



19th June 2013

NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

WEDNESDAY, 26TH JUNE 2013 at 1.30 pm

and your attendance is requested accordingly

Yours faithfully

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

G J Haley
GENERAL MANAGER



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GENERAL MANAGER'S REPORT TO THE COUNCIL

19th June 2013

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of April and May 2013 be received.

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 30th April and 31st May 2013 as follows:

- **April Investment Report**
- **May Investment Report**

Monthly Investment Report as at 30/4/13

a) Council's Investments as at 30/4/13

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	5/03/2013	84	28/05/13	A-2	4.33	BBSW	3.03	22.960%	\$5,000,000.00	\$5,000,000.00
ME Bank	5/03/2013	84	28/05/13	A-2	4.35	BBSW	3.03	22.960%	\$5,000,000.00	\$5,000,000.00
Westpac	5/03/2013	84	28/05/13	A-1	4.32	BBSW	3.03	22.960%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	21/02/2013	90	22/05/13	A-2	4.27	BBSW	3.03	2.30%	\$500,000.00	\$500,000.00
ME Bank	31/01/2013	90	01/05/13	A-2	4.35	BBSW	3.03	4.59%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	9/04/2013	90	08/07/13	A-2	4.17	BBSW	3.03	4.59%	\$1,000,000.00	\$1,000,000.00
ME Bank	5/03/2013	85	29/05/13	A-2	4.35	BBSW	3.03	2.30%	\$500,000.00	\$500,000.00
								82.65%	\$18,000,000.00	\$18,000,000.00
Cash Deposit Account										
T Corp				A-1+	3.94	Cash Rate	3.00	7.64%	\$1,663,040.41	\$1,663,040.41
AMP				A-1	3.85	Cash Rate	3.00	9.71%	\$2,114,439.72	\$2,114,439.72
								17.35%	\$3,777,480.13	\$3,777,480.13
TOTAL INVESTMENTS								100.00%	\$21,777,480.13	\$21,777,480.13
Cash at Bank										\$1,081,760.86
TOTAL FUNDS										\$22,859,240.99

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Uexpended Grants	- \$314,780.00
		<u>- \$314,780.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$862,500.00
	Asset Replacement	\$362,800.72
	Loan Funds	\$691,213.79
	LIRS Loan Funds	\$14,961,720.00
	Sales Fluctuation	\$600,000.00
		<u>\$17,478,234.51</u>
Unrestricted Funds		\$5,695,786.48
TOTAL FUNDS		\$22,859,240.99

* 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

Monthly Investment Report as at 30/5/13

a) Council's Investments as at 30/5/13

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	3.22	10.857%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/05/2013	274	26/02/14	A-2	4.23	BBSW	3.22	10.857%	\$2,500,000.00	\$2,500,000.00
Westpac	28/05/2013	121	26/09/13	A-1	4.16	BBSW	3.03	21.713%	\$5,000,000.00	\$5,000,000.00
ING	29/05/2013	181	26/11/13	A-1	4.24	BBSW	3.09	10.857%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	28/05/2013	181	25/11/13	A-2	4.28	BBSW	3.09	10.857%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	22/05/2013	34	25/06/13	A-2	3.73	BBSW	3.03	4.34%	\$1,000,000.00	\$1,000,000.00
ME Bank	22/05/2013	34	25/06/13	A-2	3.73	BBSW	3.03	4.34%	\$1,000,000.00	\$1,000,000.00
ME Bank	1/05/2013	90	30/07/13	A-2	4.43	BBSW	3.03	4.34%	\$1,000,000.00	\$1,000,000.00
Bendigo & Adelaide	9/04/2013	90	08/07/13	A-2	4.17	BBSW	3.03	4.34%	\$1,000,000.00	\$1,000,000.00
ME Bank	29/05/2013	62	30/07/13	A-2	4.13	BBSW	3.03	2.17%	\$500,000.00	\$500,000.00
								84.68%	\$19,500,000.00	\$19,500,000.00
Cash Deposit Account										
T Corp				A-1+	3.94	Cash Rate	2.75	9.83%	\$2,263,040.41	\$2,263,040.41
AMP				A-1	3.60	Cash Rate	2.75	5.49%	\$1,264,439.72	\$1,264,439.72
								15.32%	\$3,527,480.13	\$3,527,480.13
TOTAL INVESTMENTS								100.00%	\$23,027,480.13	\$23,027,480.13
Cash at Bank										\$116,841.13
TOTAL FUNDS										\$23,144,321.26

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	Uexpended Grants	-\$359,763.00
		-\$359,763.00
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$862,500.00
	Asset Replacement	\$109,594.78
	Loan Funds	\$794,614.00
	LIRS Loan Funds	\$14,758,002.00
	Sales Fluctuation	\$600,000.00
		\$17,124,710.78
Unrestricted Funds		\$6,379,373.48
TOTAL FUNDS		\$23,144,321.26

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

CERTIFICATE

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

M. L. Curran

M Curran

FINANCE / ADMINISTRATION MANAGER

2. DETERMINATION OF REMUNERATION FEES FOR COUNCILLORS AND CHAIRPERSON 2013/2014

RECOMMENDED that the fees for 2013/2014 be set at:

- i. Councillors \$5,224, and
- ii. Additional fee for chairperson \$8,610

Section 241 of the Local Government Act 1993, states that the annual fees to be paid for each of the categories Councils, as determined under section 239, to Councillors and Chairperson, during the period 1st July 2013 to 30th of June 2014 are determined as follows:

	Councillor/Member		Mayor/Chairperson	
	Annual Fee		Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
	\$	\$	\$	\$
Principal City	23,830	34,950	145,810	191,860
Major City	15,880	26,220	33,760	76,390
Metropolitan Majpr	15,880	26,220	33,760	76,390
Metropolitan Centre	11,910	22,240	25,320	59,100
Metropolitan	7,930	17,490	16,890	38,160
Regional Rural	7,930	17,490	16,890	38,160
Rural	7,930	10,480	8,430	22,870
County Council - Water	1,580	8,740	3,380	14,350
County Council - Other	1,580	5,230	3,380	9,540

* This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249 (2))

The annual fee is paid in monthly instalments in arrears.

Riverina Water County Council Fees for 2011/2012 are: Chairperson \$8,400 and Councillor \$5,118.

Council's Resolution (07/39) of 27th June 2007, in respect of Councillor Fees, was that Councillors' and Chairperson's annual fee be set at 60% of the maximum allowable, as determined annually by the Local Government Remuneration Tribunal, pursuant to section 242 of the Local Government Act 1993.

3. CONSIDERATION OF PUBLIC COMMENTS TO DRAFT DELIVERY PROGRAM 2013/2017 AND OPERATIONAL PLAN 2013/2014

RECOMMENDED that a suitable response be sent to the person who made a public submission and that the following changes be made to Council's Draft Delivery Program 2013/2017 and Operational Plan 2013/14:-

- 1) Page 33 Section 13.10.1 Include a reference in Sundry Fees and Charges to the 'Removal of a Flow Restricting Device'. The charge to be the same as for reconnection of supply.
- 2) Page 25 Section 13.2 near the bottom. Last dot point needs to be amended to read as follows:-

"The methodology to calculate the number of E.T.'s for a development is to primarily use the NSW Water Directorate guidelines as referred to in this Operational Plan. However it is only when these guidelines do not address the type of development is the alternate method used where we assess peak day demands and divide by 3.8kl."

- 3) Page 28 Commercial or Industrial Development, amend the references to methods of calculation as follows:-

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 day demand by 3.8 kilolitres (e.g. a peak day demand of 19 kilolitres = 5 E.T).

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

In the submission, a customer advised that she did not believe that RWCC should be charging an availability charge on each unit in her block every quarter. A copy of the submission is attached.

Minor changes to the Operational Plan were suggested by staff as follows:

- 4) Page 33 Section 13.10.1, include a reference in Sundry Fees and Charges to the 'Removal of a Flow Restricting Device'. This would enable RWCC to utilise flow restricting devices rather than the disconnection of supply. The charge is proposed to be the same as for reconnection of supply.
- 5) Page 25 Section 13.2 near the bottom. Last dot point needs to be amended to read as follows:-

"The methodology to calculate the number of ET's for a development is to primarily use the NSW Water Directorate guidelines as referred to in this Operational Plan. However it is only when these guidelines do not address the type of development is the alternate method used where we assess peak day demands and divide by 3.8kl."

- 6) Page 28 Commercial or Industrial Development, amend the references to methods of calculation as follows:-

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 day demand by 3.8 kilolitres (e.g. a peak day demand of 19 kilolitres = 5 E.T).

- **Submission Operational Plan**

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

13 June 2013

RECEIVED
10031
BY:

Dear Sir,

Riverina Water County Council Draft Delivery Program 2013/2017 &
Operational Plan 2013/2014

I have owned, for my personal use, a Strata Title (No. 10561) unit Lot 14 on the top floor of 130 Myrwood Street Wagga Wagga since 1979.

The water for all 14 units, garden etc goes through one meter and the water charges are divided between the 14 unit owners included in their strata fees.

I do not believe the Riverina Water County Council should be charging an extra availability charge on these 14 units every quarter of a year.

Why should owners of storied units be penalized?

Yours faithfully

GENERAL MANAGER

7482

4. ADOPTION OF DELIVERY PROGRAM 2013/2017 AND OPERATIONAL PLAN 2013/2014

RECOMMENDED that the Draft Delivery Program 2013/2017 and Operational Plan 2013/14, as exhibited as amended in the previous item, following close of public comments, be adopted as Council's Delivery Program 2013/2017 and Operational Plan for 2012/2013.

5. SETTING OF RATES AND CHARGES FOR 2013/2014

RECOMMENDED that the rates and charges be set for 2013/2014, as outlined in the Operational Plan 2013/2014.

6. INTERIM MANAGEMENT LETTER 2013

RECOMMENDED that the Interim Management Letter, together with management responses, be received and noted.

Council's Auditors, John L Bush and Campbell Accountants, completed their interim audit testing of Riverina Water County Council during May 2013.

The auditors have forwarded an Interim Management Letter relating to this audit, in which they identified some matters of that need attention.

Attached for councillors information is a copy of this management together with details of the matters that need attention, these being:

- Annual Leave Balances,
- Disposal to Motor Vehicles,
- Developer Contributions, and
- Stale Cheques.

Management responses to the matters raised are also included.

- **Management letter**

RECEIVED
24 MAY 2013
BY:

20 May 2013

**The Chairperson
Riverina Water County Council
PO Box 456
WAGGA WAGGA NSW 2650**

Dear Sir,

Interim Management Letter – 2013

We advise that we completed our interim audit testing of Riverina Water County Council on the 15th, 16th & 17th of May 2013. Over these three days we focused our testing on certain aspects of the accounting and internal control system. These aspects included:

- Cash at Bank
- Debtors cycle
- Creditors cycle
- Payroll cycle
- Water sales
- Developer contributions

As you will appreciate this testing has been performed primarily to enable us to express an opinion for the year-end financial report and accordingly would not necessarily detect all internal control weaknesses that may exist in the systems. It is management's responsibility to maintain adequate systems of internal control as a principal safeguard against irregularities which an audit may not disclose.

Pages 2 to 5 of this letter contain the detailed findings from our interim testing. Each matter discussed has a risk rating so as to identify its significance.

As a guide to the risk rating, a matter with a high rating is one that requires immediate attention, while a medium rating matter generally requires attention within six months. A low rating matter is considered not urgent.

We would like to take this opportunity to thank you and your staff for the assistance offered to us during the course of our interim testing. Should you require any further information on the above matters please do not hesitate to contact our office.

Sincerely,

**JOHN L BUSH & CAMPBELL
Chartered Accountants**


**Peter King
Partner**

CC: Manager Finance/Administration

7360

RIVERINA WATER COUNTY COUNCIL

ANNUAL LEAVE BALANCES

Observation

Under Riverina Water's enterprise agreement the annual leave provision permits employees to have an accrued annual leave entitlement of up to 8 weeks. During our review it was noted that there are a number of employees who have exceeded this provision. These included:

Employee	Days accrued	Weeks accrued
Robert Jeffery	78.49	15.7
Darrell Kenny	83.08	16.6
Dennis Glazier	40.39	8.1
Norman Kerslake	40.28	8.1
Luke Prowse	40.03	8.0

Employees that exceed the 8 week provision are sent a notice indicating that they have annual leave accrued in excess of the provision and to either:

- a) Take annual leave, or
- b) Create a plan with the employees Supervisor to expire leave within an agreed period.

It is our understanding that there are no follow up procedures currently being performed.

Implication

High levels of annual leave may indicate a human resourcing issue. The liability for leave accrues at current pay rates which increases the liability to the Council on the balance sheet.

Recommendation

That employees who have exceeded the 8 weeks be notified and follow up procedures are put in place.

Risk Rating

Low

Management Response

Staff and relevant managers are notified of excess leave on a regular basis. Management are aware of the high level of leave for these particular staff. It is acknowledged that steps need to be taken by management to implement plans with these staff to reduce their leave levels.

RIVERINA WATER COUNTY COUNCIL

DISPOSAL OF MOTOR VEHICLES

Observation

During our review of motor vehicles it was noted that the current plant purchase and disposal policy does not require the disposal of motor vehicles to be approved prior to disposal.

Implication

This may limit the level of control the council has over the disposal of its assets.

Recommendation

That the Council reviews the current plant purchase and disposal policy and makes the necessary adjustments to ensure that the disposal of assets are being documented and approved prior to disposal.

Risk Rating

Medium

Management Response

Management acknowledge that the procedure in place for the disposal of assets requires review. Council's internal auditor is currently undertaking an audit on Asset Disposals and it is anticipated that an action plan will result from this which will improve controls.

RIVERINA WATER COUNTY COUNCIL

DEVELOPER CONTRIBUTIONS

Observation

A key control of the developer service charge billing process is to ensure that a copy of the original quote signed by the customer is on file prior to the invoice being issued.

Our testing noted that a signed quote could not be located for the following invoice:

Date	Invoice No.	Payee	Amount
24/4/2013	6346	Gracelands Estates P/L	\$56,375

Implication

A copy of the quote signed by the developer provides evidence of their consent. This documentation would also protect RWCC should any disputes occur over any invoiced amounts.

Recommendation

That steps are taken to ensure that invoices relating to developer service charges are not issued until a signed quote is received. This process has been discussed with the clerical officer responsible for sundry debtor billing.

Risk Rating

Medium

Management Response

Management acknowledge that a copy of the signed quote for this particular developer contribution cannot be located. The customer has paid this invoice, in effect accepting the quote. Greater care will be taken in future to ensure a signed copy is kept on file.

RIVERINA WATER COUNTY COUNCIL

STALE CHEQUES

Observation

During our review of the Council's bank reconciliations it was noted that the following cheques remain unpresented:

Date	Cheque No.	Payee	Amount
11/07/2011	0000-6136	NSW Land and Housing Corporation	\$60.00
6/10/2011	0000-6274	Tanya Rowe	\$59.54
9/12/2011	0000-6346	Wagga Wagga Local Aboriginal Land Council	\$290.42

Implication

These cheques may be considered stale and cannot be presented to the bank.

Recommendation

That the above cheques are cancelled and steps are made to contact the relevant suppliers to arrange for the reissue of these cheques.

Risk Rating

Low

Management Response

The stale cheques listed have been stopped and this matter is now rectified.

7. REPORT ON THE CONTRACTUAL CONDITIONS OF SENIOR STAFF

RECOMMENDED that the Report on the Contractual Conditions of Senior Staff be received and noted.

In accordance with section 339 of the Local Government Act, the General Manager is required to report annually to Council on the contractual conditions of senior staff.

During the year 2012/2013 Council has employed two senior staff, the General Manager, Mr Graeme Haley and the Director of Engineering, Mr Greg Finlayson. The General Manager commenced a five-year contract on 17 January 2011. The Director of Engineering is employed on a five-year contract commencing on 29 June 2009. The Director of Engineering and the General Manager are both employed under the Current Standard Contract for Senior Staff, issued by the Division of Local Government.

8. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

RECOMMENDED that:

- a) Council be represented the Local Government NSW 2013 annual conference;
- b) Council delegate be the Chairman and the General Manager (observer);
- c) The Chairman and General Manager be authorised to attend the Local Government Managers Australia annual one-day forum on 1 October 2013; and
- d) Nominations be invited from any other Councillor to attend as an observer.
- e) Council nominate issues that it believes are of concern and should be discussed at the conference.

Local Government NSW has advised that the first annual conference of the combined associations, now called Local Government NSW, will held at the Sydney Town Hall, Sydney, from Tuesday 1 October 2013 to Thursday, 3 October 2013. The council was represented at the 2012 conference by Councillor Kendall (Delegate), together with Councillor McInerney and the General Manager (observers).

A copy of the Draft Program is attached for information.

In conjunction with the Local Government NSW Annual Conference, the Local Government Managers Australia will be holding their annual one-day forum on Tuesday 1 October 2013.

The Association is seeking input from Councils to guide the content of the business sessions. Councils are being requested to identify the 3-5 most important issues which they believe are causing concern to Councils and/or the local community and provide the details to the Association prior to Friday 19 July 2013.

Local Government NSW Annual Conference 2013

DRAFT PROGRAM 1 - 3 October, 2013 (as of 22 May 2013)
Sydney Town Hall, George Street, corner of Park Street, Sydney

Tuesday 1 October

- 4.00pm – 8.00pm Registration opens
Lower Ground Floor, Sydney Town Hall.
- 6.00pm – 8.00pm Presidents' Welcome Reception, Lower Town Hall, sponsored by YMCA.
Welcome from the **Joint Presidents LGNSW**
Welcome from **Cr Clover Moore, Lord Mayor of City of Sydney**
Address by Welcome Function Sponsor

Wednesday 2 October

- 8.00am Registration opens in Lower Town Hall, Sydney Town Hall; Distribution of voting materials; Cloak Room opens in Treasury
- 9.30am – 10.00am *Morning Tea available in Trade Exhibition in Lower Town Hall sponsored by LG Super*
- 8.00am – 10.00am Voting for Executive Positions in Marconi Room, Ground Floor, inclusive of morning tea
(voting is suspended from 10.00am – 11.00am)
- 11.00am – 1.00pm Voting for Executive Positions in Marconi Room, Ground Floor
- 10.00am – 12.00pm Official Opening Ceremony, Centennial Hall, Ground Floor
Official Opening Ceremony:
Welcome to Country **Glenn Doyle**
National Anthem
Introduction by the **Joint Presidents**
Address from **Her Excellency Professor Marie Bashir AC CVO, Governor of NSW** (invited)
Address from **Hon Barry O'Farrell MP, Premier of NSW** (invited)
Presentation of the AR Bluett Awards
Presentation of Outstanding Service Awards
Adoption of Standing Orders.
Presentation and Adoption of Treasurer's Report.
- 12.00pm – 1.00pm *Lunch in trade exhibition in Lower Town Hall sponsored by LG Super*
- 1.00pm – 1.30pm Keynote Address: **Hon Don Page MP, Minister for Local Government**
- 1.30pm – 3.30pm Opening of Business Session
1.30pm – 1.45pm Keynote Address: **Cr Clover Moore, Lord Mayor of Sydney.**
Consideration of Motions concerning but not limited to the Independent Local Government Review Panel – findings and directions (**Professor Graham Sansom** invited).
- 3.25pm 5 minutes address by LG Super as Distinguished Sponsor
- 3.30pm *Afternoon tea in Trade Exhibition in Lower Town Hall sponsored by LG Super*
- 4.00pm – 4.30pm **Hon John Robertson MP, Leader of the Opposition** (invited)

- 4.30pm – 5.00pm LGNSW – Plans for the Future (how your Association will assist its member councils in the year ahead, conference future, membership) Speakers TBC. 5 minute address by NRL Distinguished Sponsor
- 5.00pm End of Day proceedings. Sponsors Happy Hour in Trade Exhibition sponsored by NRL
- 6.00pm Sponsors Happy Hour in Trade Exhibition finishes.
- 4.00pm – 6.30pm Delegates Retreat in Trade Exhibition or Treasury Room as Cloak Room open for dinner arrivals/ changes/ *cloak room facilities to cater for changing for dinner for delegates not returning home*
- 7.30pm – 11.00pm Gala Dinner in Centennial Hall

Thursday 3 October

- 8.00am Registration opens in Vestibule, Ground Floor, Sydney Town Hall.
- 9.00am Conference Business Session Opens for General Business. 5 minute presentation by EPA as Distinguished Sponsor.
- 9.15am **Ms Gail Kelly, Chief Executive Officer, Managing Director, Westpac Banking Corporation**
- 9.45am Conference Business Session Opens - Consideration of Motions (45 minutes)
- 10.30am *Session breaks for Morning Tea in trade exhibition sponsored by EPA*
- 11.00am **Mr Paul Broad, CEO, Infrastructure NSW** (invited)
- 11.30am 'Regional and Urban councils – what will we look like in 2036?' – **Mark McCrindle**, social analyst with an international renown for tracking global changes and analysing social trends
- 12.00pm Planning debate 'The New Planning System: a Cultural Challenge!' Inclusive of **Hon Brad Hazzard MP, Minister for Planning, Mark McCrindle, futurist and demographer, Mr Chris Johnson, Chief Executive Officer, Urban Taskforce, Ms Corrine Fisher, Better Planning Network, and Professor Ed Blakely, United States Studies Centre** (invited)
- 12.50pm Report from Elite sponsor/distinguished sponsor
- 1.00pm *Lunch in trade exhibition sponsored by NSW EPA*
- 2.00pm Consideration of Motions (1.5 hours)
- 3.30pm Close of conference. Conference adjourns for Sponsors Happy Hour drinks in trade exhibition sponsored by NRL inclusive afternoon tea
- 4.30pm Sponsors Happy Hour concludes. End of Day proceedings

CLOSE OF CONFERENCE

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

9. ENTERPRISE AWARD

RECOMMENDED that the General Manager's report be received and noted

Riverina Water County Council entered into its first enterprise award with The Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union (USU), the Electrical Trades Union of Australia, New South Wales Branch, and the Association of Professional Engineers, Scientists and Managers, Australia in 1997, and the current award expires on 30 June 2013

The Enterprise Award requires that negotiations for a replacement award commence three months prior to the nominal award expiry date. Negotiations have commenced, in this regard, and the Director of Engineering and I have met on several occasions with union representatives and staff delegates

As a result of these meetings it has been agreed that the next Enterprise Award should be for a period of three years, expiring on 30 June 2016. Some minor amendments to wording and provisions have been put forward without significant contention. The majority of changes have been to bring the wording of the Enterprise Award into line with the wording in similar clauses in the Local Government (State) Award 2010.

The major consideration is the rates of pay and allowances. The unions proposed allowances and pay rate increased as follows:

5% to apply from 1 July 2013
5% to apply from 1 July 2014
5% to apply from 1 July 2015

The unions have also proposed that the following increases in superannuation contributions:

.5% to apply from 1 July 2013
.5% to apply from 1 July 2014
.5% to apply from 1 July 2015

The Commonwealth Government has indicated the following increases are to apply in Superannuation Guarantee Contributions:

.25% to apply from 1 July 2013
.25% to apply from 1 July 2014
.50% to apply from 1 July 2015

It is uncertain whether the increases proposed after 1 July 2014, will occur if there is a change in Commonwealth Government in September 2013.

Negotiations are continuing with the unions and employees, regarding possible increases and efficiency gains. Another meeting is to be held with union representatives and staff delegates on Tuesday, 25 July, 2013. Should this meeting come to a final agreement on the Enterprise Award, a further report will be tabled at the Council Meeting.

10. AUDIT AND RISK COMMITTEE MINUTES

Author: Naomi Stuart

Director: Graeme Haley

RECOMMENDATION: That Council receive and note the minutes of the Audit and Risk Committee Meeting held 30th May 2013 and endorse the recommendations contained therein.

Report

The Audit and Risk Committee Meeting was held on 30 May 2013. Minutes of the meetings are attached.

Budget

Council, at the December 2012 Council meeting, endorsed payments for the following members of the Audit & Risk Committee per meeting attended:

- \$400 for the chairperson
- \$300 for other independent members

Policy

POL 5.18 – Internal Audit Policy.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on THURSDAY 30 MAY 2013 at 9:10am

PRESENT: Mr. Steven Watson (Independent Chairperson). Clr. K. Poynter (alternate Councillor Member attended on behalf of Clr. A. Negline).

Ms Naomi Stuart (Manager Internal Audit Services), Mr. Phillip Swaffield (Internal Audit Officer), Mr. Graeme Haley (General Manager), Ms Michele Curran (Finance Administration Manager), Mr Ken Murphy (Governance Officer)

APOLOGIES: Apologies for non-attendance were received and accepted for Mr. Michael Commins and Clr. A. Negline on the motion of Mr. Steven Watson and Clr. K. Poynter.

DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST

No declarations of Pecuniary & Non-pecuniary interest received.

1. CONFIRMATION OF MINUTES – 7 FEBRUARY 2013

RESOLVED on the motion of Mr. Steven Watson and Clr. K. Poynter:

That the Minutes of the proceedings of the Audit and Risk Committee meeting held on 7 February 2013 be confirmed as a true and accurate record.

2. INVESTMENT REPORTS

RESOLVED on the motion of Clr. K. Poynter and Mr. Steven Watson:

That the Audit and Risk Committee receive and note the investment reports for the periods 28 February, 31 March and 30 April 2013.

3. QUARTERLY BUDGET REVIEW PERIOD 31 MARCH 2013

RESOLVED on the motion of Mr. Steven Watson and Clr. K. Poynter:

That the Quarterly Budget Review for the period ended 31 March 2013 be received and noted.

4. INSURANCE SUMMARY

RESOLVED on the motion of Clr. K. Poynter and Mr. Steven Watson:

That the Audit and Risk Committee receive and note Council's insurance policy information.

5. AUDIT TIMETABLE

RESOLVED on the motion of Mr. Steven Watson and Clr. K. Poynter:

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

6. AUDIT AND RISK COMMITTEE MEETING DATES

RESOLVED on the motion of Clr. K. Poynter and Mr. Steven Watson:

That the Audit and Risk Committee endorse the schedule of Committee meeting dates to 30 June 2014 as follows:

15 August 2013	28 November 2013	13 February 2014
10 April 2014 – planning session		22 May 2014

7. LEAD ORGANISATION CRITICAL ISSUES LIST

RESOLVED on the motion of Mr. Steven Watson and Clr. K. Poynter:

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

8. INTERNAL AUDIT REPORT

RESOLVED on the motion of Mr. Steven Watson and Clr. K. Poynter:

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

9. INTERNAL AUDIT STRATEGY AND ANNUAL WORK PROGRAM

RESOLVED on the motion of Clr. K. Poynter and Mr. Steven Watson:

That the Audit and Risk Committee:

- a) Adopt the Internal Audit Strategy 2013 – 2017
- b) Adopt the Internal Audit Annual Work Program for the year ending 30 June 2014

10. EXTERNAL AUDIT – INTERIM MANAGEMENT LETTER

RESOLVED on the motion of Mr. Steven Watson and Clr. K. Poynter:

That the Audit and Risk Committee receive and note the external auditor's interim management letter.

11. STATUS REPORT TO RWCC AUDIT & RISK COMMITTEE RELATING TO DELEGATIONS, POLICIES /PROCEDURES AND RISK MANAGEMENT

RESOLVED on the motion of Clr. K. Poynter and Mr. Steven Watson:

That the Audit and Risk Committee receive and note the status report relating to delegations, policies/procedures and risk management.

QUESTIONS AND STATEMENTS

The March 2013 Director Engineering Report was noted.

Discussions regarding long term water security.

Meeting Closed 10:58am

11. DRAFT POLICY 1.25 INTERNET, E-MAIL AND COMPUTER USE

RECOMMENDED that Riverina Water County Council adopt Draft Policy 1.25 Internet, E-Mail and Computer Use.

As part of the ongoing review of Council's policies, it was necessary to develop a Policy to guide staff and councillors in the appropriate use of the internet, e-mail and computers relating to Riverina Water County Council.

A draft policy has been prepared and is attached for Council's consideration.

The objectives of the draft policy are:-

The policy sets out the standards of behaviour expected of persons using Riverina Water County Council internet, e-mail and computer facilities or making reference to Council on external sites including social networking sites.

An earlier policy had been developed but had not been formally adopted by Council resolution.

- **Draft Policy 1.25 Internet, e-mail and computer use**

INTERNET, EMAIL AND COMPUTER USE POLICY

POLICY REFERENCE NUMBER:		POL 1.25	
Original publication date		August 2000	
Revision number	Issue Date	Council Meeting Date	Council Resolution
1	24 January 2007	n/a	n/a
2	26 June 2013	26 June 2013	Res 13/
<p>This document is to be reviewed every 2 years. Next review date: June 2015</p>			
RESPONSIBLE OFFICER		Finance/Administration Manager	

PART 1 : INTRODUCTION

1.1 Policy Objective

This policy sets out the standards of behaviour expected of Persons using Riverina Water County Council ("Council") internet, email and computer facilities, or when making reference to Council on external sites including social networking sites.

1.2 Scope of Policy

This policy applies to all people who use Council's Computer Network by any means(Refer definitions for "Users"). The policy also applies to Users who contribute to external blogs and sites including social networking sites who identify themselves as being associated with Council.

This policy also sets out the type of surveillance that will be carried out in Council's workplace, relating to the use of Council's Computer Network.

1.3 Definitions

'Blogging' means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary style commentary, audio-visual material and links to articles on other websites.

'Confidential Information' includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of the Council such as: pricing information including internal cost and pricing rates, production scheduling software, special supply information; strategy plans; exclusive supply agreements or arrangements; commercial and business plans; contractual arrangements with the third parties; tender policies and arrangements; financial information and data; schematics; proposals and intentions; designs; information which is personal information for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

'Computer Surveillance' means surveillance by means of software or other equipment that monitors or records information input or output, or other use, of Council's Computer Network (including, but not limited to, the sending and receipt of emails, text messages and the accessing of websites).

'Computer Network' includes all Council's internet, email, hand held device and computer facilities which are issued to Users, inside and outside working hours, in the workplace of Council (or related corporation of Council) or at any other place while performing work for Council (or related corporation of Council). It includes, but is not limited to, desktop computers, laptop computers, Blackberry's, Palm Pilots, PDAs, iPhones, tablets, iPads, other means of accessing Council's email, internet and computer facilities, (including, but not limited to, a personal home computer which has access to Council's IT systems).

'Intellectual Property' means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade names, and all Confidential Information and including know-how and trade secrets.

'Person' includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a Person's legal personal representative(s), successors, assigns or substitutes.

'Social networking site' means Facebook, Twitter, MySpace, YouTube and other similar sites.

'Users' comprises Council employees, Councillors, Council contractors and/or other persons assigned with access to Councils computer systems.

1.4 Legislative Context

Local Government Act 1993
Local Government (General) Regulations 2005
State Records Act 1998 No 17
State Records Regulations 2010
Privacy and Personal Information Protection Act 1998 (NSW)
Privacy and 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

PART 2: POLICY CONTENT

2.1. Policy Principles-Use of Internet, Email and Computer Facilities

Where use is allowed, Users are entitled to use Council's Computer Network only for legitimate business purposes.

Users are permitted to use Council's Computer Network for limited and reasonable personal use. However any such personal use is considered a privilege and must not impact upon the User's work performance or Council resources or violate this policy or any other Council policy.

Council gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed by any User in the course of using the Computer Network for the User's personal purposes.

As a general guide, use email like you would use the telephone. Messages are to adhere to this policy. They are to be kept short, and graphics used only where it is essential to convey communication about the topic or issue at question. Only attach or discuss information that you know is approved or publicly accessible. If in doubt, talk with your supervisor.

2.2 Policy Provisions

2.2.1 Requirements for Use

Users must comply with the following rules when using Council's Computer Network.

- Usage of the network and associated facilities should conform with Council's Code of Conduct
- Users must use their own username/login code and/or password when accessing the Computer Network.
- Users in possession of Council electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure.
- Users should protect their username/login code and password information at all times and not divulge such information to any other Person, unless it is necessary to do so for legitimate business reasons.
- Users should ensure that when not in use or unattended, the Computer device is shut down.
- A disclaimer is automatically included in all Council emails, and must not be removed.
- If a User receives an email which the User suspects contains a virus, the User should not open the email or attachment to the email and should immediately contact the IT Coordinator for assistance.
- If a User receives an email or text message the content of which (including an image, text, materials or software) is in breach of this policy, the User should immediately forward to their relevant department manager (Director of Engineering or Finance/Administrative Manager) for assessment and reference to the General Manager for any impending disciplinary action. The email or text message shall also be forwarded to the IT Coordinator for record purposes. The User shall then delete the email or text message . The User must not forward the email or text message to any other person.

Note: Email messages are legally recognised in the same way as letters and memorandum. As a consequence, spontaneously written email messages may provide evidence in litigation for or against the individual or Council. For this reason, users must not impart anything in an email message that he or she would not be comfortable saying in a public forum and which they may be held accountable.

2.2.2 Prohibited Conduct

Users must not send (or cause to be sent), upload, download, use, retrieve, or access any email or text message or material on Council's Computer Network that:

- Is obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL) or in text message or as an attachment to a text message. For example, material of a sexual nature, indecent or pornographic material.

- Causes (or could cause) insult, offence, intimidation or humiliation
- May be defamatory or could adversely impact the image or reputation of Council. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people
- Is illegal, unlawful or inappropriate
- Affects the performance of, or causes damage to Council's Computer System in any way
- Gives the impression of or is representing, giving opinions or making statements on behalf of Council without the express authority of Council. Further, Users must not transmit or send Council's documents or emails or text messages (in any format) to any external parties or organisations unless expressly authorised to do so.

Users must not use Council's Computer Network:

- To violate copyright or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by using Council's computing facilities, except as permitted by law or by contract with the owner of the copyright
- In a manner contrary to Council's privacy policy
- To create any legal or contractual obligations on behalf of Council unless expressly authorised by Council
- To disclose any Confidential Information of Council or any customer, rate payer, client or supplier of the Council's unless expressly authorised by Council.
- To install software or run unknown or unapproved programs on the Council's Computer Network. Under no circumstances should Users modify the software or hardware environments on Council's Computer Network.
- To gain unauthorised access (hacking) into any other computer within Council or outside Council, or attempt to deprive other Users of access to or use of Council's Computer Network
- To send or cause to be sent chain or SPAM emails or text messages in any format
- To use Council computer facilities for personal gain. For example, running a personal business

Users must not use another User's Computer Network facilities (including passwords and usernames/login codes) for any reason without the express permission of the User or Council.

2.2.3 Details on Blocking Email or Internet Access

Council reserves the right to prevent (or cause to be prevented) the delivery of an email or text message sent to or from a User, or access to an internet website (including a social networking site) by a User, if the content of the email text message or the internet website is considered:

- Obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent to or from a User, or access to an internet website (including a social networking site) by a User, if the content of the email text message or the internet website is considered as obscene offensive or inappropriate
- Causes or may cause insult, offence, intimidation or humiliation

- Defamatory or may incur liability or adversely impacts on the image or reputation of the Council. A defamatory message or a message or material that is insulting or lowers the reputation of a person or a group of people
- Illegal, unlawful or inappropriate
- To have the potential to affect the performance of, or cause damage to or overload Council's Computer Network, or internal or external communications in any way
- To give the impression of or is representing, giving opinions or making statements on behalf of the Council without the express authority of Council

In the case that an email is prevented from being delivered to or from a User, the User will receive a prevented delivery notice. The notice will inform the User that the delivery of the email has been prevented. The notice will not be given if delivery is prevented in the belief that:

- The email was considered to be SPAM, or contain potentially malicious software
- The content of the email (or any attachment) would or might have resulted in an unauthorised interference with, damage to or operation of any program run or data stored on any of the Council's equipment
- The email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, menacing, harassing or offensive

Council is not required to give a prevented delivery notice for any email messages sent by a User if the Council is not aware (and could not reasonably be expected to be aware) of the identity of the User who sent the e-mail or is not aware that the e-mail was sent by the User.

2.2.4 Type of Surveillance in The Council's Workplace

On a continuous and ongoing basis during the period of this policy, Council will carry out Computer Surveillance of any User at such times of Council's choosing and without further notice to any User.

Computer Surveillance occurs in relation to:

- Storage volumes
- Internet sites – every web site visited is recorded including the time of access, volume downloaded and the duration of access
- Download volumes
- Suspected malicious code or viruses
- Emails – the content of all emails received, sent and stored on the Computer Network. (this also includes emails deleted from the Inbox)
- Computer hard drives – Council may access any hard drive on the Computer Network
- Text messages - Council may access any text messages stored on a User's hand held device and the User must provide Council with the device for the purpose of allowing such access and
- Mobile telephone records – Council may access the records of a User's hand held device that has been provided by Council

Council retains logs, backups and archives of computing activities, which it may audit. Such records are the property of Council, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into alleged misconduct.

2.2.5 What Will The Computer Surveillance Records Be Used For?

Council may use and disclose the Computer Surveillance records where the use or disclosure is:

- For a purpose related to the employment of any employee or related to Council's business activities,
- Use or disclosure to a law enforcement agency in connection with an offence,
- Use or disclosure in connection with legal proceedings, or
- For a use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence or other injury to any person or substantial damage to property

For example, use or disclosure of Computer Surveillance records can occur in circumstances of assault, suspected assault, suspected harassment, stalking or bullying, theft or suspected theft of Council's property (or that of a related corporation of the Council) or damage to Council's equipment or facilities (or that of a related corporation of the Council).

2.2.6 Standards in Relation to Blogs and Sites Not Operated by The Council

Council acknowledges that Users have the right to contribute content to public communications on websites not operated by Council, such as social networking sites like MySpace, Facebook, Twitter or YouTube. However, inappropriate use of such communications has the potential to cause damage to Council, employees, clients and suppliers. For that reason, the following provisions apply to all Users:

- As it may be possible for any user of an external site to conduct a search that will identify any blogged comments about Council, Users must not publish any material which identifies themselves as being associated with Council.
- Users must not publish any material that may expose Council to any possible legal liability. Examples include, but are not limited to, defamation or discrimination proceedings.

2.2.7 Warning

Apart from the potentially damaging effects a blog or social networking entry may have on Council, inappropriate blogs on internal or external sites can also have adverse consequences for a User in terms of future career prospects, as the material remains widely and permanently accessible to other site users.

2.2.8 Enforcement

Users must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for persons other than employees, the termination or non renewal of contractual arrangements).

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to all or part of Council's Computer Network whether permanently or on a temporary basis.

RWCC EMPLOYEE INFORMATION AND COMMUNICATION DEVICE ACCEPTABLE USAGE AGREEMENT

ACCEPTABLE USE OF THE INTERNET AND E-MAIL

This statement provides guidance for acceptable use by Riverina Water County Council employees of the provided computing resources including Internet and E-mail.

Employee Responsibilities/Rights

Computer Terminal

Computer equipped work stations and the services accessible on them are provided to employees for business use to carry out tasks related to your job. Services include the Internet and electronic mail (E-Mail)

Any identified use of equipment or services thought to be inconsistent with RWCC policies will be investigated. Inappropriate use may be subject to disciplinary action and a range of penalties, including termination of employment and/or criminal prosecution.

It is inappropriate to transmit, communicate or access any material which may discriminate against, harass or vilify colleagues or any member of the public on the grounds of

- sex;
- pregnancy;
- age;
- race (including colour), nationality, descent or ethnic background;
- religious background;
- marital status;
- disability;
- HIV/AIDS; and
- homosexuality or transgender.

You may be individually liable if you aid and abet others who discriminate against, harass or vilify colleagues or any member of the public. (Harassment will be treated in accordance with existing grievance and harassment procedures and may result in disciplinary action).

Inappropriate use includes, but is not limited to, any use of RWCC equipment or services for intentionally transmitting, communicating or accessing pornographic or sexually explicit material, images, text or other offensive material.

Your use must be appropriate -- lawful, efficient, proper and ethical.

All information, data or files created by you while employed by the RWCC are subject to scrutiny

The use of your computer is monitored through a "user id" and access rights governed by a password personal to you. Do not divulge your password to others because you could be held responsible for their actions.

No form of computer hacking (illegally accessing other computers) is allowed.

Internet and Email

Reasonable private use of the Internet and E-mail is a privilege and such use needs to be balanced in terms of RWCC's operational needs and providing a flexible workforce.

It is not acceptable to intentionally create, send or access information that could damage the RWCC's reputation, be misleading or deceptive, result in victimisation or harassment, lead to criminal penalty or civil liability, or be reasonably found to be offensive, obscene, threatening, abusive or defamatory.

You may not intentionally create, transmit, distribute, or store any offensive information, data or material that violates Australia or State regulations or laws. RWCC reserves the right to audit and remove any illegal material from its computer resources without notice.

It is important to remember that electronic messages are official documents that are subject to the same laws as any other form of correspondence. They are subject to statutory record keeping requirements and can be subpoenaed or "discovered" during legal processes.

Messages conveyed by E-mail and through the Internet are capable of being intercepted, traced or recorded by others. Although such practices may be illegal, you should not have an expectation of privacy and must take care with confidential documents.

E-mail is not to be intentionally used for chain letters.

Limited personal use of the Internet does not extend to intentionally downloading unauthorised software, lengthy files containing picture images, live pictures or graphics. This includes computer games, music files and the accessing of radio or television stations broadcasting via the Internet. Downloading of such files increases the load on the network and could degrade the service to other staff with a genuine business need to use the Internet. Such files should not be E-mailed to others.

Employees are encouraged to report breaches of this agreement to their supervisor or an appropriate senior officer or executive. Internet and E-mail use should be consistent with the RWCC's code of conduct, which also has guidance on reporting misuse of public resources.

Where a genuine business reason exists that requires access to sites that would be normally regarded as inappropriate, the authorisation of the appropriate supervisor is required.

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 Council's Internal Policy 3.22-Internet,Email and Computer Use policy and that inappropriate usage may be cause for disciplinary action including but not limited to written warnings, revocation of access privileges, 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 statement and Council's Public Policy 1.25 Internet, Email and Computer Use policy.

Signed: _____

Name: _____

Date: ____/____/____

NOTE: This form, once completed and signed is to be forwarded to the Payroll Officer for attachment to the employee's personal file.

12. CONSIDERATION OF LEGAL ADVICE

RECOMMENDED that the Council consider the Report “Consideration of Legal Advice” whilst the meeting is closed to the public as it relating to the receipt and consideration of legal advice concerning litigation or which would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege, as prescribed by Section 10A(2)(f) of the Local Government Act 1993.

13. CONSIDERATION OF TENDER W.127 PEST CONTROL

RECOMMENDED that Council consider the report “Consideration of Tender W127 Pest Control” whilst the meeting is closed to the public, as it relates to Commercial Information, the disclosure of which would be likely to prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

14. CONSIDERATION OF TENDERS FOR CONSULTANTS TO PREPARE CONCEPT DESIGN FOR THE REPLACEMENT OF THE WAGGA WAGGA WATER TREATMENT PLANT

RECOMMENDED that Council consider the report “Consideration of Tenders for Consultants to Prepare Concept Design for the Replacement of the Wagga Wagga Water Treatment Plant” whilst the meeting is closed to the public, as it relates to Commercial Information, the disclosure of which would be likely to prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

15. CONSIDERATION OF TENDER W.164 SOUTHERN TRUNK MAIN DESIGN FOR AUGMENTATION

RECOMMENDED that Council consider the report “Consideration of Tender W164 Southern Trunk Main Design for Augmentation” whilst the meeting is closed to the public, as it relates to Commercial Information, the disclosure of which would be likely to prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

16. COUNCIL RESOLUTION SHEET

Council Resolution Sheet Summary to Meeting held 26/06/2013				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting Held 27 February 2013				
Minute 13/7	Loan Facility	General Manager	That Council resolve to borrow \$15,000,000 over 10 years from the National Australia Bank on 28th February 2013, being budgeted borrowing under the LIRS, to fund part of the new water treatment plant project	Loan Documents completed, loan funds drawn down and invested until needed.
13/8	Agreement – Local Infrastructure Renewal Scheme	General Manager	That Riverina Water County Council complete the agreement for a 4% interest subsidy under the Local Infrastructure Renewal Scheme, for the Wagga Wagga Water Treatment Plant Replacement, under the Common Seal of Council.	LIRS Agreement completed.
13/10	Delegation to Council of Functions Under the Plumbing and Drainage Act 2012	General Manager	That Council advise NSW Fair Trading that it is willing to accept the delegation of regulatory powers under the Plumbing and Drainage Act 2012 and that Council complete the Instrument of Delegation under the Common Seal of Council.	NSW Fair Trading notified that Council is willing to accept the delegation. Instrument completed under the Common Seal of Council.
13/11	Proposed Acquisition of RWCC Land on Willans Hill for Road Purposes	General Manager	That Riverina Water County Council agree to the sale of lots 8 and 10 of DP 1177748 for road purposes to Wagga Wagga City Council and that Council resolve to complete any necessary documents under the Common Seal of the Council.	Wagga Wagga City Council notified of RWCC's agreement to sell the land in question.
13/12	Draft Policy 1.1 Draft Code of Conduct	General Manager	That Riverina Water County Council adopt Draft Policy 1.1 Code of Conduct and Draft Policy 1.1a Procedures for the Administration of the Model Code of Conduct and that Council enter into an arrangement with Riverina Eastern Regional Organisation of Councils (REROC) to share a panel of conduct reviewers and, until the panel of reviewers is appointed, that Council reappoint Mr. Gerry Holmes as its independent code of conduct reviewer.	REROC notified of Council's decision.
13/20	Director of Engineering's Report for Month of January 2013	Director of Engineering	That Council undertake appropriate lobbying with the Local Government Association, relevant Ministers and unions to address the issue of detectability of underground services laid by other authorities and standards of	

			construction.	
13/28	General Manager's Performance Review	Chairperson	That this report be received and that, under the provisions of Clause 8.3 of his employment contract, the total remuneration package of the General Manager be increased to \$192,726.65 commencing 17th January 2013.	Contract appendix updated.
Extraordinary Meeting held 10 April 2013				
13/32	Development Servicing Plan	Director of Engineering	<p>1. That the Draft Development Servicing Plan be received.</p> <p>2. That the development servicing charge as recommended in the report be adopted for exhibition, being \$4800 per equivalent tenement (ET) for residential development throughout all urban areas of Riverina Water County Council.</p> <p>3. That the 2005 NSW Water Directorate Section 64 Determination of Equivalent Tenement Guidelines, or its successor, be used to calculate ET figures for all developments other than standard residential lots and that in applying these a Local ET/Standard ET factor of 0.7 be adopted.</p> <p>4. That 3.8 kilolitres per day per ET be used when determining charges based on estimated water use.</p> <p>5. That the Draft DSP be placed on exhibition for six weeks in accordance with the NSW Office of Water Guidelines</p>	<p>Noted.</p> <p>Noted and included in Draft DSP.</p> <p>Noted and included in Draft DSP.</p> <p>Noted and included in Draft DSP.</p> <p>Draft DSP placed on exhibition until 7 June 2013. Report to be submitted to Council Meeting on 26 June 2013.</p>
13/35	Shortlist of Consultants for the Concept Design of the Wagga Wagga Water Treatment Plant	Manager Projects	<p>That the consulting firms as listed below be invited to submit proposals for the Concept Design of the Wagga Wagga Water Treatment Plant.</p> <ul style="list-style-type: none"> • Kellogg Brown Root Pty Ltd • Hunter Water Australia Pty Ltd and • MWH Australia Pty Ltd 	Consulting firms notified.

Meeting held 24 April 2013				
13/38	Draft Delivery Program 2013/14 – 2016/17 and Operational Plan 2013/14	General Manager	That in accordance to Sections 404 and 405 of the Local Government Act, 1993, the Draft Delivery Program and Operational Plan be placed on public exhibition and that it be on display at the Administrative Headquarters, Hammond Avenue, Wagga Wagga.	Draft Delivery Program and Operational Plan placed on public exhibition until 4 June 2013. Report to be submitted to Council Meeting on 26 June 2013.
13/51	Tenders for the Supply of Liquid Alum	Manager Operations	That Council accept the tender submitted by Nowra Chemicals for the supply of Liquid Alum.	Tenderers notified.



Graeme J Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

21st May 2013

1. WORKS REPORT COVERING APRIL 2013

RECOMMENDATION that this report be received and noted

- April Works Report

**DIRECTOR OF ENGINEERING'S REPORTS
TO COUNCIL MEETING IN JUNE 2013**

21st May 2013

1 WORKS REPORT COVERING APRIL 2013

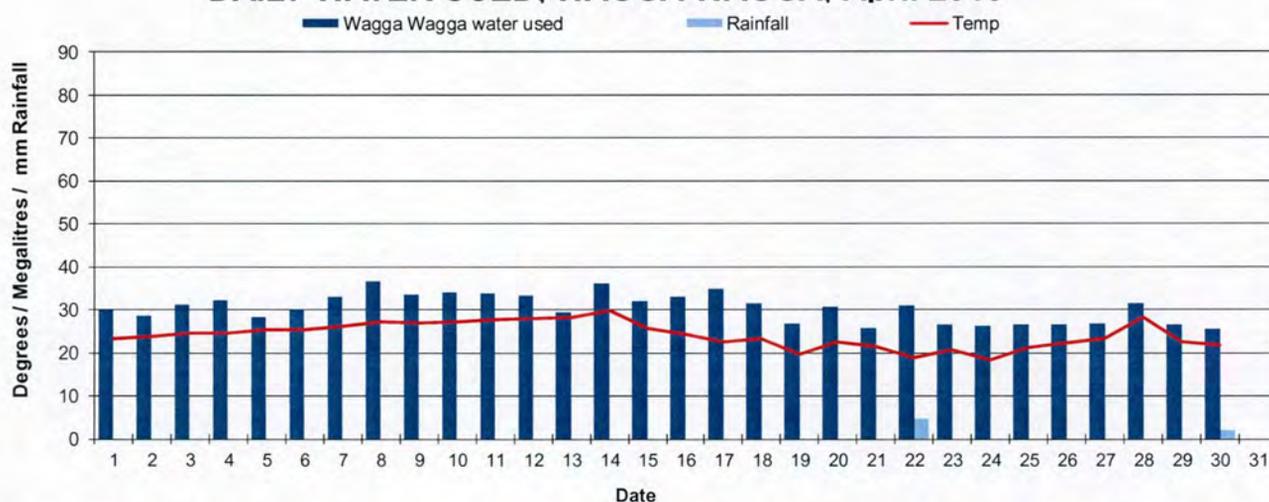
RECOMMENDATION That this report be received and noted.

1.1 WATER SOURCED AND USED

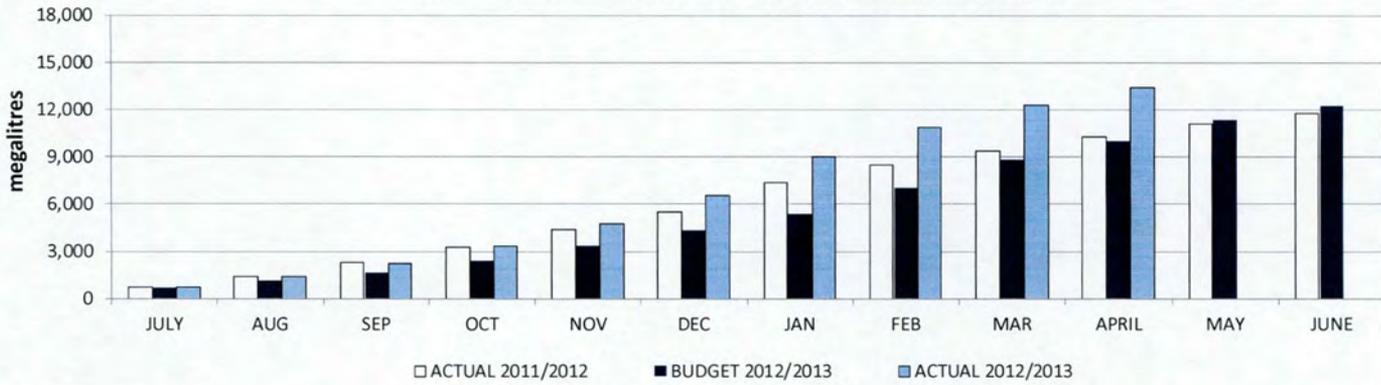
April	2011	2012	2013
Rainfall	21.6	8.2	7.0
Wet Days	6	9	2
WATER SOURCED April 2013 (MI)			
North Wagga bores	140.75	156.43	187.18
West Wagga bores	321.66	419.24	566.29
East Wagga bores	168.87	223.25	95.39
Murrumbidgee River	162.74	44.80	167.03
SUB-TOTAL	794.02	843.72	1,015.89
Bulgary Bores	32.04	30.21	41.94
Urana Source	0.00	0.00	0.00
Ralvona Bores	15.09	16.11	21.88
Walla Walla Bores	0.00	7.65	0.00
Goldenfields Water Supply System	2.38	4.06	3.29
SUB-TOTAL	49.51	58.03	67.11
Woomargama	0.99	0.85	1.25
Humula	0.67	0.63	0.82
Tarcutta	2.76	2.41	3.33
Oura	2.95	2.65	4.16
Walbundrie/Rand	1.94	2.98	2.82
Morundah	0.63	0.56	0.69
Collingullie	3.27	4.41	4.97
SUB-TOTAL	13.21	14.49	18.04
TOTALS	856.74	916.24	1,101.04

WATER USED April 2013 (MI)			
	2011	2012	2013
East Bomen	10.64	15.92	24.21
Estella	37.61	50.52	49.72
North Wagga	71.44	66.62	82.88
Wagga Wagga – Low Level	149.12	184.97	166.19
Wagga Wagga – High Level	368.14	370.75	482.74
Wagga Wagga – Bellevue Level	40.86	46.36	63.23
SUB-TOTAL	677.81	735.14	868.97
Ladysmith System	3.14	3.86	4.29
Brucedale Scheme	18.18	16.26	21.86
Currawarna Scheme	6.52	12.84	13.77
Rural south from Wagga Wagga	95.01	69.01	112.47
Rural from Walla Walla Bore	0.00	7.65	0.00
Bulgary, Lockhart and Boree Creek	15.96	11.20	19.23
From Boree Crk to Urana and Oaklands	14.46	17.43	20.45
Holbrook	15.09	16.11	21.88
SUB-TOTAL	168.36	154.36	213.95
Woomargama	0.99	0.85	1.25
Humula	0.67	0.63	0.82
Tarcutta	2.76	2.41	3.33
Oura	2.95	2.65	4.16
Walbundrie/Rand	1.94	2.98	2.82
Morundah	0.63	0.56	0.69
Collingullie	3.27	4.41	4.97
SUB-TOTAL	13.21	14.49	18.04
TOTALS	859.38	903.99	1,100.96

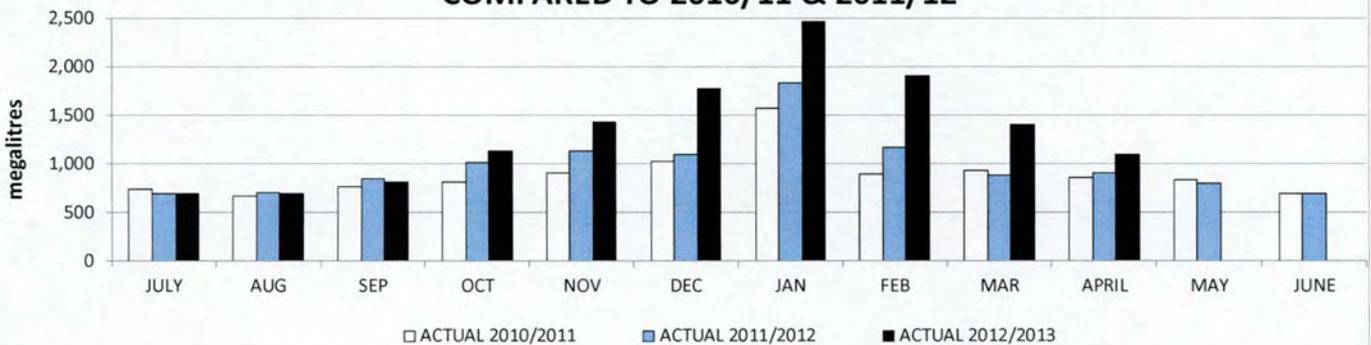
DAILY WATER USED, WAGGA WAGGA, April 2013



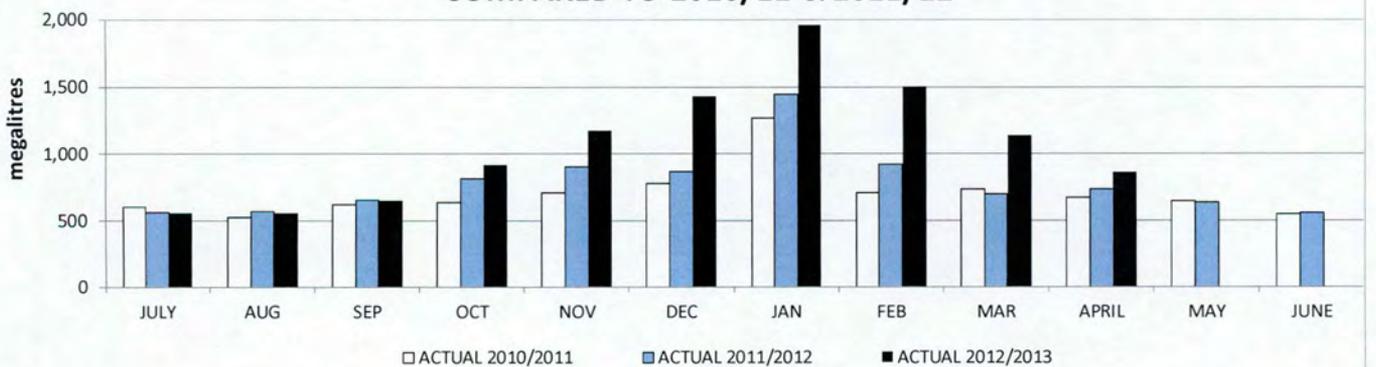
TOTAL CUMULATIVE WATER USED 2012/2013



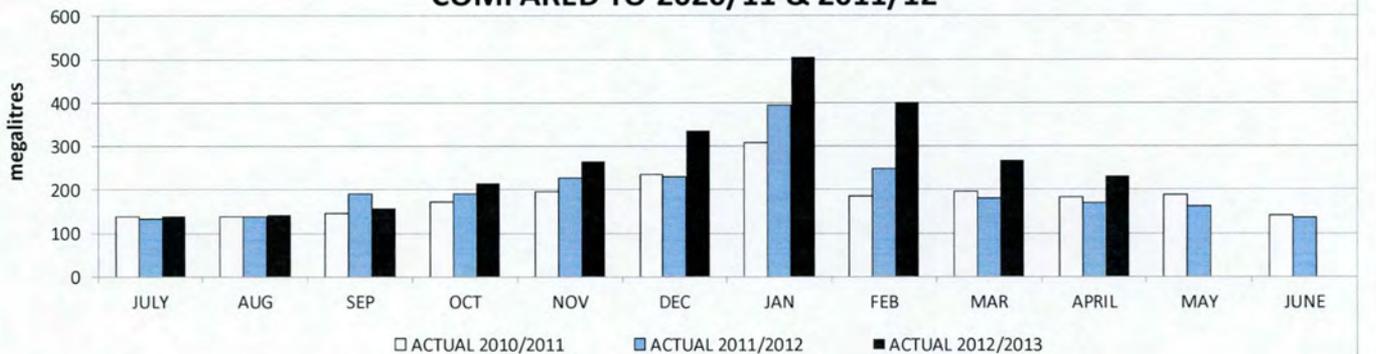
MONTHLY TOTAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



MONTHLY WAGGA WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



MONTHLY RURAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



**1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS
FOR THE MONTH OF APRIL 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	13			39	8	6				48	11	6
Brucedale					1							
Currawarna												
Euberta												
Humula				1								
Ladysmith												
Oura										1		
San Isidore										1		
Tarcutta					3							
The Gap												
Bulgary												
Collingullie												
French Park				1								
Lockhart	1	1		2							2	1
Mangoplah												
Milbrulong										1		
Pleasant Hills	1											
The Rock				2		2						1
Uranquinty				1	1					1		
Yerong Creek												
Culcairn					1							
Henty				1						1		
Holbrook										2		
Morven												
Walbundrie		1										
Walla Walla						2						
Woomargama										1		
Boree Creek												
Morundah												
Oaklands										1		
Rand												
Urana												
TOTAL	15	2	0	47	14	10	0	0	0	57	13	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	Lake st	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	No	3:00	8	20
2	Graham St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	7:00	0	0
4	Old Narrandera Rd	Wagga Wagga	32 PVC	Leaking collar	No	0:30	1	2
8	Osborne St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	3:30	0	10
12	Casley & Hancock St	Wagga Wagga	100 WPVC	Pipe Failure (not specified)	No	2:00	2	5
15	14 James St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
21	Riverview Dr	Wagga Wagga	150 WPVC	T/ Band Broken/Leaking	No	1:30	24	1
22	Hampden & Cooramin St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	1:00	10	10
TOTALS						18:30	45	53
					Breaks needing shut off -	7	Breaks affecting customers - 5	
Total Breaks - 8								

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	16 Day St	The Rock	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	3
7	19 Brookong St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	3
9	Richmond-Darling St	Boree Creek	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	5
10	13 Brookong St	Lockhart	150 AC	Leaking Gibault	No	1:30	23	2
11	Steel St	Holbrook	100 AC	Pipe Failure - Ground Movement	No	3:15	24	39
11	Steel St	Holbrook	100 AC	Pipe Failure - Ground Movement	No	2:30	24	5
19	2 Allan St	Henty	100 AC	Leaking Gibault	Yes	0:00	0	4
21	Rohans Rd	Bulgary	250 CI	Corrosion	No	4:15	23	150
26	36 Rosler St	Henty	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	3
30	12 Yarragundry St	Uranquinty	100 AC	Pipe Failure (not specified)	No	2:15	20	9
TOTALS						13:45	114	223
					Breaks needing shut off -	5	Breaks affecting customers - 5	
Total Breaks - 10								

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during April 2013 were:

Date	Location	Problem	Action Taken
2/04/2013	Caltex Tarcutta	Dirty water	Flushed mains
3/04/2013	43 Best St, Wagga	Dirty water	Turbs high in gal service to meter. Flushed service
5/04/2013	2 Churchill Ave, Kooringal	Green water	Old pipes in property
6/04/2013	124 Gurwood St, Wagga	Dirty water	Flushed service
9/04/2013	54 Urana St, Mt Austin	Dirty water	Flushed service
9/04/2013	294 Hancocks Ln, Brucedale	Low pressure, milky water	Pressure OK. Flushed until clear
14/04/2013	Halfway Motel, Tarcutta	Dirty water	Flushed mains
15/04/2013	45 Pearson St, Wagga	Dirty water	Flushed mains
17/04/2013	1021 Culcairn Rd, Culcairn	Dirty water	Tank water, not mains
18/04/2013	36 Bakers St, Uranquinty	Dirty water from break	Flushed mains and service
19/04/2013	551 Kooringal Rd, Kooringal	Dirty water	Flushed service
22/04/2013	206 Bourke St, Mt Austin	Dirty water blocking under sink filters	Turb tested within ADWG
23/04/2013	Kurrajong Waratah, Lord Baden Powell Dr, Mt Austin	Dirty water	Flushed service. Old gal pipes

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

No new water mains were laid during April 2013.

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during April 2013 include:

LOCATION	PROJECT	100	
		OPVC	DICL
Lake St, Wagga	Mains Replacement	54	
Boree Creek	Mains Replacement	152	
Yathong St, Wagga	Mains Replacement		60.5
	TOTAL	206	60.5

1.6 OTHER CONSTRUCTION

Other construction works during April 2013 include:

LOCATION OR PROJECT	WORK DONE
Lockhart Hospital	Fire Service
Wagga Wagga	Replace Large Meters

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during April 2013 include:

LOCATION OR PROJECT	WORK DONE
Yerong Creek Reservoir	Install reticulation mag-flow meter
Uranquinty Reservoir	Replace internal ladder
Tarcutta Reservoir	Replace internal ladder
Oaklands Reservoir	Internal leak repair & clean
East Bomen No.1 Reservoir	Clean
Morundah Water Treatment Plant	Replace alum. dosing lines
Morven Reservoir	Clean

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during April 2013 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	118
Plumpton Road	28
Gregadoo Road	0
Forest Hill	27
Estella	0
Bomen	42
Lockhart	2
Holbrook	77
Henty	0
Yerong Creek	28
Pleasant Hills	7

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
HR Licence	1
WIOA Operators Conference	6
Body Electrical Systems	2
WIOA Exhibition	5
Height Safety Training	10
First Aid Refresher Training	3

1.10 FLEET ACQUISITIONS

No Fleet acquisitions or disposals made during April 2013.



Greg Finlayson
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING MAY 2013

RECOMMENDATION that this report be received and noted

- May Works Report

**DIRECTOR OF ENGINEERING'S REPORTS
TO COUNCIL MEETING JUNE 2013**

14th June 2013

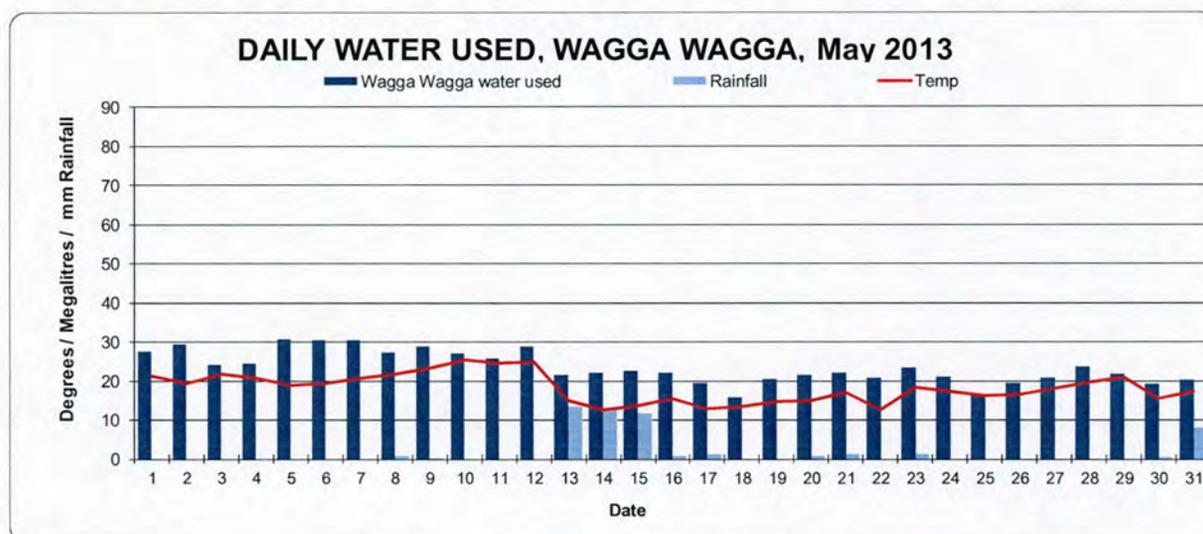
1 WORKS REPORT COVERING MAY 2013

RECOMMENDATION That this report be received and noted.

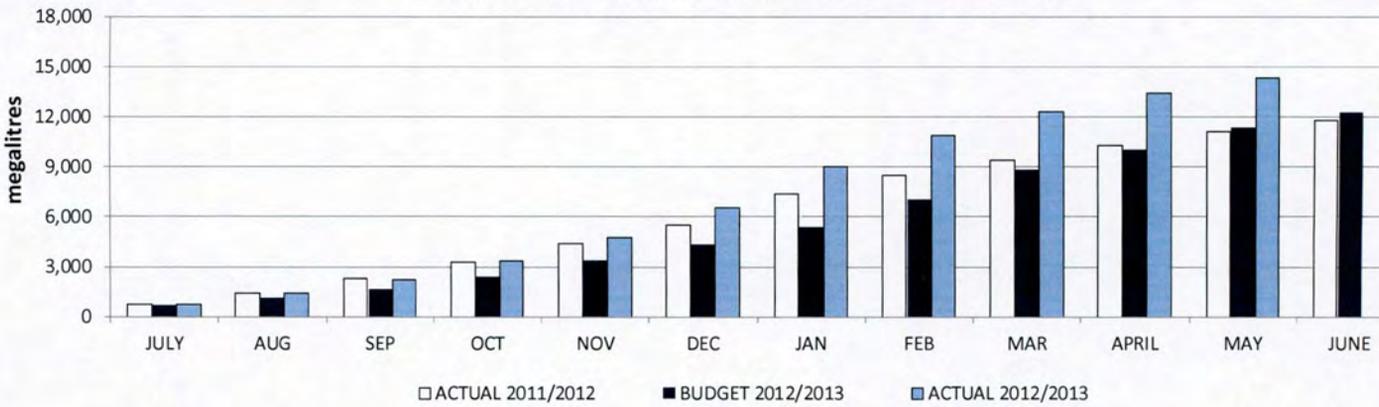
1.1 WATER SOURCED AND USED

May	2011	2012	2013
Rainfall	31.8	47.6	53.2
Wet Days	10	9	12
WATER SOURCED May 2013 (MI)			
North Wagga bores	142.88	161.95	181.17
West Wagga bores	361.42	359.51	421.31
East Wagga bores	155.94	218.86	178.29
Murrumbidgee River	101.29	0.00	54.23
SUB-TOTAL	761.53	740.32	835.00
Bulgary Bores	40.94	27.12	34.39
Urana Source	0.00	0.00	0.00
Ralvona Bores	15.60	15.46	16.63
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.76	3.14	0.91
SUB-TOTAL	58.30	45.72	51.93
Woomargama	1.36	0.77	1.10
Humula	0.58	0.62	0.56
Tarcutta	2.83	2.20	2.51
Oura	2.23	2.40	3.01
Walbundrie/Rand	2.53	2.55	2.26
Morundah	0.42	0.46	0.45
Collingullie	3.45	3.43	4.40
SUB-TOTAL	13.40	12.43	14.29
TOTALS	833.23	798.47	901.22

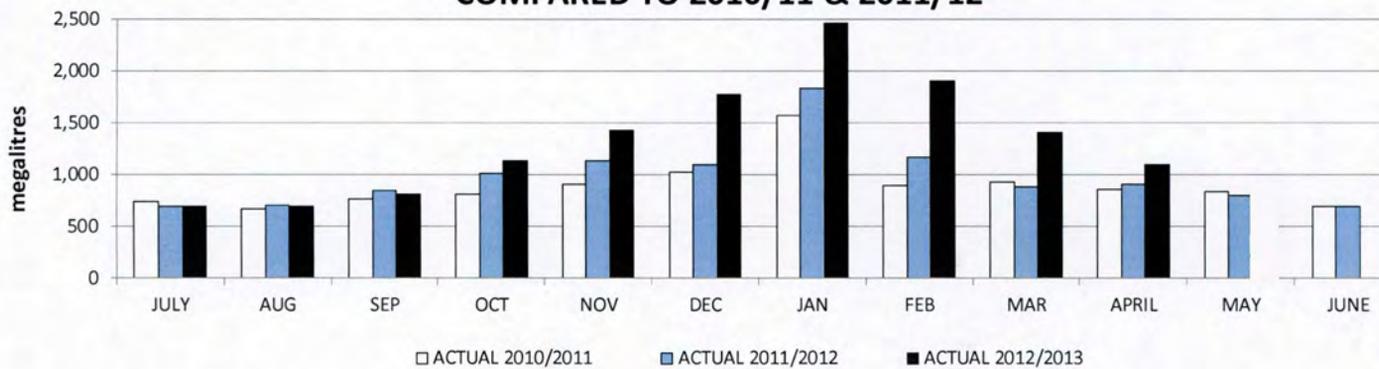
WATER USED May 2013 (MI)			
	2011	2012	2013
East Bomen	15.43	15.96	24.37
Estella	26.73	38.20	45.71
North Wagga	85.06	86.16	83.64
Wagga Wagga – Low Level	153.67	139.42	139.28
Wagga Wagga – High Level	336.36	323.82	371.23
Wagga Wagga – Bellevue Level	36.10	35.24	43.54
SUB-TOTAL	653.35	638.80	707.77
Ladysmith System	3.30	2.75	3.34
Brucedale Scheme	15.47	13.22	17.13
Currawarna Scheme	7.09	12.78	11.23
Rural south from Wagga Wagga	94.28	78.09	92.34
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	21.18	14.60	16.89
From Boree Crk to Urana and Oaklands	17.33	11.20	15.86
Holbrook	15.60	15.46	16.63
SUB-TOTAL	174.25	148.10	173.42
Woomargama	1.36	0.77	1.10
Humula	0.58	0.62	0.56
Tarcutta	2.83	2.20	2.51
Oura	2.23	2.40	3.01
Walbundrie/Rand	2.53	2.55	2.26
Morundah	0.42	0.46	0.45
Collingullie	3.45	3.43	4.40
SUB-TOTAL	13.40	12.43	14.29
TOTALS	841.00	799.33	895.48



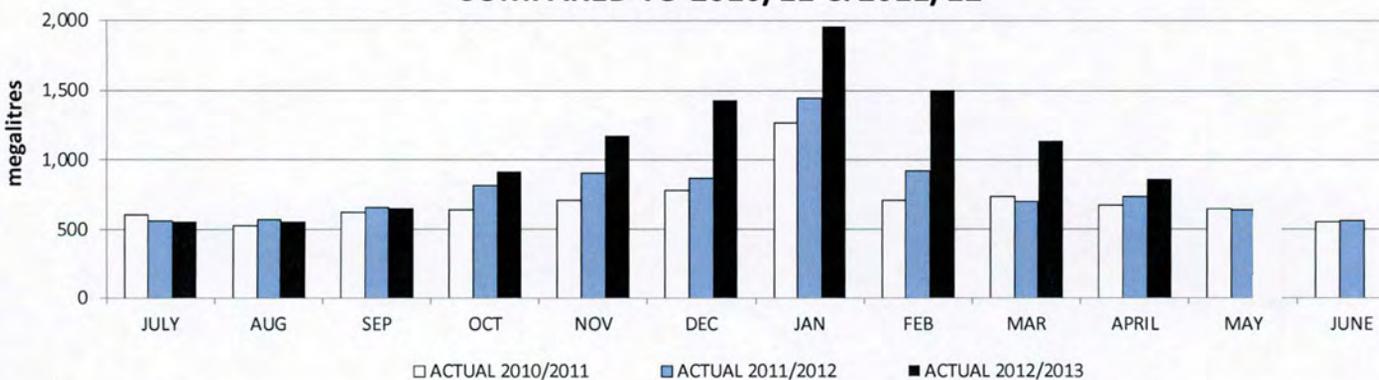
TOTAL CUMULATIVE WATER USED 2012/2013



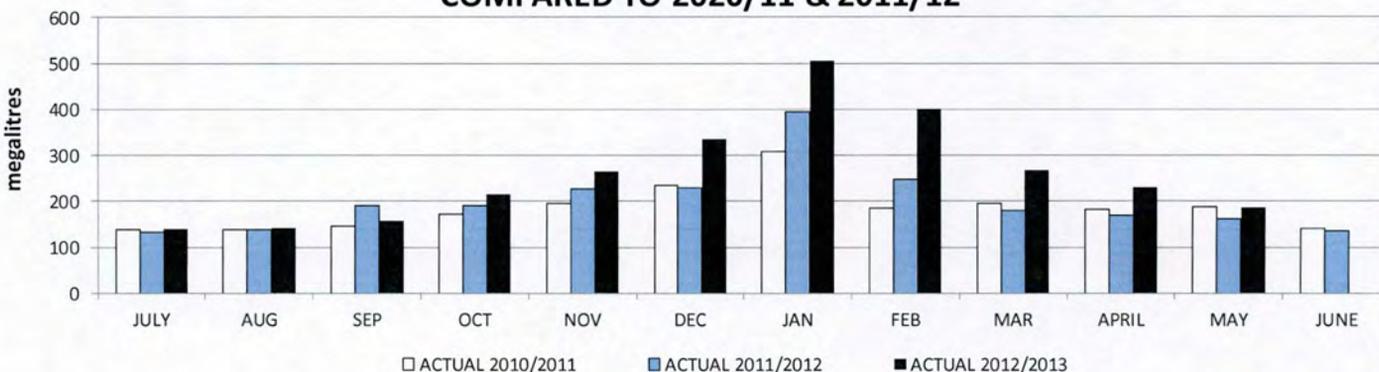
MONTHLY TOTAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



MONTHLY WAGGA WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



MONTHLY RURAL WATER USED 2012/13 COMPARED TO 2010/11 & 2011/12



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF MAY 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	16	1		12	1	1				13	2	5
Brucedale												
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura												
San Isidore												
Tarcutta										1		
The Gap										1		
Bulgary												
Collingullie												
French Park				1								
Lockhart										2		
Mangoplah												
Milbrulong				1						1	1	
Pleasant Hills												1
The Rock			1	1	1					1	2	1
Uranquinty										1		1
Yerong Creek	1											
Culcairn											2	
Henty	1			1								
Holbrook	1									3		
Morven												
Walbundrie												
Walla Walla			1								1	
Woomargama										1		1
Boree Creek				1								
Morundah												
Oaklands				1								
Rand												
Urana												
TOTAL	19	1	2	18	2	1	0	0	0	24	8	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
12	3 Inglis Street	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	4:15	20	35
13	Inglis & Hume St's	Lake Albert	100 AC	Pipe Failure (not specified)	No	2:30	20	50
19	38 Cox Avenue	Forest Hill	100 AC	Leaking SS clamp	Yes	0:00	0	5
24	Inglewood Rd	Lake Albert	100 AC	Accidental damage	No	1:00	5	15
24	21 Vincent Rd	Lake Albert	100 AC	Pipe Failure (not specified)	No	1:45	18	20
25	40 Kyemba Avenue	Koorringal	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
30	Sheppard Street	Wagga Wagga	150 CI	Tree Roots	Yes	0:00	0	10
TOTALS						9:30	63	140
					Breaks needing shut off -	4	Breaks affecting customers - 4	
Total Breaks -		7						

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	River Rd	The Gap	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	50
2	River Rd	The Gap	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	20
2	River Rd	The Gap	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
2	Gap Hall Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
4	16 Bardwell St	Holbrook	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	1
6	9 Fox St	Henty	100 AC	Pipe Failure (not specified)	Yes	0:00	0	15
7	Urana Rd	Bidgeemia	100 DICL	Pipe Failure - Ground Movement	No	2:00	8	10
7	Rohans Rd	Bulgary	250 CI	Corrosion	No	4:30	20	100
13	12 Chapman St	Urana	100 AC	Pipe Failure (not specified)	Yes	0:00	0	24
18	Gap Hall	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
19	South Boundry	Collingullie	32 PVC	Leaking collar	No	1:55	5	10
19	Gap Hall Coolamon Road	The Gap	100 WPVC	Leaking SS clamp	No	1:00	0	0
26	76 Milne St	The Rock	100 AC	Pipe Failure (not specified)	No	2:00	9	6
29	Culcairn Rd	Morven	150 AC	Leaking Gibault	No	1:30	9	3
30	Cemetery Rd	Lockhart	80 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	2
TOTALS						12:55	51	266
					Breaks needing shut off -	6	Breaks affecting customers -	5
Total Breaks -					15			

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during May 2013 were:

Date	Location	Problem	Action Taken
3/05/2013	13 Davison St, The Rock	Dirty water	Flushed service
8/05/2013	1 Gordon Close, Koorungal	Water staining towels	Investigated problem which is the dye-lots of the towels. No other washing affected.

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during May 2013 include:

LOCATION	PROJECT	100	200
		OPVC	OPVC
Strickland Drive	New Subdivision	184	132.5
	TOTAL	184	132.5

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during May 2013 include:

LOCATION	PROJECT	100	
		OPVC	DICL
Lake Street Wagga	Mains Replacement	179.5	
Yabtree Street	Mains Replacement		102
	TOTAL	179.5	102

1.6 OTHER CONSTRUCTION

Other construction works during May 2013 include:

LOCATION OR PROJECT	WORK DONE
Wagga Depot	Drainage of entrance way installed
Wagga Depot	Entrance of depot roadway sealed
Woomargama	Mains Flushing

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during May 2013 include:

LOCATION OR PROJECT	WORK DONE
West Wagga WTP	Aeration basin concrete repair
West Wagga WTP	No. 5 Shires pump & motor overhaul
Waterworks	No. 2 flouride transfer pump overhaul
East Wagga Aeration	Drain & clean
North Wagga Aeration	Drain & clean
Waterworks	CWS drain & clean
Waterworks	No. 2 Floc tank drain and clean

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during May 2013 include:

LOCATION	NUMBER OF FILLS
Red Hill Road	29
Plumpton Road	22
Gregadoo Road	0
Forest Hill	14
Estella	0
Bomen	26
Lockhart	5
Holbrook	25
Henty	6
Yerong Creek	9
Pleasant Hills	9

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
C6 Crane	2
Height Safety Training	3
Dangerous Goods	1
Munsy's Training	3

1.10 FLEET ACQUISITIONS

Fleet acquisitions made during May 2013 are:

Existing Vehicle					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
T43	Sludge	Truck with Tipper	Isuzu NPR400	1995	140,722
T7	Water Works	4WD Dual Cab Ute	Nissan ST	2011	62,000
T59	Depot	4WD Dual Cab Ute	Isuzu D-Max LSU	2011	55,500

Replacement Vehicle				
Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
9	Wagga Motors	Truck with Tipper	Isuzu FRR600	\$94,221
10	Jason Nissan	4WD Dual Cab Ute	Nissan D40 narvara	\$34,985
10	Wagga Motors	4WD Dual Cab Ute	Isuzu D-Max LSU	\$33,505

Fleet disposals made during May 2013 are:

Disposal Details		
Vehicle No	Method	Price exc GST
T43	Auction 15/05/2013	\$14,545
T7	Auction 22/05/2013	\$24,727
T59	Auction 29/05/2013	\$24,000

1.11 NATURE STRIP PROGRAM

The Riverina Urban Lawn Replacement Nature Strip Scheme is coming to a close with no further applications being taken and current participants being required to have their final inspections prior to 31st July 2013. The program has been very successful and it is anticipated we will reach our target of rebating \$600,000 to replace 50,000 square metres of lawn.

The effort is now on marketing a seamless transition into lawn replacement without any rebate, which focuses on lawn inside the yard, not just on the nature strip. There has been a definite shift already in the landscaping culture and strong indications of reduced water demand, beyond that directly attributable to the lawn replaced.

A full report on the project will be put to the August 2013 meeting of Council.

1.12 DIAL BEFORE YOU DIG

Riverina Water staff have been investigating means of expediting progress on water main construction in urban road corridors. Such mains are generally within the nature strip. The predominant issue is conflicting alignments with telecommunication cables. There are six carriers in Wagga Wagga, now including NBN Co, and the proliferation of untraceable fibre optic cables has exacerbated the issue. The lack of regulatory control of these carriers and their contractors is an issue.

One means of gaining support has been to join Dial Before You Dig (DBYD). This is primarily a universal means for any party digging a hole getting the location of underground assets. However it also provides a forum for dealing with the conflicting alignments of underground assets.

Riverina Water applied for membership of DBYD on 20th May, 2013. The application included files containing GIS data of our asset locations. The DBYD template is now being created to supply standard responses with generic details including our regulations, responsibilities and disclaimer.

Currently the Riverina Water drawing office is doing an average of 20 – 25 location enquiries each month. These come in by a variety of means. The cost of each enquiry received from DBYD will be \$2.00 + GST. I anticipate membership will cost a maximum of \$3,000 per annum.

Work-as-executed plans will continue to be supplied if requested and on-site locations will still be undertaken free of charge if required. Potholing or excavating our assets will continue to be done at a cost to the enquirer if exact locations and depths are required.

DBYD will be giving a presentation to Riverina Water on Thursday 27th June 2013 on the benefits of DBYD membership, as well as providing advice on underground utility issues and regulations and the responsibilities of users and utilities.

1.13 WAGGA WAGGA CITY COUNCIL SPATIAL PLAN 2013/43

Riverina Water staff have been involved in consultation with Wagga Wagga City Council regarding their 30 year horizon Spatial Plan. We have had a number of amicable meetings and lodged comments. There is an issue in that the Spatial Plan provides for significantly different growth patterns than adopted in the Riverina Water Integrated Water Cycle Management (IWCM) Plan and other strategic plans, including our current Draft Development Servicing Plan (DSP).

In 2010, with our consultants, we met with Wagga Wagga City Council planning staff to determine the most likely patterns of growth to the year 2040. The outcomes have been used in the IWCM Plans, Strategic Business Plans, the Draft DSP and network modelling for our capital works planning.

The changes we see now in the Spatial Plan that are a concern are listed below.

- The distribution of growth north and south of the Murrumbidgee River in Wagga Wagga.
- The substantial growth at Collingullie.
- The substantial growth at Mangoplah.

At Mangoplah and Collingullie we have budgeted for capacity augmentation in 2013/14 and 2014/15 respectively, mainly in increased reservoir size. These remote villages with very steady growth are problematic in determining the balance between affordability and meeting ultimate growth capacity. Once the source capacity and trunk transfer capacity is overtaken by growth, there can be a profound step in capital expenditure. Where not covered by our DSP, this cost would be directly attributable to the developer.

The Spatial Plan indicates more development north of the river in Wagga over the next 30 years, and less south than advised in 2010, and there are questions regarding infill numbers and lot numbers which Wagga Wagga City Council are currently addressing. The changes appear to be to a large order, in the thousands of lots, and these impact on our adopted plans for trunk transfers from our three production sites in Wagga. We are now determining if our staged augmentation to the south along Koorinal Road is still relevant and what additional capacity is required to the north.

We will continue to work with Wagga Wagga City Council on these issues. Notwithstanding, progress on the rural village augmentation and Wagga trunk main designs has been compromised.

A handwritten signature in black ink, appearing to read 'G. Finlayson', with a stylized flourish extending to the right.

Greg Finlayson
DIRECTOR OF ENGINEERING

3. BACKFLOW PREVENTION POLICY

RECOMMENDATIONS that:

1. This report be received and noted.
 2. The revised backflow prevention policy be adopted.
-

3.1. Background and Changes to Legislative Requirements

The regulations for backflow prevention have changed. Prior to 2011 the *Local Government (General) Regulation 2005* required that all plumbing works that are connected to Council's water supply must be in accordance with the NSW Plumbing and Drainage Code of Practice.

Under the *Plumbing and Drainage Act 2011* (and Regulations) the Plumbing Code of Australia (PCA) is the new technical standard for all plumbing and drainage work in NSW. This calls up Australian Standards AS/NZS 3500 for most of the technical and compliance details. This change is the primary reason for the Council policy to be revised.

The former NSW Code of Practice for Plumbing and Drainage, while setting out the technical requirements for plumbing and drainage activities, also set out other administrative requirements which are not contained in the PCA or AS 3500. These were:

- All Backflow Prevention Devices for high and medium rated properties were the responsibility of the Property Owner.
- The Property Owner was required to register their backflow prevention device with the water supply authority.
- The Property Owner was required to certify annually that their backflow prevention device(s) are functioning as designed with a copy of the certificate to be forwarded to the water supply authority.
- The inspection and testing of backflow devices was required to be undertaken by a licensed plumber accredited through completion of a recognised backflow course.
- The water supply authority is permitted to determine the most appropriate form of cross connection prevention.

As these administrative requirements have not been included in the PCA it is necessary for Council to set a policy on how it administers its backflow prevention program. The draft policy attached to this report incorporates the administrative requirements set out in the previous NSW Code of Practice for Plumbing and Drainage.

3.2. History

In 2002 Riverina Water adopted a Backflow Policy and applied this to new connections. From that time all residential connections have had meter replacements that include a dual check valve in the meter. These are mostly rated as low hazard.

There has been systematic attention and periodic audits of commercial and industrial businesses, customers with fire services, to parks and gardens and to schools as these have potential backflow risks. When the risk is identified, Riverina Water require the owners to install and pay for the installation of the appropriate backflow device. Riverina Water can issue notices to install backflow devices where appropriate.

Compared to most Councils in NSW, our attention to backflow prevention is advanced and we are well placed to progressively meet the objectives as set out in this policy. Our Compliance Officer, a qualified plumber, and our Assistant Works Supervisor, also a qualified plumber, are well versed in the legislation and requirements for backflow and also assisted in the recent review of the NSW Water Directorate guidelines for backflow prevention.

3.3. Irrigation Systems and Rainwater Tanks

The application of backflow prevention to irrigation schemes is problematic. If an in-ground or pop-up irrigation system is installed at a residence and is a single system fully controlled by a connection to a garden tap it needs only a vacuum breaker on the tap, not necessarily installed by a licensed irrigator or plumber.

Licensed irrigators undertake a course to be accredited by the NSW Department of fair trading.

AS 3500 Section 7 details a wide range of irrigation arrangements and corresponding backflow devices. An irrigation system that is directly plumbed to the water service and pressurised with zone valves has to be installed by a licensed irrigator or plumber and requires a notice of work to Riverina Water to comply with the Plumbing Code of Australia. This would apply to many systems that exist in Wagga.

Our Compliance Officer has regular contact to inform and advise irrigation contractors of their obligations regarding backflow prevention and we continue consultation with Department of Fair Trading regarding the best way to implement the regulations.

Backflow requirements for rainwater tanks are clearly defined. Below ground tanks are a medium hazard rating and require a testable backflow device. Above ground tanks require a non-testable dual check valve at the property boundary (as provided for in the water meter) plus another at the point of top-up at the tank. The latter is usually included in a standard three-way valve.

3.4. Implementation

The draft revised policy is attached. The adoption of the new policy will not introduce any change to how we conduct business. However with the recent change the NSW Department of Fair Trading administer plumbing standards and they are the enforcement agency for the NSW Plumbing and Drainage Act 2011.

- **Policy 2.1 Backflow Prevention Draft**

A handwritten signature in black ink, appearing to read 'Greg Finlayson', with a stylized flourish extending from the end.

Greg Finlayson
DIRECTOR OF ENGINEER

Backflow Prevention Policy			
POLICY REFERENCE NUMBER:			POL 2.1
Original publication date 2002			
Revision number	Issue Date	Council resolution	Council meeting date
2	June 2013	Res 13/	26 th June 2013
This document is to be reviewed every two years. Next review date: July 2015			
RESPONSIBLE OFFICER		Director of Engineering	

PART 1: INTRODUCTION

1.1 Policy Purpose

This policy has been developed to protect the quality of Riverina Water County Council water supply and deals with the risk of contamination by backflow from customers' connections back into Riverina Water's potable water distribution and reticulation systems.

1.2 Policy Objective

The objective of this Policy is to:

- Provide clear guidelines to assist Council staff in making determinations relating to protecting the potable water supply via backflow prevention.
- Provide information to members of the public, plumbers and other stakeholders about the selection and installation of backflow prevention devices and the Council's role in backflow prevention.
- Ensure that non-complying properties are brought into line with the requirements of this Council Policy, Plumbing Code of Australia and the Australian Standard AS 3500.1.
- Ensure that a backflow register and records are maintained.
- Ensure containment devices are provided and that these devices are equal to or greater than the downstream hazard.
- Ensure annual testing is carried out by a qualified person and is added to the Council backflow register.
- Investigate non-compliance and ensure enforcement of this policy.

1.3 Policy Scope

This policy applies to all new and existing customers and properties connected to, or wishing to connect to, the Riverina Water County Council water supply systems.

1.4 Reference Documents

- Plumbing Code of Australia
- Australian and New Zealand Standards AS/NZS 3500.1:2003
- Plumbing and Drainage Act 2011

PART 2: POLICY CONTENT

2.1 Backflow Prevention Installation and Compliance

Riverina Water requires the installation of backflow prevention devices at all property connections, including but not limited to, residential, rural, commercial and industrial properties. This is done to prevent contamination and backflow of contaminants into the water supply distribution and reticulation systems.

Below outlines the types of registered backflow devices, identification of hazard rating, Riverina Water County Council's responsibilities, the customers' responsibilities as well as the management of non-compliance.

2.2 Registered Backflow Devices

Compliant backflow prevention shall be achieved with the following registered devices:

Registered Device	Definition
Registered Break tanks	A tank system specifically designed for backflow prevention registered by, or on behalf of a regulatory authority, for inspection and maintenance
Registered Air Gaps	<p>A device or system installed for backflow prevention registered by, or on behalf of, a regulatory authority for inspection and maintenance.</p> <p>Air gap for a water supply system is specifically defined as the unobstructed vertical distance through the free atmosphere between the lowest opening of a water service pipe (or fixed outlet) supplying water to a fixture or receptacle and the highest possible water level of that fixture or receptacle</p>
Testable Reduced Pressure Zone Device	A device to prevent backflow caused by back siphonage or backpressure in a water reticulation system that incorporates two independently operating force loaded non-return valves. These automatically drain to waste whenever the pressure in the system (between the upstream and downstream non-return valves) drops to less than 14 kPa below the pressure at the inlet to the upstream non-return valve
Double check valve assembly	A device to prevent backflow caused by backpressure, which has two independently operating force loaded non-return valves and incorporates specific test points for in-service testing

2.3 Identification of Hazard Ratings:

The three degrees of cross-connection hazards are as follows:

Hazard Rating	Definition
High Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, has the potential to cause death
Medium Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, could endanger health
Low Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, is a nuisance but does not endanger health or cause injury

2.4 Roles and Responsibilities for Backflow Prevention

Riverina Water's Responsibilities:

- Riverina Water shall install non-testable backflow prevention devices on new residential water services up to and including 40mm services only. If determined so, the property owner may be responsible to provide a higher level of backflow protection under the Plumbing Code of Australia (PCA), and AS/NZS 3500:2003.
- Riverina Water shall endeavour, when replacing or undertaking maintenance work, to install non-testable backflow prevention device on existing water services where one is not already fitted. This is up to and including 40mm services only. If determined so, the property owner may be responsible to provide a higher level of backflow protection under the Plumbing Code of Australia (PCA), and AS/NZS 3500:2003.
- Riverina Water shall inform and educate consumers of the risks and hazards associated with backflow contamination, particularly consumers that require a higher degree of backflow prevention (i.e. other than a non-testable backflow prevention device).
- Riverina Water shall provide relevant training to staff to:
 - Identify potential hazards regarding backflow contamination;
 - Installation, commission and maintenance of backflow prevention devices; and,
 - Advise and educate consumers of the risks and hazards associated with backflow contamination.
- Council will advise customers of the date when the device must be tested by with test results forwarded to Council within 10 working days of testing the backflow prevention device.
- Riverina Water reserves the right to refuse water supply (under the Local Government Act 1993) to new and existing water services that do not comply with Council's Backflow Prevention Policy.

Customers Responsibilities:

- The customer is responsible for installation of the appropriate backflow prevention devices including containment protection, on their property that has a high or medium hazard rating.

- Ensuring the type and installation of backflow prevention devices that are to be installed on properties are in accordance the Plumbing Code of Australia and AS/NZS 3500:2003.
- Ensuring satisfactory operation of all registered backflow device(s)
- The property owner is responsible for ensuring annual testing of all registered backflow device(s) by a licensed plumber with appropriate backflow accreditation in accordance with the National Code of Australia, AS/NZS 3500:2003 and Plumbing and Drainage Act 2011.
- Ensuring testable backflow prevention devices that are to be commissioned and tested are done so by a licensed plumber with appropriate backflow prevention accreditation. A Notice of Work (NoW) must be issued by Riverina Water prior installation of any backflow prevention device. The testable device must be registered with Riverina Water.
- Backflow prevention devices for irrigation and watering systems shall comply with the Plumbing Code of Australia and AS3500:2003.

Terms referenced in the above document are defined below:

Referenced Terms	Definition
Accredited Backflow Prevention Plumber	A licensed plumber who has completed a TAFE NSW backflow prevention course
Backflow Prevention Containment Device	A device to prevent the reverse flow of water from a potentially polluted source, into the drinking water supply system
Individual Protection	Installing a backflow prevention device at the point where the water pipes connect to a fixture or appliance
Licensed Plumber	A plumber with a license issued by the NSW Office of Fair Trading

4. DEVELOPMENT SERVICING PLAN FOR WATER SUPPLY – 2013

RECOMMENDATIONS that:

1. This report be received.
 2. The submission received on the draft as exhibited be noted and a suitable response be made.
 3. The minor corrections as described in this report be endorsed.
 4. The Development Servicing Plan – 2013 be adopted with corrections.
-

4.1 Draft Development Servicing Plan

Consultants HydroScience were engaged to draft a new development servicing plan (DSP) for Council based on our most recent 30 year strategies. This draft was placed on exhibition for 30 working days in accordance with the resolution of the April 2013 meeting of Council.

4.2 Submission

Exhibition closed on 7th June 2013 and one submission was received. The submission is attached in full to this report. The only comment that is directly relevant to the DSP is the one concerning the inclusion of renewal works. However all four issues raised are addressed here separately.

- a) The increase and the perceived high level of developer charges applied by Riverina Water

Developer charges are calculated based on existing and future assets following guidelines set down by the NSW Office of Water.

The NSW Water Supply and Sewerage Performance Monitoring Report states that the median typical developer charge for water supply in NSW was \$5,200 in 2011/12. As many utilities are revising their charges, it is likely that the 2013/14 typical developer charges would be higher. Therefore the proposed Riverina water developer charge of \$4,800 is well below the state median.

As the income from developer charges is part of the funding of Riverina Water, any reduction in the developer charges would require an increase to the annual charges of existing (and future) customers. This would be cross subsidising development by existing customers.

- b) The claim that the DSP is funding the cost of renewals

This is incorrect. The methodology used has the cost of renewals excluded from the developer charge calculations. New development servicing charges only provide funds for existing assets which service the development area and future assets that are planned for growth.

It is worth noting that according to the new draft developer charges guidelines, renewal costs may be included in the calculations. These guidelines have not been finalised yet by the NSW Office of Water, and consequently our DSP was prepared using the methodology of the 2001 guidelines, which excludes the cost of renewals.

- c) The overall high cost of total developer contributions in Wagga Wagga

The submission quotes the total contribution per lot in Wagga Wagga as \$28,000 - \$36,000. The developer charge by Riverina Water is less than 20% of that total cost. Therefore if a significant reduction was offered by Riverina Water, the impact on the total cost would be marginal. For example, if Riverina Water were to revert to the previous charge of \$3700 per ET, the impact on the total cost quoted in the submission would be less than a 4% reduction. It is obvious that actions by Wagga Wagga City Council are more likely to impact the burden on development than those by Riverina Water.

- d) Provision of reticulation mains in Riverina Water service area is not subject to competition

This is not part of the methodology relating to the DSP. This relates more to standards of construction and the structures that exist in Wagga Wagga for the delivery of such services.

4.3 Corrections to be noted

There are a few corrections to be made to the draft DSP. These are relatively minor edits:

- a) In section 3, Administration, it refers to payments being made within three months of the date of notice. Our previous DSP (2004) referred to payments being made within 12 months of the date of notice.

The interpretation used in the past has been that payment can be made any time within the financial year that the notice is given, provided that it precedes issue of a Compliance Certificate and/or the taking of water to the development. It is recommended that the new DSP be edited to adopt the latter arrangement based on payment within the financial year.

- b) In section 2 the draft refers to an RWCC Guideline to Determine Water "Source" Connections. This should read Water "Services". In section 6 a minor edit is required regarding the description of our existing permanent water conservation measure. In section 8.8 there is a link to the NSW Water Directorate guidelines that is not current. In section 9.3 The Workforce Management Plan is actually the Workforce Plan.
- c) There is also an edit required in the Operational Plan regarding the two alternate methods for determining the number of ET's in a development. We use the NSW Water Directorate guidelines primarily, and only use the alternate method where this is silent. We don't just apply the higher figure as stated in the draft.

- **Peter Fitzpatrick's letter**



Greg Finlayson
DIRECTOR OF ENGINEER

Peter Fitzpatrick

10334

RECEIVED
11 JUN 2013

PROPERTY AND LAND DEVELOPMENTS

The General Manager
Riverina Water
Hammond Avenue
WAGGA WAGGA NSW 2650

46 Johnson Street • PO Box 5668 • Wagga Wagga NSW 2650
Phone 02 6925 8335 • Fax 02 6925 8334 • Mobile 0413 800 512
Email pfitzpatrick1@bigpond.com

Dear Sir,

I wish to urge Riverina Water to revise and reduce its Developer Service Charge Proposal from the plan currently on exhibition.

At present the DSP charge for a standard lot in Wagga Wagga is \$3,700. To increase this to \$4,800 is a 30% increase in this charge.

It appears that the DSP is not only funding growth but also renewals; where as all consumers should bear the cost of renewals, not just new consumers.

Housing affordability is a desirable outcome and all participants should play a part in keeping costs down.

If development is to continue and be encouraged in the Wagga Wagga area, all parties must play their part to keep costs to a bear minimum including infrastructure providers.

Three regional examples are provided for comparison:-

1. **Bathurst Regional Council-** Section 94, 64 & DSPs
\$11,200 to \$14,200 per normal lot
2. **Albury City Council-** Section 94, 64 & DSPs
\$13,800 to \$14,000 per normal lot
3. **Wagga Wagga City Council & Riverina Water-** Section 94, 64 & DSPs
\$28,000 to \$36,000 per normal lot

This does not include the proposed increases in DSP by Riverina Water or Wagga Wagga City Council Drainage and Sewer.

Why is Wagga Wagga so much dearer?

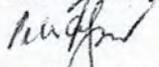
Riverina Water is urged to play a role in the housing affordability of Wagga Wagga to allow Wagga Wagga to compete at a regional level.

Another area where Council could look to achieve a better outcome is in the provision of the initial service. Presently, in Bathurst and Albury, the provision of mains is contracted through competition, where as in Wagga Wagga there is a monopoly provision of this service by Riverina Water.

Council should review this policy.

I again urge the County Council to review and reduce, the proposed 30% increase on 'developer charges' capital works.

Yours faithfully,



Peter Fitzpatrick
07/06/2013

DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC
(Confidential Reports)