murrumbidgee River	0.00	4.22	0.00
SUB-TOTAL	660.56	634.26	664.60
Bulgary Bores	21.31	21.65	22.15
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.95	13.56	19.87
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.10	2.61	0.73
SUB-TOTAL	36.36	37.82	42.75
Woomargama	0.83	0.83	1.30
Humula	0.76	0.62	0.57
Tarcutta	1.85	2.01	2.52
Oura	1.90	2.30	1.70
Walbundrie/Rand	1.55	1.65	2.40
Morundah	0.30	0.42	0.43
Collingullie	3.25	2.66	3.19
SUB-TOTAL	10.44	10.49	12.11
TOTALS	707.36	682.57	719.46

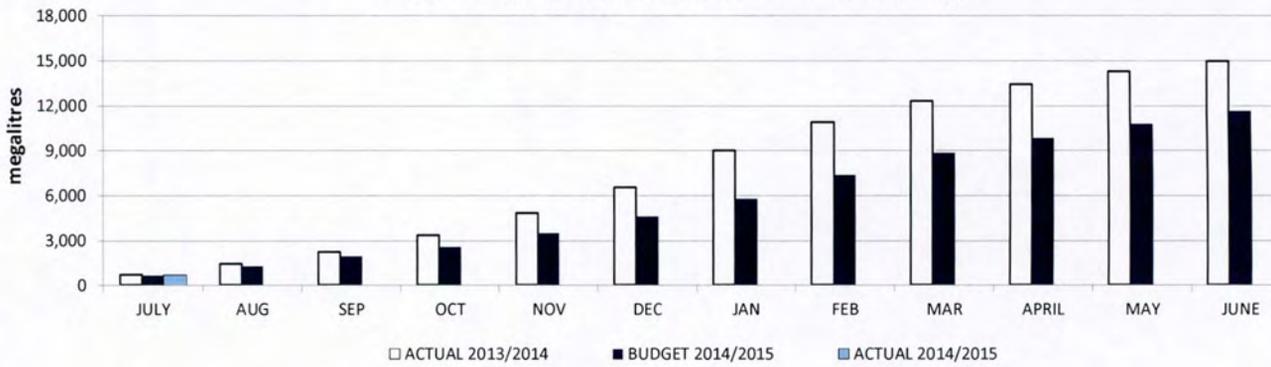
WATER USED July 2014 (MI)

	2012	2013	2014
East Bomen	15.49	16.76	23.50
Estella	29.98	26.96	29.93
North Wagga	79.28	82.87	91.04
Wagga Wagga – Low Level	122.03	118.34	111.15
Wagga Wagga – High Level	285.71	280.92	287.18
Wagga Wagga – Bellevue Level	28.77	27.85	29.53
SUB-TOTAL	561.26	553.70	572.33
Ladysmith System	2.76	2.96	2.85
Brucedale Scheme	9.69	12.81	10.01
Currawarna Scheme	10.57	6.17	8.22
Rural south from Wagga Wagga	67.19	64.33	67.76
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	10.57	11.96	11.94
From Boree Crk to Urana and Oaklands	9.62	9.50	9.85
Holbrook	13.95	13.56	19.87
SUB-TOTAL	124.35	121.29	130.50
Woomargama	0.83	0.83	1.30
Humula	0.76	0.62	0.57
Tarcutta	1.85	2.01	2.52
Oura	1.90	2.30	1.70
Walbundrie/Rand	1.55	1.65	2.40
Morundah	0.30	0.42	0.43
Collingullie	3.25	2.66	3.19
SUB-TOTAL	10.44	10.49	12.11
TOTALS	696.05	685.48	714.94

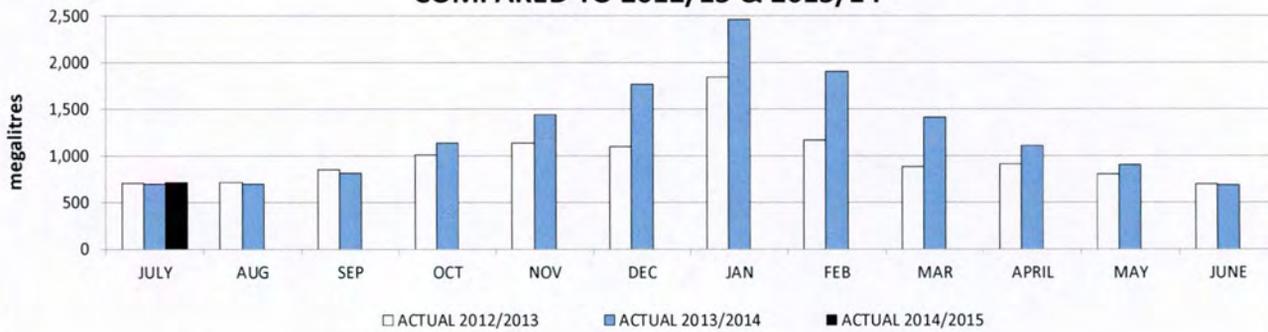
DAILY WATER USED, WAGGA WAGGA, July 2014



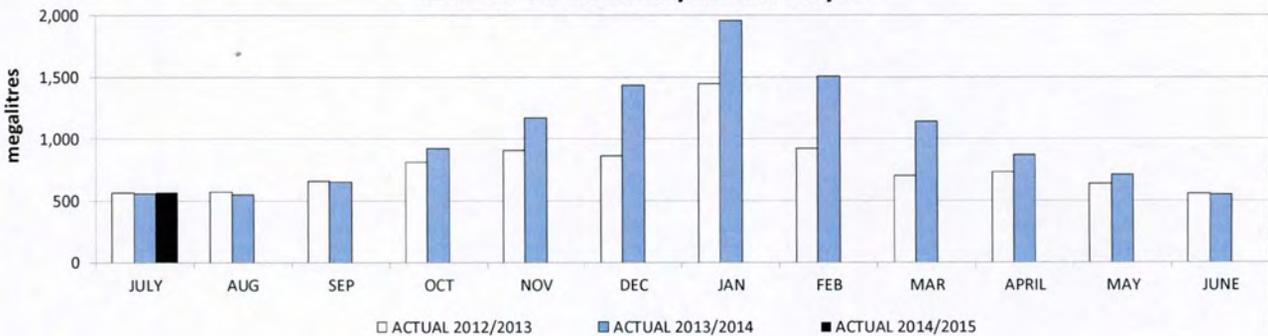
TOTAL CUMULATIVE WATER USED 2014/2015



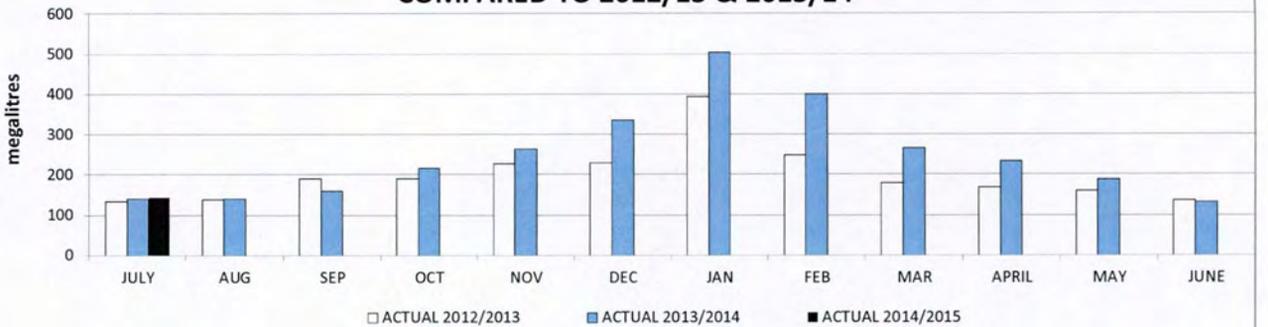
MONTHLY TOTAL WATER USED 2014/15 COMPARED TO 2012/13 & 2013/14



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF JULY 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	17	4		18	12	5				35	4	9
Brucedale	1											
Currawarna												1
Euberta												
Humula												
Ladysmith												
Oura		1										
San Isidore												
Tarcutta												
The Gap				1		1						
Bulgary										1		
Collingullie												
French Park												
Lockhart				1						1		
Mangoplah												
Milbrulong												
Pleasant Hills												1
The Rock										1		
Uranquinty					1					2		1
Yerong Creek												
Culcairn												
Henty				3								
Holbrook												
Morven	1								1			
Walbundrie										1		
Walla Walla	1										3	1
Woomargama				1						1		
Boree Creek												
Morundah												
Oaklands												
Rand												
Urana											1	
TOTAL	20	5	0	24	13	6	0	0	1	42	8	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 Kl
4	21 Lillypilly Pl	Springvale	100 AC	T/ Band Broken/Leaking	No	1:30	15	5
13	5 Illeura Rd	Bourklands	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	15
21	72 Jack Ave	Mt Austin	150 BPVC	T/ Band Broken/Leaking	No	0:00	30	10
24	8-10 Apprentice Ave	Ashmont	100 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	5
27	23 Huron Cres	Lake Albert	150 AC	T/ Band Broken/Leaking	No	0:00	36	5
30	12 Cox Ave	Forest Hill	100 AC	T/ Band Broken/Leaking	Yes	0:00	0	5
31	548 Koorungal Rd	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	0:00	17	10
TOTALS						1:30	98	55
Total Breaks – 7			Breaks needing shut off - 4			Breaks affecting customers – 4		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
3	Morgans Rd	Walla Walla	100 AC	Tree Roots	Yes	0:00	0	18
6	18 Galore St	Lockhart	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
4	Spurells Lne	Pleasant Hills	80 PVC	Pipe Failure -	Yes	0:00	0	3
6	Casleys Lane	The Gap	100	Tree Roots	Yes	0:00	3	10
9	Malabo Hill	The Gap	80 PVC	Pipe Failure (not	Yes	0:00	16	10
16	Gumly Oval	Gumly Gumly	100 BPVC	T/ Band	No	0:00	3	10
16	Rohans Rd	Bulgary	200 WPVC	Pipe Failure - Ground Movement	No	0:00	1	67
13	Gap Hall	Brucedale	100 WPVC	T/ Band Broken/Leaking	Yes	0:00	0	10
22	Shepherds Siding Rd	The Gap	100 AC	T/ Band Broken/Leaking	Yes	0:00	0	10
24	Culcairn,	Ralvona	50 PVC	Leaking collar	No	0:00	3	0
24	Mahonga Rd	Rand	100 AC	Tree Roots	Yes	0:00	2	0
25	Gap Hall-D/Side Rd	The Gap	100 WPVC	Pipe Failure - Ground Movement	No	0:00	11	10
25	Kindra St	Rand	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	30
29	River Rd	The Gap	80 PVC	Pipe Failure - Ground Movement	No	0:00	16	20
TOTALS						0:00	55	198
Total Breaks – 14			Breaks needing shut off - 5			Breaks affecting customers – 8		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during July 2014 were:

Date	Location	Problem	Action Taken
7/07/2014	"Springdale" Oxley Bridge Rd, Quinty	Plastic taste	Dirty storage tank. Low Cl
8/07/2014	2/36 Tarakan Rd,	Dirty water	Flushed main
10/07/2014	2/30 Osterly St, Bourkelands	Dirty water	Flushed main
10/07/2014	16 Holloway St, Tolland	Dirty water	Dirty HWS
15/07/2014	35 Lansdowne Ave, Lake Albert	Dirty water	Dirty HWS
16/07/2014	38 Wooden St, Wagga	Dirty water	Tenant not home for appointment. No reply from her
16/07/2014	95 Fernleigh Rd, Ashmont	Rusty water	Repaired gal line
16/07/2014	46 Plumpton Rd, Lake Albert	Cloudy & bubbles	Result of recent main repair
18/07/2014	74 Simmons St, Wagga	Dirty water	Flushed service & Lampe Ave
18/07/2014	52-54 Travers St, Wagga	Dirty water	Flushed Travers St
18/07/2014	39 Gailing St, Wagga	Dirty water	Flushed main

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during July 2014 include:

LOCATION	PROJECT	100		150		300
		OPVC	DICL	OPVC	DICL	OPVC
Herriot St, Morven	Mains Extension	24				
Travers-Billigha St	Mains Extension	100	40			
Estella Rise Stage 1B	Mains Extension	186		117	30	6
Brunlea Park Stage 11	Mains Extension		18			
Oura Rd	Mains Extension	135				
	TOTAL	445	58	117	30	6

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during July 2014 include:

LOCATION	PROJECT	150	450
		OPVC	DICL
Southern Trunk (Kapooka Stage)	Mains Replacement		400
Morven Res to Morven	Mains Replacement	108	
	TOTAL	108	400

1.6 OTHER CONSTRUCTION

Other construction works during July 2014 include:

LOCATION OR PROJECT	WORK DONE
Lewington St, Bomen.	100mm Fire Service.
Southern Steel	
Plumpton Rd/Stirling Bld	Isolate & remove pipework at intersection to allow construction of WWCC stormwater. Reinstate after completion.
East Wagga Bore Rising Main	Install 450mm Butterfly Valve in Pit at Water Works.
Water Works Rural Main	Remove Section of 300mm Pipe & Fit End Caps.
9 Dalton St	100mm Domestic & Fire Service

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during July 2014 include:

LOCATION OR PROJECT	WORK DONE
West Wagga	Overhaul #5 pump & motor
Walbundrie WTP	Overhaul #1 & #2 pumps & motors
Ralvona Bore #3	Replace non-return
Coorabin Reservoirs	Drain & clean
Waterworks CWS	Drain & clean
Waterworks CWS	Replace pump suction supports
Waterworks CWS	Replace control system floats
Watsons Rd Pump Station	Overhaul #2 pump, motor & replace pipework
Oura WTP	Drain & clean aeration basin
West Wagga WTP	Drain & clean pump suction chamber

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during July 2014 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	27
Plumpton Road	Out of Service
Estella	Out of Service
Bomen	1
Gregadoo Road	Out of Service
Forest Hill	Out of Service
Lockhart	1
Holbrook	Out of Service
Henty	1
Yerong Creek	Out of Service
Pleasant Hills	Out of Service

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
First Aid Refresher Training	8
Sedimentation/Clarification Training	1
WTO Training Part 1 - Chemical Dosing	2

1.10 FLEET DISPOSALS

No fleet disposals made during July 2014.

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during July 2014.

1.12 MAJOR CAPITAL PROJECTS PROGRESS



- On track



- Behind Schedule



- Unlikely this Financial Year

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

Description	2014/15 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Access, parking and Landscaping			
Levee protection feasibility study/flood modeling/soil testing/Review of Environmental Factors - Wagga depot	\$500,000	\$10,265	Geotechnical Investigation completed. REF commenced but will not be completed until 2014/15. Flood modelling report completed and will be presented at August Council Meeting.
WORKING PLANT & VEHICLE PURCHASES			
Routine plant & vehicle replacements	\$1,275,000	\$0	Not started
SOURCES			
Bores			

TREATMENT PLANTS			
Treatment Plant refurbishments			
Underground powerlines - Urban	\$150,000	\$1,380,135	Installation of conduits completed. Cable delivery delayed. Completion and Commissioning in October 2014.
WTP Preliminaries and Tender Documentation - Urban	\$0	\$1,907,345	Public Works have progressed well with the detailed design. Layout has been finalised, building and tank detailed designs have commenced.
WTP stage 1	\$10,000,000	\$0	Work planned to commence on site early in 2015
DISTRIBUTION			
PUMPING STATIONS			
Renewals and Upgrades			
West Wagga Shires pump upgrade - Urban	\$100,000	\$0	Design completed.
MAINS			
System Improvements			
	\$150,000	\$0	
Reticulation for Developers			
Reticulation for Developers - Urban	\$800,000	\$35,486	Ongoing
Renew Reticulation Mains			
Flinders St Replacement	\$100,000	\$0	Not started
The Gap / Brucedale System - Urban	\$100,000	\$0	Not started
Renew Trunk Mains			
Southern Trunk - Kapooka Highway Realignment 2km 450mm DICL	\$900,000	\$53,106	Construction commenced in June. Construction works will carry over into 2014/15.
Southern Trunk - West Wagga to Kapooka 2.2km 450mm DICL	\$890,000	\$34,207	Further delays due to RMS environmental exclusion zones.

Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$0	\$0	Not started
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	\$0	Not started
Low & High Level Rising Mains from CWS	\$420,000	\$0	Not started
Bulgary Bore Rising Main - 7.5km 200mm oPVC	\$400,000	\$0	Not started
Morven Balance tank to township (7km 150mm) - Non-Urban	\$260,000	\$35,093	
Mountain View to Walla Reservoir (5.5km 100mm)	\$300,000	\$0	Not started
RESERVOIRS			
New Reservoirs			
Woomargama Reservoir 3	\$400,000	\$2,745	
Mangoplah HL Reservoir Replacement/Upgrade - Non-Urban	\$300,000	\$1,497	Designs completed and checked by consultant. Tenders to be advertised in August.
Collingullie Reservoir Upgrade - Non-Urban	\$500,000	\$298	
Shires Reservoir Relocation - Non-Urban	\$1,450,000	\$5,067	Site surveyed. Geotechnical investigation to be completed in August.
Main Low Level Reservoir Investigation & Design - Urban	\$200,000	\$0	Not started
SERVICES			
Service Connections, new			
Service Connections, new - Urban	\$700,000	\$39,736	Ongoing
Renew Services			
Renew Services - Urban	\$120,000	\$1,911	Ongoing

2. 1 IN 100 YEAR FLOOD LEVEE - FLOOD IMPACT ASSESSMENT

RECOMMENDATION: That Council accept the Flood impact Assessment as tabled, for information purposes only and that Council permit Mr Stephen Gray (author or the report) to present to Council an overview of the report.

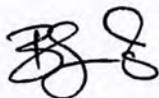
Background -

The proposal to construct a new water treatment plant at the Hammond Ave depot has necessitated the need to provide improved flood protection. Therefore, Riverina Water (RWCC) are developing detailed designs to upgrade the existing 1 in 20 year flood levee surrounding the depot site so as to provide protection from the 1 in 100 year flood. Similarly, Wagga Wagga City Council (WWCC) are currently undertaking detailed designs so as to achieve 1 in 100 year flood design level protection for the Main Wagga levee and 1 in 20 year flood design level protection for the North Wagga levee.

Body of Report -

Early on in the development of the RWCC project both organisations recognised that upgrading the levee to cope with higher flood levels would change the impact of these floods on surrounding land and that public consultation would be required. In order to gauge the magnitude of the impacts, It was decided to undertake a flood impact assessment using a consultant specialising in computer modelling of such large flood events. WWCC encouraged RWCC to use the same consultant it used for its flood study, WMAwater, to facilitate a better and easier comparison of the study. Because it was clear from the beginning that both organisations were going to receive benefit from sharing the outcome of RWCC's flood impact assessment, WWCC contributed to half of the cost of the report.

The "Flood Impact Assessment" as presented to Council has taken many months to prepare and given its complexity it is considered prudent to have the Director of WMAwater provide a short presentation during the Council meeting in order to give a clearer overview of the how the assessment was undertaken and the subsequent outcomes of the report.



Bede Spannagle
DIRECTOR OF ENGINEERING

23th August 2014

3. ANNUAL REPORT STATISTICS FOR 2013/2014

RECOMMENDATION: That the Director of Engineering's Report covering 2013/2014 annual statistics be accepted and the contents noted.

- Annual Statistics for 2013/2014

A handwritten signature in black ink, appearing to read "Bede Spannagle".

Bede Spannagle
DIRECTOR OF ENGINEERING

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

20th August 2014

3. ANNUAL REPORT STATISTICS FOR 2013/2014

RECOMMENDATION: That the Director of Engineering's Report covering 2013/2014 annual statistics be accepted and the contents noted.

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

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

Table 3.1.1 - Water Sourced:

	2010/2011	2011/2012	2012/2013	2013/2014
Rainfall (mm)	984	853	427	453.80
Wet Days	133	121	97	125
	Megalitres	Megalitres	Megalitres	Megalitres
North Wagga bores	1789	2011	2389	2495
West Wagga bores	3728	4400	5410	4550
East Wagga bores	2110	1892	3397	4027
Murrumbidgee River	2335	2505	2524	2400
TOTAL WAGGA SOURCES	9,962	10,808	13,721	13,472
Bulgary Bores	315	412	494	470
Urana Channel	16	28	45	43
Ralvona Bores	191	220	285	300
Walla Walla Bores	66	91	146	185
Goldenfields Water Supply System	19	28	34	56
TOTAL RURAL SOURCES	607	778	1,005	1054
Woomargama	12	11	17	19
Humula	8	8	10	10
Tarcutta	38	35	41	48
Oura	40	37	48	39
Walbundrie	24	33	34	36
Rand	0	0	0	0
Morundah	7	8	10	8
Collingullie	50	51	68	66
TOTAL INDEPENDENT SOURCES	179	184	227	226
GRAND TOTALS	10,748	11,769	14,954	14752
PROPORTION FROM SURFACE	22.0%	21.7%	17.7%	16.6%
PROPORTION FROM GROUNDWATER (BORES)	78.0%	78.3%	82.3%	83.4%

2013 / 2014 WATER SOURCED

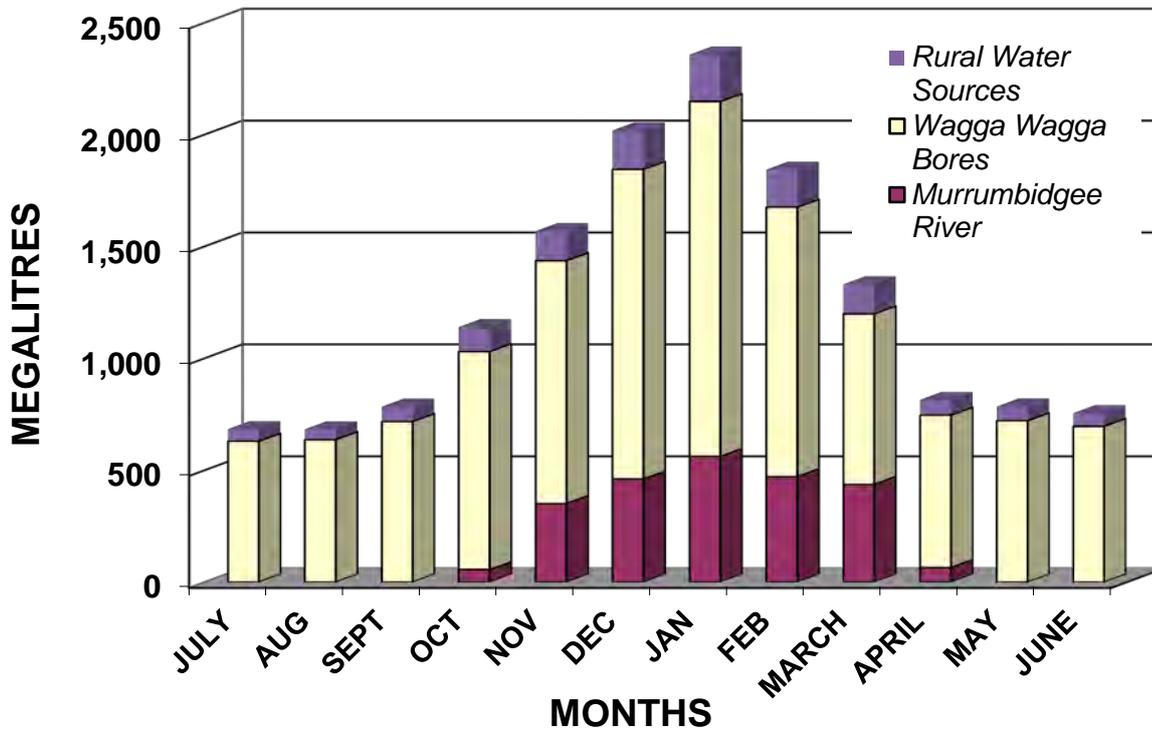
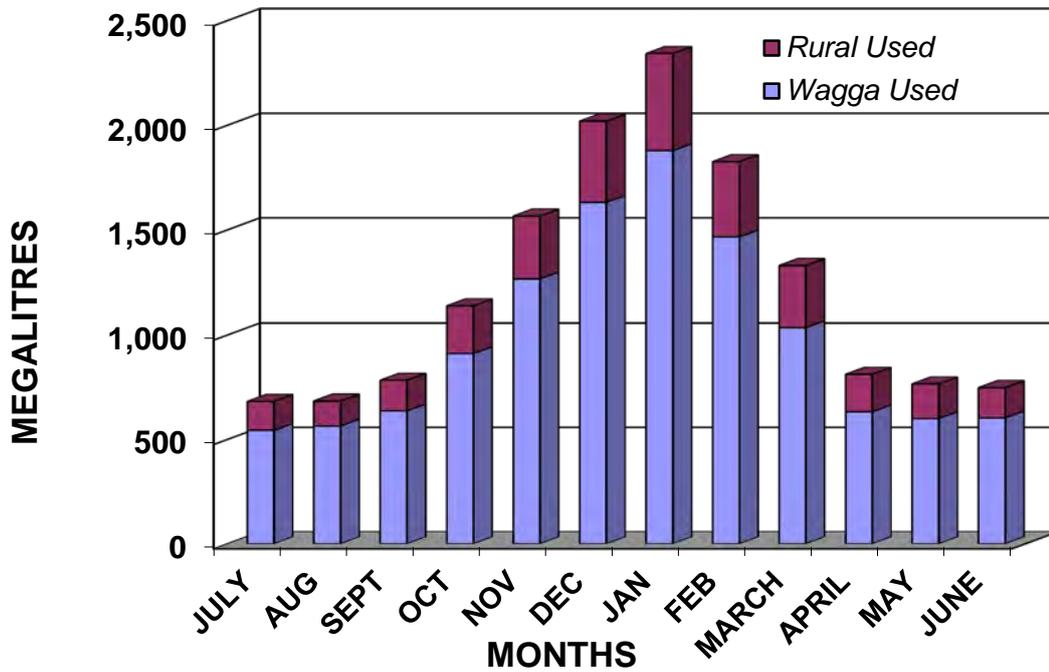


Table 3.1.2 – Water Treated:

	MEGALITRES TREATED			
	2010/2011	2011/2012	2012/2013	2013/2014
East Bomen	151	191	260	303
Estella	545	513	720	763
North Wagga	837	1002	1023	1074
Wagga Wagga – Low Level	1812	2120	2163	2069
Wagga Wagga – High Level	4660	4990	6934	6747
Wagga Wagga – Bellevue Level	471	569	868	815
SUB-TOTAL	8,477	9,385	11,967	11771
Ladysmith	45	47	63	70
Brucedale	212	189	250	257
Currawarna	83	123	166	169
Rural south from Wagga Wagga	1130	1091	1337	1214
Rural from Walla Walla Bore	66	91	146	185
Milbrulong, Lockhart and Boree Creek	184	212	264	280
Urana and Oaklands	164	204	249	228
Holbrook	191	220	285	300
SUB-TOTAL	2,076	2,177	2,762	2703
Woomargama	12	11	17	19
Humula	8	8	10	10
Tarcutta	38	35	41	48
Oura	40	37	48	39
Walbundrie	24	33	34	36
Rand	0	0	0	0
Morundah	7	8	10	8
Collingullie	50	51	68	66

SUB-TOTAL	179	184	227	226
TOTAL	10,732	11,746	14,956	14700
AVERAGE RESIDENTIAL CONSUMPTION				
Urban (Wagga Wagga)	232	251	337	311
Non-Urban (Townships and rural)	274	327	406	390

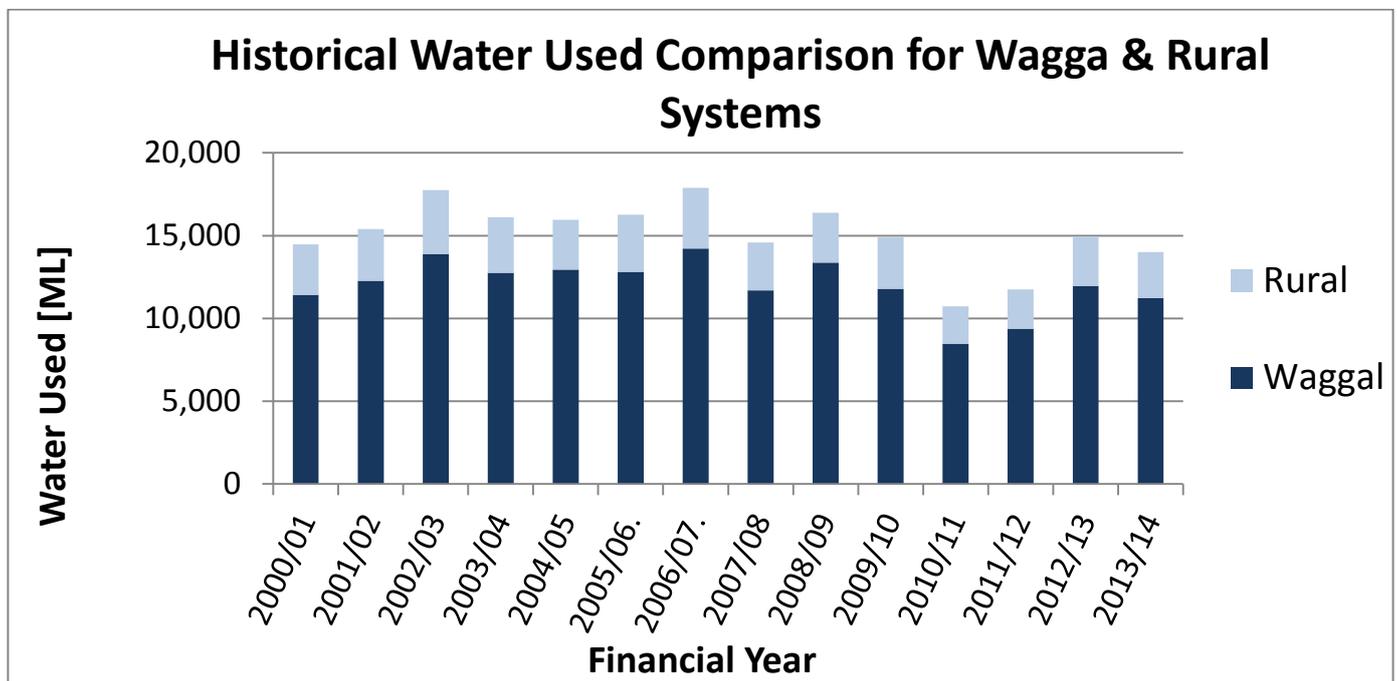
2013 / 2014 WATER USED



Monthly consumption peaked at 2,343 megalitres in January 2014 and the maximum Wagga Wagga peak 24-hour demand of 89.3 megalitres was also recorded up to 9am on 15th January 2014.

The full year's total of 14,752 megalitres was a decrease of 1.4% on last year's consumption of 14,954 megalitres. Wagga Wagga's urban water use is down by a similar amount 1.7% to 11,771 megalitres, 80% of the total 14,700 megalitres used. The 2013/2014 rainfall of 454mm was up slightly on last year, but still well below the annual average which again saw strong summer demand for water.

Graph – Historical Water Used Comparison for Wagga & Rural Systems



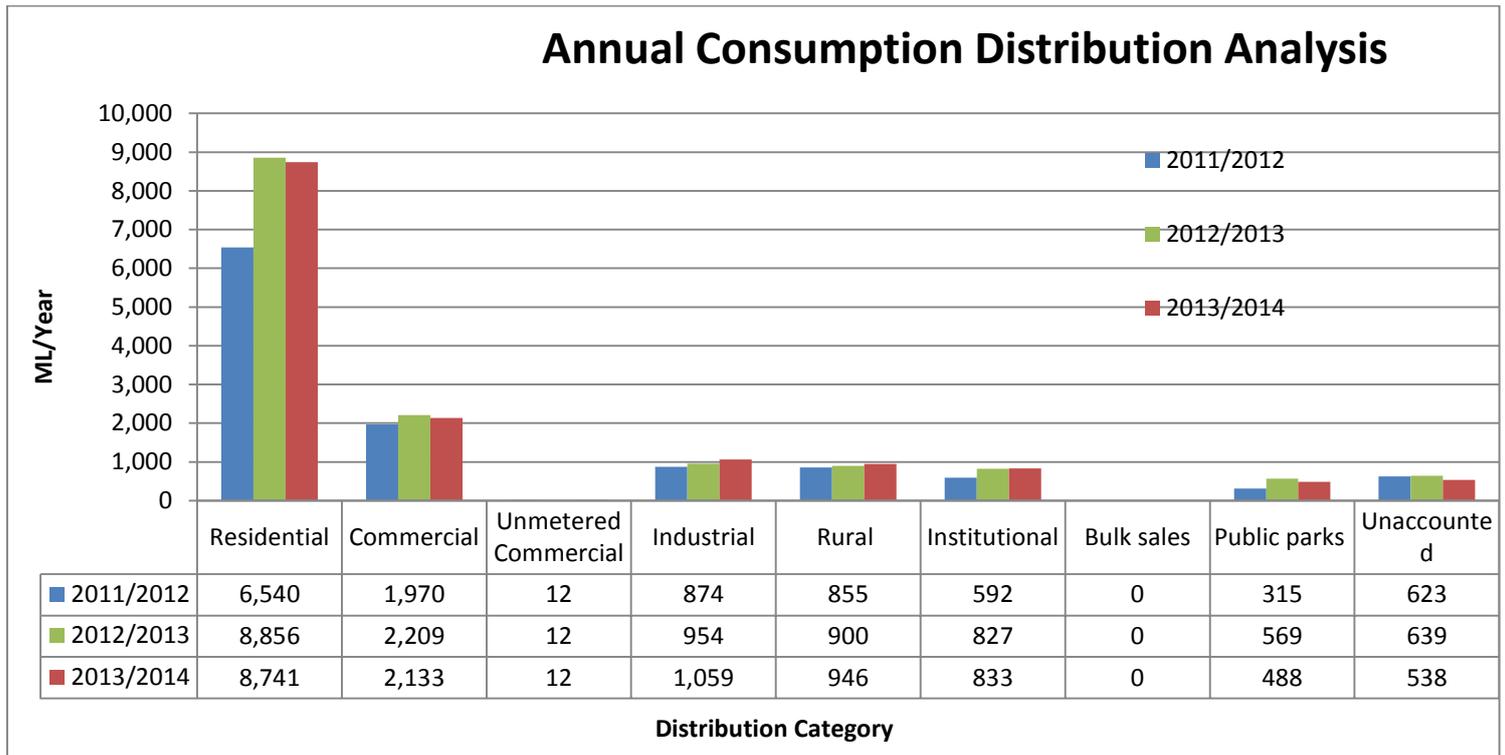
3.2. Distribution

Table 3.2.1 – Annual Distribution Analysis

	2012/2013		2013/2014		% change from previous year
	Consumption (MI)	Percentage	Consumption (MI)	Percentage	
Residential	8,856	59.22%	8741	59.26%	1.30%
Commercial	2,209	14.77%	2133	14.46%	3.44%
Commercial Unmetered	N/A	N/A	12	0.08%	N/A
Industrial	954	6.38%	1059	7.18%	9.92%
Rural	900	6.02%	946	6.41%	4.86%
Institutional	827	5.53%	833	5.65%	0.72%
Bulk Sales	0	0%	0	0%	0%
Public parks	569	3.81%	488	3.31%	14.24%
Unaccounted (Including flushing, firefighting, unmetered use)	639	4.27%	538	3.65%	15.81%
	14,954	100%	14750	100%	1.36%

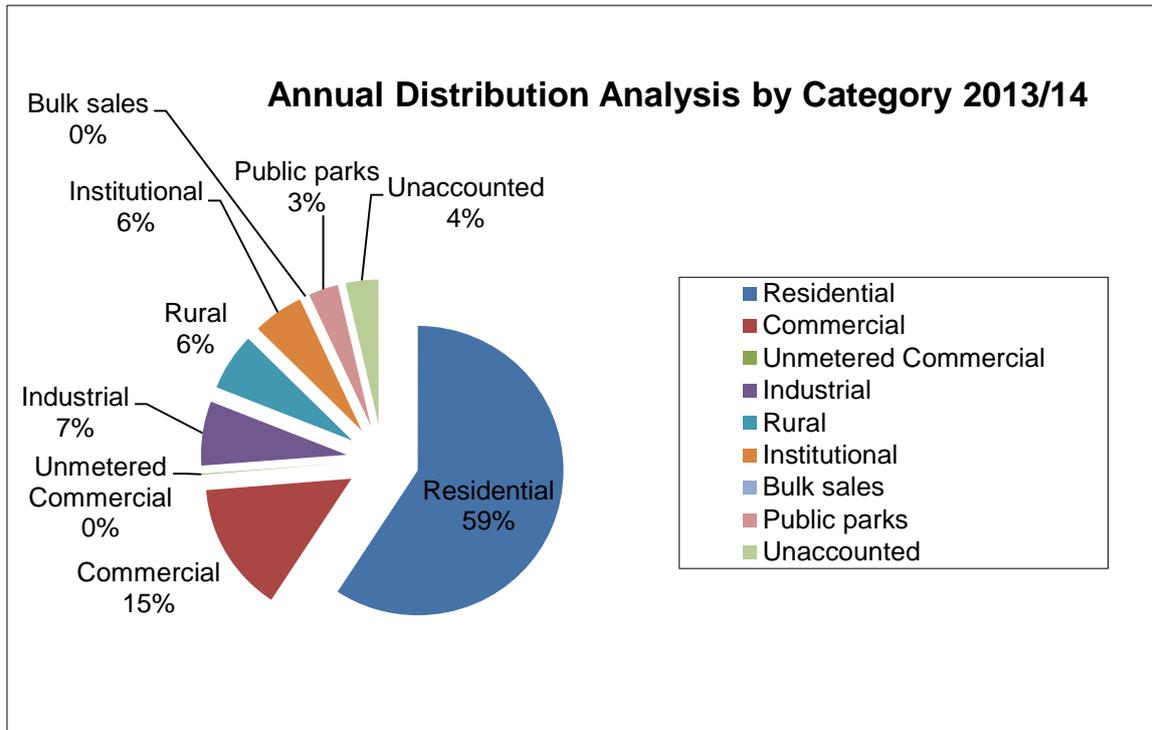
Overall, the full year's total treated water of 14,700 megalitres was similar to previous year of 14,956 (ie. reduction of only 1.36%), though industrial demand increased by 9.9% and public parks increased by 14.2%. Unaccounted water continued to decrease from 639 megalitres in 2012/2013 to 538 megalitres in 2013/2014 (a reduction from 4.27% to 3.65% with respect to total volume of treated water). The 2013/2014 rainfall of 454mm was also similar to previous year's total of 459mm, but still below annual mean rainfall of 572mm over the full 12 months.

Graph – Annual Consumption Distribution Analysis



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

Graph – Annual Distribution Analysis by Category 2013/14



New Customers

New consumers were connected at the various centres listed below:

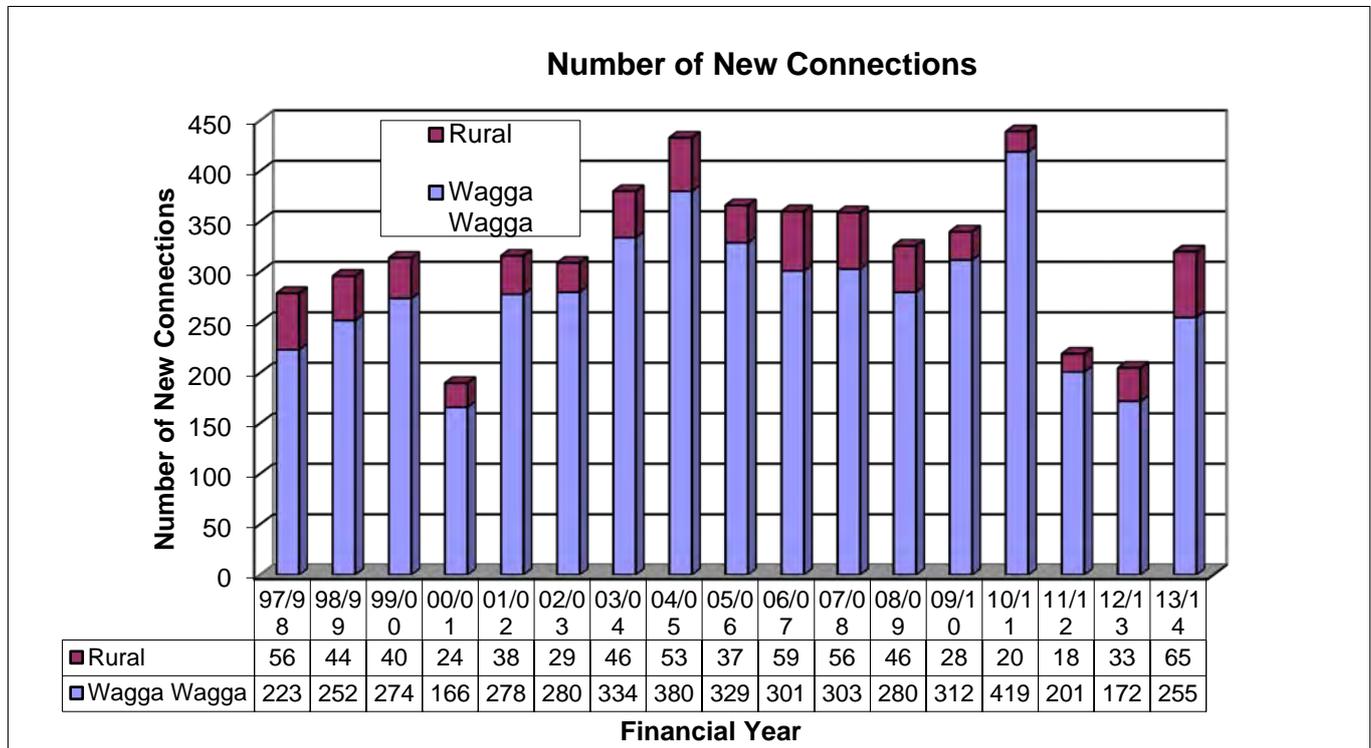
Table 3.2.2 – New Customers

LOCATION	NUMBER CONNECTED					
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Bidgeemia						
Boree Creek		1				
Brucedale-The Gap	2		2	1	1	
Bulgary						1
Collingullie		2				1
Coorabin						
Culcairn	1					
Currawarna	3		1	2	1	
Forest Hill						24
French Park						4
Henty	2	3	1	1	3	5
Holbrook	5	4	5		8	
Humula	1					2
Ladysmith		2		6		6
Lockhart	8	2	1		7	
Mangoplah		1			1	
Milbrulong	1					
Morundah						
Morven	2		3		1	2
Oaklands		2	1			3
Oura	1			2	1	
Pleasant Hills	3	1			2	1
Rand	1					
San Isidore						
Tarcutta	4	1				
The Rock	4	2	1	1		4
Urana		1				1
Uranquinty	5	3	3	3	2	8
Wagga Wagga	280	312	419	201	172	255

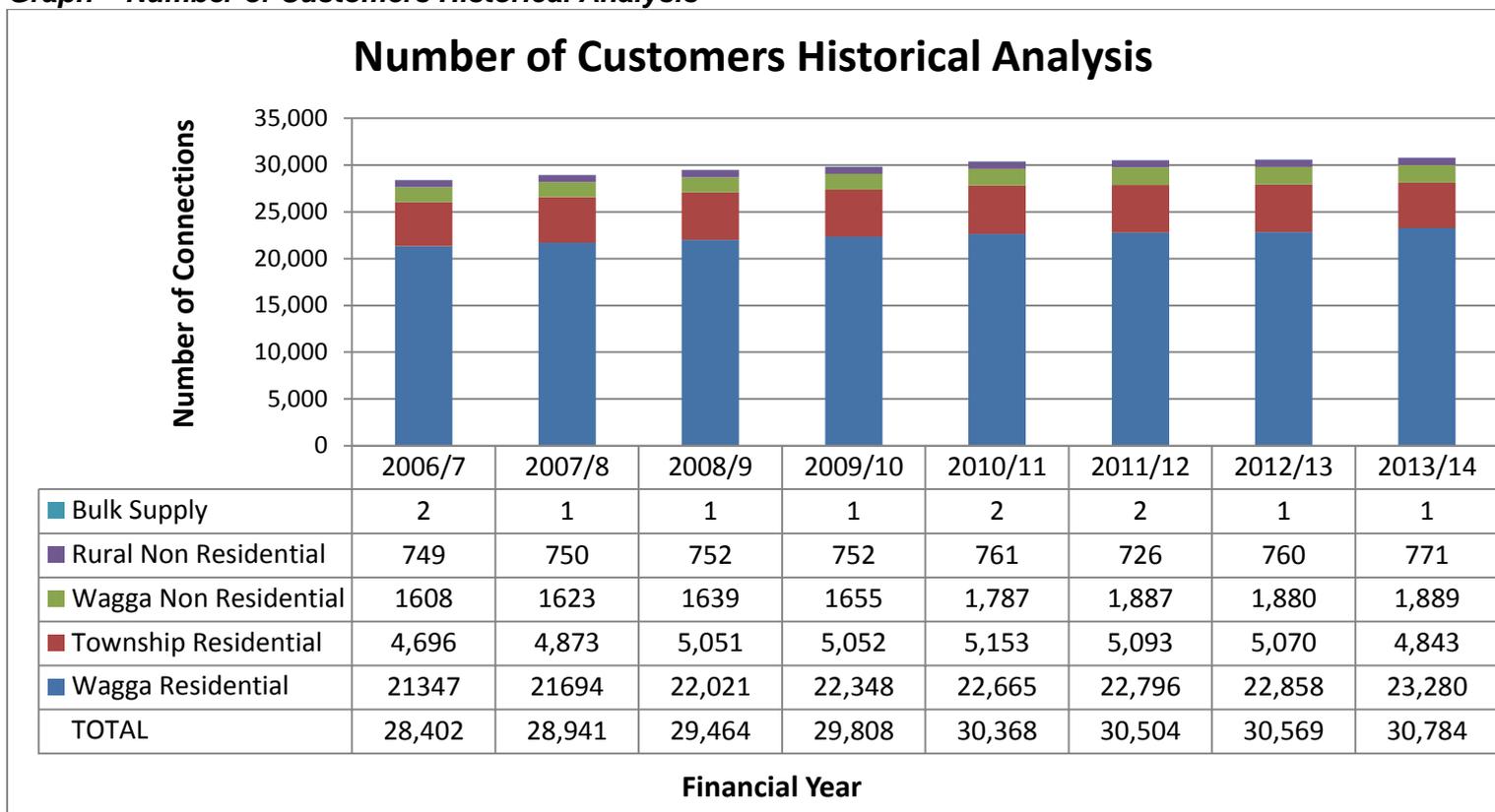
LOCATION	NUMBER CONNECTED					
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Walbundrie	2				1	
Walla Walla	1	1	1	1	3	2
Woomargama						1
Yerong Creek		2	1	1	2	
TOTALS	326	340	439	219	205	320

Total customers at 30th June 2014: 30,784

Graph – Number of New Connections 1997/98 to 2013/2014



Graph – Number of Customers Historical Analysis



The data shows a reduction of township residential connections, but this is an anomaly, as a number have been re-classified to Wagga residential or non-residential based on Wagga Wagga City Council data. The overall growth in total customers was still positive at 0.7% for the year. The long term growth rate has averaged 1.2% per annum over the past 7 years.

3.3. Plant & Motor Vehicles

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

YEAR	TOTAL KILOMETRES	NUMBER OF VEHICLES	AVERAGE KILOMETRES PER VEHICLE
2008/2009	1,219,458	59	20,669
2009/2010	1,240,820	65	19,090
2010/2011	1,262,931	62	20,370
2011/2012	1,092,224	61	17,905
2012/2013	1,113,376	62	17,958
2013/2014	997,874	58	17,205

Table 3.3.2 - Vehicle disposals and purchases made in 2013/2014:

EXISTING VEHICLE					
VEHICLE NO.	DESCRIPTION	VEHICLE TYPE	MAKE & MODEL	YEAR	KMS
T9	Water Works	4WD Dual cab chassis	Ford Ranger	2010	85,996
T33	General Manager	Sedan	Holden Caprice	2011	44,565
T55	Water Tester	AWD Wagon	Hyundai Santa Fe	2010	79,511
T16	Nature Strip	AWD Wagon	Hyundai Santa Fe	2011	47,605
T4	Plumbing Ins	2x4 Dual Cab Ute	Nissan Navara	2010	77,000
T26	Depot	4x4 Extra Cab Chassis	Nissan Navara	2010	80,900
T25	Electricians	4x4 Dual Cab Chassis	Ford Ranger	2010	76,000
T61	Director of Eng.	4x4 Wagon	Land Rover Discovery	2011	73,000
T31	Depot	4x4 Dual Cab with Tray	Isuzu D-Max SX	2009	74,000
T44	Fitters	4X4 Single Cab with Tray	Isuzu D-Max SX	2010	79,218
T39	The Rock	Tipper Truck	Isuzu FVR950	2000	243,037
P23	The Rock	Single Axle Tag Trailer	Beavertail	1997	
T3	Meters	Small Truck	Hino Durto 6500gvm	2004	143,697
P1	Meters	Vac Unit	New		
T61	Director of Eng.		New		
T30	Electrician	Extra Cab with Tray	Ford Ranger	2010	82,902
T17	The Rock	Extra Cab with Tray	Ford Ranger	2011	90,000
T11	Spare	Dual Cab Ute	Isuzu D-Max LSU	2011	62,633
T13	Meters	Dual Cab Ute	Nissan Navara RX	2011	80,082
T41-292	Culcairn	Extra Cab with Tray	Nissan Navara RX	2012	117,480
T27-272	Engineer	Small 4X4 Wagon	Nissan Xtrail TS	2009	47,890

REPLACEMENT VEHICLE				
TENDERS RECEIVED	ACCEPTED TENDERER	VEHICLE TYPE	MAKE & MODEL	PRICE EXC. GST
6	Wagga Motors	4WD Dual Cab Chassis	Isuzu D-Max RX	\$29,285.00
5	Wagga Motors	Sedan	Holden Caprice	\$48,933.78
11	Wagga Motors	AWD Wagon*	Hyundai Sante Fe	\$33,355.00
8	Hillis Ford	4WD Dual Cab Ute	Ford Ranger	\$31,629.55
6	Hillis Ford	4WD Extra Cab Chassis	Ford Ranger	\$29,765.91
6	Hillis Ford	4WD Dual Cab Chassis*	Ford Ranger	\$29,425.00
6	Hillis Ford	4WD Extra Cab Ute	Ford Ranger	\$29,765.91
5	Wagga Motors	4WD Extra Cab Ute	Isuzu D-Max	\$28,357.00
3	Wagga Motors	16000kg GVM Tipper	Isuzu FXD 1000	\$139,580.00
3	North Star	Tandem Axle Tag	Northstar	\$40,820.00
4	Wagga Motors	8000gvm Truck	Isuzu NQR450	\$49,764.00
3	Vermeer	Vac Unit	VSK250D	\$48,000.00
3	Thomas Bros	4WD Wagon	Toyota Prado GLX	\$51,625.00
6	Hillis Ford	Extra Cab with Tray	PX Ranger	\$29,584.09
6	Hillis Ford	Extra Cab with Tray*	PX Ranger	\$29,584.09
6	Wagga Motors	Dual Cab Ute	Isuzu D-Max	\$28,870.00
6	Biti Motors	Extra Cab with Tray	PX Ranger	\$31,811.36
3	Thomas Bros	4x4 Wagon	Toyota Prado GLX	\$50,454.55
		*Not Replaced		

DISPOSAL DETAILS		
VEHICLE NO.	METHOD	PRICE EXC. GST
T9	Auction 17/07/2013	\$19,364
T33	Auction 24/07/2013	\$31,136
T55	Auction 07/08/2013	\$21,273
T16	Auction 04/10/2013	\$25,273
T4	Auction 04/10/2013	\$16,182
T26	Auction 30/10/2013	\$19,273
T25	Auction 18/12/2013	\$19,818
T61	Auction 21/11/2013	\$45,455
T31	Auction 18/12/2013	\$18,909
T44	Auction 18/03/2014	\$18,910
T39	Auction 18/03/2014	\$42,727
P23	Auction 18/03/2014	\$14,090
T3	Auction 30/04/2014	\$15,455
P1	New	
T61	New	
T30	Auction 07/05/2014	\$16,364
T17	Auction 21/05/2014	\$18,997
T11	Auction 07/05/2014	\$25,455
T13	Auction 21/05/2014	\$18,545
T41-292	Auction 25/06/2015	\$22,909
T27-272	Auction 25/06/2016	\$16,364

3.4. Pipeline Losses

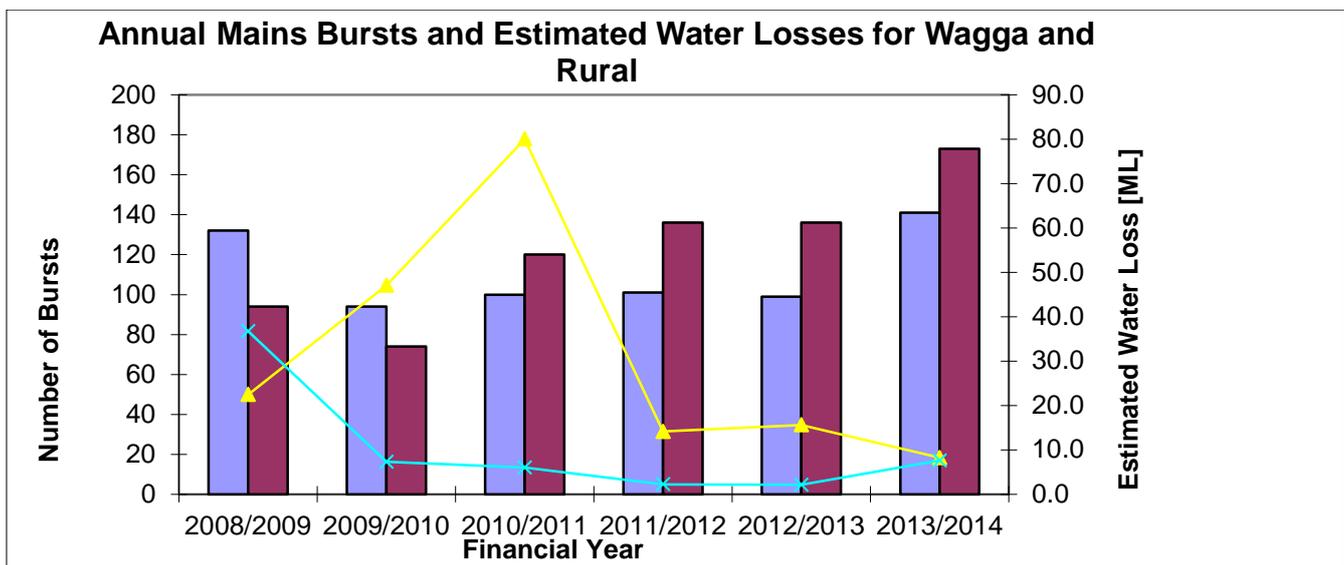
Estimated pipeline losses due to bursts for each month are shown in Table 3.5.1. The daily average over the past 6 years is shown in Table 3.5.2 for comparison.

Table 3.4.1 - Monthly analysis of pipeline breaks and rainfall for July 2013 - June 2014:

MONTH	RAINFALL (Wagga Wagga AMO)	WET DAYS (>1.0mm)	WAGGA MAIN BREAKS	WAGGA MAIN LOSSES (kl)	RURAL MAIN BREAKS	RURAL MAIN LOSSES (kl)
Jul-13	36.2	11	7	70	10	359
Aug-13	47.6	11	6	252	3	28
Sep-13	33.8	4	8	43	9	229
Oct-13	12.6	4	6	163	22	528
Nov-13	5.6	2	6	64	17	143
Dec-13	21.4	3	14	239	14	298
Jan-14	18.8	1	27	408	15	143
Feb-14	42.2	3	16	135	14	100
Mar-14	61.6	9	15	374	26	445
Apr-14	63.4	8	12	99	12	159
May-14	38.8	6	5	27	18	274
Jun-14	87.6	11	19	895	13	293
TOTALS	469.6	73	141	2769	173	2999

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

YEAR	WAGGA WAGGA		RURAL	
	BURST MAINS	ESTIMATED LOSS kl/day	BURST MAINS	ESTIMATED LOSS kl/day
2008/2009	132	36.7	94	22.4
2009/2010	94	7.5	74	47.1
2010/2011	100	6.0	120	80.0
2011/2012	101	2.2	136	14.1
2012/2013	99	2.1	136	15.6
2013/2014	141	7.6	173	8.2



Lloyd, Wagga - Stage 5	Road Corssing, New Subdivision	Apr 14			91				22							113
Boorooma - Stage 2	Off Farrer Rd, New Subdivision	May 14		510				295								805
Pine Gully Road, Wagga Wagga	Mains Extension	May 14										6		58		64
Bourkelands Stage 20C	St Aubins Pl, New Subdivision	May 14		55				105								160
Pine Gully Road, Wagga Wagga	Mains Extension	Jun 14												37		37
Estella Rise - Stage 1B	New Subdivision	Jun 14				108						45				153
Strickland Dr, Wagga	Road Crossing, New Subdivision	Jun 14			18											18
Rose Pl, Wagga	Road Crossing, New Subdivision	Jun 14			12				39							51
Travers St, Wagga	Mains Extension	Jun 14		100												100
Total Wagga New				1539	476	864	182	928	115	888.5	70	250.5	141	0	239	5693
NEW MAINS - RURAL																
Uranquinty - Stage 3	Hardiman St, New Subdivision	Nov 13		168												168
Lockhart Industrial Subd.	Harris Davies, New Subdivision	Nov 13			66	300										366
Total Rural New				168	66	300										534
TOTAL NEW MAINS				1707	542	1164	182	928	115	888.5	70	250.5	141	0	239	6227

Table 3.5.2 - Pipes Laid – Renewed mains – Size, length (metres) and location of all water mains replaced during 2013/2014:

RENEWED MAINS - WAGGA WAGGA	PROJECT	Month	32 PE	100 OPVC	100 DICL	150 OPVC	150 DICL	200 OPVC	200 DICL	250 OPVC	250 DICL	450 OPVC	450 DICL	All Sizes
Farrer Rd	Lower main for new subdivision	Aug 13			58									58
Travers Street, Wagga	Mains Replacement	Dec 13		180										180
CSU Agricultural Way	Lower Water Main	Mar 14					55		5.5					60.5
CSU Pine Gully Rd	Lower Water Main	Mar 14									33			33
Rhoda Ave	Mains Replacement	Mar 14			96									96
Rhoda Ave	Mains Replacement	Apr 14			103									103
Rhoda Ave	Mains Replacement	May 14			9.5									9.5
Southern Trunk	Mains Replacement	Jun 14											27	27
Total Wagga Renewed				180	266.5	0	55	0	5.5	0	33	0	27	567
RENEWED MAINS - RURAL														
Bowler Street, Holbrook	Mains Replacement	Jan 14					44							44
Uranquinty	Mains Replacement	Jan 14		224										224
Bowler Street, Holbrook	Mains Replacement	Feb 14					70							70
Bowler Street, Holbrook	Service Replacement	Feb 14	26											26
Uranquinty	Mains Replacement	Feb 14				440								440
Uranquinty	Mains Replacement	Mar 14		476	29									505
Uranquinty	Mains Replacement	Apr 14		120										120
Total Rural Renewed			26	820	29	440	114	0	0	0	0	0	0	1429
TOTAL RENEWED MAINS			26	1000	295.5	440	169	0	5.5	0	33	0	27	1996

**Table 3.5.3 - Watermain constructed 2007 to June 2014 (metres)
(New & Replacement)**

Diameter ID	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
25mm		65					
32mm		300				300	26
40mm					1,150		
50mm	11,448		1,590		2,435		
63mm			192	1,540	2,690		
80mm				30			
90mm	70						
100mm	17,732	5,843	3,670	2,665	10,147	813.5	3544.5
150mm	9,460	2,787	5,435	829	2,021	1469	1955
200mm	927	12,038	21,655	5,415	2,497	293	1048.5
250mm	119		450	851	1,099	519	991.5
300mm							391.5
375mm	8,329		480	247		4	239
400mm	96						
450mm						563	27
500mm					39		
600mm				554	39		
WAGGA (all sizes)	22,747	8,780	10,248	4,762	14,048	5,979	6260
RURAL (all sizes)	25,433	15,672	23,224	7,367	8,102	1,213	1963
TOTALS (metres)	48,180	24,452	33,472	12,129	22,150	7,192	8,223
Total length of main in the system – 1,717km							

3.6. Staff Movements

Table 3.6.1 - Staff Movements during 2013/2014

	Admin	Engineering	Waterworks	Depot Base	Rural	Totals
Perm. June 2013	8	10	19	42	7	87
Temp. June 2013	1	3				3
TOTAL June 2013	9	13	19	42	7	90
Retired				1		
Resigned		1	1	2		
Terminated						
Appointed	1	2	1	3		
Casual						
Internal Transfer	1		1	-2		
Transfer to Perm.						
Temp. Appointed	1					
Temp. Terminated						
Perm. June 2014	11	11	20	40	7	89
Temp. June 2014	1	3				4
TOTAL June 2014	12	14	20	40	7	93

Table 3.6.2 - Training Undertaken 2013/2014

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

3.7. Capital Works

The capital works programme was carried out in 2013/2014 including the following significant projects:

Mains Replacements

- The Bellvue interconnection main 1.28km along Holbrook Rd.
- Southern Trunk main, Stage 1: West Wagga to Kapooka, 2.2km of 450 dia DICL. Construction commenced in June, continuing in 2014/15.
- Southern Trunk main, Stage 2: Kapooka bridge realignment, 2km of 450 dia DICL. Construction commenced in June, continuing in 2014/15.

Water Treatment Plants (WTP's)

- Wagga East WTP Underground Power: The installation of conduits and Marshal's Creek underbore completed. Delays to cable delivery mean final construction and commissioning will occur in October 2014.
- Wagga East WTP: Pre-planning continues with plant layout finalised and the detailed design now 50% complete by NSW Public Works, the geotechnical investigations are complete and the EIS has been commenced by Hunter Water. The concept design and final drawings from KBR were 6 months late and of poor quality. Final payment was withheld accordingly.
- Site preparation works have commenced with the demolition of minor structures, site clearing and the establishment of temporary storage areas.
- Upgrade of Morundah Filtration Plant is approximately 80% completed. The purpose of the the upgrade is to provide necessary disinfection contact detention time at the treatment plant.

Energy Efficiencies:

- Power factor correction devices have been installed and commissioned at three major treatment and pumping sites: Waterworks WTP, West Wagga WTP and North Wagga WTP. Significant improvements have been observed and have reduced energy network costs.
- Time of Use automation of Wagga Wagga's major groundwater and surface water treatment plants and pump stations to maximise off-peak pumping tariff periods has been completed.
 - Site include:
 - West Wagga Aeration Plant and West Wagga Bores (x4)
 - Wagga Waterworks and East Wagga Bores (x3)
 - North Wagga Aeration Plant and North Wagga Bores (3x)
 - 10MG pump station
 - Bellevue and Glenoak pump stations
 - Further time of use automation at other facilities is continuing

SCADA System

- Replacement of telemetry software has commenced and expected to be completed during 2014/15

Depots and Buildings

The design of the new stores and amenities building is almost complete. The development approval was received in early August 2014 and tender documents are expected to be issued in August to coincide with a recommendation for Council to award a building contract at its October meeting.

Sources

- West Wagga Bore 4 Relining and riserless pump system: This project was carried over from 2012/13. The relining works for West Wagga Bore 4 were completed in July 2013 and the installation of the riserless pump system completed in August 2013.
- The test bore to replace Walla Walla Bore 2 was completed and indicated excellent groundwater yields and satisfactory water quality. It was decided to convert the test bore into final production bore in 2014/15.

3.8. Wagga Wagga Sources and Allocations

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

	Water Access Licence (MI)	Extraction Limit (MI)	Used (MI)	% of Allocation
Surface Water	7000	7000	2554	36.5 %
Ground Water	14000	12371	10592	75.7 %
Total Water	21000	19371	13146	67.9 %



Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS