

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 21 December 2018**

The meeting commenced at 10.00am.

PRESENT

Cr D Palmer, Cr G Armstrong, Cr B Callow, Cr D McCann, Cr L McGlynn, Cr K Morris, Cr M Stadtmiller, Cr G Sinclair.

ALSO IN ATTENDANCE

Mr G Haley (Interim General Manager), Mr G Veneris (Production and Services Manager), Mr T Goodyer (Operations Manager), Ian Graham (Corporate Services Manager), Mr A Drenovski (Interim Engineering Manager), Mrs A Coleman (Executive Assistant).

1. LEAVE OF ABSENCE/APOLOGIES

Nil

2. 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.

3. PRESENTATIONS

10.05am - Mr Bruce Baker attended the meeting to speak regarding standpipes and infrastructure in the area of Mirrool, Beckom, Ardlethan and the northern part of Coolamon Shire.

Mr Baker expressed concern regarding the filling times at some standpipes.

Mr Baker was advised that Council are working on standpipe arrangements and was advised of an alternate standpipe that offers higher pressure.

4. DECLARATION OF PECUNIARY INTERESTS

Chairperson D Palmer declared a pecuniary interest in item 12.2.1 Supply of Five Commercial Utility Vehicles. Chairperson D Palmer will leave the room while this matter is considered.

5. DECLARATION OF NON PECUNIARY INTERESTS

Nil

**6. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 25 OCTOBER 2018
AND 6 NOVEMBER 2018**

BOARD RESOLUTION

18/108 RESOLVED on the motion of Crs Morris and McCann that the minutes of the meetings held on the 25 October 2018 and 6 November 2018, having been circulated and read by members be confirmed.

7. BUSINESS ARISING FROM MINUTES

Nil

8. ADMISSION OF LATE REPORTS

Nil

9. NOTICES OF MOTION / RESCISSION MOTIONS

Nil

10. CHAIRPERSON'S MINUTE

Chairperson Palmer delivered a verbal minute, thanking the Board, management and staff for their support and efforts during 2018.

10.1. APPOINTMENT OF INTERIM GENERAL MANAGER

BOARD RESOLUTION

18/109 RESOLVED on the motion of Cr D Palmer that the advice of the Chairperson be received and noted and the appointment of Mr Graeme Haley as Interim General Manager be confirmed.

Report prepared by Chairperson Cr. Dennis Palmer

CHAIRPERSONS RECOMMENDATION

That the advice of the Chairperson be received and noted and the appointment of Mr Graeme Haley as Interim General Manager be confirmed.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

It has been previously advised to Councillors that the Deputy Chairperson and I have engaged Blackadder and Associates to assist Council in the recruitment of a General Manager to replace Mr Darryl Hancock who recently resigned.

REPORT

I can confirm that as arranged through Blackadder and Associates, Mr Graeme Haley has commenced duties as Interim General Manager of Goldenfields Water County Council until such time as a permanent General Manager commences.

It is anticipated that this recruitment will take between 3 and 4 months.

Councillors have been provided with a copy of Mr Haley's resume. It indicates Mr Haley's wide experience as both a Shire Clerk and General Manager in New South Wales Local Government, including most recently, 7 years as the General Manager of Riverina Water County Council.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil.

11. PUBLIC PARTICIPATION – CONFIDENTIAL SESSION

18/110 RESOLVED on the motion of Crs Armstrong and McGlynn that Council move into closed session.

In accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2005, in the opinion of the General Manager the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in part of the meeting closed to the media and the public.

12. MATTERS TO BE SUBMITTED TO CONFIDENTIAL SESSION

12.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

12.1.1. WATER ACCOUNT 98521 REVIEW

This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

BOARD RESOLUTION

18/111 RESOLVED on the motion of Crs Callow and Morris that:

1. Water account 98521 being a Temporary Connection supplying Lot 30 DP 750595, become a permanent Non Residential – Rural Water Service Connection.

2. Goldenfields Water enters into an agreement when excess water is available, generally between April and September considered as the "Off Peak" Period and that Goldenfields Water will make every effort to supply,

3. The differential in Water Sales between October 2002 to November 2018 between Non Residential Standpipe Charges and Non Residential Rural Charges and part of the Security Deposit, discharge the Developer Augmentation Charge of \$312,000 and Developer Infrastructure Charge of \$87,500.

4. The nominal Annual Volume is 2.5 megalitres. Any water supplied in excess of 126 megalitres annually will be levied at the Standpipe Rate.

12.2. MATTERS SUBMITTED BY GENERAL MANAGER

10.20am - Chairperson D Palmer left the meeting while the following item was considered having declared a pecuniary interest in the matter.

12.2.1. SUPPLY OF FIVE COMMERCIAL UTILITY VEHICLES

This report is CONFIDENTIAL in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, which permits the meeting to be closed to the public or business relating to the following:

- (d) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it

BOARD RESOLUTION

18/112 RESOLVED on the motion of Crs Morris and Cr Armstrong that Tender 03/2018 Supply of Five Commercial Utility Vehicles response submitted by Palmer Ford be accepted for the assessed price of \$255,239.89 (ex. GST).

BOARD RESOLUTION

18/113 RESOLVED on the motion of Crs Callow and McGlynn that Council revert back to open session and the resolution made in Confidential Session be made public.

10.25am – Cr Dennis Palmer returned to the meeting.

The General Manager read out the resolutions made in Confidential Session.

13. MATTERS TO BE SUBMITTED TO OPEN COUNCIL

13.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER

13.1.1. COUNCIL INVESTMENTS

BOARD RESOLUTION

18/114 RESOLVED on the motion of Crs Armstrong and Callow that the report detailing Council Investments as at 30th November 2018 be received and noted.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Investments as at 30th November 2018 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

This report is presented for information on Council Investments as at 30th November 2018.

Council's investment portfolio remained static at \$49,650,000.00 for the period 30th September 2018 to 30th November 2018.

For the month of November, the deposit portfolio provided a solid return of +0.26% (actual), outperforming the benchmark AusBond Bank Bill Index return by +0.11% (actual). The strong performance continues to be driven by those deposits still yielding above 3% p.a. However, some of these deposits are fast maturing and may be reinvested at lower prevailing rates unless a longer duration is maintained.

Over the past 12 months, the deposit portfolio returned +3.03% p.a., strongly outperforming bank bills by 1.12% p.a. This is considered very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 2 years.

As at the end of November 2018, Council's deposit portfolio was yielding 3.05% p.a. (unchanged from the previous month), with an average duration of around 630 days (~1.7 years).

FINANCIAL IMPACT STATEMENT:

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

ATTACHMENTS: Council Investments Report as at 30th November 2018.

TABLED ITEMS: Nil.

13.1.2. PROGRESS REPORT - CAPITAL WORKS EXPENDITURE

BOARD RESOLUTION

18/115 RESOLVED on the motion of Crs McGlynn and Callow that the report detailing Council's Capital Works Program as at 30th November 2018 be received and noted.

Cr Armstrong suggested additional information regarding progress in terms of completion would be useful.

Mr Haley agreed that it would be included.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the report detailing Council's Capital Works Program as at 30th November 2018 be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Capital Works represents an important part of Councils activities and expenditure. This report details progress year to date on programmed and emergent capital works. Water mains are a significant part of the annual program and are also reported in more detail.

REPORT

This report is presented for information on the progress of Council's Capital Works Program as at 30th November 2018.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Capital Works Progress Report as at 30th November 2018.

TABLED ITEMS: Nil.

13.1.3. DEBT RECOVERY UPDATE

BOARD RESOLUTION

18/116 RESOLVED on the motion of Crs Stadtmiller and Armstrong that the update on Goldenfields Water's debt recovery process be received and noted.

Cr McGlynn enquired as the percentage of unpaid accounts receivable.

Mr Graham took the question on notice.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the update on Goldenfields Water's debt recovery process be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Goldenfields Water has been using the services of an external debt collection company, Outstanding Collections, since June 2017 to assist in the recovery of monies that are overdue for water related fees, charges and other debts in line with Council's Debt Recovery & Financial Hardship Policy.

During 2018, a change in our debt recovery practices was introduced, delaying the initial step of legal action and introducing the restriction of supply. Legal action through our external debt collection agency is still utilised in a vacant property situation.

The debt recovery update therefore now includes separate debt recovery results from debts that remain under legal action and recovery of debts where restriction of water supply will be applied.

REPORT

Legal Action – External Debt Collection Agency

Since engaged, 321 accounts with a total debt of \$469,520 have been referred to Outstanding Collections for further recovery action. These customers exceeded the allowable Final Notice timeframe to make payment or put a payment arrangement in place.

At 30 November 2018 Goldenfields Water has recovered \$351,099. Furthermore, 47 customers with a total debt of \$49,536 have current payment arrangements in place with Goldenfields Water. A total of 11 customers with a total debt of \$66,994, that previously had payment arrangements, have been moved to Restrictor action due to defaults on those arrangements.

ACTION	NUMBER OF DEBTORS	ARREARS
Referred to Debt Collection	321	\$469,520
Recovered	195	-\$351,099
Payment Plans (current)	47	-\$50,984
Less: Transferred to Restrictor action	11	-\$67,437
Balance:		\$0

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Restrictors

Due a recent change in debt recovery procedure, our debt recovery is now focusing on restriction of supply. The new process has just commenced as follows:-

NUMBER OF DEBTORS	FINAL NOTICES SENT	FLOW RESTRICTOR NOTICES SENT	ARREARS	AMOUNT PAID	BALANCE
53	28/11/18	12/12/18	\$249,915.78	-	\$249,915.78

An update on payments received will provided to the February 2019 Board meeting.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

13.1.4. CREDIT CARD POLICY AND PROCEDURE

BOARD RESOLUTION

18/117 RESOLVED on the motion of Crs McGlynn and Morris that the Board:

- 1. Adopt Goldenfields Water's draft Credit Card Policy PP030 and amended Procurement and Disposal of Goods, Services, and Materials Policy P001, and**
- 2. Note the Credit Card Procedure P011 and amended Procurement and Disposal of Goods, Services, and Materials Procedure P003.**

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

That the Board:

1. Adopt Goldenfields Water's draft Credit Card Policy PP030 and amended Procurement and Disposal of Goods, Services, and Materials Policy P001, and
2. Note the Credit Card Procedure P011 and amended Procurement and Disposal of Goods, Services, and Materials Procedure P003.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

09 Financially Sustainable

BACKGROUND

Recently the NSW Office of Local Government indicated that there will be increased scrutiny of credit card usage, policies and procedures within NSW Councils.

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Currently the Goldenfields Water Credit Corporate Card procedures are embedded in Procedure P003 - Procurement and Disposal of Goods, Services and Materials. In order to provide a clear framework with clear guidelines for the issuing and use of corporate credit cards by Goldenfields Water staff, a new draft Credit Card Policy and Procedure have been prepared.

REPORT

Following a recent internal review of corporate credit card use by management and in order to make the relevant documents more visible, detailed and easier to review and update, new draft policy and procedure documents for corporate credit card issue and use by Goldenfields Water staff have been prepared.

The current Procurement and Disposal of Goods, Services and Materials Procedure P003 has been amended by replacing the contents of Section 18 Corporate Charge Card with "Refer to Credit Card Policy PP030 and Credit Card Procedure P011". In addition, quotation thresholds have been revised in Procurement and Disposal of Goods, Services and Materials Policy PP001 and P003 Procurement and Disposal of Goods, Services and Materials Procedure.

Relevant legislation:

- NSW Local Government Act 1993 (in particular section 55)
- NSW Local Government General Regulation 2005 (in particular section 7)
- NSW Local Government Financial Regulation
- Public Finance and Audit Act 1983 Competition and Consumer Act 1993.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS:

PP030 Draft Credit Card Policy
P011 Draft Credit Card Procedure
P001 Procurement and Disposal of Goods, Services, and Materials Policy
P003 Procurement and Disposal of Goods, Services, and Materials Procedure

TABLED ITEMS: Nil.

Cr Callow declared a non-pecuniary interest in the following matter, 13.1.5, having referred the water service connection applicant to Goldenfields Water.

13.1.5. WATER SERVICE CONNECTIONS POLICY REVIEW

BOARD RESOLUTION

18/118 RESOLVED on the motion of Crs Sinclair and McCann that the Board

1 Rescind Resolution 00/047 of 27th April 2000, and

2 Adopt the revised Draft Policy PP007 Service Connections Policy.

Report prepared by Administration Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board

- 1 Rescind Resolution 00/047 of 27th April 2000, and
- 2 Adopt the revised Draft Policy PP007 Service Connections Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

A recent application for a multi-dwelling residential development highlighted a limitation in Goldenfields Water’s existing Service Connection Policy and a long standing Resolution of no additional Master / Subtract water metering arrangements.

This recent application with its origins in 2006 where the original developer created a large lot behind standard lots with two common access points. This large lot is being sub-divided into nine individual lots and one common lot, having either Strata, Neighbourhood or Community Title.



Under our present policy and resolution, and as advised to the original developer Goldenfields Water individual water service connections for each dwellings would be laid to the property boundary. Individual House Pipes would then be laid down the access areas and then to the individual dwellings.

While this is the first such development in our supply area, this type of development is prevalent in other Local Water Utility supply areas. It is likely more developments of this kind will be made in the future as developers seek to maximise available vacant lands within our town’s existing footprints.

In practice there have been no new connections made that have not been supplied off a GWCC water main, and with ongoing backflow considerations it is also recommended that the previous exemption for broad acre farming or grazing be removed.

REPORT

The alternative is for Goldenfields Water to lay two larger services, one at each property boundary. The developer would then lay a common larger internal main down each access into the development. Then individual house pipes to each dwelling would be laid. Goldenfields Water will meter and individually levy each unit holder usage and access charges.

The Body Corporate will be responsible for all plumbing after the property boundary meters and effectively the residual of these meter's usage would be "common ground" consumption. Usage only charges would be levied to the Body Corporate.

This is a limited change for specific purpose and is not intended to diminish Goldenfields Water's overall limitation on Master / Subtract metering for standard water service connections.

In order to proceed, it is required that Goldenfields Water's Resolution 00/047 is first rescinded.

Should the Board agree, then the following is offered.

It is suggested that rather than a new Resolution, that the following proposed change be contained within this Policy, which will be periodically reviewed.

The proposed changes are.

6.2.4 Service Connections to be served directly from GWCC Water Main

1. All new water service connections are to be served directly from a GWCC water main as set out in the current Plumbing Code.
2. The cost of any water main extension required to enable compliance to **6.2.4.1** is to be met by the applicant.
3. Reasonable and cost-effective opportunities are to be taken to eliminate outdated metering and service arrangements within GWCC supply area.

6.2.5 Service Connection for Multiple Residential Units

1. Where it is impracticable, to lay multiple Service Connections to individual residential dwellings within Strata, Neighbourhood, Community or like development, GWCC at its sole discretion, may permit larger metered service connection(s) to be installed at the property boundary to supply more than one dwelling.
2. The applicant is to propose the property boundary service size for GWCC's approval.
3. In all cases, the owner / body corporate will remain responsible for all internal property plumbing required beyond the property boundary water meter(s).
4. The applicant is to accommodate (at their expense) provision for a standard 20mm GWCC meter to each individual dwelling.
5. GWCC will be responsible for all water meters.
6. Internal fire fighting requirements are to be addressed separately.
7. Backflow requirements will be assessed on an individual development basis. As a minimum each property boundary meter requires a separate dual check valve.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS:

1. Revised Draft Policy PP007 Service Connections
2. Report and Resolution 00/047

TABLED ITEMS: Nil.

**13.1.6. GOLDENFIELDS WATER DRY TIMES PREPAREDNESS ASSISTANCE TO
THE COMMUNITY**

BOARD RESOLUTION

18/119 RESOLVED on the motion of Crs Callow and Sinclair that:

1. Goldenfields Water increase the number of bulk water filling stations upgrades to include Barmedman at an additional \$60,000 to the capital works budget.
2. The Standpipe Water Sales (Commercial sales only) consumption charge is reduced by 25% from \$4.75 to \$3.56 per kilolitre for the period 1st October 2018 to 30th June 2019.
3. The Maximum Retail Charge for Standpipe Water Sales is reduced from \$6.28 to \$5.10 per kilolitre for the period 1st January 2019 to 30th June 2019.

Report prepared by Corporate Services Manager

COUNCIL OFFICER RECOMMENDATION

1. Goldenfields Water increase the number of bulk water filling stations upgrades to include Barmedman at an additional \$60,000 to the capital works budget.
2. The Standpipe Water Sales (Commercial sales only) consumption charge is reduced by 25% from \$4.75 to \$3.56 per kilolitre for the period 1st October 2018 to 30th June 2019.
3. The Maximum Retail Charge for Standpipe Water Sales is reduced from \$6.28 to \$5.10 per kilolitre for the period 1st January 2019 to 30th June 2019.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

05 Proactive Customer Relations

BACKGROUND

At the October 2018 Board meeting, in recognition of the potential significant financial impact on farmers in our community resulting from the current dry times, the Board resolved as follows:-

BOARD RESOLUTION 18/096 RESOLVED on the motion of Crs McCann and Sinclair that:

1. Goldenfields Water increases the number of bulk water filling station upgrades to include Barmedman at an additional \$60,000 to the capital works budget.
2. A 25% discount on the Goldenfields Water stand pipe usage rates be provided to farmers undergoing hardship as a result of the dry times, where water is sourced at the new bulk water filling stations. The discount is applied until 30 June 2019.
3. That the 25% rebate on the Goldenfields Water stand pipe usage rates be provided to all farmers undergoing hardship as a result of the dry times including existing

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filling stations. Goldenfields is to develop a rebate system in this instance. The discount is applied via rebate until 30 June 2019.

REPORT

The intention of Resolution 18/096 was to provide a reduction of 25% in water standpipe charges to farmers undergoing hardship. However, the implications of the resolution as worded impose a significant administrative cost on Goldenfields Water. On 10,000 litres of water, the total cost would be 10kl x \$4.75 = \$47.50, with an applicable 25% discount (rebate) of -\$11.88. The administrative cost of processing one rebate would be significant and a considerable number of rebate applications could be received. There is also the cost of establishing the rebate system.

In order to simplify the process, it is recommended that a new resolution be made as described above. This will allow standpipe operators within the Goldenfields supply area to directly and easily pass on the price reduction to their customers with no impact on their margin.

FINANCIAL IMPACT STATEMENT

The financial impact of the recommendation is an estimated reduction in standpipe water charges revenue of approximately \$7,500.00.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

**13.2. MATTERS SUBMITTED BY PRODUCTION AND SERVICES MANAGER
WATER PRODUCTION REPORT**

13.2.1. Report prepared by Water Quality Technical Officer

BOARD RESOLUTION

18/120 RESOLVED on the motion of Crs Callow and Sinclair that the Water Production Report be received and noted.

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 part of Narrandera.

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

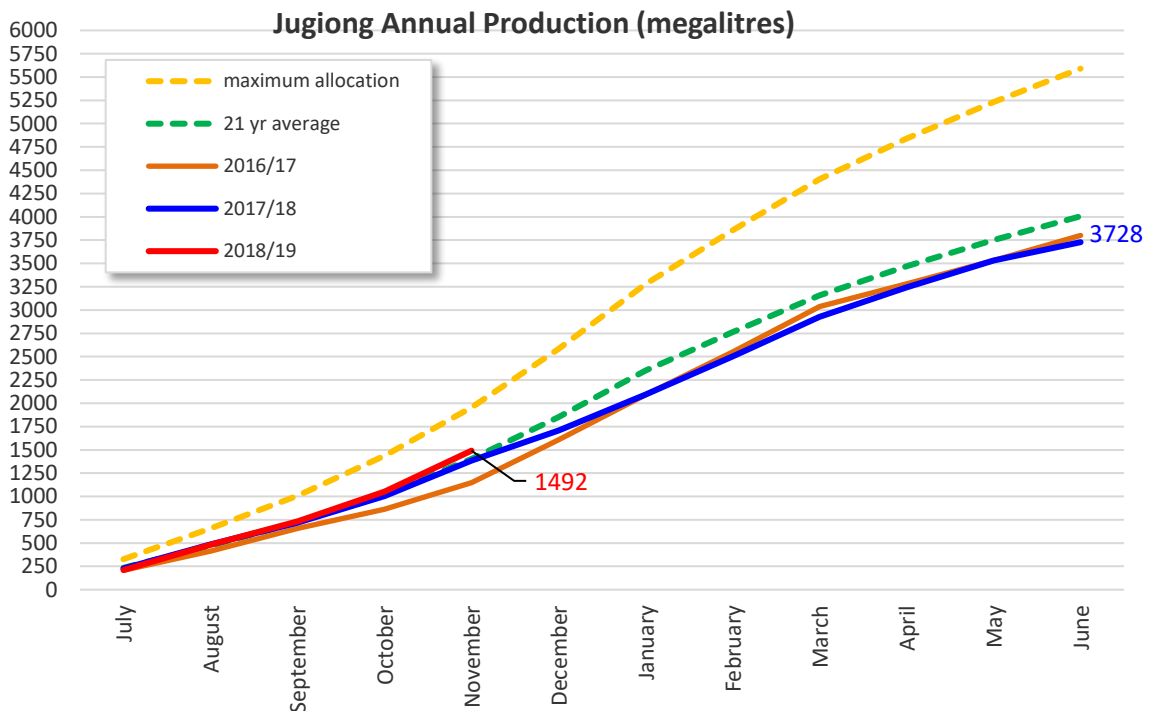
REPORT

Jugiong drinking Water Scheme

The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence of 40ML per day. Water from the Murrumbidgee River is treated through a conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration, Disinfection and Fluoridation. The Jugiong Scheme has 14 sets of reservoirs. The Jugiong Scheme supplies bulk water to the Cootamundra-Gundagai Regional Council for supply to the township of Cootamundra with a population of approximately 6800. Bulk water is also supplied to the Hilltops Council for the town of Harden with a population of approximately 2200, and the town of Young with a population of approximately 8000.

Retail supply to approximately 600 people in the villages of Stockinbingal, Wallendbeen and Springdale.

Jugiong annual water production is trending in a similar fashion to previous years. To the end of November water production was 1492 ML, this is slightly higher, 108 ML, than for the same period last year which was 1384ML. An increase of 7.8%.



Jugiong monthly water production for November 2018 (1492ML) indicates an increase of 59 ML compared to the same period last year (1384ML).

**13.2.2. JUGIONG WATER TREATMENT PLANT – INSTALLATION OF FILTER
TURBIDITY METERS**

BOARD RESOLUTION

18/121 RESOLVED on the motion of Crs McCann and Callow that the Board:

- 1. Note the information within the report**
- 2. Approve the project budget allocation of \$120,000 in the current financial year**

Report prepared by Production & Services Manager

COUNCIL OFFICER RECOMMENDATION

1. Note the information within the report
2. Approve the project budget allocation of \$120,000 in the current financial year

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

01 Excellence in Service Provision

BACKGROUND

Goldenfields Water staff completed the review, development, and implementation of a Drinking Water Management System (DWMS) in February 2018. A pivotal part the DWMS was the undertaking of a review and investigation into the current operations and to develop an Action and Improvement plan.

REPORT

Upon completion of the DWMS Action and Improvement a priority project was to install additional turbidity meters on each of the six (6) filters at the Jugiong Water Treatment Plant. These meters are required to ensure the control and optimisation of each filter and to detect any non-conformances on a filter by filter basis.

This project has been highlighted as an outstanding issue for a number of years by the state regulators and has been prioritised to meet the requirements of Council's adopted risk management framework.

Staff investigated and purchased new turbidity meters in the previous financial year which is now ready for installation in early 2019. The project will consist of works including, electrical fit out, new ClearSCADA control alarm system, and installation of new hardware and commissioning of the new system by GWCC's specialist integrator.

Installation and commissioning of hardware is expected to cost around \$90,000 with the remaining budget of \$30,000 covering contingency, labour and scaffolding installation and hire.

FINANCIAL IMPACT STATEMENT

The recommendation increases the current capital delivery program by \$120,000

ATTACHMENTS: Nil

TABLED ITEMS: Nil

13.3. MATTERS SUBMITTED BY ENGINEERING MANAGER

13.3.1. MANDAMAH RURAL WATER SUPPLY SCHEME PROGRESS REPORT

BOARD RESOLUTION

18/122 RESOLVED on the motion of Crs McGlynn and Morris that the progress report on the Mandamah Rural Water Supply Scheme be received and noted.

Report prepared by Engineering Officer

COUNCIL OFFICER RECOMMENDATION

That the progress report on the Mandamah Rural Water Supply Scheme be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

02 Maximising Regional Water Supply

BACKGROUND

Goldenfields Water is expanding its supply area over the next six years by adding a new rural water supply scheme to its existing service area around the Mandamah region of NSW (west of the town of Barmedman). The scheme will have the capacity to supply water to approximately 100 connections and will include approximately 180km of pipe, two reservoirs and a pump station.

The scheme has been broken up into four stages with Stage one currently in construction phase which includes; 2 reservoirs and 60km of pipeline.

The project is scheduled to be delivered by July 2023 with a total project budget of \$10.9m.

REPORT

Reservoir design and construction was awarded to Hornick Constructions on the 1st of March 2018 for a tendered amount of \$1.05M.

Construction of the reservoirs has been completed with fencing and tidy up expected to be finalised before the Christmas break. The reservoirs will be hydrostatically tested and disinfected early 2019.

Stage one pipeline construction is being delivered in house, construction started November 2017 and currently Goldenfields Water has completed the following:

- 19.3km of 200mm PVC
- 5.7km of 63mm PE
- 10.0km of 100mm PVC

The newly constructed pipelines have not been tested or commissioned.

KBR have been engaged for the preliminary design of Stage 2-4 as well as the pump station.

FINANCIAL IMPACT STATEMENT

The Project is currently budgeted within the 2018/19 Capital Works Budget.

A detailed financial report will be included in the February progress report.

ATTACHMENTS: Nil.

TABLED ITEMS: Nil.

13.4. MATTERS SUBMITTED BY THE GENERAL MANAGER

13.4.1. 2018 STAFF SURVEY RESULTS

BOARD RESOLUTION

18/123 RESOLVED on the motion of Crs Sinclair and Callow that the report detailing 2018 Staff Survey Results be received and noted

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That the report detailing 2018 Staff Survey Results be received and noted.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

The Staff Survey is an anonymous questionnaire that captures staff feedback on issues critical to an organisations success. The survey provides staff with an opportunity to have their say independently and anonymously on key employee concerns that exist within the organisation.

REPORT

The 2018 staff opinion survey commenced on 12 September and concluded on 21 September 2018 with over 89% of staff completing the survey.

The 2018 results show that there has been a decrease in participation, a significant decrease in engagement, and a 43% deterioration in staff perceptions around organisational progress. The following outcomes and drivers have moved into the “low performance” category:

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- Organisation direction
- Processes
- Facilities
- Leadership
- Recruitment & selection
- Cross-unit cooperation (identified as “low performing” in the 2017 survey)
- Learning and Development
- Involvement
- Career opportunities
- Progress
- Organisation objectives
- Change & innovation

Teamwork was identified as the single “high performing” outcome and driver, with all other areas indicating “moderate performance:

- Results focus
- Mission & values
- Ethics
- Role clarity
- Diversity
- Resources
- Technology
- Safety
- Rewards and recognition
- Intention to stay
- Supervision
- Motivation & initiative
- Talent
- Wellness
- Work/life balance
- Flexibility
- Passion
- Performance appraisal
- Customer satisfaction

The results have been summarised in the table below:

Outcome / Driver	2016 Survey	2017 Survey	2018 Survey
High performance	5	12	2
Medium performance	24	21	20
Low performance	5	1	12

The plummet in results can be attributed to a number of contributing factors:

- The staff survey was conducted at a time when an organisation restructure was being considered.
- The organisation has had three (3) different leaders in the last 12 months following the departure of the previous General Manager.

While disappointing, the results from the Staff Survey can provide the Leadership Team with a clear understanding of priority areas moving forward.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Nil

13.4.2. STATEMENT OF BUSINESS ETHICS

BOARD RESOLUTION

18/124 RESOLVED on the motion of Crs Armstrong and McGlynn that the board adopt the Goldenfields Water Statement of Business Ethics for use in tender activities.

Report prepared by WHS & Procurement Coordinator

COUNCIL OFFICER RECOMMENDATION

That the board adopt the Goldenfields Water Statement of Business Ethics for use in tender activities.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

05 Proactive Customer Relations

BACKGROUND

Goldenfields Water undertakes tender activities where the recent Internal Audit Report (Tendering) identified that “a Statement of Business Ethics be developed and attached to all tender specifications provided to potential suppliers.”

REPORT

The development of a draft Statement of Business Ethics formalises Goldenfields Water’s tender activities to ensure all potential suppliers are aware of their expectations when interacting and engaging with Goldenfields Water, together with stating what they can expect from Goldenfields Water. This document will be included in all request for tender activities.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Statement of Business Ethics

TABLED ITEMS: Nil

13.4.3. PECUNIARY INTEREST RETURNS

BOARD RESOLUTION

18/125 RESOLVED on the motion of Crs Sinclair and Callow that Council note the tabling of the Pecuniary Interest Returns

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That Council note the tabling of the Pecuniary Interest Returns

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Under section 450A of the Local Government Act 1993 and the Local Government (General) Regulation 2005, councillors and designated persons (staff) must provide a declaration of pecuniary interest as contained in the prescribed form.

REPORT

Declaration of Pecuniary interest returns must be completed and lodged with the General Manager within three (3) months after becoming a councillor or designated person, or alternatively a councillor or designated person holding that position at 30 June is required to lodge their pecuniary interest return with the General Manager by 30 September each year.

Returns must be tabled at the first meeting held after the required lodgement date.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: Nil

TABLED ITEMS: Pecuniary Interest Returns – Cr M Stadtmiller and Mr G Haley.

13.4.4. RECORDS AND INFORMATION MANAGEMENT POLICY

BOARD RESOLUTION

18/126 RESOLVED on the motion of Crs Sinclair and Armstrong that the Board adopt Goldenfields Water's Records and Information Management Policy.

Report prepared by General Manager

COUNCIL OFFICER RECOMMENDATION

That the Board adopt Goldenfields Water's Records and Information Management Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

07 Efficient Operations

BACKGROUND

Goldenfields Water implemented Content Manager 9 (CM9) as its electronic document and records management system in June 2018.

REPORT

The Records and Information Management Policy has been created to assist Goldenfields Water's councillors and staff to meet their record keeping requirements.

The policy is written to ensure full and accurate records, are created, managed and disposed of appropriately to meet Goldenfields Water's organisational needs and accountability requirements.

FINANCIAL IMPACT STATEMENT

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

ATTACHMENTS: PP027 Records and Information Management Policy

TABLED ITEMS: Nil

13.4.5. GIFTS AND RECOGNITION POLICY

BOARD RESOLUTION

18/127 RESOLVED on the motion of Crs Armstrong and Stadtmiller that the Gifts and Recognition procedure along with the Gifts and Recognition policy be brought back to the February Council meeting with the Board to set the annual budget during its budget deliberations.

Report prepared by Human Resources Coordinator

COUNCIL OFFICER RECOMMENDATION

That the Board adopt Goldenfields Water's Gifts and Recognition Policy.

ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

08 Highly Skilled and Energetic Workforce

BACKGROUND

In December 2016, Council adopted PP012 Gifts and Recognition Policy. This Policy is due for review in line with its review schedule.

REPORT

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.

The Gifts & Recognition Policy has been updated to ensure it is current and provides 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 Gifts and Recognition Policy.

TABLED ITEMS: Nil

14. NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 28 February 2019 at 10.00am.

15. QUESTIONS AND STATEMENTS

Cr Palmer advised the proposed changes to the Code of Meeting Practice include live streaming the meetings.

Mr Haley will provide a report to the next meeting on what action will need to be taken on this matter.

Cr Sinclair wished everyone well for Christmas and the New Year.

Cr Armstrong thanked the Board, Management and Staff for their efforts during the year.

Cr Morris reminded Councillor of their obligation to complete pecuniary interest returns by 28 January to avoid penalty.

Cr Stadtmiller wished everyone well for Christmas and the New Year and concurred with Cr Armstrong's comments.

Cr McGlynn thanked Councillors and staff and wished them all the best.

Cr Callow thanked everyone and noted the Board had returned to working together as a team.

Cr McCann noted that the Board should have more involvement with setting the budget and suggested a pre-budget meeting for closer scrutiny prior to budget adoption.

Cr McCann thanked everyone for their support throughout the year.

Cr Palmer wished the Board, management and staff a Merry Christmas and safe New Year.

16. CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting was declared closed at 11.50am.