

**MINUTES for the MEETING of GOLDENFIELDS WATER COUNTY
COUNCIL held in the TEMORA office on 26 FEBRUARY 2010**

The meeting commenced at 1.10pm.

PRESENT

Cr P Speirs (Chair), Cr C Manchester, Cr J McGregor, Cr J Macaulay, Cr D Palmer, Cr K Morris and Cr H Mangelsdorf.

ALSO IN ATTENDANCE

Mr P Wearne (General Manager), Mr B West (Manager Engineering), Mr Alan Moston and Mr Chris Perry (joint Acting Managers Production and Distribution) and Miss K Turner (Executive Assistant).

1. APOLOGIES

An apology for non-attendance was received from Cr O'Brien.

10/001 RESOLVED on the motion of Crs McGregor and Manchester that leave of absence be granted.

2. DECLARATION OF PECUNIARY INTERESTS

No interests were declared at this time.

**3. CONFIRMATION OF MINUTES OF MEETING HELD ON
18 DECEMBER 2009**

10/002 RESOLVED on the motion of Crs Palmer and Morris that the minutes of the meeting held on 18 December 2009, having been circulated and read by the members, be confirmed.

4. BUSINESS ARISING FROM MINUTES

No Business Arising from the Minutes was raised.

5. PUBLIC ACCESS

No requests for public access were received.

6. NOTICES OF MOTION/RESCISSION MOTIONS

6.1 NOTICE OF MOTION PLANT PROCUREMENT POLICY (G40203005)

10/003 RESOLVED on the motion of Crs Palmer and Mangelsdorf that the General Manager be requested to prepare a draft Council policy for the procurement of items of plant.

The following Notice of Motion has been received from Councillor Palmer.

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MOTION

That the General Manager be requested to prepare a draft Council policy for the procurement of items of plant.

EXPLANATORY NOTES

In my capacity as Councillor on GWCC I have been approached by a ratepayer and asked to explain the methodology used by GWCC in making vehicle tender selections. I am unable to do so as the function of vehicle procurement has been delegated to the General Manager in accordance with the Local Government Act.

The General Manager has advised that Council has not adopted a specific vehicle procurement policy; however he has implemented a standard procedure for approving plant purchases.

Therefore the development of a policy that is available to the public would demonstrate the transparency of Council with respect to plant purchases.

Cr Dennis Palmer
Councillor

7. ADMISSION OF LATE REPORTS

No late reports were received.

8. CHAIRPERSON'S MINUTE

The Chairman did not submit a Chairperson's Minute to the meeting.

9. GENERAL MANAGER'S REPORTS

9.1 FINANCIAL REPORTS

9.1.1 COUNCIL INVESTMENTS (G35507005)

10/004 RESOLVED on the motion of Crs Manchester and McGregor that the report detailing Council Investments as at 31 January 2010 be received and noted.

Report prepared by Manager Administration

This report is presented for information on Council Investments in accordance with clause 212 of the Local Government (General) Regulation 2005. The following details Council Investments as at 31 January 2010:

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Institution / Investment Type	Amount Invested	Term (days)	Rate	Maturity Date
NSW Treasury Hour Glass Facility	\$6,830,888.08	At Call	4.56%	
LG Financial Services FOCF	\$2,009,946.59	At Call	4.68%	
LG Financial Services 12 Month Cash	\$340,796.23	At Call	4.56%	
Commonwealth Bank At Call A/c	\$900,000.00	At Call	3.70%	
Local Govt Financial Service	\$1,300,000.00	74	5.10%	1/02/10
Local Govt Financial Service	\$500,000.00	62	5.20%	1/02/10
Local Govt Financial Service	\$500,000.00	60	5.00%	5/02/10
Qld Teachers Credit Union	\$600,000.00	60	5.40%	15/02/10
Westpac Bank	\$2,000,000.00	91	5.28%	1/03/10
Local Govt Financial Service	\$700,000.00	60	5.45%	8/03/10
SGE Credit Union	\$1,000,000.00	60	5.90%	15/03/10
Westpac Bank	\$500,000.00	62	5.60%	22/03/10
Qld Teachers Credit Union	\$700,000.00	90	5.75%	23/03/10
Defence Force Credit Union	\$1,000,000.00	90	6.10%	27/04/10
Total Invested	\$18,881,630.90			
+ General Bank A/c (with CBA)	\$193,373.55			
TOTAL CASH	\$19,075,004.45			

Movements within Bank account for the reporting period

Cash Book balance at 30 November 2009	\$482,677.75
Plus Deposits	
December	\$2,208,964.88
January	\$2,971,915.89
Less Payments	
December	-\$2,388,830.81
January	-\$2,976,705.20
Cash Book balance at 31 January 2010	\$298,022.51
Less Outstanding Deposits	-\$108,516.49
Plus Unpresented Cheques	\$3,867.53
Bank balance at 31 January 2010	\$193,373.55

It is hereby certified that the above investments have been secured in accordance with:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Investment Order – gazetted 15 August 2008; and
- Goldenfields Water County Council's Investment Policy (adopted 27/10/05).

Recommendation

Recommendation made was adopted.

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9.1.2 OUTSTANDING DEBTORS (G35307005)

10/005 RESOLVED on the motion of Crs Palmer and McGregor that the report detailing Council's outstanding debtors as at 31 January 2010 be received and noted.

Report prepared by Manager Administration

This report is presented for information on Council's outstanding debtors as at 31 January 2010:

	Arrears	Interest	Current	Total
Access Charges	\$42,959	\$6,588	\$208,233	\$257,780
Consumption Charges	\$147,425	\$24,641	\$1,204,447	\$1,376,513
Deferred Headworks	\$63,000	\$0	\$33,000	\$96,000
Sub-Totals	\$253,384	\$31,229	\$1,445,680	\$1,730,293
Less Overpayments Received				-\$91,495
Total Outstanding				\$1,638,798
Less Bulk Council Accounts Outstanding				-\$360,360
Less Headworks Accounts Outstanding				-\$96,000
Total Outstanding from Retail Customers				\$1,182,438

It should be noted that the payment due date for retail customers second quarter accounts was 2 February 2010 and that over \$500,000 was received in the first two days of February.

Recommendation

Recommendation made was adopted.

9.1.3 QUARTERLY BUDGET REVIEW – DECEMBER 2009 (G35201005)

10/006 RESOLVED on the motion of Crs Manchester and Macaulay that the Budget Review for the period ended 31 December 2009 be adopted with the variations to income and expenditure duly noted.

Report prepared by Manager Administration

This report is presented to Council to revise estimates of income and expenditure in accordance with clause 203 of the Local Government (General) Regulation 2005. The review is for the quarter ending 31 December 2009 and is attached for Council's consideration (refer Attachment 9.1.3.A).

At the October Review Council's budget result showed a surplus of \$471,934. The December QBR result, as presented, reflects a loss of \$128,870 leaving a budgeted surplus result of \$343,064.

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Major adjustments impacting on this review include: -

- ✓ Other Income - a gain of \$13,000 due to the sale of some surplus materials (\$8,200), having received additional apprenticeship incentives (\$1,800) and additional insurance rebates (\$3,000);
- ✓ Management Expenses - a net gain to the operating result of \$14,615 resulting from the transfer of \$20,000 from new financial software investigations to much needed PC capital renewal (part of additional "Asset Acquisitions" on page 2) and an additional \$5,185 required to fund the increased cost of the office cleaning contract that went to tender earlier in the financial year. The \$20,000 transfer does not improve the cash position as it will be spent in the capital budget;
- ✓ Mains Maintenance Expense - an increase of \$27,885 for the replacement of failed resilient seated valves on the Jugiong to Cowangs line (\$17,885) and \$10,000 estimated cost to relocate the Barmedman standpipe (this item is the subject of a separate report);
- ✓ Reservoirs Maintenance Expense - a loss of \$40,000 is a result of funds voted by Council at the December meeting (Minute No 09/135) to allow a cathodic protection specialist to carry out site surveys of the Junee, Temora and Wyalong reservoirs;
- ✓ Pumping Stations Maintenance Expense - a vote increase of \$80,000 is required as a result of the flooding of the Oura pumps back in August;
- ✓ Repayments from Deferred Debtors - a gain \$11,200 resulting from deferred headworks payments received; and
- ✓ Acquisition of Assets (Page 2) - a loss of \$80,000 is a result of \$60,000 voted by Council at the October meeting (Minute No 09/117) to allow urgent remedial works to be carried out at the Mt Daylight bore site (funded from a transfer from restricted assets) and \$20,000 transferred from the operating budget for additional PC renewals (see above).

All other adjustments are relatively insignificant or involve general housekeeping.

It is the Responsible Accounting Officer's opinion that the revised estimate of income and expenditure is such that the short term liquidity position of Council is satisfactory.

Recommendation

Recommendation made was adopted.

9.1.4 APPOINTMENT OF AUDITORS (G35051005)

10/007 RESOLVED on the motion of Crs McGregor and Macaulay that Council appoint Auswild & Co as its auditor for the six years ending 30 June 2015.

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Report prepared by Manager Administration

Council's audit engagement of Auswild & Co concluded with their audit of Council's financial reports for the year ended 30 June 2009.

In accordance with section 422 of the Local Government Act 1993, tenders for the provision of audit services for the six years ending 30 June 2015 were recently invited with tenders closing on Thursday 4 February 2010.

Three tenders were received by the designated close, being Auswild & Co, Spencer Steer and Ulton Group. Auswild & Co are very well known to Council having been Council's auditor since its proclamation in 1997, while Spencer Steer is based in Sydney and the Ulton Group has four offices in regional Queensland. A copy of each Executive Summary is attached for information.

All applicants provided information to suggest each is suitable to carry out the role of Council's auditor for the six years as required.

An assessment criterion was listed in Council's tender document as follows: -

Criteria	Weighting
Capacity – including quality and availability of workforce	20
Quality and depth of audit performance and experience	20
Proposed audit plan	20
Price	10
Value added services	10
Technical expertise	10
Referees	10

When assessing the tenders, there was a concern with the tender submitted by Ulton Group in that they are based in regional Queensland, have no current local government audit clients in NSW, or in fact Queensland and their tender price included an exorbitant travel, accommodation and disbursements component. The combination of all of these factors weighted heavily against them and they were discounted from further consideration.

The remaining two were of similar quality, and while their outlined approaches to conducting the audit differ, both have a good representation of NSW Council's on their respective clientele listings.

Spencer Steer (97) was assessed marginally higher than Auswild & Co (91) mainly in terms of: -

- Capacity - Spencer Steer have 8 full-time audit staff currently servicing 30 NSW councils, while Auswild have 2 staff currently servicing 17 NSW councils (excluding GWCC).
- Quality and depth - Spencer Steer intend to have a Principal, Manager and Intermediate on-site for 2 days for both the interim and final audits while Auswild rely on the Account Manager to solely conduct the on-site audit work (2 visits, 3 days each) with the Principal only on-site to address Council. This means that a lot of the high end Principal input to the process is conducted off-site.

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NB. Spencer Steer's tender does not allow for attendance at a Council meeting unless it coincides with a visit. A specific meeting attendance would attract an additional cost.

- Proposed audit plan - Spencer Steer have a detailed audit plan that provides for a very robust and comprehensive audit test. Auswild's tender doesn't specifically detail an audit plan, but in the past they have conducted their audits suitably to meet their requirements under the Local Government Act.

In relation to costs to provide the audit, Auswild's tender price was very competitive (\$10,250) when compared to Spencer Steer (\$15,000) and Ulton Group (\$31,220). Auswild stated that they are able to provide such a competitive price due to "a minimum overheads structure" however it would appear that this is at the detriment of on-site assessment.

In terms of Value Added Services and Technical Expertise both provided enough information to suggest that they were capable of providing the services or expertise should a situation warrant such assistance.

As the two competing tenderers are each well known to the organisation, referees were not contacted. Council's Manager Administration and General Manager have both had a previous professional association with Spencer Steer as a Council Auditor. During this association Spencer Steer were found to be a very professional and approachable team that works with an organisation to ultimately improve standards.

Results of the assessment are detailed below: -

Criteria	Weighting	Auswild	S/Steer
Capacity	20	18	20
Quality and depth	20	18	20
Proposed audit plan	20	15	20
Price	10	10	7
Value added services	10	10	10
Technical expertise	10	10	10
Referees	10	10	10
Assessed Points Score		91	97

The points were assigned by way of the best response being equal to 100% of the weight scale with the other being weighted down the scale in comparison for each of the criteria. As explained in the report, there was no separation between the two for the last three criteria points.

While Spencer Steer is the dearer of the two companies, they are also committing more staff time to the on-site audit process which in the long run provides Council with more surety about the process and also allows Council staff the opportunity to establish a working relationship with the auditors.

Capacity, quality and the proposed audit plan were the three most important elements under the assessment criteria (given the weighting factors) and therefore should, within reason, out-weight the cost discrepancy when considering the overall packages tendered.

Recommendation

That Council appoint Spencer Steer as its auditor for the six years ending 30 June 2015.

9.1.5 METERING ABNORMALITIES (G40057005)

10/008 RESOLVED on the motion of Crs Mangelsdorf and Palmer that it become Council Policy to give the benefit of the doubt to the customer and that their quarterly account be recalculated on the basis of a daily consumption equal to the average daily consumption during the corresponding meter reading period of the previous year in circumstances where:

- (i) A customer's usage is unusually high in relation to past consumption patterns;
- (ii) There are no obvious signs of faulty internal plumbing; and
- (iii) The meter has rolled over back through to "00000".

Further, that should the customer have been charged for a meter test in such circumstances, that they also be refunded the cost of that test.

Report prepared by Manager Administration

As a result of a recent enquiry from a customer concerning their unusually excessive water usage reading for the September quarter, it is requested that Council consider the following internal policy that would allow staff to resolve similar issues before they escalate.

It is requested that in circumstances where a customer's usage is (i) unusually high in relation to past consumption patterns; (ii) there are no obvious signs of faulty internal plumbing; and (iii) the meter has rolled over back through to "00000", that the benefit of the doubt be given to the customer and their quarterly account be recalculated to reflect their average usage over the same metering period in previous years.

While, in this particular case, the meter was tested and found to be reading reasonably accurately (5% slow in fact), there is a suspicion that the meter did not roll-over correctly given the customer's consumption history and no obvious signs of faulty internal plumbing. At the moment staff hands are tied in such circumstances as investigations did not reveal anything concrete to verify that an inaccurate usage measurement had possibly occurred.

Recommendation

Recommendation made was adopted.

9.1.6 PROPOSED DEBTOR WRITE-OFF (G35308005)

10/009 RESOLVED on the motion of Crs Manchester and Palmer that in accordance with Section 567 of the Local Government Act, Council write-off accrued interest totalling \$1,478.52 from water account number 79831 as it is considered that the payment of interest has caused hardship. Further, that interest is waived while ever the remainder of the debt continues to be paid.

Report prepared by Manager Administration

Council has received a letter from a customer requesting consideration to her water debt being written off due to financial hardship. The water to her property was permanently disconnected in August 2001 with an outstanding balance at that time of \$2,541.86.

Since June 2002 the pensioner (A/c No. 79831) has made regular payments of \$10.00 per fortnight via Centrepay (totalling \$2,010.00) and has previously verbally advised that, due to her circumstances, she was unable to increase those repayments. Her outstanding debt is now \$1,997.07, which includes an interest component of \$1,478.52.

Section 567 of the Local Government Act 1993 enables Council to write off accrued interest on charges payable, if in Council's opinion, the person is unable to pay the accrued interest "for reasons beyond the person's control" or the payment of interest would cause the person "hardship".

A recommendation to write-off the entire balance in accordance with section 131 of the Local Government (General) Regulation 2005 has not been made in this case as it does not comply with clause 4 of this section, being:

- "(4) An amount of rates or charges can be written off under this clause only:*
- (a) if there is an error in the assessment, or*
 - (b) if the amount is not lawfully recoverable, or*
 - (c) as a result of a decision of a court, or*
 - (d) if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective."*

Alternatively, Council may indeed deny the request altogether.

Recommendation

Recommendation made was adopted.

9.2 WORKS REPORTS

10/010 RESOLVED on the motion of Crs Manchester and McGregor that the Works Reports for December and January be received and noted.

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9.2.1 DECEMBER 2009 (G95507005)

Water Losses & Mains Repairs

DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
	Off	On					
1/12/09	-	-	Stockinbingal Road, Cootamundra	375	-	10	Hole in pipe
1/12/09	-	-	Stockinbingal Road, Cootamundra	375	-	2	Joint failure
2/12/09	-	-	Temora Road, Cootamundra	375	-	5	Hole in pipe
2/12/09	-	-	June Road, Temora	100	-	5	Split pipe
3/12/09	-	-	Boyd's Lane, Cootamundra	375	-	2	Joint failure
3/12/09	-	-	Temora Road, Cootamundra	375	-	2	Joint failure
4/12/09	6.30	9.00	Malebo Range	50	-	10	Split pipe
4/12/09	-	-	Wyalong	375	-	5	Other
4/12/09	-	-	Lake Road, Naradhan	80	-	5	Split pipe
7/12/09	8.00	11.00	Coursing Park Road, Coursing Park	80	-	10	Split pipe
7/12/09	-	-	Joffre & Crawley Streets, June	-	-	-	Split pipe
7/12/09	-	-	Joffre & Kemp Streets, June	-	-	-	Split pipe
8/12/09	-	-	June Road, Cootamundra	100	-	1	Split pipe
8/12/09	-	-	Olympic Way, Wallendbeen	150	5	10	Hole in pipe
9/12/09	2.00	4.30	Golf Avenue, June	100	1	50	Split pipe
9/12/09	-	-	Old Temora Road, Cootamundra	50	-	1	Split pipe
12/12/09	-	-	Cowangs	-	-	10	Other
13/12/09	-	-	Suttons Lane, Cootamundra	100	-	2	Split pipe
14/12/09	7.30	10.30	Waterview Street, Ganmain	100	20	10	Split pipe
16/12/09	-	-	Hadrill's Lane, Ariah Park	80	-	5	Split pipe

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16/12/09	1.00	2.00	Waterview Street, Ganmain	100	12	1	Split pipe
17/12/09	-	-	Frampton	100	-	2	Hole in pipe
18/12/09	-	-	Jugiong Road, Cootamundra	375	-	2	Joint failure
18/12/09	-	-	Park Lane, Junee	-	-	-	Split pipe
21/12/09	-	-	Golf Club Road, Temora	100	-	2	Split pipe
21/12/09	-	-	Suttons Lane, Cootamundra	100	-	20	Hole in pipe
21/12/09	1.00	3.00	Matong	100	-	10	Split pipe
23/12/09	-	-	Eurollie Road, Sebastopol	50	-	5	Split pipe
23/12/09	-	-	Junee Road, Temora	100	-	10	Split pipe
26/12/09	8.00	12.30	Stockinbingal	100	60	20	Split pipe
27/12/09	10.00	2.30	Wright Street, Ganmain	100	2	10	Split pipe

Complaints

Water Quality

Dirty Water – Junee

Nil.

Dirty Water – Other

23/12/2009 39 Hall Street, Ganmain.

Other Problems:

2/12/2009 16 Queen Street, Barmedman – foul smelling water.

A total of 52 service difficulty and fault reports were received for the month of December.

Construction & Major Maintenance

The following significant works were undertaken in December 2009:-

- Finished meter reading.
- Completed dead-end main at Wyalong running between houses from Main Street to Gladstone Lane and relocated two new services.
- Coolamon Reservoir – fabricate and install pipework, reflux and stop valves.
- Jugiong Water Treatment Plant – maintenance to poly flocculator equipment.
- Ardlethan Pump Station – replaced drive-end bearing on pump.
- Serviced ACV and PRV equipment across the scheme.
- Carrathool Shire Bore – design, fabricate and install new pipework for No. 2 bore.

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9.2.2 JANUARY 2010 (G95507005)

Water Losses & Mains Repairs

DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
	Off	On					
1/01/10	9.30	11.30	Malebo Range	80	10	50	Split pipe
5/01/10	-	-	Cootamundra – Bauloora	375	-	2	Joint failure
5/01/10	-	-	Stockinbingal Road, Cootamundra	375	-	2	Joint failure
6/01/10	-	-	Stockinbingal	32	-	2	Other
7/01/10	4.30	8.30	Aerodrome Lane, Junee	200	-	50	Split pipe
7/01/10	7.30	4.00	Wyalong Trunk Main	300	-	-	Other
8/01/10	-	-	Aerodrome Lane, Old Junee	200	-	5	Split pipe
9/01/10	-	-	Barellan Road, Weethalle	100	-	10	Split pipe
10/01/10	7.30	11.00	Ganmain	100	-	50	Split pipe
10/01/10	3.30	6.30	Truskett Street, Temora	100	-	20	Split pipe
10/01/10	12.00	4.00	Ganmain	150	-	10	Hole in pipe
11/01/10	3.30	7.30	Quandary	250	-	50	Split pipe
11/01/10	7.30	11.30	Waterview Street, Ganmain	100	20	100	Split pipe
11/01/10	3.30	7.30	Thanowring Road, Temora	250	20	50	Split pipe
14/01/10	9.30	3.30	Wright Street, Ganmain	100	10	50	Split pipe
14/01/10	-	-	Crawley Street, Junee	20	1	1	Joint failure
18/01/10	-	-	Turners Lane, Cootamundra	375	-	2	Joint failure
19/01/10	-	-	Menangle Street, Ganmain	20	1	1	Joint failure
19/01/10	-	-	Church Street, West Wyalong	-	-	-	Joint failure
22/01/10	-	-	Temora Road, Cootamundra	375	-	4	Joint failure
22/01/10	-	-	Wyoming Road, Old Junee	-	-	1	Split pipe
23/01/10	9.00	12.00	Barmedman	100	-	10	Split pipe
23/01/10	-	-	Barmedman	150	4	5	Hole in pipe
25/01/10	-	-	Dirnaseer	100	-	1	Split pipe

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25/01/10	-	-	Suttons Road, Cootamundra	100	-	1	Hole in pipe
27/01/10	1.00	6.00	Pinkerton Lane, Cootamundra	375	10	1	Hole in pipe
27/01/10	-	-	Bandy's Road, Binya	15	-	20	Split pipe
27/01/10	3.00	8.00	Pinkerton Lane, Cootamundra	375	-	15	Hole in pipe
28/01/10	-	-	Gubbatta	100	-	10	Split pipe
28/01/10	-	-	Malebo	150	-	20	Split pipe
28/01/10	2.00	4.30	Pinchgut Lane, Dirnaseer	50	2	2	Other
29/01/10	-	-	Coursing Park	80	-	20	Hole in pipe
29/01/10	-	-	Salt Clay Road, Cootamundra	100	-	4	Hole in pipe

Complaints

Water Quality

Dirty Water – Junee

19/01/2010 14 Elizabeth Street.

Dirty Water – Other

22/01/2010 Ungarie Road, West Wyalong.

28/01/2010 5 Kingdom Drive, Coolamon.

Other Problems:

15/01/2010 112 Methul Street, Coolamon – discoloured water.

A total of 47 service difficulty and fault reports were received for the month of January.

Construction & Major Maintenance

The following significant works were undertaken in January 2010:-

- Cut-in 3 x 100mm stop valves in Pitt Street, Junee.
- Cut-in 3 x 100mm stop valves in Waratah Street, Junee.
- Cut-in new main from Girral to Wyalong.
- Finish hydrant maintenance in Junee.
- Replace new tee and hydrant in Lewis Street, Coolamon.
- Swab Kingdom Drive, Coolamon.
- Wyalong to Barmedman Pipeline – fabricate and install bracing for cut-ins on new pipeline.
- Barmedman Pump Station – made-up new pipework/fixtures for damaged pipework.
- Jugiong Water Treatment Plant – maintenance to filter bed, alum and flocculator equipment.

Recommendation

Recommendation made was adopted.

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9.2.3 CAPITAL WORKS PROGRESS REPORT (G35201005)

10/011 RESOLVED on the motion of Crs Palmer and Manchester that the Capital Works Progress Report for the period ending 31 January 2010 be received and noted.

Report prepared by Manager Engineering

Attached for the information of Councillors is the Capital Works Progress Report for the period ending 31 January 2010.

Recommendation

Recommendation made was adopted.

9.3 OTHER REPORTS

9.3.1 CRITICAL WATER AVAILABILITY FOR 2009-10 (G95809505)

10/012 RESOLVED on the motion of Crs Mangelsdorf and Manchester that the report on Critical Water Availability be received and noted.

Report prepared by General Manager

Included in the Business Paper (refer attached) are the water production graphs for the five sources and the three bulk councils to the end January 2010. Table 1 below provides more detail on the total consumption during the period.

Table 1 - Period - 1 July 2009 to 28 January 2010

Source	Current Allocation (%)	YTD Consumption	YTD Maximum Allocation	Revised YTD Maximum Allocation	Percentage of Revised Allocation
Jugiong	95%	2,421	3,258	3,095	78.22%
Oura	100%	2,505	3,512	3,512	71.33%
Mt Arthur	100%	331	438	438	75.57%
Mt Daylight	100%	153	176	176	86.93%
Hylands Bridge	95%	86	91	86	99.48%
Total All Sources		5,496	7,475	7,308	75.21%
Cootamundra	95%	454	900	855	53.10%
Harden *	95%	298	708	673	44.31%
Young	95%	892	1,213	1,152	77.41%

NB:

YTD Consumption for Harden does not include Harden Minor Consumers.

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The total year to date consumption as at the end of January 2010 is running at 75% of the revised allocations which indicates that customers are generally adhering to the restriction levels imposed, or recent rain events have reduced demand or a combination of both. Now that the hottest part of the summer is past and given the consumption levels above a review of restriction levels was undertaken. In consultation with the Chairman restrictions for Goldenfields customers were eased to Level C effective from Sunday 14 February 2010.

Recommendation

Recommendation made was adopted.

9.3.2 DRAFT STRATEGIC BUSINESS PLAN (G05601505)

10/013 RESOLVED on the motion of Crs Manchester and Morris that the Draft Strategic Business Plan, as amended, be adopted and exhibited; and that Council makes a final Strategic Business Plan at its April Meeting, following completion of the exhibition period.

Report prepared by General Manager

As reported verbally to the last meeting, the Draft Strategic Plan has been completed by HydroScience Consulting and was received on 16 December 2009. A copy was subsequently forwarded to all Councillors. Input from Councillors regarding any amendment to the document will be sought at the meeting.

It is suggested that the document now be placed on public display for comment before final adoption at the April meeting.

Recommendation

Recommendation made was adopted.

9.3.3 ADMINISTRATION STAFF RE-ORGANISATION (G70157005)

10/014 RESOLVED on the motion of Crs Macaulay and McGregor that the proposed re-organisation of the Administration section be endorsed.

Report prepared by General Manager

Following the retirement of the Senior Clerical Officer (Expenditure) from part time employment (59 hours/fortnight) in August 2008, the Administration section has been functioning reasonably well to cover this loss through increased responsibilities being allocated to existing members of staff.

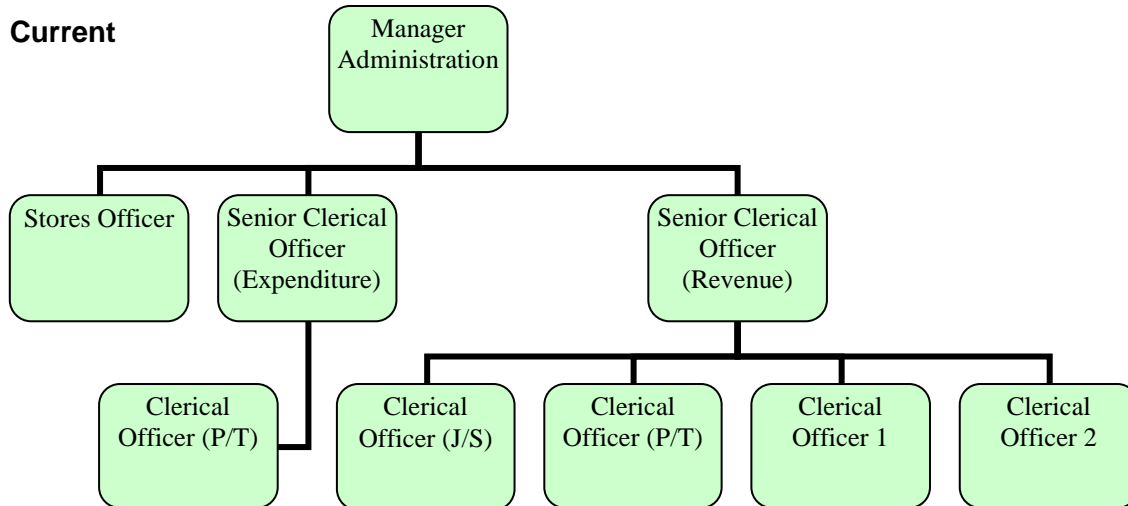
Since the Manager Administration's appointment in July 2009, he has observed this arrangement and the abilities of the staff concerned and would now like to formalise this arrangement within the organisational structure (Administration section).

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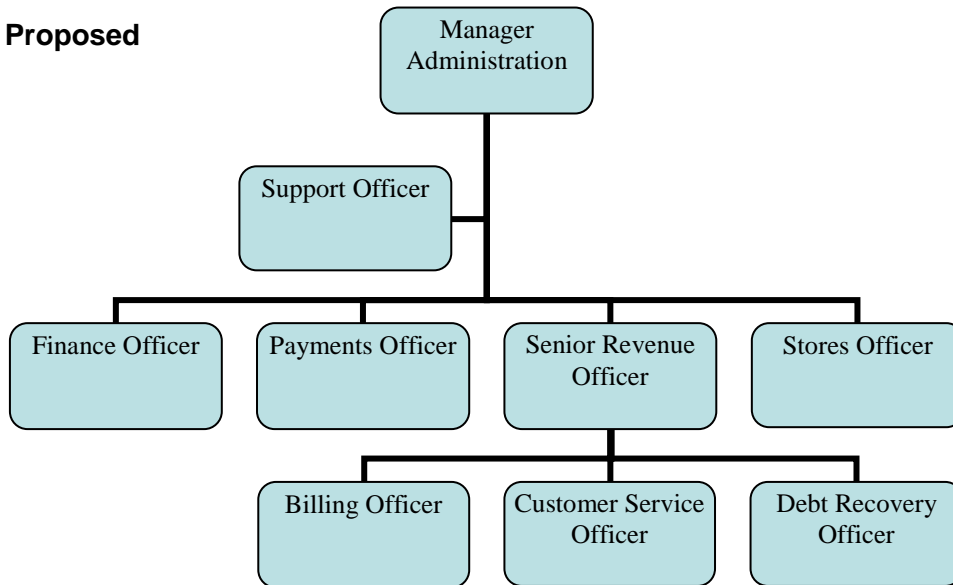
While the actual numbers of positions remain unchanged, position responsibilities will be re-jigged in order to formalise the arrangements since August 2008. This will include new positions of Finance Officer and Support Officer in place of Senior Clerical Officer (Expenditure) and one of the Clerical Officer positions in the revenue section.

Below are the current and proposed structure comparisons.

Current



Proposed



Some of the existing staff who currently work reduced hours have indicated a desire to increase their hours, which will significantly negate the 59 hours lost due to the Senior Clerical Officer's retirement.

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Below is a summary of how the old and new roughly align: -

<u>Old Job Descriptions</u>	<u>New Job Descriptions</u>
Senior Clerical Officer (Revenue)	Senior Revenue Officer
Clerical Officer (Job Share)	Debt Recovery Officer / Support Officer
Clerical Officer (Rev - Part Time)	Customer Service Officer
Clerical Officer	Billing Officer
Clerical Officer	N/A
Senior Clerical Officer (Expenditure)	Finance Officer
Clerical Officer (Expend - Part Time)	Payments Officer
Stores Officer	Stores Officer

The proposal includes: -

- All positions graded within the Administration Band (Band 2) of the State Award structure;
- All positions have new job descriptions written that detail the competency requirements of each step within positions;
- Senior Revenue position essentially remains unchanged, other than the position being regraded to a Band 2 Level 3 under the new structure (currently Band 2 Level 2);
- The Clerical positions being regraded to Band 2 Level 1 under the new structure (currently Band 1 Level 3);
- Splitting the responsibilities of the current job sharers into two distinctive roles - Debt Recovery and Support;
- Debt Recovery Officer increasing days per fortnight from 6 to 8;
- Support Officer increasing days per fortnight from 4 to 6;
- Customer Service Officer increasing days per fortnight from 4 to 6;
- Billing Officer reducing days per fortnight from 9 to 8;
- The new Finance Officer position to take on the majority of old Senior Clerical Officer (Expenditure) with the second full-time Clerical Officer (Revenue) position becoming redundant. Some of the old Senior Clerical Officer (Expenditure) duties are to be taken up by the Payments Officer;
- Payments Officer position upgraded to a Band 2 Level 2 to reflect additional responsibilities (currently Band 1 Level 3);
- Of the two dramatically altered positions, it is proposed to appoint a current "job sharer" to the position of Support Officer by virtue of a lateral transfer (Band 2 Level 1), with the Finance Officer position (Band 2 Level 2) being advertised internally;
- Stores Officer position remains unchanged (Band 2 Level 2).

These proposed changes have undergone senior management scrutiny to assess the salary relativities of these positions across the organisation.

Affected staff have been continually involved in the process that has been undertaken to get to this point, and generally speaking there has been a general acceptance and excitement for the proposed changes.

Recommendation

Recommendation made was adopted.

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**9.3.4 SIZE AND COMPOSITION OF STAFF CONSULTATIVE COMMITTEE
(G70204005)**

10/015 RESOLVED on the motion of Crs Palmer and Macaulay that Council endorse the amendments to clause 5 and clause 14 of the Consultative Committee Constitution.

Report prepared by General Manager

Recent comments from the USU and staff members have prompted a review of the size and composition of the Consultative Committee (the Committee).

Clause 10 of the GWCC Enterprise Award sets out the makeup of the Consultative Committee.

“10.1 The size and composition of the Consultative Committee shall be representative of Council’s workforce and agreed to by Council and the local representatives from the unions listed in sub-clause 2.4.

10.2 Employees shall nominate employee representatives on the Consultative Committee.”

Clause 27 of the Local Government (State) Award 2007 states:-

“B. SIZE AND COMPOSITION

(i) The size and composition of the consultative committee shall be representative of council’s workforce and agreed to by council and the local representatives from the following unions: USU; depa; and the LGEA and such agreement shall not be unreasonably withheld.

(ii) The consultative committee shall include but not be limited to employee representatives of each of the unions who have members employed at council.

(iii) Officers of the union(s) or Association(s) may attend and provide input to meetings of the consultative committee, at the invitation of the consultative committee or their respective members.”

The current GWCC Consultative Committee Constitution (the Constitution) also defines membership in clause 5.

This matter was considered by the Committee at its most recent meeting held on 2 February 2010 with it being agreed that the following alterations to the composition of the committee be submitted to Council for endorsement.

Present Membership	Recommended Membership
<i>Management Representatives</i>	
Council’s Board Rep	
General Manager or his nominee	Two representatives from management nominated by the General Manager
Leader – Production & Distribution	
<i>Employee Representatives</i>	
One rep from the three Union Delegates	Two rep from the unions who have members employed at Council

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One rep from the employees based at Cootamundra Depot	One non-management rep from the employees based at Cootamundra, Jugiong and Demondrille
One non-management rep from the employees based at the Temora Office	One non-management rep from the employees based at the Temora Office
One rep from field staff at Temora and Wyalong	One non-management rep from field staff at Temora and Wyalong,
One rep from field staff at Coolamon, Junee, Oura, Jugiong & Demondrille	One non-management rep from field staff at Coolamon, Junee, and Oura
Total Membership of 8	Total Membership of 8

The suggested changes provide alignment with work group areas and a degree of flexibility with respect to management representation.

The Committee also recommended amendment to clause 14 of the Constitution relating to attendance at meetings by non-members. Clause 14 is reproduced below with the recommended amendments highlighted in bold.

“14 Attendance Of Non-Members

Officers of the Unions or Associations may attend and provide input to the meetings of the Committee

*The Committee may, at its discretion, allow **and/or request** 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.*

Any request for attendance of a non-member from within the organisation shall not unreasonably be withheld.”

Subject to the endorsement of these changes it would be prudent to declare all non-management positions within the committee vacant and undertake the election process.

Recommendation

Recommendation made was adopted.

9.3.5 REQUEST FOR REINSTATEMENT/RELOCATION (ACCOUNT 80245)

10/016 RESOLVED on the motion of Crs Mangelsdorf and Manchester that Council defer any decision to allow further investigation by staff in relation to the ownership of surrounding parcels of land and contiguously joined parcels of land. Further that staff investigate the estimated cost of undertaking a mains extension west of Nobbies Pump Station to a location where minimum pressure, as defined by Council policy, could be achieved.

Report prepared by General Manager

A customer on the Mt Daylight system wrote to Council in late November 2009 requesting the reinstatement of a connection that had been previously disconnected sometime prior to 1995. The customer currently has three (3) connections to the system servicing other properties. Should the reconnection not be available then a relocation of one of the existing connections was sought.

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A review of Council's records could not establish whether the 4th connection ever existed or when it was disconnected however, an onsite inspection by staff did identify some evidence of an old water service adjacent to a Council surge tank. Accordingly, Council replied to the customer in December 2009 advising of its policies in relation to reconnections, relocations, new connections and levels of service and denied the request.

The customer has now submitted further correspondence requesting Council reconsider the decision. A copy of this correspondence is attached for the information of Councillors (refer Attachment 9.3.5.A). A verbal request to have the matter placed before Council has also been made.

While the history of this connection is unclear and the proposed demand on the system as advised would be minimal, Council's present policy position does not allow reconnection or relocation due to the following points:-

- Disconnection occurred in excess of ten (10) years ago thus requiring it to be considered as a new connection.
- No new Non-Reticulated (Rural) connections are permitted on the Mt Daylight system.
- Relocation of connections is permitted but only within the property being serviced or contiguously joined parcels of land.
- Available pressure (Approximately 2.2 metres head) at the requested location for the connection is below Council's adopted levels of service which sets a minimum pressure of 12 metres head.

Recommendation

That the request for a new connection/reconnection/relocation to the property "Glen Echo" be denied.

9.3.6 REQUEST FOR ACCOUNT RELIEF (ACCOUNT 73505)

10/017 RESOLVED on the motion of Crs Manchester and Morris that the offer made to holders of account 73505 in correspondence of 24 April 2009 be withdrawn.

Report prepared by General Manager

Correspondence has been received (refer Attachment 9.3.6.A) from the holders of account 73505 regarding water accounts issued in July and October 2008. Ongoing discussions and correspondence between the customer and Council has preceded this letter and will be tabled at the meeting.

The following points summarise these dealings:-

- *12/11/2008* – The husband of the account holder attended Council's office to query his most recent water account. The interviewing officer took details, prepared file note and referred matter to Production & Distribution staff for investigation.
- *4/02/2009* – Report back from field staff advising that a leak in the account holder's service had been detected "some 8 to 12 months ago" and that it had been marked and reported to Office staff to notify account holder. No record can be found of this occurring however it cannot be assumed that it did not occur.

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- *24/04/2009* – Correspondence sent to account holder explaining results of investigation and advising that the responsibility of the house pipe after the meter was that of the account holder. It also acknowledged that in hindsight Council could have been more vigilant in ensuring that repairs were affect by the account holder but ultimately it is the responsibility of the owner to inspect and maintain their infrastructure. In the interests of conciliation an ex-gratia payment of \$1,000 was offered.
- *20/10/2009* – A copy of the correspondence of 24/04/2009 was included in a final notice as no payments had been received since 22/01/2009.
- *19/11/2009* – Following discussions with the account holder correspondence was issued requesting formal response to Council's correspondence of 24/04/2009.
- *30/11/2009* – Acceptance of the offer received from the account holder.
- *8/12/2009* – Most recent correspondence from account holder (attachment 9.3.6.A) received rescinding the acceptance of Council's offer.

NB: There is presently no outstanding balance on this account.

As stated by the account holder in their correspondence, they had not familiarised themselves with their own supply system and when the leak was observed by them it was assumed to be within the GWCC system. No attempt was made to notify Council. The account holder also acknowledges their responsibility for the house pipe.

Given the time periods concerned and the information available it is impossible to determine the actual events that took place surrounding the discovery and notification of the break.

Council has not acted inappropriately in this matter. The ex-gratia payment offer, made in good faith and initially accepted has now been rejected. The account holder is now seeking a payment substantially higher for his inaction. Therefore it would be appropriate for Council to now withdraw the offer.

Recommendation

Recommendation made was adopted.

9.3.7 JOINT WATER SUPPLY AGREEMENT (G95709005)

10/018 RESOLVED on the motion of Crs Palmer and McGregor that the Joint Water Supply Agreement Report be received and noted.

Report prepared by General Manager

In accordance with Minute 09/089 a further meeting with management representatives of Carrathool Shire Council (CSC) was held on 12 February 2010 to continue discussions regarding a new joint water supply agreement. This meeting was once again cordial although agreement could not be reached on all matters.

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Operationally, cooperation and communication between the two organisations has improved with some much needed works being undertaken and completed.

Agreement could not be reached as to ownership of the joint headworks section. The current Deed of Agreement executed on 6 April 1989 continually refers to "Joint Headworks" and also acknowledges "*that the County Council has directly contributed five sevenths (5/7) of the cost of the construction of the Joint Headworks...*" GWCC staff are of the opinion that this equates to joint ownership although such ownership has not previously been recorded in its accounts. CSC staff are of the opinion that the ownership of the joint headworks is vested solely with CSC who have previously and continue to record such value in its accounts.

Consequently it was agreed that each organisation seek its own legal opinion with regard to ownership. A copy of the Agreement has been forwarded to GWCC's Solicitors for an opinion but at the date of preparation of this report has not been received.

Once the issue of ownership is resolved then it is envisaged that a suitable agreement between GWCC and CSC can be reached.

Recommendation

Recommendation made was adopted.

9.3.8 RELOCATION OF BARMEDMAN PUBLIC STANDPIPE (ACCOUNT 97013)

10/019 RESOLVED on the motion of Crs McGregor and Mangelsdorf that Council endorse the inclusion of an additional \$10,000 in the December Quarterly Budget Review for the relocation of the Barmedman Standpipe.

Report prepared by General Manager

The public standpipe servicing the Barmedman area is presently located at the rear of the old Queensland Hotel and up until recently was operated by the proprietors of the Barmedman Truck Stop. With the Truck Stop changing hands the new proprietor is currently operating the standpipe on an interim basis but has cited some difficulties in continuing to do so given the distance between his business and the present location of the standpipe and the logistical problems encountered.

After consultation with staff of Bland Shire Council regarding suitable locations an estimate of \$9,851 has been prepared by staff to construct and commission a new standpipe at the rear of the Barmedman Truck Stop and to remove the existing standpipe from its current location. The proposed design is robust and will reduce the potential risk of damage that may be caused by careless users of the facility. The labour component of the estimate is conservative and includes contingencies for unanticipated delays that may arise.

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The table below shows consumption and Council revenue from this standpipe for the past three (3) years plus year to date for the current year.

Year	Consumption (kilolitres)	GWCC Revenue (\$)
2006/07	4,276	7,012.64
2007/08	2,471	4,108.90
2008/09	2,410	4,338.00
2009/10 YTD	796	1,830.80

Public standpipes are historically not lucrative but rather provide a community service with there a public perception and expectation that Council continue to provide such service. Given this expectation, the wishes of the present operator (and the difficulties in attracting and retaining standpipe operators) and the conservative estimate it is requested that additional funds be allocated in the current budget for the relocation to occur.

Recommendation

Recommendation made was adopted.

9.3.9 NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on Thursday 22 April 2010 at Council's Temora office commencing at 1.00pm.

10. QUESTIONS AND STATEMENTS

Cr Manchester informed Council that at a meeting of H Division of the Shires Association of NSW held on 25 February 2010 a question was raised in relation to the legalities of taking water from a Council hydrant and that the Secretary General of the Associations is to provide Cr Manchester with a copy of the response.

Cr Palmer sought and was provided with information relating to water extraction levels within the Murrumbidgee valley as referred to in Council's Draft Strategic Business Plan.

Cr Mangelsdorf inquired whether minute 09/143 of the December 2009 meeting relating to Service Downsizing would be publicly advertised. The General Manager replied that it will be undertaken.

There being no further business requiring the attention of the Council, the Meeting closed at 3.08pm.
