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**LEAVE OF ABSENCE/APOLOGIES**

At the time of preparation of the business paper no apologies have been received.

**ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

**PRESENTATIONS**

No presentations are scheduled for this meeting.

## **DECLARATION OF PECUNIARY INTERESTS**

### **Declaration of Interest**

Councillors and senior staff are reminded of their obligation to declare their pecuniary interest in any matters listed before them.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

## **DECLARATION OF NON PECUNIARY INTERESTS**

### **Declaration of non Pecuniary Interest**

Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest you are reminded to include non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

**CONFIRMATION OF MINUTES**

It is recommended that the minutes of the meeting held 22 April 2021 having been circulated to members be confirmed as a true and accurate record.

**BUSINESS ARISING FROM MINUTES**

At the time of preparation of the business paper no business was arising from minutes.

**CORRESPONDENCE**

Two items of correspondence are attached, congratulating Goldenfields on being awarded the Voice Projects Best Workplace Award of 2020.



Our Ref: SC55658/JL  
(in reply please quote)

Mr Aaron Drenovski  
General Manager  
Goldenfields Water County Council  
PO Box 220  
TEMORA NSW 2666  
[REDACTED]

Dear Mr Drenovski *Aaron,*

I would like to congratulate Goldenfields Water County Council on being awarded Voice Project's Best Workplace Awards for 2020 in recognition of your outstanding levels of employee engagement and satisfaction.

It is a wonderful achievement to have been honoured with this Best Workplace Award.

Goldenfields Water County Council is very fortunate to have such a dedicated team providing valuable management practices to support staff in their professional development.

Congratulations once again.

Yours sincerely

*Stephaine Cooke.*

**Steph Cooke MP**  
Member for Cootamundra

*20.5.21.*



## Steph Cooke MP, Member for Cootamundra

Young Office: 140 Boorowa Street (PO Box 350) Young NSW 2594 Phone: 6382 2399 Fax: 6382 3144

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# REROC

RIVERINA EASTERN REGIONAL  
ORGANISATION OF COUNCILS

10 May 2021

Cr Dennis Palmer  
Chairperson  
Goldenfields Water County Council'  
PO Box 220  
TEMORA NSW 2666

PO Box 646  
Wagga Wagga NSW 2650  
ph: (02) 6931 9050  
fax: (02) 6931 9040  
email: mail@reroc.com.au  
website: www.reroc.com.au  
ABN: 91 443 421 423

GOLDENFIELDS WATER		
13 MAY 2021		
DOC	FILE	REFER

Dear Dennis

It is with a great deal of pleasure that we write on behalf of the Board of the Riverina Eastern Regional Organisation of Councils to congratulate Goldenfields Water on winning the Voice Project's Best Workplace of 2020 Award.

The Award recognises Goldenfields commitment to effective management practices including articulating and communicating overall direction, assessing and providing adequate resources, and supporting employees in learning and in career development more broadly.

Attracting and retaining staff for rural and regional councils is always a challenge. Awards such as this are important in recognising the efforts that local government is making to ensure that staff feel supported, empowered and engaged as they help create the communities that we live and work in. We are proud that one of our own Member Councils have been recognised for its outstanding work in this area.

We extend our congratulations to all the Goldenfields' staff who have demonstrated through their actions that they are committed to driving the Organisation's performance forward.

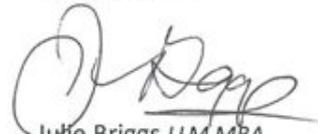
We look forward to your continued involvement in REROC's activities and wish you the very best for the future.

Yours sincerely



Cr Rick Firman OAM  
Chairman

Yours sincerely



Julie Briggs LL.M MBA  
Chief Executive Officer

**MATTERS OF URGENCY**

In accordance with clause 9.3 of Councils Code of Meeting Practice, business may be transacted at a meeting without due notice only if:

- a) A motion is passed to have the business transacted at the meeting, and
- b) The business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

**NOTICES OF MOTION/RESCISSION MOTIONS**

At the time of preparation of the Business Paper no Notices of Motion or Rescission Motions have been received.

**CHAIRPERSONS MINUTE**

At the time of preparation of the Business Paper the Chairperson had not issued a report for publication.

## GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021

### COUNCIL CASH AND INVESTMENTS

Report prepared by Corporate Services Manager

### COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments as at 31<sup>st</sup> May 2021 be received and noted.

### ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

### BACKGROUND

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2005.

### REPORT

Council's cash and investment portfolio increased by \$250,403 from \$54,717,252 as at 31<sup>st</sup> March 2021 to \$54,967,655 as at 31<sup>st</sup> May 2021.

### Cash and Investment Portfolio

Type	Rating	SP Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	AA-	A1+	National Australia Bank	At Maturity	9/06/2020	9/06/2021	365	0.98	0.20	\$2,000,000
TD	BBB	A2	P&N Bank	Annual	27/06/2018	28/06/2021	1097	3.15	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2017	12/07/2021	1461	3.45	0.20	\$2,000,000
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	19/08/2021	266	0.48	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	9/12/2020	8/09/2021	273	0.70	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	16/12/2020	28/09/2021	286	0.55	0.20	\$1,000,000
TD	BBB+	A2	BOQ	Annual	29/10/2018	29/10/2021	1096	3.00	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	Annual	15/05/2020	17/11/2021	551	1.55	0.20	\$3,000,000
TD	AA-	A1+	National Australia Bank	Annual	26/11/2020	9/12/2021	378	0.48	0.20	\$2,000,000
TD	AA-	A1+	Westpac	Quarterly	16/12/2020	11/01/2022	391	0.49	0.20	\$3,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/02/2022	395	1.00	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	12/01/2021	11/03/2022	423	1.00	0.20	\$2,000,000
TD	BBB+	A2	AMP Bank	At Maturity	16/02/2021	7/04/2022	415	1.00	0.20	\$2,000,000
TD	NR	NR	Judo Bank	Annual	30/03/2021	28/04/2022	394	0.87	0.20	\$4,000,000
TD	BBB	A2	ME Bank	At Maturity	27/05/2021	27/05/2022	365	0.48	0.20	\$4,000,000
TD	BBB+	A2	BOQ	Annual	12/07/2018	12/07/2022	1461	3.50	0.20	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	13/07/2020	13/07/2022	730	0.96	0.20	\$3,000,000
TD	BBB+	A2	BOQ	Annual	23/06/2020	20/07/2022	757	1.23	0.20	\$1,000,000
TD	AA-	A1+	Westpac	Quarterly	5/08/2020	7/09/2022	763	0.90	0.20	\$3,000,000
TD	AA-	A1+	NT Treasury	Annual	10/09/2020	15/12/2023	1191	1.00	0.20	\$2,000,000
TD	AA-	A1+	NT Treasury	Annual	28/09/2020	15/12/2024	1539	1.10	0.20	\$1,000,000
CASH	A-	A1	Macquarie Bank	Monthly				0.35	0.10	\$5,000,000
CASH	AA-	A1+	CBA	Monthly				0.10	0.10	\$500,000
CASH	AA-	A1+	CBA	N/A				0.00	0.10	\$467,655
<b>TOTAL:</b>										<b>\$54,967,655</b>

\*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

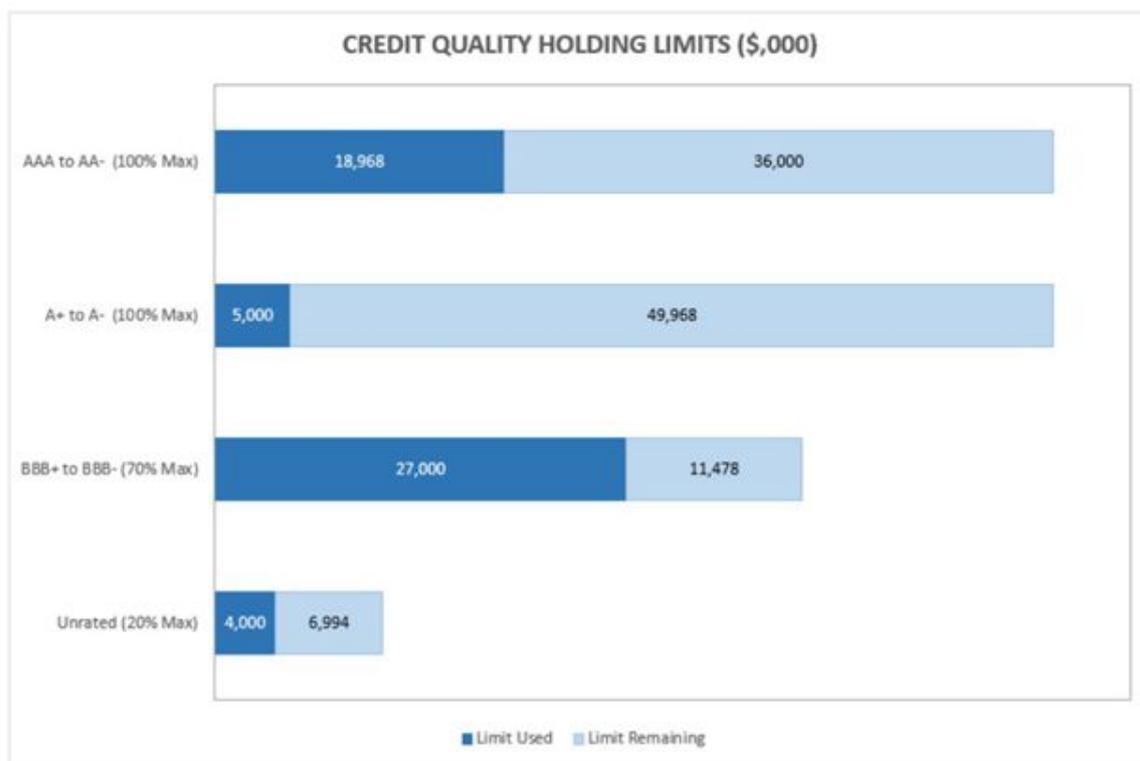
**Performance**

Goldenfields Water County Council’s investment portfolio outperformed the relevant BBSW Index benchmark by 527%. The average weighted yield for May was 1.18%, over an average weighted term of 241 days, with a benchmark of 0.19%.

<b>Total Cost</b> <b>54,967,655</b>	<b>Total Interest this Financial Year</b> <b>578,069</b>	<b>Weighted Average Term</b> <b>241 Days</b>
<b>Total Value</b> <b>54,967,655</b>	<b>Monthly Interest Received</b> <b>53,337</b>	<b>Weighted Average Yield</b> <b>1.18%</b>

**Credit Quality Compliance**

Council’s investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.

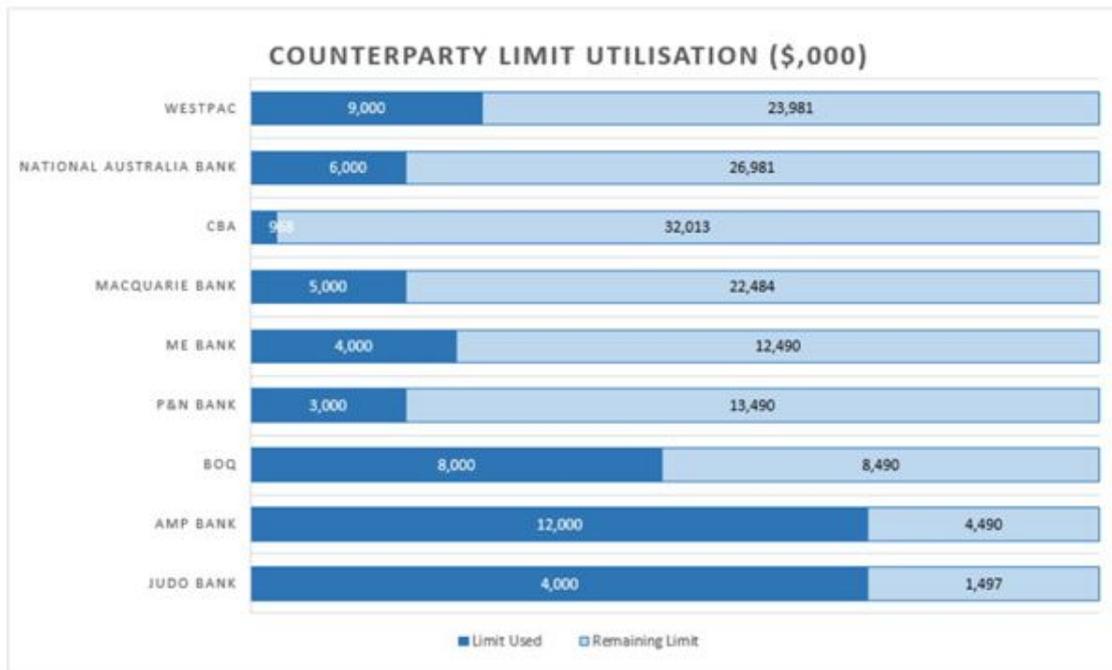


**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

**Counter Party Compliance**

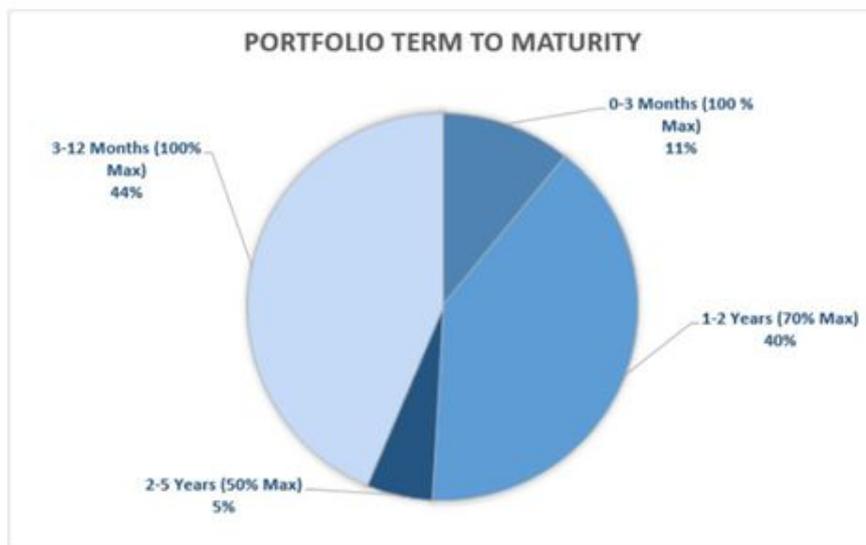
As at the end of May, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on call account balance compared to the total portfolio balance.

Overall, the portfolio is diversified across a variety of credit ratings, including some exposure to unrated ADIs.



**Term to Maturity**

Council's investment portfolio maturities shown graphically below were also compliant with policy requirements.



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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**


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**Application of Investment Funds**

The table below details the allocation of cash balances in terms of restricted funds, noting restrictions are all internal rather than external.

<b>Restricted Funds:</b>	
Plant & Vehicle Replacement	1,626,111
Infrastructure Replacement	31,765,360
Employee Leave Entitlement	2,128,849
Sales Fluctuation Reserve	0
Property Reserve	391,890
<b>Unrestricted Funds:</b>	19,055,445
<b>TOTAL</b>	<b>54,967,655</b>

**Declaration**

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy PP004.

Signed



Michele Curran  
Responsible Accounting Officer

**FINANCIAL IMPACT STATEMENT**

Council's cash and investment portfolio increased by \$250,403 from \$54,717,252 as at 31<sup>st</sup> March 2021 to \$54,967,655 as at 31<sup>st</sup> May 2021.

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil.

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PROGRESS REPORT – CAPITAL WORKS EXPENDITURE**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the report detailing Council's Capital Works Program as at 31 May 2021 be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Capital Works represents a significant part of Council's activities and expenditure. This report details progress year to date on programmed and emergent capital works.

**REPORT**

This report is presented for information on the Capital Works Program year to date progress as at 31 May 2021.

Please note that Committed figures include commitments for a couple of major projects that extend over to next financial year, which inflates the Actual and Committed to Budget progress percentage. These commitments include major contracts for Oura HV and Rosehill Pipeline.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Capital Works Progress Report as at 31 May 2021

**TABLED ITEMS:** Nil.

Goldenfields Water County Council Agenda - June 2021 - MATTERS TO BE SUBMITTED TO OPEN COUNCIL

Goldenfields Water County Council CAPITAL WORKS PROGRESS											
AS AT 31 MAY 2021	ORIGINAL BUDGET 2020/21	2019/20 CARRYOVERS & REVOTES	QBR SEP 2020/21	QBR DEC 2020/21	QBR MAR 2020/21	REVISED BUDGET 2020/21	ACTUAL YTD	COMMITTED YTD	TOTAL ACTUAL & COMMITTED YTD	VARIANCE YTD	% ACTUAL & COMMITTED TO BUDGET
<b>CAPITAL INCOME:</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	%
Asset Sales	(741,000)	-	-	-	-	(741,000)	(896,846)	-	(896,846)	155,846	121%
Capital Contributions	(1,500,000)	-	-	(850,000)	-	(2,350,000)	(2,206,181)	-	(2,206,181)	(143,819)	94%
<b>TOTAL CAPITAL INCOME:</b>	<b>(2,241,000)</b>	<b>-</b>	<b>-</b>	<b>(850,000)</b>	<b>-</b>	<b>(3,091,000)</b>	<b>(3,103,027)</b>	<b>-</b>	<b>(3,103,027)</b>	<b>12,027</b>	<b>100%</b>
<b>CAPITAL EXPENDITURE</b>											
<b>NEW SYSTEM ASSETS:</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	%
Land & Buildings	600,000	-	26,000	(150,000)	-	476,000	469,840	4,912	474,752	1,248	100%
Mains - Developer Paid	40,000	-	80,000	131,000	-	251,000	113,108	24,433	137,540	113,460	55%
Mains - Trunk	180,000	50,776	-	40,000	-	270,776	71,324	170,010	241,334	29,442	89%
Mains - Reticulation	150,000	-	-	55,000	-	205,000	129,152	2,182	131,334	73,666	64%
Mains - Rural	1,800,000	-	-	-	(300,000)	1,500,000	1,159,726	50,327	1,210,054	289,946	81%
Scada	80,000	214,760	-	450,000	-	744,760	477,768	451,690	929,458	(184,698)	125%
<b>TOTAL NEW SYSTEM ASSETS:</b>	<b>2,850,000</b>	<b>265,536</b>	<b>106,000</b>	<b>526,000</b>	<b>(300,000)</b>	<b>3,447,536</b>	<b>2,420,919</b>	<b>703,554</b>	<b>3,124,473</b>	<b>209,604</b>	<b>91%</b>
<b>RENEWALS:</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	%
Plant & Equipment	1,350,000	184,570	15,000	-	-	1,549,570	1,510,514	322,906	1,833,420	(283,850)	118%
Information Technology	78,156	-	-	-	-	78,156	48,561	-	48,561	29,595	62%
Furniture and Office Equipment	5,000	-	-	-	-	5,000	6,020	-	6,020	(1,020)	120%
Land & Buildings	30,000	90,000	-	-	-	120,000	106,997	29,822	136,819	(16,819)	114%
Mains - Trunk	3,575,000	70,000	-	(125,000)	-	3,520,000	2,348,134	2,969,713	5,317,847	(1,797,847)	151%
Mains - Reticulation	45,000	-	250,000	356,000	150,000	801,000	201,746	279,566	481,312	319,688	60%
Mains - Rural	-	-	-	115,000	(80,000)	35,000	35,469	-	35,469	(469)	101%
Pump Stations	1,480,000	-	225,000	106,500	-	1,811,500	671,345	1,027,417	1,698,762	112,738	94%
Bores	200,000	277,000	-	770,000	-	1,247,000	655,730	409,358	1,065,088	181,912	85%
Reservoir Sites	370,000	23,710	-	-	-	393,710	297,130	106,882	404,012	(10,302)	103%
Treatment Plant	4,480,000	95,500	-	(725,000)	(800,000)	3,050,500	1,901,579	4,999,491	6,901,070	(3,850,570)	226%
Emergency Works	200,000	-	-	-	(100,000)	100,000	-	-	-	100,000	0%
<b>TOTAL RENEWALS ASSETS:</b>	<b>11,813,156</b>	<b>740,780</b>	<b>490,000</b>	<b>497,500</b>	<b>(830,000)</b>	<b>12,711,436</b>	<b>7,783,225</b>	<b>10,145,156</b>	<b>17,928,380</b>	<b>(5,216,944)</b>	<b>141%</b>
<b>TOTAL CAPITAL EXPENDITURE:</b>	<b>14,663,156</b>	<b>1,006,316</b>	<b>596,000</b>	<b>1,023,500</b>	<b>(1,130,000)</b>	<b>16,158,972</b>	<b>10,204,143</b>	<b>10,848,710</b>	<b>21,052,853</b>	<b>(4,893,881)</b>	<b>130%</b>

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**


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**DEBT RECOVERY**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board receives and notes the update on Debt Recovery.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

From March 2021, Goldenfields Water recommenced debt recovery processes to collect overdue monies owed for water accounts. This was following the directive from the Office of Local Government during COVID and also the change in debt recovery process with the implementation of Authority. Debt recovery processes include the restriction / disconnection of properties and referral to external debt recovery agents.

**REPORT**

Outstanding water debtors as at 31 May 2021:

	<b>Arrears</b>	<b>Interest</b>	<b>Current</b>	<b>Total</b>
Water Billing Debtors	\$ 643,684	\$ 69,572	\$ 1,137,641	\$ 1,850,897
Less:				
Bulk Councils				\$ 355,949
Developer Charges				\$ 671,395
Total Retail Customers				\$ 823,554

Debt recovery action figures for the period March 2021 to May 2021:

<b>NOTICES ISSUED</b>	<b>No. Customers</b>	<b>Outstanding Account (\$)</b>
Final Notice	1771	\$1,219,843.89
<b>Debt Recovery Action:</b>		
Pending Restriction Notice	61	\$148,384.80
Restriction Warning Card	23	\$59,263.25
Physical Restriction / Disconnection	18	\$51,731.70
Payment Arrangements Made	28	\$63,451.82
Total Payments Received (following Debt Recovery Action)		\$45,810.89
<b>RESTRICTION DETAILS</b>		
Properties Paid Prior to Restriction (after Restriction Warning Card)	9	\$12,631.00
Properties Unrestricted	6	\$14,855.49
Properties Remaining Restricted	12	\$36,876.21
Properties Referred to Debt Recovery Agent	0	\$0

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**COUNCILLORS AND CHAIRPERSON FEES FOR 2021/2022**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That:

1. Councillors and Chairpersons Fees be increased by 2% for the 2021/2022 financial year as per the Local Government Remuneration Tribunal Determination dated 23 April 2021.
2. The annual remuneration for 2021/2022 is: Councillor \$10,089 and Chairperson \$16,571.40.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient operations

**BACKGROUND**

Section 241 of the Local Government Act 1993 states that annual fees are to be paid to councillors and chairpersons in accordance with categories determined by the Local Government Remuneration Tribunal (the Tribunal), while the setting of the fees is contained within sections 248 and 249 of the Local Government Act 1993.

**REPORT**

The Local Government Remuneration Tribunal Annual Report and Determination dated 23 April 2021 determined an increase of 2% to mayoral and councillor fees for the 2021/2022 financial year, with effect from 1 July 2021.

For **Table 4: County Councils – Water** the fees are as follows:

	<b>Minimum</b>	<b>Maximum</b>
Councillor	\$1,860	\$10,340
Chairperson - additional	\$4,000	\$16,990

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**AUDIT RISK AND IMPROVEMENT COMMITTEE**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on 27 May 2021.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

Goldenfields Water County Council Audit, Risk and Improvement Committee is an advisory committee in accordance with section 355 of the Local Government Act 1993, and the Local Government Regulations 2012. The Committee was established by Council Res 17/008 on 23 February 2017. In accordance with the Audit, Risk and Improvement Committee Charter, the Committee will report regularly to Council.

**REPORT**

The Goldenfields Water County Council Audit, Risk and Improvement Committee met on 27 May 2021. Minutes of the meeting are attached for the information of the Board.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Minutes of ARIC Meeting 27-5-21.

**TABLED ITEMS:** Nil.

# ARIC Meeting Minutes

Meeting Ref. ARIC		Minute Taker: Michele Curran
Date: 27 May 2021	Time: 10am	Location: Zoom Online Meeting OR 84 Parkes Street, Temora (Board Room)
Attendees: Peter McLean (Chairperson), Geoff Twomey, Michele Curran, Aaron Drenovski, Phil Swaffield (Zoom - National Audits Group)		
Apologies: Cr David McCann		

## 1. Welcome and Apologies

The meeting was opened at 10am. Apology received from Cr David McCann.

## 2. Declarations of Pecuniary and Non-Pecuniary Interests

No pecuniary or non-pecuniary interests were declared.

## 3. Confirmation of Previous Minutes

**RECOMMENDATION** on the motion of Geoff Twomey and Peter McLean that the minutes of the meeting held 4 February 2021 having been circulated to members be confirmed as a true and accurate record.

## 4. Business Arising from Minutes

No business was arising from minutes.

## 5. Chairperson Report

The Committee received and noted the Chairperson's verbal report.

- ICAC Report: Investigation into the conduct of councillors of the former Canterbury City Council and others: recommendations covered planning issues, recruitment policy, include a culture clause in general manager contracts, contractor clauses.
- ICAC Report: Service NSW: recommendations covered conflicts of interest when dealing with customers.

## 6. General Manager Report

The Committee received and noted the General Manager's verbal report.

- Voice Projects best workplace award
- CAPEX:
  - Rosehill Pipeline – risks being managed, rock found
  - Jugiong Demolition – building now demolished
  - Jugiong Valve Replacements
  - Oura HV
- Town Water Risk Reduction Program, focussing on:



- Improving regulations
- Collaboration opportunities
- Facilitate State Government support
- Skills shortage review
- Alternate funding model

## 7. Review of Internal Audits

**RECOMMENDATION** on the motion of Geoff Twomey and Peter McLean that the Committee:

1. Received and noted the Internal Audit Report for Stores and Depot Management;
2. Received and noted the status of the 2020/21 Internal Audit Annual Work Program; and
3. Confirmed the internal audits that will be included in the 2021/22 Annual Work Program:
  - Business Continuity
  - Fraud and Corruption Control
  - Project Management

Phil Swaffield left the meeting at 10:47am.

## 8. GWCC Board Risk Assessment

**RECOMMENDATION** on the motion of Geoff Twomey and Peter McLean that the Committee:

1. Reviewed and discussed the report;
2. Provided recommendations in relation to potential risks to the effective operation of Council:
  - Have an expanded explanation of conflict of interest declarations at the commencement of each Council meeting, clarifying the potential conflict between Goldenfields Water County Council and constituent Council interests, and the need to act in the best interests of Goldenfields Water during Council meetings.
  - Emphasise the need to act in the best interests of Goldenfields Water County Council during the induction of Council members.
  - Seek advice from LG NSW in relation to this matter and the suggested recommendations.

## 9. Enterprise Risk Management Policy

**RECOMMENDATION** on the motion of Geoff Twomey and Peter McLean that the Committee reviewed and endorsed PP022 Enterprise Risk Management Policy.

## 10. External Audit Annual Engagement Plan 2021

**RECOMMENDATION** on the motion of Peter McLean and Geoff Twomey that the Committee received and noted the Audit Office Annual Engagement Plan 2021.

## 11. Interim Management Letter

**RECOMMENDATION** on the motion of Geoff Twomey and Peter McLean that the Committee received and noted the 2021 Audit Office Interim Management Letter issued 11 May 2021.

## 12. Review of Action Items Progress Report

**RECOMMENDATION** on the motion of Peter McLean and Geoff Twomey that the Committee received and noted the Action Items Progress Report.



### 13. ARIC Committee Performance Review

**RECOMMENDATION** on the motion of Geoff Twomey and Peter McLean that the Committee received and noted the report on the performance of the Audit, Risk and Improvement Committee and thanked those who participated.

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**NEXT MEETING:** 10am Thursday 22 July 2021

There being no further matters requiring the attention of the Committee the meeting was declared closed at 11:59pm

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PP022 ENTERPRISE RISK MANAGEMENT POLICY**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board adopts PP022 Enterprise Risk Management Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

PP022 Enterprise Risk Management Policy was adopted in 2018 and is due for review.

**REPORT**

A periodic review of PP022 Enterprise Risk Management Policy has been undertaken by management and suggested revisions included for consideration of the board. The policy was endorsed by the GWCC Audit, Risk and Improvement Committee on 27 May 2021.

Amendments to the policy include updating the policy review period to four yearly, minor wording changes to policy content.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** PP022 Enterprise Risk Management Policy.

**TABLED ITEMS:** Nil



Policy No. PP022

# Enterprise Risk Management Policy

## Enterprise Risk Management Policy

### 1 INFORMATION ABOUT THIS POLICY

#### POLICY INFORMATION

<b>Date Adopted by Board: 25 October 2018</b>	<b>Board Resolution No. 18/099</b>
<b>Policy Responsibility: General Manager</b>	
<b>Review Timeframe: 4 yearly</b>	
<b>Last Review: 24/06/2021</b>	<b>Next Scheduled Review: 24/06/2025</b>

#### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	24/06/2021	Update review timeframe to 4 yearly. Minor updates due to scheduled review.
	DD/MM/YYYY	

#### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<b>Local Government Act 1993 WHS Act 2011</b>
<b>Related Policies</b>	<b>Asset Management Policy PP013 WHS Policy</b>
<b>Related Procedures, Protocols, Statements and Documents</b>	<b>Enterprise Risk Management Framework Asset Management Frameworks Emergency and Incident Management Procedures Goldenfields Water Objectives and Levels of Service</b>



## Enterprise Risk Management Policy

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DRAFT

## Enterprise Risk Management Policy

### 3 PURPOSE

The purpose of the risk management policy is to provide guidance regarding the management of risk to support the achievement of corporate objectives, protect staff and business assets and ensure financial stability.

### 4 SCOPE

This policy applies to all Goldenfields Water County Council board members, management, staff, and contractors across all Council activities and processes.

### 5 DEFINITIONS

<b>Risk</b>	Effect of uncertainty on objectives
<b>Likelihood</b>	Chance of event occurring resulting in the consequences defined
<b>Consequence</b>	Outcome of an event affecting objectives, expressed qualitatively, quantitatively or semi-qualitatively

### 6 POLICY

#### 6.1 Objectives

Goldenfields Water is committed to managing risk and will undertake a range of activities to help promote risk management practices by:

- Managing risk based on Australian ISO 31000:2018 Risk Management Guidelines
- Maintaining policies that complement risk management
- Aligning risk management to Council's existing planning and operational processes
- Allocating sufficient funding to risk management activities
- Provide Councillors and staff with sufficient and appropriate training
- Discuss risk management issues and incidents at team meetings
- Ensuring the risk management framework is reviewed periodically
- Making informed decisions based on understood risk and achieving best cost, risk and performance balance.
- Maintaining a risk management component in its project management methodology

#### 6.2 Implementation

This policy will be implemented through Goldenfields Water's Enterprise Risk Management Framework. All perceived risks will be captured in Council's corporate risk registers, assessed for *likelihood* and *consequence*, and given a risk rating per the framework.

Any further actions required to mitigate identified risks will be monitored and reported on within the Corporate Risk Register in accordance with the Enterprise Risk Management Framework.

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PP025 BAD DEBT POLICY**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board adopts PP025 Bad Debt Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

PP025 Bad Debt Policy was adopted in 2017 and is due for review.

**REPORT**

A periodic review of PP025 Bad Debt Policy has been undertaken by management and suggested revisions included for consideration of the board.

Amendments to the policy include updating the policy review period to four yearly, minor wording changes to policy content, legislative references, definitions and aligning delegation values to the adopted delegations policy.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** PP025 Bad Debt Policy.

**TABLED ITEMS:** Nil.



Policy No. PP025

# Bad Debt Policy

## 1 INFORMATION ABOUT THIS POLICY

### POLICY INFORMATION

<b>Date Adopted by Board: 22 December 2017</b>	<b>Resolution No. 17/098</b>
<b>Policy Responsibility: Corporate Services Manager</b>	
<b>Review Timeframe: 4 Yearly</b>	
<b>Last Review June 2021</b>	<b>Next Scheduled Review June 2025</b>

### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	24/06/2021	Update review timeframe, references to legislation, policies and definitions
	DD/MM/YYYY	

### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<b>Local Government Act 1993 (NSW)</b> <b>Local Government (General) Regulation 2005 (NSW)</b>
<b>Related Policies</b>	
<b>Related Procedures, Protocols, Statements and Documents</b>	<b>PP016 Debt Recovery &amp; Financial Hardship Policy</b> <b>AASB 9 Financial Instruments</b>



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DRAFT

### 3 PURPOSE

The purpose of Council's Bad Debt Policy is to describe the criteria and circumstances for the provision of, or writing off of unrecoverable debts owed to Council.

### 4 SCOPE

This policy applies to all debts raised by Council whether it be in the form of fees & charges or services that have been provided by Council.

### 5 DEFINITIONS

**Bad Debt** – The amount of a debt for which all reasonable steps to collect have been exhausted and the debt cannot be collected.

**Debt** – An amount of money owed or funds borrowed.

**Debtor** – A person or enterprise that owes money to another party.

**Provision for Doubtful Debt** – The estimated amount of bad debt that will arise from debtors that have been issued but not yet collected.

### 6 POLICY

Council fees & charges are levied after the provision of the service, consistent with industry practice, which requires a debtor's invoice to be issued, which the debtor is then required to pay.

After the expiry of Council's trading terms, there are numerous debt recovery steps Council can take to recover any outstanding monies that are owed from debtors. This can include, but is not limited to, reminder notices, negotiation of payment arrangements, restriction / disconnection and referral of debt to a specialist debt collector. Recovery of Council's debt will be in accordance with Council's Debt Recovery & Financial Hardship Policy.

There are certain situations, as a result of various circumstances where difficulty will be experienced with recovering a debt, and the debt collection process can reach a point it is inappropriate or financially unviable to pursue further action. In these situations it is more cost effective for Council to write off the debts.

Council delegates authority to the General Manager and their delegates to:

- a) vary the provision for doubtful debts to such an amount as is required, and
- b) write off bad debts against the provision for doubtful debts up to a value of \$3,000 for a single debtor, and \$5,000 in aggregate per financial year per debtor.

Any amounts above the threshold will be submitted to Council at an Ordinary Meeting for consideration.

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PP030 CORPORATE CREDIT CARD POLICY**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board adopts PP030 Corporate Credit Card Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

09 Financially Sustainable

**BACKGROUND**

PP030 Corporate Credit Card Policy was adopted in 2018 and reviewed in 2020. The introduction of an electronic reconciliation process has initiated another review of the policy.

**REPORT**

A periodic review of PP030 Corporate Credit Card Policy has been undertaken by management and suggested revisions included for consideration of the board. This review was initiated following the introduction of an electronic reconciliation process being introduced at Goldenfields Water.

Amendments to the policy include updating 6.2 to include ProMaster being used for reconciliations and removing the cardholder agreement, as it is in the procedure.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** PP030 Corporate Credit Card Policy.

**TABLED ITEMS:** Nil.



Policy No. PP030

# Corporate Credit Card Policy

**Corporate Credit Card Policy****1 INFORMATION ABOUT THIS POLICY**

## POLICY INFORMATION

<b>Date Adopted by Board</b> 21 December 2018	<b>Resolution No.</b> 20/013
<b>Policy Responsibility</b> Corporate Services Manager	
<b>Review Timeframe</b> 4 Yearly (Once Per Council Term)	
<b>Last Review</b> 24/06/2021	<b>Next Scheduled Review</b> 24/06/2025

## DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	21/02/2020	Rewrite of policy including more detail of requirements
	24/06/2021	Revise to include ProMaster reconciliation program
	DD/MM/YYYY	

## FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	Local Government Act 1993 Local Government General Regulation 2005
<b>Related Policies</b>	CP037 Code of Conduct PP001 Procurement of Goods, Services and Materials Policy
<b>Related Procedures, Protocols, Statements and Documents</b>	P003 Procurement and Disposal of Goods, Services and Materials Procedure P011 Corporate Credit Card Procedure ProMaster User Guide

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6.4	Monitoring Corporate Credit Use.....	5

DRAFT

## Corporate Credit Card Policy

### 3 PURPOSE

To ensure that effective controls and procedures are in place with respect to the use of Goldenfields Water Corporate Credit Cards.

### 4 OBJECTIVES

The aim of this policy is to ensure:

- Transparency in the use of Councils Corporate Credit Cards
- Council's resources are managed with integrity and diligence
- Statutory requirements are fulfilled
- Accountability when using Corporate Credit Cards, including only for legitimate Council business
- Improve efficiency in purchasing processes

### 5 SCOPE

This policy applies to all staff who are issued with a credit card and supervisors of those staff in ensuring adherence to the policy and associated procedure.

### 6 USE OF CORPORATE CREDIT CARDS

Council recognises that purchasing by Corporate Credit Card is an acceptable and efficient method of conducting Council business for low value goods and materials, where access to normal creditor payments is not available or where immediate payment of a creditor invoice is required. Items that are able to be purchased via a Council order should not be purchased on a Corporate Credit Card.

#### 6.1 Credit Card Eligibility

Corporate credit cards may be issued to staff who:

- Have General Manager approval;
- Have approved financial delegation;
- Have a demonstrated need to purchase low value goods and services; and
- Accept the policy and procedure conditions of holding a corporate credit card.

#### 6.2 Cardholder Responsibilities

Staff issued with a corporate credit card must comply with the following conditions:

- All purchases must be for legitimate business purposes, in accordance with policies and procedures.
- Personal use is not approved. In exceptional circumstances where personal expenditure cannot be avoided, these transactions must be repaid within two weeks and highlighted on the monthly reconciliation as being private and repaid.
- Tax invoices must be obtained at the time of purchase for reconciliation purposes.
- The card must be maintained in a secure manner and guarded against improper use.
- Credit limits must not be exceeded.
- Cardholders are responsible for reconciling credit card transactions using the ProMaster reconciliation program. All credit card transactions must be reconciled monthly.

## Corporate Credit Card Policy

- Corporate credit cards must be returned to the Corporate Services Manager upon resignation from employment with full acquittal of expenditure.
- Lost, stolen or damaged cards must be immediately reported to the Accountant or Corporate Services Manager to ensure the bank is notified as soon as possible.
- Disputed amounts on the monthly statement are to be reported to the Accountant.
- Meals purchased on credit card must be identified in the monthly reconciliation with details of the purpose and staff in attendance.
- Purchases must not be split into multiple transactions to circumvent purchase limits.
- Before taking extended leave of over four weeks, the cardholder is responsible for returning their card to the Finance department for safekeeping, as well as providing their supervisor with invoices and details of purchases for reconciliation.
- Cardholder responsibilities as outlined by the card provider in documentation provided at the time of card issue.

### 6.3 What Corporate Credit Cards Must Not Be Used For

- Personal transactions
- Gaining personal reward points, store loyalty, frequent flyer, fuel benefits / discounts or any other personal benefit offered as a result of a Corporate Credit Card transaction or purchase
- Payment of utility accounts (electricity, gas, water)
- Payment of phone / mobile phone accounts
- Purchases where commitment costing is required
- Purchases of assets
- Purchases of fuel where a fuel card could be used
- Purchase of power tools or small plant (unless approved by Manager)
- Cash advances (facility is blocked on the credit card)
- IT Software must first be approved by the ICT Coordinator to ensure compatibility with existing IT infrastructure

Non-compliance with this policy, improper or unauthorised use of a Corporate Credit Card may result in the cardholder being responsible for expenditure incurred on the card, use of the card being terminated, legal or disciplinary action.

### 6.4 Monitoring Corporate Credit Use

Supervisors are to review their staff's compliance with this policy on a monthly basis as part of the reconciliation process, to ensure all documentation is complete and reasonable. Where expenditure does not appear to be fair and reasonable, the matter should be referred to the General Manager for a decision.

Quarterly reviews of expenditure shall be undertaken by the Accountant to ensure documentation is complete and purchases are being made in accordance with Council Policy and Procedure.

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**VALVE MAINTENANCE PROGRAM**

**Report prepared by Operations Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the on-going valve maintenance program report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

01 Excellence in service provision

07 Efficient operations

**BACKGROUND**

In October 2019 two fixed term labourers were appointed to undertake the Valve Maintenance Program.

**REPORT**

A total of 8997 valves have been identified within the supply area. These valves consist of:

- Scour valves – 89
- Air valves – 1071
- Stop valves – 3852
- Hydrants – 3985

To date a total of 8785 have been inspected and serviced, and a number of which have required maintenance, refurbishment and/or replacement.

This program is due for completion October 2021 and is currently on target.

**FINANCIAL IMPACT STATEMENTS**

The recommendation does not impact on Councils financial position.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PP029 PRIVATE WORKS POLICY**

**Report prepared by Operations Manager**

**COUNCIL OFFICER RECOMMENDATION**

That Council adopt PP029 Private Works Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient operations

**BACKGROUND**

This Policy sets out Councils position on the undertaking of private works by Council for a person/s or organisation at their request.

**REPORT**

As part of Councils routine review, it is recommended that this policy be adopted with no amendments made.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:**

PP029 – Private Works Policy

**TABLED ITEMS:** Nil



Policy No. PP029

# Private Works Policy

**1 INFORMATION ABOUT THIS POLICY**

## POLICY INFORMATION

<b>Date Adopted by Board</b> 25 October 2018	<b>Board Resolution No.</b> 18/09,
<b>Policy Responsibility</b> General Manager	
<b>Review Timeframe:</b> 4 yearly	
<b>Last Review:</b> June 2021	<b>Next Scheduled Review</b> June 2025

## DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	DD/MM/YYYY	

## FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<b>Local Government Act 1993, Section 608</b>
<b>Related Policies</b>	<b>PP016 Debt Recovery and Financial Hardship Policy 2017</b> <b>Code of Conduct</b> <b>WHS Policy 2018</b>
<b>Related Procedures, Protocols, Statements and Documents</b>	<b>P010 Private Works Procedure</b> <b>Private Works Application form</b>



## Private Works Policy

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DRAFT

### 3 PURPOSE

The purpose of this policy is to:

- Create a framework for performing private works that is transparent, objective and consistent;
- Ensure a clear understanding of roles and responsibilities for each party entering into a private works agreement;
- Undertake private works at cost recovery plus return a profit to Goldenfields Water County Council.

### 4 SCOPE

This policy applies to all private works activities undertaken by Goldenfields Water County Council.

### 5 DEFINITIONS

**Private Works** – is the undertaking of works by Goldenfields Water County Council for an external person(s) or organisation at their request, on a cost recovery plus profit basis. Private works is not a core function of Goldenfields Water County Council and is only provided in circumstances where Goldenfields Water County Council has resources available without detriment to programmed operations and projects.

## **6 POLICY**

This Policy sets out Goldenfields Water County Council's position on the undertaking of private works by Goldenfields Water County Council for a person(s) or organisation at their request.

Goldenfields Water County Council will:-

- Provide a private works service to individuals and other organisations, subject to prioritisation of available resources
- Project manage all private works, including documenting of scope and value of works, payment terms, risk assessment, insurance provisions, responsibility for management of the contract, accountability and reporting requirements
- Undertake appropriate risk assessments
- Price all private works as per annually updated and adopted Fees & Charges
- Maintain records in accordance with Council's policy and procedure.

DRAFT

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**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

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**WATER PRODUCTION REPORT**

**Report prepared by Production and Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Water Production Report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

03 Strategic Water Management

**BACKGROUND**

Goldenfields Water provides the essential water requirements of about 40,000 people spread over an area in excess of 20,000 square kilometres between the Lachlan & Murrumbidgee Rivers in the South West of NSW.

Goldenfields Waters' supply system consists of five separate water schemes, Jugiong, Oura, Mt Arthur, Mt Daylight and Hylands Bridge. Goldenfields Water carries out water supply functions within the Local Government areas of Bland, Coolamon, Cootamundra, Hilltops, Junee, Temora, and parts of Narrandera and Wagga Wagga.

Hilltops Shire Council, Cootamundra Gundagai Shire Council and Riverina Water County Council are retailers, who purchase bulk water from Goldenfields and supply the water to retail customers in their respective local government areas.

**REPORT**

**Jugiong drinking Water Scheme**

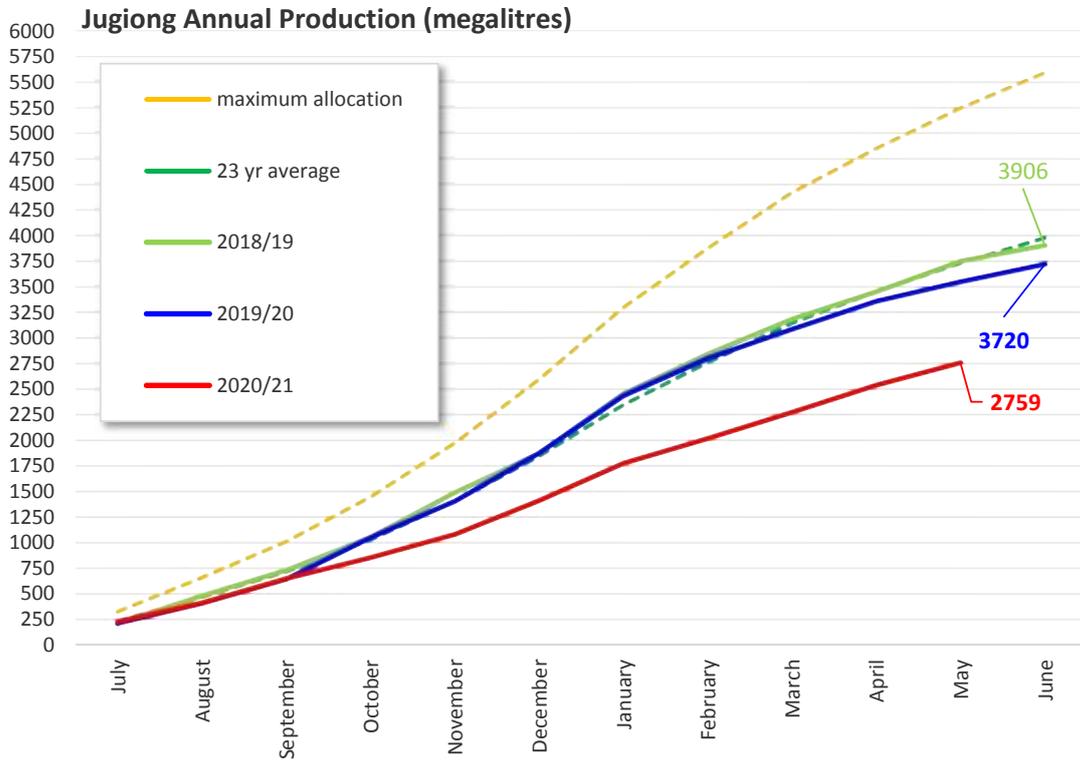
The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation.

The Jugiong Scheme has 14 sets of reservoirs and 8 pumping stations. The Jugiong Scheme supplies bulk water to the Hilltops and Cootamundra-Gundagai Regional Councils for supply to the townships of Cootamundra, Harden and Young with a population of approximately 6800, 2200 and 8000 respectively.

Goldenfields Water also provides additional retail supply to approximately 600 customers in the villages of Stockinbingal, Wallendbeen and Springdale.

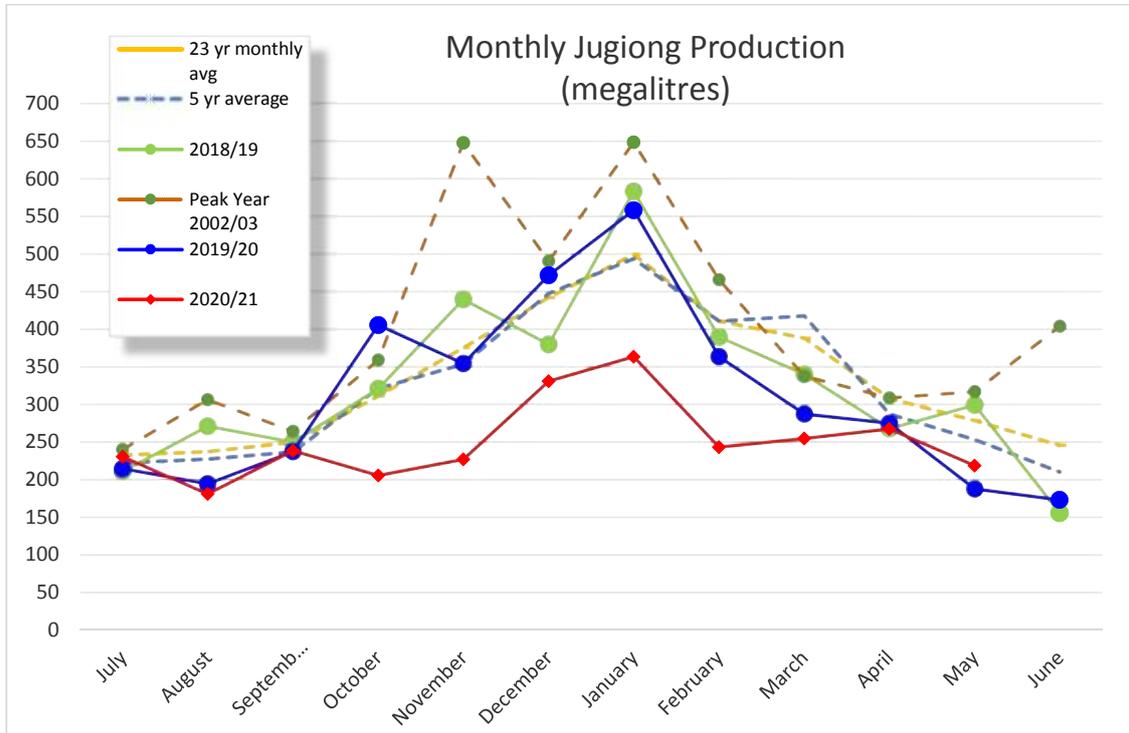
**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

For the first 11 months of the 2020/21 financial year, only 2759ML of water has been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is compared to the same period in 2019/20 where 3547ML was produced, this is a 788ML reduction compared to the same period in 2019/20, as indicated by the graph below.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

As mentioned above, Jugiong water production has decreased by 788ML thus far compared to the previous financial year period. As indicated below, October 2020 through to March 2021 has seen a significant decrease in monthly production compared to previous years, this is due to the above average rainfall, number of wet days and cooler than usual weather during spring and summer. There has been a slight recovery in April and May where water production has aligned with similar demands in the previous year.



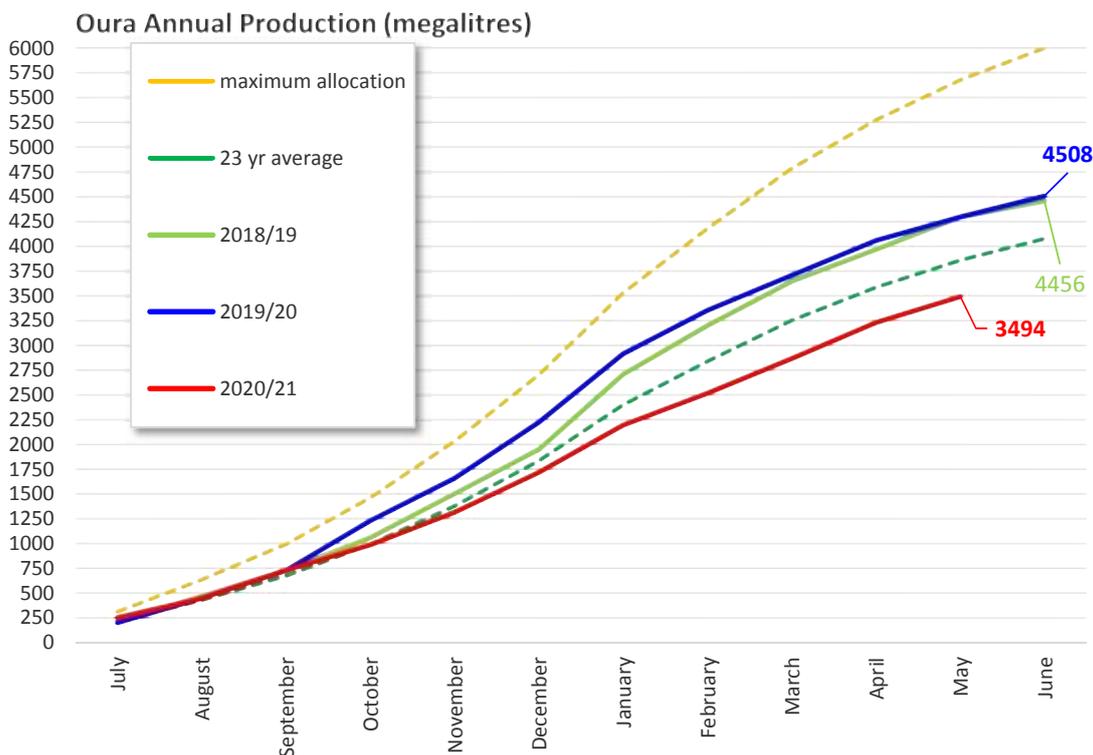
**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

**Oura Drinking Water Scheme**

The water source at Oura is the Murrumbidgee inland alluvial aquifer, this water is extracted from 4 bores namely: Bores 2, 3, 4 and 6. The raw water then goes through a treatment process at the Oura Water Treatment Plant that includes Aeration, Disinfection and Fluoridation.

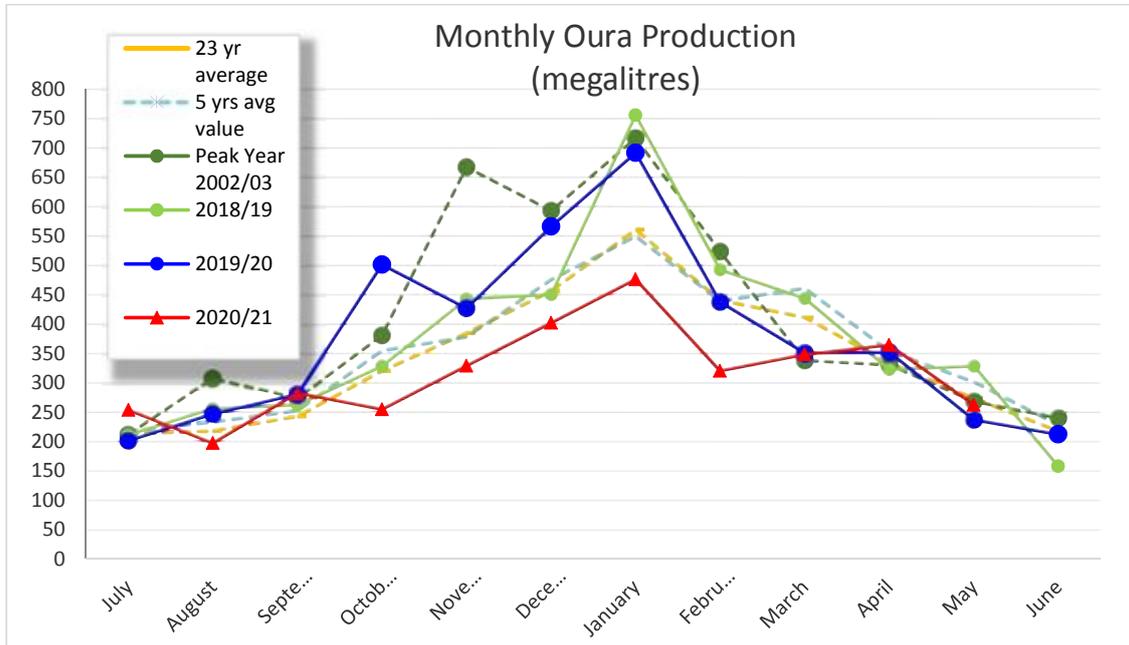
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

For the first 11 months of the 2020/21 financial year, 3494ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is an 802ML reduction as compared to the same period in 2019/20 where 4296ML was produced. This is depicted in the graph below.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

As mentioned above, Oura monthly water production has reduced by 802ML compared to the same period in 2019/20. Similarly the period from October 2020 to February 2021 has seen a decrease in production from the Oura Bores. This is due to the above average rainfall, number of wet days and cooler than usual weather during spring and summer. There has been a slight recovery from March to May, where water production has aligned with similar demands in the previous year.



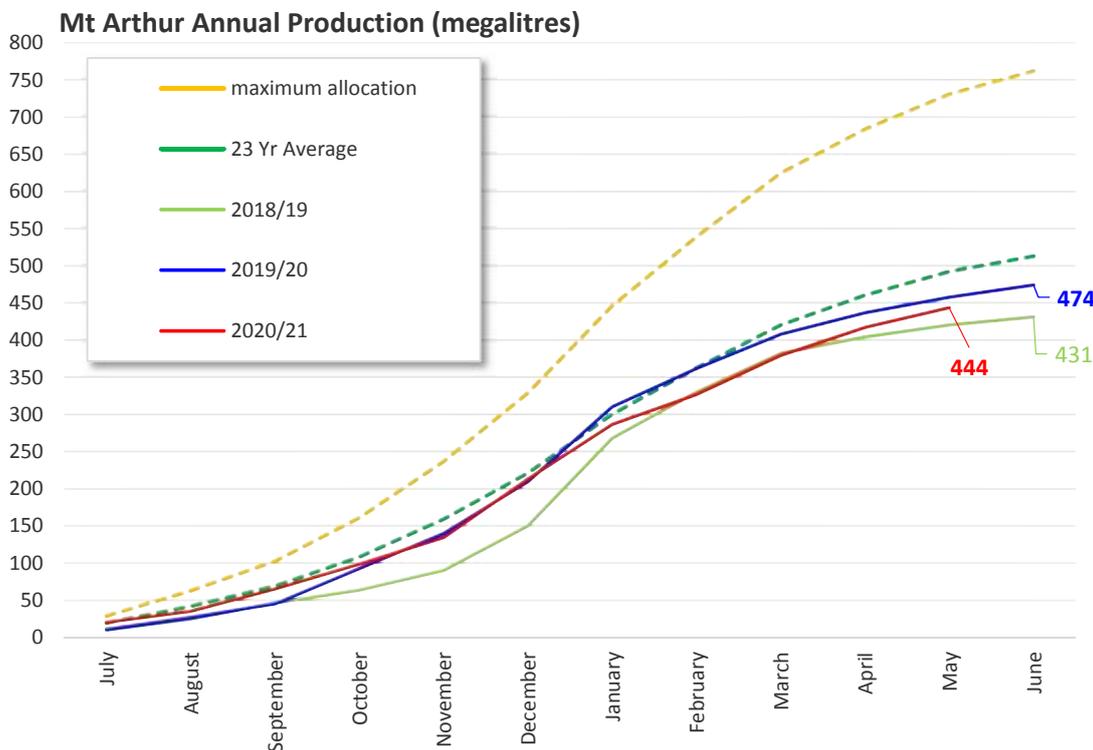
**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

**Mount Arthur Drinking Water Scheme**

The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with water in the Coolamon shire.

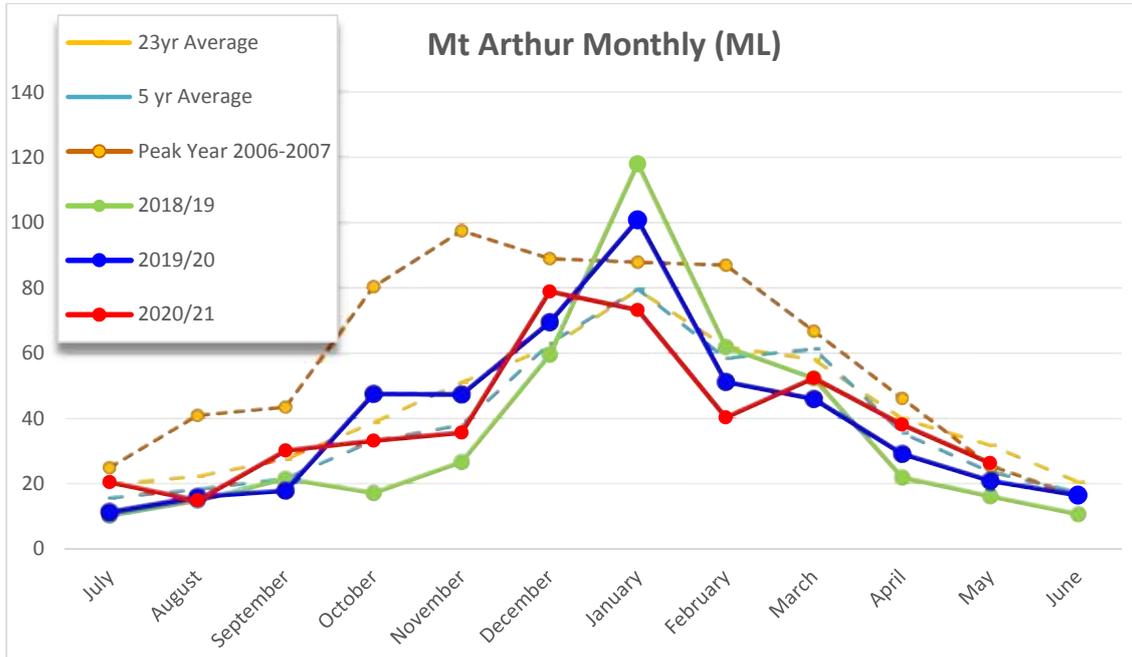
It should be noted that a new Bore 1 is currently being developed to replace the existing Bore site and associated assets. Upon completion, testing and commissioning of the new Bore 1, the old bore will be decommissioned and removed. Water quality and hydraulic capacity requirements appear to be positive at this stage; however actual confirmation of this cannot be known until full commissioning of the bore occurs.

For the first 11 months of the 2020/21 financial year, 444ML of water has been extracted from the Mt Arthur Borefield. This is a reduction of 14ML compared to the first 11 months for 2019/20 where 458ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

Mt Arthur monthly water production for the first 9 months of the financial year has been variable and not trending as it has in previous years. Whilst Mt Arthur has seen a reduction in demand, it is seeing less of volatility compared to the Oura and Jugiong schemes.

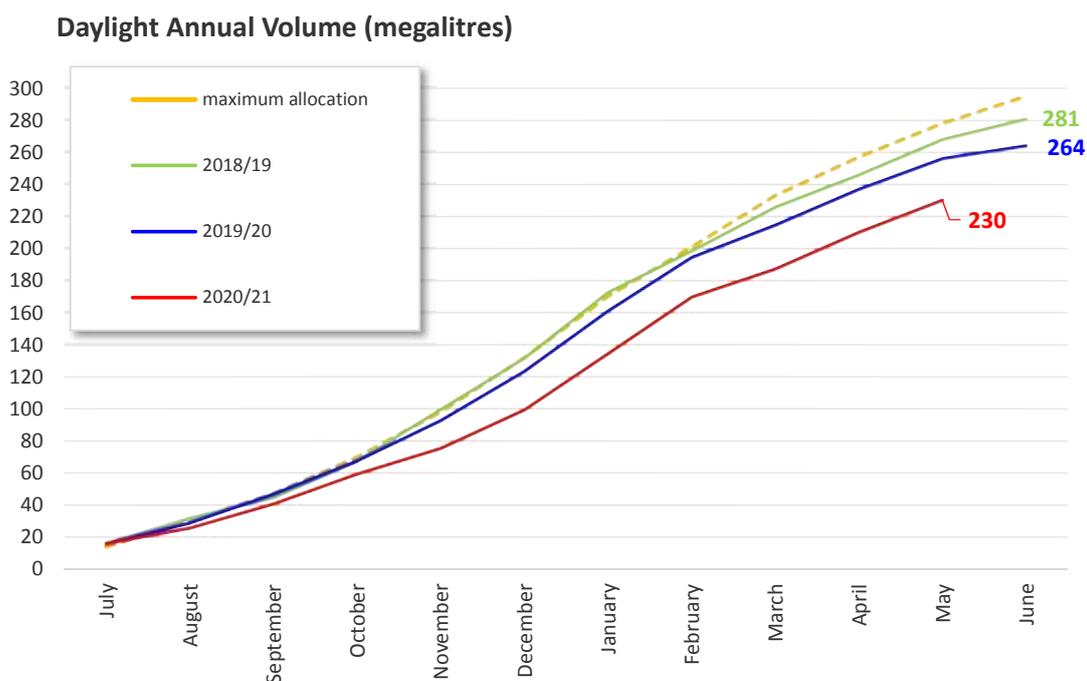


**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

**Mount Daylight Drinking Water Scheme**

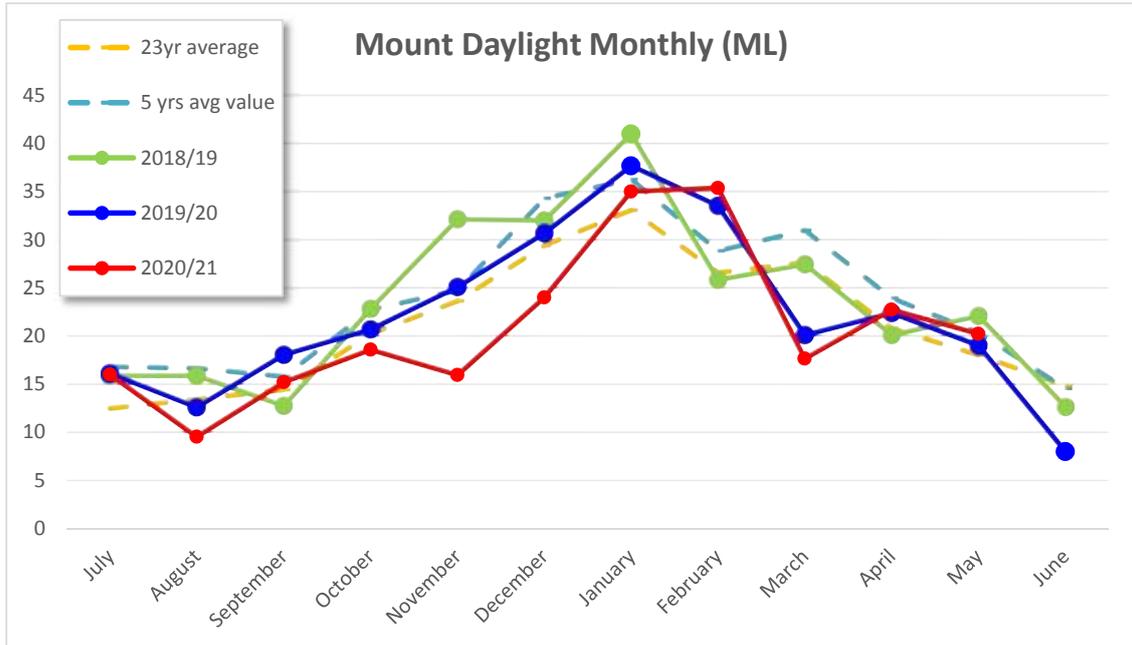
The Mount Daylight water source is from the Lower Lachlan alluvium aquifer. The Mount Daylight bores are jointly operated with Carathool Shire Council. Carathool Shire Council is responsible for bore management. There are 7 sets of reservoirs in the Mt Daylight scheme. Mt Daylight supplies water to approximately 125 people in the villages of Naradhan, Weethalle and Tallimba which is located within the Bland Shire.

For the first 11 months of the 2020/21 financial year, 230ML of water has been extracted from the Mt Daylight Borefield. This is a decrease in volume of 26ML compared to the same period for 2019/20 where 256ML was produced. As can be seen in the graph below trending in a similar fashion to historical years.



**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

As mentioned above, the Mt Daylight monthly water production is trending at a reduced rate than previous year's period. However the impacts are not as volatile as the Jugiong and Oura schemes.

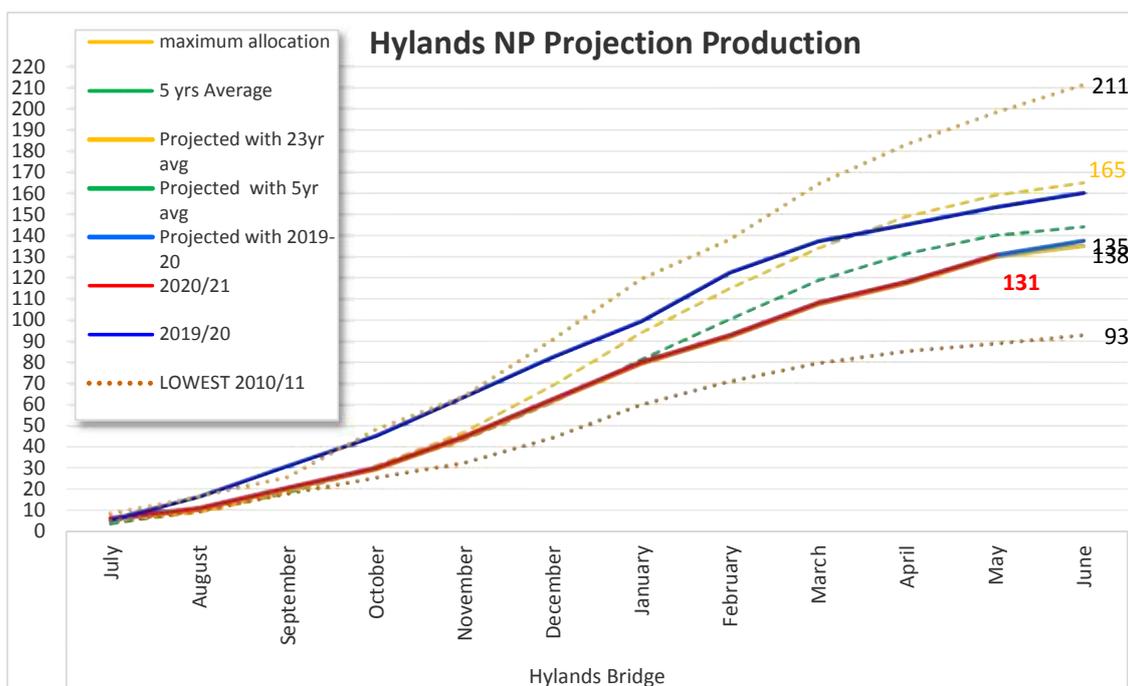


**GOLDENFIELDS WATER COUNTY COUNCIL – June 2021**

**Hylands Bridge - Non Potable**

Hylands Bridge supplies Non Potable water to Barellan and Binya. The water is sourced through the Murrumbidgee Irrigation Area where Goldenfields Water holds 165ML shareholding for water entitlement.

For the first 11 months of the 2020/21 financial year, 131ML of water has been extracted from the Hylands Bridge Raw Water scheme. This is a reduced volume of 22ML compared to the first 11 months for 2019/20 financial year where 153ML was produced. As can be seen in the graph below, albeit lower volumes, trending in a similar fashion to historical years.



**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council’s financial position.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**JUGIONG HIGH VOLTAGE UPGRADE**

**Report prepared by Manager Production & Services**

**COUNCIL OFFICER RECOMMENDATION**

That Council:

1. notes that following a request for tender process conducted under s55 of the *Local Government Act 1993* (NSW) (**LG Act**), Council entered into a contract (**Contract**) with Schneider Electric (Australia) Pty Limited (**Schneider Electric**) for the supply, delivery, installation, site acceptance testing, commissioning and personnel training of high voltage equipment for the Oura Pump Station and Treatment Plant (**Oura**);
2. notes that high voltage equipment is now required for the upgrade of the:
  - 2.1.1 Jugiong water treatment plant (**Jugiong 1**); and
  - 2.1.2 Jugiong booster pumping station (**Jugiong 2**),(Together, the **HV Equipment** includes Variable Speed Drives (VSD's) and Transformers for the operation of water treatment plant infrastructure and pumping stations)
3. resolves that, pursuant to section 55(3)(i) of the LG Act, because of extenuating circumstances, a satisfactory result would not be achieved by inviting tenders for supply of the HV Equipment;
4. notes that the reasons for Council's decision that a satisfactory result would not be achieved by inviting tenders for supply of the HV Equipment are that:
  - 4.1.1 having standardised high voltage equipment and controls across Oura, Jugiong 1 and Jugiong 2 will deliver substantial cost and efficiency savings to Council, including by:
    - (a) reducing the costs for Council in holding spare parts, as spare parts can be used across the three facilities;
    - (b) reducing training requirements for Council personnel, as different equipment and controls would require different training; and
    - (c) providing operational flexibility, as it will allow for the interchangeability of equipment between sites should there be a critical failure at one site;
  - 4.1.2 if the same high voltage equipment is used, a large portion of the design for the Oura high voltage equipment upgrade can be reused for guidance at the Jugiong 1 and Jugiong 2 high voltage equipment sites, resulting in a substantial cost saving for Council;
  - 4.1.3 Council very recently undertook a thorough tender process for the Oura high voltage equipment under s55 of the LG Act and Council considers it unlikely that any tender for the Jugiong 1 or Jugiong 2 high voltage equipment would deliver any additional value, noting that only one conforming tender was received; and

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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- 4.1.4 there are cost efficiencies in engaging Schneider Electric on substantially the same contract terms as for the Contract rather than drafting and negotiating new contractual documents for Jugiong 1 and Jugiong 2;
5. authorises the General Manager or his delegate to:
- 5.1.1 directly negotiate with Schneider Electric for the purposes of entering into an agreement for the supply, delivery, installation, site acceptance testing, commissioning and personnel training of high voltage equipment for Jugiong 1 and Jugiong 2; and
- 5.1.2 execute any agreement arising from those direct negotiations.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

02 Maximising Regional Water Supply

**BACKGROUND**

The Board resolved at its August 2020 meeting on the motion of Crs Sinclair and Stadtmiller that the Board provide approval to award the contract for the supply, delivery, installation, site acceptance testing and commissioning of the high voltage equipment for Oura water pump station to Schneider Electric Australia for \$2,068,029 (GST Incl).

**REPORT**

Goldenfields has previously determined that all three (3) of its high voltage sites which consist of Oura, Jugiong Water Treatment Plant (Jugiong 1) and Jugiong 2 Pump Station assets are at the end of life and require prioritisation for renewal.

The Board has previously awarded design, civil, electrical switchboard and high voltage equipment contracts for the Oura HV Upgrade Project which will be completed in early 2022.

In parallel with the capital delivery of the Oura HV project, Staff have also been undertaking the preliminary works for the Jugiong 1 and 2 high voltage sites. Jugiong 1 site has been prioritised to commence works within the 2021/22 financial year with a requested budget allocation of \$2m and an additional \$3m within the 2022/23 financial year.

Staff are currently preparing contract documents for the proposed delivery of works as per the below:

- Design and Construct tender for civil contract. This includes earth works, buildings, pavement and pits and conduits.
- It is proposed to utilise the existing preferred electrical low voltage switch board contractor, through the existing awarded contract 03/2020 that was awarded to JRC Electrical at the October 2020 Council meeting for the switchboards and minor electrical works.
- Utilise the existing awarded contracts of SCADA equipment and commissioning works with the preferred supplier of Safegroup.
- Purchase high voltage equipment via an exemption of tendering as per the recommendations of this report.

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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It has been identified through the development of the Oura, Jugiong 1 & 2 projects that it is possible for Goldenfields to consider standardisation of equipment for each of the 3 high voltage sites. This means that Council has the ability to maintain one specific brand, size and skill set to manage these assets into the future.

Therefore staff have sought legal advice in terms of Councils ability to seek an exemption from tendering pursuant to section 55(3)(i) of the LG Act, due to extenuating circumstances. It is Council officer's position that a satisfactory result would not be achieved by inviting any additional tenders for supply of the HV Equipment for both the Jugiong 1 and 2 high voltage locations.

This has been determined on the basis that a significant reduction in costs and time for Council could be made from:

- Limiting the amount of spare parts, as spare parts can be used across the three facilities;
- Reducing training requirements for Council personnel, as different equipment and controls would require different training;
- Providing operational flexibility, as it will allow for the interchangeability of equipment between sites should there be a critical failure at one site; and
- If the same high voltage equipment is used, a large portion of the design for the Oura high voltage equipment upgrade can be reused for guidance at the Jugiong 1 and Jugiong 2 high voltage equipment sites, resulting in a substantial cost saving for Council; and
- a significant savings of time will be made during the project delivery phase, as the process for civil design will not be required to wait for the provision of HV equipment and associated designs before it can commence, noting we already have the existing Oura designs completed based off the Schneider equipment.

In addition to the significant cost and time savings, it is also known that as per the previous HV equipment tender that was resolved in August 2020, that Schneider were the only conforming bid that met Councils requirements at the time. Specifically but not limited to, no other suppliers offered the mandatory installation requirements requested by council. It was also advised at the time that Schneider's offer was deemed value for money in comparison with all other offers made. Please find tabled, the previous confidential report to award, which details the previous evaluation process for selecting Schneider equipment.

On this basis, staff are recommending that the Board resolves that, pursuant to section 55(3)(i) of the LG Act, due to extenuating circumstances, seek to directly negotiate the supply of high voltage equipment with Schneider Electric for both Jugiong Water Treatment Plant (Jugiong 1) and Jugiong 2 Water Pump Station sites.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** August 2020 Confidential Board report for Contract 04/2020

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**NANGUS BUSINESS CASE**

**Report prepared by Interim Engineering Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board note the outcomes of the Nangus Business Case

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

02 Maximising Regional Water Supply

**BACKGROUND**

Cootamundra Gundagai Regional Council (CGRC) has received numerous requests from Nangus residents for the provision of potable water services to the village. As a result CGRC has requested GWCC involvement in the project to potentially design, build and operate a new town water supply scheme. At this stage both Council's have agreed to a staged approach for the delivery of a feasibility study and the development of a business case.

The feasibility study was concluded and considered by the GWCC Board at its meeting in February 2020, with the board resolving:

That the Board

1. Note the outcome of the Nangus feasibility study.
2. Approve Council to proceed to business case for Options 2 and 7, subject to Cootamundra Gundagai Regional Council's concurrence.

**REPORT**

Council has now received the business case which considers the economic appraisal required for any of the formal State or Federal Government funding streams. The completed business case indicates that the associated costs both for construction as well as ongoing operational costs outweigh the potential benefits of undertaking the project.

In developing this economic appraisal, the following was considered

- Project Cost Estimate
- Annual operating costs (excluding consumption and depreciation)
- Tangible Benefits
  - o health related
  - o Avoidance on water carting
- Intangible benefits
  - o Improved amenity
  - o Social satisfaction

As this report was written around seeking funding the economic analysis was undertaken in line with

- Cost-Benefit Guide 2019 (iNSW, 2019)

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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- Safe and Secure Water CBA Toolkit

Utilising these resources a project with a positive Benefit Cost Ratio (BCR) above one (1) is considered to be economically viable. In this project a BCR of 0.16 is achieved, that is for every dollar invested, the project returns only 16 cents in benefits.

In the development of the Business case, the initial estimate furnished to CGRC has undergone several refinements as the project has gone from a discussion to a concept to feasibility to business case. At each step, more rigorous cost estimating has been employed.

The current estimate of \$8,430,000 includes the following

- 20% Allowance for overheads being Project Management, designs etc
- Excavation through rock type material
- Water connections and hydrants included in the village reticulation
- Provision of reservoir at Nangus for water security
- Improvements to the GWCC Oura Scheme to account for the impact on the network due to the demand from Nangus
- Contingency of 30% as this is still a concept level design

It should also be noted that the unit rate figures used in the current estimate are based on current industry pricing for similar projects under similar conditions rather than a nationwide average.

**FINANCIAL IMPACT STATEMENT**

Currently GWCC is undertaking a large scale asset renewal program. This is aimed at securing the condition of GWCC critical infrastructure to continue supplying reliable and safe water to its current network.

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:**

**TABLED ITEMS:** Nangus Business Case.

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PP012 RECOGNITION AND GIFTS POLICY**

**Report prepared by Human Resources Coordinator**

**COUNCIL OFFICER RECOMMENDATION**

That the Board adopt PP012 Recognition and Gifts Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

08 Highly Skilled and Energetic Workforce

**BACKGROUND**

It is acknowledged that formal reward and recognition for deserving employees in the workplace is proven as a critical element to driving employee engagement, a positive workplace culture, reducing turnover and ensuring that Goldenfields Water County Council (Council) is reputed as an employer of choice within our community.

**REPORT**

PP012 Recognition and Gifts Policy has been reviewed in line with its review schedule. The Policy ensures clear parameters around formally recognising employees who have contributed extensive lengths of service; formally rewarding work teams and individual employees who perform exceptionally; and the provision of gifts to staff when departing the organisation.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** PP012 Recognition and Gifts Policy.

**TABLED ITEMS:** Nil.



Policy No. PP012

# Recognition and Gifts Policy

## Recognition and Gifts Policy

### 1 INFORMATION ABOUT THIS POLICY

#### POLICY INFORMATION

<b>Date Adopted by Board</b> 22 December 2016	<b>Resolution No.</b> 16/130
<b>Policy Responsibility</b> General Manager	
<b>Review Timeframe</b> 4 Yearly	
<b>Last Review</b> June 2021	<b>Next Scheduled Review</b> June 2025

#### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	006/2021	Reviewed in line with review schedule. Increase review timeframe to 4 yearly
	DD/MM/YYYY	

#### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	Goldenfields Water Enterprise Award (the Award)
<b>Related Policies</b>	PP001 Procurement of Goods, Service and Materials Policy
<b>Related Procedures, Protocols, Statements and Documents</b>	P003 Procurement of Goods, Service and Materials Procedure P004 Recognition and Gifts Procedure



## Recognition and Gifts Policy

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DRAFT

## Recognition and Gifts Policy

### 3 PURPOSE

To provide clear guidelines around:

- Formally recognising the achievements of employees at Goldenfields Water who have contributed extensive lengths of service;
- The provision of gifts to staff when departing Goldenfields Water; and
- Formally rewarding work teams and individual staff members of Goldenfields Water who exceed their core duties of work to improve and/or promote safety, customer focus, business excellence or innovation in the workplace.

### 4 SCOPE

This Policy applies to all employees of Goldenfields Water.

### 5 DEFINITIONS

**Indoor employees** - Indoor employees include those staff members that hold positions based on 35 hours per week and predominantly work indoors.

**MANEX** – Goldenfields Water’s management team consisting of the General Manager and Managers.

**Outdoor Employees** - Outdoor employees include those staff members that hold positions based on 38 hours per week and predominantly work outdoors.

### 6 SERVICE RECOGNITION

Service Awards shall acknowledge employees who reach various years of service with a gift certificate to a store of their choice within the Goldenfields Water region and a letter of appreciation signed by the General Manager and Chairperson. Milestones in five (5) year increments shall be recognised.

### 7 DEPARTING EMPLOYEES

Upon retirement or resignation (except in instances where an employee has been terminated due to performance issues) employees, who have held at least five (5) years’ service, shall be provided with a departure gift as a token of appreciated for their contributions to Goldenfields Water.

### 8 EMPLOYEE RECOGNITION

Goldenfields Water shall formally recognise employees who demonstrate outstanding behaviour to promote and/or improve workplace health and safety, customer focus, business excellence and/or innovation.

Where endorsed by MANEX, the recipient of the Employee Recognition Award shall receive a gift certificate to a store of their choice in the GWCC region along with a signed letter of appreciation from the General Manager.



## Recognition and Gifts Policy

Every effort shall be made to ensure that the recipients of the Award represent a mix of both indoor and outdoor employees.

### 9 TEAM RECOGNITION

Goldenfields Water shall formally recognise high performing teams who have gone above and beyond their core duties and worked collaboratively to achieve outstanding results towards their team goals and/or on-going projects.

Where endorsed by MANEX, the recipients of the Team Recognition Award shall receive a gift certificate to a store of their choice in the Goldenfields Water region. The amount shall be divided evenly between individual team members. Each individual member of the team shall also receive a signed letter of appreciation from the General Manager.

Every effort shall be made to ensure that the recipients of the Award represent a mix of both indoor employees and outdoor employees.

DRAFT

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PP023 WORKPLACE SURVEILLANCE POLICY**

**Report prepared by Human Resources Coordinator**

**COUNCIL OFFICER RECOMMENDATION**

That the Board rescind PP023 Workplace Surveillance Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

As part of the organisation policy review in 2020, it was recommended that PP023 Workplace Surveillance Policy be rescinded and adopted by MANEX as an internal policy.

**REPORT**

PP023 Workplace Surveillance Policy has been re-composed and adopted by MANEX as IP003 Workplace Surveillance Policy. It is recommended that PP023 Workplace Surveillance Policy be rescinded.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**PP017 EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**Report prepared by Human Resources Coordinator**

**COUNCIL OFFICER RECOMMENDATION**

That the Board adopt PP017 Equal Employment Opportunity Policy.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

08 Highly Skilled and Energetic Workforce

**BACKGROUND**

Goldenfields Water County Council (Council) has a legislative obligation to ensure the principles of equal employment opportunity and anti-discrimination are promoted and adhered to in the workplace.

**REPORT**

PP017 Equal Employment Opportunity Policy has been reviewed in line with its review schedule. In accordance with the Local Government Act 1993, PP017 Equal Employment Opportunity Policy demonstrates Councils commitment to the principles of equal employment opportunity and anti-discrimination.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** PP017 Equal Employment Opportunity Policy.

**TABLED ITEMS:** Nil.



Policy No. PP017

# Equal Employment Opportunity Policy

## Equal Employment Opportunity Policy

### 1 INFORMATION ABOUT THIS POLICY

#### POLICY INFORMATION

<b>Date Adopted by Board</b> 22 June 2017	<b>Resolution No.</b> 17/042
<b>Policy Responsibility</b> General Manager	
<b>Review Timeframe</b> 4 Yearly	
<b>Last Review</b> April 2021	<b>Next Scheduled Review</b> April 2025

#### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	27/04/2021	Remove reference to the year of the Goldenfields Water Enterprise Award to ensure currency Reference to the current EEO Management Plan 2021-2025

#### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	Goldenfields Water County Council Enterprise Award (as amended) NSW Local Government Act 1993 Equal Employment Opportunity Act 1987 NSW Anti-Discrimination Act 1992 Disability Discrimination Act 1992 Sex Discrimination Act 1984 Racial Discrimination Act 1975 Age Discrimination Act 2004 Australian Human Rights Commission Act 1986 Work Health and Safety Act 2011
<b>Related Policies</b>	PP013 Work Health and Safety Policy IP010 Recruitment Policy
<b>Related Procedures, Protocols, Statements and Documents</b>	EEO Management Plan 2021-2025



## Equal Employment Opportunity Policy

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## Equal Employment Opportunity Policy

### 3 PURPOSE

Goldenfields Water has a legislative obligation to ensure the principles of equal employment opportunity and anti-discrimination are promoted and adhered to in the workplace.

This Policy shall:

- demonstrate Goldenfields Water's commitment to the principles of equal employment opportunity and anti-discrimination; and
- ensure Goldenfields Water meets its statutory obligations in relation to equal employment opportunity and anti-discrimination.

### 4 SCOPE

This Policy applies to all workers associated with Goldenfields Water.

### 5 DEFINITIONS

**Bullying** - Is defined as one or more occurrences of treating an individual or group of people less favourably; including behaviour that humiliates, intimidates, offends or degrades a person and creates a physical or psychological risk to health and well-being.

**Equal Employment Opportunity (EEO)** - Is the principle that ensures all staff and potential staff are treated equitably and fairly, regardless of their race, sex, marital or domestic status, gender, age, disability, carers' responsibility or sexual preference.

**Discrimination** - Treating a person or group less favourably or unfairly because they belong to a particular group, or are associated with a particular group of people. Discrimination can be on the grounds of race, sex, marital or domestic status, religion, gender, age, disability, carers/family responsibilities or sexual preference.

**Harassment** - Unwelcomed or unreciprocated behaviour that could make a person feel intimidated, offended, belittled, or apprehensive.

**Sexual Harassment** - Is when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or engages in any other unwelcome conduct of a sexual nature in relation to the other person.

**Worker** - Anyone who carries out assigned duties in any capacity for GWCC, including employees, contractors or sub-contractors, labour hire employees, apprentices or trainees, students and volunteers.

### 6 OUR COMMITMENT

Goldenfields Water is committed to providing:

- a workplace free from discrimination, harassment and bullying;
- an organisational culture which supports mutual respect and equality in the workplace;
- a workplace which values and supports diversity;

## Equal Employment Opportunity Policy

- an inclusive and culturally sensitive work environment; and
- a workplace which values the principles of merit appointment.

### 7 EEO MANAGEMENT PLAN

Section 345 of the Local Government Act 1993 (the Act) requires Council to prepare and implement an EEO Management Plan. Section 344 of the Act objects to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and to promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils. The Equal Employment Opportunity Management Plan 2021-2025 is Goldenfields Water's formal commitment to a workplace culture that promotes diversity and inclusiveness, build respect and recognises the true potential of all our employees.

### 8 RESPONSIBILITIES

All workers of Goldenfields Water have a legal and moral responsibility to treat each other fairly and are expected to fulfil these responsibilities as a condition of their engagement.

Where a worker of Goldenfields Water believes they may have been discriminated against or harassed, they are required to raise the issue with their relevant supervisor.

Supervisors and Managers of Goldenfields Water are obliged to treat all reports of possible discrimination and harassment seriously, confidentially and empathetically. Reports should be referred to the Human Resources Coordinator for investigation. All investigation findings shall be forwarded to the General Manager for final determination.

### 9 FAILURE TO COMPLY

Failure to comply or breach of this Policy will be dealt with in accordance with the Goldenfields Water Enterprise Award (as amended), except where summary dismissal is required.

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**ADOPTION OF 2021-2022 OPERATIONAL PLAN**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That:

1. Council adopts the 2021-2022 Operational Plan, as exhibited on public display
2. The fees and charges be made for the 2021-2022 year, as detailed in the adopted 2021-2022 Operational Plan Fees and Charges Schedule.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

07 Efficient Operations

**BACKGROUND**

Section 405 of the Local Government Act 1993 requires an operational plan including an annual budget and annual fees and charges to be adopted before the beginning of each financial year and for the draft documents to be placed on public exhibition for a period of 28 days.

**REPORT**

In accordance with legislative requirements, the Draft 2021-2022 Operational Plan, incorporating 2021-2022 Fees and Charges and 2021-2022 Budget Summaries has been on public exhibition for 28 days. No submissions have been received.

The Draft 2021-2022 Operational Plan, incorporating 2021-2022 Fees and Charges and 2021-2022 Budget Summaries is now re-presented to Council for adoption.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Draft 2021-2022 Operational Plan

**TABLED ITEMS:** Nil



# OPERATIONAL PLAN

## 2021 - 2022

BUSINESS ACTIVITY STRATEGIC PLAN • DELIVERY PROGRAM • **OPERATIONAL PLAN** • RESOURCING STRATEGY • FEES & CHARGES



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## Message from the Chairperson

On behalf of the Board of Goldenfields Water County Council, I am pleased to present our Operational Plan for 2021/2022.

In order to put the Board's commitment to its customers into context it is important to understand the application of the Integrated Planning and Reporting Guidelines mandated under the Local Government Act 1993.

The Integrated Planning and Reporting framework is comprehensively explained later in this document.

The provision of a safe, secure and affordable water supply network to the communities in the Riverina and South West Slopes regions is at the center of these commitments.

Building on this center piece are a number of main business activities including;

1. Excellence in service provision
2. Maximizing regional water supply
3. Strategic water management
4. Best practice pricing
5. Proactive customer relations
6. Environmental protection and sustainability
7. Efficient operations
8. Highly skilled and energetic workforce
9. Financially sustainable

In order to make these business activities happen, Goldenfields Water have adopted a mission statement, vision and values which empower its staff to drive and deliver these promises to the community in a transparent and objective manner.

By demonstrating our commitment to our core values when delivering services to the community, customers become more engaged and trust in the Goldenfields Water Brand.

My fellow Board members and I urge you to read these documents and provide us with feedback as we continue the long term journey of delivering the best possible water supplies to you.

**Dennis Palmer**  
**Chairperson**

## Message from the General Manager

Following on from the Chairpersons message and on behalf of the staff of Goldenfields Water we encourage you to read and analyse these documents.

Goldenfields Water have adopted a ten (10) year Business Activity Strategic Plan for the period 2013-2023. This document is a helicopter view of the journey that we are committed to and it contains all of the individual road maps and required resources to ensure we arrive at the agreed destination in 2023.

The 2021/2022 Operational Plan has a number of components, being;

- A commitment to business as usual with an underlying focus on continuous improvement
- A continued investment in the key assets required to deliver top-quality water that meets or exceeds the Australian Drinking Water Guidelines.
- Attention to growing our water supply system to meet the changing needs of our communities
- Ensuring that these components are affordable and can be supported in a financially sustainable manner

Working closely alongside the Goldenfields Water staff and under the strategic stewardship of the Board we look forward to the journey ahead of us in 2021/2022.

**Aaron Drenovski**  
**General Manager**

## Profile

Goldenfields Water is a single-purpose county council that has been responsible for providing water supply services to many communities in the South West Slopes and Riverina regions of NSW since 1997.

Goldenfields Water's supply system covers 22,500 square kilometres between the Lachlan and Murrumbidgee rivers. It services over 46,000 people and includes more than 2,400 kilometres of water mains (the longest in NSW).

Water is sourced from protected natural catchments at Jugiong, Oura, Mt Arthur, Mt Daylight and Hylands Bridge before undergoing a world-class treatment process at either of Goldenfields Water's two water treatment plants.

As a county council, Goldenfields Water is a unique organisation given it is made up of seven constituent councils that each depend on it to deliver essential drinking water for their communities.

Goldenfields Water's seven constituent councils are:

- Bland Shire Council
- Coolamon Shire Council
- Junee Shire Council
- Temora Shire Council
- Cootamundra-Gundagai Regional Council
- Narrandera Shire Council
- Hilltops Council

Currently, Goldenfields Water supplies all drinking water directly to the almost 11,000 rural, residential, commercial and other properties in the local government areas of Bland, Coolamon, Junee, Temora, and parts of Cootamundra-Gundagai and Narrandera.

Goldenfields Water supplies water in bulk to Cootamundra-Gundagai and Hilltops councils, which then distribute water directly to their residents (except those already supplied directly by Goldenfields Water in parts of Cootamundra-Gundagai).

It also provides water in bulk to Riverina Water County Council as well as non-potable water (untreated water for non-drinking purposes) directly to 250 properties.



## Mission Statement

To provide regional economic opportunity and lifestyle choices through provision of a quality water supply by innovative leadership showing environmental responsibility in cooperation with the community, constituent councils and governments.

## Vision

To be innovative leaders in the supply and distribution of water through regional efficiency, technical excellence and customer service.

## Values

### **Integrity**

All staff act in the best interest of the communities that we serve, demonstrating and promoting moral and ethical principles in all that we do.

### **Trust**

Built on from the value of Integrity, mutual trust is established between teams and staff at all levels. Open communication lines and transparency in our operations reflects and further builds on this trust.

### **Respect**

All staff treat others with courtesy, politeness and kindness. Differences in viewpoints and beliefs are recognised and considered, with all people being treated fairly and equally.

### **Teamwork**

All staff work together collaboratively and support one another in achieving the operational objectives of GWCC. Our staff understand the importance of working with each other to achieve our objectives.

### **Continuous Improvement**

Staff feel confident and comfortable to offer ideas and suggestions to ensure that GWCC is continually working to deliver better services to our community and finding more efficient ways of undertaking business.

## Strategic Priorities

The 2021-2022 Operational Plan is categorised in-line with the nine strategic priorities established by Goldenfields Water's long-term Business Activity Strategic Plan and the strategic objectives and strategies outlined in its 2017–2022 Delivery Program to achieve those priorities.

### Strategic Priority 01: Excellence in Service Provision

**Objective:** Provision of excellence in delivery of water supply and customer service to all stakeholders.

### Strategic Priority 02: Maximising Regional Water Supply

**Objective:** Planning of water supply for regional development through network analysis and partnerships with constituent councils.

### Strategic Priority 03: Strategic Water Management

**Objective:** Demand management and efficiency improvements through customer awareness and selective asset enhancement.

### Strategic Priority 04: Best Practice Pricing

**Objective:** Generation of income through transparent, equitable and solution driven pricing structures.

### Strategic Priority 05: Proactive Customer Relations

**Objective:** Promotion of customer relations through communication, customer orientation of staff and targeted information delivery.

### Strategic Priority 06: Environmental Protection and Sustainability

**Objective:** Environmental stewardship in carrying out of construction and operational activities.

### Strategic Priority 07: Efficient Operations

**Objective:** Efficiency driven by use of technology, monitoring and performance analysis.

### Strategic Priority 08: Highly Skilled and Energetic Workforce

**Objective:** Highly skilled and driven workforce encouraged by challenging positions and reward for effort and innovation.

### Strategic Priority 09: Financially Sustainable

**Objective:** Financial planning based upon delivery of efficiencies and recovery of costs with growth built upon customer focused solutions.

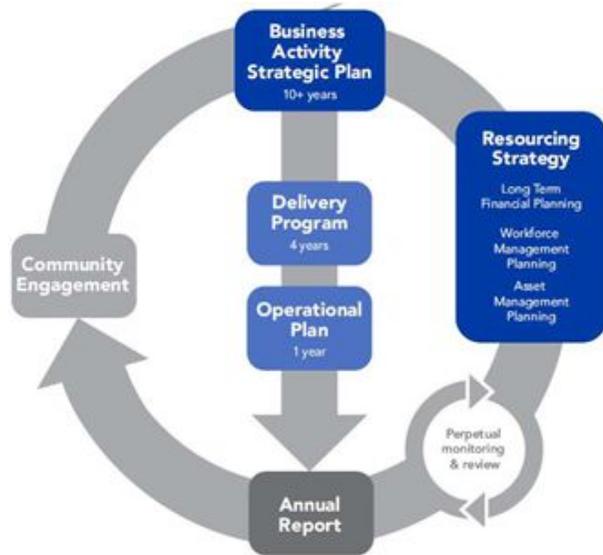
# Operational Plan Explained

The Operational Plan forms part of a group of plans which supports GWCC's strategic direction

The Operational Plan 2021 – 2022 completes the planning documents and details the activities to be undertaken and the financial requirements to deliver the commitments of the Strategic Business Plan and Delivery Program.

This three tiered process ensures that there are clear links between the long term goals of the community and the activities of Goldenfields Water.

The diagram demonstrates the linkage:



Goldenfields Water will continue to meet its statutory reporting requirements, delivering an accurate and meaningful report on the progress and results each year of its operational plan.

In achieving this management will be responsible for providing quarterly reports to the GWCC Board on the activities and financial statements relating to the Operational Plan.

The Operational Plan has two parts:

Part One – The Activities – detailing how Goldenfields Water will deliver outcomes during this financial/operating year.

Part Two – The Financials – including Fees and Charges detailing the budget and associated financial data for this financial/operating year.

# OPERATIONAL PLAN 2021 - 2022

## 1: Excellence in service provision

### 1.2: Provide a reliable and quality drinking water supply

#### 1.2.1: Water quality meets or exceeds the Australian Drinking Water Guidelines

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.1.1	Implement a water quality management plan	Maintain and Review the Drinking Water Management System	Complete DWMS Annual Report	Production & Services Manager		X		

#### 1.2.2: Assets are managed strategically, across whole of life to improve delivery of services and financial management

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.2.3	Deliver capital works program	Commence and complete Talbingo Lane Junee pipeline replacement of approximately 10km.	Commence and complete Talbingo Lane Junee pipeline replacement of approximately 10km.	Operations Manager		X		X
		Commence and complete urban pipeline renewal at Beach and Pretoria Street Junee.	Commence and complete urban pipeline renewal at Beach and Pretoria Street Junee.	Operations Manager		X		X
		Commence Thanowring Road pipeline replacement.	Commence Thanowring Rd Pipeline Replacement	Operations Manager		X		X



Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
		Complete and Commission Mandamah pipeline construction Stage 3, and commence Stage 4.	Complete and Commission Mandamah pipeline construction Stage 3, and commence Stage 4.	Operations Manager				X
		Installation of an organisational wide microwave communication system for SCADA is complete	Installation of an organisational wide microwave communication system for SCADA is complete	Production & Services Manager	X			X
		Jugiong No1 High Voltage Upgrade - Detailed design contract to be completed.	Jugiong No1 High Voltage Upgrade - Detailed design contract to be completed.	Production & Services Manager		X		X
		Jugiong Programmable Logic Controller (PLC) is completed.	Jugiong Programmable Logic Controller (PLC) is completed.	Production & Services Manager	X			X
		Oura High Voltage Upgrade – Civil Construction is complete and commissioned	Oura High Voltage Upgrade – Civil Construction is complete and commissioned	Production & Services Manager		X		X
		Plan for a new workshop facility to support Urban Reticulation renewals as per Capital Works forecast.	Detailed design completed for proposed new workshop	General Manager		X		X
1.2.2.4	Operate, maintain water infrastructure to meet defined levels of service	Valve maintenance and replacement will be completed by October 2021.	Achieve greater than 85% of program	Operations Manager		X		



#### 1.2.4: Water mains are systematically renewed and extended, based on asset performance data

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.4.1	Develop and implement a water main renewal program	Utilise issues register and burst data to determine renewals program.	Achieve 90% of mains renewals budget	Engineering Manager				X
1.2.4.3	Implement a water main renewal program in line with the 30 year capital works program	Implement the water main renewal program for 21/22	Achieve 85% of mains renewals budget	Engineering Manager		X		X
1.2.4.4	Continue with Mandamah water extension program	Continue with Mandamah water main extension program	Achieve greater than 85% of 30km of mains installation.	Engineering Manager		X		X

#### 1.2.8: Telemetry system is systematically renewed and extended, based on asset performance data

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.8.1	Develop and implement a Telemetry renewal program	Progressively replace all SCADA across to ClearSCADA	Progressively replace all SCADA across to ClearSCADA	Production & Services Manager				X



#### 1.2.10: System valves are systematically renewed and extended, based on asset performance data

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.10.1	Develop and implement an air valve, scour, reflux renewal program	Air, Scour and Stop Valves and Hydrants are reviewed and replaced as required in Temora, Wyalong and Ungarie. Junee, Coolamon and Ganmain are reviewed for future replacement.	Air, Scour and Stop Valves and Hydrants are reviewed and replaced as required in Temora, Wyalong and Ungarie. Junee, Coolamon and Ganmain are reviewed for future replacement.	Operations Manager		X		X

#### 1.2.12: Instrumentation installations are systematically renewed and extended, based on asset performance data

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.12.1	Develop and implement a instrumentation renewal program	Replace aged water quality instrumentation where required.	Replace aged water quality instrumentation where required.	Production & Services Manager				X



### 1.2.13: We inform and involve our community about projects, programs and other activities

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
1.2.13.1	Maintain and publish information on Council website	Regularly update and publish information on Goldenfields website relating to major projects, water outages, meeting minutes, billing, recent announcements and staffing updates.	Our website is regularly updated with relevant and timely information.	Community Engagement Officer	X	X	X	X
1.2.13.2	Proactively provide project specific information to relevant stakeholders as required	Proactively provide project specific information to relevant stakeholders as required and respond to any stakeholder requests in a timely manner.	Accurate and relevant information is provided to stakeholders in a timely manner.	General Manager	X	X	X	X
1.2.13.4	Report financial performance to regulators and the community	Prepare statutory financial reports within required timeframes - including Quarterly Budget Reviews, Annual Financial Statements.	Quarterly Budget Reviews presented at the Council meeting following quarter end. Annual Financial Statements submitted to Office of Local Government by statutory due date.	Corporate Services Manager		X	X	X
1.2.13.5	Report compliance information to regulators	Notify any non-conformance as required. Complete annual reporting to NSW Public Health, DPIE, and EPA.	Complete DWMS Annual Report, EPA Annual Return and the Annual Benchmark Report. Notify any non-conformances to the relevant Authority as required.	Production & Services Manager				X

## 2: Maximising regional water supply

### 2.1: Plan for the regions future water supply

### 2.2: Plan for the region's future growth

#### 2.2.1: Our water supply network is able to respond to community growth and development

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.2.1.1	Liaise closely with constituent councils regarding growth and development.	Liaise closely with constituent councils regarding growth and development	Engage with Constituent Councils regularly	General Manager	X	X	X	X

#### 2.2.2: Water supply system constraints are identified

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
2.2.2.3	Continue work on the Integrated Water Cycle Management in accordance with NSW Best Practice Management Framework	Consultant is engaged to complete IWCM Strategy inclusive of hydraulic model and financial plan.	Works are on track for completion in the 2022/23 financial year	Engineering Manager		X		X

### 3: Strategic water management

#### 3.1: Become an industry leader in the water sector

##### 3.1.3: We follow best practice strategic planning

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
3.1.3.1	Revise the Strategic Business Plan	Complete the Integrated Water Cycle Management Strategy	IWCM is adopted.	Production and Services Manager				X

### 4: Best practice pricing

#### 4.2: Levy and collect water charges

##### 4.2.1: Water meters are read accurately and water account notices issued correctly

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
4.2.1.1	Read water meters by using the AMR network	Read at least 97% of meters by automated meter reading network.	Minimum of 97% meters read through AMR network.	Corporate Services Manager	X	X	X	X
4.2.1.2	Issue water account notices within agreed timeframes	Water Accounts issued within 3 weeks of quarter end	Water accounts issued within 3 weeks of quarter end.	Corporate Services Manager				X

### 4.3: Deliver a consistent price path

#### 4.3.1: We have a published price path to ensure financial sustainability

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
4.3.1.1	Establish a multi-year price path	Determine scheduled fees and charges consistent with the long term financial plan.	LTFP reviewed to determine fees and charges schedule for inclusion in operational plan - maintaining financial sustainability (surplus operating results and cash reserves throughout 10 year plan)	Corporate Services Manager				X

## 5: Proactive customer relations

### 5.1: Improve customer and community engagement

#### 5.1.2: Our community understands what we do and has regular opportunities to be involved with us

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
5.1.2.1	Develop and implement a Community Engagement Strategy	Goldenfields 3 year community engagement strategy is developed utilising information gathered from the community including the customer survey.	Goldenfields Water 2021-25 Community Engagement Strategy is developed.	Community Engagement Officer			X	X



#### 5.1.4: We participate in improving understanding of water management and sustainable water practices in our community

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
5.1.4.1	Provide relevant information to the community through a variety of channels	Information regarding water management and sustainable water practices is delivered to our community through a variety of advertising mediums and community activities.	Our community is provided information on water management and sustainable water practices.	Community Engagement Officer	X	X	X	X
5.1.4.2	Public education information about water management and sustainable water practice is developed and published within our community	Educate local students and customers about the region's drinking water supply and water cycle, water efficiency and sustainability, and benefits of choosing tap water. This will be achieved by offering Depth Days to local students, developing a school program targeted at Stage 5 students and actively promoting National Water Week to schools and the community through interactive and engaging sustainable water themed resources.	Goldenfields hosts 'Depth Days', develops Stage 4 educational program and engages with local schools and preschools during Water Week to provide sustainable water themed resources.	Community Engagement Officer		X		X

**5.1.5: Customer Service Experience is enhanced**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
5.1.5.1	Promote increased customer uptake of available online services	Customer service initiatives of emailed water accounts, mywater and direct debit payment arrangements are promoted through staff engagement and targeted advertising	The percentage of customers using mywater, direct debit and receiving emailed accounts has increased	Corporate Services Manager		X		X

**5.2: Develop and maintain strong links with stakeholders****5.2.1: We have close relationships with the Riverina Eastern Regional Organisation of Councils (REROC)**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
5.2.1.2	Work closely with REROC and the Joint Organisation to improve service efficiency and effectiveness and promote matters of common interest	Work closely with REROC and the Joint Organisation to improve service efficiency and effectiveness and promote matters of common interest	Goldenfields participates in projects with a joint interest.	General Manager	X	X	X	X

**5.2.2: We have close relationships with our constituent councils**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
5.2.2.1	Communicate and engage with constituent councils regularly	Engage with our Constituent Councils regularly, including annual meetings or as necessary.	We have regularly engaged with our Constituent Councils	General Manager			X	

**5.2.3: We have a positive corporate reputation within our community and wider industry**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
5.2.3.1	Keep the community, media and internal and other stakeholders informed with relevant and timely information via the most appropriate channels	Information regarding Goldenfields' current works, major upcoming works, educational programs and general updates are provided through traditional and modern media platforms, including our quarterly customer newsletters, social media platforms, website and media releases.	Goldenfields Customer Newsletter is circulated in January, April, July and October. Information is regularly provided through various media platforms.	Community Engagement Officer		X		X

## 6: Environmental protection and sustainability

### 6.2: Ensure natural resources are used efficiently

6.2.1: We regularly review energy use to proactively identify and implement usage reduction activities to lower costs and reduce carbon foot print

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
6.2.1.4	Carbon Footprint is monitored and regularly reported	Maintain an energy usage and cost data base.	Maintain the population of Azility cloud base systems to actively monitor our energy usage and costs.	Production & Services Manager				X

6.2.2: Water use efficiency is increased across the network

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
6.2.2.3	Promote activities that improve customer experience and efficient water service delivery	Support the Customer Service Team to provide customers with a seamless and simplified interaction. Promoting digital engagement such as the Goldenfields Water App, direct debit payments and online accounts will be an integral part of enabling simplified interaction.	Customer registration to the Goldenfields App, online accounts and direct debit increases.	Community Engagement Officer		X		X

### 6.3: Manage the water supply's sustainability and security

#### 6.3.1: Risks to the water supply's sustainability and security are identified and monitored

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
6.3.1.1	Continue to monitor the water resource environment	Actively monitor our raw water source via both hydrological and water quality parameters	Undertake monthly sampling and testing of raw water quality samples. Monitor councils access entitlements to source water and ensure restrictions are utilised when and where required.	Production & Services Manager				X

## 7: Efficient operations

### 7.1: Improve business efficiency

#### 7.1.1: We have an efficient corporate structure

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.1.1.1	Review corporate structure and align with service levels	Goldenfields Corporate structure is reviewed within 12 months of the ordinary election of council to best meet the organisations requirements.	Goldenfields Corporate structure is efficiently aligned to meet organisational requirements, having been reviewed within 12 months of the ordinary election of council.	General Manager				X

**7.1.2: Information management is integrated across the organisation**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.1.2.2	Continually update and improve the Geographic Information System	Continually update and improve the Geographic Information System	GIS enhancements are implemented	Engineering Manager				X

**7.1.5: Fleet management is optimised**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.1.5.1	Review fleet requirements annually	Prepare annual fleet replacement budget and review quarterly.	Prepare annual fleet budget for inclusion in Capital Works Program. Review progress quarterly during Quarterly Budget Reviews.	Corporate Services Manager		X	X	X

**7.3: Reduce exposure to business risks****7.3.1: We take an integrated approach to risk management**

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.3.1.3	Maintain an audit, risk and improvement function that meets Risk Management and Internal Audit Framework requirements	ARIC function complies with Framework. ARIC Meetings are regularly held. Internal audits are conducted in accordance with Strategic Internal Audit Plan	ARIC is compliant with framework. ARIC meetings are held quarterly. 3 internal audits conducted in financial year.	Corporate Services Manager		X		X



### 7.3.3: Integrated risk management is part of asset management processes

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.3.3.1	Embed risk management into asset renewal process	Asset renewals are prioritised based on investment prioritisation model.	Prioritisation reported to MANEX	Engineering Manager				X

### 7.3.5: Capital Works Program reduces business risk through prioritisation of critical renewals

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.3.5.1	Capital works program is based on asset information and prioritised to reduce business risk	Implement the capital works program for 2021/22 Financial year	85% of capital works program is completed	Engineering Manager		X		X

## 7.4: Improve the efficiency of operations in the field

### 7.4.1: We have an efficient, mobile workforce

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.4.1.2	Implement mobile platform for works management	Rollout O365 across Council to improve availability, lessen demand on infrastructure, workforce collaboration and mobility	Email service migrated to the cloud. O365 operational for staff. Collaboration tools being utilised as scoped for Council requirements.	Corporate Services Manager		X		X

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
7.4.1.4	Implement an Electronic Timesheet system	Investigate, source and implement an electronic timesheet system	System successfully implemented and operationally compliant	Corporate Services Manager		X		X

## 8: Highly skilled and energetic workforce

### 8.1: Improve the management of human resources

#### 8.1.1: Our workforce is motivated, skilled and flexible

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
8.1.1.1	Develop and implement a workforce management strategy	Goldenfields Workforce Management Plan is developed to meet the organisational requirements identified within the four year Delivery Program for 2021/25.	Goldenfields Workforce Management Plan has been developed and adopted by the Board.	HR Coordinator				X
8.1.1.2	Provide staff with professional development opportunities that meet future needs	Provide staff with professional development opportunities that meet organisational future needs	Annual staff development plans completed, training undertaken for identified gaps	HR Coordinator		X		

## 9: Financially sustainable

### 9.1: Deliver responsible financial management

#### 9.1.1: Our organisation is financially sustainable

Key Activity Code	Key Activity	Action Name	Performance Measure	Responsible Officer Position	Q1	Q2	Q3	Q4
9.1.1.1	Develop a long-term financial management plan	Long Term Financial Plan updated annually	The LTFP has been reviewed annually in conjunction with Operational Plan Preparation	Corporate Services Manager				X
9.1.1.5	Asset Management Plan and Financial Plan are integrated and achievable	Total Asset Management Plan and Financial Plan is developed as part of IWCM process to be completed in the 2022/23 financial year.	Works are on track for completion in the 2022/23 Financial Year	Engineering Manager		X		X

## Resourcing Strategy

Goldenfields Water's Resourcing Strategy is part of the Integrated Planning and Reporting documents.

It documents Goldenfields Water's long term strategy for providing the resources required to implement the strategies established by the Business Activity Strategic Plan.

It includes long term financial, workforce management and asset management planning.

**Council's Long Term Financial Plan** has been updated and is included within Appendix A.

**Council's Asset Management Plan** adopted in 2017 within the existing Resourcing Strategy, remains current, with a full review to be included in the next Integrated Planning and Reporting Cycle.

**Council's Workforce Management Plan** adopted in 2017 within the existing Resourcing Strategy remains current, however actions have been extended to incorporate the 2021/2022 Financial Year and are included below.

## Workforce Management Plan Strategies 2021/2022

Strategic Area	Action	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
<b>1. Workforce planning to ensure organisational sustainability.</b>	1.1 Provide funding for leadership training and professional development opportunities for managers, coordinators and potential leaders within the organisation.	x	x	x	x	x
	1.2 Continue partnership with Charles Sturt University in relation to the Engineering undergraduate program.	x	x	x	x	
	1.3 Develop and implement a mentoring program where experienced staff can act as formal mentors to more junior staff to ensure the transfer of skills and knowledge.		x			
	1.4 Investigate the options for staff to be mentored from individuals in other local government organisations.		x			
	1.5 Provide support to managers and coordinators to enable them to identify and address their strategic workforce needs, taking into account ageing workforce demographics to ensure business continuity and organisational goals are met.	x	x	x	x	x
<b>2. Attracting the best staff by promoting GWCC as an employer of choice.</b>	2.1 Conduct a review of Council's mission and vision to ensure they align with current organisational objectives.		x			
	2.2 Re-invent GWCC's external Careers internet page, with the development of new materials to emphasise the benefits of working with GWCC.	x				
	2.3 Incorporate new branding and workplace values as part of external recruitment documentation.	x				
	2.4 Continue to review position descriptions prior to advertising to ensure that the role description, position requirements and job design reflect current operational needs.	x	x	x	x	x
	2.5 Develop a Recruitment Policy which ensures EEO and flexible practices.	x				
	2.6 Review and update EEO Policy and provide training to all staff.	x		x		x
	2.7 Liaise with surrounding schools, TAFEs and universities to gauge opportunities to promote school based opportunities. E.g. work experience, school based traineeships/apprenticeships.	x	x	x	x	x
	2.8 Increase community awareness of job diversity within GWCC by ensuring presence at local 'Career Expos' at surrounding universities and high schools.	x	x	x	x	x
	2.9 Identify incentives to attract potential staff to GWCC.	x	x	x	x	x
	2.10 Ensure that Employee Exit Interviews are conducted to better understand the reasons for employees leaving the organisation.	x	x	x	x	x

Strategic Area	Action	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
<b>3. Developing staff to create a talented and responsive workforce equipped to meet organisational needs.</b>	3.1 Develop, implement and monitor organisation-wide training plan to ensure available funds for required training.	x	x	x	x	x
	3.2 Promote and support GWCC's annual Staff Development Plan process as a way of encouraging staff to consider their career development.	x	x	x	x	x
	3.3 Promote and support GWCC's Education Assistance program to encourage staff to undertake formal qualifications.	x	x	x	x	x
	3.4 Develop and facilitate supervisory support training sessions on topics such as performance management and work health and safety.	x	x	x	x	x
	3.5 Promote and support GWCC's internal employee/team recognition program to reward and recognise high performing employees.	x	x	x	x	x
	3.6 Identify external funding opportunities for training and education.	x	x	x	x	x
	3.7 Implement a Human Resource Information System (HRIS) to ensure that training records, qualification history and skill gaps are appropriately recorded and can be reported and acted on.		x			x
	3.8 Develop and implement a mentoring program where experienced staff internal or external to GWCC can mentor others.		x			
	3.9 Encourage staff to act in higher level positions as opportunities arise.	x	x	x	x	x
<b>4. Retaining a committed, engaged and satisfied workforce.</b>	4.1 Regularly monitor and review the effectiveness of HR policies and procedures to ensure they are appropriate and successful.	x	x	x	x	x
	4.2 Maintain data from employee exit forms to determine reasons for staff turnover.	x	x	x	x	x
	4.3 Promote and support GWCC's recognition program for high performing and long-serving employees.	x	x	x	x	x
	4.4 Investigate and promote options for flexible work arrangements within GWCC.	x	x	x	x	x
	4.5 Review salary system to ensure position sizing is consistent with industry standards.		x			
	4.6 Identify incentives to retain valuable staff.	x	x	x	x	x
	4.7 Maintain and promote GWCC's Employee Assistance Programs.	x	x	x	x	x
	4.8 Investigate ways to promote work-life balance within GWCC.	x				x
	4.9 Develop and implement GWCC's Health and Wellbeing strategy.	x				x

# Statement of Revenue Policy

Council obtains its income from the following sources:

## **Water Access and User Charges**

Council has adopted a two-part water charge for each of its customer categories, consisting of an access charge based on service connection sizing and a user charge based on the water consumed. As part of its Delivery Program, Council has set its access and usage charges for the 2021/2022 year.

Council levies interest on overdue charges. The interest rate is maximum allowable – 6% for 2021/2022.

## **Interest on Investments**

Council invests surplus funds in accordance with its Investment Policy.

## **Fees**

Council charges appropriate fees for service. These fees are based on actual costs and ensure that those who benefit from the service pay for it.

## **Private works**

Occasionally Council carries out private works. Any such works are undertaken at a cost to the applicant.

## **Grants and subsidies**

Council will receive the Pensioner Rebate Subsidy provided by the State Government in 2021/2022. This subsidy offsets 55% of the total rebate provided.

## **Developer Contributions**

Developers are required to pay the cost of providing the assets that they require. These costs usually fall into two categories:

The reticulated pipes which a developer is required to pay in full; and

A contribution towards the provision of infrastructure (headworks-e.g. treatment plants, major pipelines etc)

## **Loan Borrowings**

New capital infrastructure projects can be funded from borrowings. Council would normally expect that such borrowing approvals to be granted.

Council has not provided for any specific borrowings for 2021/2022.

## **Access and Usage Charges Statement**

The following is a brief explanation of how Council categorises its customer base.

### **Residential**

Customers are categorised as residential if:

The connection is within the Council's urbanized areas serviced by a reservoir via a reticulated distribution network and the main use is for residential accommodation (but not as a hotel, motel, guest-house, boarding house, lodging house or nursing home).

It is a vacant land within this Council's urbanized areas serviced by a reservoir via a reticulated distribution network.

### **Non Residential Rural**

Customers are categorised as non-residential rural if:

The connection is located outside this Council urbanized areas, is serviced directly from a main and the main use is for stock and domestic.

### **Non-residential Other**

Customers are categorised as non-residential other if:

The connection is within this Council's urbanized areas serviced by a reservoir via a reticulated distribution network and the main use is for commercial, industrial, community or institutional.

Other remote and direct connections to mains outside of this Council's urbanized areas where there is no commercial rural activity.

### **Non-Residential High Volume Monthly**

Customers are categorised as non-residential high volume monthly if:

The main use is for commercial, industrial, community or institutional and the customer uses over 50,000kl pa.

### **Non-Residential Bulk Councils**

Hilltops Council and Cootamundra Gundagai Regional Council together with water supplied to Riverina Water consumers are categorised as non-residential Bulk Councils.

Council's Annual Access and Usage charges, Interest, Fees, Private Works, and/or Developer Contributions are levied and or charged under various sections on the NSW Local Government Act including but not limited to sections 501, 502, 552, 566 section 64 and its cross reference to water Management Act section 305-307 and NSW Local Government Act Chapter 15, Part 10 Division 3.

# Appendix A – Estimates of Income and Expenditure 2021/2022

Goldenfields Water County Council											
INCOME STATEMENT	Current Year	Projected Years									
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income from Continuing Operations</b>											
Rates & Annual Charges	5,165	5,585	5,753	5,925	6,103	6,286	6,475	6,669	6,869	7,075	7,287
User Charges & Fees	13,520	16,750	17,252	17,768	18,300	18,848	19,412	19,993	20,592	21,208	21,843
Other Revenues	100	126	129	131	134	136	139	142	145	148	151
Grants & Contributions provided for Operating Purposes	85	85	85	85	85	85	85	85	85	85	85
Grants & Contributions provided for Capital Purposes	2,350	1,050	1,200	1,230	1,261	1,292	1,325	1,358	1,392	1,426	1,462
Interest & Investment Revenue	830	540	380	270	230	210	220	200	230	230	230
<b>Total Income from Continuing Operations</b>	<b>22,050</b>	<b>24,137</b>	<b>24,798</b>	<b>25,410</b>	<b>26,113</b>	<b>26,858</b>	<b>27,655</b>	<b>28,447</b>	<b>29,312</b>	<b>30,172</b>	<b>31,058</b>
<b>Expenses from Continuing Operations</b>											
Employee Benefits & On-Costs	6,517	6,885	7,086	7,293	7,506	7,726	7,951	8,184	8,423	8,669	8,923
Materials & Contracts	4,200	3,988	4,088	4,190	4,295	4,402	4,512	4,625	4,740	4,859	4,980
Depreciation & Amortisation	8,282	8,300	8,466	8,635	8,808	8,984	9,164	9,347	9,534	9,725	9,919
Other Expenses	4,587	4,572	4,680	4,790	4,902	5,018	5,136	5,256	5,380	5,507	5,637
<b>Total Expenses from Continuing Operations</b>	<b>23,585</b>	<b>23,745</b>	<b>24,319</b>	<b>24,908</b>	<b>25,511</b>	<b>26,129</b>	<b>26,763</b>	<b>27,412</b>	<b>28,078</b>	<b>28,760</b>	<b>29,459</b>
<b>Net Operating Result for the Year</b>	<b>(1,535)</b>	<b>392</b>	<b>479</b>	<b>502</b>	<b>602</b>	<b>728</b>	<b>893</b>	<b>1,034</b>	<b>1,234</b>	<b>1,412</b>	<b>1,599</b>
<b>Net Operating Result before Grants and Contributions provided for Capital Purposes</b>	<b>(3,885)</b>	<b>(658)</b>	<b>(721)</b>	<b>(728)</b>	<b>(659)</b>	<b>(564)</b>	<b>(432)</b>	<b>(323)</b>	<b>(157)</b>	<b>(14)</b>	<b>137</b>

Goldenfields Water County Council Agenda - June 2021 - MATTERS TO BE SUBMITTED TO OPEN COUNCIL

Goldenfields Water County Council

BALANCE SHEET	Current Year	Projected Years									
	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000
<b>ASSETS</b>											
<b>Current Assets</b>											
Cash & Cash Equivalents	500	500	500	500	500	500	500	905	502	754	500
Investments	22,449	16,316	10,666	8,686	7,615	6,346	5,254	5,254	5,254	5,254	5,149
Receivables	5,910	6,180	6,257	6,388	6,545	6,702	6,869	7,073	7,272	7,486	7,697
Inventories	859	816	836	857	879	901	923	946	970	994	1,019
Other	58	57	58	59	61	62	64	65	67	69	70
<b>Total Current Assets</b>	<b>29,776</b>	<b>23,868</b>	<b>18,318</b>	<b>16,491</b>	<b>15,600</b>	<b>14,511</b>	<b>13,610</b>	<b>14,243</b>	<b>14,065</b>	<b>14,557</b>	<b>14,435</b>
<b>Non-Current Assets</b>											
Investments	22,449	16,316	10,666	8,686	7,615	6,346	5,254	5,254	5,254	5,254	5,149
Infrastructure, Property, Plant & Equipment	270,694	283,156	294,880	299,235	301,847	304,983	307,919	308,372	309,838	310,813	312,693
<b>Total Non-Current Assets</b>	<b>293,143</b>	<b>299,472</b>	<b>305,546</b>	<b>307,921</b>	<b>309,462</b>	<b>311,328</b>	<b>313,172</b>	<b>313,625</b>	<b>315,091</b>	<b>316,066</b>	<b>317,843</b>
<b>TOTAL ASSETS</b>	<b>322,920</b>	<b>323,340</b>	<b>323,864</b>	<b>324,412</b>	<b>325,062</b>	<b>325,839</b>	<b>326,782</b>	<b>327,869</b>	<b>329,156</b>	<b>330,623</b>	<b>332,278</b>
<b>LIABILITIES</b>											
<b>Current Liabilities</b>											
Payables	1,678	1,707	1,752	1,798	1,846	1,895	1,945	1,997	2,050	2,105	2,161
Provisions	2,483	2,483	2,483	2,483	2,483	2,483	2,483	2,483	2,483	2,483	2,483
<b>Total Current Liabilities</b>	<b>4,161</b>	<b>4,189</b>	<b>4,235</b>	<b>4,281</b>	<b>4,329</b>	<b>4,378</b>	<b>4,428</b>	<b>4,480</b>	<b>4,533</b>	<b>4,587</b>	<b>4,643</b>
<b>Non-Current Liabilities</b>											
Payables	5	5	5	5	5	5	5	5	5	6	6
Provisions	72	72	72	72	72	72	72	72	72	72	72
<b>Total Non-Current Liabilities</b>	<b>77</b>	<b>78</b>	<b>78</b>	<b>78</b>	<b>78</b>						
<b>TOTAL LIABILITIES</b>	<b>4,238</b>	<b>4,266</b>	<b>4,312</b>	<b>4,358</b>	<b>4,406</b>	<b>4,455</b>	<b>4,506</b>	<b>4,557</b>	<b>4,611</b>	<b>4,665</b>	<b>4,721</b>
<b>Net Assets</b>	<b>318,682</b>	<b>319,073</b>	<b>319,552</b>	<b>320,054</b>	<b>320,656</b>	<b>321,384</b>	<b>322,277</b>	<b>323,311</b>	<b>324,545</b>	<b>325,958</b>	<b>327,557</b>
<b>EQUITY</b>											
Retained Earnings	93,495	93,886	94,365	94,867	95,469	96,197	97,090	98,124	99,358	100,771	102,370
Revaluation Reserves	225,187	225,187	225,187	225,187	225,187	225,187	225,187	225,187	225,187	225,187	225,187
<b>Total Equity</b>	<b>318,682</b>	<b>319,073</b>	<b>319,552</b>	<b>320,054</b>	<b>320,656</b>	<b>321,384</b>	<b>322,277</b>	<b>323,311</b>	<b>324,545</b>	<b>325,958</b>	<b>327,557</b>
Total Cash & Investments	45,399	33,131	21,832	17,873	15,730	13,191	11,007	11,412	11,009	11,262	10,798

Goldenfields Water Budget Result 2021/22			
	Operating Activities (\$'000)	Capital Activities (\$'000)	Net Result (\$'000)
<b>1 . FISCAL BUDGET RESULT</b>			
Operating Revenues	24,137		
Operating Expenses (incl Depreciation)	23,745		
Operating Result	392	0	392
<i>add back</i>			
Depreciation Expense	8,300		
Capex Program Expenditure		20,762	
Asset Sales/Trade Ins		(567)	
<b>RESULT Surplus/(Deficit)</b>	<b>8,692</b>	<b>(20,195)</b>	<b>(11,503)</b>
<i>RESULT - a deficit will need to be funded as shown below</i>			
<b>2. FUNDING BUDGET RESULT</b>			
Fiscal Budget Result (Above)	8,692	(20,195)	
<i>Internal Reserve Funding</i>			
Net Tfr from/(to) Employee Leave Entitlements	60		
Net Tfr from/(to) Plant & Vehicle Replacement		(356)	
Net Tfr from/(to) Infrastructure Replacement		15,157	
Net Tfr from/(to) Property Asset Reserve		100	
Net Tfr from/(to) Sales Fluctuation	-		
<b>RESULT Surplus/(Deficit)</b>	<b>8,692</b>	<b>(5,294)</b>	<b>3,398</b>
<i>RESULT - a surplus will increase Available Working Capital</i>			

Customer Categories	\$'000	% Within Category	% of Total
<b>Residential</b>	<b>6,750</b>		<b>30.4%</b>
Access Charges	1,710	25%	
Usage Charges	5,040	75%	
<b>Non-Residential Rural</b>	<b>4,987</b>		<b>22.5%</b>
Access Charges	1,548	31%	
Usage Charges	3,439	69%	
<b>Non-Residential Other</b>	<b>2,856</b>		<b>12.9%</b>
Access Charges	975	34%	
Usage Charges	1,881	66%	
<b>Non-Residential High Volume Monthly</b>	<b>1,471</b>		<b>6.6%</b>
Access Charges	43	3%	
Usage Charges	1,428	97%	
<b>Non-Residential Bulk Council</b>	<b>6,123</b>		<b>27.6%</b>
Access Charges	1,479	24%	
Usage Charges	4,644	76%	
<b>TOTAL PROJECTED YIELD</b>	<b>22,188</b>		<b>100%</b>

Goldenfields Water County Council		
2021/22 BUDGETED CASH POSITION	Current Year 2020/21 \$'000	Projected 2021/22 \$'000
<b>Reconciliation of Cash Position</b>		
Change in net assets from continuing operations	(1,535)	392
Add back Non Cash Expenses		
Depreciation	8,282	8,300
Add Cashflows from Financing Activities		
Proceeds from Sale of Assets	741	567
Less Cashflows from Investing Activities		
Purchase of Infrastructure, Property, Plant & Equipment	(16,158)	(20,762)
<b>Cash Surplus/ (Deficit)</b>	<b>(8,670)</b>	<b>(11,503)</b>
<b>Equity Movements</b>		
Reserve Funds - Increase / (Decrease)	(8,670)	(11,503)

Goldenfields Water County Council		
2020/21 CAPITAL BUDGET SUMMARY	Current Year 2020/21 \$'000	Projected 2021/22 \$'000
<b>Capital Budget</b>		
<b>Income</b>		
<b>Capital Funding</b>		
Capital Grants & Contributions	2,350	1,050
Proceeds from sale - Infrastructure, Property Plant & Equipment	741	567
Internal Restrictions	16,952	19,803
Operating Revenue	(3,885)	(658)
<b>Total Capital Funding</b>	<b>16,158</b>	<b>20,762</b>
<b>Capital Expenditure</b>		
<b>New Assets</b>		
Water Supply Infrastructure	2,971	2,765
Plant & Equipment	-	-
IT / Office Equipment	-	-
Land & Buildings	476	100
<b>Renewal Assets</b>		
Water Supply Infrastructure	10,958	16,207
Plant & Equipment	1,550	1,445
IT / Office Equipment	78	70
Furniture & Fittings	5	5
Land & Buildings	120	170
<b>Total Capital Expenditure</b>	<b>16,158</b>	<b>20,762</b>

Goldenfields Water County Council Agenda - June 2021 - MATTERS TO BE SUBMITTED TO OPEN COUNCIL

Goldenfields Water County Council CAPITAL WORKS BUDGET 2022-2026						
	CURRENT BUDGET 2020/21	BUDGET 2021/22	BUDGET 2022/23	BUDGET 2023/24	BUDGET 2024/25	BUDGET 2025/26
<b>CAPITAL INCOME:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Asset Sales	741,000	567,500	350,000	350,000	350,000	350,000
Capital Contributions	2,350,000	1,050,000	1,200,000	1,230,000	1,260,751	1,292,270
<b>TOTAL CAPITAL INCOME:</b>	<b>3,091,000</b>	<b>1,617,500</b>	<b>1,550,000</b>	<b>1,580,000</b>	<b>1,610,751</b>	<b>1,642,270</b>
<b>CAPITAL EXPENDITURE</b>						
<b>NEW SYSTEM ASSETS:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Land & Buildings	476,000	100,000	3,000,000	-	-	-
Mains - Developer Paid	251,000	40,000	40,000	40,000	40,000	40,000
Mains - Trunk	270,776	-	-	-	-	-
Mains - Reticulation	205,000	125,000	75,000	-	-	-
Mains - Rural	1,500,000	1,800,000	500,000	-	-	-
Scada	744,760	800,000	-	-	-	-
<b>TOTAL NEW SYSTEM ASSETS:</b>	<b>3,447,536</b>	<b>2,865,000</b>	<b>3,615,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>RENEWALS:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Plant & Equipment	1,549,570	1,445,000	750,000	750,000	750,000	750,000
Information Technology	78,156	70,000	80,000	80,000	80,000	80,000
Furniture and Office Equipment	5,000	5,000	5,000	10,000	10,000	10,000
Land & Buildings	120,000	170,000	50,000	50,000	50,000	50,000
Mains - Trunk	3,520,000	3,880,000	2,480,000	3,630,000	1,680,000	2,480,000
Mains - Reticulation	801,000	1,000,000	3,500,000	3,500,000	3,500,000	2,500,000
Mains - Rural	35,000	817,200	430,000	430,000	430,000	430,000
Pump Stations and Bores	3,058,500	1,830,000	675,000	3,220,000	3,100,000	3,100,000
Reservoir Sites	393,710	1,780,000	5,375,000	1,050,000	1,550,000	1,450,000
Treatment Plant	3,050,500	6,700,000	3,030,000	30,000	30,000	1,030,000
Emergency Works	100,000	200,000	200,000	200,000	200,000	200,000
<b>TOTAL RENEWALS ASSETS:</b>	<b>12,711,436</b>	<b>17,897,200</b>	<b>16,575,000</b>	<b>12,950,000</b>	<b>11,380,000</b>	<b>12,080,000</b>
<b>TOTAL CAPITAL EXPENDITURE:</b>	<b>16,158,972</b>	<b>20,762,200</b>	<b>20,190,000</b>	<b>12,990,000</b>	<b>11,420,000</b>	<b>12,120,000</b>

## Appendix B – Fees and Charges 2021/2022

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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## Goldenfields Water County Council

### Access Charges (Annual)

#### Residential

20mm Connection Quarterly Charge: \$51.50	\$200.00	\$206.00	Local Government Act 1993   Section 501	N
25mm Connection Quarterly Charge: \$80.50	\$312.00	\$322.00	Local Government Act 1993   Section 501	N
32mm Connection Quarterly Charge: \$132.00	\$512.00	\$528.00	Local Government Act 1993   Section 501	N
40mm Connection Quarterly Charge: \$206.00	\$800.00	\$824.00	Local Government Act 1993   Section 501	N
50mm Connection Quarterly Charge: \$322.50	\$1,252.00	\$1,290.00	Local Government Act 1993   Section 501	N
80mm Connection Quarterly Charge: \$824.00	\$3,200.00	\$3,296.00	Local Government Act 1993   Section 501	N

#### Non-Residential – Rural

20mm Connection Quarterly Charge: \$165.00	\$640.00	\$660.00	Local Government Act 1993   Section 501	N
25mm Connection Quarterly Charge: \$257.50	\$1,000.00	\$1,030.00	Local Government Act 1993   Section 501	N
32mm Connection Quarterly Charge: \$422.50	\$1,640.00	\$1,690.00	Local Government Act 1993   Section 501	N

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Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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### Non-Residential – Rural [continued]

40mm Connection Quarterly Charge: \$659.00	\$2,560.00	\$2,636.00	Local Government Act 1993   Section 501	N
50mm Connection Quarterly Charge: \$1,030.00	\$4,000.00	\$4,120.00	Local Government Act 1993   Section 501	N
80mm Connection Quarterly Charge: \$2,637.00	\$10,240.00	\$10,548.00	Local Government Act 1993   Section 501	N

### Non-Residential – Other

Includes: Commercial, Industrial, Institutional, Community, Direct and Remote

20mm Connection Quarterly Charge: \$90.50	\$352.00	\$362.00	Local Government Act 1993   Section 501	N
25mm Connection Quarterly Charge: \$141.00	\$548.00	\$564.00	Local Government Act 1993   Section 501	N
32mm Connection Quarterly Charge: \$232.00	\$900.00	\$928.00	Local Government Act 1993   Section 501	N
40mm Connection Quarterly Charge: \$360.50	\$1,400.00	\$1,442.00	Local Government Act 1993   Section 501	N
50mm Connection Quarterly Charge: \$566.50	\$2,200.00	\$2,266.00	Local Government Act 1993   Section 501	N
80mm Connection Quarterly Charge: \$1,452.50	\$5,640.00	\$5,810.00	Local Government Act 1993   Section 501	N
100mm Connection Quarterly Charge: \$2,266.00	\$8,800.00	\$9,064.00	Local Government Act 1993   Section 501	N

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
<b>Non-Residential – High Volume (Monthly)</b>				
20mm Connection Monthly Charge: \$25.75	\$300.00	\$309.00	Local Government Act 1993   Section 501	N
25mm Connection Monthly Charge: \$40.25	\$468.00	\$483.00	Local Government Act 1993   Section 501	N
32mm Connection Monthly Charge: \$66.00	\$768.00	\$792.00	Local Government Act 1993   Section 501	N
40mm Connection Monthly Charge: \$103.00	\$1,200.00	\$1,236.00	Local Government Act 1993   Section 501	N
50mm Connection Monthly Charge: \$161.00	\$1,872.00	\$1,932.00	Local Government Act 1993   Section 501	N
80mm Connection Monthly Charge: \$412.00	\$4,800.00	\$4,944.00	Local Government Act 1993   Section 501	N
100mm Connection Monthly Charge: \$644.00	\$7,500.00	\$7,728.00	Local Government Act 1993   Section 501	N
150mm Connection Monthly Charge: \$1,448.00	\$16,872.00	\$17,376.00	Local Government Act 1993   Section 501	N
<b>Non-Residential – Bulk Councils</b>				
Applied per equivalent no. of 20mm connections	\$136.00	\$140.00	Local Government Act 1993   Section 501	N

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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### Vacant Unconnected Properties

20mm Connection (applied to new subdivisions after 1/07/2011) Quarterly Charge: \$51.50	\$200.00	\$206.00	Local Government Act 1993   Section 552	N
25mm Connection (applied to new subdivisions after 1/07/2011) Quarterly Charge: \$78.00	\$0.00	\$312.00	Local Government Act 1993   Section 552	N

### Consumption Charges (per kilolitre)

\* Excess Charges apply when allocated volumes exceeded

Residential Charge – all consumption	\$2.45	\$2.52	Local Government Act 1993   Section 502	N
Non-Residential Rural – all consumption*	\$1.69	\$1.81	Local Government Act 1993   Section 502	N
Non-Residential Rural – Mandamah consumption*	\$2.45	\$2.52	Local Government Act 1993   Section 502 and Section 552	N
Non-Residential Other – all consumption*	\$2.04	\$2.10	Local Government Act 1993   Section 502	N
Non-Residential High Volume Monthly consumption*	\$2.21	\$2.28	Local Government Act 1993   Section 502	N
Non-Residential Bulk Council – all consumption	\$1.67	\$1.72	Local Government Act 1993   Section 502	N
*Excess Charges	\$3.75	\$3.86	Local Government Act 1993   Section 502	N

### Water Filling Stations & Temporary Water Supply Charges

#### Water Filling Station Charges

AvData Key Deposit	\$50.00	\$50.00	Local Government Act 1993   Section 608	N
Minimum AvData when purchased at Goldenfields Water Office	\$60.00	\$61.80	Local Government Act 1993   Section 608	N

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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### Standpipe / Temporary Water Supply Charges

Deposit for Non-Local Customer	\$1,000.00	\$1,000.00	Local Government Act 1993   Section 608	N
Short Term Hire (per week or part thereof)	\$80.00	\$85.00	Local Government Act 1993   Section 608	N
Annual Hire (per annum of part thereof – nil consumption allow)	\$330.00	\$340.00	Local Government Act 1993   Section 501	N
All Portable Standpipe Water Sales – per kilolitre – Commercial, Portable & Temporary	\$3.75	\$3.86	Local Government Act 1993   Section 502	N
Maximum Retail Charge – per kilolitre – Standpipe / Filling Station Water Sales	\$5.00	\$5.15	Local Government Act 1993   Section 502	N

### Connection & Developer Charges

#### Water Connection & Development Proposals

Assess development proposals (incl subdivision, strata & community/neighbourhood plans - per connection) incl site inspection

Single connection	\$295.00	\$305.00	Local Government Act 1993   Section 608	N
Up to 5 connections	\$235.00	\$240.00	Local Government Act 1993   Section 608	N
6 to 15 connections	\$210.00	\$215.00	Local Government Act 1993   Section 608	N
16 to 30 connections	\$180.00	\$185.00	Local Government Act 1993   Section 608	N
> 30 connections		POA	Local Government Act 1993   Section 608	N

### Infrastructure Charges

Equivalent Tenement (ET) = 250 kilolitres per annum

Retail DSP areas (per ET)	\$7,800.00	\$7,800.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
Bulk Council DSP areas (per ET)	\$7,134.00	\$7,134.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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### Augmentation Charges – Tapping, Service and Meter Charges

**Downsizing a Connection:** half the regular cost of the resultant connection size

**Augmentations:** additional charges may apply where Dial Before You Dig indicates other services that require external location

20mm Connection	\$1,800.00	\$1,854.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
25mm Connection	\$2,000.00	\$2,060.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
32mm Connection	\$2,600.00	\$2,678.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
40mm Connection	\$3,000.00	\$3,090.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
50mm Connection	\$3,550.00	\$3,656.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
> 50mm Connection		At Cost	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
20mm Connection where service pipe has already been laid	\$360.00	\$370.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
25mm Connection where service pipe has already been laid	\$0.00	\$470.00	Local Government Act 1993 (Water Management Act 2000)   Section 64 (Section 306 WMA) / Section 608	N
NR Rural – Mandamah Annual Augmentation Charge (per Entity) – Stage 1	\$509.00	\$513.07	Local Government Act 1993   Section 552	N
Quarterly Charge: \$128.26				
NR Rural – Mandamah Annual Augmentation Charge (per Entity) – Stage 2	\$500.00	\$504.00	Local Government Act 1993   Section 552	N
Quarterly Charge: \$126.00				

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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## Customer Services

### Bulk Customer Charges

Bulk Customer – Backflow Device Testing (per device) plus additional hourly rates may apply	\$335.00	\$345.00	Local Government Act 1993   Section 608	N
Bulk Customer – Backflow Installation	\$1,800.00	\$1,854.00	Local Government Act 1993   Section 608	N
Bulk Customer – Trunk Main New Connection	\$12,950.00	\$13,338.00	Local Government Act 1993   Section 608	N
Bulk Customer – Trunk Main Relocation During Construction Fee	\$5,950.00	\$6,128.00	Local Government Act 1993   Section 608	N

### Backflow Prevention

\*Charges apply to 20mm installation. Larger sizes charged at cost.

Installation of RPZD device (incl cost of device)*	\$975.00	\$1,000.00	Local Government Act 1993   Section 608	N
Inspection & Testing of Backflow Prevention Device (per device) plus additional hourly charges may apply	\$335.00	\$345.00	Local Government Act 1993   Section 608	N
Installation of Double Check Valve*	\$265.00	\$273.00	Local Government Act 1993   Section 608	N
Yearly Servicing of Double Check Valve	\$65.00	\$67.00	Local Government Act 1993   Section 608	N

### Pipe Locations

Locate Only (min 1 Hour)	At Cost (min \$155/hr)	Local Government Act 1993   Section 608	N
	Last YR Fee At Cost (min \$150/hr)		
Locate and Expose (min 24 hours notice) (min 1 Hour)	At Cost (min \$155/hr)	Local Government Act 1993   Section 608	N
	Last YR Fee At Cost (min \$150/hr)		

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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## Engineering Services

Site Inspections (per visit)	\$300.00	\$310.00	Local Government Act 1993   Section 608	N
Pressure and Flow Test	\$0.00	\$350.00		N
Pressure Testing of New Mains	\$745.00	\$850.00	Local Government Act 1993   Section 608	N
Chlorination / Disinfection of New Mains (per service)	\$745.00	\$850.00	Local Government Act 1993   Section 608	N
Cutting in of New Mains		At Cost	Local Government Act 1993   Section 608	N
Attend Bursts or Emergency Repairs – during developer defect liability period		At Cost	Local Government Act 1993   Section 608	N
Site Survey (per day)	\$900.00	\$930.00	Local Government Act 1993   Section 608	N
Design and Drafting including Plans (per day)	\$990.00	\$1,020.00	Local Government Act 1993   Section 608	N
Review Developer Designs and Documentation		At Cost	Local Government Act 1993   Section 608	N
Engineering Consult per hour (min 1 hour)	\$0.00	\$155.00	Local Government Act 1993   Section 608	N

## Private Works

Private Works Admin Fee		10% (Max \$500)	Local Government Act 1993   Section 608	Y
Hire rates for Labour, Plant & Equipment		POA	Local Government Act 1993   Section 608	Y

## Other Charges

### Administrative Fees

#### Administration

S603 Certificate – Search Enquiry Certificate Fee (State Govt scheduled fee) – per property	\$85.00	\$85.00	Local Government Act 1993   Section 603	N
S603 Certificate Urgency Fee – process in less than three working days (incl Certificate)	\$170.00	\$175.00	Local Government Act 1993   Section 603 and Section 608	N
Restriction / Disconnection Attendance Fee – Permanent or Temporary (non-payment of account or at customer request)	\$150.00	\$155.00	Local Government Act 1993   Section 608	N
Reconnection Fee after Temporary Restriction / Disconnection	\$150.00	\$155.00	Local Government Act 1993   Section 608	N
Debt Recovery Attendance Fee (serving notices)	\$150.00	\$155.00	Local Government Act 1993   Section 608	N

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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### Meter Test Deposit

Non-refundable if meter registers less than 4% more than the correct quantity

20 or 25mm meter	\$145.00	\$150.00	Local Government Act 1993   Section 608	N
32 or 40mm meter	\$220.00	\$227.00	Local Government Act 1993   Section 608	N
50 or 80mm meter	\$290.00	\$250.00	Local Government Act 1993   Section 608	N
> 80mm meter (POA in 2020/2021)	\$0.00	\$300.00	Local Government Act 1993   Section 608	N

### Special Meter Reading

Refundable if routine reading by Council is in error

Routine service (min 48 hours notice)	\$87.50	\$90.00	Local Government Act 1993   Section 608	N
Same Day Service	\$150.00	\$155.00	Local Government Act 1993   Section 608	N
Special Enquiry/Certificate/Attendance Fee per hour (min 1 hour)	\$150.00	\$155.00	Local Government Act 1993   Section 608	N

### Other

Interest on Overdue Accounts (State Govt scheduled rate)		6%	Local Government Act 1993   Section 566	N
		Last YR Fee 1 July 20 - 31 Dec 20 - 0% 1 Jan 21 - 30 June 21 - 7%		
Processing of Dishonoured Cheques	\$55.00	\$55.00	Local Government Act 1993   Section 608	N
Processing of Dishonoured Direct Debit (initial \$0, each subsequent dishonour)	\$25.00	\$25.00	Local Government Act 1993   Section 608	N
Reallocate Electronic Payment of Water Account	\$0.00	\$10.00	Local Government Act 1993   Section 608	N
Copy of Documents (per copy) when freely available from website	\$33.00	\$34.00	Local Government Act 1993   Section 608	N
Printing / Photocopying – A4 Black & White	\$0.00	\$0.50	Local Government Act 1993   Section 608	N
Printing / Photocopying – A4 Colour	\$0.00	\$2.00	Local Government Act 1993   Section 608	N
Printing / Photocopying – A3 Black & White	\$0.00	\$1.00	Local Government Act 1993   Section 608	N
Printing / Photocopying – A3 Colour	\$0.00	\$3.00	Local Government Act 1993   Section 608	N
Copy – Water Notice	\$0.00	\$10.00	Local Government Act 1993   Section 608	N
Copy – Water Account Financial Data	\$0.00	\$10.00	Local Government Act 1993   Section 608	N
Copy – S603 Certificate	\$0.00	\$10.00	Local Government Act 1993   Section 608	N

Name	Year 20/21 Fee (incl. GST)	Year 21/22 Fee (incl. GST)	Legislation	GST
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**Government Information (Public Access) Act 2009 Requests**

Application Fee	\$30.00	\$30.00	Government Information (Public Access) Act 2009   Section 41	N
Processing Charge (/hr after first 20hrs)	\$30.00	\$30.00	Government Information (Public Access) Act 2009   Section 64	N
Internal Review	\$40.00	\$40.00	Government Information (Public Access) Act 2009   Section 85	N
Amendment of Records		No Cost		N

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**GOLDENFIELDS WATER COUNTY COUNCIL – JUNE 2021**

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**EXTRAORDINARY COUNCIL MEETING**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board consider a suitable date to hold an extraordinary meeting of Council to consider the Thanowring Road Materials Tender, prior to the enforcement of the caretaker period.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

03 Strategic Water Management

**BACKGROUND**

In accordance with 393B of the Local Government Act, Councils enter into a 'caretaker' period during the 4 weeks preceding the date of ordinary elections. This prevents Council from entering into a contract greater than \$150,000 or 1% of Council's revenue in rates from the previous year, during that time.

Local Government elections are being held 4 September 2021, resulting in Goldenfields entering the caretaker period from 7 August 2021.

**REPORT**

The Thanowring Road Materials Tender is due to be released in the coming weeks and will close on or around 20-27 July 2021. Due to the caretaker period encompassing the 26 August Council Meeting date, this contract could not be awarded until the October Council meeting. This delay in awarding the Thanowring Road materials tender would then delay the anticipated commencement timeframe of the Thanowring Road mains upgrade.

An Extraordinary Meeting of Council prior to 7 August 2021, is suggested in order for the Board to consider the Tender before the caretaker period commences.

A date during the week commencing 2 August 2021 is suggested in order for Council officers sufficient time to have undertaken due diligence in assessing the Thanowring Road Materials Tender.

**FINANCIAL IMPACT STATEMENT**

The recommendation does not impact on Council's financial position.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

**NEXT MEETING**

The next ordinary meeting of Council is scheduled to be held on 26 August 2021 at 10.00am

**CLOSE OF BUSINESS**

There being no further business requiring the attention of Council the meeting may be declared closed.