



## **\* AGENDA \***

### **Page**

#### **1. APOLOGIES**

#### **2. DECLARATION OF PECUNIARY & NON-PECUNIARY INTEREST**

#### **3. CONFIRMATION OF MINUTES OF MEETING HELD ON 27<sup>th</sup> APRIL 2011**

#### **4. CORRESPONDENCE**

#### **5. GENERAL MANAGER'S REPORT**

1. Determination of Remuneration Fees for Councillors & Chairperson 2011/2012	1
2. Financial Statements – List of Investments	1
3. Consideration of Public Comments to Draft Operational Plan 2011/2012	1
4. Adoption of Operational Plan 2011/2012	1
5. Setting of Rates and Charges 2011/2012	1
6. Draft Policy on Occupational Harassment and Bullying	1
7. Shires Association of NSW Annual Conference 2011	7
8. Report on the Contractual Conditions of Senior Staff	8
9. Constitution of the Staff Consultative Committee	8
10. Review of the Model Code of Conduct for Local Councils in NSW	8
11. Application for Long Service Leave – General Manager	9
12. Purchase of iPADS for use by Councillors	9

#### **6. WORKS REPORTS**

1. Director of Engineering's Report for April 2011	20 -26
2. Director of Engineering's Report for May 2011	27-34
3. Water Sharing Plans for Underground Sources	35
4. Strengthening Basin Communities Grant	37

#### **7. QUESTIONS & STATEMENTS**

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

15th June 2011

The Chairperson and Councillors:

### **1. DETERMINATION OF REMUNERATION FEES FOR COUNCILLORS AND CHAIRPERSON 2011/2012**

**RECOMMENDED** that the fees for 2011/2012 be set at:

- i. Councillors \$4,992, and
- ii. Additional fee for chairperson \$8,196

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 2011 to 30th of June 2012 are determined as follows:

	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
	Minimum \$	Maximum \$	Minimum \$	Maximum \$
Principal City	22,680	33,270	138,780	182,610
Major City	15,110	24,960	32,140	72,710
Metropolitan Majpr	15,110	24,960	32,140	72,710
Metropolitan Centre	11,340	21,170	24,100	56,250
Metropolitan	7,550	16,640	16,080	36,320
Regional Rural	7,550	16,640	16,080	36,320

\* 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 2010/2011 are: Chairperson \$7,870 and Councillor \$4,790.

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.

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

**RECOMMENDED** that the report detailing Council's external investments for the months of April and May 2011 be received.

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In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 30<sup>th</sup> April and 31<sup>st</sup> May 2011 as attached (refer pages 3 to 6).

## **3. CONSIDERATION OF PUBLIC COMMENTS TO DRAFT OPERATIONAL PLAN 2011/2012**

**RECOMMENDED** that the submissions received commenting on Council's Draft Operational Plan 2011/12 be received and noted.

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Two public submissions were received in relation to the public exhibition of the Draft Operational Plan 2011/12. Copies of these submissions, together with responses from Council Staff, are attached for Councillors information.

## **4. ADOPTION OF OPERATIONAL PLAN 2011/2012**

**RECOMMENDED** that the Draft Operational Plan 2011/12, as exhibited to the public, be adopted as Council's Operational Plan for 2011/2012.

## **5. SETTING OF RATES AND CHARGES FOR 2011/2012**

**RECOMMENDED** that the rates and charges be set for 2011/2012, as outlined in the Operation Plan 2011/12.

## **6. DRAFT POLICY ON OCCUPATIONAL HARASSMENT AND BULLYING**

**RECOMMENDED** that Council adopt the Draft Policy on Occupational Harassment and Bullying.

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Council had previously adopted a Policy on Occupational Harassment and Bullying in July 2008. This policy has been reviewed by council staff and is placed before Council for its consideration. Only minor changes are recommended for this policy.

A revised draft policy is attached for Council's consideration.

# Monthly Investment Report as at 30/4/11

a) Council's Investments as at 30/4/11

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
Wagga Mutual Credit Union	15/12/2010	180	13/06/11	Unrated	6.40	BBSW	4.82	19.039%	\$500,000.00	\$500,000.00
Westpac	15/04/2011	60	14/06/11	A-1	5.71	BBSW	4.81	19.039%	\$500,000.00	\$500,000.00
Bendigo Bank	15/12/2010	180	13/06/11	A-2	6.00	BBSW	4.82	9.519%	\$250,000.00	\$250,000.00
Bendigo Bank	15/12/2010	180	13/06/11	A-2	6.00	BBSW	4.82	9.519%	\$250,000.00	\$250,000.00
<b>Cash Deposit Account</b>								<b>57.116%</b>	<b>\$1,500,000.00</b>	<b>\$1,500,000.00</b>
<b>T Corp</b>										
				A-1+		Cash Rate	4.75	27.002%	\$709,134.38	\$709,134.38
LGFS (Fixed Out Perf)				Aaf+	5.51	UBSA Bank Bill Index	5.01	14.366%	\$377,273.12	\$377,273.12
LGFS				A-2	5.25	Cash Rate	4.75	1.517%	\$39,843.66	\$39,843.66
<b>TOTAL INVESTMENTS</b>								<b>42.884%</b>	<b>\$1,126,251.16</b>	<b>\$1,126,251.16</b>
Cash at Bank								<b>100.000%</b>	<b>\$2,626,251.16</b>	<b>\$2,626,251.16</b>
<b>TOTAL FUNDS</b>										<b>\$392,750.04</b>
										<b>\$3,019,001.20</b>

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$867,000.00
	Mains Replacement	\$1,000,000.00
	Sales Fluctuation	\$600,000.00
		\$2,467,000.00
Unrestricted Funds		
		\$552,001.20
<b>TOTAL FUNDS</b>		<b>\$3,019,001.20</b>

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

**CERTIFICATE**

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

*M. L. Curran*

M Curran

**FINANCE / ADMINISTRATION MANAGER**

# Monthly Investment Report as at 31/5/11

a) Council's Investments as at 31/5/11

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
Wagga Mutual Credit Union	15/12/2010	180	13/06/11	Unrated	6.40	BBSW	4.82	22.943%	\$500,000.00	\$500,000.00
Westpac	15/04/2011	60	14/06/11	A-1	5.71	BBSW	4.81	22.943%	\$500,000.00	\$500,000.00
Bendigo Bank	15/12/2010	180	13/06/11	A-2	6.00	BBSW	4.82	11.472%	\$250,000.00	\$250,000.00
Bendigo Bank	15/12/2010	180	13/06/11	A-2	6.00	BBSW	4.82	11.472%	\$250,000.00	\$250,000.00
									<b>\$1,500,000.00</b>	<b>\$1,500,000.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-1+		Cash Rate	4.75	11.951%	\$260,453.99	\$260,453.99
LGFS (Fixed Out Perf)				Aaf+	5.51	UBSA Bank Bill Index	5.01	17.391%	\$378,997.27	\$378,997.27
LGFS				A-2	5.25	Cash Rate	4.75	1.828%	\$39,843.66	\$39,843.66
									<b>\$679,294.92</b>	<b>\$679,294.92</b>
<b>TOTAL INVESTMENTS</b>									<b>\$2,179,294.92</b>	<b>\$2,179,294.92</b>
Cash at Bank										
										\$243,075.42
<b>TOTAL FUNDS</b>										
										<b>\$2,422,370.34</b>

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted		
		\$0.00
Internally Restricted		
	Employee Leave Entitlements	\$867,000.00
	Mains Replacement	\$1,000,000.00
	Sales Fluctuation	\$600,000.00
		\$2,467,000.00
Unrestricted Funds		
		-\$44,629.66
<b>TOTAL FUNDS</b>		<b>\$2,422,370.34</b>

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

**CERTIFICATE**

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

*M. Curran*

**M Curran**

**FINANCE / ADMINISTRATION MANAGER**

## 7. SHIRES ASSOCIATION OF NEW SOUTH WALES ANNUAL CONFERENCE 2011

**RECOMMENDED** that the report on the Shires Association of New South Wales Annual Conference 2011 be accepted.

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Chairperson Cr. Rod Kendall, Crs. John McInerney, Lindsay Vidler and Ray Goodlass, together with the General Manager attended the Shires Association of New South Wales Annual Conference in Sydney from Monday, 30 May to Wednesday, 1 June 2011. Also in attendance were Crs. Wayne Geale OAM, John Ross, Peter Yates, and Alan Brown.

The Premier of New South Wales, the Hon Barry O'Farrell MP, welcomed delegates to Sydney and opened the conference. The Association President Cr. Bruce Miller provided his presidential address advising of the challenges that Councils will need to be ready for 2011/2012. Cr. Millar outlined recent changes and challenges within local government and made particular reference to the review of local water utilities. Other matters discussed were the issue of the funding of the state's emergency services, including the Rural Fire Service and the constitutional recognition of local government.

There were many speakers at the conference, including:

- The Hon Barry O'Farrell MP, Premier of New South Wales,
- The Hon Don Page MP, Minister for Local Government,
- The Hon Katrina Hodgkinson MP, Minister for Primary Industries,
- The Hon Duncan Gay, MLC, Minister for Roads, and
- The Hon Craig Knowles, Chairman of the Murray Darling Basin Authority

The various ministers outlined their plans and programs for the first years of the new State Government. They were generally well received by those present.

The Hon Craig Knowles outlined progress with regarding to the development of the Murray Darling Basin Plan. Copies of the addresses by the various Ministers and Mr Knowles are available on the LGSA web site.

A number of motions presented at the conference were adopted and will now be forwarded to the executive for action. A copy of the Business Pieper and adopted motions are also available on the LGSA web site.

The conference was well prepared and all speakers and panel sessions where of benefit.



## **8. REPORT ON THE CONTRACTUAL CONDITIONS OF SENIOR STAFF**

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

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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 2010/2011 Council has employed three senior staff. The previous General Manager, Mr Gerald Pieper, the current General Manager, Mr Graeme Haley and the Director of Engineering, Mr Greg Finlayson. Mr Pieper's contract concluded on 21 October 2010. The Director of Engineering is employed on a five-year contract commencing on 29 June 2009. The current General Manager commenced a five-year contract on 17 January 2011. The Director of Engineering and the General Manager are both employed under the Current Standard Contract for Senior Staff, as issued by the Division of Local Government.

## **9. CONSTITUTION OF THE STAFF CONSULTATIVE COMMITTEE**

**RECOMMENDED** that the draft constitution of the Staff Consultative Committee be adopted.

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At its meeting held 10 May 2011 the Staff Consultative Committee considered a report from a subcommittee that had been reviewing the previous constitution of the Staff Consultative Committee.

The committee worked through the Constitution and recommended changes to the content of previous Constitution. The Consultative Committee recommended that the revised draft constitution be put before Council for its adoption.

A copy of the draft constitution is attached for councillor's consideration.

## **10. REVIEW OF THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NEW SOUTH WALES**

**RECOMMENDED** for information

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On 1 June 2011 of the Division of Local Government circulated to all Councils a discussion paper on the review of the Model Code of Conduct for Local Councils in New South Wales.

This discussion paper was circulated to all councillors.

The Division of Local Government is seeking comments from councils and councillors on the review. Written submissions are requested to be submitted to the Division of Local Government before 15 July 2011.

## **11. APPLICATION FOR LONG SERVICE LEAVE - GENERAL MANAGER**

**RECOMMENDED** that long service leave be approved for the period requested by the General Manager.

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Application is made for long service leave to be granted to the General Manager from 30 September 2011 until 11 November 2011, inclusive (6 weeks). Long Service Leave entitlements of 15 weeks were transferred from Deniliquin Council to Riverina Water County Council under the terms of the Standard Senior Staff Contract. Deniliquin Council also paid \$41,334 to Riverina Water County Council as a contribution towards these entitlements.

## **12. PURCHASE OF IPADS FOR USE BY COUNCILLORS**

**RECOMMENDED** that Council purchase iPads for use by each councillor.

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At Council's meeting held on 27 April 2011 Council resolved that provision of \$10,000 be made in Council's draft operating plan 2011/12 for the supply of an iPad for use by each councillor.

During the discussion regarding the purchase of these iPads it was indicated that such purchase would not proceed without a specific resolution of Council. Given that Council's next meeting will be in August 2011 it is felt that it would be more practical to purchase the iPads in early July so they can be set up and in operation prior to Council's August meeting.

Arrangements will be made with individual councillors for any necessary training. Arrangements will also be made with individual councillors regarding the installation of a wireless router at the councillor's home, if necessary.



Graeme Haley  
GENERAL MANAGER

Kerrie Fawcett

---

**From:** Wayne Walker [wayne@lifestylepatios.com.au]  
**Sent:** Thursday, 12 May 2011 11:37 AM  
**To:** admin\_email  
**Subject:** General tariff

RECEIVED  
12 MAY 2011

BY: \_\_\_\_\_

There is a major problem with the general tariff system that I have yet to hear commented on.

The tariff and the volume of usage before the penalty rates apply are constant across all households.

This amounts to a discriminatory tax on larger households where each individual has a lower allocation (than a single person household) and effectively pays more per person for that allocation.

It would not take that much to address this inequality and provide the same allocation of water at the same cost to all Australians

Submission on Expansion Plan

**Graeme Haley**

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**From:** Graeme Haley  
**Sent:** Thursday, 9 June 2011 9:18 AM  
**To:** 'wayne@lifestylepatios.com.au'  
**Subject:** Submission on RWCC Operational Plan - General Tariff

Dear Mr Walker

I refer to your email of 12 May 2011, in which you commented on Council's General Tariff for the sale of water in its 2011/2012 Operational Plan.

This email will be treated as a formal submission on the Operational Plan, with a copy distributed to Councillors for consideration at Riverina water County Council's Ordinary Meeting, to be held 22 June 2011.

Councils Tariff Structure is based on the State Government's Best Practice Pricing Model. This Pricing Model, which includes stepped tariff pricing, has been implemented by almost all water authorities in the State. It is acknowledged that this model can make water consumption more expensive for larger families.

Council staff are willing to assist in reducing household water consumption and are available for advice during normal business hours.

I will advise you further after Council's Meeting of the outcome of its determination.

***Graeme Haley***

General Manager  
**Riverina Water County Council**  
PO Box 456  
Wagga Wagga NSW 2650  
Ph: 02 6922 0603  
Fax: 02 6921 2241  
Mob: 0408 268 840  
Email: [ghaley@rwcc.com.au](mailto:ghaley@rwcc.com.au)

# IAN DONALD

Solicitor

ABN 31 513 028 659



DX 5411 Wagga

[iaandon@bigpond.net.au](mailto:iaandon@bigpond.net.au)

Mob 0417 202 123

Phone 6921 1308

Fax 6921 1332

1 Beckwith Street

Wagga Wagga

PO Box 6115

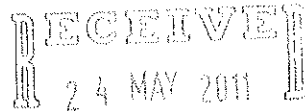
NSW 2650

23 May 2011

Riverina Water County Council

PO Box 456

WAGGA WAGGA NSW 2650



BY: \_\_\_\_\_  
093817

Dear Sirs

**Re: the Draft Operational Plan 2011/2012.**

I wish to ask two questions regarding this Draft Plan:

1. Clause 5.1 Why does an organisation, whose main business activity is to sell Water, spend \$460,000 over two years to persuade its customers not to purchase its product?
2. Clause 13.9.2 Can you explain the application of the two tiered charging structure to Strata Title Units where there is a single meter. The clause states that "the total metered consumption will be evenly apportioned between units". Does this mean that the account issued to the Owners Corporation will apply the first tier charge to a volume of water calculated by multiplying 125 kls by the number of units paying the access charge?

Yours faithfully

Ian Donald

My Ref: IKD:110001

Copy to

DIRECTOR OF ENGINEERING

Branch Office: The Parade, Tumbarumba NSW 2653 Phone 6921 1308

Liability is limited by a scheme approved under Professional Standards Legislation.

Ref: GF 6/5/1

26<sup>th</sup> May 2011

Mr Ian Donald  
PO Box 6115  
WAGGA WAGGA NSW 2650

Dear Sir,

**DRAFT OPERATIONAL PLAN 2011/12**

I refer to your letter dated 23<sup>rd</sup> May 2011 regarding the Draft Operational Plan 2011/2012. The responses to your two questions are as set out below.

1. Riverina Water provides a service under regulations. The water supply is not unlimited and expenditure on demand management is normal industry practice and is a requirement of our state regulators.
2. What you have stated is correct in that the first tier charge will be applied to the volume calculated by multiplying 125 kl by the number of units paying the access charge.

Yours faithfully

Greg Finlayson  
DIRECTOR OF ENGINEERING

## **Policy 4.21 OCCUPATIONAL HARASSMENT & BULLYING**

<b>POLICY NAME:</b>	Harassment and Bullying
<b>POLICY NO:</b>	4.21
<b>MINUTE NO:</b>	
<b>ADOPTION DATE:</b>	
<b>NEXT REVISION DATE:</b>	June 2014
<b>LAST REVISED:</b>	

### **PURPOSE**

Riverina Water County Council is committed to providing a safe, healthy, harmonious & productive working environment free from all forms of physical, psychological, emotional and verbal abuse. Harassment or bullying in the workplace will not be tolerated in any circumstances.

### **SCOPE**

This policy applies to all employees and workplaces under the control of Riverina Water during working hours and at work related activities such as training courses, conferences, field trips, work functions and social functions. This policy also applies to all business relationships involving employees, contractors, consultants, suppliers, work experience employees, customers or a member of the public.

### **DEFINITION OF WORKPLACE HARASSMENT**

Where a person is subjected to behaviour that:

- is repeated, unwelcome and unsolicited
- the person considers to be offensive, intimidating, humiliating or threatening
- a reasonable person in those circumstances would consider to be offensive, humiliating, intimidating or threatening

What is not workplace harassment?

- legitimate & reasonable management actions and business processes (such as, actions taken to instruct, transfer, demote, discipline, re-deploy, retrench or dismiss a worker) are not considered to be workplace harassment, provided these actions are conducted in a reasonable way

Workplace harassment covers a wide range of behaviours ranging from subtle intimidation to more obvious aggressive tactics, including:

- unreasonably abusing a person loudly, usually when others are present
- repeated threats of dismissal or other punishment for no reason
- constant ridicule and being put down
- leaving offensive messages on email or the telephone
- sabotaging a person's work
- maliciously excluding and isolating a person from workplace activities
- persistent and unjustified criticisms
- humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management, or other workers
- spreading gossip or false, malicious rumours about a person with an intent to cause the person harm

### **DEFINITION OF WORKPLACE BULLYING**

Bullying is an act of repeated aggressive behaviour in order to intentionally hurt another person, physically or psychologically. Bullying is characterised by an individual behaving in a certain way to gain power over another person, (exposed, repeatedly overtime).

## PREVENTION OF OCCUPATIONAL BULLYING & HARASSMENT

### RESPONSIBILITIES

#### Riverina Water

- will instruct all staff to follow the principles outlined in Riverina Water's Code of Conduct
- will put processes in place to advise that computer resources must not be used to access and share any information that may be unwelcome, uninvited or generally offensive to others within the work environment.
- will provide all employees with appropriate training to be able to identify what is bullying or harassment and develop procedures for the reporting and response to any claims of harassment or bullying.

#### Managers/Supervisors

- Personally demonstrate appropriate behaviours
- Monitor the work environment for early signs of harassment or bullying.
- Encourage and promote harmony within the work environment.

#### Employees

- Assist Riverina Water in providing and promoting a harmonious work environment by not undertaking or allowing bullying or harassment in their work environment.
- Personally demonstrate appropriate behaviour
- Respect the rights and beliefs of other persons at work
- Consider the outcome of their actions or words on other people (particularly in relation to practical jokes).

### REPORTING & RESPONSE TO OCCUPATIONAL HARASSMENT OR BULLYING

It is expected that all parties to any allegation, conciliation and/or investigation will respect the need for confidentiality

### RESPONSIBILITIES

#### Riverina Water

- Will develop procedures to document the processes to be followed when reports of bullying or harassment are lodged.
- Will provide training to all staff on the procedures.
- Will provide appropriate assistance to any staff involved in a bullying or harassment situation.

#### Managers/Supervisors

- Where a person lodges or is witness to a complaint, ensure that this person is not victimised.
  - Ensure any form of harassment or bullying is investigated thoroughly, confidentially and without delay to achieve early resolution.
  - Implement the appropriate disciplinary action against anyone found to be guilty of harassment or bullying (as per the procedures and Riverina Water Enterprise Award).
  - Treat all reports of alleged harassment or bullying seriously, impartially and sensitively.
  - Managers/supervisors who become aware of harassment or bullying (through formal or informal processes) must act immediately to address the situation. Provide all persons involved in any alleged harassment with the opportunity to present their side of the story
  - Continue to monitor and review following any actions taken to address reports of bullying or harassment.
- NOTE:** AP012 Grievance Record Procedure & AP009 Progressive Discipline Procedure are supporting documents to assist with documenting harassment & bullying in the workplace & disciplinary action if required.

#### Employees

- Report harassment or bullying issues to your Supervisor, Dept Manager or OH&S Committee representative
- Respect the need for confidentiality
- Participate in any mediation or conciliation processes.
- Accept opportunities for counselling when recommended.



## Policy 4.7 CONSTITUTION – STAFF CONSULTATIVE COMMITTEE

POLICY NAME:	Constitution – Staff Consultative Committee
POLICY NO:	4.7
MINUTE NO:	97/143
ADOPTION DATE:	17 December 1997
NEXT REVISION DATE:	April 2014
LAST REVISED:	January 2009

### 1. NAME

The name of the consultative committee shall be the Riverina Water County Council Staff Consultative Committee.

### 2. PURPOSE

The purpose of the Staff Consultative Committee is to provide a forum for consultation between Council and its employees to achieve:

- Co-operation in Award implementation
- Effective and productive workplace reforms
- Enhanced efficiency and productivity of the Council
- Enhanced career opportunities for employees and more fulfilling, varied and better paid work.

The Staff Consultative Committee is to complement the role of management and provide broadened expertise and an opportunity for differing views to be provided to the organisation. It is an advisory body that makes recommendations to the General Manager.

### 3. FUNCTIONS

The functions of the members of the Staff Consultative Committee include;

- Submitting relevant items on behalf of constituents (ie employees and employer)
- Consult with and represent the interests of constituents
- Providing explanations to constituents of items recorded in the minutes
- Positively supporting the decisions of the committee

The function of the Staff Consultative Committee is to provide recommendations to the General Manager on various matters, including, but not limited to -

- Implementation of the award
- Training
- Performance management systems
- Hours of work
- Job redesign, workplace design
- Communication and education mechanisms
- Award restructuring policies and procedures
- Salary systems
- Career path planning
- Project teams/work groups
- Organisational culture
- Organisational structure
- Staff/Council agreements
- EEO program.

The Award Implementation Committee\* (AIC) has the function of assisting to facilitate a co-operative approach to award implementation. The purpose of AIC is to assist councils to implement the provisions of the Award and / or to provide a forum for the discussion of issues that are of industry wide significance. The committee will resolve problems and disputes which have been unable to be resolved at the local council level.

\* Award Implementation Committee – refer to clause 38 of Local Government (State) Award 2010

#### **4. RECOMMENDATIONS**

It is intended that the Consultative Committee will make recommendations based on consensus. If it is not possible to arrive at a consensus on a particular item, the recommendation to the General Manager shall note the dissenting views.

#### **5. MEMBERSHIP**

The Committee shall comprise the following representation –

USU (Rural)	1 elected
USU (Office)	1 elected
USU (Depot)	1 elected
USU (Water Works)	1 elected
ETU	1 elected
APESMA	1 elected
Management	5 nominated, one of whom is a Councillor.

All members of the consultative committee should undergo appropriate training and education to effectively understand and participate in the consultative committee.

#### **6. ELECTION OF EMPLOYEE REPRESENTATIVES**

Each of the employee representatives, as constituted in Clause 5, shall be elected, and may be removed, by the Riverina Water County Council employee membership of the workgroup they represent.

Term of office shall be 2 years, with eligibility for re-election.

- Casual vacancies for periods greater than 3 months shall be filled by an election conducted by the Riverina Water County Council employee membership. Casual vacancies may arise through death, resignation or disqualification of Committee members.

#### **7. MEMBERSHIP PERIOD**

The year shall end on June 30th. Elections shall be held during May every second year.

#### **8. APPOINTMENT OF MANAGEMENT REPRESENTATIVES**

The Council shall appoint the Management representatives on the Committee.

- Term of office shall be two (2) years, with eligibility for re-appointment.
- Casual vacancies shall be filled by a representative nominated by the General Manager.

#### **9. CHAIRPERSON**

The Committee at its June/July meeting shall elect one of its members as Chairperson.

A Chairperson shall preside at all meetings and shall ensure that all decisions of the Committee are implemented.

The Committee shall elect a Deputy Chairperson, who shall, in the absence of the Chairperson, take on the role of chairperson.

The term of office for Chairperson and Deputy Chairperson shall be for 1 year. The Chairperson and Deputy Chairperson shall alternate between employee and management representatives. When a Chairperson is a management representative the Deputy Chairperson shall be an employee representative and vice versa.

The Committee may remove the Chairperson and/or Deputy Chairperson from their respective offices if they fail to hold the confidence of the Committee. This may only be done with a majority agreement from a secret ballot conducted by the General Manager.

#### **10. SECRETARY**

The Committee at its June/July meeting shall elect one of its members as a Secretary who shall be responsible for preparing meeting agendas, notices of meetings and ensuring, in consultation with the Chairperson, that all decisions are carried out. The term of office shall be for 1 year.

Minutes shall be taken by the Secretary or by a Minutes Secretary allocated to the Committee by the Council. The Minutes Secretary shall have no role in the Committee apart from the minutes and clerical support.

The Committee may remove the Secretary from office if the person fails to hold the confidence of the Committee. This may only be done with a majority agreement from a secret ballot conducted by the General Manager.

#### **11. SUPPORT SERVICES**

The Council shall provide a meeting place and clerical assistance for the Committee and ensure that the Committee has adequate resources to investigate and report on its tasks.

#### **12. SUB-COMMITTEES**

The Consultative Committee may appoint one or more sub-committees to address particular tasks.

Sub-committees have the power to co-opt but not engage or employ special advisers.

A Quorum of a sub-committee shall be 3 members.

#### **13. MEETINGS**

Meetings shall be held on a regular basis as determined by the Committee.

The Committee shall regulate the time and place of its meeting.

The meetings shall be conducted in accordance with Riverina Water County Council's Staff Consultative Committee Meeting Procedure.

A special meeting of the Committee may be called, with at least 24 hours notice, by the Chairperson or any three members.

Quorum for meetings of the Committee shall be a simple majority of members (being a minimum of 6 and a minimum of 3 employee representatives).

Minutes shall be prepared and distributed as soon as possible after each meeting but no later than five (5) days following a meeting and shall be placed on staff notice boards at all convenient workplaces.

#### **14. INFORMATION AND ADVICE FOR COMMITTEE**

The Committee shall have access to all information within Council's resources and records which are necessary for it to effectively discharge its responsibilities, provided that such information does not breach the confidentiality between Council and employees.

The Committee may request reports or information from the General Manager on specific matters, provided such reports do not breach the confidentiality between Council and employees.

The Committee shall be bound to maintain confidentiality when advised by the chairperson.

Where it is necessary to obtain confidential information about an employee it is necessary for the employee to grant permission prior to obtaining any such information.

#### **15. ATTENDANCE OF NON-MEMBERS**

The Committee may, at the Chairperson's discretion, allow non-member observers and advisers to attend meetings of the Committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

#### **16. EMPLOYEE REPRESENTATIVES COMMUNICATION WITH CONSTITUENTS**

Employee representatives on the Committee shall have reasonable time allowed to discuss with employees recommendations of the Committee which directly affect such constituents.

#### **17. REPORTING TO COUNCIL**

The General Manager shall report to Council all recommendations of this Committee as set out in the Minutes and certified by the Chairman and Secretary.

#### **18. CHANGING THE CONSTITUTION**

The Constitution may only be amended upon recommendation of the Committee and endorsement by the Council.

## DIRECTOR OF ENGINEERING'S REPORTS

### TO COUNCIL MEETING JUNE 2011

11th May 2011

#### 1 WORKS REPORT COVERING APRIL 2011

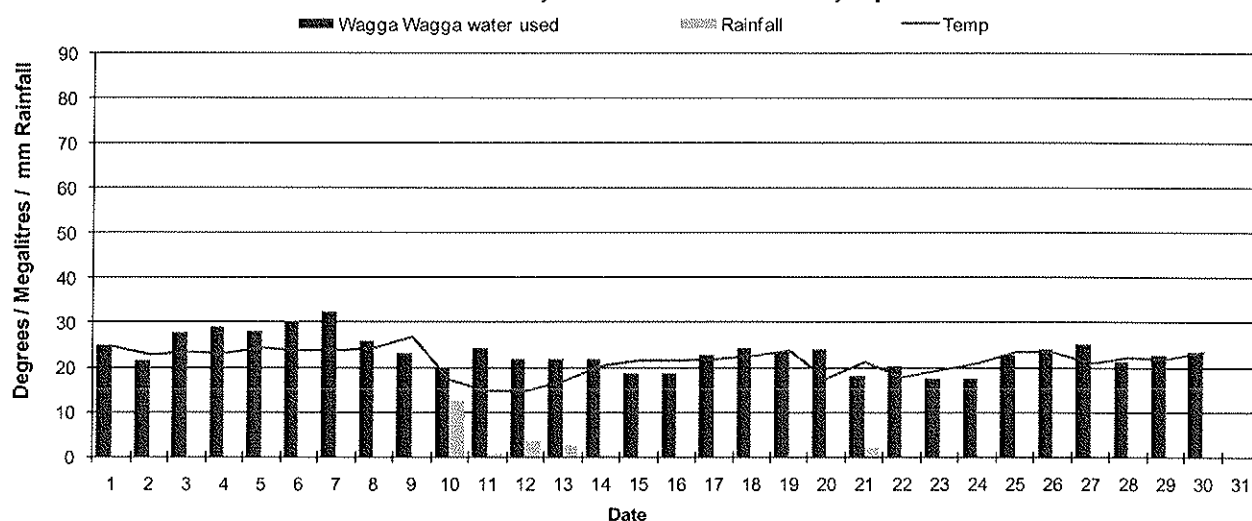
**RECOMMENDATION** That this report be received and noted.

##### 1.1 WATER SOURCED AND USED

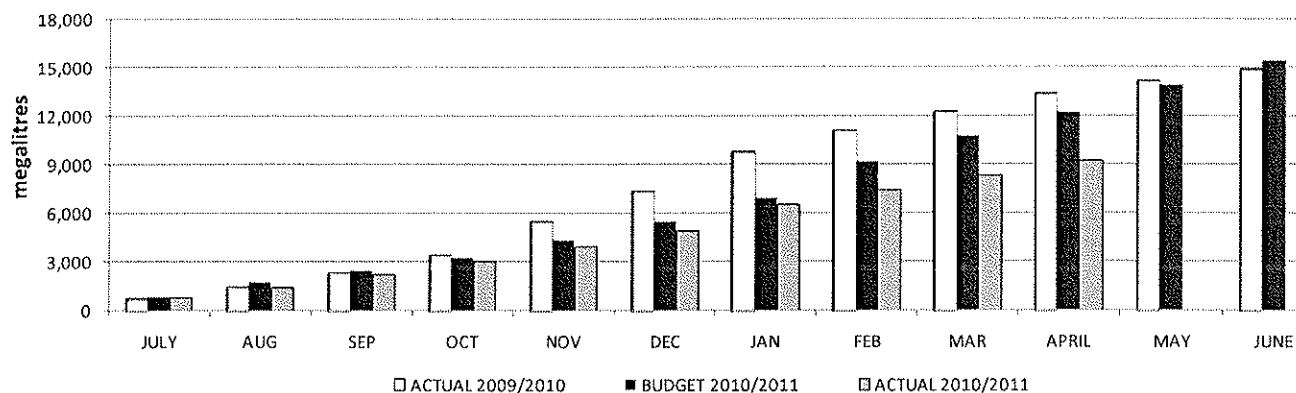
April	2009	2010	2011
Rainfall	31.4	38.8	21.6
Wet Days	5	6	6
<b>WATER SOURCED April 2011 (ML)</b>			
North Wagga bores	219.11	162.64	140.75
West Wagga bores	305.24	167.74	321.66
East Wagga bores	146.89	104.57	168.87
Murrumbidgee River	613.13	470.75	162.74
<b>SUB-TOTAL</b>	<b>1,284.37</b>	<b>905.70</b>	<b>794.02</b>
Bulgary Bores	54.08	45.75	32.04
Urana Source	5.09	4.92	0.00
Ralvona Bores	23.56	19.43	15.09
Walla Walla Bores	22.75	3.72	0.00
Goldenfields Water Supply System	3.12	1.53	2.38
<b>SUB-TOTAL</b>	<b>108.60</b>	<b>75.35</b>	<b>49.51</b>
Woomargama	1.40	0.83	0.99
Humula	1.40	1.03	0.67
Tarcutta	4.07	3.26	2.76
Oura	2.94	3.20	2.95
Walbundrie	3.26	2.41	1.94
Morundah	0.93	0.88	0.63
Collingullie	6.05	4.02	3.27
<b>SUB-TOTAL</b>	<b>20.05</b>	<b>15.63</b>	<b>13.21</b>
<b>TOTALS</b>	<b>1,413.02</b>	<b>996.68</b>	<b>856.74</b>

<b>WATER USED April 2011 (MI)</b>			
	<b>2009</b>	<b>2010</b>	<b>2011</b>
East Bomen	30.35	17.38	10.64
Estella	79.90	59.41	37.61
North Wagga	66.29	70.75	71.44
Wagga Wagga – Low Level	191.58	155.80	149.12
Wagga Wagga – High Level	660.42	432.43	368.14
Wagga Wagga – Bellevue Level	71.62	49.70	40.86
<b>SUB-TOTAL</b>	<b>1,100.16</b>	<b>785.47</b>	<b>677.81</b>
Ladysmith	4.96	3.41	3.14
Brucedale	30.47	17.48	18.18
Currawarna	15.75	8.37	6.52
Rural south from Wagga Wagga	126.37	101.11	95.01
Rural from Walla Walla Bore	0.00	3.72	0.00
Milbrulong, Lockhart and Boree Creek	31.93	28.85	15.96
Urana and Oaklands	24.68	18.86	14.46
Holbrook	23.56	19.43	15.09
<b>SUB-TOTAL</b>	<b>257.72</b>	<b>201.23</b>	<b>168.36</b>
Woomargama	1.40	0.83	0.99
Humula	1.40	1.03	0.67
Tarcutta	4.07	3.26	2.76
Oura	2.94	3.20	2.95
Walbundrie/Rand	3.26	2.41	1.94
Morundah	0.93	0.88	0.63
Collingullie	6.05	4.02	3.27
<b>SUB-TOTAL</b>	<b>20.05</b>	<b>15.63</b>	<b>13.21</b>
<b>TOTALS</b>	<b>1,377.93</b>	<b>1,002.33</b>	<b>859.38</b>

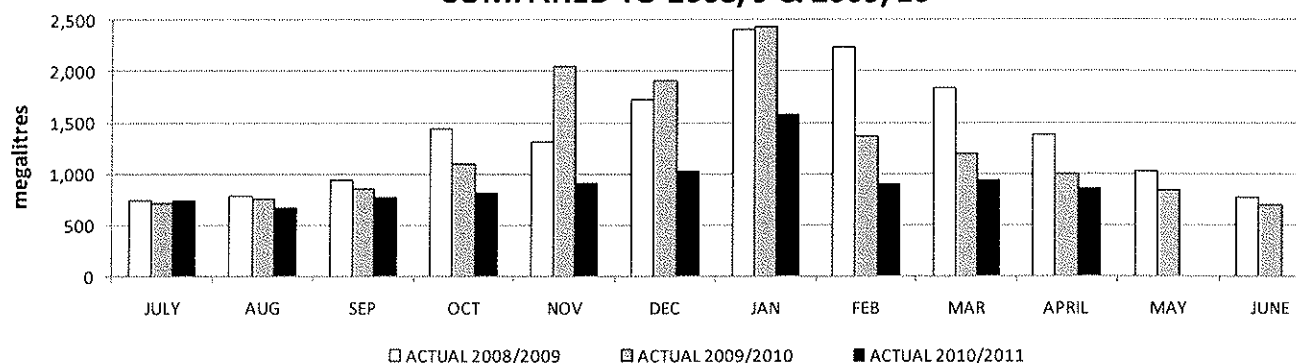
### DAILY WATER USED, WAGGA WAGGA, April 2011



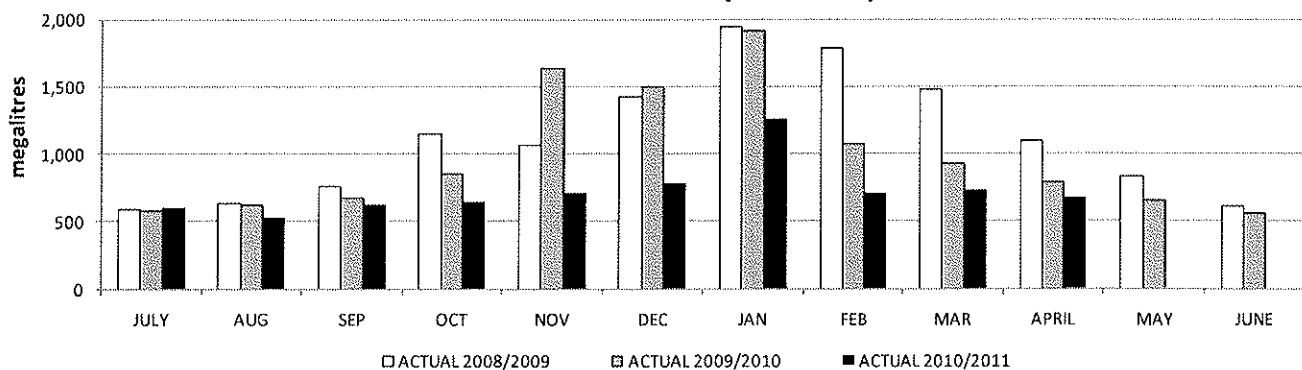
### TOTAL CUMULATIVE WATER USED 2010/2011



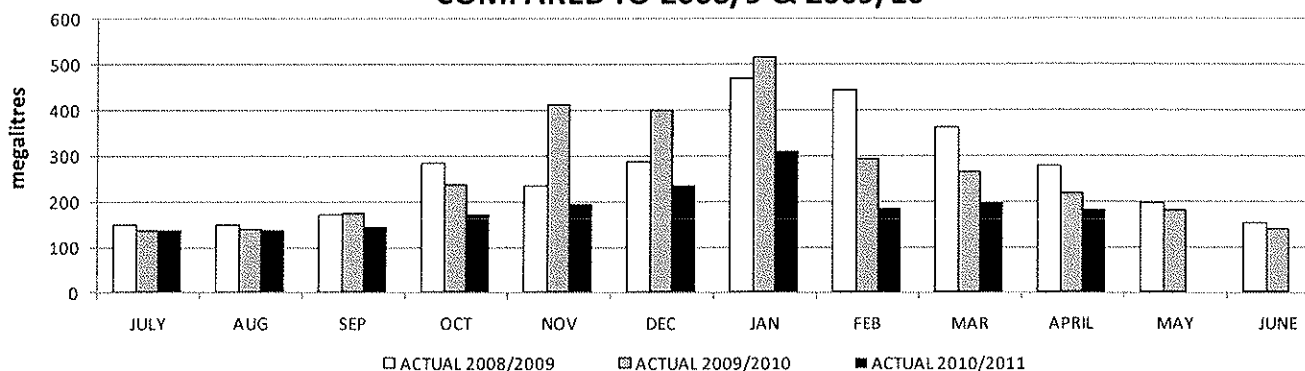
### MONTHLY TOTAL WATER USED 2010/11 COMPARED TO 2008/9 & 2009/10



### MONTHLY WAGGA WATER USED 2010/11 COMPARED TO 2008/9 & 2009/10



### MONTHLY RURAL WATER USED 2010/11 COMPARED TO 2008/9 & 2009/10



## 1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF APRIL 2011

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	12			46	6	3				19	6	6
Brucedale					2	1						
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura					2	1						
San Isidore												
Tarcutta												
The Gap												1
Bulgary						1						1
Collingullie				1								
French Park												
Lockhart				1								
Mangoplah						4						
Milbrulong												
Pleasant Hills												
The Rock											1	
Uranquinty												
Yerong Creek												
Culcairn											1	
Henty										1		
Holbrook	1			1						1		
Morven		1								1		
Walbundrie												
Walla Walla										1		
Woomargama												
Boree Creek												
Morundah												
Oaklands				1								
Rand										2		
Urana				1								
<b>TOTAL</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>51</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>8</b>	<b>8</b>



### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
4	Thorne St	Wagga Wagga	80 AC	Pipe Failure (not specified)	No	1:00	0	172
2	14 Bocquet St	Lake Albert	100 AC	T/ Band Broken/Leaking	Yes	0:00	0	11
5	Thompson St	Wagga Wagga	100 CI	Pipe Failure (not specified)	No	4:30	14	27
6	177 Lake Albert Rd	Koorinal	150 AC	Pipe Failure (not specified)	No	5:05	7	81
7	10 Cochrane St	Koorinal	100 AC	Pipe Failure (not specified)	No	4:30	18	18
8	61 Grevillea	Wagga Wagga	150 BPVC	Pipe Failure (not specified)	Yes	0:00	0	21
8	13 Yeomans Pl	Koorinal	100 BPVC	T/ Band Broken/Leaking	No	1:30	17	7
25	Inglis St	Lake Albert	100 AC	Pipe Failure (not specified)	No	4:00	0	0
29	22 Day St	Wagga Wagga	100 AC	T/ Band Broken/Leaking	No	2:00	26	21
<b>TOTALS</b>						22:35	82	358
Total Breaks – 9			Breaks needing shut off - 7			Breaks affecting customers – 5		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
4	Downside Rd	Brucedale	100 WPVC	Pipe Failure (not specified)	No	2:30	0	22
4	Jennings Rd	Morven	200 AC	Pipe Failure - Ground Movement	No	4:30	5	50
5	Gap Hall-Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	38
5	Gap Hall - Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	61
5	Downside-Shepherds Siding Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	41
6	LOCKHART ROAD	The Rock	200 CI	Pipe Failure (not specified)	No	5:30	20	600
8	79 Bowler St	Holbrook	100 AC	Tree Roots	No	4:15	15	100
10	behind 26 Second St	Henty	100 AC	Tree Roots	Yes	0:00	0	60
11	Lockhart Rd	The Rock	200 CI	Pipe Failure - Ground Movement	No	4:00	20	200
12	Bulgary airation	Bulgary	200 WPVC	Pipe Failure - Ground Movement	No	5:30	1	300
<b>TOTALS</b>						26:15	61	1,472
Total Breaks – 10			Breaks needing shut off - 6			Breaks affecting customers – 5		

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during April 2011 were:

Date	Location	Problem	Action Taken
4/04/2011	83 Urana St, Mt Austin	Dirty water	service flushed
5/04/2011	61 Dunnings Rd, Brucedale	Dirty water	service flushed
6/04/2011	88 Federation Rd, Brucedale	Air & mud in water	service flushed
7/04/2011	43 Wollundry Ave, Wagga	Dirty water	service & mains flushed
7/04/2011	34 Wagga, Oura	Dirty water	service & mains flushed
8/04/2011	34 Wagga, Oura	Dirty water	service & mains flushed
18/04/2011	300 Edward St, Wagga	Dirty water	hydrant flushed
18/04/2011	20 Chaston St, Wagga	Dirty water	hydrant flushed
18/04/2011	65 Hardy Ave, Wagga	Dirty water	hydrant flushed

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during April 2011 include:

LOCATION	PROJECT	100		150	200
		DICL	OPVC	DICL	DICL
Govenors Hill	Mains Extension	22		22	22
Bonney Pl, Tatton	Mains Extension		131		
	<b>TOTAL</b>	22	131	22	22

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during April 2011 include:

LOCATION	PROJECT	200	
		OPVC	DICL
Jennings Road	Mains Replacement	2178	27.5
Bakers Lane	Mains Replacement	220	
	<b>TOTAL</b>	2398	27.5

## 1.6 OTHER CONSTRUCTION

Other construction works during April 2011 include:

LOCATION OR PROJECT	WORK DONE
East Bomen Pump House	Replace Faulty 150mm Mag Flow
Sacred Heart School-Lake Rd	Install 100mm Fire Service

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during April 2011 include:

LOCATION OR PROJECT	WORK DONE
Square Reservoir	Clean and recommission after repair
Mangoplah Reservoir	Replace non-return valve
Glen Oak Pump Stn	Replace 2 x non-return valves
Morven	Install PRV valve on village incoming main
East Bomen Pump Stn	Replace magflow meter
Pleasant Hills Pump Stn	Replace magflow meter
Waterworks DAF plant	Replace and install air dryer
Humula	Overhaul chlorine dosing system

## 1.8 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Workcover Licence - C6 - Crane	1
Enlighten Upgrade	1
1st Aid Refresher	1
ChemCert – Chemical User Refresher	1

## RECOMMENDATION

That this report be received and noted.



Greg Finlayson  
DIRECTOR OF ENGINEERING

**DIRECTOR OF ENGINEERING'S REPORTS  
TO COUNCIL MEETING JUNE 2011**

15th June 2011

**2 WORKS REPORT COVERING MAY 2011**

***RECOMMENDATION:***

That this report be received and noted.

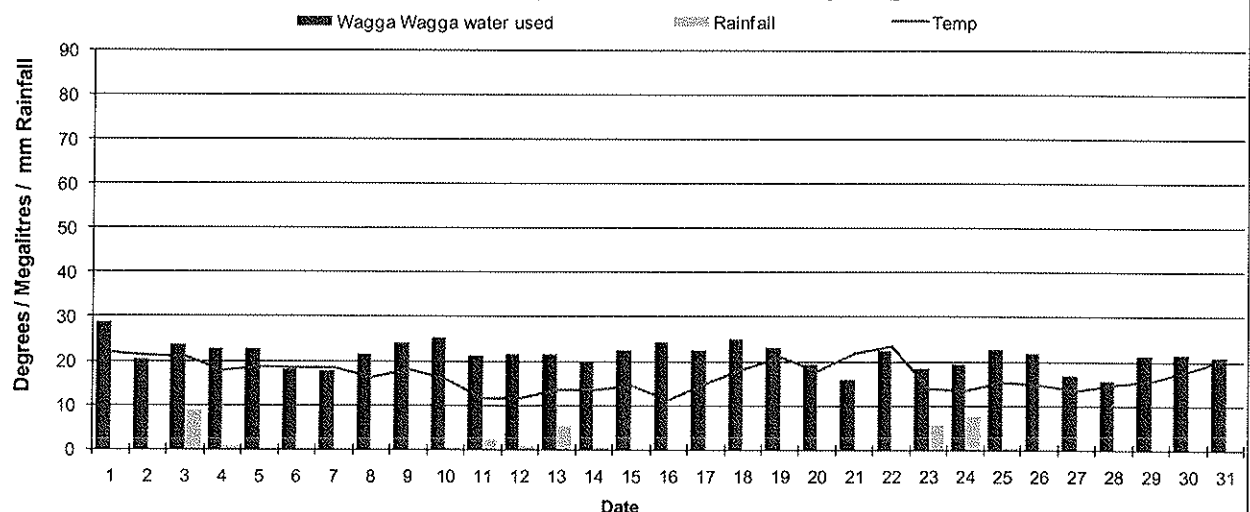
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**2.1 WATER SOURCED AND USED**

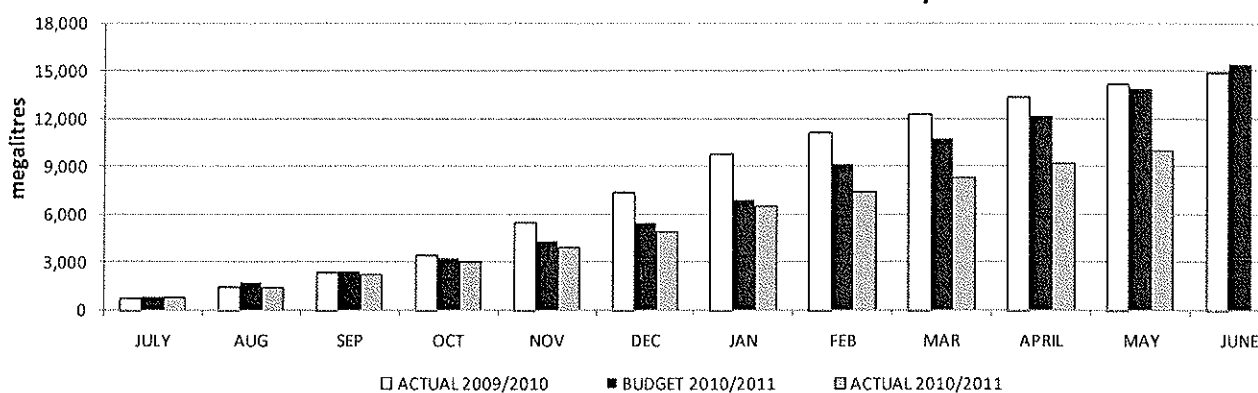
May	2009	2010	2011
Rainfall	3.2	68.2	31.8
Wet Days	2	6	10
<b>WATER SOURCED May 2011 (MI)</b>			
North Wagga bores	196.05	148.13	142.88
West Wagga bores	402.45	281.78	361.42
East Wagga bores	152.38	80.50	155.94
Murrumbidgee River	215.25	277.43	101.29
<b>SUB-TOTAL</b>	<b>966.13</b>	<b>787.84</b>	<b>761.53</b>
Bulgary Bores	33.29	32.18	40.94
Urana Source	0.63	0.00	0.00
Ralvona Bores	15.62	13.80	15.60
Walla Walla Bores	10.49	0.00	0.00
Goldenfields Water Supply System	1.02	1.06	1.76
<b>SUB-TOTAL</b>	<b>61.05</b>	<b>47.04</b>	<b>58.30</b>
Woomargama	0.86	0.76	1.36
Humula	0.75	0.65	0.58
Tarcutta	3.57	2.93	2.83
Oura	1.86	2.71	2.23
Walbundrie	1.99	2.73	2.53
Morundah	0.45	0.63	0.42
Collingullie	3.97	3.71	3.45
<b>SUB-TOTAL</b>	<b>13.45</b>	<b>14.12</b>	<b>13.40</b>
<b>TOTALS</b>	<b>1,040.63</b>	<b>849.00</b>	<b>833.23</b>

<b>WATER USED May 2011 (MI)</b>			
	<b>2009</b>	<b>2010</b>	<b>2011</b>
East Bomen	20.85	15.13	15.43
Estella	54.09	52.74	26.73
North Wagga	95.70	61.69	85.06
Wagga Wagga – Low Level	151.98	136.84	153.67
Wagga Wagga – High Level	492.95	351.77	336.36
Wagga Wagga – Bellevue Level	15.62	37.36	36.10
<b>SUB-TOTAL</b>	<b>831.19</b>	<b>655.53</b>	<b>653.35</b>
Ladysmith	3.32	3.55	3.30
Brucedale	18.11	13.74	15.47
Currawarna	8.93	7.80	7.09
Rural south from Wagga Wagga	103.61	98.33	94.28
Rural from Walla Walla Bore	0.00	0.00	0.00
Milbrulong, Lockhart and Boree Creek	15.95	13.34	21.18
Urana and Oaklands	16.37	16.96	17.33
Holbrook	15.62	13.80	15.60
<b>SUB-TOTAL</b>	<b>181.91</b>	<b>167.52</b>	<b>174.25</b>
Woomargama	0.86	0.76	1.36
Humula	0.75	0.65	0.58
Tarcutta	3.57	2.93	2.83
Oura	1.86	2.71	2.23
Walbundrie/Rand	1.99	2.73	2.53
Morundah	0.45	0.63	0.42
Collingullie	3.97	3.71	3.45
<b>SUB-TOTAL</b>	<b>13.45</b>	<b>14.12</b>	<b>13.40</b>
<b>TOTALS</b>	<b>1,026.55</b>	<b>837.17</b>	<b>841.00</b>

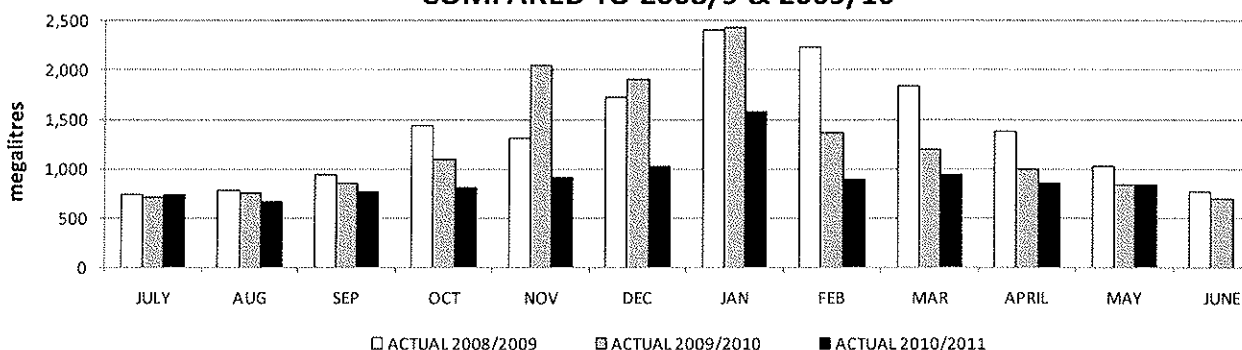
### DAILY WATER USED, WAGGA WAGGA, May 2011



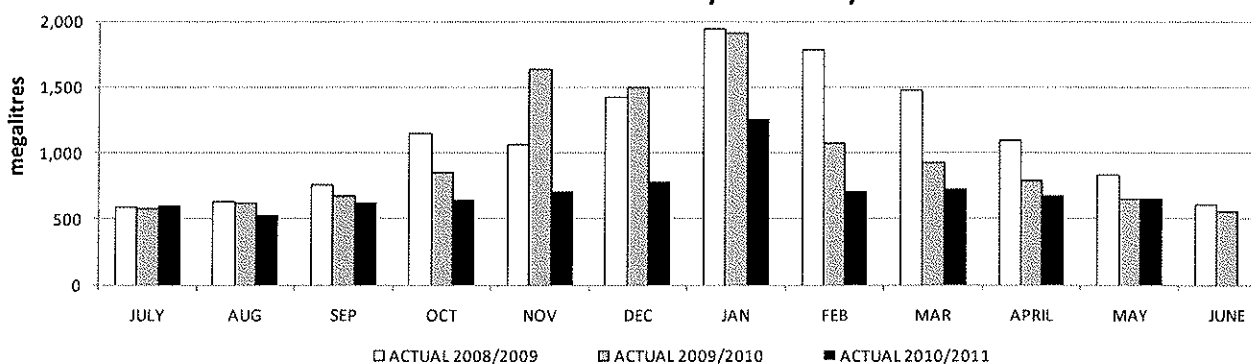
### TOTAL CUMULATIVE WATER USED 2010/2011



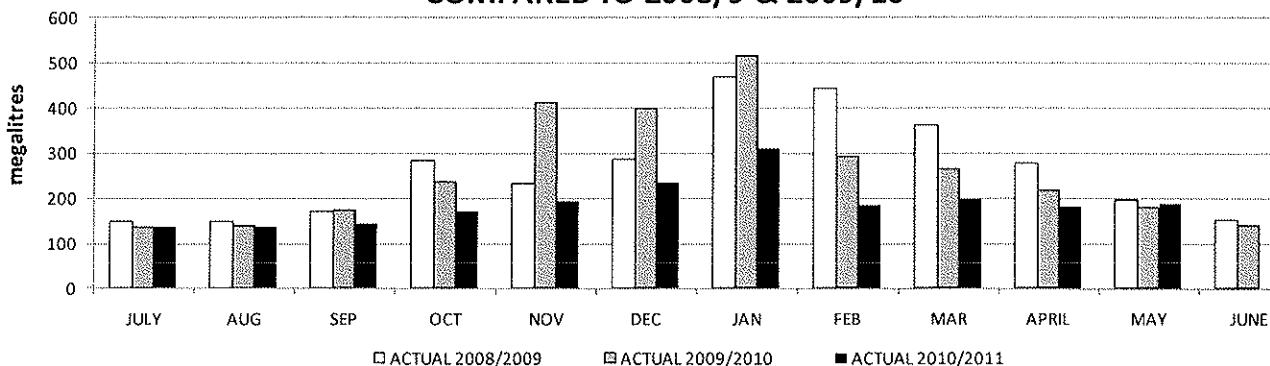
### MONTHLY TOTAL WATER USED 2010/11 COMPARED TO 2008/9 & 2009/10



### MONTHLY WAGGA WATER USED 2010/11 COMPARED TO 2008/9 & 2009/10



### MONTHLY RURAL WATER USED 2010/11 COMPARED TO 2008/9 & 2009/10



## 2.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF MAY 2011

Location	New Connect, Residential	New connect, Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	12	3	2	34	6	2				30	10	16
Brucedale	1											
Currawarna				1						1		
Euberta												
Humula												
Ladysmith												
Oura				1								
San Isidore												
Tarcutta				1						2		
The Gap												
Bulgary				5								
Collingullie				1								
French Park			1	4							1	
Lockhart										1		
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock				2	1							
Uranquinty				1		1						
Yerong Creek										1		
Culcairn				1							1	
Henty		1		1								
Holbrook				2							1	
Morven	1											
Walbundrie												
Walla Walla												
Woomargama										2		
Boree Creek												
Morundah												
Oaklands												
Rand												
Urana				1								
<b>TOTAL</b>	14	4	3	55	7	3	0	0	0	37	13	16

## 2.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
9	Bomen Rd	Bomen	100 AC	Pipe Failure (not specified)	No	2:30	3	27
11	Pearson St	Ashmont	100 AC	Accidental damage	No	2:00	41	14
14	94 Plumpton Rd	Springvale	80 AC	Pipe Failure (not specified)	Yes	0:00	0	21
17	30 Riverview Dr	Wagga Wagga	150 BPVC	T/ Band Broken/Leaking	No	2:00	16	43
17	456 Plumpton Rd	Springvale	80 AC	Pipe Failure (not specified)	Yes	0:00	0	28
24	Fernleigh Rd	Ashmont	100 BPVC	T/ Band Broken/Leaking	No	1:45	1	8
31	77 Riverview Dr	Wagga Wagga	150 BPVC	T/ Band Broken/Leaking	Yes	0:00	0	14
<b>TOTALS</b>						8:15	61	155
Total Breaks – 7			Breaks needing shut off – 4			Breaks affecting customers – 4		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	napier st	Lockhart	200 AC	Pipe Failure - Ground Movement	Yes	0:00	8	600
6	611 Poiles Rd	Bruceale	40 PVC	Pipe Failure (not specified)	Yes	0:00	0	20
8	22Ivor st.	Henty	100 AC	Tree Roots	Yes	0:00	0	5
11	melbourne st	Woomargama	75 AC	Tree Roots	No	2:00	0	0
11	PEACHS RD	Bidgeemia	63 PE	Leaking collar	No	2:00	0	0
11	77 Urana Street.	Lockhart	100 AC	Tree Roots	No	1:30	30	300
16	159 Casleys Lane	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	170
22	Benedict Ave	San Isidore	150 WPVC	Pipe Failure (not specified)	Yes	0:00	0	36
25	Downfall Rd	Humula	100 AC	Tree Roots	Yes	0:00	0	72
27	Downside Shepard Siding	Bruceale	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	97
27	52 Kyeamba St	Ladysmith	100 AC	Pipe Failure (not specified)	Yes	0:00	0	32
28	9 HAYES ST	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	200
<b>TOTALS</b>						5:30	38	1,532
Total Breaks – 12			Breaks needing shut off – 3			Breaks affecting customers – 2		



## 2.4 WATER QUALITY COMPLAINTS

Water quality complaints received during May 2011 were:

Date	Location	Problem	Action Taken
9/05/2011	1 Scott St, The Rock	Film on water surface	Flushed hydrant to remove air
12/05/2011	85 Pugsley Ave, Estella	Water suspected of causing diarrhoea	CI & Micro all OK through property. Customer agrees he is affected by something else.
13/05/2011	2 Wisteria Rd, Springvale	Strong taste & odour	CI OK through house. Not used to CI taste
20/05/2011	30 Anne St, Tolland	Dirty water	Flushed service
23/05/2011	44 Riverview Dr, Wagga	Dirty water & air	Flushed dead end of mains
23/05/2011	5 Bell Gum Pl, Lake Albert	Bad taste & strong CI	Flushed mains & service. Dead end to be put on flushing programme

## 2.5 MAINS CONSTRUCTIONS

### 2.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during May 2011 include:

LOCATION	PROJECT	63	100		200	600
		Poly	DICL	OPVC	DICL	DICL
Coolamon Rd	Mains Extention	620				
Morven	New main		22	130		
Redhill Rd	New main					101.5
Governors Hill	New main				44	
	<b>TOTAL</b>	620	22	130	44	101.5

### 2.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during May 2011 include:

LOCATION	PROJECT	200
		OPVC
Jennings Lane	Mains replacement	130
Governors Hill	Mains replacement	96
	<b>TOTAL</b>	226

## 2.6 OTHER CONSTRUCTION

Other construction works during May 2011 include:

LOCATION OR PROJECT	WORK DONE
Kapooka Renewal	Renew 2 X 32mm poly services under railway &
Koorungal Rd	Service renewal 25mm

## 2.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during May 2011 include:

LOCATION OR PROJECT	WORK DONE
Morundah highlift pump No1	Remove and overhaul motor, recommission
Waterworks low level pump No3	Remove and overhaul motor, recommission
Ralvona highlift pump No2	Remove and overhaul motor, recommission

## 2.8 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Chemical User Training	3
First Aid Refresher	2
CII Traineeship - 1 day Training	2
WorkCover Licence - Dogging	2
AutoCAD Training	1
HC Truck Licence - Assessment	1

## 2.9 COMMENT ON CONSUMPTION

The low water usage in May 2011 is the tenth consecutive month where usage has been significantly lower than one or both of the previous two years. Such long term observations will indicate if our media campaign and permanent conservation measure have made any change to customers water use efficiency. The long term observations differ to the reductions observed due to wet months.

## 2.10 RED HILL RESERVOIR CONSTRUCTION

Work on the construction of the Number 2 Red Hill Reservoir is virtually completed. The only remaining work under the contract is to complete the access steelwork. The contractor, Hornicks Construction Pty Ltd, has undertaken the work to a high standard and Council can be pleased with their efforts.

A prolongation claim has been lodged to account for the delays caused by the protracted land matter resolution by Wagga Wagga City Council. We have sought advice from NSW Public Works on the methodology to determine this sum.

The mains construction to link the new reservoir with the distribution system has been undertaken by Council staff and this is now completed except for a road crossing under Red Hill Road.

The expenditure to date on the reservoir contract is \$1.62m. This includes variations to the value of \$70,000.

To mark the completion of the project a media release, involving a site visit by the Chairman, will be arranged.



Greg Finlayson  
DIRECTOR OF ENGINEERING

### **3 WATER SHARING PLANS FOR UNDERGROUND SOURCES**

#### ***RECOMMENDATION:***

1. That this report be received and noted.
  2. That the continuing work with Goldenfields Water include mutual agreement and endorsement of a plan to share groundwater from Zone 2 of the Mid-Murrumbidgee alluvium.
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There are now new draft Water Sharing Plans for the underground sources on the Mid-Murrumbidgee River and Billabong Creek. These effect 70% of the water used in Wagga and most of the water used in our rural systems. These plans have been developed over the past six months as a consequence of the anticipated Murray Darling Basin Plan.

Since attending the initial consultation forums in 2010, Riverina Water have invested a lot of effort in the determination of these draft water sharing plans. As a result, we can be reasonably satisfied with the recommendations going to the Minister for Primary Industries which will then go on exhibition for six weeks around July 2011.

#### **3.1 MID-MURRUMBIDGEE ALLUVIUM**

The NSW Office of Water originally proposed that the Riverina Water and Goldenfields bore sources be part of the Mid-Murrumbidgee alluvium and be bundled with an LTAAEL (Long Term Average Annual Extraction Limit) that included all the irrigators. The LTAAEL for the Mid-Murrumbidgee is approximately 50% of the sum of the existing WAL's (Water Access Licences). Riverina Water addressed the further issue that most of the town water extraction was from the small Zone 2 and that trading and competition into this stressed zone was highly undesirable.

In 2010 Riverina Water and Goldenfields Water engaged a prominent consultant to model Zone 2 and determine the sustainable yield. The results of this work were shared with the NSW Office of Water, who did further supportive modelling.

The modelling has determined that an LTAAEL based on historical usage is not unreasonable. There is a very real limit to what can be pumped from our three Wagga borefields and from the Oura borefield operated by Goldenfields Water.

The draft water sharing plan has been revised to separate Zone 2 from the Mid-Murrumbidgee and further separate town water bores from the normal rules of competition. This is an important achievement. Once the draft plans go on exhibition, the two water utilities should again collaborate and agree on a long term position.

The actual numbers adopted by the NSW Office of Water Regional Panel are now before the Minister. Until the Minister puts the plans on exhibition they won't be publicised. However all the work done to date signifies that the Wagga bores may be limited to 92% of what Riverina Water extracted from them in 2002/03.

The draft LTAAEL for the Wagga bores will be a basis for finalising our IWCM 30 year strategy. A new surface water sharing plan will not be made until 2014 so there is less certainty there. Both the IWCM strategy and the water sharing plan are underpinned by demand management. All future plans recognise that historical levels of water usage are unsustainable.

Without an extensive workshop it is not possible to convey the complex relationships between the five strategic planning projects we have undertaken over the past two years. These are the IWCM 30 year strategy (with consultants HydroScience), The 30 year Rural Distribution strategy (with consultants Hunter Water), the NWC IRP demand management model (with consultants UTS Institute for Sustainable Futures), the Zone 2 water sharing plan (with consultant Dr Noel Merrick and NSW Office of Water staff) and the Water Works Master Plan (for the new Wagga Water Treatment Plant). This work will determine expenditure on key infrastructure valued well in excess of \$30m.

### 3.2 BILLABONG CREEK ALLUVIUM

The sum of the WAL's for groundwater along the Billabong Creek, like on the Murrumbidgee, is almost double the LTAAEL. And again the stress could arise if all licence holders wished to construct bores to gain that access. If they do, then the entitlements would end up at about 50%.

There is no model of the Billabong aquifer to determine the sustainable yield. However there is an estimate of recharge and this is a relatively large number. There is now a strong possibility that the extraction limit to be adopted by the Minister will not be the lower LTAAEL, but will be more like the WAL figure.

For the Walla bores, Riverina Water hold a WAL totalling 400 ML per annum. Our LTAAEL is approximately 200 ML per annum. If we were restricted to the LTAAEL, then future growth in demand would have to come from the Wagga sources.

The discussions regarding the Billabong Creek groundwater plan have been timely. The recent failure of the Walla Bore No. 1 requires immediate re-drilling and replacement. Based on advice from the NSW Office of Water, the replacement bore will be significantly larger and rated at 28 l/s, compared to 18 l/s from the existing bore. This outcome is subject to successful test drilling and pump tests. The total cost of the replacement bore is estimated to be \$260,000 including an electrical upgrade.



Greg Finlayson  
DIRECTOR OF ENGINEERING

#### 4 STRENGTHENING BASIN COMMUNITIES GRANT

##### **RECOMMENDATION:**

1. That Riverina Water do not accept undue responsibility or liability for Wagga Wagga nature strip work where we have no interest in the land nor are carrying out work.
2. That Riverina Water invite Wagga Wagga City Council to a meeting of staff and elected members as a matter of urgency to resolve the nature strip policy issues .
3. That any interim arrangement or agreements with Wagga Wagga City Council have a maximum term of three months and the subsequent arrangements be fully described within the agreement.

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The Commonwealth Department of Sustainability, Environment, Water, Population and Communities have advised that our application for a grant for 50% funding of the \$910,000 SBC project has been successful. The project, the Riverina Urban Lawn Replacement Scheme, falls under the Strengthening Basin Communities – Water Saving Initiatives component – Round 2.

The 65 page funding agreement draft was forwarded to Riverina Water in late May and must be completed by the 30<sup>th</sup> June 2011. Due to Wagga Wagga City Council not resolving the issues with its Road Reserve Policy POL008, completing the deed by the 30<sup>th</sup> June is not possible. I have requested a one month extension and this request will go to the relevant departmental secretary.

At their Council meeting on 25<sup>th</sup> May, Wagga Wagga City Council dealt with a confidential report on the nature strip issue. As an outcome of the WWCC resolution, staff forwarded the draft terms of an agreement on the 30<sup>th</sup> May. In general terms this was to be an interim agreement pending the policy being corrected at a later date.

What was sent included an array of conflicting documents. This included a draft two year agreement between WWCC and RWCC (based on a trade waste agreement) and an old version of the Nature Strip Guidelines developed by WWCC and RWCC in mid 2010. The agreement in no way reflected anything Riverina Water had planned or discussed with WWCC.

Riverina Water needs to ensure that all terms are consistent with the rebate scheme we have designed, which allows flow-on benefits as we have described in our funding application.

The draft agreement with WWCC is for a period of two years, being the whole term of the project. It includes the conditions below...

##### *3. Conditions*

**3.1 The Applicant administer the Program.**

**3.2 The Applicant fund the Program.**

**3.3 The Applicant must at its own cost, undertake pre and post development inspections to ensure compliance with the following documents, attached in the Annexure, on behalf of Council:**

- Landscaping Nature Strip Agreement and Conditions.
- Road Reserve Policy (POL008).
- Guidelines for the Landscaping of Nature Strips.
- Concept plans dated August 2010.

3.4 The Applicant will hand over the Program to council once completed and compliant, for inclusion into Council's monitoring and maintenance program.

Note that these terms include the old Road Reserve Policy, which is the primary document that is an obstacle to the rebate scheme going ahead. This is the policy that WWCC promised to fix in 2010 and again in March 2011.

On the 8<sup>th</sup> June the General Managers of Riverina Water and Wagga Wagga City Council met to address the issues and a revision of the terms is being undertaken by WWCC.

There are some absolutes that Riverina Water must be satisfied with before the scheme can proceed. These include...

- That householders can undertake the work independently without the exclusive use of contractors which would make costs prohibitive and the rebate incentive unattractive.
- That householders who are not eligible for the RWCC rebate can install a water efficient nature strip. This is the "flow-on effect" which is the predominant water saving activity.
- That design constraints, including allowing plants up to a height of 500mm, are appropriate.
- That RWCC are only a third party funding agency providing rebates where appropriate.
- That WWCC recognise that the relationship that needs addressing is one between them and the householder, based on the existing policy and application form, but amended to remove the errors and inconsistencies.
- That RWCC implement the rebate program as described in its application for SBC funding.

At the time of writing this report none of the above are satisfactory.

Although Riverina Water and Wagga Wagga City Council enjoy an excellent relationship on many levels, the issues regarding road reserve activities have been particularly difficult.

The public liability issue has never been discussed with Riverina Water. There are many ways this can be addressed. The notion that Riverina Water is introducing a new risk has been adopted by WWCC whereas this is certainly not the case. Nature strips are being built every day now, with nothing to do with Riverina Water. The issue of insurance has numerous aspects. For example, a local broker has advised Riverina Water that there are affordable options. But it is WWCC that should be exploring these. One easy outcome could be that a householder applies to landscape a nature strip (on a form similar to the existing WWCC form). The fee includes, say, \$41 for nature strip public liability insurance cover during construction. This applies to any applicant, regardless of whether they are eligible for an RWCC rebate.

For the nature strip program to proceed, WWCC must amend POL008 and the associated application form. Public liability must also be managed by WWCC, and not just passed on to the local water authority for an indefinite period. To achieve this within a reasonable time frame I believe a dedicated committee is required including staff from both councils and elected members. The fragmented discussions over the past 10 months have resulted in no effective change.

To date Riverina Water have invested two years and a lot of money on strategic plans which are underpinned by this outdoor water demand management strategy. In addition to this cost, there is a grant of \$455,000 at stake. If the nature strip program does not proceed as planned, then an alternative outdoor demand management strategy will have to be conceived and developed. The options here are very limited. This will be a further cost to council.

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

Greg Finlayson  
DIRECTOR OF ENGINEERING