

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 25 JUNE 2015**

The meeting commenced at 12.59pm

PRESENT

Cr P Speirs (Chair), Cr A Clinton, Cr D McCann, Mr J McGregor, Cr K Morris, Cr D Palmer and Cr P Templeton.

ALSO IN ATTENDANCE

Mr A Grant (General Manager), Mr G Carr (Acting Manager Finance & Administration), Mr C Lasdauskas (Manager Technology), Mr S Baldry (Acting Manager Distribution & Construction), and Mrs A Coleman (Executive Assistant)

1. APOLOGIES

An apology for this meeting has been received from Cr Manchester.

15/055 RESOLVED on the motion of Crs Palmer and Templeton that leave of absence be granted to Cr C Manchester.

2. DECLARATION OF PECUNIARY INTERESTS

Nil

3. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 23 APRIL 2015

15/056 RESOLVED on the motion of Crs Clinton and McGregor that the minutes of the meeting held on 23 April 2015 having been circulated and read by members be confirmed.

4. BUSINESS ARISING FROM MINUTES

Nil

5. PUBLIC ACCESS

Nil

6. NOTICES OF MOTION / RESCISSION MOTIONS

No Notices of Motion or Rescission Motions have been received for this meeting.

7. ADMISSION OF LATE REPORTS

15/057 RESOLVED on the motion of Crs Palmer and Clinton that Council consider the late reports of:

- **Making of Water Supply Special Charge**
- **Plant Procurement Policy**
- **Report on Meetings and Proposal by Water Analytics in CONFIDENTIAL**

8. CHAIRPERSON'S MINUTE

15/058 RESOLVED on the motion of Crs Clinton and Palmer that the minute was received with acclamation.

The Chairperson provided the following minute:

'I wish to place on the records of Goldenfields Water County Council the heartfelt congratulations to our General Manager, Mr Andrew Grant, for his recognition in the 2015 Queens' Birthday Honours List. He has been awarded the NSW Public Service Medal.

The citation reads:

For outstanding public service to water supply and distribution in the South West Tablelands of New South Wales.

Mr Grant is the General Manager of Goldenfields Water County Council. He has brought innovation and efficiency to the organisation through personal commitment, outstanding managerial and planning skills and leadership. This has reduced costs across all areas of Council, greatly improving overall finances. He has implemented a remote data metering network as best practice for NSW, resulting in a reduction in water losses and large savings in future capital expenditure. This network is also being used in feral animal trapping and stock route management trials in conjunction with Riverina Local Land Services. He has also partnered with Riverina Local Land Services to build an ongoing wildlife corridor project, currently with 230 hectares of revegetation agreements, and providing environmental education to regional schools. Mr Grant is a highly regarded public servant who continually strives to obtain the best outcomes for the community.

As board members, we are delighted with the award as we feel it is a fitting recognition of the dedication and effort of Andrew's commitment to Goldenfields Water County Council.

Congratulations Andrew.

9.0 GENERAL MANAGERS REPORTS

9.1 FINANCIAL REPORTS

9.1.1 COUNCIL INVESTMENTS (G35507005)

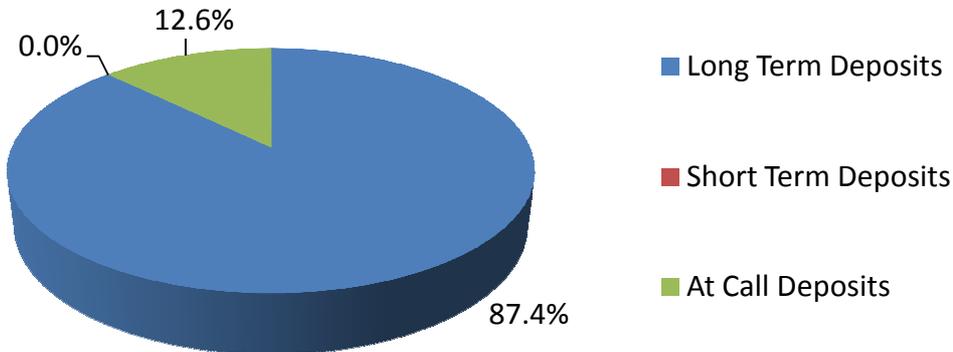
15/059 RESOLVED on the motion of Crs Clinton and McGregor that the report detailing Council Investments at 29 May 2015 be received and noted.

Report prepared by Acting Manager Finance & Administration

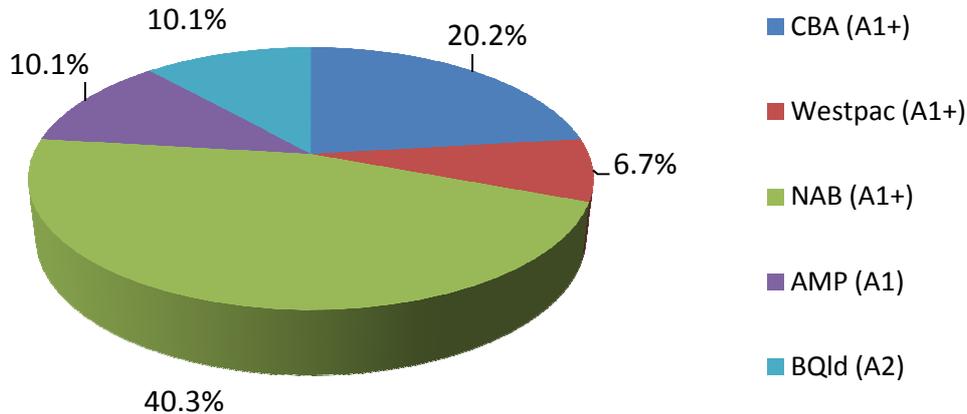
This report is presented for information on Council Investments in accordance with clause 212 of the Local Government (General) Regulation 2005. The following details Council Investments as at 29 May 2015:

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Long Term Deposits	26,000,000.00				87.4%
Westpac Coupon Select Deposit (5yr)	2,000,000.00		3.92%	27/10/15	6.7%
National Australia Bank	3,000,000.00	1,096	3.73%	05/11/17	10.1%
Bank of Queensland	3,000,000.00	1,098	3.60%	05/12/17	10.1%
National Australia Bank	3,000,000.00	1,097	3.70%	04/12/17	10.1%
AMP	3,000,000.00	1,097	3.40%	19/12/17	10.1%
National Australia Bank	3,000,000.00	1,097	3.57%	08/01/18	10.1%
National Australia Bank	3,000,000.00	1,096	3.36%	12/02/18	10.1%
Commonwealth Bank	3,000,000.00	1,097	3.11%	17/03/18	10.1%
Commonwealth Bank	3,000,000.00	1,096	3.06%	20/04/18	10.1%
Short Term Deposits	0.00				0.0%
	0.00				0.0%
At Call Deposits	3,750,000.00				12.6%
Commonwealth Bank At Call A/c	1,750,000.00	At Call	2.45%	N/A	5.9%
AMP Bank At Call A/c	2,000,000.00	At Call	3.35%	N/A	6.7%
Total Value of Investment Funds	29,750,000.00				100.0%

PORTFOLIO BY TYPE



PORTFOLIO BY INSTITUTION (incl S&P Rating)



Movements within Bank account for the reporting period (\$)

Cash Book balance as at 31 March 2015	1,050,187.82
Plus Deposits	
April	5,230,756.47
May	3,330,094.62
Less Payments	
April	5,939,668.67
May	855,329.90
 Cash Book balance as at 29 May 2015	 2,816,040.34
Less Outstanding Deposits	27,695.91
Plus Unpresented Cheques	343,055.84
 Bank balance as at 29 May 2015	 3,131,400.27

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

Local Government Act, 1993;
Local Government (General) Regulation, 2005;
Investment Order - dated 12 January 2011; and
Council's Investment Policy (adopted 26/6/2014).

Recommendation

Recommendation made was adopted.

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9.1.2 OUTSTANDING WATER DEBTORS (G35307005)

15/060 RESOLVED on the motion of Crs Palmer and McGregor that the report detailing Council's outstanding water debtors as at 5 June 2015 be received and noted.

Report prepared by Acting Manager Finance & Administration

This report is presented for information on Council's outstanding water debtors as at 5 June 2015:

\$'s	Arrears	Interest	Current	Total
Access Charges	149,492.31	16,714.02	228,095.41	394,301.74
Usage Charges	360,556.46	38,617.26	597,839.59	997,013.31
Deferred Developer Charges	23,763.00	0.00	308,758.00	332,521.00
Sub-Totals	533,811.77	55,331.28	1,134,693.00	1,723,836.05
Less Overpayments Received				-166,824.14
Total Outstanding				1,557,011.91
Less Bulk Council Accounts Outstanding				-327,505.51
Less Deferred Developer Chg Accounts Outstanding				-332,521.00
Total Outstanding from Retail Customers				896,985.40

Recommendation

Recommendation made was adopted.

9.1.3 MAKING CHARGES FOR 2015/16 (G05601005)

15/061 RESOLVED on the motion of Crs Templeton and Palmer that:

Water Charges

Council make the Water Charges listed on Attachment 1, for the year 1 July 2015 to 30 June 2016.

Interest on Overdue Charges

Council make the Interest Rate on overdue charges 8.5% for the year 1 July 2015 to 30 June 2016.

Report prepared by Acting Manager Finance & Administration

It is necessary for Council to pass a formal resolution adopting the charges for Goldenfields Water County Council for the 2015/16 financial year, as proposed in Council's Draft Operational Plan.

Council resolved (15/037 24 April 2015) that Goldenfields Water halve the cost of rate rises on Consumption and Access Charges to 2.5% with a 4 year price path. These charges have also been publicly exhibited for this purpose.

The Office of Local Government has increased Section 603 Certificate approved fee to \$75.00 and set the maximum rate of interest payable on overdue charges for 2015/16 at 8.5%.

Recommendation

Recommendation made was adopted.

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Attachment 9.1.3

Service	Fee (\$)
	2015/16
Access Charges (Annual)	
<u>Residential</u>	
20mm Connection	178.00
25mm Connection	278.00
32mm Connection	455.60
40mm Connection	712.00
50mm Connection	1,112.60
80mm Connection	2,848.60
<u>Non-Residential Rural</u>	
20mm Connection	564.80
25mm Connection	882.60
32mm Connection	1,446.20
40mm Connection	2,259.80
50mm Connection	3,531.00
80mm Connection	9,039.60
<u>Non-Residential Other</u>	
20mm Connection	311.80
25mm Connection	487.40
32mm Connection	798.40
40mm Connection	1,247.60
50mm Connection	1,949.40
80mm Connection	4,990.40
100mm Connection	7,781.60
<u>Non-Residential High Volume Monthly</u>	
20mm Connection	264.00
25mm Connection	412.80
32mm Connection	676.80
40mm Connection	1,057.80
50mm Connection	1,652.40
80mm Connection	4,231.20
100mm Connection	6,610.80
150mm Connection	14,875.20
<u>Non-Residential Bulk Councils</u>	
68% of 20mm Res charge (X equivalent no. of 20mm connections)	120.60
<u>Vacant Unconnected Properties</u>	
20mm Connection (applicable to new subdivisions after 1/07/11)	178.00
<u>Consumption Charges (per kilolitre)</u>	
Residential Charge - all consumption	2.17
Non-Residential Rural - all consumption	1.50
Non-Residential Other - all consumption	1.81
Non-Residential High Volume Monthly - all consumption	1.96
Non-Residential Bulk Council - all consumption	1.48
Standpipe Water Sales (Commercial, Portable, & Temporary)	4.35
Maximum Retail Charge for Standpipe Water Sales	5.79

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Attachment 9.1.3

Service	Fee (\$)
	2015/16
<u>Infrastructure Charges</u>	
Retail DSP areas - per equivalent tenement	7,429.00
Bulk Council DSP areas - per equivalent tenement	6,794.00
<u>Tapping, Service and Meter Charges</u>	
20mm Connection	1,560.00
25mm Connection	1,722.00
32mm Connection	2,184.00
40mm Connection	2,604.00
50mm Connection	3,072.00
> 50mm Connection	At Cost
20mm Connection where service pipe has already been laid (plus cost of meter & device)	146.00
Downsizing a Connection: half the regular cost of the resultant connection size	
<u>Administrative Fees</u>	
Search Inquiry Certificate Fee - s603 (property transfer)	75.00
Urgent Certificates - fee for provision of s603 certificate required in less than three working days after receipt of both a properly completed application form and the necessary payment (includes statutory State Govt fee)	150.00
Request for information under the Government Information (Public Access) Act 2009:-	
Access to records concerning personal affairs:-	
Application Fee	30.00
Processing Charge (/hr after first 20hrs)	30.00
Internal review	40.00
Amendment of records	No Cost
<i>(NB. reductions & refunds may apply - please refer to Council's Publication Guide)</i>	
Water Connection Application Fee (including Site Inspection)	260.00
Disconnection Attendance Fee - Permanent or Temporary (Non-payment of account or at Customer Request)	130.00
Reconnection Fee after Temporary Disconnection	130.00
Debt Recovery Attendance Fee	130.00
Meter Test Deposit (non-refundable if meter registers less than 3% more than	
20 or 25mm meter	130.00
32 or 40mm meter	195.00
50 or 80mm meter	260.00
> 80mm meter	At Cost
Special Meter Reading (refundable if routine reading by Council proven to be in error):	
Routine service - minimum 48 hours notice	77.00
Same day service	130.00
Special Inquiry/Certificate/Attendance Fee per hour (min 1hr)	130.00
Installation of Remote Meter Reading Device	At Cost
Interest on Overdue accounts (unpaid > 28 days from posting)	8.50%
Processing of Dishonoured Cheques	55.00
Copy of documents (per copy) freely available from website	33.00
<u>Portable Metered Hydrant Charges</u>	
Deposit for Non Local Customer	1,000.00
Short Term Hire - each week or part thereof	70.00
Annual Hire per annum of part thereof (nil consumption allowance)	295.00
All Portable Standpipe Water Sales per kilolitre	4.35

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Attachment 9.1.3

Service	Fee (\$)
	2015/16
<u>Development Proposals</u>	
Assess development proposals (incl subdivision, strata & community/neighbourhood plans - per connection):	
Up to 5 connections	208.00
6 to 15 connections	182.00
16 to 30 connections	156.00
> 30 connections	POA
<u>Pipe Locations</u>	
Locate Only (Minimum 1 Hour)	At Cost (min \$120/hr)
Locate & Expose (min 24 hours notice)(Minimum 1 Hour)	At Cost (min \$120/hr)
<u>Backflow Prevention</u>	
Installation of RPZD device (plus cost of device)	591.00
Inspection & Testing of Backflow Prevention Device (per device)	\$161 + \$130/hr
Installation of Double Check Valve	236.00
Yearly Servicing of Double Check Valve	58.00
<u>Engineering Services</u>	
Site Inspections (per visit)	260.00
Pressure Testing of New Mains	650.00
Chlorination/Disinfection of New Mains	650.00
Cutting in of New Mains:-	
100mm Mains	At Cost
> 100mm Mains	At Cost
Site Survey (per day)	775.00
Design and Drafting including Plans (per day)	885.00
<u>Private Works Hire</u>	
Private Works Admin Fee	10% (Max \$500)
Hire rates for Labour, Plant & Equipment	POA

9.1.4 INTERNALLY RESTRICTED ASSETS (G35401005)

15/062 RESOLVED on the motion of Crs McCann and Clinton that the report on internally restricted assets be received and noted; and Council maintains its four reserves in their current format.

Report prepared by Acting Manager Finance & Administration

In preparation for completing Council's Financial Statements for the year ended 30 June 2015, now is a good time to reconfirm Council's funding of internally restricted assets.

Council has four internal restrictions (reserves) for specific purposes. Transfers to and from the restrictions are described below:

Plant Reserve

Transfer to Restriction - Plant depreciation (equivalent value) plus the written down value of plant sold, plus an interest calculation to negate inflationary pressures.

Transfer from Restriction - plant purchases are funded from this reserve.

Infrastructure Reserve

Transfer to Restriction - Infrastructure asset depreciation (equivalent value) as per Note 9 and the value of capital contributions received from Developer Infrastructure Charges. If there are insufficient funds to finance this transfer, in situations of deficit operating results, then these transfers should be caught-up when operating results allow.

Transfer from Restriction - all infrastructure projects, whether new or renewal / replacement, are funded from this reserve.

Employee Leave Entitlement (ELE) Reserve

Transfer to / from Restriction - is determined by the balance of Council's ELE liability provision at yearend (excluding related on-cost expenses). Council reserves 100% of its provision.

Deposits, Retentions & Bonds Reserve

This reserve restrict monies that Council is temporarily holding under some sort of contractual or policy arrangement.

Transfer to / from Restriction - is determined by the balance of Council's liability provision at yearend.

The current balances of Internally Restricted Assets are as follows:

Fund	Amount
Employee Leave Entitlements	\$1,265,434.00
Plant	\$1,271,583.00
Infrastructure	\$21,083,323.00
Deposits, Retentions & Bonds	\$53,739.00
Total	\$23,674,079.00

Recommendation

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Recommendation made was adopted.

9.1.5 PRIVATE WORKS DEBTOR WRITE-OFF

15/063 RESOLVED on the motion of Crs Palmer and Morris that Council resolve to write off \$569.09 from Debtor Number 136 in the name of D Hedlund as uneconomic to recover.

Report prepared by Acting Manager Finance & Administration

A debt of \$569.09 was raised in 2008-2009 year for damages to Council's infrastructure. At the time the contractor denied responsibility, subsequently a sub contractor was issued with the debt. Attempts to recover this debt in 2010 were unsuccessful. It is unlikely any further action will be successful, or economic with the sub-contractor understood to be denying any liability.

Recommendation

Recommendation made was adopted.

9.2 WORKS REPORTS

9.2.1 APRIL 2015 / MAY 2015 (G95507005)

15/064 RESOLVED on the motion of Crs McGregor and Templeton that the works report for April/May 2015 be received and noted.

Report prepared by Acting Manager Production & Distribution

Water Losses & Mains Repairs

NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
213.	2/4	14:30	18:30	Harden, Nimby Road West	375	-	100	Split Pipe
214.	9/4	11:00	12:00	Eurongilly, Dollar Vale Road	80	-	50	Joint Failure
215.	9/4	13:00	14:30	Cootamundra, Old Cootamundra Road	100	-	20	Split Pipe
216.	9/4	10:30	14:00	Naradhan, Monia Gap Road	80	-	10	Split Pipe
217.	9/4	14:00	18:00	Naradhan, Monia Gap Road	80	-	100	Split Pipe
218.	11/4	22:00	1:00	Marrar, Rockview Road	200	-	5	Split Pipe
219.	13/4	8:00	11:00	Marrar, Cartwrights Lane	50	-	100	Split Pipe
220.	13/4	15:30	17:30	Coolamon, Mary Gilmore Way	80	2	50	Split Pipe
221.	14/4	9:00	14:00	Junee, Roedigers Lane	200	-	150	Split Pipe
222.	15/4	15:30	16:30	Ganmain, Waterview Street	100	-	20	Split Pipe
223.	18/4	9:00	14:00	Marrar, Hare Street	100	-	300	Split Pipe

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NUMBER	DATE	TIME		LOCATION	PIPE DIAMETER	CONSUMERS AFFECTED	ESTIMATED LOSS (KI)	REASON
		Off	On					
224.	21/4	7:00	9:00	West Wyalong, Church Street	100	-	10	Split Pipe
225.	27/4	7:30	12:00	Junee, Roedigers Lane	200	-	200	Split Pipe
226.	29/4	6:00	11:00	Temora, Crowley Street	100	14	20	Split Pipe
227.	29/4	6:30	10:00	Barellan, Barellan Merribee Road	100	-	15	Hole In Pipe
228.	29/4	10:00	11:00	Barellan, Barellan Merribee Road	100	-	5	Hole In Pipe
229.	29/4	11:00	1:00	Weethalle, Fishers Lane	100	-	10	Hole In Pipe
230.	29/4	13:00	15:30	Weethalle, Fishers Lane	100	-	10	Hole In Pipe
231.	29/4	6:30	8:30	Temora, Gidgee Street	350	-	600	Split Pipe
232.	5/5	14:00	17:00	Ganmain, Lake Street	100	8	100	Split Pipe
233.	8/5	13:00	15:00	Junee, Pattersons Road	50	-	50	Split Pipe
234.	9/5	4:00	12:00	Harden, Burley Griffin Way	375	-	150	Split Pipe
235.	10/5	11:00	14:00	Junee, Prince Street	160	-	300	Split Pipe
236.	11/5	7:30	12:00	Coolamon, Bruce Street	200	-	1000	Split Pipe
237.	12/5	7:30	10:00	Cootamundra, Dimaseer Road	50	-	50	Joint Failure
238.	12/5	10:00	12:00	Cootamundra, Dimaseer Road	100	-	40	Split Pipe
239.	13/5	9:00	14:00	Harden, Substation Road	375	-	40	Joint Failure
240.	14/5	9:00	13:00	Junee, Commins Street	100	-	200	Split Pipe
241.	14/5	13:00	15:00	Marrar, Webb Street	100	-	200	Split Pipe
242.	18/5	12:00	14:00	Cootamundra, Stockinbingal Road	375	-	50	Joint Failure
243.	20/5	6:30	9:30	Cootamundra, Dimaseer Road	50	-	220	Split Pipe
244.	20/5	10:30	12:00	Cootamundra, Dimaseer Road	100	-	20	Split Pipe
245.	23/5	9:00	14:00	Marrar, Coursing Park Road	150	-	150	Split Pipe
246.	26/5	11:00	13:00	Wallendbeen, Young Street	150	-	50	Split Pipe
247.	26/5	13:30	15:00	Wallendbeen, King Street	100	-	30	Split Pipe

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Complaints Water Quality

Dirty Water

04/04/2015 Mirrool Street, Ganmain
16/04/2015 Millback Lane, Junee
21/04/2015 Hall Street, Ganmain
24/04/2015 Waterview Street, Ganmain
28/04/2015 Loughnan Steet Coolamon
04/05/2015 Burley Griffin Way, Stockinbingal
10/05/2015 Cross Street, Junee

A total of 87 service difficulties and fault reports were received for April/May 2015.

Construction and Major Maintenance:

- Narrandera Meter Variances completed.
- Narrandera Meter Exchange completed.
- Narrandera Taggle completed.
- Replace/Repair Hydrants Ganmain
- New Turbidity Meter Junee Balance tanks
- Replace/Repair Hydrants Wallendbeen
- Mains Upgrade Monia Gap Rd 90% complete
- Replace/Repair Hydrants Calleen
- Replace Scour Frampton 50mm line
- Replace Scour Harefield
- Taggle new Meters Junee, Temora, Coolamon
- Meter and Taggle Check reads
- Pump checks for prevention and monitoring of abnormalities
- Servicing of ACV and PRV within the scheme
- Hylands Bridge pump station – fitting cyclone filter to pump to prevent seal failures and servicing reflux valves
- Jugiong WTP repairs to filter beds
- Temora transfer pumps – replace 2 reflux valves
- Remove Ganmain No.6 pump for rebuild.
- Jugiong No2 pump station machining and fabricating new pump parts
- Installing Ganmain No6 pump, aligning and test running
- Daylight pump station remove No2 pump for servicing and machining
- Demondrille pump station No1 pump strip for rebuild
- Hylands Bridge pump station replacing shafts in refluxes with counter weight assembly.
- Jugiong WTP – installing poly pump and replace poly pipe work.
- Matong No1 bore removed failed bore for investigation into no flow and repair.

Recommendation

Recommendation made was adopted.

9.2.3 NEW WATER SERVICE CONNECTIONS (G95151005)

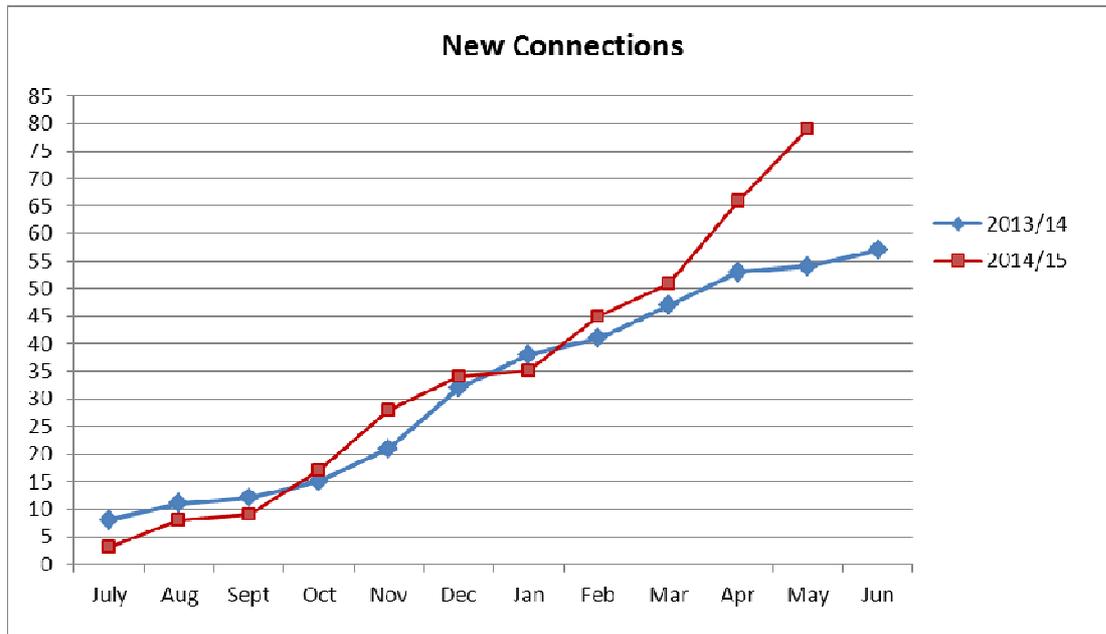
15/066 **RESOLVED** on the motion of Crs McCann and Palmer that the report detailing new water service connections be received and noted.

Crs McCann requested that applicants that had water connections rejected be notified as to the reason.

The General Manager committed to reviewing Councils connection policy to ensure clarity.

Report prepared by Acting Senior Revenue Officer

The following graph shows the number of new connections to 31 May 2015.



A further 2 connections have occurred for June with another 2 work orders pending connection. There are currently 8 letters of offer issued while a further 3 applications are under investigation and 1 awaiting further information. There have been 4 application rejected due excessive distances for rural water mains.

Recommendation

Recommendation made was adopted.

9.3 OTHER REPORTS

9.3.1 WATER PRODUCTION UPDATE (G95809505)

15/067 RESOLVED on the motion of Crs McGregor and Templeton that the reports detailing Council's water production status be received and noted.

Report prepared by Senior Revenue Officer

The attached graph shows water production comparatives between this year, last year and the sale's estimate for Council's two main water sources, Jugiong and Oura to 28 May 2015.

While Oura production is down 4.4% compared to 2014/15, Jugiong is 8.0% higher and Other sources are also up 5.6% providing overall production 2.0% higher than 2014/15. For the first time since 2011, Year to Date Jugiong production (3,881MI) is greater than Oura (3,754MI).

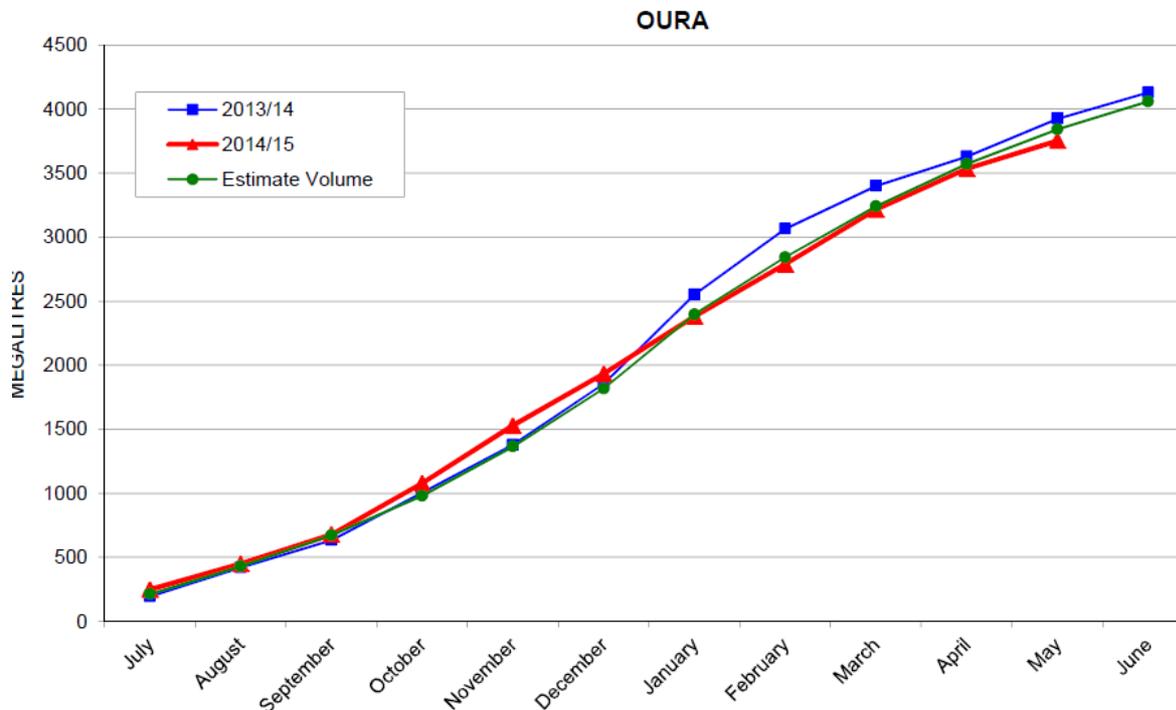
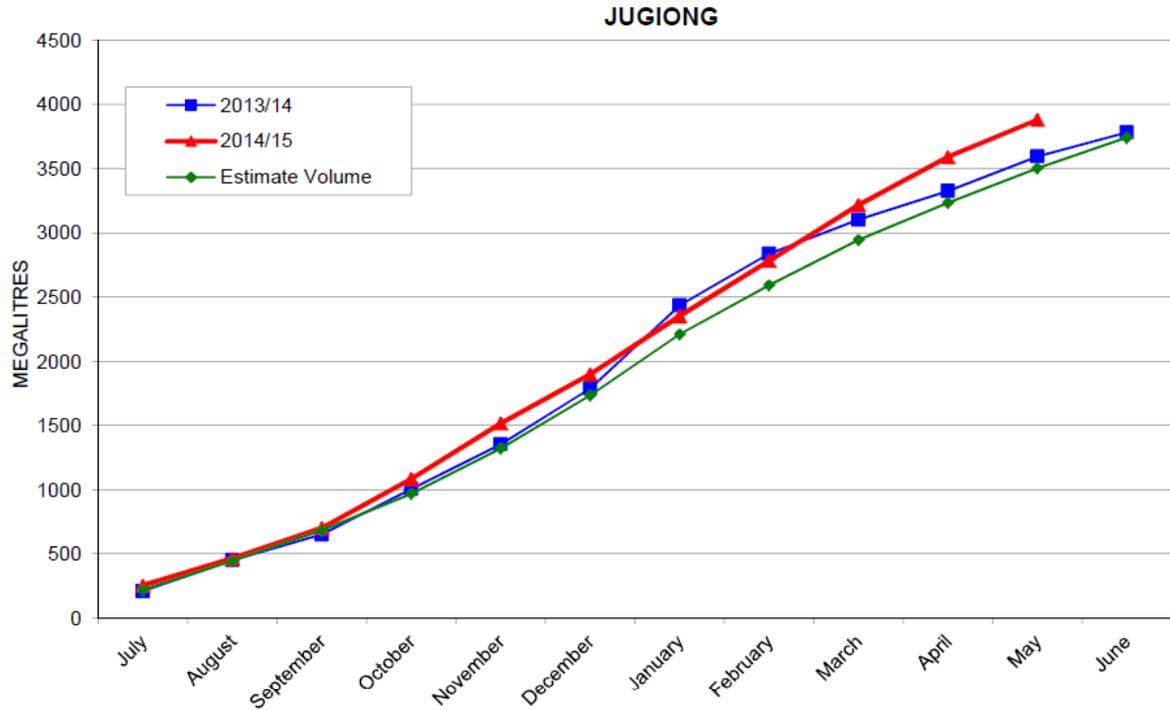
Recommendation

Recommendation made was adopted.

Attachment 9.3.2

WATER PRODUCTION

UP TO 28/05/2015



9.3.2 COUNCILLORS FEES FOR 2015/16 (G40202005)

15/068 RESOLVED on the motion of Crs Clinton and Morris that Councillors fees be increased by 2.5% as per Local Government Remuneration Tribunal advice and that Councillors fees remain at the maximum amount allowable.

Report prepared by Acting Manager Finance & Administration

The Local Government Remuneration Tribunal has advised that pursuant to s241 of the Local Government Act 1993, the annual fees to be paid to Councillors, Mayors, Members and Chairpersons of County Councils will increase by 2.5% from 1 July 2015.

The Annual Fees for County Council - Water are as follows:

	Minimum	Maximum
Councillor	\$1,660	\$9,180
Chairperson	\$3,550	\$15,080

Council resolved at its June 2013 meeting (Minute 13/048) *“that Councillors fees be increased to the maximum amount allowable as determined by the Local Government Remuneration Tribunal”*.

Based on this resolution, the table below sets out the changes as of 1 July 2015 if this policy was maintained:

	2014/15	2015/16
Councillor	\$8,960	\$9,180
Chairperson	\$14,710	\$15,080

Recommendation

For Councillors' consideration.

**9.3.3 PAYMENT OF EXPENSES & PROVISION OF FACILITIES TO COUNCILLORS
POLICY (CP:022) (G40350505)**

15/069 RESOLVED on the motion of Crs Clinton and McCann that Council adopt the Payment of Expenses and Provision of Facilities to Councillors Policy (CP:022) reflecting the resolution made in 9.3.2.

Report prepared by Acting Manager Finance & Administration

It is necessary to annually review Council's Payment of Expenses and Provision of Facilities to Councillors Policy.

Apart from Appendix 1, 8.1 Councillor's Fees and 8.2 Chairman's Fees reflecting the outcome of another report, there are no proposed changes to the Policy attached for Council's consideration.

Recommendation

Recommendation made was adopted.

Attachment 9.3.3



Policy Number: CP:022

Subject: Payment of Expenses and
Provision of Facilities to Councillors

Keyword: Councillors, Expenses

Minute adopted: 14/110

Next Review: Annually

Approved for Release by GM:

1. Purpose of the Policy

To ensure;

- a) That there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by the Chairperson and Councillors, and
- b) That the facilities provided to assist the Chairperson and Councillors to carry out their civic duties are reasonable, and
- c) For the purposes of interpretation any reference to the Chairperson and/or Councillor of Goldenfields Water County Council are to be taken as referring to the Administrator of the same organisation should one be appointed.

2. Objectives and coverage of the Policy

- 2.1 To provide for the fair and equitable payment and reimbursement of certain expenses not considered to be included in the annual fees payable to Chairperson and Councillors, where such expenses are incurred by the Chairperson and Councillors in discharging the functions of civic office, and
- 2.2 To provide adequate facilities for use by the Chairperson and Councillors to enable them to discharge the functions of civic office.

3. Making and Adoption of the Policy

This policy is made and adopted in accordance with the requirements of the Local Government Act 1993 (as amended), Chapter 9, Part 2, Division 5, Sections 252-254A.

4. Reporting Requirements

- 4.1 Section 428 (2) (f) of the Local Government Act 1993 (as amended) requires the Council to include in its annual report:
 - The total amount of money expended during the year on Chairperson and Councillor fees.
 - The council's policy on the provision of facilities for use by Councillors and the payment of Councillor's expenses.
 - A statement of the total amount of money expended during the year on the provision of such facilities and the payment of such expenses.
- 4.2 The public is entitled to inspect Council's Policy free of charge, and may obtain a copy on payment of reasonable copying charges.

5. Legislative provisions

This policy is made under Sections 252 to 254A of the Local Government Act 1993 (as amended), which requires that the council must annually adopt such a policy.

6. Other Government policy provisions related to this Policy

- Division of Local Government Guidelines, Department of Premier and Cabinet for payment of expenses and provision of facilities.
- Model Code of Conduct.
- Division of Local Government Circulars to Councils.
- ICAC publications.

7. Approval arrangements

All approvals under this Policy shall be made by resolutions of the Council or jointly by the Chairperson or Deputy Chairperson and the General Manager or as stated in the policy.

PAYMENT OF EXPENSES

8. Annual Fees – Chairperson, Deputy Chairperson and Councillors

8.1 Fees payable to Councillors

The Council shall, prior to 30 June each year, set by resolution, the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1 July, provided that such a fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Local Government (General) Regulations 2005 and any specific resolution of the Council under Section 254A.

8.2 Fees payable to the Chairperson

The Council shall prior to 30 June each year, set by resolution, the annual fee to be paid to the Chairperson for the following year commencing 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

8.3 No deduction under this Policy from Fees

Unless otherwise provided, the payment of, or reimbursement of expenses and the facilities which may be provided under this Policy, shall be provided without reduction from the annual fees payable to the Chairperson and Councillors, as determined by the Council, under 8.1 or 8.2 above.

9. Payment of expenses generally

9.1 Allowances and expenses

No allowances other than those expressly contained in this policy are payable to the Chairperson and Councillors.

9.2 Reimbursement and reconciliation of expenses

- a) All reimbursements are subject to the provision of receipts and are on a per Councillor basis.
- b) Advanced payment must be reconciled by the Councillor and acquitted for by receipts or refund.

10. Establishment of monetary limits and standards

Monetary limits or standards of facilities/services where applicable are specified in this policy.

11. Spouse, partner and accompanying person/s expenses

11.1 The Council shall meet the following costs of an accompanying person

- a) Local Government NSW annual conference;
The costs of registration and any official conference dinners of the Chairperson or Councillor's accompanying person in attending the annual conference of Local Government NSW, but excluding any travel expenses, additional accommodation expenses and any optional personal tours which shall be the personal responsibility of the individual Councillor.

11.2 Other Conferences

- a) Where the Chairperson or Councillor is accompanied at a conference, other than the Local Government NSW annual conference, all costs for, or incurred by, the accompanying person, including travel, any additional accommodation costs, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Chairperson/Councillor/accompanying person and not by Council.
- b) Accompanying person's registrations, or accompanying person's program fees, are to be paid to the conference organiser, etc and paid at time of registration.
- c) Where Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Chairperson or Councillor/accompanying person within seven (7) days of being invoiced for such expenditure.

12. Specific expenses for Chairperson and Councillors

Conferences held in Australia

12.1 The Chairperson and Councillors may be nominated and authorised to attend conferences by:-

- a) The Council, through resolution duly passed in open session at a Council Meeting;
- b) The Chairperson or Deputy Chairperson and General Manager jointly, acting within any delegated authority during Council recess;
- c) The Chairperson or Deputy Chairperson and General Manager jointly, where such conference is for one day or less or does not involve an overnight stay.

12.2 Substitute attendee

By the adoption of this Policy, authority is hereby delegated to the Chairperson or Deputy Chairperson and General Manager jointly to nominate and authorise a substitute Councillor to attend any conference in lieu of the Chairperson or a nominated and authorised Councillor.

12.3 What Conferences may be attended

The conference to which this Policy applies shall generally be confined to:-

- Local Government NSW (LGNSW), Local Government Women's Association (LGWA) and Australian Local Government Association (ALGA) Conferences and special "one-off" conferences called or sponsored by any of those Associations.
- Annual conferences of the major Professions in Local Government.
- Australian Sister Cities Conference.
- Regional Organisation of Councils Conferences.
- Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Conferences or Meetings of Organisations or Bodies to which a Councillor had been elected, or appointed as a delegate or member of the Council, or the LGNSW, LGWA, or ALGA.

12.4 Conference Costs

The Council shall pay or reimburse the Chairperson or a Councillor:-

12.4.1 Registration

All normal registration costs, including costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

12.4.2 Accommodation

Reasonable accommodation costs including the night before and/or after the conference where that is necessary due to travel and/or conference timetables.

12.4.3 Travel

- a) All reasonable travel costs to and from the conference location and venue by aircraft or suitable Council vehicle or if they are not available, or it is more convenient, by the use of a private vehicle.
- b) Where travel is by motor vehicle it should be undertaken by Council vehicle or by private vehicle subject to prior approval jointly by the Chairperson and General Manager.
- c) Where private vehicle is used under b) above, the Chairperson or Councillor may claim the "kilometre" allowance at the date of travel as per Clause 13.2.
- d) Hire cars, taxi fares and parking costs reasonably required in attending conferences.

12.4.4 Out of Pocket Expenses

Reasonable out-of-pocket expenses associated with attendance at a conference upon presentation of a claim and receipts for the following:

- a) Any hotel/motel charges associated with the Conference, other than accommodation.
- b) All telephone or facsimile calls related to Council business

- c) Reasonable lunches, dinners and other meals incurred whilst travelling to or from the Conference and other meals occurring during the Conference but not included in the conference registration fee.
- d) Incidental expenses, e.g. parking, taxi fares, motorway or bridge tolls.
- e) Any optional activity in a conference program, but excluding any pre or post conference activities.

12.5 Conference costs – payment in advance

- a) The Council will normally pay registration fees, accommodation costs and airline tickets direct to conference organisers/travel agent in advance. Where this is not possible a cash advance equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.
- b) Any cash advance must be properly accounted for and reconciled, with receipts, on the prescribed voucher form within one month after such conference.

13. Travel costs

Councillor's transport services

- 13.1 A Councillor may claim a kilometre allowance in accordance with clause 13.2 for use of a private vehicle in travelling:
 - To and from the meetings of Council, or the meetings of any Committee of the Council.
 - Upon inspections, provided such inspections are undertaken in compliance with resolutions of the Council or authorised by the Chairperson or General Manager.
 - To attend conferences, official engagements and functions where the Councillor has been authorised by the Council to do so or is deputising for the Chairperson.
- 13.2 Kilometre rates for use of a private vehicle under this Policy will be paid at the rate set by the Local Government (State) Award, as at the date of travel.
- 13.3 Payment is subject to a claim on the prescribed claim form being lodged by the Chairperson or Councillor, and made no later than three (3) months after the travel occurred. Claims lodged for travel occurring more than three (3) months before the claim is lodged shall not be paid.

14. Care and other related expenses

15. Insurance expenses and obligations – Chairperson and Councillors

The Chairperson and Councillors will receive the benefit of insurance cover as specified in the following policies:

- Personal Accident
- Councillors' and Officer' Liability
- Statutory and Business Practices Liability
- Property (Personal Property) – Theft/Damage only
- Motor Vehicles Policy (Personal Property) – Theft/Damage only

16. Legal Assistance for Chairperson and Councillors

Subject to 16.2 below, legal assistance will be provided to the Chairperson and Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by:

- The Independent Commission Against Corruption
- The Office of the Ombudsman
- Department of Local Government
- The Police
- The Director of Public Prosecutions
- The Local Government Pecuniary Interest Tribunal
- Council's Conduct Review Committee/Reviewers

16.1 Subject to 16.2 below

- a) Legal assistance will be provided to the Chairperson and Councillors in respect of legal proceedings being taken by or against them, arising out of or in connection with the Chairperson and Councillor's performance of their civic duties or exercise of their functions as a Chairperson or Councillor.
- b) Council by resolution may reimburse the Chairperson and such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

16.2 Legal assistance and reimbursement as specified above will only be provided upon resolution of the Council and subject to the following conditions:

- The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Chairperson or Councillor on any basis.
- The enquiry, investigation, hearing or proceedings results in a finding substantially in favour of the Chairperson or Councillor.
- The amount of such reimbursement is limited to the equivalent of the fees being charged by Council's Solicitors.

17. Additional Chairperson Expenses

The Chairperson shall be entitled to receive the benefit of the following facilities, and payment of and reimbursement of expenses:

- 17.1 Shared Executive Assistant/Secretarial services including typing, photocopying, printing, postage, facsimile, computer and telephone facilities.

PROVISION OF FACILITIES

Provision of facilities generally

18. Councillors

Councillors are entitled to payment of expenses or reimbursement of the following expenses, and to receive the benefit of the following facilities generally:-

- 18.1 Reasonable refreshments associated with Council and Council Committee meetings, and meetings of the Chairperson or Councillors with Parliamentary representatives, visiting dignitaries and other delegations.
- 18.2 Councillor name badges and business cards.
- 18.3 Goldenfields Water County Council neck tie or scarf.
- 18.4 Secretarial services to facilitate the discharge of functions of civic office.
- 18.5 Email address provided to Councillors, as requested.

19. Provision of equipment and facilities for the Chairperson

- 19.1 All equipment and furniture provided under Clause 19 shall always remain in the possession of the Chairperson during his/her term of office, and shall remain the property of the Council and returned to the Council in good operational order and condition upon ceasing to hold the position of Chairperson.
- 19.2 Should the Chairperson (and/or Deputy Chairperson) so choose, Council will provide a mobile phone and will pay half the "Services and equipment rental" costs in accordance with the agreed plan. Call costs in excess of the plan are the responsibility of the user.

The Chairperson's (and/or Deputy Chairperson) plan contribution, and any call charges in excess of the plan, are to be deducted from the user's monthly member's fee payment.

OTHER MATTERS

20. Acquisition and return of facilities and equipment by Councillors

All equipment provided to Councillors under this policy shall remain the property of the Council and be returned in good condition to the Council upon the Chairperson or Councillor ceasing to hold civic office.

21. Dispute Resolution

Where a dispute arises relating to the payment of expenses or the provision of facilities the following procedures will be applied:-

Councillor

If a Councillor disputes the method in which this policy has been applied then the matter will be referred to the Chairperson for determination.

Chairperson

If the Chairperson disputes the method in which this policy has been applied then the matter will be referred to the full Council for determination.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 25 JUNE 2015**

Policy Ref.	Description of expense &/ or Facility Provided	Reference Provided in Policy	Maximum Allowable	Limit set by Council
8.1	Councillors Fee	Determined annually by the local Government remuneration Tribunal	\$9,180	TBA
8.2	Chairperson Fee	Determined annually by the local Government remuneration Tribunal	\$15,080	TBA
9.1	Other Allowances	Other than those expressly contained in this policy		NIL
9.2a)	Reimbursement	Subject to the provision of receipts and are on a per Councillor basis		\$500
9.2b)	Advanced Payment	Must be reconciled by the Councillor and acquitted for by receipts or refund		\$500
12.4.2	Accommodation	Reasonable accommodation costs (per night)		\$300
12.4.3c)	Travel	Refer to 13.2 below		
12.4.4	Out of Pocket Expenses	(Per Day)		\$200
12.5	Costs - Payment in Advance	Cash advance equivalent to actual Conference costs		\$2,000
13.2	Travel Costs	Set by the local Government (State) Award, as at the date of travel.		
		Vehicle Allowances (cents/km) - Under 2.5 Litres	68c/km	68c/km
		Vehicle Allowances (cents/km) - 2.5 Litres and over	78c/km	78c/km

Appendix 1.

9.3.4 BUSINESS ACTIVITY STRATEGIC PLAN (G05601505)

15/070 RESOLVED on the motion of Crs McCann and Clinton that Council;

1. Adopt the Business Activity Strategic Plan incorporating the Delivery Program and Operational Plan as circulated; and
2. Authorise for expenditure all operating and capital items budgeted for in the 2015/16 financial year.

Report prepared by Acting Manager Finance & Administration

Council's Draft Business Activity Strategic Plan was placed on public exhibition for 28 days as is required under the Local Government Act 1993.

No submissions were received by the closing date.

The plan is required to be formally adopted to meet legislative requirements.

Recommendation

Recommendation made was adopted.

9.3.5 INVESTMENT POLICY (CP:018) (G40350505)

15/071 RESOLVED on the motion of Crs McGregor and Morris that Council adopt the unchanged Investment Policy (CP:018).

Report prepared by Acting Manager Finance & Administration

It is necessary to annually review Council's Investment Policy. There are no proposed changes to the Policy attached for Council's consideration.

Recommendation

Recommendation made was adopted.

Attachment 9.3.5



Policy Number: CP:018

Subject: Investment Policy

Keyword: Investment

Minute adopted: 05/131,10/133,11/024,14/058

Next Review: Annually

Approved for Release by GM:

Introduction

To assist Councillors, General Managers and the Responsible Accounting Officers of councils to invest surplus funds in a prudent and appropriate manner, all councils are required to develop an investment policy. The Office of Local Government released new *Investment Policy Guidelines* in May 2010 to provide assistance with the preparation of a policy and the prudent and appropriate management of a council's surplus funds. These guidelines have been used in the production of this policy.

Objectives

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the Minister for Local Government (Attachment 1).

Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital - preventing losses in the investment portfolio's total value (considering the time value of money);

- Diversification - limiting amounts invested with a particular financial institution or government authority to reduce credit risk. Guidelines in relation to diversification / credit risk are attached (Attachment 2);
- Credit risk - the risk that council has invested in fails to pay the interest and or repay the principal of an investment;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

Investment Advisor

Investment Advisors engaged by Council must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A bimonthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the Investment Policy must be reported to Council at the next Council meeting.

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER
(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

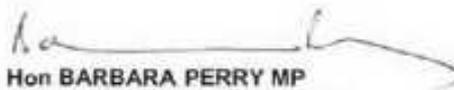
All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government

DIVERSIFICATION / CREDIT RISK GUIDELINES

Managed Investments

The total amount invested with any one fund manager should not exceed 45% of average annual funds invested by Council.

Direct Investments

The amount invested with any one financial institution should not exceed the following percentages of average annual funds invested by Council: -

Long Term Rating (Standard & Poors)	Short Term Rating (Standard & Poors)	Maximum Percentage of Total Investments
AAA to AA-	A1+	45%
A+ to A-	A1	40%
BBB+ to BBB-	A2	20%
Not Rated	Not Rated	10%

Credit Ratings

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

9.3.6 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2015 (G40151005)

15/072 RESOLVED on the motion of Crs McCann and Morris that Council endorse the General Manager, Chairperson and Cr Clinton to attend the LGNSW Annual Conference.

Report prepared by General Manager

The Local Government NSW Annual Conference will be held at Rosehill from Sunday 11 October to Tuesday 13 October 2015.

Nominations for attendance are sought from Council to allow registration and booking arrangements to be made.

In past years the General Manager and a member/s of the board have attended this event.

Recommendation

That Council nominate attendees for the 2015 LGNSW Annual Conference and approve the attendance of General Manager.

**9.3.7 LOCAL GOVERNMENT NSW WATER MANAGEMENT CONFERENCE 2015
(G40151005)**

15/073 RESOLVED on the motion of Crs McGregor and Clinton that Council endorse the General Manager, Chairperson and Cr Palmer to attend the LGNSW Water Management Conference.

Report prepared by General Manager

The Local Government NSW Water Management Conference will be held at Bowral on Monday 24 August 2015 to Wednesday 26 August 2015.

Nominations for attendance are sought from Council to allow registration and booking arrangements to be made.

In past years the General Manager and a member/s of the board have attended this event.

Recommendation

That Council nominate attendees for the Local Government NSW Water Management Conference and approve the attendance of General Manager

9.3.8 AUDIT TENDER (G05101005)

15/074 RESOLVED on the motion of Crs McGregor and Clinton that Council appoint Auswild & Co to provide audit services for the six year period for 1 July 2015 to 30 June 2021.

Report prepared by General Manager

Tenders closed on 28 May 2015 for the provision of Audit Services for the six year period for 1 July 2015 to 30 June 2021.

One tender was received from Auswild & Co.

Auswild & Co are Councils current Auditors and have proven to be very capable in fulfilling the role.

Recommendation

Recommendation made was adopted.

9.3.9 REPORT ON IRC OUTCOMES TO DATE (G70204010)

15/075 RESOLVED on the motion of Crs Palmer and Morris that the report be noted and the Board budget \$85K to legal and travelling expenses associated with dealing with these matters.

Report prepared by General Manager

On June 5 the General Manager, Chairman and Deputy Chairman attended the Industrial Relations Commission in Sydney regarding current matters relating to disputes over Cootamundra relocations, OH&S disciplinary matters, GWCC Award negotiations and complaints about management.

The award matters were settled, apart from sections relating to performance pay which the union was demanding should be on top of GWCC's pay and super increases. The union agreed to put changes to remove this to the members.

The IRC directed that GWCC bring in a mediator to bring external resources to moderate the current disputations.

Recommendation

Recommendation made was adopted.

9.3.10 STAFF AWARDS

15/076 RESOLVED on the motion of Crs McGregor and McCann that the report be received and noted.

Report prepared by General Manager

Goldenfields Water is proud to acknowledge the recent honours awarded to two members of staff;

Andrew Grant (General Manager) was awarded the Public Service Medal as part of the Queens Birthday Awards for his contribution to Goldenfields Water and the wider water community.

Shane Baldry (Acting Manager Distribution and Construction) was awarded the NSW Training Awards Vocational Student of the Year Award for Riverina.

Shane will now go on to compete at State level.

Recommendation

Recommendation made was adopted.

9.3.11 DESIGN & CONSTRUCTION OF DEPOT BUILDINGS, 124-126 CROWLEY ST, TEMORA (G10150505)

15/077 RESOLVED on the motion of Crs Templeton and Clinton that the Design and Construction of Depot Buildings, 124-126 Crowley St, Temora report to be received and noted.

Report Prepared by Design & Modelling Officer

Design and construction of depot buildings at 124-126 Crowley St Temora, has been awarded to Coolamon Steel Works.

Council is currently obtaining the required Development Application and Construction Certificate form Temora Shire Council.

Coolamon Steel Works is currently working on the engineering drawings of the building.

Construction is estimated to start at the end of July 2015 for a construction period of 16 weeks.

Recommendation

Recommendation made was adopted.

9.3.12 BARELLAN STANDPIPE RESERVOIR REHABILITATION (G95208005)

15/078 RESOLVED on the motion of Crs McGregor and Palmer that the Barellan Standpipe Reservoir Rehabilitation report to be received and noted.

Report Prepared by Design & Modelling Officer

Barellan standpipe reservoir was rehabilitated in September 2012 using a coating system supplied by Carboline and the product carries a 25 year warranty.

Late 2014 field staff reported that a small leak had formed and Council had contacted the manufacturer about the failure of the coating. Recently field staff have reported that the leak is getting worse.

An internal inspection of the coating was performed by divers and a remotely operated underwater vehicle (ROV) from Aqualift on the Monday 1st June 2015. The report from Aqualift has been sent to both the product manufacture and the applicator for determination of the failure and Council is currently waiting on response from both parties.

Recommendation

Recommendation made was adopted.

9.3.13 ULEY LANE RURAL SCHEME (G95151010)

15/079 RESOLVED on the motion of Crs McCann and Palmer that the Uley Lane Rural Scheme report to be received and noted.

Report Prepared by Design & Modelling Officer

The scheme will extend south from Ardlethan towards Coolamon along the Newell Highway, Ardlethan – Coolamon Road, Uley Road and McDougalls Lane for a total length of 12900m.

The scheme currently has 3 signed and committed water connection applications.

Council has obtained concurrence from Roads and Maritime Services (RMS) and Coolamon Shire Council for construction of the scheme with the condition that a Review of Environmental Factors is completed. Council has engaged Riverina Local Land Services to perform the review and draft the document.

Letter of Offer has been sent to the 3 committed applicants and Council is currently waiting on reply.

The estimated start of construction is mid to late July 2015 depending on weather and available supply of materials.

Recommendation

Recommendation made was adopted.

9.3.14 PLANT PURCHASE – HYDROSTATIC TRENCHING MACHINE (G75057510)

15/080 RESOLVED on the motion of Crs Clinton and McGregor that Council approve management to pursue investigations for the purchase of a Hydrostatic Trencher and put to tender as required.

Report Prepared by Acting Manager Distribution and Construction

Council is currently looking at purchasing a hydrostatic trenching machine that would suit our capital works program and be an asset to Council for future projects. We currently have 206 kilometres of Capital works.

A Hydrostatic Trencher will be able to trench 450mm wide by 1 metre deep at a rate 1000 metres a day.

This is not part of our current capital works program.

If this was to go ahead it would be put out to tender and be brought to a special council meeting for recommendation and approval.

Recommendation

Recommendation made was adopted.

9.3.15 NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held on Thursday 27 August 2015 at 1.00PM.

9.3.16 MAKING OF A WATER SUPPLY SPECIAL CHARGE (G05601005)

15/081 RESOLVED on the motion of Crs Morris and Clinton that Council make the Special Water Supply Charge (Local Government Act s552) for the Mandamah Scheme for a period of 10 years of an Annual Development Charge of \$500.00 (subject to Annual Consumer Price Index) and levying the difference between the yearly Residential and the Non Residential-Rural Usage Charge, such that each connection pays an additional \$10,000 per 1 megalitre above the upfront headworks and connection charges.

Report prepared by Acting Manager Finance & Administration

Arrangements for the proposed Mandamah Scheme include the levying of a yearly development charge on top of the annual access charge, and land holders will be levied the Residential Charge for water up-to 1 megalitre per year for a period of ten years.

The development charge and the difference between the Residential and the Non Residential-Rural charge would be considered a 'Water Supply Special Rate or Charge'.

Goldenfields Water County Council has one existing Special Water Supply Charge for Deferred Developer Infrastructure Charges.

Recommendations

Recommendation made was adopted.

9.3.17 PLANT PROCUREMENT POLICY (G40350505)

15/082 RESOLVED on the motion of Crs Morris and McGregor that Council approve the draft Plant Procurement Policy as presented.

A draft Plant Procurement policy is presented to Council for consideration. The policy has been altered to ensure transparency in the selection of plant providers.

All vehicles will now be put to Tender with tenders under \$150k advertised in local constituent council newspapers, and tenders over \$150,000 advertised regionally in addition to local advertising.

Recommendation

Recommendation made was adopted.

Attachment 9.3.17



Plant Procurement Policy CP: 025

Keyword: Plant, Vehicles, Purchase, Disposal
Minute adopted: 14/111 Next Review: 2016
Approved by GM:

Purpose

To ensure value for money, accountability and transparency in the purchase and sale of plant; assist the General Manager in fleet purchase and maintenance under Section 377 of the Local Government Act 1993.

Policy

These procedures are to assess plant replacement under the value stipulated for tender under current Local Government Regulation. The General Manager is authorised to use discretion considering value for money including work function, staff safety and comfort. Guideline triggers are shown below. The General Manager is authorised to nominate a staff member to fulfil plant procurement duties as required. They will be referred to as *Procurement Officer* for the purpose of this policy.

Plant Category	Minimum		Maximum	
	Years	Kms/Hrs	Years	Kms/Hrs
5 Tonne Excavators	10	2,500 hrs	12	6,000 hrs
Trucks	6	160,000 kms	8	200,000 kms
Trailers/Floats	As required			
Mini Excavators/ Bobcat	5	1,500 hrs	6	1,800 hrs
Light Commercials	1	80,000 kms	2	100,000 kms
Sedans / Station Wagons (Petrol and Diesel)	1	40,000 kms	2	100,000 kms

Specification of Plant

Section manager submits plant specifications to Procurement Officer with reasons for specifications/additions. Procurement Officer modifies specs as per standard feedback forms and notes changes.

Approval of Plant for Tender

Procurement Officer undertakes pricing of plant and submits recommendations for plant model to the General Manager for signed approval.

Calling of Tenders

After receiving signed approval the Procurement Officer will call for Tenders. Tenders under \$150,000 will be advertised in local constituent council newspapers, with tenders over \$150,000 advertised regionally in addition to local advertising. Priority will be given to the GWCC region.

Prior to tender the Procurement Officer obtains estimated valuations for the sale vehicles from the auction houses in Canberra and Wagga Wagga. Preference will be given to Wagga Wagga Auction house over Canberra Auction house to the value of \$2000 plus shipping costs. If there has been an assessment in the 6 months prior, the best value auction house may be used.

Assessment of Tenders

Tender prices are put into an assessment matrix based on Price, Customer Service History and Delivery Time by the Procurement Officer. Completed matrixes with recommendations on choice of supplier are provided to the General Manager for signed approval.

Acceptance of Tender

Acceptance of the tender and disposal of plant, remain with the General Manager under Section 377 of the Local Government Act 1993. After written approval from the GM the Procurement Officer completes purchase orders for the chosen plant.

Tenders over \$150,000 will be referred to Council Board for approval.

Compliance

All Policy conditions must be complied with. No member of staff outside Finance or the GM's staff is to be involved in selection of vendor or auction house, other than feedback on customer service.

10. QUESTIONS AND STATEMENTS

Cr McGregor asked that the Chairperson minute regarding the General Managers Public Service Medal be circulated to Constituent Councils.

Cr Templeton thanked the General Manager for attending the Bland Shire Council meeting on 9 June 2015.

Andrew Clinton asked that the General Manager keep the board informed of when his Public Service Medal will be presented.

11. CLOSED SESSION 2.21PM

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 public.

15/083 RESOLVED on the motion of Crs Palmer and Clinton that Council move into Closed Session.

Mr Gerard Carr, Mr Shane Baldry and Mr Chris Lasdauskas departed the meeting and did not return.

11.1 REPORT ON MEETINGS AND PROPOSAL BY WATER ANALYTICS

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.

15/084 RESOLVED on the motion of Crs Palmer and McCann that council endorse the signing of the statement of intent and authorise the General Manager to progress negotiations to State Government Level, at which stage the Chairman is to be involved.

15/085 RESOLVED on the motion of Crs McCann and Clinton that the Board recommend the General Manager attend training to better equip him in communicating and dealing with difficult situations involving staff.

15/086 RESOLVED on the motion of Crs Clinton and Templeton that Council authorise the General Manager to seek independent legal opinion and provide information to an independent mediator for advice on the scope of mediation which is then to be provided to the Commissioners appointed mediator.

15/087 RESOLVED on the motion of Crs Clinton and McGregor that the media release regarding matters before the IRC be approved for distribution as required.

**Minutes of the Meeting of GOLDENFIELDS WATER COUNTY COUNCIL held at
TEMORA OFFICE on 25 JUNE 2015**

Cr John McGregor left the meeting at 3.43pm and did not return.

OPEN SESSION 3.54PM

15/088 RESOLVED on the motion of Crs Templeton and Morris that Council revert back to Open Session and that the resolutions made in Closed Session be made public.

There being no further business requiring the attention of the Council the meeting closed at 3.54pm
