



15th February 2012

Could you please attend workshop on

**DRAFT OPERATIONAL PLAN 2012/2013**

on

**WEDNESDAY, 22<sup>ND</sup> FEBRUARY 2012 at 11.30 am**

to be held at

Office Building, 91 Hammond Avenue, Wagga Wagga

**Council meeting will commence following  
these discussions at 1.30 pm**

and your attendance is requested accordingly

Lunch will be supplied at 1.00 pm

Yours faithfully

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

G J Haley  
GENERAL MANAGER



# AGENDA

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## GENERAL MANAGER'S REPORT TO THE COUNCIL

15<sup>th</sup> February 2012

The Chairperson and Councillors:

### 1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

**RECOMMENDATION** that the report detailing Council's external investments for the months of December 2011 and January 2012 be received.

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In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 31<sup>st</sup> December 2011 and 31<sup>st</sup> January 2012 as attached (Appendix 1)

### 2. QUARTERLY BUDGET REVIEW - PERIOD ENDED THE 31<sup>st</sup> DECEMBER 2011

**RECOMMENDATION** that the Quarterly Budget Review for the period ended 31<sup>st</sup> December be received.

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The quarterly review of council's budget for the period ended 31<sup>st</sup> December 2011 is submitted for examination by Council (refer Appendix 2)

The anticipated operating result for 2011/12 is \$3.2 million. This is unchanged from original budget projections.

### 3. OPERATIONAL PLAN – PERFORMANCE TARGETS

**RECOMMENDATION:** That the report detailing progress achieved towards the various objectives set out in the 2011/2012 Operational Plan be noted and received.

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#### Services

Strategies / Actions	Progress to 31 <sup>st</sup> December 2011
- 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- wet weather assisting.
- Manage demand effectively using a range of measures	Water targets, Permanent Conservation Measure continue and Nature Strip Rebates introduced.
- Regularly monitor urban and village growth, and augment supply as required in line with ten year plan, and current needs	New IWCM strategy adopted for rural growth.
• Maintain network analysis of Wagga urban water system	Consultants completed model and being calibrated in-house..
• Maintain the water supply infrastructure in good working order.	Some but infrequent breakdowns.

<ul style="list-style-type: none"> <li>Monitor the operation of the water supply system to ensure continuity of supply.</li> </ul>	Continuity of supply maintained.
<ul style="list-style-type: none"> <li>Reinforce throughout the organisation that we are customer orientated.</li> <li>Maintain a request and complaint handling system that ensures both attention to the request and advice of action taken or to be taken.</li> </ul>	Timely responses.  CRM managed and reported
<ul style="list-style-type: none"> <li>Use customer news-sheets to disseminate information to customers.</li> <li>Utilise the local media when appropriate to increase awareness within the community.</li> <li>Meet with sectional or interest groups or invite them to meet with us to communicate and receive feedback on relevant issues.</li> </ul>	Numerous media outlets used to advise customers on demand management. Senior staff attend various meetings as required, residents groups, Probus, Tidy Towns, Great Green Challenge.
<ul style="list-style-type: none"> <li>Increase inspection and documentation of consumer pipework where there is potential for contamination from backflow.</li> </ul>	Required protection devices in use.

## Asset Replacement

Strategies / Actions	Progress to 31 <sup>st</sup> December 2011
Develop and maintain a rolling replacement plan for all assets with review every 3 years.	Consultants engaged for Asset Management Planning..
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. Consultants engaged.

## Human Resources

Strategies / Actions	Progress to 31 <sup>st</sup> December 2011
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.	Skills review completed
Promote, enable and encourage multi-skilling.	Skills and needs reviewed regularly.
Continue practical operations of Occupational Health & Safety Committee, and Staff Consultative Committee.	OH&S Committee closing to make way for new WHS Act.
Continue staff training system (refer to training plan Section 7.5).	Training Plan completed.

## OH&S/WHS Goals & Objectives 2011/2012

### Objective/Goal

Riverina Water's OH&S goal for 2011/12 is **to continually improve on our OH&S performance – to be achieved through eliminating unsafe work conditions and/or actions** which will result in providing a safe workplace and safe systems of work. Our aim over the period 1<sup>st</sup> July, 2011 – 30<sup>th</sup> June, 2012 is to implement or continue with the following strategies to achieve the overall objective / goal for this 12-month period and to transfer to compliance with new WHS Act and regulations from 1<sup>st</sup> January 2012,

Objectives	Means of achieving	Progress to 31 <sup>st</sup> December 2011
Continue promotion of responsibilities within the OHS/WHS Management System	Promote OHS/WHS responsibilities to all staff through regular Newsflash articles and induction processes.	OHS responsibilities undertaken by all staff. Can be measured through annual staff evaluations
Provide effective staff support through provision of appropriate and sufficient resources.	<ul style="list-style-type: none"> <li>Regular discussion with work teams on needs.</li> <li>Ensure monitoring of human resources &amp; equipment.</li> </ul>	Minutes of meetings or discussions between employees and supervisors/managers.
Improve Communication and Consultation	<ul style="list-style-type: none"> <li>Continue promotion of "Take &amp; Break &amp; Talk Safety" &amp; incentive by way of rewards (i.e. Kit Kats / Fruit /</li> </ul>	All monthly meetings were held with all work teams with documented evidence being provided by

	<p>Luncheon)</p> <ul style="list-style-type: none"> <li>• New requirement for manager to attend at least one meeting per team per quarter.</li> <li>• Provide timely and appropriate feedback.</li> </ul>	<p>Supervisors.</p> <p>Team meetings sheets show manager attendance. (1 per quarter)</p> <p>Outstanding issues raised are discussed with management &amp; outcomes reached with feedback directly to the work team within a reasonable time frame.</p> <p>Diary or other appropriate recording of meetings with timely feedback to employees on raised issues.</p>
Develop & Review Safe Work Procedures	<ul style="list-style-type: none"> <li>• Review, reformat &amp; consolidate existing SWMS</li> <li>• Ongoing review of OHS/WHS Policies &amp; procedures with a view to their effectiveness and legal compliance</li> </ul>	<p>Up to date supervisor manuals.</p> <p>Review all current policies/procedures within 12 months</p> <p>Review new WHS Act and Regulations.</p>
Develop & complete an annual CIAP (Continuous Improvement Action Plan)	<ul style="list-style-type: none"> <li>• Develop CIAP in consultation with Management following annual OHS audits <ul style="list-style-type: none"> <li>- Internal audits</li> <li>- StateCover Self Evaluation Tool &amp; manager's consultation with work groups</li> </ul> </li> </ul>	<p>CIAP developed &amp; progress made on required actions</p>
Identification of hazards & elimination/reduction of risks	<ul style="list-style-type: none"> <li>• Workplace inspections to be undertaken every 4-6 months</li> <li>• Timely reporting of accident/incidents/near misses</li> <li>• Improved investigation reports.</li> <li>• Manager involvement and response to incidents</li> <li>• Hazard register in place &amp; reviewed regularly</li> </ul>	<p>Inspection schedules up to date. Identified issues controlled within an appropriate time frame.</p> <p>Most reports and investigations received within the required timeframes</p> <p>Processes reviewed to gain improvements.</p>
Continue on-going OHS training of new & existing staff	<ul style="list-style-type: none"> <li>• Undertake inductions of new staff.</li> <li>• Continue internal and external training programs for staff.</li> <li>• As procedures/SWMS are released, appropriate training or instruction is given.</li> </ul>	<p>Induction &amp; review of all new staff (evidence available through completion of Individual Induction Booklets).</p> <p>Annual training plan in place and skills gap analysis.</p> <p>Training record sheets received &amp; skills database updated.</p>
Improve Safety Culture	<ul style="list-style-type: none"> <li>• Continuous promotion and monitoring of safety performance</li> <li>• Ensure follow up actions are scheduled and implemented where incident investigations identify employee actions are less than desired</li> <li>• Senior staff to lead by example ('walk the talk')</li> <li>• Continue with Watch Out Award</li> </ul>	<p>Noticeable reduction in incidents relating to human factors.</p> <p>Noticeable increase in senior staff presence on job sites and areas outside of office.</p> <p>All incident reports involving human error element have follow up actions planned and implemented.</p> <p>Committee endorsed \$ Award continuation.</p>
Maintain & Improve Health & Well Being of Staff	<ul style="list-style-type: none"> <li>• Continue with \$100 health incentive subsidy</li> <li>• Provision of EAP program</li> </ul>	<p>"Take up" of staff into fitness programs. walking, cycling sports etc. outside of work hours. Subsidy promoted.</p>

## Environmental Protection

Strategies / Actions	Progress to 31 <sup>st</sup> December 2011
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. (Red Hill Res re-vegetation deferred)
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.	Rest Area dedicated.
Fleet replacements to consider environmental criteria	Taken into account at all times. Diesel preference.
Decommission of Bores	Decommissioned as per DWE guidelines.

## 4. ESTABLISHMENT OF AUDIT & RISK COMMITTEE

**RECOMMENDATION:** That Council:

- a. Adopt the Draft Internal Audit Policy as a policy of Council.
- b. Adopt the Draft Audit and Risk Committee Charter.
- c. Establish an Audit and Risk Committee under section 355 of the Local Government Act 1993 under the terms set out in the Audit and Risk Committee Charter.

Specifically:

- i. The membership comprises three (3) voting members being one (1) Councillor (excluding the Council Chairperson) and two (2) independent external members; and three (3) non-voting members being the General Manager, Manager Internal Audit Services and Manager Finance and Administration.
- ii. Endorse the payment of \$250 per meeting to the chairperson for each meeting attended by the chairperson of the Audit and Risk Committee.
- iii. Endorse the payment of \$200 per meeting attended to the independent member of the Audit and Risk Committee.
- iv. Council to elect the Councillor representative.
- v. External independent members to be appointed by way of public advertisement, with evaluation to be undertaken by the Council Chairperson and General Manager and recommendation to Council for confirmation.

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## Report

This report and its attachments (Appendix 3 & 4) seek to establish an internal audit process at Riverina Water County Council ("Council") that will be both independent and effective.

An Audit and Risk Committee ("Committee") plays a pivotal role in the governance framework and provides Council with independent assurance and assistance in the areas of risk, internal controls, compliance and financial reporting. It establishes the importance and executive direction for internal audit activity and ensures that Council achieves maximum value from the Internal Audit activity.

The Division of Local Government considers that all councils should have an internal audit function for the following reasons:

- It supports good internal governance;
- To ensure consistency with other levels of government;
- To improve the effectiveness of risk management, control and governance processes; and
- Helps to instil public confidence in an organisation's ability to operate effectively.

The *Draft Internal Audit Policy* sets out the role and activities of Council's Internal Audit Program. The *Draft Audit and Risk Committee Charter* sets out the role of the audit committee within the broader internal audit function.

The activities set out in the Draft Internal Audit Policy and the Draft Audit and Risk Committee Charter are based on the *Internal Audit Guidelines* under section 23A of the Local Government Act 1993, published by the Division of Local Government in September 2010. The Guidelines are designed to provide councils with assistance to implement internal audit and risk management and are considered to be best practice.

It is important to note that the Internal Auditor has independent status within Council and reports administratively to the General Manager and functionally to the Committee.

Reporting functionally to the Committee means the Committee:

- Approves the internal audit charter;
- Approves short and long term audit plans;
- Periodically reviews the performance of the internal audit function;
- Makes enquiries of management to determine if there are scope or budgetary limitations that impede internal audit's ability to function properly;
- Ensures that the internal audit function is adequately resourced;
- Approves the scope of external assessments of the internal audit; and
- Provides a forum for discussion to identify areas worthy of examination by internal audit.

In assessing the requirements of the Committee and in consideration of the calibre of members required, it is appropriate for some level of remuneration to be considered.

	<b>Chairperson fee</b>	<b>Independent external member fee</b>
<b>Payment</b>	\$250 per meeting attended	\$200 per meeting attended

The proposed payments are consistent with the rates recommended by the Statutory and Other Officers Remuneration Tribunal (SOORT) and also payments made at other councils.

**Implementation**

Once Council has adopted the recommendations of this report the following implementation plan is proposed:

<b>Date</b>	<b>Action</b>
March 2012	Advertise for independent members of the Audit and Risk Committee
April 2012	Endorsement of independent members by Council
May 2012	First meeting of the Audit and Risk Committee
	Commencement of annual internal audit plan

**5. POLICY 4.4 ULTRA-VIOLET RADIATION EXPOSURE AND HOT/COLD WORKING ENVIRONMENT**

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

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The Policy 4.4, Ultraviolet Radiation Exposure and Hot/Cold Working Environment, was last reviewed by Council in December 2011. The legislation under which this policy was put into place has been changed and it is therefore necessary to change the policy to reflect this change. (Appendix 5)

The change in this policy was the change in reference from Occupational Health and Safety Legislation to Work Health and Safety legislation.

The purpose of the policy is as follows:

To eliminate or satisfactorily reduce the risk of exposure of RWCC staff to the hazards of ultraviolet radiation and to eliminate or reduce the risk of skin cancer, thermal stress, dehydration and other injuries related to exposure to extremes of temperature.

## **6. POLICY 4.5 WORK HEALTH AND SAFETY**

***RECOMMENDATION:*** That the draft Work Health and Safety Policy be adopted.

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This policy, previously known as the Occupation Health and Safety Policy, was last revised in May 2009. (Appendix 6)

It has been necessary to change the revised policy due to the change in the legislation under which the policy was adopted.

The Occupational Health and Safety legislation has been replaced with Work Health and Safety legislation hence the change in name and policy.

## **7. POLICY 4.22 LOSS OF LICENCE**

***RECOMMENDATION:*** That the draft Loss of Licence Policy be adopted.

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The draft policy 4.22 Loss of Licence has been developed to give guidance to employees as to the requirement for them to retain appropriate licenses to assist in their continued employment at Riverina Water County Council. (Appendix 7)

The draft policy outlines the responsibilities of council management, supervisors and staff

Policy also outlines consequences for employees for the loss of required licences if deemed necessary to perform those employees' duties.

## **8. ESTABLISHMENT OF EASEMENTS - TEYS AUSTRALIA PTY LTD.**

***RECOMMENDATION:*** That Riverina Water County Council sign the section 88B instrument establishing easements on lot 5 DP113332 and lots 2, 3 and 4 on DP700113 under the Common Seal of Council.

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For some time Riverina Water County Council has been negotiating with Teys Australia Pty Ltd (formerly Cargill) relating to correcting easements that Riverina Water County Council holds over land associated with the Teys' operations.

These negotiations involved removing existing easements and establishing new infrastructure easements over lot 5 DP113332 and lots 2, 3 and 4 DP700113.

These changes also involve a small portion of land that is owned by Wagga Wagga City Council. The City Council has agreed to this change and has also resolved to complete the 88B instrument.

## 9. 2012 LGMA NATIONAL CONGRESS AND BUSINESS EXPO

**RECOMMENDATION:** That authority to be granted to the General Manager to attend the 2012 LGMA National Congress and Business Expo to held in Perth from the 20th to the 23rd of May 2012

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Local Government Managers Australia is proposing to hold its National Congress and Business Expo at the Perth Convention and Exhibition Centre from the 20th to 23rd of May 2012.

The 2012 Congress has the theme Reframing Local Futures: from Stewardship to Leadership.

The 2012 National Congress will be aimed at future-casting asking Congress delegates to imagine what local government will need to be in the future. It will challenge participants to consider a shift in their role as stewards to leaders, identify local needs and drive solutions to address them. It will prompt delegates to ask the question - is my local council and is my local community future-proofed?

The theme and subsequent 'streams' were set in the context of recent community and world events:

- natural disasters and extreme weather events;
- the federal government's climate change framework and the introduction of carbon pricing in July 2012;
- debate around technology, NBN and a groundswell of support for open government and government 2.0;
- debates relating to workplace literacy and workforce skills shortages; and
- budget cuts for local government in the context of the UK and the ever-lingering global financial crisis.

I propose to take my spouse to the congress. In accordance with Council's Travel Policy (Policy 5.17) only the direct costs of the General Manager traveling to the conference and back and conference costs for the General Manger will be paid by RWCC. Any costs associated with the attendance of the General Manager's spouse (e.g. partner's tours and airfares) will be paid by the General Manager.

The registration costs will be approximately \$1,600, accommodation between \$900 and \$1,250 and flights \$765.

## 10. ANNUAL LEAVE - GENERAL MANAGER

**RECOMMENDATION:** That annual leave be granted to the General Manager for the week commencing 14 May 2012.

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I propose to take annual leave for the week prior to the LGMA Congress. All accommodation and car hire costs associated with my annual leave will be paid for privately. I have 4 weeks annual leave accrued to date.

## 11. SHIRES ASSOCIATION OF NEW SOUTH WALES ANNUAL CONFERENCE

**RECOMMENDATION:** That:

- a) Council be represented the Shires Association New South Wales 2012 annual conference;
- b) Council delegate be the Chairman and the General Manager (observer);
- c) The Chairman and General Manager be authorised to attend the Local Government Managers Australia annual one-day forum on 4<sup>th</sup> June 2012; and
- d) Nominations be invited from any other Councillor to attend as an observer.

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The Shires Association has acknowledged that the 2012 annual conference of the Shires Association will be held at the Wentworth Hotel, Sydney, from Monday 4<sup>th</sup> June 2012 to Wednesday, 6<sup>th</sup> June 2012. The closing date for the nomination of delegates and observers will be in early April 2012. The council was represented at the 2011 conference by Councillors Kendall (Delegate), together with Councillors Goodlass and McInerney and the General Manager (observers).

In conjunction with the Shires Association of New South Wales Annual Conference, the Local Government Managers Australia will be holding their annual one-day forum on Monday 4<sup>th</sup> June 2012.

## 12. REQUEST FOR DEFERRED PAYMENT SCHEME FOR DEVELOPMENT SERVICING CHARGE

**RECOMMENDATION:** That Council consider the request from Riverina Oils and BioEnergy (ROBE) for a deferred payment scheme for the Development Servicing Charges relating to their development at Bomen.

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A request has been received from Riverina Oils and BioEnergy (ROBE) for a deferment of their Development Servicing Charges of \$216,000 relating to their development at Bomen. They are requesting that they be permitted to pay the charges by eight quarterly instalments commencing 3 months after the issue of the Certificate of Occupancy for the plant. (Appendix 8)

A more detailed report on the request will be circulated to councillors before the Council Meeting. A copy of the request from Riverina Oils and BioEnergy is attached for councillor's information

Yours faithfully



Graeme J. Haley  
GENERAL MANAGER

**DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING FEBRUARY 2012**

6<sup>TH</sup> January 2012

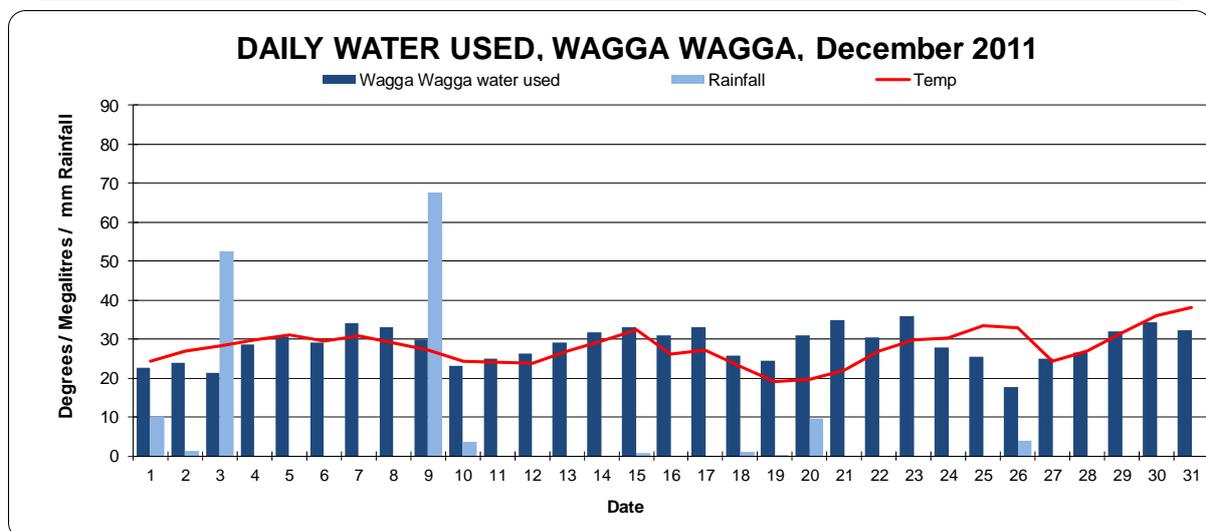
**1. WORKS REPORT COVERING DECEMBER 2011**

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

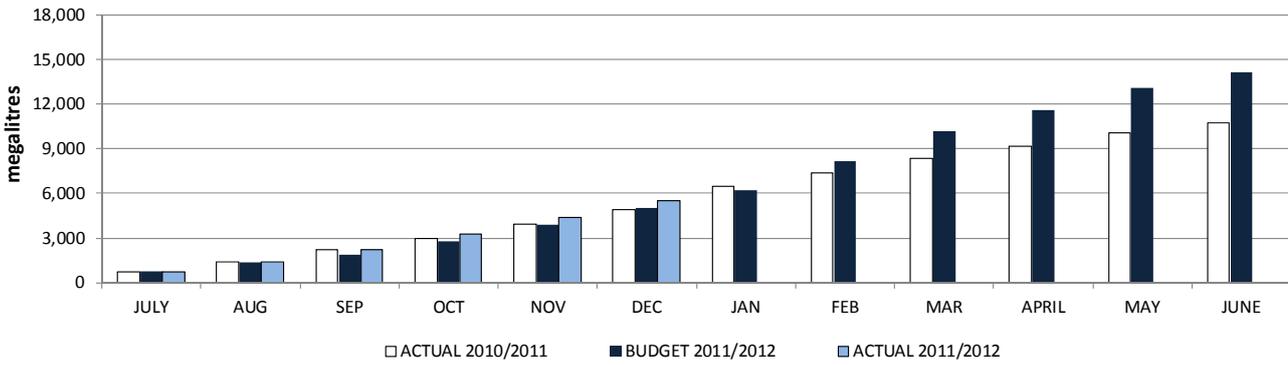
**1.1 WATER SOURCED AND USED**

<b>December</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Rainfall	65.1	151.2	151.0
Wet Days	6	12	10
<b>WATER SOURCED December 2011 (MI)</b>			
North Wagga bores	248.40	143.69	167.48
West Wagga bores	461.37	383.85	359.38
East Wagga bores	290.53	254.49	143.74
Murrumbidgee River	731.57	130.34	309.03
<b>SUB-TOTAL</b>	<b>1,731.87</b>	<b>912.37</b>	<b>979.63</b>
Bulgary Bores	61.36	34.35	44.97
Urana Source	9.47	6.80	3.84
Ralvona Bores	35.03	17.87	21.23
Walla Walla Bores	31.47	20.28	9.60
Goldenfields Water Supply System	3.98	2.94	1.70
<b>SUB-TOTAL</b>	<b>141.31</b>	<b>82.24</b>	<b>81.34</b>
Woomargama	1.96	1.07	0.84
Humula	1.60	0.56	0.69
Tarcutta	5.17	3.73	3.30
Oura	5.90	6.08	3.62
Walbundrie/Rand	3.89	2.23	3.93
Morundah	1.17	0.76	0.93
Collingullie	8.37	4.24	4.14
<b>SUB-TOTAL</b>	<b>28.06</b>	<b>18.67</b>	<b>17.45</b>
<b>TOTALS</b>	<b>1,901.24</b>	<b>1,013.28</b>	<b>1,078.42</b>

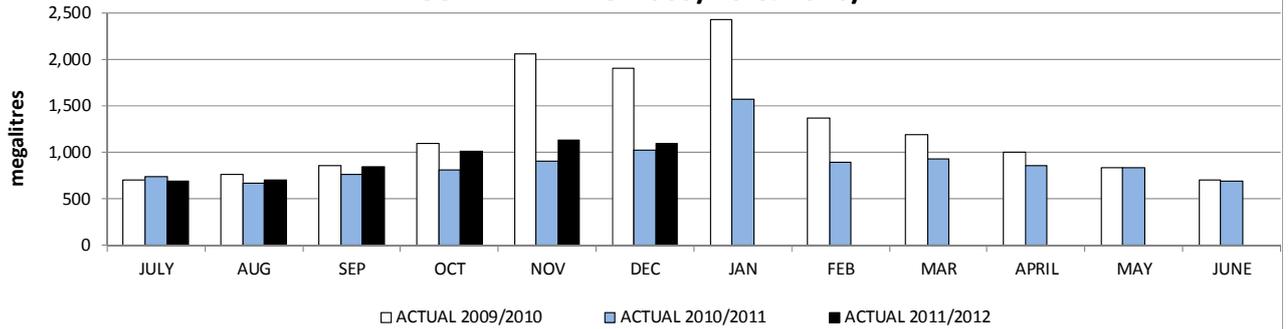
WATER USED December 2011 (MI)			
	2009	2010	2011
East Bomen	23.02	13.41	15.20
Estella	98.32	47.94	44.11
North Wagga	85.27	54.40	96.42
Wagga Wagga – Low Level	239.29	196.33	166.32
Wagga Wagga – High Level	950.57	425.25	495.01
Wagga Wagga – Bellevue Level	104.67	47.10	50.56
<b>SUB-TOTAL</b>	<b>1,501.14</b>	<b>784.43</b>	<b>867.62</b>
Ladysmith System	7.92	3.70	3.69
Brucedale Scheme	29.10	19.64	7.55
Currawarna Scheme	18.29	8.80	7.63
Rural south from Wagga Wagga	181.02	107.54	115.17
Rural from Walla Walla Bore	31.47	20.28	9.60
Bulgary, Lockhart and Boree Creek	35.52	20.90	23.96
From Boree Crk to Urana and Oaklands	32.24	18.45	22.54
Holbrook	35.03	17.87	21.23
<b>SUB-TOTAL</b>	<b>370.59</b>	<b>217.18</b>	<b>211.37</b>
Woomargama	1.96	1.07	0.84
Humula	1.60	0.56	0.69
Tarcutta	5.17	3.73	3.30
Oura	5.90	6.08	3.62
Walbundrie/Rand	3.89	2.23	3.93
Morundah	1.17	0.76	0.93
Collingullie	8.37	4.24	4.14
<b>SUB-TOTAL</b>	<b>28.06</b>	<b>18.67</b>	<b>17.45</b>
<b>TOTALS</b>	<b>1,899.79</b>	<b>1,020.28</b>	<b>1,096.44</b>



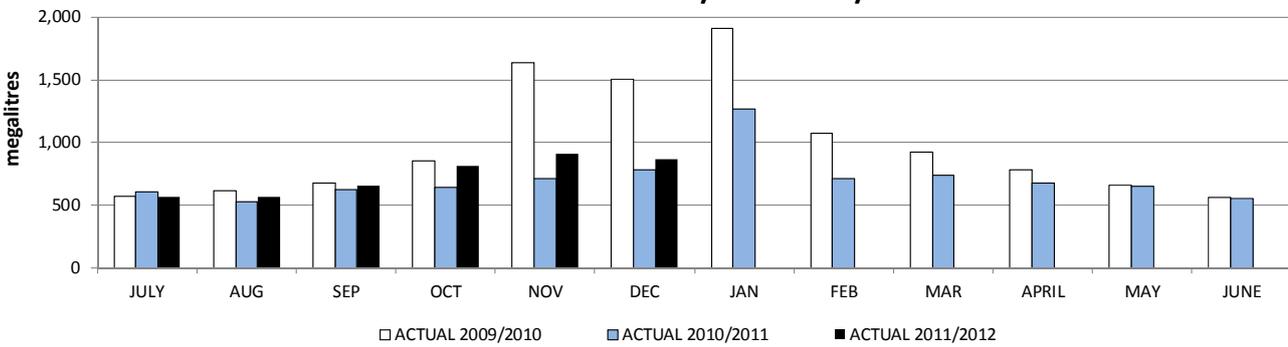
### TOTAL CUMULATIVE WATER USED 2011/2012



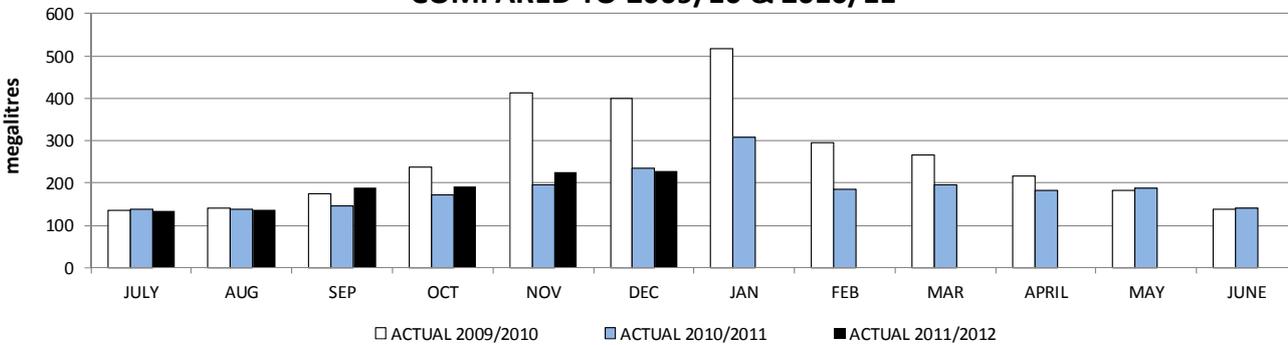
### MONTHLY TOTAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



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



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



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	3		1	50	3	1				23	3	4
Brucesdale				1								
Currawarna												
Euberta												
Humula				1							1	
Ladysmith												
Oura												
San Isidore												
Tarcutta										1		
The Gap												
Bulgary											2	
Collingullie												
French Park												
Lockhart	1			1	1						1	1
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock				2							1	
Uranquinty				1								
Yerong Creek				1								
Culcairn				1								
Henty										1		2
Holbrook			1	4		1				1		
Morven				1								
Walbundrie										1	1	1
Walla Walla					1							
Woomargama												
Boree Creek			1	1								
Morundah												
Oaklands												
Rand												
Urana												
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>64</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>9</b>	<b>8</b>

### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	23 Karoom Dr	Glenfield	150 BPVC	Pipe Failure (not specified)	Yes	0:00	0	6
15	48-50 Hammond Ave	Wagga Wagga	150 AC	T/ Band Broken/Leaking	Yes	0:00	0	4
17	37 Dunn Ave	Forest Hill	200 AC	Pipe Failure (not specified)	No	3:00	21	10
18	110 Tarcutta St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:30	13	5
18	Olympic Way	Ashmont	375 CI	Pipe Failure (not specified)	No	4:00	7	54
19	160 Ashmont Ave	Ashmont	375 CI	Leaking Gibault	No	2:00	0	5
29	23 Albert St	Wagga Wagga	100 AC	Tree Roots	Yes	0:00	0	5
<b>TOTALS</b>						11:30	41	89
					Breaks needing shut off -	4	Breaks affecting customers -	3
Total Breaks -		7						
RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	Gap/Hall-Coolamon Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	12
8	Osbourne St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	80
9	Greene St	Lockhart	150 AC	Leaking collar	Yes	0:00	0	0
10	Becks Lane	Brucedale	80 PVC	Pipe Failure (not specified)	No	1:00	25	14
14	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure (not specified)	No	1:30	11	9
18	17 FOX ST	Henty	100 AC	Tree Roots	Yes	0:00	0	75
21	Becks Lane	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
29	BETWEEN REID AND OSBORNE ST	Lockhart	100 BPVC	Leaking collar	No	1:30	4	1
31	MITCHELLS RD	Morven	150 AC	Pipe Failure (not specified)	No	3:00	30	0
<b>TOTALS</b>						7:00	70	201
					Breaks needing shut off -	4	Breaks affecting customers -	4
Total Breaks -		9						

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during December 2011 were:

Date	Location	Problem	Action Taken
2/12/2011	192 Morgan St, Wagga	Dirty water	Flushed main & service
2/12/2011	67 Brookong St, Lockhart	Dirty water	Scour mains at rear of property
6/12/2011	16 Walla Pl, Glenfield	Dirty water	Flushed main
18/12/2011	Mt View, Walla Walla	Dirty water	WQ to meter good. Problem on their side
28/12/2011	Wagga City Golf Club	Dirty water	Flushed service.

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during December 2011 include:

LOCATION	PROJECT	100	200		250
		OPVC	DICL	OPVC	DICL
Estella Stage 10	New Subdivision			90	
Avocet Drive, Wagga	New Main for Roundabout				93.5
Illeura Road, Bourkelands	New Subdivision	90			
Trahairs Road, Bomen	New Main for Robe		107		
	<b>TOTAL</b>	90	107	90	93.5

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during December 2011 include:

LOCATION	PROJECT	100
		OPVC
Brucedale	Mains Replacement	980
	<b>TOTAL</b>	980

## 1.6 OTHER CONSTRUCTION

Other construction works during December 2011 include:

LOCATION OR PROJECT	WORK DONE
Oaklands & Urana	Flush Mains
Henty, Pleasant Hills, The Rock & Yerong Creek	Chlorine Dosings

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during December 2011 include:

LOCATION OR PROJECT	WORK DONE
Tarcutta WTP	Install and recommission manganese filter pump
Tarcutta WTP	Drain & clean iron filter pump
Walla bore 1B	Installed and commissioned
Humula Reservoirs 1 & 2	Leaks repaired
Morundah WTP	Replaced chlorine booster pump
Urana WTP	Replaced soda ash dosing pump
Glen Oak pump Stn	Replaced & refitted new pump impeller
10 Mill Reservoir	Fitted RCD unit in chlorine shed
Magflow repairs x 4	Undertake repairs following storm damage

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during December 2011 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	32
Plumpton Road	1
Gregadoo Road	1
Forest Hill	13
Estella	53
Bomen	49
Lockhart	5
Holbrook	36
Henty	11
Yerong Creek	5
Pleasant Hills	3

## 1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Workcover Licence – Forklift	2
OH & S Whitecard	2



Greg Finlayson  
DIRECTOR OF ENGINEERING

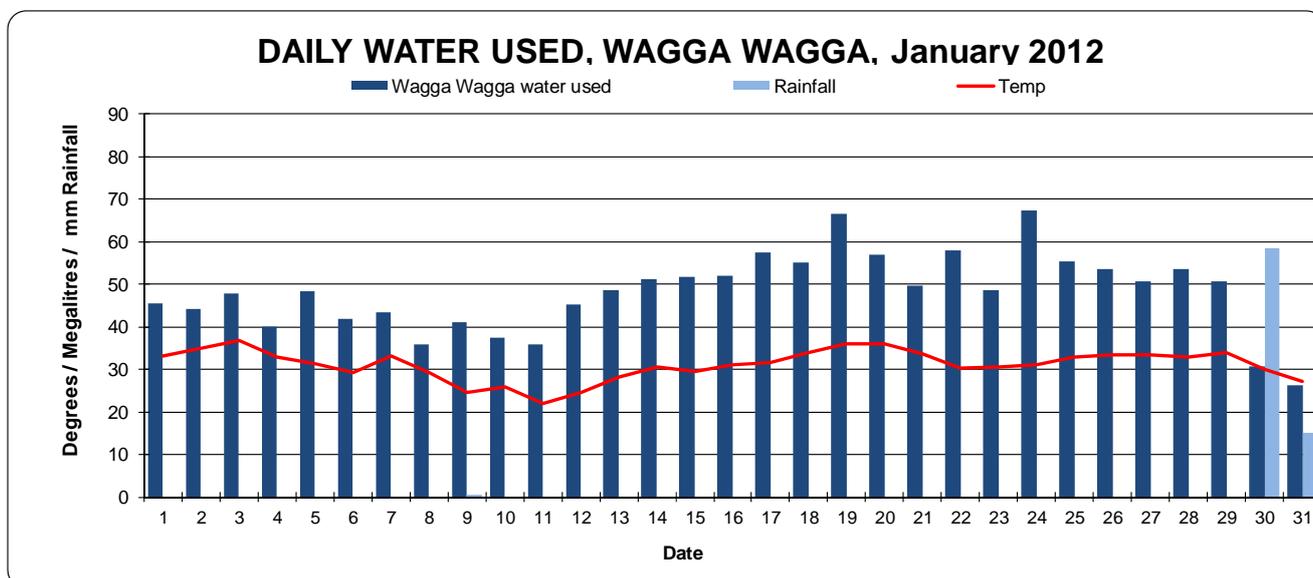
## 2. WORKS REPORT COVERING JANUARY 2012

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

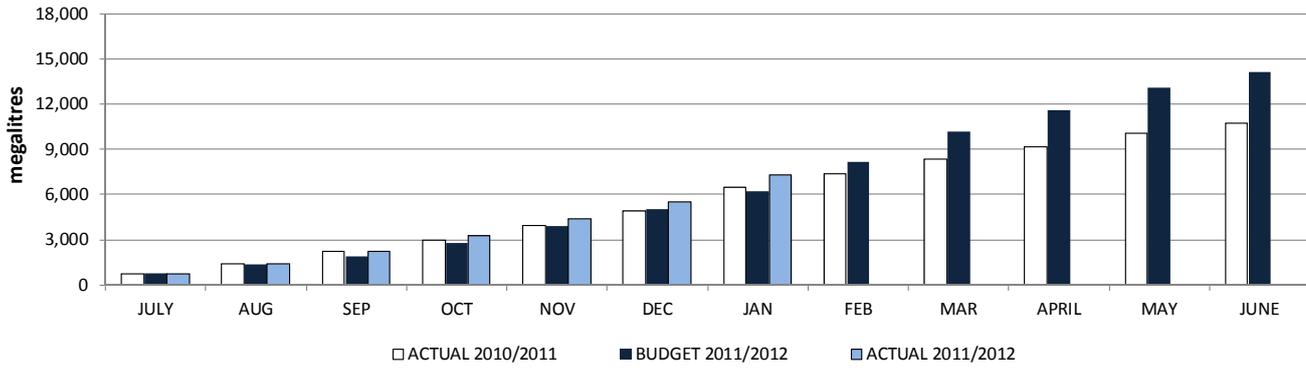
### 2.1. WATER SOURCED AND USED

January	2010	2011	2012
Rainfall	7	30.8	74.4
Wet Days	2	5	3
<b>WATER SOURCED January 2012 (MI)</b>			
North Wagga bores	294.10	206.01	233.09
West Wagga bores	486.18	381.51	454.37
East Wagga bores	360.81	106.98	188.16
Murrumbidgee River	1,062.10	761.87	776.13
<b>SUB-TOTAL</b>	<b>2,203.19</b>	<b>1,456.37</b>	<b>1,651.75</b>
Bulgary Bores	83.06	47.75	61.37
Urana Source	15.46	7.22	12.28
Ralvona Bores	43.36	23.39	37.57
Walla Walla Bores	35.52	20.40	29.99
Goldenfields Water Supply System	3.46	3.33	3.77
<b>SUB-TOTAL</b>	<b>180.86</b>	<b>102.09</b>	<b>144.98</b>
Woomargama	2.32	1.28	1.51
Humula	2.05	1.05	1.07
Tarcutta	6.69	5.61	5.87
Oura	7.89	5.90	5.97
Walbundrie/Rand	5.92	3.20	5.68
Morundah	1.52	1.30	1.22
Collingullie	10.00	8.83	8.86
<b>SUB-TOTAL</b>	<b>36.39</b>	<b>27.17</b>	<b>30.18</b>
<b>TOTALS</b>	<b>2,420.44</b>	<b>1,585.63</b>	<b>1,826.91</b>

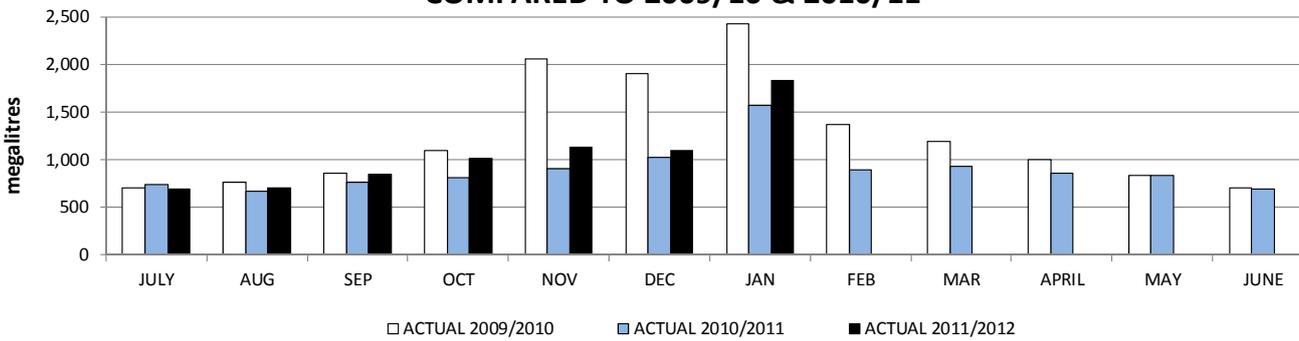
WATER USED January 2012 (MI)			
	2010	2011	2012
East Bomen	21.52	3.20	21.42
Estella	107.01	83.43	83.63
North Wagga	107.78	80.33	82.86
Wagga Wagga – Low Level	280.14	228.38	449.64
Wagga Wagga – High Level	1,247.31	791.77	683.16
Wagga Wagga – Bellevue Level	147.73	68.54	123.53
<b>SUB-TOTAL</b>	<b>1,911.49</b>	<b>1,255.65</b>	<b>1,444.24</b>
Ladysmith System	9.91	6.50	8.43
Brucedale Scheme	39.12	29.48	32.41
Currawarna Scheme	23.97	13.38	19.20
Rural south from Wagga Wagga	233.63	148.39	164.75
Rural from Walla Walla Bore	35.52	20.40	29.99
Bulgary, Lockhart and Boree Creek	52.16	28.79	36.89
From Boree Crk to Urana and Oaklands	42.27	23.80	33.65
Holbrook	43.36	23.39	37.57
<b>SUB-TOTAL</b>	<b>479.94</b>	<b>294.13</b>	<b>362.89</b>
Woomargama	2.32	1.28	1.51
Humula	2.05	1.05	1.07
Tarcutta	6.69	5.61	5.87
Oura	7.89	5.90	5.97
Walbundrie/Rand	5.92	3.20	5.68
Morundah	1.52	1.30	1.22
Collingullie	10.00	8.83	8.86
<b>SUB-TOTAL</b>	<b>36.39</b>	<b>27.17</b>	<b>30.18</b>
<b>TOTALS</b>	<b>2,427.82</b>	<b>1,576.95</b>	<b>1,837.31</b>



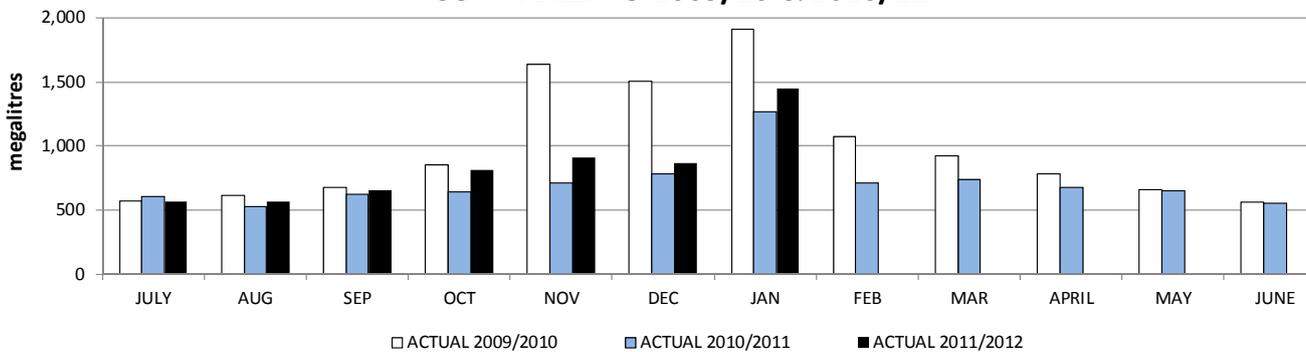
### TOTAL CUMULATIVE WATER USED 2011/2012



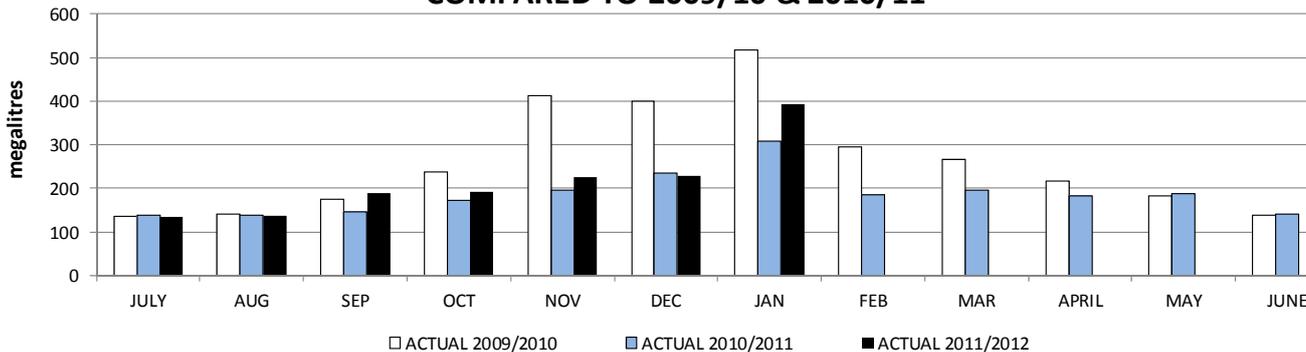
### MONTHLY TOTAL WATER USED 2011/12 COMPARED TO 2009/10 & 2010/11



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



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



**2.2. NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS  
FOR THE MONTH OF JANUARY 2012**

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	11	1	3	52	6	10	1			27	3	12
Brucedale				2								
Currawarna	1											
Euberta												
Humula										1		
Ladysmith												
Oura	1											
San Isidore												
Tarcutta				1								
The Gap						1					1	
Bulgary						2						
Collingullie												
French Park												
Lockhart				3	4	1					1	
Mangoplah												
Milbrulong					2						1	
Pleasant Hills												
The Rock	1			8								1
Uranquinty	1			2								
Yerong Creek												
Culcairn				2								
Henty				3						1		1
Holbrook			1	2		2				2		
Morven						1						
Walbundrie				1								
Walla Walla				1						1		1
Woomargama												
Boree Creek										1		
Morundah												1
Oaklands				1	1							
Rand												
Urana												
<b>TOTAL</b>	15	1	4	78	13	17	1	0	0	33	6	16

### 2.3. WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Travers St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	3:30	7	5
6	351 Lake Albert Rd	Koorungal	100 AC	Pipe Failure (not specified)	No	1:20	3	9
9	15 Nagle St	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	7
13	125 Main St	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	9
20	344 Edward St	Wagga Wagga	100 CI	Pipe Failure (not specified)	Yes	0:00	0	10
22	56 Inglis ST	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	21
23	80 Jasmin Cr	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
23	10 Menzies Ave	Koorungal	150 AC	T/ Band Broken/Leaking	No	1:00	28	5
24	47 Montgomery St	Ashmont	150 AC	Pipe Failure (not specified)	Yes	0:00	0	21
25	Sturt Highway	Forest Hill	150 AC	Leaking SS clamp	Yes	0:00	0	4
31	35 Bluett Cres	Turvey Park	100 AC	T/ Band Broken/Leaking	No	2:00	21	15
28	Forsyth St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	No	8:30	0	0
30	19 Mair St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	No	3:00	0	0
31	3 Inglis St	Lake Albert	100 AC	Pipe Failure (not specified)	No	3:00	21	5
31	13 Tinga	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	No	2:00	0	0
<b>TOTALS</b>						24:20	80	116
Total Breaks – 15		Breaks needing shut off - 8			Breaks affecting customers – 5			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
3	Eldershaws Rd	The Gap	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	10
4	Osborne st	Urana	200 WPVC	Leaking collar	No	1:00	1	2
10	walla bores	Walla Walla	150 AC	Tree Roots	No	2:30	0	70
12	2 Bardwell St	Tarcutta	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	2
12	Becks Lane	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
12	Gap Hall-Downside Rd	The Gap	100 WPVC	Leaking SS clamp	Yes	0:00	0	4
12	Prices Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	7
12	88 Nicholas St	The Rock	150 AC	Tree Roots	Yes	0:00	0	20
14	Prices Lane	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	11
16	Lockhart Rd	French Park	150 CI	Leaking collar	Yes	0:00	0	50
19	5 Scott St	The Rock	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	50
20	Holbrook Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	2:00	0	0
20	Smith st 10	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	50
21	8 Galore st	Lockhart	100 AC	Pipe Failure - Ground Movement	No	1:30	5	0
22	4 Galore st	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	5	0
30	Urana Corowa Rd	Urana	150 DICL	Pipe Failure (not specified)	No	2:30	0	10
<b>TOTALS</b>						9:30	11	296
Total Breaks – 16		Breaks needing shut off -			5	Breaks affecting customers – 3		

## **2.4. WATER QUALITY COMPLAINTS**

Water quality complaints received during January 2012 were:

<b>Date</b>	<b>Location</b>	<b>Problem</b>	<b>Action Taken</b>
3/01/2012	City Golf Club	Dirty water	Flushed meter & clubhouse
3/01/2012	15 Millthorpe St, Oaklands	Dirty water	Scour mains & flush service. Taps also flushed. OK
9/01/2012	59 Ferrier St, Lockhart	Dirty water	Flushed mains
9/01/2012	60 Hardy St, Wagga	Dirty water	Flushed meter
10/01/2012	East Bomen Rd, Bomen	Sandy water	No signs of sand when checked
10/01/2012	Mathews St, Lockhart	Dirty water	Flushed mains & service
8/01/2012	"Walma" Slys Lane, Milbrulong	Dirty water	Flushed mains
17/01/2012	114 Urana-Lockhart Rd, Lockhart	Taste & smell	Flushed mains & service
18/01/2012	30 Galore St, Lockhart	Dirty water	Flushed mains
20/01/2012	42 Thorne St, Wagga	Dirty water	Flushed service
23/01/2012	167 Morgan St, Wagga	Dirty water	Flushed mains
19/01/2012	16 Langi Cr, Glenfield	Dirty water	Flushed service

## **2.5. MAINS CONSTRUCTIONS**

### **2.5.1. MAINS EXTENSIONS AND NEW WORKS**

New water mains laid during January 2012 include:

<b>LOCATION</b>	<b>PROJECT</b>	<b>100</b>		<b>150</b>	<b>200</b>	<b>250</b>
		<b>DICL</b>	<b>OPVC</b>	<b>OPVC</b>	<b>DICL</b>	<b>DICL</b>
Trahairs Rd, Bomen	New Main				28	
Avocet Roundabout, Wagga	New Main				72	34
Edel Quinn Lane, Wagga	New Main	51				
Holbrook	New Subdivison			340		
Scott St, The Rock	New Main		380			
	<b>TOTAL</b>	51	380	340	100	34

### **2.5.2. REPLACEMENT OF EXISTING MAINS**

No mains replaced during January 2012.

## **2.6. OTHER CONSTRUCTION**

Other construction works during January 2012 include:

<b>LOCATION OR PROJECT</b>	<b>WORK DONE</b>
10 Mill Reservoir	Install 300mm Mag-flow meter

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

Major repairs/overhauls during January 2012 include:

<b>LOCATION OR PROJECT</b>	<b>WORK DONE</b>
10 Million Gallon Pump Stn	2 x magflow meters repaired - storm damage
10 Million Gallon Reservoir	Repair RTU - storm damage
Shires Reservoir	Replace transducer - storm damage
Mt Austin Reservoir	Repair valve and control system
Currawarna Reservoir	Replace float valve
Pleasant Hills Pump Stn	Repair chlorine injector
The Rock Reservoir	Overhaul Pressure sustaining valve
Morundah WTP	Replaced chlorine injection pump
Urana WTP	Overhaul activated carbon dosing pump

## **2.8. WATER FILLING STATION ACTIVITY**

Water Filling Station activity during January 2012.

<b>LOCATION</b>	<b>NUMBER OF FILLS</b>
Red Hill Road	31
Plumpton Road	53
Gregadoo Road	4
Forest Hill	10
Estella	55
Bomen	50
Lockhart	1
Holbrook	45
Henty	6
Yerong Creek	9
Pleasant Hills	3

## **2.9. STAFF TRAINING & SAFETY**

The OH&S Committee meeting on the 19<sup>th</sup> January 2012 was the first meeting under the new Work Health and Safety Act 2011. The term “occupational health and safety” no longer applies. The committee is in a transitional stage as elections are being called for new members. In addition to the committee, the new Act also makes provision for work group representatives, which can be requested by employees. The responsibilities of management and staff have changed and we are currently working through the new regulations to promote the new requirements. Riverina Water will continue to promote workplace health and safety as the priority.

The Riverina Water policy covering health and safety needs to be changed accordingly and staff trained as required.

## 2.10. WALLA WALLA BORE REPLACEMENT

The original Walla Bore No. 1, commissioned in 1977, reached its useful life in July 2011 due to severe corrosion of the mild steel bore casing. Relining was not an option due to the lack of structural integrity of the mild steel bore casing. In August 2011, NSW Office of Water – Groundwater Drilling was engaged to construct a test bore adjacent to the original bore, and if the water quality test results were successful, enlarge the test bore into a 300mm production bore, 85 metres deep.

The test bore water quality results were satisfactory and the new production bore was constructed during November and commissioned early December 2011. The new bore has an ultimate production rate of 30 litres per second, increased from 1.4ML/day to 2.4ML/day, which is consistent with our long term strategy to provide additional capacity to the southern trunk main system.

The total cost of the project was \$254,166 with only minor site restoration works remaining.



Greg Finlayson  
**DIRECTOR OF ENGINEERING**

### 3. PIPES WAGGA

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

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The Pipes Wagga Expo 2012 will be held on the 13<sup>th</sup> and 14<sup>th</sup> March 2012. The new format combines all the best aspects of previous years. The first day is an expo of trade displays and presentation of case studies. The second day is the field trip with many first-hand demonstrations of in-situ techniques and applications.

Both Wagga Wagga City Council and Riverina Water are arranging for a number of staff to attend. There are already many registrations from councils and water utilities who manage water, sewerage and stormwater in both Victoria and New South Wales. Local Councils should encourage their staff to attend this unique local event. Further information and registration details can be found at [www.pipeswagga.com.au](http://www.pipeswagga.com.au)



Greg Finlayson  
**DIRECTOR OF ENGINEERING**

#### 4. TENDER W.156 – CONSTRUCTION OF 1 IN 20 YEAR LEVEE

**RECOMMENDATION** That no tender be awarded and options for executing the work be reviewed, including recalling tenders.

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Riverina Water need to construct a 1 in 20 year levee to protect the Hammond Avenue site from minor flooding, part of our master plan for our base. This protection is also a development consent condition for the construction of the industrial workshop.

Local consultants, MJM Solutions, were engaged to manage the tendering and construction phases of the project.

Suitably qualified local earthmoving contractors were invited to tender with tenders closing on Tuesday 14 February, 2012.

Only one tender was received and the price was significantly different to the detailed estimate provided by MJM solutions.

It is not being recommended to award the tender at this stage. Further options are being considered, including negotiating a price, broadening the range of contractors, or recalling tenders.



Greg Finlayson  
**DIRECTOR OF ENGINEERING**

## 5. TENDER W.153 – CONSTRUCTION OF INDUSTRIAL WORKSHOP – SPECIAL MEETING

**RECOMMENDATION** That an extraordinary meeting be held on Tuesday 27 March 2012 to determine the industrial workshop tender and facilitate construction of the building in the 2011/12 budget.

---

Riverina Water's 2011/12 Capital Works program includes building an industrial workshop for the Fitting and Electrical trades. The relocation of the fitting and electrical trade staff is part of the adopted site master plan and will allow the vacated building to be used for new treatment plant.

The design features in the tender for the Industrial Workshop include concrete tilt panel building, flood protection, 5T overhead crane, offices, mezzanine floors and car park.

NSW Public Works have been engaged for the tendering and construction management phases of the project.

There is Selective Tendering with the following pre-qualified organisations being invited to tender for construction:

- ICG – Wagga Pty Ltd
- Edwards Construction Pty Ltd
- Colin Joss & Co Pty Ltd
- Hansen Yuncken Pty Ltd
- New England Constructions Pty Ltd

In January tenders were called for "Construction of New Industrial Workshop at Hammond Avenue Wagga". The tenders close on Thursday 28 February 2012.

As regular Council meetings are at two monthly intervals, capital works programs cannot always coincide with meeting dates. To avoid a one month hiatus in this program, and extending the work into the next financial year, a special meeting is recommended to consider this tender, valued in excess of \$1M.



Greg Finlayson  
**DIRECTOR OF ENGINEERING**

**QUESTIONS & STATEMENTS**

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

## **1. COMPLAINT FROM STAFF MEMBER CONCERNING CALLOUT PROCESS**

**RECOMMENDATION:** That Council consider the report “Complaint From Staff Member Concerning Callout Process” whilst the meeting is closed to the public, as it relates to personnel matters concerning particular individuals, as prescribed by Section 10A(2)(a) of the Local Government Act 1993.

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## **2. UPDATE ON CODE OF CONDUCT COMPLAINT**

**RECOMMENDATION:** That Council consider the report “Update On Code Of Conduct Complaint” whilst the meeting is closed to the public, as it relates to information the disclosure of which would prejudice the maintenance of the law, as prescribed by Section 10A(2)(g) of the Local Government Act 1993.

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## **APPENDIX 1: List of Investments**

## Monthly Investment Report as at 31/12/11

### a) Council's Investments as at 31/12/11

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
IMB	20/12/2011	90	19/03/12	A-2	5.75	BBSW	4.64	32.079%	\$500,000.00	\$500,000.00
								<b>32.079%</b>	<b>\$500,000.00</b>	<b>\$500,000.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-1+	5.23	Cash Rate	4.25	35.843%	\$558,665.17	\$558,665.17
AMP				A-1	5.10	Cash Rate	4.25	32.079%	\$500,000.00	\$500,000.00
								<b>67.921%</b>	<b>\$1,058,665.17</b>	<b>\$1,058,665.17</b>
<b>TOTAL INVESTMENTS</b>								<b>100.000%</b>	<b>\$1,558,665.17</b>	<b>\$1,558,665.17</b>
Cash at Bank										\$559,988.30
<b>TOTAL FUNDS</b>										<b>\$2,118,653.47</b>

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$702,000.00
	Mains Replacement	\$500,000.00
	Sales Fluctuation	\$0.00
		\$1,202,000.00
Unrestricted Funds		\$916,653.47
<b>TOTAL FUNDS</b>		<b>\$2,118,653.47</b>

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

Figures shown above are estimate only.

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**FINANCE / ADMINISTRATION MANAGER**

## Monthly Investment Report as at 31/1/12

### a) Council's Investments as at 31/1/12

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
IMB	20/12/2011	90	19/03/12	A-2	5.75	BBSW	4.52	18.685%	\$500,000.00	\$500,000.00
ME Bank	11/01/2012	84	04/04/12	A-2	5.85	BBSW	4.52	18.685%	\$500,000.00	\$500,000.00
								<b>37.370%</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-1+	5.15	Cash Rate	4.25	30.325%	\$811,501.60	\$811,501.60
AMP				A-1	5.10	Cash Rate	4.25	32.305%	\$864,474.72	\$864,474.72
								<b>62.630%</b>	<b>\$1,675,976.32</b>	<b>\$1,675,976.32</b>
<b>TOTAL INVESTMENTS</b>								<b>100.000%</b>	<b>\$2,675,976.32</b>	<b>\$2,675,976.32</b>
Cash at Bank										\$225,641.22
<b>TOTAL FUNDS</b>										<b>\$2,901,617.54</b>

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$702,000.00
	Mains Replacement	\$500,000.00
	Sales Fluctuation	\$0.00
		\$1,202,000.00
Unrestricted Funds		\$1,699,617.54
<b>TOTAL FUNDS</b>		<b>\$2,901,617.54</b>

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

Figures shown above are estimate only.

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**FINANCE / ADMINISTRATION MANAGER**

## **APPENDIX 2: Quarterly Budget Review**

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**Report by Responsible Accounting Officer**

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

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 31/12/11 indicates that Council's projected financial position at 30/6/12 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

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

**date:** 8-Feb-12

Michele Curran  
Responsible Accounting Officer

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2011

## Income &amp; Expenses - Water Fund

(\$000's)	Original Budget 2011/12	Approved Changes		Revised Budget 2011/12	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS					
<b>Income</b>								
Rates and Annual Charges	3,097			3,097			3,097	1,621
User Charges and Fees	15,348			15,348			15,348	4,584
Interest and Investment Revenues	100			100			100	21
Other Revenues	422			422			422	542
Grants & Contributions - Operating	900			900			900	908
Grants & Contributions - Capital	-			-			-	-
Net gain from disposal of assets	36			36			36	-
Share of Interests in Joint Ventures				-			-	-
<b>Total Income from Continuing Operations</b>	<b>19,903</b>	-	-	<b>19,903</b>	-		<b>19,903</b>	<b>7,676</b>
<b>Expenses</b>								
Employee Costs	8,376			8,376			8,376	3,162
Borrowing Costs	161			161			161	-
Materials & Contracts	1,235			1,235			1,235	569
Depreciation	4,600			4,600			4,600	
Legal Costs				-			-	
Consultants				-			-	
Other Expenses	2,298			2,298			2,298	1,353
Interest & Investment Losses				-			-	
Net Loss from disposal of assets				-			-	
Share of interests in Joint Ventures				-			-	
<b>Total Expenses from Continuing Operations</b>	<b>16,670</b>	-	-	<b>16,670</b>	-		<b>16,670</b>	<b>5,084</b>
<b>Net Operating Result from Continuing Operations</b>	<b>3,233</b>	-	-	<b>3,233</b>	-		<b>3,233</b>	<b>2,592</b>
Discontinued Operations				-			-	
<b>Net Operating Result from All Operations</b>	<b>3,233</b>	-	-	<b>3,233</b>	-		<b>3,233</b>	<b>2,592</b>
<b>Net Operating Result before Capital Items</b>	<b>3,233</b>	-	-	<b>3,233</b>	-		<b>3,233</b>	<b>2,592</b>

**Capital Budget Review Statement**

Budget review for the quarter ended 31 December 2011

**Capital Budget - Water Fund**

(\$000's)	Original Budget 2011/12	Approved Changes		Revised Budget 2011/12	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS					
<b>Capital Expenditure</b>								
Plant & Equipment	1,148			1,148			1,148	441
Office Equipment & IT	575		(75)	500			500	141
Land & Buildings	1,265	70	480	1,815			1,815	63
Loan Repayments (Principal)	48			48			48	
Water Infrastructure	5,921	810	(9)	6,722	-20	3a	6,702	2,420
Other Assets	550		75	625			625	237
<b>Total Capital Expenditure</b>	<b>9,507</b>	<b>880</b>	<b>471</b>	<b>10,858</b>	<b>(20)</b>		<b>10,838</b>	<b>3,302</b>
<b>Capital Funding</b>								
Rates & Other Untied Funding	6,260	880	471	7,611	-20		7,591	1,802
New Loans	3,247			3,247			3,247	1,500
<b>Total Capital Funding</b>	<b>9,507</b>	<b>880</b>	<b>471</b>	<b>10,858</b>	<b>(20)</b>		<b>10,838</b>	<b>3,302</b>
<b>Net Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>

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

Budget Variations being recommended include the following material items:

**Notes Details**

---

3a Deferral of \$20k Gardners Crossing WTP fluoridation system.

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Refer to Capital Works Progress report for more detail on reallocations between project budgets.

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**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2011

**Cash & Investments - Water Fund**

(\$000's)	Original Budget 2011/12	Approved Changes		Revised Budget 2011/12	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS					
<b>Externally Restricted <sup>(1)</sup></b>								
<b>Total Externally Restricted</b>	-	-	-	-	-		-	-
<small>(1) Funds that must be spent for a specific purpose</small>								
<b>Internally Restricted <sup>(2)</sup></b>								
Employee Leave Entitlements	772			772			772	702
Mains Replacement	1,000			1,000			1,000	500
Sales Fluctuation	1,200			1,200			1,200	
<b>Total Internally Restricted</b>	<b>2,972</b>	-	-	<b>2,972</b>	-		<b>2,972</b>	<b>1,202</b>
<small>(2) Funds that Council has earmarked for a specific purpose</small>								
<b>Unrestricted (ie. available after the above Restrictions)</b>	4,715	-	(3,831)	884	20	4a	904	917
<b>Total Cash &amp; Investments</b>	<b>7,687</b>		<b>(3,831)</b>	<b>3,856</b>	<b>20</b>		<b>3,876</b>	<b>2,119</b>

**Cash & Investments Budget Review Statement**

**Comment on Cash & Investments Position**

On track for cash & investments balance to meet current budget projection. To meet this projection, borrowings will be required later in the financial year, as originally budgeted.

**Investments**

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

**Cash**

This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 31/12/11

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		540
Investments on Hand		1,559
less: Unpresented Cheques	(Timing Difference)	(9)
add: Undeposited Funds	(Timing Difference)	29
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>2,119</b>
<b>Balance as per Review Statement:</b>		<b>2,119</b>
Difference:		-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes    Details**

4a	Deferral of Gardners Crossing WTP capital works
----	-------------------------------------------------

**Key Performance Indicators Budget Review Statement**

Budget review for the quarter ended 31 December 2011

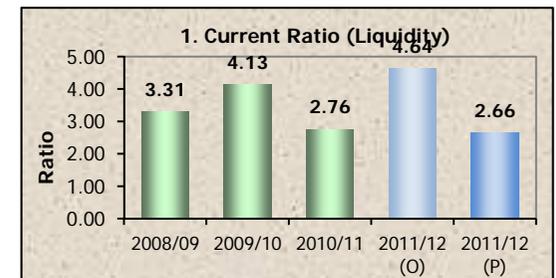
(\$000's)	Current Projection		Original Indicator	Actuals	
	Amounts	Indicator		Prior Periods	
	11/12	11/12	11/12	10/11	09/10

The Council monitors the following Key Performance Indicators:

**1. Current Ratio (Liquidity)**

Current Assets	8,648	2.66	4.64	2.76	4.13
Current Liabilities	3,256				

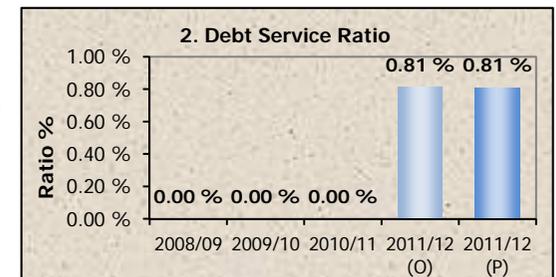
This measures Council's ability to pay existing liabilities in the next 12 months. (target 1 to > 1.5)



**2. Debt Service Ratio**

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

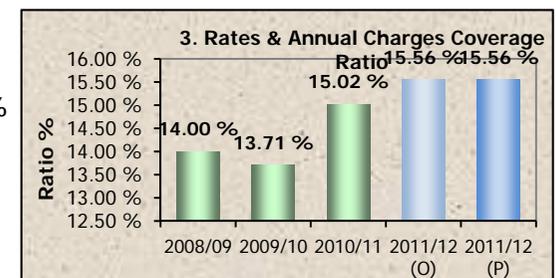
This measures Council's ability to meet interest payments and therefore service debt. (target 0% to 5%)



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

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

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

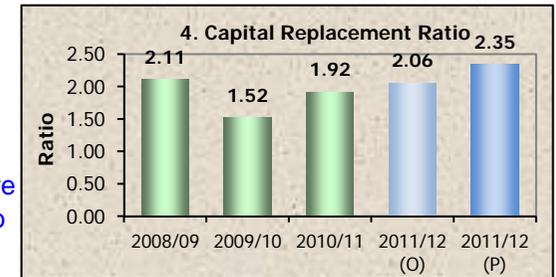


**Key Performance Indicators Budget Review Statement**

Budget review for the quarter ended 31 December 2011

(\$000's)	Current Projection		Original Indicator	Actuals	
	Amounts	Indicator		Prior Periods	
	11/12	11/12	11/12	10/11	09/10
<b>4. Capital Replacement Ratio</b>					
Infrastructure, Property, Plant & Equipment	10,790	2.35	2.06	1.92	1.52
Depreciation	4,600				

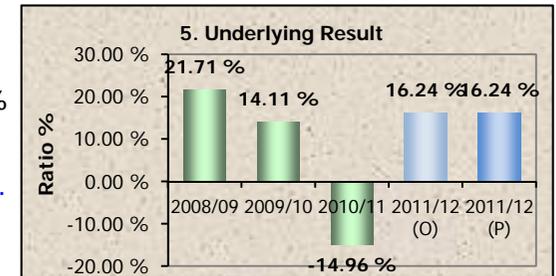
Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target 1 to > 1.5)



**5. Underlying Result**

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

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



**Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2011

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

<b>Contractor</b>	<b>Contract detail &amp; purpose</b>	<b>Contract Value</b>	<b>Start Date</b>	<b>Duration of Contract</b>	<b>Budgeted (Y/N)</b>	<b>Notes</b>
Hunter Water Australia	Feasibility study for new water treatment plant	137,000	Dec 2011	5 months	Y	6a
Hydroscience Consulting	Strategic planning documents to meet best practice	145,000	Nov 2011	7 months	N	6b

Notes:

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

**Contracts Budget Review Statement**  
**Comments & Explanations relating to Contractors Listing**

**Notes Details**

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6a	Budgeted for \$100,000, actual contract \$137,000
6b	Not included in original budget. \$77,000 added to September 2011 budget review.

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**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

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

**Definition of a consultant:**

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

**Comments**

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

**Details**

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N/A

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Riverina Water County Council

<b>BALANCE SHEET</b>	<b>ACTUAL 2010/11 \$'000</b>	<b>CURRENT BUDGET 2011/12 \$'000</b>	<b>REVISED BUDGET 2011/12 \$'000</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	1,561	3,856	3,876
Receivables	2,531	3,760	3,760
Inventories	3,475	845	845
Other	44	167	167
<b>Total Current Assets</b>	<b>7,611</b>	<b>8,628</b>	<b>8,648</b>
<b>Non-Current Assets</b>			
Infrastructure, Property, Plant & Equipment	189,712	195,547	195,527
Intangible Assets	1,700	1,700	1,700
<b>Total Non-Current Assets</b>	<b>191,412</b>	<b>197,247</b>	<b>197,227</b>
<b>TOTAL ASSETS</b>	<b>199,023</b>	<b>205,875</b>	<b>205,875</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	417	758	758
Borrowings	-	77	77
Provisions	2,342	2,422	2,422
<b>Total Current Liabilities</b>	<b>2,759</b>	<b>3,256</b>	<b>3,256</b>
<b>Non-Current Liabilities</b>			
Borrowings	-	3,122	3,122
Provisions	-	-	-
<b>Total Non-Current Liabilities</b>	<b>-</b>	<b>3,122</b>	<b>3,122</b>
<b>TOTAL LIABILITIES</b>	<b>2,759</b>	<b>6,379</b>	<b>6,379</b>
<b>Net Assets</b>	<b>196,264</b>	<b>199,497</b>	<b>199,497</b>
<b>EQUITY</b>			
Retained Earnings	61,714	64,947	64,947
Revaluation Reserves	134,550	134,550	134,550
Council Equity Interest	196,264	199,497	199,497
<b>Total Equity</b>	<b>196,264</b>	<b>199,497</b>	<b>199,497</b>

Riverina Water County Council

OPERATING SUMMARY	YTD (ACTUAL & COMMITTAL) \$'000	BUDGET \$'000	REMAINING \$'000	% AVAILABLE
<b>OPERATING INCOME</b>				
<b>Access Charges</b>				
Urban	1,258	2,345	1,087	46%
Non-Urban	363	752	389	52%
	1,621	3,097	1,476	48%
<b>User Charges</b>				
<b>Consumption Charges</b>				
Urban	3,735	12,207	8,472	69%
Non-Urban	776	3,044	2,268	75%
	4,511	15,251	10,740	70%
<b>Extra Charges</b>				
Urban	11	0	-11	0%
Non-Urban	5	0	-5	0%
	16	0	-16	0%
	6,147	18,348	12,200	66%
<b>Other Income</b>	592	519	-73	-14%
<b>Interest</b>	21	100	79	79%
<b>Operating Grants &amp; Contributions</b>	-134	200	334	167%
<b>Capital Grants &amp; Contributions</b>	1,049	700	-349	-50%
<b>TOTAL OPERATING INCOME</b>	<b>7,675</b>	<b>19,867</b>	<b>12,192</b>	<b>61%</b>
<b>OPERATING EXPENSES</b>				
<b>Management</b>	1,595	6,847	5,251	77%
<b>Operations &amp; Maintenance</b>				
<i>Buildings &amp; Grounds</i>				
Urban	397	839	442	53%
Non-Urban	21	48	27	56%
	418	887	469	53%
<i>Management - Operations</i>				
Urban	378	320	-58	-18%
Non-Urban	206	80	-126	-158%
	585	400	-185	-46%
<i>Sources</i>				
Urban	366	88	-279	-318%
Non-Urban	91	0	-91	0%
	457	88	-369	-422%
<i>Pumping Stations</i>				
Urban	206	553	347	63%
Non-Urban	166	283	117	41%
	372	836	464	55%
<i>Reservoirs</i>				
Urban	163	271	108	40%
Non-Urban	106	74	-32	-43%
	269	345	76	22%
<i>Treatment Plant</i>				
Urban	620	1,193	573	48%
Non-Urban	206	455	248	55%
	827	1,648	821	50%
<i>Mains &amp; Services</i>				
Urban	521	700	179	26%
Non-Urban	360	500	140	28%
	881	1,200	319	27%
<i>Other Operations</i>	-168	-179	-11	6%
<b>Depreciation</b>	0	4,600	4,600	100%
<b>TOTAL OPERATING EXPENSES</b>	<b>5,235</b>	<b>16,670</b>	<b>11,435</b>	<b>69%</b>
<b>OPERATING RESULT</b>	<b>2,440</b>	<b>3,197</b>		

**DECEMBER 2011 - QUARTERLY REVIEW OF CAPITAL PROJECTS**

Description	2011/12 Current Budget	Total (Actual & Committed)	Budget Remaining	31/12/11 QBR	2011/12 Revised Budget	Progress Notes - Management
	\$	\$	\$	\$	\$	
<b>MANAGEMENT</b>						
<b>STRATEGIES</b>						
<b>Integrated</b>						
Completion of IWCM - Urban	11,000	8,096	2,904		11,000	Completed. To be approved by NOW
Completion of IWCM - Non-Urban	37,000	30,155	6,845		37,000	Completed. Hunter work incorporated into IWCM
Strategic Planning Documents - Urban	77,000	146,545	-69,545		77,000	Proposal received and reported to October Council meeting. Commenced December.
<b>Demand Management</b>						
Demand Management - Urban	95,000	29,333	65,667		95,000	On target
Lawn Replacement Program - Urban	405,000	22,643	382,357		405,000	Awaiting WWCC policy adjustments. Launched 16th December.
<b>SUB-TOTAL STRATEGIES</b>	<b>625,000</b>	<b>236,772</b>	<b>388,228</b>	<b>0</b>	<b>625,000</b>	
<b>LAND &amp; BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS</b>						
<b>Administration Office</b>						
Administration Office	30,000	0	30,000		30,000	
<b>Depot Buildings</b>						
Store Building Hammond Ave - Urban	10,000	0	10,000		10,000	
<b>Workshops</b>						
Fitter/Electrician Workshop	1,550,000	48,858	1,501,142		1,550,000	Design completed, WWCC DA and CC approval received. Public Works engaged to project manage construction
<b>Access, parking and Landscaping</b>						
Levee protection stage 1 Hammond Ave - Urban	170,000	364	169,636		170,000	Design and detailed estimate completed. MJM engaged to project manage tendering and construction.
Levee protection feasibility study/land matters Hammond Ave - Urban	20,000	7,518	12,482		20,000	MJM engaged to investigate feasibility including future access
Access, parking, landscaping - Non-Urban	10,000	0	10,000		10,000	
<b>Environmental works - Urban</b>						
Environmental works - Urban	10,000	0	10,000		10,000	
<b>Depot Residence - Urban</b>						
Depot Residence - Urban	5,000	0	5,000		5,000	
<b>SUB-TOTAL LAND &amp; BUILDINGS FOR ADMIN, DEPOTS &amp; WORKSHOPS</b>	<b>1,805,000</b>	<b>56,739</b>	<b>1,748,261</b>	<b>0</b>	<b>1,805,000</b>	
<b>PLANT &amp; EQUIPMENT</b>						
<b>I.T. EQUIPMENT</b>						
Computer Server Replacements & Software - Non-Urban	10,000	8,388	1,612		10,000	Server for Electronic Document Management System ordered.
Corporate IT software upgrade/improvements - Urban	200,000	79,951	120,049		200,000	Smartboard installed. Electronic Document Management System development underway. Website development underway.
<b>OFFICE FURNITURE &amp; EQUIPMENT</b>						
Office Furniture & Equipment - Urban	30,000	2,045	27,955		30,000	Administration furniture designed and quotations received. Order placed.
Office Furniture & Equipment - Non-Urban	5,000	0	5,000		5,000	
<b>WORKING PLANT &amp; VEHICLE PURCHASES</b>						
Routine plant & vehicle replacements	1,113,000	438,766	674,234		1,113,000	
<b>FIXED PLANT TOOLS &amp; EQUIPMENT</b>						
Fixed Plant Tools & Equipment - Urban	25,000	2,022	22,978		25,000	
Fixed Plant Tools & Equipment - Non-Urban	10,000	0	10,000		10,000	
<b>SCADA SYSTEM, UPGRADES</b>						
West Wagga WTP & Bores Control System Upgrade	50,000	0	50,000		50,000	Preliminary scoping and design commence

Description	2011/12 Current Budget	Total (Actual & Committed)	Budget Remaining	31/12/11 QBR	2011/12 Revised Budget	Progress Notes - Management
Bulgary WTP Control System Upgrade	30,000	0	30,000		30,000	
Galore Repeater Replacement & RTU	10,000	0	10,000		10,000	
Burngoogie Repeater Replacement & RTU	10,000	0	10,000		10,000	
Solar magflow & RTU installations	10,000	0	10,000		10,000	
Telemetry RTU upgrades & replacements	25,000	0	25,000		25,000	
Radtel Radio Analysis	15,000	13,868	1,133		15,000	Desktop communication survey and analysis on-going with Consultant
<b>CAD/GIS/ASSET MANAGEMENT SYSTEM</b>						
Asset Management system & Implementation	30,000	1,352	28,648		30,000	\$75k redirected to fund Strategic Business Plans and Asset Mgt Plan
GIS Improvements	30,000	15,000	15,000		30,000	
Engineering Software	5,000	0	5,000		5,000	
<b>COMMUNICATION EQUIPMENT</b>						
Voice Radio Repeaters	10,000	0	10,000		10,000	
Mobile Phones	15,000	1,771	13,229		15,000	Most of work scheduled later in year
Car Kits	5,000	0	5,000		5,000	
Voice Radios	5,000	27	4,973		5,000	
PDA's	5,000	0	5,000		5,000	Most of work scheduled later in year
<b>SUB-TOTAL PLANT &amp; EQUIPMENT</b>	<b>1,648,000</b>	<b>563,189</b>	<b>1,084,811</b>	<b>0</b>	<b>1,648,000</b>	
<b>TOTAL MANAGEMENT</b>	<b>4,078,000</b>	<b>856,700</b>	<b>3,221,300</b>	<b>0</b>	<b>4,078,000</b>	
<b>SOURCES</b>						
<b>Bores-renew/refurbish/decommission</b>						
West Wagga Bore 4 - Reline & Riserless, Switchboard & Pump&Motor	350,000	0	350,000		350,000	Recommendations being prepared
<b>Bores Additional</b>						
<b>Groundwater Yield Analysis</b>						
Zone 2 Stage 2	50,000	4,329	45,671		50,000	
<b>TOTAL SOURCES</b>	<b>400,000</b>	<b>4,329</b>	<b>395,671</b>	<b>0</b>	<b>400,000</b>	
<b>TREATMENT PLANTS</b>						
<b>General improvements</b>						
Wagga Dosing Pumps replacements - Urban	20,000	0	20,000		20,000	
Sludge Plant transfer pumps macerators - Urban	10,000	7,233	2,767		10,000	Replaced transfer pumps at Waterworks sludge plant
East Wagga Aeration Basin cover - Urban	25,000	0	25,000		25,000	
Pit lid replacements at Water Treatment Plants - Urban	15,000	0	15,000		15,000	
Rural Chlorinator replacements - Non-Urban	8,000	0	8,000		8,000	
Rural Dosing Pumps replacements - Non-Urban	20,000	0	20,000		20,000	
Rural Pit Lids replacements - Non-Urban	15,000	0	15,000		15,000	
West Wagga Remote Chlorinator - Urban	15,000	7,361	7,639		15,000	Remote on line monitoring modifications completed
Waterworks PID Chlorinator Controller - Urban	12,000	0	12,000		12,000	
<b>Safety Equipment</b>						
Safety Equipment - Urban	5,000	0	5,000		5,000	
Safety Equipment - Non-Urban	5,000	0	5,000		5,000	
<b>Wagga Pilot Plant</b>						
Wagga Pilot Plant - Urban	10,000	0	10,000		10,000	
<b>Specific Treatment Plant improvements</b>						
West Wagga WTP - Bulk silica handling upgrade - Urban	60,000	0	60,000		60,000	
Gardners Crossing WTP Fluoridation system upgrade - Non-Urban	20,000	0	20,000	-20,000	0	Defer to 2012/13 year
<b>Treatment Plant refurbishments</b>						
Underground powerlines - Urban	1,000,000	101	999,899		1,000,000	Design completed, awaiting Essential Energy approval

Description	2011/12 Current Budget	Total (Actual & Committed)	Budget Remaining	31/12/11 QBR	2011/12 Revised Budget	Progress Notes - Management
WTP tender documentation - Urban	100,000	184,739	-84,739		100,000	Public Works engaged to project manage feasibility study. Tenders received and Hunter Water Australia engaged to conduct feasibility study.
Urana WTP replacement - Non-Urban	50,000	0	50,000		50,000	
Morundah WTP upgrade - Non-Urban	50,000	0	50,000		50,000	Masterplan of WTP site commenced
<b>Laboratory Equipment</b>						
Laboratory Equipment - Urban	6,000	1,867	4,133		6,000	Routine replacements of hand held water quality testing kits
Laboratory Equipment - Non-Urban	20,000	1,440	18,560		20,000	Routine replacements of hand held water quality testing kits
<b>TOTAL TREATMENT PLANTS</b>	<b>1,466,000</b>	<b>202,741</b>	<b>1,263,259</b>	<b>-20,000</b>	<b>1,446,000</b>	
<b>DISTRIBUTION</b>						
<b>PUMPING STATIONS</b>						
<b>General improvements</b>						
Pit Lids replacements - Urban	10,000	0	10,000		10,000	
Pit Lids replacements - Non-Urban	10,000	0	10,000		10,000	
<b>Flow recorders</b>						
magflow communciation upgrades - Urban	60,000	0	60,000		60,000	
magflow replacements - Urban	20,000	12,942	7,058		20,000	Replacement of damaged magflows attributed by electrical storms
<b>Pumping Stations new</b>						
Pumping Stations new - Non-Urban	0	0	0		0	
<b>Pumping Stations renewal &amp; upgrade</b>						
Brucedale pumpstation - metering, electrical switchboard and VSD upgrade - Non-Urban	30,000	0	30,000	20,000	50,000	Further funds (\$20k) obtained from Ralvona Bore 3 to complete works in one stage
Ralvona Bore 3 - Bore control systems, power supply and switchboard upgrade - Non-Urban	76,000	0	76,000	-20,000	56,000	\$20k transferred to Brucedale PS. Remaining funds to upgrade transformer as initial stage of works
Oura Bore 1 Switchboard Replacement	14,000	20,588	-6,588		14,000	Oura switchboard completed. Additional power cabling required
West Wagga Shires pump upgrade - Urban	100,000	0	100,000		100,000	
Milbrulong Res - County Boundary Road pump station - Non-Urban	35,000	16,056	18,944		35,000	Pump shed fabricated, pipe work completed and slab yet to be installed
RCD Retrofitting Switchboards	4,000	7,687	-3,687		4,000	Residual Current Device retrofitting completed to comply with new OH&S requirements
<b>Refurbish pipework/fittings</b>						
<b>SUB-TOTAL PUMPING STATIONS</b>	<b>359,000</b>	<b>57,273</b>	<b>301,727</b>	<b>0</b>	<b>359,000</b>	
<b>MAINS</b>						
<b>System Improvements</b>						
Koorngal Rd - (Hammond Av to Copland St)	100,000	0	100,000	-50,000	50,000	Transfer of \$50K to Hydraulic Analysis of RWCC Water Mains
Ladysmith township - Non-Urban	20,000	0	20,000		20,000	
Hydraulic Analysis of RWCC Water Mains	50,000	26,249	23,751	50,000	100,000	Transfer of \$50K from Koorngal Rd (Hammond Ave to Copland St)
<b>Reticulation Mains Extensions</b>						
Reticulation Mains Extensions - Non-Urban	10,000	0	10,000		10,000	
Vincent Rd - Koorngal Rd to Vincent Rd - Urban	60,000	0	60,000		60,000	
<b>Reticulation for Developers</b>						
Reticulation for Developers - Urban	150,000	442,891	-292,891		150,000	Glenoak Stage 3; Boorooma; Llyod West; Brunslea Park; WWCC Avocett Round-a-bout and Bourkelands
Reticulation for Developers - Non-Urban	20,000	23,680	-3,680		20,000	Lockhart Shire Council - Green Street, West mains extension, Greater Hume Shire Council - Insustrail Development
Robe - Bomen - Urban	150,000	38,334	111,666		150,000	
<b>Trunk Mains Extensions</b>						
Gregadoo Rd to Lloyd Rd - 250mm (subject to network analysis) - Urban	180,000	0	180,000		180,000	

Description	2011/12 Current Budget	Total (Actual & Committed)	Budget Remaining	31/12/11 QBR	2011/12 Revised Budget	Progress Notes - Management
<b>Renew Reticulation Mains</b>						
Renew Reticulation Mains - Non-Urban	50,000	34,885	15,115		50,000	
Mount Austin Ave	100,000	1,349	98,651	-90,000	10,000	Transfer \$90K from Mt Austin Ave to Brucedale System
Tarcutta St	100,000	23	99,978	-60,000	40,000	Transfer \$60K from Tarcutta St to General Mains Retic.
General	100,000	123,858	-23,858	60,000	160,000	Lake Albert suburb; Mitchell Road, Wagga Wagga. \$60k transferred from Tarcutta St.
Brucedale System - The Gap Hall - Downside - Urban	160,000	254,531	-94,531	90,000	250,000	Brucedale- The Gap -Downside system. \$90k transferred from Mt Austin.
<b>Renew Trunk Mains</b>						
Bomen trunk main A (south of river) - Urban	100,000	0	100,000		100,000	
Jennings Ln, Henty (renew trunk mains) - Non-Urban	90,000	9,993	80,007		90,000	
Low Level main to Hammond Ave - Urban	300,000	155	299,845		300,000	
Morven Balance tank to township (7km 150mm) - Non-Urban	210,000	8,652	201,348		210,000	\$40K was transferred to Morven Access
Morven Reservoir rehab access track	40,000	0	40,000		40,000	\$40K was transferred from Morven Balance tank
<b>Hydrants &amp; Valve refurbish</b>						
Hydrants & Valve refurbish - Urban	40,000	0	40,000		40,000	
Hydrants & Valve refurbish - Non-Urban	10,000	0	10,000		10,000	
<b>SUB-TOTAL MAINS</b>	<b>2,040,000</b>	<b>964,600</b>	<b>1,075,400</b>	<b>0</b>	<b>2,040,000</b>	
<b>RESERVOIRS</b>						
<b>New Reservoirs</b>						
Mangoplah - Non-Urban	347,000	212	346,788		347,000	Preliminary sizing completed.
Collingullie - Non-Urban	250,000	6,080	243,920		250,000	Preliminary sizing completed.
<b>Reservoirs- Protective treatment</b>						
Reservoirs- Protective treatment - Urban	20,000	0	20,000		20,000	
Reservoirs- Protective treatment - Non-Urban	10,000	10,100	-100		10,000	Ralvona Aeration basin refurbished
<b>Reservoirs-upgrade ladders and access</b>						
Reservoirs- upgrade ladders and access - Urban	15,000	0	15,000		15,000	
Reservoirs- upgrade ladders and access - Non-Urban	10,000	0	10,000		10,000	
Road Access to Oura Reservoir - Non-Urban	5,000	0	5,000		5,000	
<b>Reservoirs-control valves and systems.</b>						
Reservoirs-control valves and systems - Urban	5,000	0	5,000		5,000	
Reservoirs-control valves and systems - Non-Urban	5,000	0	5,000		5,000	
<b>SUB-TOTAL RESERVOIRS</b>	<b>667,000</b>	<b>16,392</b>	<b>650,608</b>	<b>0</b>	<b>667,000</b>	
<b>SERVICES</b>						
<b>Service Connections, new</b>						
Service Connections, new - Urban	230,000	23,817	206,183		230,000	
Service Connections, new - Non-Urban	60,000	0	60,000		60,000	
<b>Renew Services</b>						
Renew Services - Urban	120,000	0	120,000	-30,000	90,000	\$30k transferred from urban to non-urban
Renew Services - Non-Urban	30,000	38,872	-8,872	30,000	60,000	\$30k transferred from urban to non-urban
<b>SUB-TOTAL SERVICES</b>	<b>440,000</b>	<b>62,689</b>	<b>377,311</b>	<b>0</b>	<b>440,000</b>	
<b>METERS</b>						
<b>Water meters replacement</b>						
Water meters replacement - Urban	190,000	175,114	14,886		190,000	Extensive meter replacment of large services (40mm to 80mm)
Water meters replacement - Non-Urban	30,000	6,091	23,909		30,000	
<b>Water meters, additional (new services)</b>						
Water meters, additional (new services) - Urban	20,000	0	20,000		20,000	

Description	2011/12 Current Budget	Total (Actual & Committed)	Budget Remaining	31/12/11 QBR	2011/12 Revised Budget	Progress Notes - Management
Water meters, additional (new services) - Non-Urban	5,000	0	5,000		5,000	
<b>Remote metering</b>						
Remote metering - Urban	5,000	30,467	-25,467		5,000	
Remote metering - Non-Urban	135,000	104,607	30,393		135,000	Extensive meter replacment of large services (40mm to 80mm), and thus larger Remote devices
<b>Standpipe replacement</b>						
Standpipe replacement - Non-Urban	40,000	53,967	-13,967		40,000	Planned water filling stations have been installed and commissioned
<b>SUB-TOTAL METERS</b>	<b>425,000</b>	<b>370,246</b>	<b>54,754</b>	<b>0</b>	<b>425,000</b>	
<b>TOTAL DISTRIBUTION</b>	<b>3,931,000</b>	<b>1,471,200</b>	<b>2,459,800</b>	<b>0</b>	<b>3,931,000</b>	
<b>TOTALS</b>	<b>9,875,000</b>	<b>2,534,970</b>	<b>7,340,030</b>	<b>-20,000</b>	<b>9,855,000</b>	
<b>PRIOR YEAR CARRY OVER</b>						
<b>Land / Buildings</b>						
Carpark - Admin Building	10,000	4	9,996		10,000	DA approved for administration carpark. Construction to be next financial year
<b>Sources</b>						
Walla Walla Bore 1B	250,000	257,802	-7,802		250,000	Final production bore and mechanical/electrical fitout completed. Bore is on-line.
<b>Reservoirs</b>						
Walla Walla Reservoir - Replace Roof	10,000	10,839	-839		10,000	
Construction of Red Hill Reservoir (3)	365,000	393,783	-28,783		365,000	Project 98% complete. Tree planting next year.
Woomargama Reservoir 3	250,000	63,375	186,625		250,000	Draft REF and specification received
<b>Treatment Plants</b>						
Tarcutta WTP	50,000	0	50,000		50,000	Quotes requested for portable site office
<b>TOTAL PRIOR YEAR CARRY OVER</b>	<b>935,000</b>	<b>725,803</b>	<b>209,197</b>	<b>0</b>	<b>935,000</b>	
<b>GRAND TOTALS</b>	<b>10,810,000</b>	<b>3,260,773</b>	<b>7,549,227</b>	<b>-20,000</b>	<b>10,790,000</b>	

## **APPENDIX 3: Policy 5.15 Draft Internal Audit Policy**

<b>POLICY NAME:</b>		<b>INTERNAL AUDIT POLICY</b>			
<b>POLICY NO:</b>	5.18	<b>MINUTE NO:</b>		<b>ADOPTION DATE:</b>	
<b>LAST REVISED:</b>			<b>NEXT REVISION DATE:</b>	February 2014	

## **PART 1: INTRODUCTION**

Internal audit is *an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.*

It is important for Council to have an internal audit function for the following reasons:

- It supports good internal governance;
- To ensure consistency with other levels of government;
- To improve the effectiveness of risk management, control and governance processes; and
- Helps to instil public confidence in Council's ability to operate effectively.

### **1.1 Policy Objectives**

The objective of internal audit is to provide independent assurance over the internal controls and risk management framework of Council. This policy establishes a formal, structured internal audit framework that is appropriate to Council's activities and operating environment.

### **1.2 Related Documents**

Audit and Risk Committee Charter  
Internal Audit Charter

### **1.3 Responsibilities**

One of the primary objectives of the internal audit function is to add value to Council operations. The scope of services provided by Internal Audit shall encompass:

1. Develop and implement a comprehensive risk based cyclical Strategic Internal Audit Plan which is endorsed by the Audit and Risk Committee.
2. Undertake an annual Internal Audit Planning Day in conjunction with the Audit and Risk Committee.
3. Develop and implement a detailed Internal Audit Annual Work Program which is endorsed by the Audit and Risk Committee incorporating the following key functions:
  - a. The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour.
  - b. Ascertaining conformity with the goals and objectives of Council.
  - c. Assessment of the economic and efficient use of resources.
  - d. The examination of compliance with policies, procedures, plans and legislation.
  - e. Assessment of the reliability and integrity of information.
  - f. Assessment of the safeguarding of assets.
  - g. All activities of Council, whether financial or non-financial, manual or computerised.
4. Provide advice to the Council, General Manager and management as requested.
5. Undertake special assignments as requested by the General Manager.
6. Liaise with the external auditor and co-ordinate audit coverage.
7. Undertake internal audit work in accordance with the Institute of Internal Auditors Australia's *International Standards for the Professional Practice of Internal Auditing*.

### **1.4 Reporting Requirements**

Internal Auditor has independent status within Council and reports administratively to the General Manager and functionally to the Audit and Risk Committee. The Internal Auditor reports to the Audit and Risk Committee at least four times per year.

## **APPENDIX 4: Audit and Risk Committee Charter**



# **Riverina Water County Council**

## **AUDIT AND RISK COMMITTEE CHARTER**

## Version History

<b>Version</b>	<b>Date</b>	<b>Person(s)</b>	<b>Change</b>
V. 1		Manager Internal Audit Services	Original version

**1. Status and Name:**

- (1) The Committee shall be known as “Riverina Water County Council Audit and Risk Committee” (hereinafter referred to as “The Committee”).
- (2) This Committee is an advisory Committee to Riverina Water County Council (hereinafter referred to as “the Council”) pursuant to and in accordance with provisions contained in Section 355 the Local Government Act 1993, and the Local Government (General) Regulations 2005.

**2. Established:**

The Committee was established by Council Res x on x.

**3. Objective:**

The objective of the Committee is to provide independent assurance and assistance to the Council on risk management, control, governance, and external accountability responsibilities.

**4. Authority:**

Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councillor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities following consultation with Council.

**5. Composition and Tenure:**

5.1 The Committee will consist of:

**a) Members (voting)**

- One (1) Councillor of Riverina Water County Council (with an alternate to be appointed)
- Two (2) independent external members (one of whom to be elected Chairperson)

**b) Attendee (non-voting)**

- General Manager
- Manager Internal Audit Services
- Manager Finance and Administration

**c) Invitees (non-voting) for specific Agenda items**

- External Auditor (or representative) to attend at the discretion of the Committee but must attend meetings considering the draft financial statements and external audit opinion.
- Other officers may attend by invitation as requested by the Committee.

5.2 The General Manager or his/her delegate shall be entirely responsible for:

- (a) the appointment or removal of all staff (either permanent or temporary) appointed as non-voting members to the Committee,
- (b) Direction of any staff member attending the Committee.

**5.3 Selection of Members of the Committee**

- (a) Councillor members shall be elected by the Council.
- (b) External independent persons will be appointed by way of a public advertisement. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Riverina Water County Council including accounting, internal or external auditing, strategic risk management, insurance, senior business experience, legal or financial management. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

The evaluation of potential members will be undertaken by the Council Chairperson and the General Manager taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation will be put to Council.

**6. Term of Office:**

- (1) The Committee may be dissolved by resolution of the Council at any time but otherwise shall cease to hold office at the next general election of the Council following its appointment.

- (2) A Committee may be re-appointed with amendment or otherwise, by the Council following a general election.
- (3) The Council reserves the right to determine the appointment of all members of the Committee.

#### **7. Vacation of Office:**

- (1) The office of an elected, appointed or representative member of the Committee shall become vacant:-
  - (a) Upon his/her death.
  - (b) If she/he becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit,
  - (c) If she/he becomes mentally incapacitated person
  - (d) If he/she resigns his/her membership by notice in writing to the Committee.
  - (d) If he/she is absent for more than three (3) consecutive meetings without prior leave of the Committee.
  - (e) If she/he ceases to be a member of the organisation which he/she represents.
  - (f) If he/she holds any office of profit with the Council.
  - (g) If she/he commits any breach of this Charter.
  - (h) If he/she is convicted of any indictable offence or of any summary offence related to dishonesty.
  - (i) If he/she is disqualified or dismissed from holding civic office.
  - (j) If the Committee is dissolved by the Council.
  - (k) If the position is used for any pecuniary interest of the individual.
  - (l) On the retirement of the Council.
- (2) Where such person was directly appointed by the Council, the vacancy shall be filled by the Council.

#### **8. Role and Responsibilities:**

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

### 8.1 Risk Management

Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;

Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;

Review the impact of the risk management framework on its control environment and insurance arrangements; and

Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

### 8.2 Control Framework

Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;

Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;

Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;

Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and

Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

### 8.3 External Accountability

Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.

Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.

To consider contentious financial reporting matters in conjunction with council's management and external auditors.

Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.

Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.

Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

*Guidelines under section 23A of the Local Government Act 1993 September 2010 55*

#### 8.4 Legislative Compliance

Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.

Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

#### 8.5 Internal Audit

Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.

Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.

Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.

Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.

Monitor the implementation of internal audit recommendations by management.

Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.

Periodically review the performance of Internal Audit.

#### 8.6 External Audit

Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.

Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.

Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.

Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

### 8.7 Responsibilities of Members

Members of the Committee are expected to:

Understand the relevant legislative and regulatory requirements appropriate to Riverina Water County Council.

Contribute the time needed to study and understand the papers provided.

Apply good analytical skills, objectivity and good judgment.

Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

*Guidelines under section 23A of the Local Government Act 1993 September 2010 56*

## **9. Reporting:**

At the first Council meeting after 30 June each year, the Committee will provide an annual report summarising activities undertaken during the year.

## **10. Administrative arrangements:**

### 10.1 Meetings

The Committee will meet four (4) times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

An extraordinary or special meeting of the Committee may be convened at the discretion of the Chairperson, or at a written request of any member of the Committee, internal or external auditor. All the provisions of this Constitution concerning the conduct of the Committee shall apply to an extraordinary or special meeting of the Committee.

A scheduled meeting of the Committee cannot be cancelled or postponed to another time and or date except;

- (a) Where a quorum is not, or will not be, present; or
- (b) Where the General Manager, after consultation with, and the agreement of, the Chairperson determines that there is no or insufficient information, reports or correspondence available for submission to the Committee.

A meeting of the Committee may be called by the General Manager where information or material is to hand which, for legislative, policy or emergency reasons, requires the consideration of the Committee prior to the Committee's next scheduled meeting.

## 10.2 Voting at meetings

- a) Voting on all matters shall be on the voices except where the Chairperson otherwise determines or a challenge to voting is made, in which case the voting shall be by show of hands
- b) Each member of the Committee entitled to vote, shall have one vote, provided that in the event of an equality of votes, the Chairperson presiding at the meeting shall have a casting vote as well as an original vote.
- c) A proposition which receives a majority of votes (i.e. more than half) of the voting members present shall be a decision of the Committee.
- d) It shall be the duty of the Chairperson at a meeting of the Committee to receive and put to the meeting any lawful motion or amendment brought before the Committee.
- e) The Minutes of the Committee meeting shall record all decisions of the Committee and shall record all decisions which are determined upon the casting vote of the Chairperson.
- f) Any voting member of the Committee may request that their name be recorded in the Minutes of a meeting as having voted against a recommendation of the Committee, and such shall be recorded in the Minutes.

## 10.3 Attendance at Meetings and Quorums

A quorum shall comprise a majority of the appointed voting members of the Committee, providing always that the Councillor member of the Committee shall be present throughout the conduct of the meeting. Meetings can be held in person, by telephone or by video conference.

Should a quorum not be present at the start of, or during, any meeting, the voting members present may decide that the Agenda items continue to be discussed, however any agreement or decision so made shall be recorded in the Minutes as "No quorum - decision of the members present", and not as a recommendation of the Committee.

The names of the Committee members present, whenever a quorum is not present, shall be recorded in the Committee minutes, and the reason as to why a quorum was not present.

The Committee may request any employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the Committee to meet separately with each of the Manager Internal Services and the External Auditor in the absence of management on at least one occasion per year.

## 10.4 Secretariat

The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chairperson and circulated to each member within three weeks of the meeting being held.

Minutes of the Committee meeting should be submitted to a meeting of Council before the next meeting of the Committee.

#### 10.5 Conflict of Interests

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind. *Guidelines under section 23A of the Local Government Act 1993 September 2010 57*

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

#### 10.6 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

#### 10.7 Assessment Arrangements

The Chairperson of the Committee will initiate a review of the performance of the Committee at least once every two (2) years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chairperson), with appropriate input from management and any other relevant stakeholders, as determined by the Chairperson.

#### 10.8 Review of Audit Committee Charter

At least once every two years the Audit and Risk Committee will review this Audit and Risk Committee Charter.

The Audit and Risk Committee will approve any changes to this Audit and Risk Committee Charter. <b>Approved:</b>	Audit and Risk Committee Meeting	Date:
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## **APPENDIX 5: Policy 4.4 Ultra Violet Radiation (UVR) Exposure & Hot/Cold Working**

<b>POLICY NAME:</b>		<b>ULTRA VIOLET RADIATION (UVR) EXPOSURE &amp; HOT/COLD WORKING ENVIRONMENTS POLICY</b>			
<b>POLICY NO:</b>	4.4	<b>MINUTE NO:</b>		<b>ADOPTION DATE:</b>	16 July 2009
<b>LAST REVISED:</b>	November 2011			<b>NEXT REVISION DATE:</b>	February 2014

### **Commitment**

Riverina Water County Council is committed to Work Health & Risk Management within the workplace. Under the guidelines of the NSW Work Health & Safety legislation, RWCC have committed to address all aspects of workplace safety, including the identification and control of exposure to hazards associated with Ultra Violet Radiation and hot or cold working environments.

### **Purpose**

To eliminate wherever possible or satisfactorily reduce the risk of exposure of RWCC staff to the hazard of Ultra Violet Radiation and to eliminate or reduce the risk of skin cancer, thermal stress, dehydration and other injuries related to exposure to extremes of temperature.

### **Responsibilities**

#### ***Council (Officers)***

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

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

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

#### ***All workers***

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

#### ***Health & Safety Reps/Committee (HSR's or HSC)***

- Provide an avenue for consultation on all safe work procedures and policies.
- Promote health & safety within the workforce.

#### ***Contractors***

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

## **APPENDIX 6: Policy 4.5 Draft Work Health & Safety Policy**

<b>POLICY NAME:</b>		<b>WORK HEALTH AND SAFETY POLICY</b>			
<b>POLICY NO:</b>	4.5	<b>MINUTE NO:</b>		<b>ADOPTION DATE:</b>	December 1997
<b>LAST REVISED:</b>	May 2009		<b>NEXT REVISION DATE:</b>	January 2014	

## GOAL

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

## PLAN

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

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

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

## ACTIONS -

### *Riverina Water will:*

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

### *Managers and Supervisors will:*

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

### *All workers shall:*

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

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

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

## **APPENDIX 7: Policy 4.22 Loss of Licence**

<b>POLICY NAME:</b>		<b>LOSS OF LICENCE</b>			
<b>POLICY NO:</b>	4.22	<b>MINUTE NO:</b>		<b>ADOPTION DATE:</b>	
<b>LAST REVISED:</b>	January 2012	<b>NEXT REVISION DATE:</b>			January 2014

**PURPOSE**

Riverina Water County Council is committed to managing its activities and business affairs in line with legal requirements and with due regard for the safety and wellbeing of staff and the community. For this reason it is necessary to ensure that employees, requiring any type of licence, (e.g. drivers licence, trade licences etc) as a condition of employment, possess a current and valid licence.

**RESPONSIBILITIES**

Riverina Water (Officers)

- Will ensure that this policy is communicated to all existing employees, and new employees will be advised of this policy during their initial induction.
- Will review this policy every two years in consultation with employees and their respective union representatives.

Managers / Supervisors

- To obtain proof that employees possess a current valid licence.
- After a period of disqualification, ensure the employee again holds a valid licence, and ensure the employee’s entitlements (in relation to job role & pay rate pre loss of licence) have been restored.

All Staff

- To inform Riverina Water if a relevant licence has been cancelled, suspended, or has expired (for specific periods or indefinitely);
- To inform Riverina Water when a suspended or cancelled licence has been reinstated so that their entitlements can be restored.

**CONSEQUENCE FOR LOSS OF LICENCE**

Where having a specific valid licence or qualification is an integral component of the employee’s role and the employee has such licence suspended, Riverina Water retains the right to enforce any or all of the following conditions:

- Employee will be unable to perform the tasks specified on the affected licence.
- Use of council equipment which requires the affected licence will not be permitted until licence is restored.
- Consider, where practicable, alternate duties for the employee that do not require the suspended licence (length of period of suspension would need to be a consideration).
- Where Riverina water is able to provide alternative employment for the period of licence suspension, the employee may be paid at a reduced rate of pay applicable to the alternate type of work.
- Riverina Water will consider approved leave - with or without pay to cover the period of suspension.
- Termination of employee’s services may also be considered, if loss of licence means the employee will be unable to perform the duties for which he/she was employed. This would be on the basis that all other options have been explored.
- Non disclosure of loss of licence could be considered as gross misconduct and may be subject to further disciplinary action.

**BUSINESS RIGHTS**

Unlike other workplace issues where warnings and disciplinary action is a requirement prior to termination, suspension or downgrading; LOSS OF LICENCE (for positions where the licence is essential for the position) does not require warnings to be issued and Riverina Water has the right to explore the option of Termination, Suspension or Downgrade as deemed necessary.

## **APPENDIX 8: Request for Deferred Payment Scheme for DSC from ROBE**



15 February 2012

The General Manager  
Riverina Water County Council  
PO Box 456  
Wagga Wagga NSW 2650

Dear Mr Haley

Re: Riverina Oils and BioEnergy (ROBE) – Development Servicing Charge

You are no doubt aware that work for the extension of water pipes along Byrnes Road is nearing completion and we appreciate the timing of this action in relation to our need for connection to water as soon as possible.

The project is however experiencing serious financial issues created by delays to the commencement of the project which occurred due to revised approvals being required and the poor timing of the project in relation to the global financial crisis which still affects us today.

Some significant facts about this project are:

- The plant is a 175,000 tons oilseed crushing and refining plant that will produce 100,000 tons of vegetable protein meal to be used in the animal feed industry and 75,000 tons of refined edible oil for use by the food manufacturing and consumer/food industry
- The plant includes world class design and technology provided by Desmet Ballestra who is a world leader in oils and fats technology
- The locally based project will be one of the largest of this type in Australia
- The project outlay is currently AUD\$75 million of which a third of this capital is being provided by shareholders based in China, India, Indonesia, USA and Australia
- About sixty full time direct jobs and 500 indirect jobs will be created for the Riverina region and the flow on effect for the agricultural sector will be significant
- Changes required by DECC to our waste water management plan means this plant will be recycling close to 100% of its water requirements making it a model industry in a regional context

I mention these facts so that the significance of the project for the Riverina region is not lost on Councillors whose support we now urgently require.

Registered Office:  
Unit 1, 226 Upper Heidelberg Road  
Ivanhoe VIC Australia 3079

Mailing Address:  
PO Box 498  
Ivanhoe VIC Australia 3079

Tel: +61 39490 1700 Fax: +61 39499 1533  
[www.riverinaoils.com.au](http://www.riverinaoils.com.au)



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We have been in fruitful discussions with Wagga Wagga Council and Essential Energy regarding a 5 year payment plan for the s.94A Contributions Levy of \$450,000 and the gas extension capital component. We are hopeful of gaining written agreement to a payment plan in coming days that will defer the upfront capital cost until after the commissioning of the plant in the second half of 2012.

We are currently seeking approval from Riverina Water County Council to the following proposal:

- ROBE will pay the development servicing charge (\$216,000) to RWCC in eight equal instalments
- The first instalment to be paid 3 months after the issue of the Certificate of Occupancy for the plant and paid quarterly thereafter until final payment is made.

This project is the first undertaken in Bomen since the introduction of the City's new Local Environmental Plan and has experienced extraordinary delays and costs due to its proximity from existing infrastructure in Bomen. We appreciate the scale of our development has created difficulties for the infrastructure providers; had our 16ha site been able to be located closer to the existing infrastructure it would have been financially advantageous for all parties.

We are though working through the challenges that beset the ROBE development in the current global economic climate and would greatly appreciate your favourable consideration to our repayment proposal so that we can connect to water which is urgently required within the next three weeks.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Frederic Anthone', is written over a light blue horizontal line.

Frederic Anthone  
General Manager Operations  
Mobile: 0429 113 151

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Unit 1, 226 Upper Heidelberg Road  
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