



21st February 2014

NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

**RIVERINA WATER COUNTY COUNCIL OFFICE BUILDING,
91 HAMMOND AVENUE, WAGGA WAGGA**

on

WEDNESDAY, 26th FEBRUARY 2014 at 9.30 am

Following this meeting a

WORKSHOP on DRAFT OPERATIONAL PLAN 2014/2015

will commence and your attendance is requested accordingly.

Lunch will be supplied on completion.

Yours faithfully

A handwritten signature in black ink, appearing to read "G J Haley", is written over a light blue background.

G J Haley
GENERAL MANAGER





* AGENDA *

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GENERAL MANAGER'S REPORT TO THE COUNCIL

BUSINESS WITH NOTICE

19th February 2014

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS - LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of December 2013 and January 2014 be received.

-
- Investments December 2013
 - Investments January 2014

Monthly Investment Report as at 31/12/13

a) Council's Investments as at 31/12/13

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	28/05/2013	273	25/02/14	A-2	4.23	BBSW	2.71	10.109%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/05/2013	274	26/02/14	A-2	4.23	BBSW	2.71	10.109%	\$2,500,000.00	\$2,500,000.00
Westpac	26/09/2013	124	28/01/14	A-1+	4.00	BBSW	2.58	20.218%	\$5,000,000.00	\$5,000,000.00
ING	26/11/2013	190	04/06/14	A-1	3.85	BBSW	2.61	10.109%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/11/2013	171	15/05/14	A-2	3.80	BBSW	2.61	10.109%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/09/2013	181	26/03/14	A-2	3.78	BBSW	2.61	4.044%	\$1,000,000.00	\$1,000,000.00
ME Bank	27/11/2013	57	23/01/14	A-2	3.40	BBSW	2.59	4.044%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	7/11/2013	90	05/02/14	A-2	3.40	BBSW	2.58	4.044%	\$1,000,000.00	\$1,000,000.00
Rural Bank	26/09/2013	124	28/01/14	A-2	3.80	BBSW	2.58	4.044%	\$1,000,000.00	\$1,000,000.00
ME Bank	4/12/2013	90	04/03/14	A-2	3.68	BBSW	2.58	2.022%	\$500,000.00	\$500,000.00
								78.85%	\$19,500,000.00	\$19,500,000.00
Cash Deposit Account										
T Corp				A-1+	3.12	Cash Rate	2.50	11.99%	\$2,966,330.86	\$2,966,330.86
AMP				A-1	3.35	Cash Rate	2.50	9.16%	\$2,264,439.72	\$2,264,439.72
								21.15%	\$5,230,770.58	\$5,230,770.58
TOTAL INVESTMENTS								100.00%	\$24,730,770.58	\$24,730,770.58
Cash at Bank										\$668,422.28
TOTAL FUNDS										\$25,399,192.86

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Unexpended Grants	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$896,007.55
	Asset Replacement	\$1,200,012.52
	Loan Funds	\$398,968.00
	LIRS Loan Funds	\$14,219,411.00
	Sales Fluctuation	\$2,600,000.00
		<u>\$19,314,399.07</u>
Unrestricted Funds		\$6,084,793.79
TOTAL FUNDS		\$25,399,192.86

* 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 31/1/14

a) Council's Investments as at 31/1/14

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	28/05/2013	273	25/02/14	A-2	4.23	BBSW	2.66	9.867%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/05/2013	274	26/02/14	A-2	4.23	BBSW	2.66	9.867%	\$2,500,000.00	\$2,500,000.00
Westpac	28/01/2014	365	28/01/15	A-1+	3.76	BBSW	2.75	19.734%	\$5,000,000.00	\$5,000,000.00
ING	26/11/2013	190	04/06/14	A-1	3.85	BBSW	2.59	9.867%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/11/2013	171	15/05/14	A-2	3.80	BBSW	2.59	9.867%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	26/09/2013	181	26/03/14	A-2	3.78	BBSW	2.59	3.947%	\$1,000,000.00	\$1,000,000.00
AMP	24/01/2014	180	23/07/14	A-1	3.80	BBSW	2.59	3.947%	\$1,000,000.00	\$1,000,000.00
AMP	29/01/2014	91	30/04/14	A-1	3.65	BBSW	2.59	3.947%	\$1,000,000.00	\$1,000,000.00
ME Bank	23/01/2014	133	05/06/14	A-2	3.63	BBSW	2.59	3.947%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	7/11/2013	90	05/02/14	A-2	3.40	BBSW	2.59	3.947%	\$1,000,000.00	\$1,000,000.00
ME Bank	4/12/2013	90	04/03/14	A-2	3.68	BBSW	2.59	1.973%	\$500,000.00	\$500,000.00
								80.91%	\$20,500,000.00	\$20,500,000.00
Cash Deposit Account										
T Corp				A-1+	3.08	Cash Rate	2.50	7.79%	\$1,972,982.37	\$1,972,982.37
AMP				A-1	3.35	Cash Rate	2.50	11.31%	\$2,864,439.72	\$2,864,439.72
								19.09%	\$4,837,422.09	\$4,837,422.09
TOTAL INVESTMENTS								100.00%	\$25,337,422.09	\$25,337,422.09
Cash at Bank										\$405,141.90
TOTAL FUNDS										\$25,742,563.99

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Uexpended Grants	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$896,007.55
	Asset Replacement	\$1,200,012.52
	Loan Funds	\$398,968.00
	LIRS Loan Funds	\$14,219,411.00
	Sales Fluctuation	\$2,600,000.00
		<u>\$19,314,399.07</u>
Unrestricted Funds		\$6,428,164.92
TOTAL FUNDS		\$25,742,563.99

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

Figures shown above are estimate only.

CERTIFICATE

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

M. L. Curran

M Curran

FINANCE / ADMINISTRATION MANAGER

2. QUARTERLY BUDGET REVIEW – PERIOD ENDED 31ST DECEMBER 2013

RECOMMENDATION that the Quarterly Budget Review for the period ended 31st December 2013 be received and adopted.

The Quarterly Review of Council's Budget for the period ended 31st December 2013 is submitted for examination by the Council.

The anticipated operating result for 2013/2014 is a surplus of \$1,300,000. The operating result was originally budgeted for a surplus of \$2,813,000. Quarterly budget review adjustments are recommended in relation to the \$1,513,000 capital contribution for the Uranquinty power station, which is not expected to be received during 2013/14 and also a reallocation of wages costs between cost centres.

Also included is a quarterly review of capital projects. A reduction of \$3,968,00 is proposed. Details of this review are included in the reports that follow.

Councillors will note there has been a substantial reduction in the proposed Capital Works budget, from about \$19m to \$15m. This has occurred after an extensive review by Engineering staff. The changes have been necessary due to changes in project circumstances beyond Riverina Water's control, possibly an overly optimistic timetable in the first instance, and staff dislocations due to leave, resignations and people in acting positions. The review has been based on a realistic assessment of what can be achieved by the end of the financial year, but still includes some optimism and there may need to be some further adjustments before years end.

The Quarterly Budget Review Statement should be read in conjunction with the detailed Capital Expenditure report.

- **Quarterly Budget Review – 31st December 2013**

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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 31/12/13 indicates that Council's projected financial position at 30/6/14 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: 23/01/2014

Ms Michele Curran
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2013

(\$000's)	Original Budget 2013/14	Variations for this Dec Qtr	Notes	Projected Year End Result	Current Year	Prior Year
					Actual YTD figures	Actual YTD figures
Income						
Rates and Annual Charges	4,259			4,259	2,225	1,853
User Charges and Fees	15,549			15,549	6,613	5,979
Interest and Investment Revenues	350			350	240	90
Other Revenues	119			119	109	172
Grants & Contributions - Operating	195			195	57	3
Grants & Contributions - Capital	4,263	(1,513)	2a	2,750	1,070	1,042
Net gain from disposal of assets	-			-	-	-
Total Income from Continuing Operations	24,735	(1,513)		23,222	10,314	9,139
Expenses						
Employee Costs	9,049	(1,162)	2b	7,887	2,877	3,176
Borrowing Costs	414			414	258	80
Materials & Contracts	2,537	1,162	2c	3,699	1,405	735
Depreciation	6,750			6,750	3,292	3,248
Other Expenses	3,172			3,172	1,434	1,694
Total Expenses from Continuing Operations	21,922	-		21,922	9,266	8,933
Net Operating Result from Continuing Operation	2,813	(1,513)		1,300	1,048	206
Net Operating Result before Capital Items	(1,450)	-		(1,450)	(22)	(836)

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

2a	Uranquinty Power Station captial contributions not anticipated being received during 2013/14
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2b	Transfer initial budget from wages to maintenance - related to costs associated with operations & maintenance instead of management.
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2c	Transfer initial budget from wages to maintenance - related to costs associated with operations & maintenance instead of management.
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Capital Budget Review Statement

Budget review for the quarter ended 31 December 2013

(\$000's)	Original Budget 2013/14	Approved Changes Carry Forwards	Revised Budget 2013/14	Variations for this Dec Qtr	Notes	Projected Year End Result	Current Year	Prior Year
							Actual YTD figures	Actual YTD figures
Capital Expenditure								
Plant & Equipment	1,000		1,000	(200)	3a	800	317	423
Office Equipment & IT	283	30	313	65	3b	378	101	54
Land & Buildings	5,184	189	5,373	(2,020)	3c	3,353	73	1,151
Water Infrastructure	11,362	601	11,963	(1,733)	3d	10,230	2,115	1,745
Other Assets	300		300	(80)	3e	220	173	239
Loan Repayments (Principal)	1,503		1,503			1,503	624	45
Total Capital Expenditure	19,632	820	20,452	(3,968)		16,484	3,403	3,657
Capital Funding								
Rates & Other Untied Funding	19,632	820	20,452	(3,968)		16,484	3,403	3,657
New Loans	-		-			-		
Total Capital Funding	19,632	820	20,452	(3,968)		16,484	3,403	3,657
Net Capital Funding - Surplus/(Deficit)	-	-	-	-		-	-	-

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

Refer to Capital Works Progress report for more detail on Capital Projects and review adjustments

3a Reduction in plant replacement program

3b Increase in budget for RTU & Control System upgrades

3c Defer stage 2 of levee & part of alternate access cost

3d Various transfers - refer to capital works report for more detail - majority relates to deferral of Wagga WTP & Urana WTP projects

3e Defer demand management costs & 2012/13 carry over of lawn replacement program

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2013

(\$000's)	Original Budget 2013/14	Approved Changes Carry Forwards	Revised Budget 2013/14	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted ⁽¹⁾							
Lawn Replacement Program	-		-			-	-
Total Externally Restricted	-	-	-	-		-	-
⁽¹⁾ Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
Employee Leave Entitlements	920		920			920	896
Asset Replacement	1,306		1,306			1,306	1,200
Loan Funds	8,768		8,768	1,695	4a	10,463	14,618
Sales Fluctuation	2,600		2,600			2,600	2,600
Total Internally Restricted	13,594	-	13,594	1,695		15,289	19,314
⁽²⁾ Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	181	1,886	2,067	625		2,692	6,085
Total Cash & Investments	13,775	1,886	15,661	2,320	4b	17,981	25,399

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Cash & Investment balance movement has been minimal since the start of the quarter, due to lower than anticipated capital expenditure. Majority of \$15m LIRS loan for Wagga WTP project held in investment reserves. Loan rate 5.49%, LIRS rebate 4%, investments earning on average 4%.

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 03/01/14

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		527
Investments on Hand		24,731
less: Unpresented Cheques	(Timing Difference)	(58)
add: Undeposited Funds	(Timing Difference)	199
Reconciled Cash at Bank & Investments		<u>25,399</u>
Balance as per Review Statement:		<u>25,399</u>
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
4a	Increase in anticipated end of year loan fund reserve balance due to deferral of WTP capital expenditure
4b	Increase in anticipated end of year cash & investment balance due to reduction in capital works budget

Key Performance Indicators Budget Review Statement - Council specific KPI's

Budget review for the quarter ended 31 December 2013

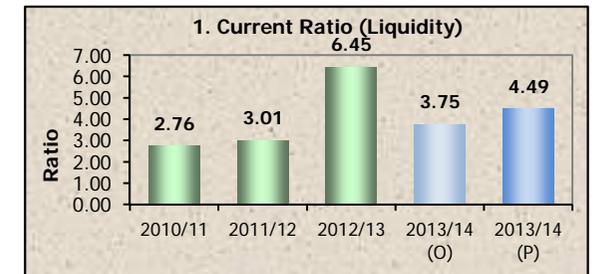
(\$000's)	Current Projection		Original Budget 13/14	Actuals Prior Periods	
	Amounts	Indicator		12/13	11/12
	13/14	13/14			

The Council monitors the following Key Performance Indicators:

1. Current Ratio (Liquidity)

Current Assets	25059	4.49	3.75	6.45	3.01
Current Liabilities	5587				

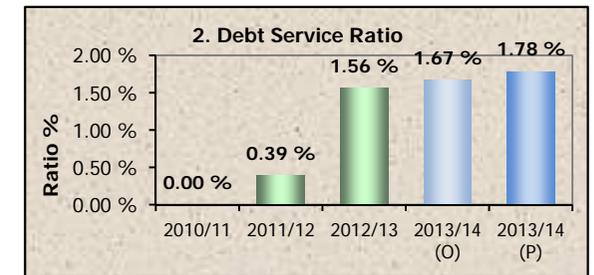
This measures Council's ability to pay existing liabilities in the next 12 months. (target 1 to > 1.5)



2. Debt Service Ratio

Debt Service Cost	414	1.78 %	1.67 %	1.56 %	0.39 %
Income from Continuing Operations	23221				

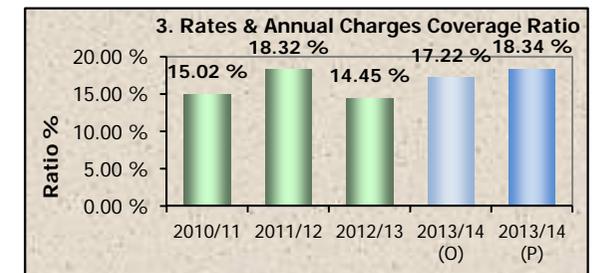
This measures Council's ability to meet interest payments and therefore service debt. (target 0% to 5%)



3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	4259	18.34 %	17.22 %	14.45 %	18.32 %
Income from Continuing Operations	23221				

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 - Council specific KPI's

Budget review for the quarter ended 31 December 2013

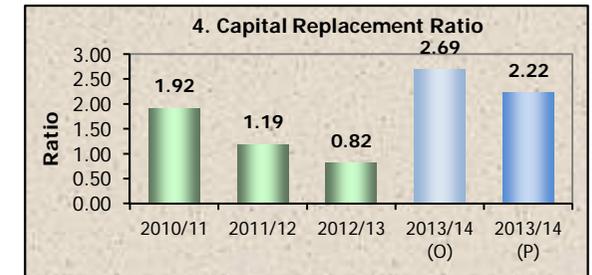
(\$000's)	Current Projection		Original Budget 13/14	Actuals Prior Periods	
	Amounts	Indicator		12/13	11/12
	13/14	13/14			

The Council monitors the following Key Performance Indicators:

4. Capital Replacement Ratio

Infrastructure, Property, Plant & Equipment	14980	2.22	2.69	0.82	1.19
Depreciation	6750				

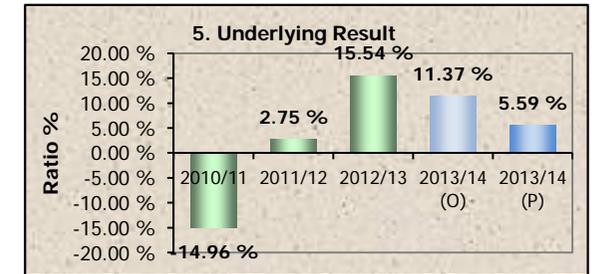
Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target 1 to > 1.5)



5. Underlying Result

Net Result	1298	5.59 %	11.37 %	15.54 %	2.75 %
Total Revenue	23221				

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 2013

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

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
NSW Office of Water	Walla Walla Bore 2 Replacement - test bore, pump test, convert test bore to production bore and pump test	232,408	03/01/14	4 months	Y	
Crowe Horwath Auswild	6 year external audit services	108,000	01/07/13	6 years	Y	

Notes:

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

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	1,040	Y
Legal Fees	6,007	Y

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

N/A

Riverina Water County Council

BALANCE SHEET

	Actual 2011/12 \$'000	Actual 2012/13 \$'000	Projected 2013/14 \$'000
ASSETS			
Current Assets			
Cash & Cash Equivalents	6,191	25,271	17,981
Receivables	1,991	2,820	2,792
Inventories	3,567	3,833	4,094
Other	179	49	192
Total Current Assets	11,928	31,973	25,059
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	187,505	194,548	202,368
Intangible Assets	1,500	1,550	1,550
Total Non-Current Assets	189,005	196,098	203,918
TOTAL ASSETS	200,933	228,071	228,977
LIABILITIES			
Current Liabilities			
Payables	973	695	1,738
Borrowings	110	1,272	1,529
Provisions	2,875	2,987	2,319
Total Current Liabilities	3,958	4,954	5,587
Non-Current Liabilities			
Borrowings	3,059	16,515	14,744
Provisions	-	-	746
Total Non-Current Liabilities	3,059	16,515	15,490
TOTAL LIABILITIES	7,017	21,469	21,076
Net Assets	193,916	206,602	207,900
EQUITY			
Retained Earnings	62,199	66,205	67,503
Revaluation Reserves	131,717	140,397	140,397
Council Equity Interest	193,916	206,602	207,900
Total Equity	193,916	206,602	207,900

Note on Cash & Cash Equivalents:

*** \$15m loan funds for LIRS re Wagga WTP taken up in 2012/13 - loan interest rate 5.49%, subsidy 4%
Unspent loan held in investment reserves earning average interest rate of 4%

Riverina Water County Council

OPERATING SUMMARY - DECEMBER 2013 REVIEW

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	31/12/13 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
OPERATING INCOME							
Access Charges							
Urban	1,772	3,367	1,595	47%		3,367	
Non-Urban	453	892	438	49%		892	
	2,225	4,259	2,034	48%	0	4,259	
User Charges							
Consumption Charges							
Urban	5,300	12,229	6,928	57%		12,229	
Non-Urban	940	2,703	1,763	65%		2,703	
	6,240	14,931	8,692	58%	0	14,931	
Extra Charges							
Urban	68	20	-48	-240%		20	
Non-Urban	16	0	-16	0%		0	
	84	20	-64	-320%	0	20	
Other Income	397	716	319	45%		716	
Interest	240	350	110	31%		350	
Operating Grants & Contributions	57	195	138	71%		195	
Capital Grants & Contributions	1,070	4,263	3,194	75%	-1,513	2,750	Capital contributions from Uranquinty power station not expected to be received 2013/14
Private Works Income	6	0	-6	0%		0	
TOTAL OPERATING INCOME	10,318	24,734	14,417	58%	-1,513	23,221	
OPERATING EXPENSES							
Management	2,645	8,112	5,468	67%	-883	7,229	Transfer budgeted wages to operations & maintenance
Operations & Maintenance							
<i>Buildings & Grounds</i>							
Urban	290	583	292	50%	137	719	Transfer wages to operations & maintenance from management
Non-Urban	35	64	29	46%	6	70	Transfer wages to operations & maintenance from management
	325	647	322	50%	143	789	
<i>Management - Operations</i>							
Urban	502	600	98	16%	350	950	Transfer of supervisory wages from management
Non-Urban	187	350	163	47%	50	400	Transfer of supervisory wages from management

Riverina Water County Council

OPERATING SUMMARY - DECEMBER 2013 REVIEW

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	31/12/13 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
	689	950	261	27%	400	1,350	
<i>Sources</i>							
Urban	261	802	541	67%	10	812	
Non-Urban	105	150	44	30%	110	260	Increase for water purchases from Goldenfields due to hot weather & repairs to Tarcutta bore
	367	952	585	61%	120	1,072	
<i>Pumping Stations</i>							
Urban	173	405	233	57%	10	415	Additional maintenance work at North Wagga & Estella
Non-Urban	95	356	261	73%	5	361	
	268	762	494	65%	15	777	
<i>Reservoirs</i>							
Urban	93	236	142	60%	35	271	Additional chemicals for increased water production purposes
Non-Urban	57	135	78	58%	1	136	
	151	371	220	59%	36	406	
<i>Treatment Plant</i>							
Urban	687	1,502	816	54%	60	1,562	Additional chemicals for increased water production purposes
Non-Urban	239	390	151	39%	10	400	Additional chemicals for increased water production purposes
	926	1,893	967	51%	70	1,963	
<i>Mains & Services</i>							
Urban	392	1,001	609	61%	100	1,101	Additional maintenance works on Wagga High & Low Level systems
Non-Urban	267	651	383	59%		651	
	659	1,652	992	60%	100	1,752	
<i>Other Operations</i>	-8	-165	-157	95%		-165	
Depreciation	3,292	6,750	3,458	51%		6,750	
TOTAL OPERATING EXPENSES	9,314	21,923	12,609	58%	0	21,923	
OPERATING RESULT	1,004	2,812			-1,513	1,298	

31 DECEMBER 2013 CAPITAL EXPENDITURE QUARTERLY REVIEW

Project	Description	Current Budget 2013/14	YTD Actual	Budget Remaining	31/12/13 Review Adjustment	Revised Budget 2013/14	Comment
#		\$	\$	\$	\$	\$	
	MANAGEMENT						
	STRATEGIES						
	Integrated						
129	Strategic Planning Documents - Urban	0	18,949	-18,949	0	0	
	Demand Management						
123	Demand Management - Urban	300,000	34,644	265,356	-200,000	100,000	Roll part over to 2014/15
49	Lawn Replacement Program - Urban	0	119,727	-119,727	120,000	120,000	Roll over of program from 2012/13
	SUB-TOTAL STRATEGIES	300,000	173,319	126,681	-80,000	220,000	
	LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS						
	Depot Buildings						
72	Store Building Hammond Ave - Urban	2,460,000	0	2,460,000	0	2,460,000	
	Workshops						
73	Fitter/Electrician Workshop	66,212	25,653	40,559	50,000	116,212	
	Access, parking and Landscaping						
74	Levee protection stage 1 Hammond Ave - Urban	23,000	39,243	-16,243	70,000	93,000	
75	Levee protection feasibility study/land matters Hammond Ave - Urban	156,000	8,230	147,770	0	156,000	
155	Levee protection stage 2 Hammond Ave - Urban	1,140,000	0	1,140,000	-1,140,000	0	Carry over to 2014/15
156	Alternate access Hammond Ave - Urban	1,500,000	0	1,500,000	-1,000,000	500,000	For design, land purchase. Defer remainder to 2014/15
	Depot Residence - Urban						
78	Depot Residence - Urban	0	2,850	-2,850	0	0	
	SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	5,345,212	75,977	5,269,235	-2,020,000	3,325,212	
	PLANT & EQUIPMENT						
	I.T. EQUIPMENT						
50	Computer Server Replacements & Software - Non-Urban	15,000	12,580	2,420	0	15,000	
51	Corporate IT software upgrade/improvements - Urban	79,500	24,620	54,880	0	79,500	
	OFFICE FURNITURE & EQUIPMENT						
52	Office Furniture & Equipment - Urban	0	1,723	-1,723	0	0	
	WORKING PLANT & VEHICLE PURCHASES						
54	Routine plant & vehicle replacements	1,000,000	312,878	687,122	-200,000	800,000	
	FIXED PLANT TOOLS & EQUIPMENT						
55	Fixed Plant Tools & Equipment - Urban	0	3,818	-3,818	0	0	
	SCADA SYSTEM, UPGRADES						
57	West Wagga WTP & Bores Control System Upgrade	70,000	0	70,000	-55,000	15,000	West Wagga RTU upgrade
61	Solar magflow & RTU installations	10,000	0	10,000	0	10,000	
62	Telemetry RTU upgrades & replacements	0	0	0	70,000	70,000	RTU & control system installations at Bulgary, Brucedale & CSU Pump Station
133	Radio Telemetry SCADA Upgrade	45,000	32,431	12,569	20,000	65,000	Includes Kapooka meter RTU & communications
154	Time of Use - Pumping Automation - Urban	30,000	28,660	1,340	0	30,000	
	CAD/GIS/ASSET MANAGEMENT SYSTEM						
63	Asset Management system & Implementation	20,000	0	20,000	0	20,000	
134	GIS integration with asset management system	10,000	0	10,000	0	10,000	

Project	Description	Current Budget 2013/14	YTD Actual	Budget Remaining	31/12/13 Review Adjustment	Revised Budget 2013/14	Comment
#		\$	\$	\$	\$	\$	
64	GIS Improvements	30,000	0	30,000	30,000	60,000	1:3000 map book replacement
65	Engineering Software	3,000	600	2,400	0	3,000	
	COMMUNICATION EQUIPMENT						
131	Communication equipment	28,000	0	28,000	0	28,000	
	SUB-TOTAL PLANT & EQUIPMENT	1,340,500	417,311	923,189	-135,000	1,205,500	
	TOTAL MANAGEMENT	6,985,712	666,607	6,319,105	-2,235,000	4,750,712	
	SOURCES						
	Bores-renew/refurbish/decommission						
85	West Wagga Bore 4 - Reline & Riserless, Switchboard & Pump&Motor	80,000	123,382	-43,382	45,000	125,000	Carryover from 2012/13
135	West Wagga Bore 1 - Power Supply Transformer (Country Energy)	50,000	42,294	7,706	0	50,000	0
170	Bore Repairs & Refurbishment - Non-Urban	0	0	0	55,000	55,000	Tarcutta & Ralvona bores
	Bores Additional						
4	Walla Walla Bore 1B or 2B - Non-Urban	275,000	0	275,000	0	275,000	
	TOTAL SOURCES	405,000	165,676	239,324	100,000	505,000	
	TREATMENT PLANTS						
	General improvements						
87	Wagga Dosing Pumps replacements - Urban	10,000	0	10,000	0	10,000	
136	HACCP - Urban	0	4,488	-4,488	5,000	5,000	
90	Pit lid replacements at Water Treatment Plants - Urban	0	4,825	-4,825	5,000	5,000	
93	Rural Pit Lids replacements - Non-Urban	0	5,474	-5,474	5,500	5,500	
	Safety Equipment						
94	Safety Equipment - Urban	5,000	0	5,000	0	5,000	
	Specific Treatment Plant improvements						
97	West Wagga WTP - Bulk silica handling upgrade - Urban	0	8,376	-8,376	10,000	10,000	Carryover from 2012/13
98	Gardners Crossing WTP Fluoridation system upgrade - Non-Urban	15,000	3,253	11,747	-11,500	3,500	
	Treatment Plant refurbishments						
79	Underground powerlines - Urban	800,000	17,692	782,308	0	800,000	
80	WTP tender documentation - Urban	0	401,893	-401,893	800,000	800,000	
137	WTP stage 1 - Urban	2,400,000	0	2,400,000	-2,400,000	0	Carryover to 2014/15
138	WTP ancillary work including intake - Urban	0	82,793	-82,793	200,000	200,000	
99	Urana WTP replacement - Non-Urban	1,500,000	0	1,500,000	-1,000,000	500,000	Replace Candy Tank only
100	Morundah WTP upgrade - Non-Urban	35,000	268	34,732	50,000	85,000	
	Laboratory Equipment						
101	Laboratory Equipment - Urban	5,000	4,488	513	0	5,000	
	TOTAL TREATMENT PLANTS	4,770,000	533,549	4,236,451	-2,336,000	2,434,000	
	DISTRIBUTION						
	PUMPING STATIONS						
	Flow recorders						
105	magflow communciation upgrades - Urban	10,000	0	10,000	0	10,000	
140	magflow replacements - Non-Urban	0	21,917	-21,917	45,000	45,000	Replace Shires meter with temporary metering solution
	Pumping Stations renewal & upgrade						

Project	Description	Current Budget 2013/14	YTD Actual	Budget Remaining	31/12/13 Review Adjustment	Revised Budget 2013/14	Comment
#		\$	\$	\$	\$	\$	
141	Pumping Stations renewal & upgrade - Urban	15,000	15,743	-743	0	15,000	
110	West Wagga Shires pump upgrade - Urban	0	7,180	-7,180	0	0	
121	RCD Retrofitting Switchboards	0	0	0	25,000	25,000	Install Genset plugs for BCP purposes
	SUB-TOTAL PUMPING STATIONS	25,000	44,841	-19,841	70,000	95,000	
	MAINS						
	System Improvements						
128	Hydraulic Analysis of RWCC Water Mains	0	4,288	-4,288	5,000	5,000	
145	System Improvements - Urban	75,000	20,288	54,712	-50,000	25,000	
157	Bellvue interconnection 1.28km along Holbrook Rd	200,000	183,353	16,647	0	200,000	
158	Mimosa Dr (Low Pressure Area)	150,000	0	150,000	-150,000	0	Job not proceeding
	Reticulation Mains Extensions						
147	Reticulation Mains Extensions - Urban	30,000	0	30,000	-30,000	0	
25	Vincent Rd - Koorlingal Rd to Vincent Rd - Urban	60,000	62,618	-2,618	0	60,000	
	Reticulation for Developers						
26	Reticulation for Developers - Urban	400,000	334,160	65,840	300,000	700,000	
27	Reticulation for Developers - Non-Urban	25,000	53,040	-28,040	70,000	95,000	
112	Robe - Bomen - Urban	0	7,131	-7,131	8,000	8,000	
	Trunk Mains Extensions						
	Renew Reticulation Mains						
29	Renew Reticulation Mains - Non-Urban	0	4,843	-4,843	70,000	70,000	Uranquinty mains replacement
149	Renew Reticulation Mains - Urban	14,000	31,879	-17,879	51,000	65,000	Beckwith St / Travers St intersection
30	Mount Austin / McDonough Ave Replacement	50,000	0	50,000	0	50,000	
159	Travers St Replacement	60,000	47,167	12,833	0	60,000	
160	Lake Albert Rd Replacement	150,000	0	150,000	0	150,000	
31	Tarcutta St Replacement	50,000	0	50,000	-50,000	0	Defer pending gas relocation
161	Flinders St Replacement	100,000	0	100,000	0	100,000	
162	Ladysmith Township - Non-Urban	50,000	0	50,000	0	50,000	
33	The Gap / Bruceedale System - Urban	50,000	0	50,000	-50,000	0	Defer to 2014/15
	Renew Trunk Mains						
169	Bomen Trunk Main B (north of river) - Urban	0	8,005	-8,005	10,000	10,000	
163	Southern Trunk - Kapooka Highway Realignment 2km 450mm DICL	900,000	0	900,000	0	900,000	
164	Southern Trunk - West Wagga to Kapooka 2.2km 450mm DICL	990,000	54,450	935,550	0	990,000	
21	Morven Balance tank to township (7km 150mm) - Non-Urban	200,000	0	200,000	0	200,000	
165	Mountain View to Walla Reservoir (5.5km 100mm)	200,000	0	200,000	-100,000	100,000	Pipe purchase. Construction deferred to 2014/15
152	Bolton Park Watermain Realignment - WWCC 1/2 funded	0	975	-975	0	0	
153	Olympic Highway Kapooka Section Mains Renewal	0	-386	386	0	0	
	Hydrants & Valve refurbish						
34	Hydrants & Valve refurbish - Urban	0	830	-830	0	0	
35	Hydrants & Valve refurbish - Non-Urban	0	51,808	-51,808	52,000	52,000	
	SUB-TOTAL MAINS	3,754,000	864,450	2,889,550	136,000	3,890,000	
	RESERVOIRS						
	New Reservoirs						
84	Woomargama Reservoir 3	50,000	0	50,000	0	50,000	

Project	Description	Current Budget 2013/14	YTD Actual	Budget Remaining	31/12/13 Review Adjustment	Revised Budget 2013/14	Comment
#		\$	\$	\$	\$	\$	
113	Mangoplah - Non-Urban	347,000	0	347,000	123,000	470,000	To include pipework & electricity
81	Collingullie - Non-Urban	15,000	0	15,000	0	15,000	
150	Shires - Non-Urban	1,500,000	6,000	1,494,000	0	1,500,000	
	Reservoirs- Protective treatment						
114	Reservoirs- Protective treatment - Urban	14,000	11,298	2,702	0	14,000	
115	Reservoirs- Protective treatment - Non-Urban	36,000	26,200	9,800	-6,000	30,000	
	Reservoirs-upgrade ladders and access						
116	Reservoirs- upgrade ladders and access - Urban	30,000	54,796	-24,796	25,000	55,000	
117	Reservoirs- upgrade ladders and access - Non-Urban	40,000	162	39,838	0	40,000	
	Reservoirs-control valves and systems.						
119	Reservoirs-control valves and systems - Urban	0	0	0	40,000	40,000	East Wagga Aeration Basin control system
	SUB-TOTAL RESERVOIRS	2,032,000	98,455	1,933,545	182,000	2,214,000	
	SERVICES						
	Service Connections, new						
36	Service Connections, new - Urban	420,000	309,140	110,860	180,000	600,000	
37	Service Connections, new - Non-Urban	60,000	58,045	1,955	40,000	100,000	
	Renew Services						
38	Renew Services - Urban	120,000	14,367	105,633	0	120,000	
39	Renew Services - Non-Urban	30,000	9,876	20,124	0	30,000	
	SUB-TOTAL SERVICES	630,000	391,427	238,573	220,000	850,000	
	METERS						
	Water meters replacement						
17	Water meters replacement - Urban	150,000	0	150,000	-75,000	75,000	
18	Water meters replacement - Non-Urban	30,000	0	30,000	-15,000	15,000	
	Water meters (new services)						
40	Water meters (new services) - Urban	20,000	0	20,000	-20,000	0	
41	Water meters (new services) - Non-Urban	5,000	0	5,000	-5,000	0	
	Remote metering						
42	Remote metering - Urban	5,000	7,515	-2,515	5,000	10,000	
43	Remote metering - Non-Urban	5,000	6,280	-1,280	5,000	10,000	
	Water Filling Stations Upgrade						
166	WFS - Urban	55,000	0	55,000	0	55,000	
167	WFS - Non-Urban	55,000	0	55,000	0	55,000	
	Water Filling Stations New						
168	WFS - Non-Urban	22,000	0	22,000	0	22,000	
	SUB-TOTAL METERS	347,000	13,795	333,205	-105,000	242,000	
	TOTAL DISTRIBUTION	6,788,000	1,412,967	5,375,033	503,000	7,291,000	
	TOTALS	18,948,712	2,778,799	16,169,913	-3,968,000	14,980,712	

3. OPERATIONAL PLAN – PERFORMANCE TARGETS

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

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

Services

Strategies / Actions	Progress to 31st December 2013
- Monitor urban and rural per capita demands and determine if they significantly exceed the design peak demand levels of service.	Average kilolitres per quarter not exceeding design.
- Manage demand effectively using a range of measures	Treated water consumption and water targets in MI per day. Targets met, except in extreme weather.
- Regularly monitor urban and village growth, and augment supply as required in line with ten year plan, and current needs	Customer needs met
- Maintain network analysis of Wagga urban water system	Staff updating model outputs.
- Maintain the water supply infrastructure in good working order.	Some but infrequent breakdowns.
- Monitor the operation of the water supply system to ensure continuity of supply.	Continuity of supply maintained.
- Reinforce throughout the organisation that we are customer orientated. - Maintain a request and complaint handling system that ensures both attention to the request and advice of action taken or to be taken.	Timely responses. CRS System maintained.
- Use customer newsheets to disseminate information to customers. - Utilise the local media when appropriate to increase awareness within the community. - Meet with sectional or interest groups or invite them to meet with us to communicate and receive feedback on relevant issues.	Preparation of quarterly newsletter underway. Numerous media outlets used to advise customers on demand management. Senior staff attended various meetings as required.
- Increase inspection and documentation of consumer pipework where there is potential for contamination from backflow.	Required protection devices in use.

Asset Replacement

Strategies / Actions	Progress to 31st December 2013
Develop and maintain a rolling replacement plan for all assets with review every 3 years.	Program documented and executed.
Identify potential system capacity deficiencies and incorporate in capital works programme.	Monitoring, pressure testing and failure analysis undertaken.
Maintain water network analysis programme to identify timetable of system improvements and extensions.	Network model calibrated and run.
Utilise Asset Register and associated technology and pipeline breakage history to determine the timing of mains replacement to minimise over all costs.	Pipe break definitions improved in reports.

Human Resources

Strategies / Actions	Progress to 31st December 2013
Identify and develop leadership potential in staff. Extend delegation and matching accountability to all levels of the organisation. Establish mechanisms for team building and operation.	Responsibilities accepted and met.
Continue system of position descriptions and skills based remuneration.	Fair pay levels.
Promote, enable and encourage multi-skilling.	Needed skills in use.
Continue practical operations of Occupational Health & Safety Committee, and Staff Consultative Committee.	Welfare of staff.
Continue staff training system (refer to training plan Section 7.5).	Competencies attained.

WHS

Objectives	Means of achieving	Progress to 31st December 2013
Continue promotion of responsibilities within the WHS Management System	Promote WHS responsibilities to all staff through regular Newsflash articles and induction processes.	WHS responsibilities undertaken by all staff. Can be measured through annual staff evaluations
Provide effective staff support through provision of appropriate and sufficient resources.	<ul style="list-style-type: none"> - Regular discussion with work teams on needs. - Ensure monitoring of human resources & equipment. 	Minutes of meetings or discussions between employees and supervisors/managers.
Improve Communication and Consultation	<ul style="list-style-type: none"> - Continue promotion of "Take & Break & Talk Safety" & incentive by way of rewards (i.e. Kit Kats / Fruit / Luncheon) - New requirement for manager to attend at least one meeting per team per quarter. - Provide timely and appropriate feedback. 	<p>All monthly meetings were held with all work teams with documented evidence being provided by Supervisors.</p> <p>Team meetings sheets show manager attendance. (1 per quarter)</p> <p>Outstanding issues raised are discussed with management & outcomes reached with feedback directly to the work team within a reasonable time frame.</p> <p>Diary or other appropriate recording of meetings with timely feedback to employees on raised issues.</p>
Develop & Review Safe Work Procedures	<ul style="list-style-type: none"> - Review, reformat & consolidate existing SWMS - Ongoing review of WHS Policies & procedures with a view to their effectiveness and legal compliance 	<p>Up to date supervisor manuals.</p> <p>Review all current policies/procedures within 12 months</p>
Develop & complete an annual CIAP (Continuous Improvement Action Plan)	<ul style="list-style-type: none"> - Develop CIAP in consultation with Management following annual OHS audits - Internal audits - StateCover Self Evaluation Tool - & manager's consultation with work groups 	CIAP developed & progress made on required actions
Identification of hazards & elimination/reduction of risks	<ul style="list-style-type: none"> - Workplace inspections to be undertaken every 4-6 months - Timely reporting of accident/incidents/near misses - Improved investigation reports. - Manager involvement and response to incidents 	<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</p>

	<ul style="list-style-type: none"> - Hazard register in place & reviewed regularly 	improvements.
Continue on-going WHS training of new & existing staff	<ul style="list-style-type: none"> - Undertake inductions of new staff. - Continue internal and external training programs for staff. - As procedures/SWMS are released, appropriate training or instruction is given. 	<p>Induction & review of all new staff (evidence available through completion of Individual Induction Booklets).</p> <p>Annual training plan in place and skills gap analysis.</p> <p>Training record sheets received & skills database updated.</p>
Improve Safety Culture	<ul style="list-style-type: none"> - Continuous promotion and monitoring of safety performance - Ensure follow up actions are scheduled and implemented where incident investigations identify employee actions are less than desired - Senior staff to lead by example - Continue with Watch Out Award 	<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"> - Continue with \$100 health incentive subsidy - Provision of EAP program 	"Take up" of staff into fitness programs e.g. walking, cycling sports etc. outside of work hours. Subsidy promoted.

Environmental Protection

Strategies / Actions	Progress to 31st December 2013
Water returned to the environment from the filtration plant will be monitored for quality.	EPA standards achieved.
All field work-sites will be protected and restored to eliminate degradation.	No soil loss or siltation. Vegetation restored.
Soiled water from Urban field site works will be returned for proper disposal.	No soiled water entering town drainage systems.
Electrical efficiency will be considered in infrastructure design.	Electrical efficiency taken into account.
Marshalls Creek environmental project to restore native vegetation and protect creek bed.	Native vegetation restored. Stable creek bed.
Fleet replacements to consider environmental criteria	Taken into account at all times. Diesel preference.
Decommission of Bores	Decommissioned as per DWE guidelines.

4. AUDIT AND RISK COMMITTEE MINUTES

Author: Phillip Swaffield

General Manager: Graeme Haley

RECOMMENDATION that Council receive and note the minutes of the Audit and Risk Committee Meeting held on 13th February 2014 and endorse the recommendations contained therein.

Report

The Audit and Risk Committee Meeting was held on 13th February 2014. Minutes of the meeting are attached.

Budget

N/A

Policy

Audit and Risk Committee Charter.

- **Minutes of Audit & Risk Committee Meeting**

**MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on THURSDAY 13 February 2014**

PRESENT

Michael Commins (Chairperson)
Councillor Kevin Poynter

IN ATTENDANCE

General Manager	Graeme Haley
Acting Manager Internal Audit Services	Phil Swaffield
Manager Corporate Services	Michele Curran
Director Engineering	Bede Spannagle
Acting Director Engineering	Bryan Short
Manager Projects	Greg Vidler

The meeting of the Audit and Risk Committee commenced at 9:00am

APOLOGIES

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

DECLARATION OF INTEREST

No declarations of Pecuniary & Non-pecuniary interest received.

CONFIRMATION OF MINUTES

CM-1 CONFIRMATION OF MINUTES – 28 November 2013

Recommendation:

On the motion of Michael Commins and Kevin Poynter

That the Minutes of the proceedings of the Audit and Risk Committee Meeting held on 28 November 2013 be confirmed as a true and accurate record.

CARRIED

REPORTS

At this stage of the meeting Items RP-3 Water Treatment Plant Update and RP-9 Project Management Status were brought forward for consideration

RP-3 WATER TREATMENT PLANT UPDATE

RECOMMENDATION:

On the motion of Kevin Poynter and Michael Commins

That the verbal update on progress on the Water Treatment Plant is noted.

CARRIED

RP-9 PROJECT MANAGEMENT STATUS

RECOMMENDATION:

On the motion of Michael Commins and Kevin Poynter

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

CARRIED

RP-1 INVESTMENT REPORTS

RECOMMENDATION:

On the motion of Michael Commins and Kevin Poynter

That the Audit and Risk Committee receive and note the investment reports for the periods 30 November, 31 December 2013.

CARRIED

RP-2 DRAFT QUARTERLY BUDGET REVIEW PERIOD 31st DECEMBER 2013

RECOMMENDATION:

On the motion of Kevin Poynter and Michael Commins

That the Draft Quarterly Budget Review for the period ended 31st December 2013 be received and noted.

CARRIED

RP-4 INTERNAL AUDIT REPORT

RECOMMENDATION:

On the motion of Kevin Poynter and Michael Commins

That the Audit and Risk Committee:

- a Receive and note the report**
- b Formally thank and acknowledge the contribution made by Ms Naomi Stuart as Manager Internal Audit Services.**

CARRIED

RP-5 LEGISLATIVE COMPLIANCE REGISTER

RECOMMENDATION:

On the motion of Kevin Poynter and Michael Commins

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

CARRIED

RP-6 LEAD ORGANISATION CRITICAL ISSUES LIST

RECOMMENDATION:

On the motion of Michael Commins and Kevin Poynter

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

CARRIED

RP-7 BUSINESS CONTINUITY

RECOMMENDATION:

On the motion of Michael Commins and Kevin Poynter

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

CARRIED

RP-8 SERVICE QUALITY – CUSTOMER SERVICE SURVEY

RECOMMENDATION:

On the motion of Michael Commins and Kevin Poynter

That the advice of the General Manager be received and noted.

CARRIED

GB-1 GENERAL MANAGERS UPDATE

RECOMMENDATION:

On the motion of Kevin Poynter and Michael Commins

That the verbal update from the General Manager be received and noted.

CARRIED

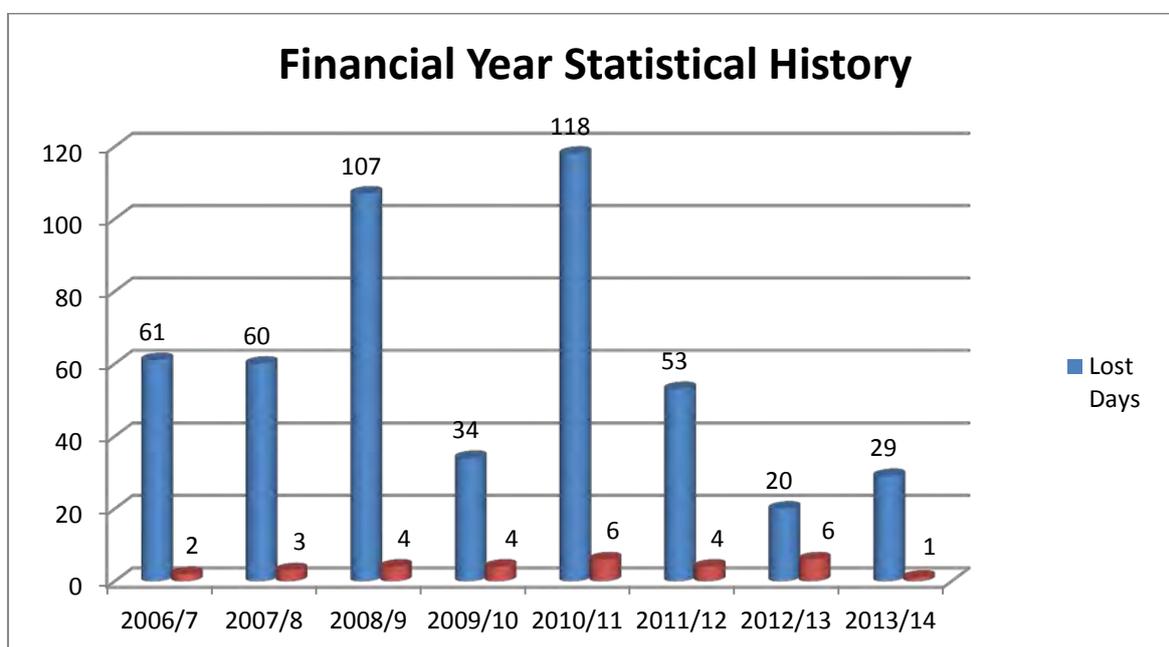
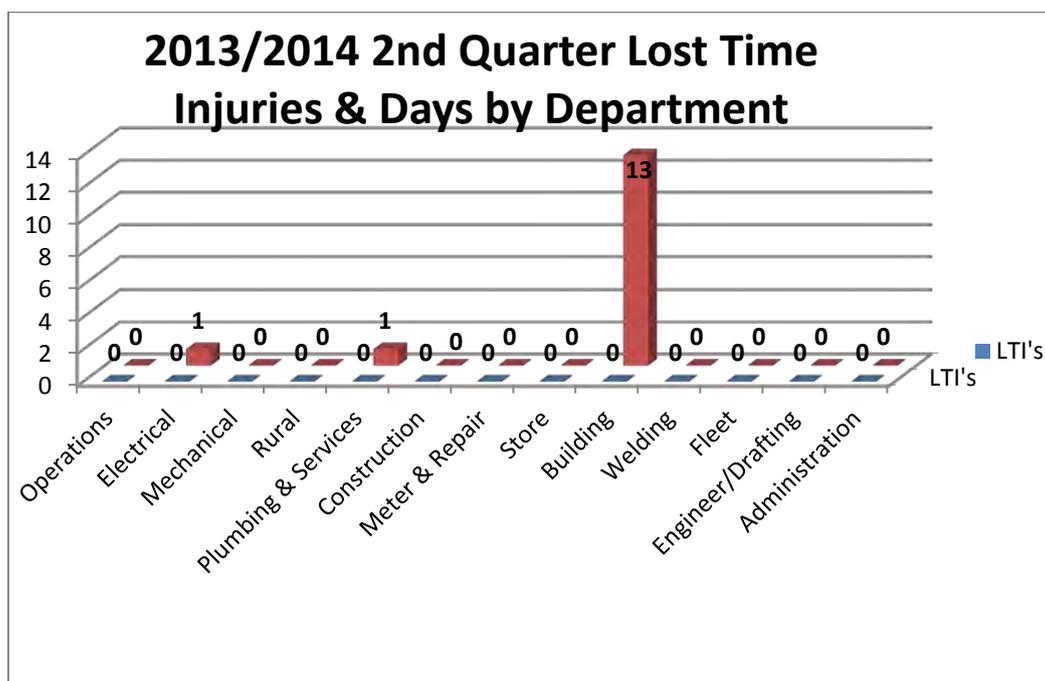
Next General Meeting: 10 April 2014

The Audit and Risk Committee rose at 10:23am

5. LOST TIME INJURY STATISTICS

RECOMMENDATION that the quarterly statistics report on Lost Time Injuries for the 12 months ended December 2013 be received and noted.

QUARTER	LOST TIME INJURIES	LOST TIME DAYS
March 2013	0	3
June 2013	2	4
September 2013	1	14
December 2013	0	15
TOTAL YEAR TO DATE	3	36



6. DRAFT INTERNAL POLICY 3.23 MOBILE PHONE USE.

RECOMMENDATION that Riverina Water County Council adopt Draft Internal Policy 3.23 Mobile Phone Use.

In 2009 a policy was adopted to provide employees of Riverina Water County Council with guidelines regarding the appropriate use of their Council supplied mobile phone and private mobile phones used in the course of performing their duties.

This policy has been the subject of a periodic review, with the main changes being in the format of the policy and an update to references to the use of a mobile phone in a vehicle.

A copy of the Draft Policy 3.23 Mobile Phone Use is attached for Council's consideration.

- **Draft Internal Policy 3.23 Mobile Phone Usage**

MOBILE PHONE USE POLICY			
POLICY REFERENCE NUMBER:		Internal Policy 3.23	
Original publication date		February 2009	
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
1(New template only)		26 th June 2013	
2	3 February 2014	26 February 2014	
This document is to be reviewed every two years. Next review date: February 2016			
RESPONSIBLE OFFICER			General Manager

PART 1: INTRODUCTION

1.1 Policy Objective

The purpose of this policy is to provide employees of Riverina Water County Council with guidelines regarding the appropriate use of their Council supplied mobile phone and private mobile phones used in the course of performing their duties.

This policy should be read in conjunction with Council's Internet, Email and Computer Usage Policy.

1.2 Scope of Policy

This policy applies to all employees of Council.

1.3 Definitions

N/A

1.4 Legislative Context

Privacy & Personal Information Protection Act 1998 (NSW)
 Privacy & Personal Information Protection Regulation 2005
 Government Information (Public Access) Act 2009 No 52
 Government Information (Public Access) Regulation 2009
 Workplace Surveillance Act 2005 No 47
 Workplace Surveillance Regulation 2012

1.5 Related Documents

Riverina Water County Council Code of Conduct

- Policy 1.3 Good Governance
- Policy 1.4 Statement of Business Ethics
- Policy 1.18 Records Management
- IP 3.23 Internet, Email and Computer Use Policy

PART 2: POLICY CONTENT

2.1 Statement-Council Supplied Work Phone

The following conditions apply to the use of mobile phones provided by Council to employees to undertake their work duties.

- 2.1.1. Mobile phone usage should conform to Council's Code of Conduct.
- 2.1.2. Mobile phones are a Council resource, and accordingly should be used ethically, effectively, efficiently and carefully.
- 2.1.3. Employees should be scrupulous in their use of Council resources including mobile phones, and must not permit their misuse by any other person or body.
- 2.1.4. Employees must avoid any action or situation that could create the appearance that Council property is being improperly used for an employee's benefit or the benefit of any other person or third party.
- 2.1.5. Employees must not use the mobile phone while operating a motor vehicle unless a 'hands free car kit' is installed in an employee's vehicle.
- 2.1.6. Employees who have been provided with a mobile phone with email and internet access must comply with Council's Computer and Information Technology Policy.
- 2.1.7. A Council mobile phone is provided for work purposes. However, Council recognises that in reasonable circumstances employees may need to make or receive personal phone calls on a Council mobile phone. In these circumstances personal use of Council's mobile phone is a benefit not a right.
- 2.1.8. Council will monitor usage patterns and investigate any significant variances and if Council believes an employee is using a Council mobile phone irresponsibly or unreasonably then the employee will be required to reimburse Council for all personal calls. Council also reserves the right to withdraw the mobile phone at any time.
- 2.1.9. Employees shall be responsible for all call charges if they have access to a Council mobile phone whilst they are on leave other than where it can be established that calls were work related.
- 2.1.10. Council expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them. If a phone is lost, stolen or damaged it should be reported to the IT Coordinator as soon as possible so that the service can be immediately cancelled to avoid unauthorised usage. Depending on the circumstances in which the phone was lost, stolen or damaged, the employee may be held responsible for replacing the phone if the loss, damage or theft was caused or contributed to by the employee's lack of care.
- 2.1.11. The loss and associated circumstances will be assessed by the appropriate manager after completion of the attached form "Mobile phone-request for replacement". A final determination will be made by the General Manager.
- 2.1.12. On termination of employment or otherwise at the request of Council, an employee who has been issued with a Council mobile phone must return the phone to the IT Coordinator and advise their supervisor of this action. Any battery chargers or other accessories supplied by Council for use with the mobile phone must also be returned.

2.1.13. The approved user must not use their mobile phone in any manner that would constitute unacceptable and/or inappropriate mobile telephone use. This includes but is not limited to:

- Inappropriate use the mobile telephone by making unauthorised calls. For example, if the mobile telephone is supplied by Council for work related use only, then excessive personal calls or SMS made by the employee, in particular lengthy calls both during work hours and after hours, would be unacceptable.
- Inappropriate use the mobile telephone to send a text message or to make a call to a fellow employee or a contractor who is working for Council, the content of which amounts to unlawful discrimination, sexual harassment or bullying.
- Inappropriate use the mobile phone to download pornographic images or offensive ring tones.
- Inappropriate use the mobile telephone to engage in other conduct which is unacceptable.

Any employee identified as using a Council supplied mobile phone in a manner that is unacceptable/inappropriate will be subject to disciplinary action and possible criminal prosecution.

2.2 Statement - Use of Private Mobile Phones

Whilst at work employees are expected to exercise the same discretion in using personal mobile phones as expected for the use of Council telephones. Excessive personal calls in the workplace adversely impacts on employee productivity and can be distracting to others. Accordingly employees should restrict any personal calls in the workplace and only use their personal mobile phones during scheduled breaks or lunch periods. It is the responsibility of all employees to ensure that family members and friends are aware of this provision of the policy. It is recognised that some urgent personal situations will arise where an immediate response by personal mobile phone may be necessary.

Riverina Water will not be liable for the loss or damage of personal mobile phones brought into the workplace.

2.3 Purchasing of Mobile Handsets & Services

All purchasing of mobile handsets and services shall be centralised through the IT Coordinator. The purchase arrangement shall be supported by a formal authority from the relevant Department head or their delegated Manager/s.

Each handset and service must be assigned to a responsible officer. If a handset and service is to be shared amongst a workgroup, the nominated officer is responsible for its use at all times.

2.4 Work Health and Safety Issues

In order to minimise health and safety risks associated with the use of mobile phones users should follow the following guidelines;

- Mobile phones are not to be used in motor vehicles or plant unless an appropriate hands-free kit is fitted to the vehicle/plant, or if it can be operated without touching any part of the phone; OR the vehicle is parked (as per the definition documented by the Dictionary in the Australian Road Rules). Plant operators must stop all plant operations when using a mobile phone;
- A mobile phone should be a phone of last resort - use a landline where practicable;

- Avoid extended mobile phone use;
- Although hands-free car kits or Bluetooth are provided for vehicle use the user/driver should park safely before using a mobile phone;
- Learner or P1 drivers are not permitted to use any function of a phone while operating a vehicle;
- Always switch the mobile off in the following circumstances:
 - When refuelling a vehicle (or anywhere in the vicinity of fuel or chemicals);
 - When in a hospital or near any medical equipment;
 - Before boarding and when in an aircraft;
 - Where blasting is in progress;

2.5 Variations to Policy

The General Manager or his delegated representative be authorised to approve variations to this policy, provided such variation does not result in additional cost being incurred by Council.

2.6 Acknowledgement of Policy

As part of the induction process all staff are required to read and understand this policy and sign the attached form acknowledging agreement with the provisions.



MOBILE PHONE - Request for replacement

Date of Request : ____/____/20____ Name of person making request: _____

Position _____

Please advise WHY a replacement mobile is necessary? E.g. Damaged, lost, stolen...

Provide details of HOW this incident occurred...

Requesting Employee's signature _____ / /

Supervisor's signature _____ / /

Department Manager's signature _____ / /

It is the responsibility of the Department Manager to ensure this form is duly signed and forwarded to the GENERAL MANAGER.

General Manager's signature _____ / /

Comments **(supplied by any of the person(s) mentioned above)**



General Manager to forward completed form to the IT COORDINATOR to arrange for a replacement mobile.

Attachment:



MOBILE PHONE - User Agreement

I, (print name) _____ acknowledge I am been granted use of a Council provided Mobile Phone in order to carry out my work duties and agree that my use of the Mobile Phone will be conducted in a manner that ensures compliance with this policy.

I agree that any personal use of the provided Mobile Phone, excluding emergency personal calls, will be monitored on a monthly basis, and may be required to reimburse Council through Payroll Deductions.

I understand that I have been given notice in accordance with section 10(2) of the Workplace Surveillance Act 2005 (NSW); and that Council will be entitled to, and shall commence monitoring, all my personal and business use and communication facilities, and that monitoring will be in accordance with this policy and that **inappropriate usage may be cause for disciplinary action including but not limited to written warnings, revocation of access privileges, including removal of provided mobile phone, reprimand, suspension, and/or termination of employment or civil or criminal prosecution under federal and/or state law.**

I understand by signing this document, I acknowledge I have read and understood this document. I further understand that it is my responsibility to seek advice regarding any questions I might have regarding this document or policy prior to my signing.

Employee: Signed _____ Date ____/____/____

Witness: Name _____ Signature _____

7. DRAFT INTERNAL POLICY 3.10 FAMILY VIOLENCE

RECOMMENDATION that Riverina Water County Council adopt Draft Internal Policy 3.10 Family Violence.

During the negotiations involved in the implementation of the Riverina Water County Council Enterprise Award 2013, a clause was included to assist employees in the minimisation, prevention and treatment of family violence.

In order to implement this, it is necessary for Council to implement an internal policy to assist in the administration of the award provisions.

A copy of a Draft Family Violence Policy is attached for Council's consideration.

- **Draft Internal Policy 3.10 Family Violence**

DRAFT FAMILY VIOLENCE POLICY			
POLICY REFERENCE NUMBER:		Internal Policy 3.10	
Original publication date			
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
1	3 February 2014	26 February 2014	
This document is to be reviewed every two years. Next review date: February 2016			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objective

Riverina Water is committed to providing support to staff that experience family violence. Riverina Water recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work.

1.2 Scope of Policy

This Policy shall apply to all staff employed by Riverina Water Council.

1.3 Definitions

Family violence includes physical, sexual, financial, verbal or emotional abuse by a family member. Repeated use of violence, threatening, coercive or controlling behaviour by an individual against a family member(s) or with someone with whom they have, or have had, an intimate relationship. Violent behaviour includes not only physical assaults but an array of power and control tactics used together with one another including direct/indirect threats, sexual assault, emotional and psychological torment, control of money, property damage, social isolation and behaviour which causes a person to live in fear. It is important to remember that the impacts of domestic violence will vary for each person.

Victim the person whom a perpetrator directs his/her coercive and violent acts.

Perpetrator a person who carries out a pattern of coercive tactics against an intimate partner, spouse or family member (the victim)

Family violence support service – An agency or a staff member of an agency that helps victims or perpetrators of domestic violence. Services may include employee assistance providers, residential programs (shelters/temporary accommodation) and rehabilitation services.

1.4 Related Documents

Riverina Water County Council Enterprise Award Agreement 2013

PART 2: POLICY CONTENT

PROCEDURES/ROLES

Employee Responsibilities

- Raise issue with immediate Supervisor/Dept. Manager or the HR contact
- Employee may request the HR contact to liaise with the employee's supervisor on the employee's behalf and will make a recommendation on the most appropriate form of support to provide
- An employee who supports a person experiencing family violence may take carer's leave to accompany them to court, to hospital, or to mind children
- Proof of family violence may be required and may be in the form of an agreed document issued by Police Service, Court, Doctor, District Nurse, Maternal Health Care Nurse, Family Violence Support Service or Lawyer

Individual support

- Employee will be offered a referral to the Employee Assistance Program (EAP) and/or other local resources
- Employee will be given a resource pack of information regarding support services
- No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of being a victim of family violence
- Employee (experiencing family violence) will have access up to 10 days per year (non-accumulative) of paid special leave for medical appointments/legal proceedings and other activities related to family violence. This leave is in addition to existing leave entitlements and may be taken as consecutive/single/fraction of a day and can be taken without prior approval. Evidence may be required to demonstrate that the leave was of a genuine nature.

Employer Responsibilities

- To develop a supportive environment to encourage both victims and perpetrators of family violence to come forward for help and support.
- Make available a list of resources for victims and perpetrators of family violence.
- RWCC will not discriminate against a victim of family violence in hiring, staffing, or other terms, conditions, or privileges of employment
- RWCC will make reasonable efforts to provide a safe work environment for the victim – employee.
- Will identify a contact/s in the organization who will be trained in family violence and privacy issues
- Personal information concerning family violence will be kept confidential in line with Riverina Water Policy and relevant legislation.
- RWCC will approve any reasonable request from an employee experiencing family violence for:
 - Changes to their span of hours or pattern or hours and/or shift patterns
 - Job redesign or changes to duties

- Relocation to suitable employment within RWCC
- A change to their telephone number/email address to avoid harassing contact
- Other appropriate measures including those available under existing provisions for family friendly and flexible work arrangements

Manager/Supervisor/HR Contact Responsibilities

- Encourage workplace education on family violence and make information on support services available where employees can obtain it without having to request it
- Maintain confidentiality
- Provide employees with access to trained EAP or external professionals to assist the employee deal with the issue
- If necessary, refer to appropriate agencies to assist employee develop a Personal Safety Plan, and in seeking protection, temporary accommodation, support mechanisms re access to day to day provisions, food, clothing, arranging childcare, entering counselling
- If other employees or customers are at risk of physical harm take reasonable measures to provide protection for them as well
- Workplace Safety plan may include: restraining order that includes the workplace; change and/or unpredictable rotations of work schedule, work site, or work assignment.
- If an absence is deemed appropriate, be clear about the plan to return to work. While absent, the employee should maintain contact with the appropriate HR personnel.
- Review the safety of parking/transport arrangements
- Consider having telephone calls screened at work

Performance Issues related to being a victim of Family Violence

- RWCC is aware that victims may have performance problems such as chronic absenteeism or trouble concentrating as a result of family violence.
- RWCC will make reasonable efforts to consider all aspects of the employee's situation and, to the extent possible, utilize all reasonable options to attempt to resolve the performance or conduct problem.
- If reasonable attempts to resolve the performance problems are unsuccessful, within a reasonable amount of time, RWCC will implement performance management options in accordance with Council's policies and procedures

Employees Who Commit Acts or Threats of Family Violence

- Any employee who threatens, harasses or abuses a family or household member at, or from, the workplace could be subject to disciplinary action up to and including dismissal. This includes employees who use workplace resources such as phones, fax machines, e-mail, mail or other means to threaten, harass or abuse a family or household member.
- Some job positions may give an employee access to certain types of information or resources. If he or she uses this access to knowingly enable a perpetrator to harm a victim, that employee will be subject to disciplinary action.

8. DRAFT INTERNAL POLICY 3.17 ACCESS TO PERSONNEL FILES

RECOMMENDATION that Riverina Water County Council adopt Draft Internal Policy 3.17 Access to Personnel Files.

In 2008 a policy was adopted assist in the administration of the control of access to employee personnel files.

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

A copy of the Draft Policy 3.17 Access to Personnel Files is attached for Council's consideration.

- **Draft Internal Policy 3.17 Access to Personnel Files**

ACCESS TO PERSONNEL FILES POLICY			
POLICY REFERENCE NUMBER:		Internal Policy 3.17	
Original publication date		July 2008	
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
1(new template only)	26 June 2013		
2	3 February 2014	26 February 2014	
This document is to be reviewed every two years. Next review date: February 2016			
RESPONSIBLE OFFICER		Finance /Administration Manager	

PART 1 : INTRODUCTION

1.1 Policy Objective

To document the right of Council, employees, former employees or their representatives and managers to inspect personnel records.

1.2 Definitions

N/A

1.3 Scope of Policy

Employee files are maintained by the Administration Department –HR staff and are considered confidential. Managers, other than the designated Human Resources representatives, may only have access to personnel file information on a need-to-know basis.

This policy applies to all current or former employees or their representatives. Upon making a request to Administration Department-HR staff they may review certain specified personnel records held under the direct control of Riverina Water County Council.

1.4 Legislative Context

State Records Act 1998
Privacy and Personal Information Protection Act 1998 (NSW)
Public Sector Employment and Management Act 2002(NSW)
Riverina Water County Council Enterprise Agreement

1.5 Related Documents

General retention and disposal authority: administrative records(GA28)
General retention and disposal authority ; Local government records (GA39)
NSW Government Personnel Handbook

PART 2: POLICY CONTENT

2.1. Principles

ACCESS

This policy provides that access to the personnel file of an employee shall be as follows:-

1. Unless the employee has given his or her consent; or the court has issued a specific order (e.g. court order or subpoena), access to the personnel file of an employee shall be given
 - Only to the employee
 - His or her duly authorised representative
 - Managers
2. Human Resource staff within the Administration Department shall also have access to the file in the regular conduct of their official duties
3. Internal Audit Staff are authorised to have full free and unrestricted access to all functions, property, personnel, records, information, accounts, files, monies and other documentation, as necessary for the conduct of their work.

OFFICIAL REQUEST TO ACCESS FILES

An employee or former employee who wishes to inspect his or her personnel record must make a request to the Administration Department-HR staff by completing the attached form. A scheduled appointment for the employee to access the records will then be arranged. Records must be viewed in the presence of HR staff and may not be removed from the Administration Department.

Managers requiring access to personnel records can advise HR staff verbally, however files must be viewed in the presence of HR staff and remain within the Administration Department.

Managers requiring longer access to view personnel records are requested to complete a "Request to Access Personnel File" form. This signed form will then allow the personnel file to be taken and viewed within their own department for the duration of that day. All records must remain on the premises at all

times, and files must be returned to the Administration Department before the close of business for secure storage.

GUIDELINES

- Personnel records that are accessible for review are any documents which have been used or which are intended for use in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action.
- Certain documents are not subject to employee access:
 - Information about another person
 - Records involving a judicial proceeding
 - Investigatory or security records
 - Materials used for management planning
- An employee who is involved in a current grievance can designate, in writing, a representative to inspect the employee's personnel records which may have bearing on the resolution of the grievance.
- Employees may have single photocopies of any documents available for inspection. Riverina Water may charge a reasonable fee for copies if a large number of document copies are requested.
- To correct or remove information from the record there must be a mutual agreement to do so between the employee and the General Manager.

This section is subject to the following industrial provision that an employee shall "...be entitled to make application to delete or amend any disciplinary or other record mentioned on their personal file which the employee believes is incorrect, out of date, incomplete or misleading".

-The Privacy and Personal Information Protection Act 1998 provides that an individual has a right to access their own file and request information be changed if it is inaccurate.

- An employee may attach an explanatory statement to any disputed document in the file.

RECORDS IN PERSONNEL FILES

- Employment Application
- Resume
- Telephone reference checks
- Date of appointment
- Description of duties
- Date of birth
- Payroll/Salary Forms
- Special allowances
- Deduction forms
- Annual Skills reviews
- Staff training results
- Superannuation forms
- Employment or promotion forms
- Corrective and disciplinary actions

- Copies of certificates & licences
- Letters of recommendation
- Thank you letters
- Emergency contact persons
- Address & phone number details
- Employee induction booklet
- Tax file number declaration
- Exit interviews
- GTES or Apprenticeship Documentation (if applicable)

MAINTENANCE OF RECORDS

Personnel file records will be maintained in accordance with the provisions of State Records NSW retention periods.

Please note Worker's Compensation documents, medical records & injury reports are retained in separate files and have restricted limited access.

REQUEST TO ACCESS PERSONNEL FILE

Date: ____/____/____ Requestor Name: (Print) _____

Relationship to Employee: (circle) Employee Manager Other _____

I formally request access to review the personnel file of _____
(Print employee name)

For the following reason: (Tick appropriate reason)

- I am the employee and wish to view my file
- I am a former employee (or representative) and would like a copy of my file
- I am the employee’s manager and require access for business purposes
- I am a government or law enforcement official and have proper documents to secure access to this file

I have read the policy “Access to Personnel File Records” and agree to adhere to these guidelines, and declare that I have a legitimate business reason or right to review these records.

Signature

____/____/____
Date

TO BE COMPLETED BY THE ADMINISTRATION DEPARTMENT-HR STAFF

(Tick appropriate action)

- The identity of the above individual requesting access to this file for review was verified.
- I made the allowable copies and submitted them to the requestor.
- Whilst this file was reviewed in my presence, I verify that no documents were altered, added, or removed from the file
- Files removed from the HR department for Management review have been returned on ____/____/____, and are now secure.

Signature of Human Resources Representative

Print Name

____/____/____
Date

9. DRAFT INTERNAL POLICY 3.24 LOSS OF LICENCE

RECOMMENDATION that Riverina Water County Council adopt Draft Internal Policy 3.24 Loss of Licence.

In 2012 a policy was adopted to provide employees of Riverina Water County Council with guidelines regarding actions in the event of the loss of license by employees of council that are required for the performance of their duties.

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

A copy of the Draft Policy 3.24 Loss of License is attached for Council's consideration.

- **Draft Internal Policy 3.24 Loss of Licence**

LOSS OF LICENCE POLICY			
POLICY REFERENCE NUMBER:			Internal Policy 3.24
Original publication date		22nd February 2012	
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
1 (New template only)		26 th June 2013	
2	3 February 2014	26 February 2014	
This document is to be reviewed every two years. Next review date: February 2016			
RESPONSIBLE OFFICER			General Manager

PART 1: INTRODUCTION

1.1 Policy Objective

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.

1.2 Definitions

N/A

1.3 Legislative Context

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

1.4 Related Documents

Work, Health and Safety Policy
Riverina Water County Council Code of Conduct

PART 2: POLICY CONTENT

2.0 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.

2.1 CONSEQUENCE FOR LOSS OF LICENCE

Where having a specific valid licence or qualification is a basic or additional skill for 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.

- Riverina water will not reimburse an employee for the reinstatement of a license that has been suspended.

2.3 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.

10. DRAFT INTERNAL POLICY 3.26 STAFF EDUCATION & TRAINING

RECOMMENDATION that Riverina Water County Council adopted Draft Internal Policy 3.26 Staff Education & Training

In 1993 a policy was adopted by Southern Riverina County Council guide in the provision of Education and Training for Staff. Following the formation of Riverina Water County Council, this policy was carried forward unchanged as a staff policy.

As part of a review of Council's Internal Policies, this policy was re-examined and rewritten. There have been a number of updates required for this policy, mainly in references to Acts, regulations and current practices.

A copy of the Draft Policy 3.26 Staff Education & Training is attached for Council's consideration.

- **Draft Internal Policy 3.26 Staff Education & Training**

STAFF EDUCATION & TRAINING POLICY			
POLICY REFERENCE NUMBER:		Internal Policy 3.26	
Original publication date		17th February 1993	
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
1	28 April 1993	28 April 1993	
2(Major Revision)	3 February 2014	26 February 2014	
This document is to be reviewed every two years. Next review date: February 2016			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objective

Riverina Water County Council recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and of teams and the achievement of Council's overall strategy.

Council recognises that the calibre and competence of its employees are vital factors in ensuring that it remains a successful organisation. To this end Council strives to promote employee development through high quality appropriate training and learning opportunities both on and off the job.

This Policy sets out what may be offered in terms of support from the Council and what is expected from employees.

1.2 Scope of Policy

This Policy applies to all employees of Riverina Water County Council.

1.3 Definitions

Legislative/Compulsory Training – training that is required under legislation in order to undertake work duties. Some examples would include induction, WHS and apprenticeship, cadetship and traineeship.

Job Specific training -training that is necessary to satisfy on the job skills and competencies. Some examples would include Confined space, first aid, manual handling, traffic control, chainsaw operation.

Other Training- is training undertaken to provide for career development

1.4 Legislative Context

Riverina Water Council Enterprise Award
NSW Work Health Safety Regulations 2011 (Reg.39)

1.5 Related Documents

Policy 4.3 Riverina Water County Council Work Health & Safety Policy

PART 2: POLICY CONTENT

2.0 Statement

Council recognises that increasing the organisation's efficiency and productivity requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Therefore, Council is committed to:

- a) Developing a more highly skilled and flexible workforce
- b) Providing employees with opportunities through appropriate education and training to acquire additional skills relevant to their position
- c) Removing barriers to the utilisation of skills in accordance with Council's training plans.

2.1 Development of the Annual Training Plan

Council shall design an annual training plan in accordance with Riverina Water County Council Enterprise Award requirements. The training plan is to be consistent with:

- a) The current and future skill requirements of Council
- b) The size, structure and nature of the operations of Council
- c) The need to develop vocational skills relevant to Council's water supply operations through the utilisation of available internal and external resources.

The training plan shall, where appropriate, provide for training that is consistent with industry specific competency standards.

The training plan shall be consistent in identifying the needs of the organisation and recognition of future employee's competencies, where possible.

2.2 Quality of Training

To facilitate recognition of training and enhance the possibility of advancing to further courses of study, competency based training programs will be chosen with accreditation where practicable.

2.3 Selection of Staff to Undertake Training

Selection of participants to receive Council training in accordance with Council's training plan is to be based on merit and the needs of the employee as identified in the employee's annual skills review or as an outcome of workplace assessment of competency. The selection process will also take in to consideration the capacity of the workplace to schedule and arrange the release of selected employees.

2.4 Priority of Training

Acknowledging that not all identified training needs will be able to be met within the duration of one financial year or the life of one annual training plan, wherever possible, available financial and related training resources will be allocated in the following priority:

- a) Training necessary to for Council's to comply with current and future legislative requirements
- b) Training necessary to assist the employee in performing their current job to the standards required
- c) Training necessary to assist the employees career path development

Notwithstanding the above, resources may be re-allocated to meet WHS and other statutory training which may result from legislative or technological change.

2.5 Training Undertaken as a Requirement of Council (Compulsory Training)

If an employee is required by Council to participate in a structured training program and such program is consistent with Council's training plan:

- a) The Council shall grant the employee paid leave (or consider the employee absent on duty) to attend course requirements where the training is undertaken during ordinary working hours. An employee who is required to undertake reasonable travel outside ordinary hours of work shall be paid at ordinary time rate of pay for any travel in excess of two hours on any one day or bank excess travelling time as time in lieu.
- b) Council shall pay course fees at the commencement of each stage but shall not pay course fees if the employee is repeating
- c) Council shall at the discretion of the General Manager, either provide transport or pay reasonable travelling expenses to enable employees to attend course requirements
- d) Should an employee choose to use his/her private vehicle as transport to attend a course requirement, reimbursement shall be at the applicable rate as provided in the Enterprise Award.

2.6 Training Outside Council Requirement but Consistent with Career Development

At the discretion of the General Manager, an employee undertaking a course or seeking to undertake a course consistent with Council's requirement may be granted leave with pay to attend course requirements subject to the following conditions;

- a) That the course proposed has a direct relationship to the present or proposed duties of the relevant employee
- b) That the employee's department is able to adjust to the time required to be away from work duties to undertake training/study
- c) That Council allows 50% of the course time required within working hours as normal time with the remaining 50% to be in the employees time (the employee's time is to utilise available rostered days before taking annual leave or leave without pay)
- d) That any other areas of assistance associated with the training/study be subject to the discretion of the General Manager
- e) That where a choice of time exists the employee is to attend outside of normal working hours
- f) That regular reviews of the attendee's performance be undertaken and the continuation of the provisions outlined above will be dependent upon satisfactory results being obtained by the employee, and
- g) Council shall pay course fees at the commencement of each stage but will not pay course fees if the employee is repeating.

2.7 Roles and Responsibilities

The development of employees is a responsibility shared between individual employees and management. A shared commitment to learning and development is critical to ensure Council meets its strategic objectives and fosters a culture of career development for its employees.

2.7.1 Management are responsible for:

- a) Identifying the learning and development needs of employees
- b) Developing individual learning and development plans for employees on an annual basis
- c) Demonstrating an ongoing commitment to supporting employees' learning and development
- d) Providing resource solutions to allow employees to attend programs
- e) Frequently reviewing and discussing employees' learning and development progress
- f) Ensuring employees meet statutory and certification requirements
- g) Reviewing competencies on a continual basis
- h) Timely completion of application forms

2.7.2 Employees are responsible for:

- a) Taking an active interest in assisting Managers in identifying their learning and development needs
- b) Contributing to the development of their individual learning and development plan on an annual basis
- c) Actively participating in allocated learning and development programs
- d) Contributing to the development of other employees by using and sharing the knowledge and skills gained from learning and development activities
- e) Providing a minimum 48 hours notice to Managers and the HR Officer for changes to attendance for scheduled programs
- f) Completing evaluating and/or feedback forms.
- g) Providing results and/or academic transcripts to Council in a timely manner once course/module completed.

11. DRAFT INTERNAL POLICY 3.16 STAFF TRAVEL EXPENSES

RECOMMENDATION that Riverina Water County Council adopted Draft Internal Policy 3.16 Staff Travel Expenses.

In 2011 a policy was adopted to guide in the administration of staff travel expenses.

The Objective of the Policy is to:

- Set out the method in which bona fide travel and accommodation expenses incurred by staff in the performance of official duties will be reimbursed or paid by Council
- Ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by staff.

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

A copy of the Draft Policy 3.16 Staff Travel Expenses is attached for Council's consideration.

- **Draft Internal Policy 3.16 Staff Travel Expenses**

TRAVEL EXPENSES POLICY			
POLICY REFERENCE NUMBER:		Internal Policy 3.16	
Original publication date		5 TH October 2011	
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
1(New template only)	24 th April 2013		
2	3 February 2014	26 February 2014	
This document is to be reviewed every two years. Next review date: February 2016			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objective

Riverina Water County Council recognises that staff need to undertake travel on occasions in the course of their Council business. The purpose of this policy is to:

- Set out the method in which bona fide travel and accommodation expenses incurred by staff in the performance of official duties will be reimbursed or paid by Council
- Ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by staff.

Council staff ability to claim for travel expenses is a privilege not a right, and is for reasonable expenses related to Council business only. Council staff will be entitled to reasonable privileges that they would be used to at home (e.g. newspapers, meals) - costs associated with non-council accompanying persons will not be met by the Council except where it is necessary for an accompanying person due to staff disability.

1.2 Scope of Policy

This policy applies to all Riverina Water County Council employees.

1.3 Definitions

N/A

1.4 Legislative Context

Local Government Act 1993
Local Government (General) Regulation 2005
Independent Commission Against Corruption Act 1988

1.5 Related Documents

Public Policy 1.1 Code of Conduct
Public Policy 1.3 Good Governance
Public Policy 1.4 Statement of Business Ethics
Public Policy 1.8 Councillor Training & Development
Public Policy 1.10 Councillor Expenses & Facilities
Internal Policy 3.1 Safe Driving

PART 2: POLICY PROVISIONS

2.1 Cost Effectiveness

Travellers on Council business must:

- Exercise the same care in incurring expenses as a person travelling for personal reasons; and
- Make their business travel arrangements to ensure best value to Council whilst meeting minimum agreed standards for accommodation and travel.

2.2 Travel Authorisation

General Manager:

- Attendance at conferences, seminars and other meetings should generally be approved by Council resolution however, should this not be practicable, approval may be given by the Chairperson or in his or her absence, the Deputy Chairperson.
- Council may, by resolution, agree to pay expenses for the spouse/partner or accompanying person where a function is of a formal or ceremonial nature and it is considered that they be reasonably expected to attend. Alternatively, approval may be given by the Chairperson or Deputy Chairperson.

For Council Staff:

- Approval for attendance at conferences, seminars and other meetings should generally be approved by the employee's manager, in conjunction with associated training application approval.

2.3 Bookings for Conventions, Conferences and Meetings

Council shall pay all conference registration fees, including the costs related to official lunches and dinners and associated tours where they are relevant to the business and interest of Council. Prepayment of registration fees, accommodation and flights can be arranged through the use of Council's Corporate Credit Cards.

2.4 Reimbursement of Incidental Costs

Reasonable out of pocket expenses will be reimbursed by Council on presentation of receipts. No reimbursement will be made without receipts. Council will not meet the cost of:

- Laundry or dry cleaning services;
- Any tips provided by staff ;
- Any expenses incurred at bars (including the bar located at the hotel).

2.5 Report Required by General Manager/Staff

Following any conference or seminar attended by the General Manager or staff, a written report must be provided and cover all aspects that are relevant to Council business and/or the local community.

2.6 Air Transportation

Class of Service

The least expensive class of service will be used for all employees unless specially approved by the General Manager or by Council in the case of the General Manager.

Exceptions to the use of the least expensive service are allowed:

- When such service is not available at the required time and flights at other times cannot meet the trip requirements;
- If there is a possibility the trip may need to be rescheduled to another date.

Awards

Coupons, cash, prizes or other forms of refund of expenses are and remain the property of the Council.

In accordance with the Code of Conduct, no personal gain, such as fly buys, reward programs etc. when booking travel an accommodation.

Itinerary Changes

When itinerary changes are absolutely necessary en route:

- Process the change via the nearest facility providing the required travel services;

- Provide to the relevant manager a report with any unused or partially used tickets, which should be treated the same as cash.

2.7 Ground Transportation

General Travel Arrangements

A Council motor vehicle should be used for travel wherever possible. Payment for private motor vehicle will only be considered where a Council vehicle is not available and will be paid in accordance with the rates outlined in Council's Enterprise Award.

The most direct route is to be taken and the most practicable and economical mode of transport utilised, subject to any personal and/or medical considerations.

Where a motor vehicle is utilised, Council will pay the costs associated with parking and road tolls (it is noted that the latter may not render receipts). The driver is personally responsible for all traffic or parking fines incurred whilst utilising a motor vehicle on Council business. Claims for accident damage to private vehicles will not be met by Council.

Transfers

For transfers between airport and hotel:

- Taxis, trains, coaches and other transfer transport expenses will be met by the Council for approved travel, upon presentation of an official receipt;
- Car rental may not be the most effective method of local transport, considering rental, petrol and parking charges, time loss in acquiring and returning the car. The most appropriate car is to be arranged bearing in mind cost and travel requirements.

2.8 Accommodation & Food

Where the traveller does not have a Council Corporate Credit Card, an arrangement will be made with the accommodation venue to charge expenses back to Council.

Council will meet reasonable cost of accommodation. Council will pay for an appropriate standard of accommodation (not below 3 stars for example) and acknowledges the economic and practical benefits of being accommodated at the conference/seminar venue.

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

Staff may elect to receive a travel allowance for meals, instead of claiming for reimbursement of actual expenses. The staff member will need to submit the relevant claim form to their manager prior to travelling.

2.9 Authorisation of Claims

Travel claims will be authorised as follows:

- a) The General Manager or Director will authorise claims made by Managers, with claims made by all other staff members being authorised by the relevant Manager.
- b) The Chairperson will authorise the General Manager's travel claims.
- c) Travel expenses claimed by a traveller but not supported with receipts will not be paid for by Council
- d) Supporting documentation should be dated to allow the authorising officer to determine if the expense item related to the authorised period of travel
- e) Receipts should also contain details of the nature of the transaction to allow the authorising officer to determine if the item is valid or not
- f) Registration fees for a conference can entitle the traveller to included meals at the conference venue. Claims for meals at other venues when these included conference meals are available will not be paid for by Council. This particular clause does not affect employee travel allowance claims made under Council's enterprise award.
- g) Claims for expenses before or after conference attendance need to be approved by the relevant authorising officer, based on what they consider reasonable.
- h) Claims for meals / drinks / entertainment for "other people" will only be considered for possible authorisation if the name / position / organisation of the "other people" are detailed - if no details are provided, Council will not pay the claim.

12. PERFORMANCE REVIEW – GENERAL MANAGER

RECOMMENDED that the Council consider the Chairman’s Report “Performance Review – General Manager” whilst the meeting is closed to the public as it relating to personnel matters about an individual, as prescribed by Section 10A(2)(a) of the Local Government Act 1993.

13. DEVELOPMENT SERVICING CHARGES - ISSUES

RECOMMENDATION that Council note the advice of the General Manager.

1. In recent months there has been an issue with local developers and the interpretation of Councils Development Servicing Charges for subdivisions.

A number of discussions have been held with local developers and their consultants, together with Wagga Wagga City Council staff.

The attached letter has been received from MJM Consulting Engineers and outlines their view of the issue at hand.

The main point of the developers is that at the time of subdivision that ‘Development Type’ is not known in industrial and commercial areas, until a subsequent development application is lodged. Council has covered this with a note in its Operational Plan that states

“At the time of subdivision, if no development type is specified (such as light industrial) the Developer Servicing Charge will be based on 1E.T. per lot. The charges will then be reassessed when the owner makes application for connection to the water supply.”

While the development in question is in an industrial area, the consultant quite rightly points out that development type may not eventually be industrial in nature. It may be a mini storage development which would have 1 E.T. under the assessment system. If the entire subdivision was assessed as ‘Light Industrial’ it would require the payment of 15 E.T.’s per Hectare, a total payment of \$2.29M for all stages.

It is believed this issue came about because of ambiguous wording in the note. Discussions with other water authorities have led the undersigned to agree with the interpretation provided by the applicant. The developer servicing charges are currently being reassessed and will be now based on 1 E.T. per lot.

It is believed that this developer is making a similar approach to Wagga Wagga City Council regarding Sewerage Charges.

Discussions were held with council staff at Wagga Wagga City Council to advise them of my interpretation of Riverina Water County Council’s policy.

2. An issue has occurred recently with an applicant who is in the process of developing a gym in Wagga Wagga. An initial assessment of the Development Servicing Charge was made,

based on guidelines that have been issued by the NSW Water Directorate. These guidelines have been adopted by Riverina Water County Council.

The guidelines are not specific regarding the assessment of a gym and recommended the use of figures for 'food preparation and amenities'. These resulted in an assessment of 0.02 E.T's per square metre (11 E.T.'s for 550 square metres * .7 discount factor or 7.7 E.T's in total)

A resultant bill of \$32,160 (\$36,960 - \$4,800 credit) was sent to the applicant.

The applicant has subsequently requested Council to reassess this charge and has advised that the gym will only contain 2 showers and 2 toilets.

The charge is now being reassessed by Council staff, based on estimated maximum daily demand. This will be established by looking at water consumption of other comparable gyms in Wagga Wagga.

The main reason for the reassessment is the lack of clarity in the guidelines from the Water Directorate. These guidelines are currently being reviewed.

- **MJM Consulting Engineer's letter**



CONSULTING ENGINEERS
STRUCTURAL • CIVIL • BUILDING DESIGN

Phone (02) 6921 8333
Fax (02) 6921 8179
Address Level 1, 25 Tompson Street
Postal PO Box 5583 Wagga Wagga NSW 2650
Email admin@mjm-solutions.com

17th February, 2014

**RE: MEETING AT RWCC 10am 17TH FEB 2014 REGARDING
DEVELOPER SERVICES CHARGES AT 174 BYRNES ROAD**

Dear Graeme,

Thank you for meeting with me today. In relation to our meeting today I would request the existing quote "AB 19/18/1" dated the 19th December 2014 be revised in accordance with your current developer service charges policy. Our request is based on your policy as below

COMMERCIAL OR INDUSTRIAL DEVELOPMENT SERVICING CHARGES

NOTE: These charges are in addition to the applicable service connection fee.

Development Servicing Charges for Industrial or Commercial developments are based on a charge of \$4800 per E.T. (Equivalent Tenement).

For **Industrial Development**, E.T.'s will be calculated by one of the following 2 methods - whichever gives the Higher E.T.

Method 1: Use the Water Directorate Guidelines and multiply the recommended E.T. value by a factor of 0.7.

Method 2: Where the Water Directorate Guidelines are silent about the particular type of development, calculate the E.T. by dividing the assessed peak days demand by 3.8 kilolitres. Eg. a peak days demand of 19 kilolitres = 5 E.T.

NOTE: At the time of subdivision, if no development type is specified (such as light industrial) the Developer Servicing Charge will be based on 1 E.T. per lot. The charges will then be re-assessed when the owner makes application for connection to the water supply.

The reason for the NOTE in your Industrial and commercial development services charges is that it is impossible to predict the "Development Type" at subdivision stage, for example the development type may not be "industrial" in nature it might be a mini storage development requiring 1et which is permissible under the LEP zoning, or it could be a food processor requiring 100et which is also permissible under the LEP Zoning. Your policy deals very nicely with this problem by charging 1et at subdivision and then charging any remaining fees at the subsequent DAs because of the inability to predict what will happen with the land. **RWCC does not miss out on its fees**, your fees are charged when there is a demand generated on the land.

Given this the quote should be based on 1ET per block at subdivision stage and not on 10.3 et/ha (15et/ha * local factor of 0.7 = 10.3 et/ha) we request Item 2 in the quote changed to read.

2. **Developer Service Charges for 18 single industrial lots**
18et * one ET per Block at \$4,800 **\$86,400**

And then you're standard Note about the 1 ET as below

"It should be noted that the developer is to pay for 1ET per lot at the time of connection, to be reassessed where the applicant or owner is to pay the difference if a larger service is requires. Please ensure that the applicant or owner is aware of this."

I would request the Quote be changed to reflect RWCCs Developer Services Charges Policy.

Please do not hesitate to contact me if you have any queries.

Yours faithfully,

MJM CONSULTING ENGINEERS



MICHAEL McFEETERS
Director

14. QUESTION WITH NOTICE - DIVIDEND PAYMENT TO CONSTITUENT COUNCILS

RECOMMENDATION: that Council determine whether it desires to pay a dividend to Constituent Councils.

A Question With Notice was submitted by Clr Kendall with regard to the following:

1. What capacity is there in our current budget year and future years to consider paying a dividend to constituent councils (as a guide can we consider two amounts \$250,000 and \$500,000)?
2. Under current DLG guidelines what dividend could have been paid after the last financial year?

The questions are considered as follows:-

A discussion of the guidelines issued by the NSW Office of Water is probably a good initial step.

Under guidelines issued by the New South Wales Office of Water, Local Water Utilities can pay dividends to councils. The dividends are payable, provided that the Local Water Utility satisfies the following six criteria of best practice:

1. Strategic Business Planning
2. Pricing (including Developer Charges)
3. Water Conservation
4. Drought Management
5. Performance Reporting
6. Integrated Water Cycle Management

To be eligible to make a dividend payment from a surplus, a Local Water Utility must

- Demonstrate best practice manager compliance through an independent compliance audit report
- Obtain an unqualified financial audit report for its water supply and all sewage business
- Resolve in a Council meeting open to the public that it has achieved substantial compliance with each criterion in these guidelines.

The local water utility must complete and forward the following documents to the NSW Office of Water prior to payment of a dividend from the surplus:

- The statement of compliance and dividend payment form
- The statement of financial performance of business activities
- The independent compliance audit report and the unqualified independent financial audit report

A county council which achieves the required outcomes may pay a dividend to its Constituent Councils on a pro rata basis, based on the number of assessments in its Constituent Council areas.

Local Water Utilities facing major capital expenditure for new or replacement infrastructure should defer paying a significant dividend from their surplus; such a payment would directly increase the required Typical Residential Bill. Such capital expenditure in any financial year is defined as that which exceeds 3% of the current replacement cost of the local water supply or sewerage assets. The current replacement Cost of Council's Water Supply Assets has been estimated to be \$340M, 3% of which is \$10,200,000.

A dividend is in the nature of a 'return on investment' paid to the 'shareholder' which in this case is the local government council responsible for managing and investing in the local water utilities water supply and sewerage functions. The Council may apply the dividend for any purpose under the Local Government Act or any other act.

The dividend is in two parts: a dividend calculated for tax equivalents and a dividend calculated from the surplus.

In the case of Riverina Water County Council the dividend calculated for tax equivalents would be \$41,000 per annum (split between the constituent councils on a pro-rata basis)

Wagga Wagga City	\$35,456
Greater Hume Shire	\$ 2,838
Lockhart Shire	\$ 1,921
Urana Shire	\$ 785

If Council decides to pay a dividend based on tax equivalents, it would probably need to cease all donations and sponsorships. A decision was made in 2003 that these sponsorships and donations were to come from tax equivalents. Last year Council made payments of about \$36,000 for these purposes.

The dividend from the surplus may only be paid by local water utilities which achieve the required outcomes for each of the six criteria set out earlier. The surplus excludes any government capital grants for infrastructure.

If a dividend was payable from the 2012/2013 surplus it would have been \$908,980.

Wagga Wagga City	\$786,072
Greater Hume Shire	\$ 62,927
Lockhart Shire	\$ 42,582
Urana Shire	\$ 17,399

There would not have been a dividend payable from surplus in 2010/2011 or 2011/2012.

Should Council desire to pay a dividend from Surplus in 2014/15 it would need to budget for a surplus. The dividend payable could be up to 50% of this surplus (less the dividend calculated for tax equivalents), up to a maximum of \$30 per assessment.

As a guide for water pricing, each 1% increase in tariff would result in an additional \$150,000 in revenue.

To achieve a dividend of \$250,000, Council would need to budget for a surplus of \$500,000, an increase in water tariff of 3.33%.

To achieve a dividend of \$500,000, Council would need to budget for a surplus of \$1,000,000, an increase in water tariff of 6.67%.

Please note that under Councils long term financial plan, Council had previously foreshadowed an increase of 10% to increase its revenue base to enable it to service the loans for the proposed Water Treatment Plant.



Graeme J. Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

January 2014

1. WORKS REPORT COVERING DECEMBER 2013

RECOMMENDATION That this report be received and noted.

- Works Report December 2013

**ACTING DIRECTOR OF ENGINEERING'S REPORT
TO FEBRUARY 2014 COUNCIL MEETING**

23rd January 2014

1 WORKS REPORT COVERING DECEMBER 2013

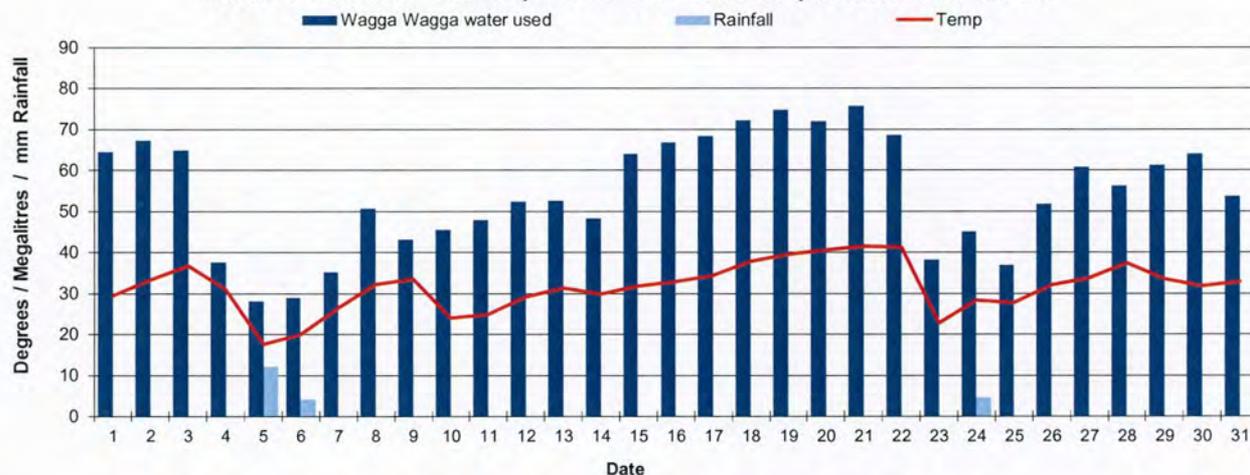
RECOMMENDATION That this report be received and noted.

1.1 WATER SOURCED AND USED

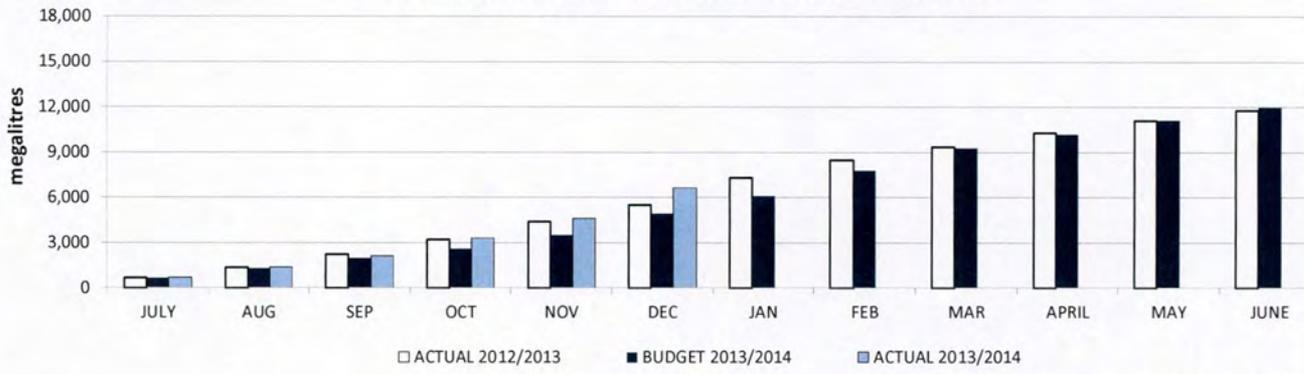
December	2011	2012	2013
Rainfall	151	22.8	21.6
Wet Days	10	7	6
WATER SOURCED December 2013 (MI)			
North Wagga bores	167.48	240.68	279.72
West Wagga bores	359.38	666.36	718.16
East Wagga bores	143.74	279.96	385.55
Murrumbidgee River	309.03	394.20	460.45
SUB-TOTAL	979.63	1,581.20	1,843.88
Bulgary Bores	44.97	56.65	55.03
Urana Source	3.84	8.27	9.36
Ralvona Bores	21.23	30.52	39.58
Walla Walla Bores	9.60	32.22	34.78
Goldenfields Water Supply System	1.70	6.04	4.04
SUB-TOTAL	81.34	133.70	142.79
Woomargama	0.84	2.04	2.20
Humula	0.69	0.96	1.05
Tarcutta	3.30	4.83	6.80
Oura	3.62	6.00	6.74
Walbundrie/Rand	3.93	3.74	3.89
Morundah	0.93	1.14	1.13
Collingullie	4.14	8.04	9.11
SUB-TOTAL	17.45	26.75	30.92
TOTALS	1,078.42	1,741.65	2,017.59

WATER USED December 2013 (MI)			
	2011	2012	2013
East Bomen	15.20	21.14	28.84
Estella	44.11	98.33	118.11
North Wagga	96.42	85.02	92.45
Wagga Wagga – Low Level	166.32	234.19	251.41
Wagga Wagga – High Level	495.01	871.82	1,035.52
Wagga Wagga – Bellevue Level	50.56	121.93	105.33
SUB-TOTAL	867.62	1,432.43	1,631.66
Ladysmith System	3.69	7.91	12.53
Brucedale Scheme	7.55	28.36	30.06
Currawarna Scheme	7.63	16.43	17.72
Rural south from Wagga Wagga	115.17	130.59	157.21
Rural from Walla Walla Bore	9.60	32.22	34.78
Bulgary, Lockhart and Boree Creek	23.96	31.30	34.83
From Boree Crk to Urana and Oaklands	22.54	30.49	30.20
Holbrook	21.23	30.52	39.58
SUB-TOTAL	211.37	307.82	356.91
Woomargama	0.84	2.04	2.20
Humula	0.69	0.96	1.05
Tarcutta	3.30	4.83	6.80
Oura	3.62	6.00	6.74
Walbundrie/Rand	3.93	3.74	3.89
Morundah	0.93	1.14	1.13
Collingullie	4.14	8.04	9.11
SUB-TOTAL	17.45	26.75	30.92
TOTALS	1,096.44	1,767.00	2,019.49

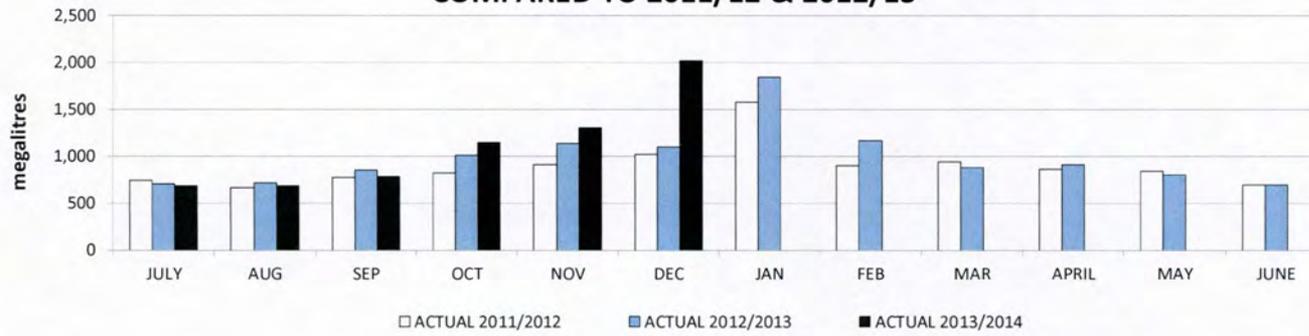
DAILY WATER USED, WAGGA WAGGA, December 2013



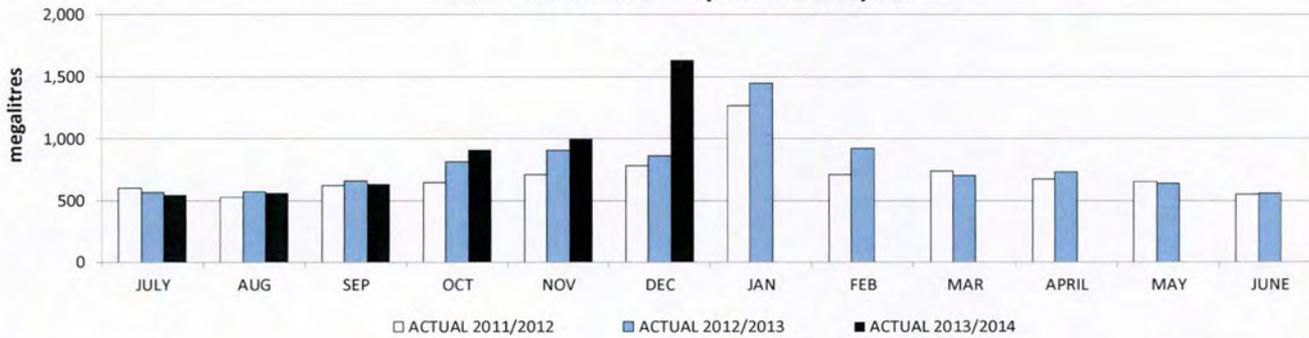
TOTAL CUMULATIVE WATER USED 2013/2014



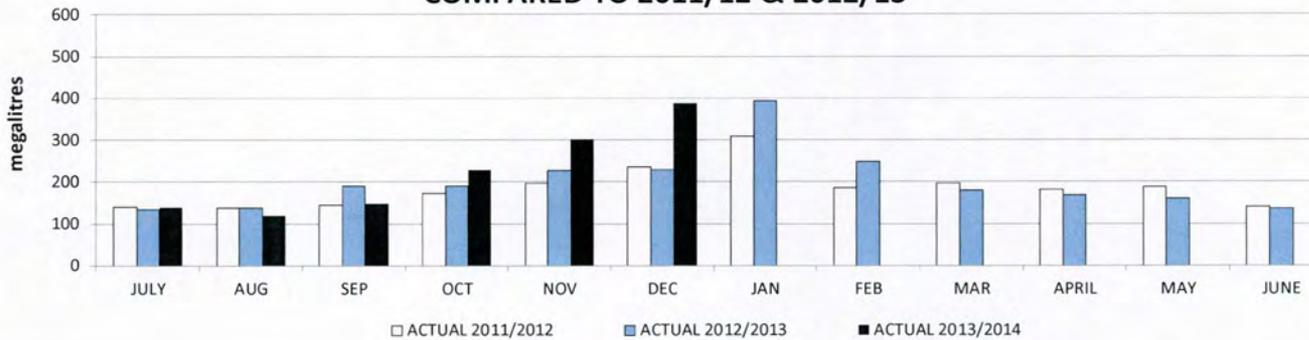
MONTHLY TOTAL WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF DECEMBER 2013

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	17	3	1	4	5	14				32	9	6
Brucedale						1						
Currawarna												
Euberta												1
Humula												
Ladysmith												
Oura						1						
San Isidore												
Tarcutta										3		
The Gap												
Bulgary												
Collingullie												
French Park				1								1
Lockhart				1								
Mangoplah												
Milbrulong												
Pleasant Hills						1						
The Rock				1								
Uranquinty	1					1				1		
Yerong Creek				2								
Culcairn												
Henty				1		1				1		1
Holbrook	2			1								
Morven						1						
Walbundrie												
Walla Walla				1								
Woomargama	1			1								
Boree Creek												
Morundah												
Oaklands												
Rand				1								
Urana				1								
TOTAL	21	3	1	15	5	20	0	0	0	37	9	9

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	20 Coventry Pl	Wagga Wagga	100 AC	T/ Band Broken/Leaking	No	0:00	10	5
9	16 Cox Ave	Forest Hill	150 AC	Pipe Failure (not specified)	No	0:00	11	50
12	2 Fife St	Forest Hill	100 AC	Leaking SS clamp	Yes	0:00	0	10
15	Copland St	Wagga Wagga	250 AC	Corrosion	No	0:00	0	5
15	River Rd	Wagga Wagga	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	15
17	Elizabeth Ave	Forest Hill	200 AC	Pipe Failure (not specified)	No	24:00	0	30
22	182 Morgan St	Wagga Wagga	100 AC	Tree Roots	No	0:00	12	20
24	28 Peter St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	30
24	151 Hammond Ave	Wagga Wagga	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
26	25 Simpson Ave	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	5
28	10 Brunskill Rd	Lake Albert	150 AC	Pipe Failure - Ground Movement	Yes	0:00	10	4
29	45 Dunn Ave	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	1	5
30	Wattle St	Forest Hill	100 AC	Leaking SS clamp	Yes	0:00	0	15
30	51 Hardy Ave	Wagga Wagga	150 AC	Pipe Failure - Ground Movement	No	0:00	27	35
TOTALS						24:00	71	239
Total Breaks - 14		Breaks needing shut off - 6			Breaks affecting customers - 6			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
2	Smith St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	3
3	Gap Hall Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	5
3	Gap Hall Downside Rd	The Gap	150 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
6	Uranquinty St	Uranquinty	100 AC	Pipe Failure - Ground Movement	No	0:00	1	15
10	Linton St	Collingullie	100 WPVC	Tree Roots	No	0:00	10	4
12	South Boundry Rd	Collingullie	32 PVC	Leaking collar	No	0:00	0	9
13	142 Albury Rd	Holbrook	150 AC	Tree Roots	No	0:00	20	15
14	Macdonell St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	2
14	Ladysmith	Ladysmith	200 WPVC	Pipe Failure (not specified)	Yes	0:00	0	25
17	Mitchells Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	0:00	30	192
24	Yerong St	The Rock	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	6
24	Graincorp, Osborne St	Lockhart	100 AC	Pipe Failure (not specified)	Yes	0:00	0	2
24	Benedict Ave	San Isidore	150 AC	Pipe Failure (not specified)	Yes	0:00	0	10
31	Linton St	Collingullie	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	0
TOTALS						24:00	61	298
Total Breaks - 14		Breaks needing shut off -			5	Breaks affecting customers - 4		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during December 2013 were:

Date	Location	Problem	Action Taken
2/12/2013	23 Kaldari St, Wagga	Black specs in water	Flushed service & main
4/12/2013	12 Featherwood St, Springvale	Dirty water	Flushed main
9/12/2013	45 Pearson St, Wagga	Dirty water	Flushed service
13/12/2013	21 Plumpton Rd, Springvale	Dirty water	Gal pipes causing problem. Turbidities within ADWG at time of testing.
17/12/2013	Durak Crt, Estella	Dirty water, bad taste	Flushed main

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during December 2013 include:

LOCATION	PROJECT	100	150	250
		DICL	OPVC	DICL
Holbrook Road, Wagga	System Improvements	5.5	12	5.5
Morrow Street, Wagga	New Service for WWCC	26		
	TOTAL	31.5	12	5.5

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during December 2013 include:

LOCATION	PROJECT	100
		OPVC
Travers Street, Wagga	Mains Replacement	180
	TOTAL	180

1.6 OTHER CONSTRUCTION

Other construction works during December 2013 include:

LOCATION OR PROJECT	WORK DONE
Woolworths, Koorngal	100mm Fire Service

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during December 2013 include:

LOCATION OR PROJECT	WORK DONE
Tarcutta WTP	Replace iron filter pumps
Tarcutta	Bore #5 super chlorinated
Waterworks	Replace seal #4 Low level pump
Ralvona	Bore #1 pump & motor overhaul

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during December 2013 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	27
Plumpton Road	83
Estella	100
Bomen	16
Gregadoo Road	8
Forest Hill	11
Lockhart	4
Holbrook	44
Henty	7
Yerong Creek	24
Pleasant Hills	1

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during December 2013:

Training or Programme	Number of Staff
First Aid - Full Course	2
First Aid - Refresher	1
Workcover Licence - CV (Hiab)	5

1.10 FLEET DISPOSALS

Fleet disposals made during December 2013 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T31	Depot	4WD Dual Cab with Tray	Isuzu D-Max SX	2009	74,000

Disposal Details		
Vehicle No	Method	Price exc GST
T31	Auction - 18/12/2013	\$18,909

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during December 2013 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
T31	6	Hillis Ford	4WD Extra Cab Ute	Ford Ranger	\$29,766

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

MAJOR PROJECTS 2013/14 (> OVER \$100,000) - January 2014

Description	Original 2013/14 Budget	Revised 2013/14 Budget	Actual & Committed to Date	Comments
MANAGEMENT				
Demand Management				
Demand Management - Urban	\$300,000	\$100,000	\$34,644	No major projects anticipated. Budget to be reduced. Water Conservation messaging has been running through summer on TV, radio & print. Budget adjusted in December Quarterly Review.
Depot Buildings				
Store Building Hammond Ave - Urban	\$2,460,000	\$2,460,000	\$0	Concept layouts developed, Tenders to be called before 30 June 2014.
Access, parking and Landscaping				
Levee protection feasibility study/flood modeling/soil testing/Review of Environmental Factors - Urban	\$50,000	\$156,000	\$84,095	Currently in progress. Budget increased in December Quarterly Review.
Levee protection stage 2 Hammond Ave - Urban	\$1,140,000	\$0	\$0	Draft design completed. Construction rolled over to 2014/15 in December Quarterly Review.
Alternate access Hammond Ave - Urban	\$1,500,000	\$500,000	\$0	Two valuations in hand. Land purchase negotiations still in progress. Construction rolled over to 2014/15 in December Quarterly Review.
WORKING PLANT & VEHICLE PURCHASES				

Routine plant & vehicle replacements	\$1,000,000	\$800,000	\$552,446	Indications for total purchases for 2013/14 FY is \$800,000. Budget adjusted in December Quarterly Review.
SOURCES				
Bores				
Walla Walla Bore 1B or 2B - Non-Urban	\$275,000	\$275,000	\$211,280	Contractors to start in April/May. Funds are committed but works will run into next FY.
TREATMENT PLANTS				
Treatment Plant refurbishments				
Underground powerlines - Urban	\$800,000	\$800,000	\$36,249	Discussions on going with Essential Energy. Sourcing external Project Manager.
WTP Preliminaries and Tender Documentation - Urban	\$0	\$800,000	\$401,893	Covers Preliminary Works. Concept design due late January 2014. Budget adjusted in December Quarterly Review.
WTP stage 1 - Urban	\$2,400,000	\$0	\$0	Tendering programmed for end of FY. Budget adjusted in December Quarterly Review.
Urana WTP replacement - Non-Urban	\$1,500,000	\$500,000	\$0	Replace Candy Tank only. Budget adjusted in December Quarterly Review.
DISTRIBUTION				
MAINS				
System Improvements				
Bellvue interconnection 1.28km along Holbrook Rd	\$200,000	\$200,000	\$183,353	Works fully completed.
Mimosa Dr (Low Pressure Area)	\$150,000	\$0	\$0	Project deferred pending further investigation. Budget adjusted in December Quarterly Review.
Reticulation for Developers				
Reticulation for Developers - Urban	\$400,000	\$700,000	\$334,160	Subdivision activity higher than anticipated. Being completed as required. Budget adjusted in December Quarterly Review.
Renew Reticulation Mains				
Lake Albert Rd Replacement	\$150,000	\$150,000	\$0	Design in progress.
Flinders St Replacement	\$100,000	\$100,000	\$0	Design in progress.

Renew Trunk Mains				
Southern Trunk - Kapooka Highway Realignment 2km 450mm DI/CL	\$900,000	\$900,000	\$0	Awaiting finalisation of road alignment from RMS.
Southern Trunk - West Wagga to Kapooka 2.2km 450mm DI/CL	\$990,000	\$990,000	\$54,450	Design completed. Works will commence this FY but may continue into next FY.
Morven Balance tank to township (7km 150mm) - Non-Urban	\$200,000	\$200,000	\$0	Easement survey completed. Design in progress. Pipes will be purchased into stock this FY but construction to commence next FY.
Mountain View to Walla Reservoir (5.5km 100mm)	\$200,000	\$100,000	\$0	Design still to be carried out and pipes purchased. Construction rolled over to 2014/15 in December Quarterly Review.
RESERVOIRS				
New Reservoirs				
Mangoplah - Non-Urban	\$347,000	\$470,000	\$6,781	Tenders to be called in early 2014. Some upgrading of pipework and SCADA.
Shires - Non-Urban	\$1,400,000	\$1,500,000	\$6,387	Investigation underway. Aiming to have design and construction tenders called by end of FY. Budget increased in July Revote.
SERVICES				
Service Connections, new				
Service Connections, new - Urban	\$420,000	\$600,000	\$309,240	Subdivision activity higher than anticipated. Being completed as required. Budget adjusted in December Quarterly Review.
Renew Services				
Renew Services - Urban	\$120,000	\$120,000	\$15,647	Being completed on as required basis. Unlikely to spend total amount this FY.
METERS				
Water meters replacement				
Water meters replacement - Urban	\$150,000	\$75,000	\$0	Low activity. Budget adjusted in December Quarterly Review.

Bryan Short

Bryan Short

ACTING DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING JANUARY 2014

RECOMMENDATION That this report be received and noted.

- Works Report January 2014

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

14th February 2014

1 WORKS REPORT COVERING JANUARY 2014

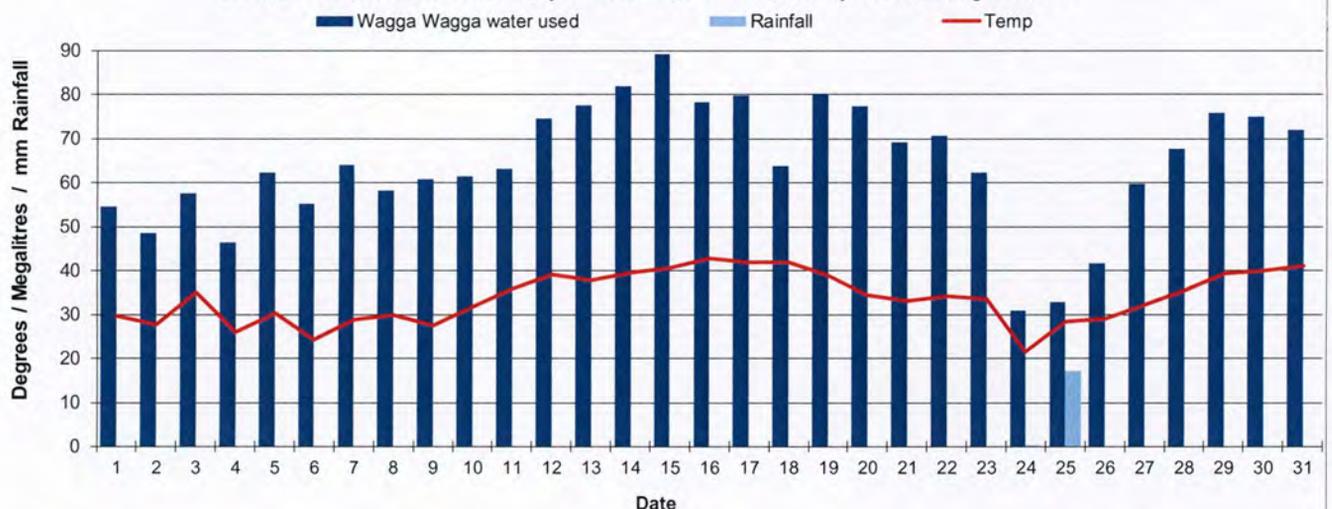
RECOMMENDATION That this report be received and noted.

1.1 WATER SOURCED AND USED

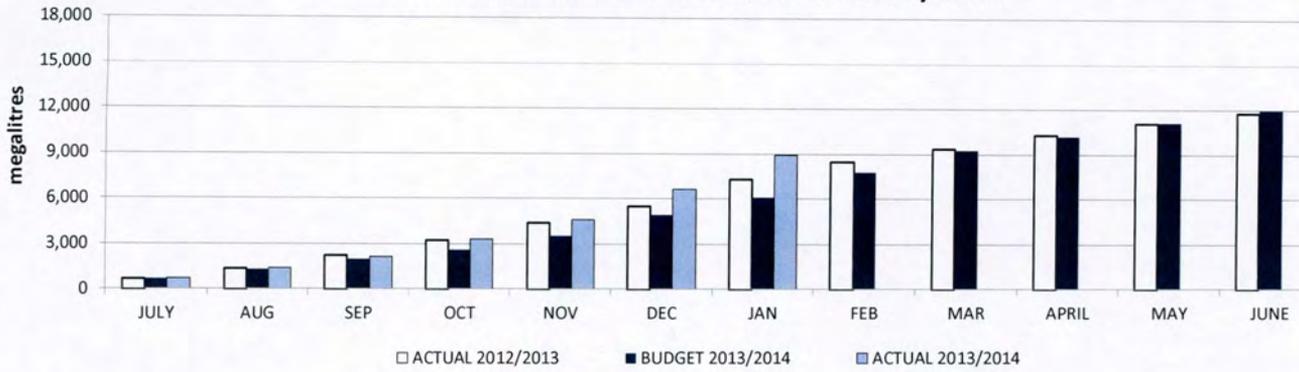
January	2012	2013	2014
Rainfall	74.4	12.6	17.8
Wet Days	3	5	3
WATER SOURCED January 2014 (MI)			
North Wagga bores	233.09	302.96	322.87
West Wagga bores	454.37	743.87	734.39
East Wagga bores	188.16	548.93	529.10
Murrumbidgee River	776.13	607.54	560.79
SUB-TOTAL	1,651.75	2,203.30	2,147.15
Bulgary Bores	61.37	76.33	68.73
Urana Source	12.28	13.03	12.39
Ralvona Bores	37.57	48.80	44.38
Walla Walla Bores	29.99	38.85	40.88
Goldenfields Water Supply System	3.77	6.18	4.74
SUB-TOTAL	144.98	183.19	171.12
Woomargama	1.51	3.41	2.75
Humula	1.07	1.29	1.31
Tarcutta	5.87	7.06	7.92
Oura	5.97	7.64	8.47
Walbundrie/Rand	5.68	5.50	5.62
Morundah	1.22	1.76	1.32
Collingullie	8.86	11.68	10.45
SUB-TOTAL	30.18	38.34	37.84
TOTALS	1,826.91	2,424.83	2,356.11

WATER USED January 2014 (MI)			
	2012	2013	2014
East Bomen	21.42	28.84	39.85
Estella	83.63	106.37	123.56
North Wagga	82.86	107.74	90.02
Wagga Wagga – Low Level	449.64	294.50	278.75
Wagga Wagga – High Level	683.16	1,295.65	1,160.09
Wagga Wagga – Bellevue Level	123.53	124.65	186.53
SUB-TOTAL	1,444.24	1,957.75	1,878.80
Ladysmith System	8.43	6.33	13.89
Brucedale Scheme	32.41	45.55	47.71
Currawarna Scheme	19.20	23.60	30.69
Rural south from Wagga Wagga	164.75	217.29	168.04
Rural from Walla Walla Bore	29.99	38.85	40.88
Bulgary, Lockhart and Boree Creek	36.89	46.39	44.49
From Boree Crk to Urana and Oaklands	33.65	39.09	35.85
Holbrook	37.57	48.80	44.38
SUB-TOTAL	362.89	465.90	425.93
Woomargama	1.51	3.41	2.75
Humula	1.07	1.29	1.31
Tarcutta	5.87	7.06	7.92
Oura	5.97	7.64	8.47
Walbundrie/Rand	5.68	5.50	5.62
Morundah	1.22	1.76	1.32
Collingullie	8.86	11.68	10.45
SUB-TOTAL	30.18	38.34	37.84
TOTALS	1,837.31	2,461.99	2,342.57

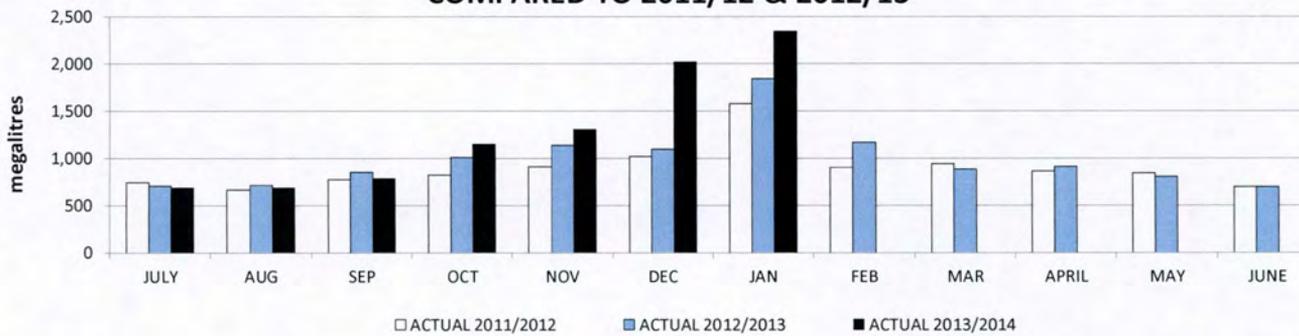
DAILY WATER USED, WAGGA WAGGA, January 2014



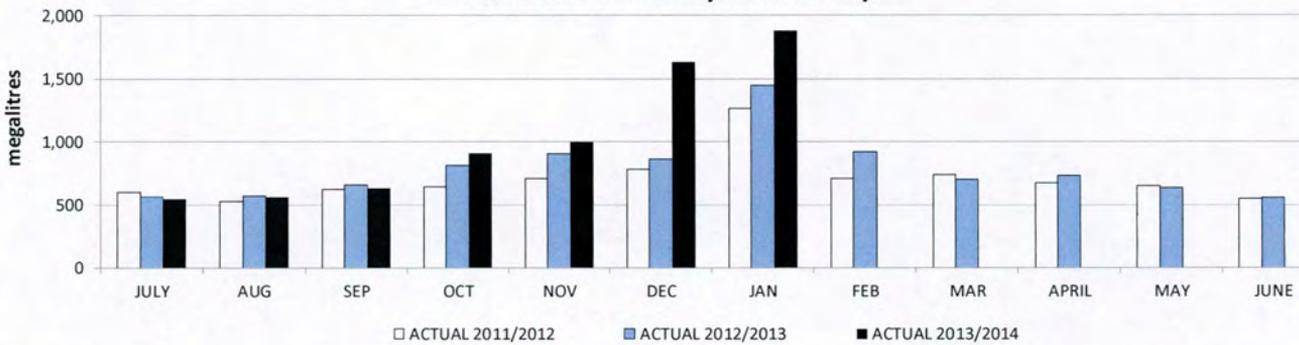
TOTAL CUMULATIVE WATER USED 2013/2014



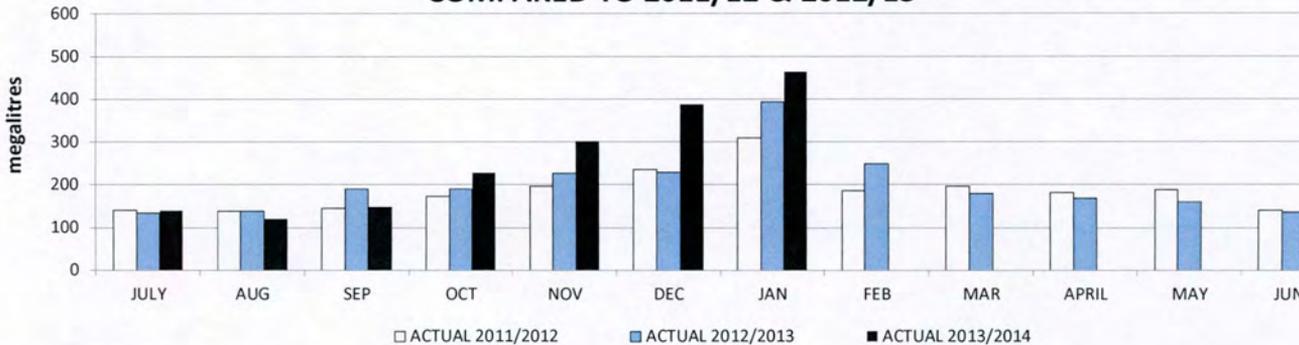
MONTHLY TOTAL WATER USED 2013/14 COMPARED TO 2011/12 & 2012/13



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



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



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	7		1	19	8	18				50	12	4
Brucedale												
Currawarna												
Euberta												
Humula				1						1		
Ladysmith	2											
Oura					1					1		
San Isidore												
Tarcutta										1		
The Gap						2						
Bulgary				1								
Collingullie				1								
French Park												
Lockhart				1		1				2		
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock	1				1	3						1
Uranquinty	1			2						2		
Yerong Creek				1							1	
Culcairn				1								1
Henty										4		
Holbrook				1							1	1
Morven												
Walbundrie												
Walla Walla						1				1		
Woomargama				1	1					1		
Boree Creek												1
Morundah												
Oaklands												
Rand					1							
Urana				1						1		
TOTAL	11	0	1	30	12	25	0	0	0	64	14	8

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	11 Mair St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	No	3:30	14	25
1	Gap Hall Rd	Wagga Wagga	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
4	5 Cook St	Koorinal	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	5
5	19 Bedervale Dr	Wagga Wagga	150 AC	T/ Band Broken/Leaking	No	1:30	25	10
7	Nagle St/Jones St	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	5
8	Fife St	North Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	8
11	40 Athol St	Turvey Park	80 PVC	Pipe Failure - Ground Movement	No	2:00	21	15
13	33 Buna St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:30	30	5
14	35 Dunn Ave	Forest Hill	200 AC	Pipe Failure - Ground Movement	No	2:15	23	40
14	325 Edward St	Wagga Wagga	200 AC	Pipe Failure - Ground Movement	No	1:30	17	100
15	Gregadoo Rd	Lake Albert	250 AC	Pipe Failure (not specified)	No	4:00	3	75
17	3 Gardner Ave	North Wagga	100 AC	T/ Band Broken/Leaking	Yes	1:30	0	2
17	558 Koorinal Road	Koorinal	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	17
19	River Road	Wagga Wagga	80 PVC	Pipe Failure (not specified)	No	1:30	17	5
20	Turvey Tops	Turvey Park	100 AC	Pipe Failure (not specified)	Yes	0:00	0	1
20	Nagle St	Wagga Wagga	100 BPVC	Pipe Failure - Ground Movement	No	1:00	7	10
20	Cnr Main St & Brunskill Ave	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	8
21	17 Morundah St	Wagga Wagga	80 CI	Leaking Gibault	Yes	0:00	0	2
25	16 Cox Ave	Forest Hill	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
25	2 Norton St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
26	South Pde	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	4:30	30	10
26	Spring St/West Pde	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	No	4:00	0	10
27	26 Bluett Cr	Turvey Park	100 AC	Pipe Failure - Ground Movement	No	3:30	0	15
28	35 Dunn Ave	Forest Hill	200 AC	Pipe Failure - Ground Movement	No	4:30	0	20
29	14 Patamba St	Koorinal	150 BPVC	Pipe Failure (not specified)	No	2:00	12	10
TOTALS						39:45	199	408
Total Breaks – 25					Breaks needing shut off -	14	Breaks affecting customers –	11

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	2350 Henty Pleasant Hills Rd	Henty	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	10
3	Vonarx Lane	Bruce Dale	40 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
7	Hatwells Rd	The Gap	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	3
7	Hayes St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
7	24 O'Connell St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	3
8	River Rd	The Gap	80 PVC	Pipe Failure (not specified)	No	1:00	17	20
9	Cambourne Lane	The Gap	25 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	1
13	Smith St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	8
19	Woodhouse St/Anna St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	7
19	Chapman St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
17	Olympic Way	Bruce Dale	150 AC	Pipe Failure - Ground Movement	No	2:30	5	35
22	Olympic Hwy	Henty	150 CI	Pipe Failure - Ground Movement	Yes	0:00	0	10
25	Kindra St	Rand	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
25	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	0
27	Richmond St	Boree Creek	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	11
TOTALS						3:30	22	143
					Breaks needing		Breaks affecting	
Total Breaks – 15					shut off - 2		customers – 2	

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during January 2014 were:

Date	Location	Problem	Action Taken
3/01/2014	43 Best St, Wagga	Dirty water	Needs new service & house plumbing
6/01/2014	58 Lloyd Rd, Springvale	Dirty water	HWS causing problem. Flushed
13/01/2014	7 Roders St, Wagga	Dirty water	Flushed main
10/01/2014	161 Baylis St, Wagga	Dirty water	Flushed main
14/01/2014	4 Wagga Wagga St, Oura	Dirty water	Flushed main
16/01/2014	6561 Mahanga Rd, Rand	Taste	Flushed main & service
14/01/2014	3 Cox Ave, Forest Hill	Dirty water	Flushed main
20/01/2014	30 Riverview Dr, Wagga	Dirty water	Flushed main
22/01/2014	94 King St, The Rock	Strong chlorine taste & smell	Water stale due to customer being away for 2 wks. House flushed
28/01/2014	598 Woomargama Way, Woomargama	Dirty water	Flushed
29/01/2014	32 Docker St, Wagga	Smell & taste of iodine	Probably only in kitchen. Aerator removed, tap flushed until OK

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during January 2014 include:

LOCATION	PROJECT	100	150	200	300
		DICL	DICL	DICL	DICL
Barooma Stage 2	New Subdivison Road Crossings			36	
Estella Rise - Stage 1B	New Subdivison	30	54		42
	TOTAL	30	54	36	42

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during January 2014 include:

LOCATION	PROJECT	100	150
		OPVC	DICL
Bowler Street, Holbrook	Mains Replacement		44
Uranquinty	Mains Replacement	224	
	TOTAL	224	44

1.6 OTHER CONSTRUCTION

Other construction works during January 2014 include:

LOCATION OR PROJECT	WORK DONE
Bowler St, Holbrook	Replace 7 services

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during January 2014 include:

LOCATION OR PROJECT	WORK DONE
North Wagga No. 3 Bore	Replaced pump & motor
Mangoplah Low Level Pump Station	Replaced pump & motor
Waterworks Shires Pump	Replaced motor brushes and repaired slip rings
Walbundrie No. 1 Bore	Removed and repaired control / power cable
Woomargama WTP	Replaced Hypochlorite dosing system
Bulgary WTP	Repaired switchboard H/L pumps starter

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during January 2014 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	218
Plumpton Road	68
Estella	113
Bomen	13
Gregadoo Road	15
Forest Hill	1
Lockhart	45
Holbrook	79
Henty	14
Yerong Creek	28
Pleasant Hills	1

1.9 STAFF TRAINING & SAFETY

No training and/or safety activities were undertaken during January 2014.

1.10 FLEET DISPOSALS

No Fleet disposals made during January 2014.

1.11 FLEET ACQUISITIONS

No Fleet acquisitions made during January 2014.

1.12 MAJOR CAPITAL PROJECTS PROGRESS

-  - On track
-  - Behind Schedule
-  - Unlikely this Financial Year

MAJOR PROJECTS 2013/14 (> OVER \$100,000) - January 2014

Description	Original 2013/ Budget	Revised 2013/14 Budget	Actual & Committed to Date	Comments
MANAGEMENT				
Demand Management				
Demand Management - Urban	\$300,000	\$100,000	\$34,644	No major projects anticipated. Budget to be reduced. Water Conservation messaging has been running through summer on TV, radio & print. Budget adjusted in December Quarterly Review.
Depot Buildings				
Store Building Hammond Ave - Urban	\$2,460,000	\$2,460,000	\$0	Concept layouts developed, Tenders to be called before 30 June 2014.
Access, parking and Landscaping				
Levee protection feasibility study/flood modeling/soil testing/Review of Environmental Factors - Urban	\$50,000	\$156,000	\$84,095	Currently in progress. Budget increased in December Quarterly Review.
Levee protection stage 2 Hammond Ave - Urban	\$1,140,000	\$0	\$0	Draft design completed. Construction rolled over to 2014/15 in December Quarterly Review.
Alternate access Hammond Ave - Urban	\$1,500,000	\$500,000	\$0	Two valuations in hand. Land purchase negotiations still in progress. Construction rolled over to 2014/15 in December Quarterly Review.
WORKING PLANT & VEHICLE PURCHASES				
Routine plant & vehicle replacements	\$1,000,000	\$800,000	\$552,446	Indications for total purchases for 2013/14 FY is \$800,000. Budget adjusted in December Quarterly Review.

SOURCES				
Bores				
Walla Walla Bore 1B or 2B - Non-Urban	\$275,000	\$275,000	\$211,280	Contractors to start in April/May. Funds are committed but works will run into next FY.
TREATMENT PLANTS				
Treatment Plant refurbishments				
Underground powerlines - Urban	\$800,000	\$800,000	\$36,249	Discussions on going with Essential Energy. Sourcing external Project Manager.
WTP Preliminaries and Tender Documentation - Urban	\$0	\$800,000	\$401,893	Covers Preliminary Works. Concept design due late January 2014. Budget adjusted in December Quarterly Review.
WTP stage 1 - Urban	\$2,400,000	\$0	\$0	Tendering programmed for end of FY. Budget adjusted in December Quarterly Review.
Urana WTP replacement - Non-Urban	\$1,500,000	\$500,000	\$0	Replace Candy Tank only. Budget adjusted in December Quarterly Review.
DISTRIBUTION				
MAINS				
System Improvements				
Bellvue interconnection 1.28km along Holbrook Rd	\$200,000	\$200,000	\$183,353	Works fully completed.
Mimosa Dr (Low Pressure Area)	\$150,000	\$0	\$0	Project deferred pending further investigation. Budget adjusted in December Quarterly Review.
Reticulation for Developers				
Reticulation for Developers - Urban	\$400,000	\$700,000	\$334,160	Subdivision activity higher than anticipated. Being completed as required. Budget adjusted in December Quarterly Review.
Renew Reticulation Mains				
Lake Albert Rd Replacement	\$150,000	\$150,000	\$0	Design in progress.
Flinders St Replacement	\$100,000	\$100,000	\$0	Design in progress.

Renew Trunk Mains				
DICL	\$900,000	\$900,000	\$0	Awaiting finalisation of road alignment from RMS.
Southern Trunk - West Wagga to Kapooka 2.2km 450mm DICL	\$990,000	\$990,000	\$54,450	Design completed. Works will commence this FY but may continue into next FY.
Morven Balance tank to township (7km 150mm) - Non-Urban	\$200,000	\$200,000	\$0	Easement survey completed. Design in progress. Pipes will be purchased into stock this FY but construction to commence next FY.
Mountain View to Walla Reservoir (5.5km 100mm)	\$200,000	\$100,000	\$0	Design still to be carried out and pipes purchased. Construction rolled over to 2014/15 in December Quarterly Review.
RESERVOIRS				
New Reservoirs				
Mangoplah - Non-Urban	\$347,000	\$470,000	\$6,781	Tenders to be called in early 2014. Some upgrading of pipework and SCADA.
Shires - Non-Urban	\$1,400,000	\$1,500,000	\$6,387	Investigation underway. Aiming to have design and construction tenders called by end of FY. Budget increased in July Revote.
SERVICES				
Service Connections, new				
Service Connections, new - Urban	\$420,000	\$600,000	\$309,240	Subdivision activity higher than anticipated. Being completed as required. Budget adjusted in December Quarterly Review.
Renew Services				
Renew Services - Urban	\$120,000	\$120,000	\$15,647	Being completed on as required basis. Unlikely to spend total amount this FY.
METERS				
Water meters replacement				
Water meters replacement - Urban	\$150,000	\$75,000	\$0	Low activity. Budget adjusted in December Quarterly Review.



Bede Spannagle
DIRECTOR OF ENGINEERING

3. REDEVELOPMENT OF RALVONA BORE 1B

RECOMMENDED that Council confirm expenditure of this unbudgeted cost, estimated to be \$26400 inc GST, to attempt to reinstate the Ralvona Bore 1B bore.

I advise that Council has become aware of sand intrusion into Ralvona Bore 1B. This bore is located beside Billabong Creek between Culcairn and Holbrook. It is part of a cluster of 3 bores providing the supply of water for Holbrook. This particular bore had been operating satisfactorily with no issues up until early December 2013. Bore 1B was commissioned in June 2009.

I attach a photo showing the intrusion of sand into the bore casing and having been drawn into the submersible pump. Sand has also been found in the clear water tank. Continuation to use the bore in its current state will lead to damage of the pump and motor and loss of efficiency. The recommended option is to arrange for the bore's redevelopment to attempt to restore its water quality.



Council is currently meeting the peak demands at Holbrook with the two remaining bores, though one of these bores only produces 50% of the output of the failed bore. Therefore, there's a degree of urgency to attempt to reinstate Ralvona Bore 1B, as another unplanned failure would result in immediate water restrictions for Holbrook over this summer period.

Redevelopment of the bore involves a process of removing sand from the gravel packing around the screens of the bore. It includes aggressive pumping and backwashing under pressure to try to flush the sand out. Success in redeveloping a bore cannot be guaranteed but an attempt to do so is warranted as the cost of a new bore would be in the order of 10 times the cost of redevelopment. To maximise chances of success, it is necessary to use a contractor familiar with the circumstances.

Council staff has had discussions with the NSW Office of Water Groundwater Drilling Unit who have drilled extensively for Council in the area (Ralvona Bore 2B, Walla Walla Bore 1B & Walbundrie Bores 1&2 over the last 10 years), and are familiar with the characteristics of Billabong Creek alluvials. They are currently re-drilling a replacement

bore for Greater Hume Shire Council in Culcairn and would be able to quickly undertake the redevelopment work.

The estimated cost provided by NSW Office of Water Groundwater Drilling to attempt to redevelop Ralvona Bore 1B is \$26,400 (incl. GST) and the process would take 4-5 days. Work would probably occur prior to the next scheduled Council meeting.

4. BASIX REVISION AND ITS IMPACT ON COUNCIL SUSTAINABILITY

RECOMMENDED that the report be noted.

The NSW Government has advised that it is proposing changes to the Building Sustainability Index (BASIX) targets.

By improving water and energy consumption for new houses and residential apartments, BASIX seeks to deliver benefits to the NSW community of over \$1.3 billion over the next 50 years.

The draft document is on exhibition, seeking comments, from 13 December 2013 to 31 January 2014.

BASIX targets are calculated as a percentage of savings against NSW average benchmarks (being the average-per-person water consumption and greenhouse gas emissions levels across the state).

These percentage savings are then expressed as a target – BASIX 50 represents a 50% saving against the benchmark.

The Water section of BASIX aims to reduce the potable water consumption of all new residential developments. The benchmark is 90,340 litres of water per person per year (or 247 litres per person per day), which was used to determine the average potable water consumption of a pre-BASIX home (pre June 2004).

The original BASIX water reduction target when introduced 10 years ago ranged from 40% to 0% depending on the climatic zone. The 40% reduction target applied to the east coast strip of NSW (see attached maps) and thus affected 90% of new residential development and 98% of high-growth areas. Councils area was mostly in the 20% reduction area. The BASIX targets were determined from data provided by state and federal energy and water utilities, as well as long-term climate data from the Bureau of Meteorology.

Water consumption and savings on new houses are assessed on:

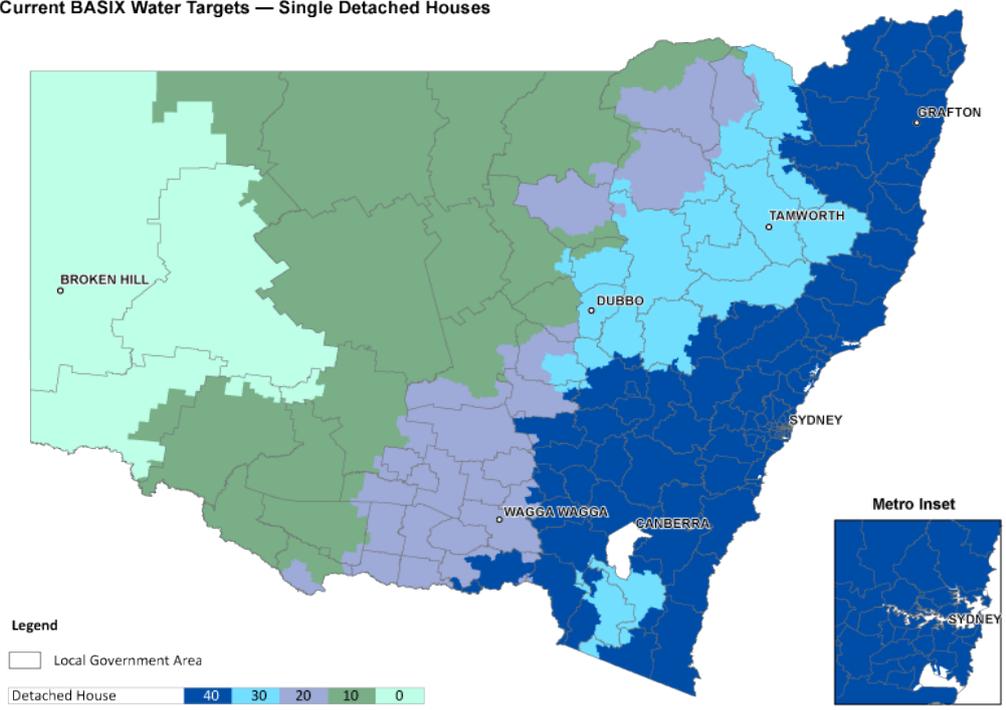
- Landscape
- Fittings and fixtures
- Alternative water sources and how they are used
- Pools and outdoor spas
- Other energy uses
- Central systems and common areas.

From the attached maps, it can be seen that for Wagga Wagga and surrounding areas, the new BASIX targets will mean moving from BASIX20 (20% saving on the pre BASIX water consumption, or 50 litres per day per person) to BASIX30 (30% saving or 75 l/d/p). This

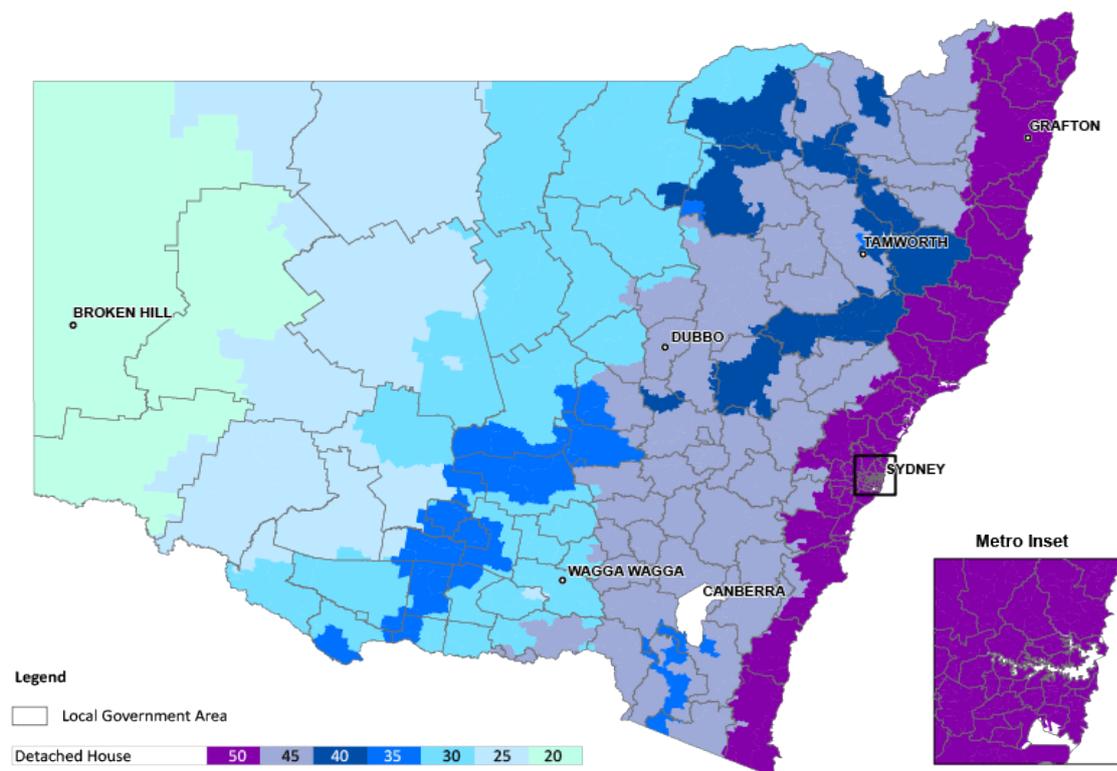
means that State Government is seeking further water savings for new dwellings to increase by 25l/d/p (50% above the old target saving) in our area.

The main observation on the BASIX policy is that it tends to have an east coast context.

Current BASIX Water Targets — Single Detached Houses



Proposed BASIX Water Targets



A reservation of Council is that the benchmark for NSW of 247 litres per person per day was set as a standard right across the state with no allowance for the climate difference between the coast and inland. For example RWCC residential use is currently in the order of 350 litres per person per day. This is due to extensive use of evaporative coolers and

low rainfall necessitating more use of water on lawn areas of our larger blocks. The implementation of variable BASIX rates across the state represents some recognition of this.

Council made extensive comment to the original BASIX proposal and investigated the situation extensively in its Integrated Water Management Study and Plan and subsequent Strategic Business Plan. These plans looked at sustainability of the RWCC organisation. They provided advice on future growth, sustainability of water sources, the use of demand reduction and the need of capital and operating costs for the next 30 years. The plans indicated that if we were to stabilise usage from the bores and river to current levels, with a growth of 1% in population per annum, then demand would need to decrease by 30% and water tariffs increase at around 12% pa for 4 years. (Although bore yields have been subject to extensive studies and been shown to be near their sustainable yield limit of 12000 MI/year, there are some reservations about the inflexibility of river allocations, of around 6000 MI/year. On the one hand, the NSW Office of Water has put a limit on town water supply licenses. On the other hand, State Water has not expressed a concern that RWCC has previously gone out on the water market and purchased 1000 MI pa of high security irrigation water, which it could increase, and use to boost available supply. Currently local water utilities use 0.8% of available flow in the Murrumbidgee River. However, Council's previous Director of Engineering, with the support of Council, did accept the limitations as a challenge to work within.)

So although BASIX will lead to some reduction over time, and be administered by WWCC, it will be slow coming, and not enough to allow RWCC to survive within its existing allocations. Hence RWCC needed to introduce something more drastic to reduce demand. The RWCC Demand Reduction Program commenced in 2009, with the introduction of a permanent water conservation measure on fixed hose sprinklers and irrigation, limiting use to between 5pm and 10am. More recently Council has addressed the use of water on nature strips and offered incentives to reduce lawn areas and replace them with alternative, low water use treatments. On top of this there have been significant increases in water charges from a non-stepped tariff of 78c per kl in 2008/09 to a stepped tariff of \$1.21/\$1.83 per kl in 2013/14. This latter move is probably the one having the major impact on demand.

Climatic conditions have varied widely over recent years, so it is difficult to ascertain exactly how effective the demand management program has been. However as an indication, average total consumption over the last 6 years has been just under 14,000 MI pa. Customer numbers over the same time have grown at an average of 1.2% pa. Looking back to when weather was more like what we are having now, in the 1990s, annual consumption over the decade was still around the 14000 MI mark, so perhaps the demand management measures have been reasonably successful, keeping overall consumption steady, although population has been growing at more than 1% pa. The financial modelling that was undertaken in the Strategic Business Plan is also proving to be relatively accurate. Maximum annual consumption did peak at 18000 ML during the drought on 2006/07.

So in terms of the impact the changes in BASIX will have on Council's operation, they will continue to build over the decades, but other measures that Council has imposed on its self will have a bigger impact.



Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC
(Confidential Reports)