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**LEAVE OF ABSENCE/APOLOGIES**

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

## **ATTENDANCE OF COUNCILLORS BY AUDIO-VISUAL LINK**

Councils Code of Meeting Practice permits Councillors to attend and participate in meetings of the council with the approval of the council or relevant committee.

Clauses 5.19 - 5.30 of the Code of Meeting Practice provides the parameters for eligibility and requirements for remote attendance.

**WEBCASTING OF COUNCIL MEETINGS**

Attendees of this meeting are reminded that:

- a) The meeting is being recorded and made publicly available on Council's website, and
- b) Persons attending the meeting should refrain from making any defamatory statements.

## **STATEMENT OF ETHICAL OBLIGATIONS**

Councillors are reminded of the oath or affirmation of office they have taken under section 233A of the Act.

The governing body of a county council is responsible for managing the affairs of the county council. Each Councillor as a member of the governing body has a responsibility to make considered and well-informed decisions to ensure that the exercise of the functions of Goldenfields Water are performed to benefit the whole of the area of operations of Goldenfields Water.

In addition Councillors are reminded of their obligations under council's code of conduct to disclose and appropriately manage conflicts of interest.

**ACKNOWLEDGEMENT OF COUNTRY**

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

**PRESENTATIONS**

No presentations are scheduled for this meeting.



## **DECLARATION OF PECUNIARY INTERESTS**

### **Declaration of Interest**

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

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

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

## **DECLARATION OF NON PECUNIARY INTERESTS**

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

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

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

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

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

**CONFIRMATION OF MINUTES**

It is recommended that the minutes of the meeting held 8 December 2022 having been circulated to members be confirmed as a true and accurate record.

**BUSINESS ARISING FROM MINUTES**

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

**CORRESPONDENCE**

At the time of preparation of the business paper no relevant correspondence had been received for inclusion.

**MATTERS OF URGENCY**

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

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

**NOTICES OF MOTION/RESCISSION MOTIONS**

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

**CHAIRPERSONS MINUTE**

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



## GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023

### COUNCIL CASH AND INVESTMENTS

Report prepared by Corporate Services Manager

### COUNCIL OFFICER RECOMMENDATION

That the report detailing Council Cash and Investments as at 31<sup>st</sup> January 2023 be received and noted.

### ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN

Priority 2 Customer Service Focus

### 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 2021.

### REPORT

Council's cash and investment portfolio decreased by \$1,729,828.87 from \$38,075,669.96 as at 31<sup>ST</sup> December 2022 to \$36,345,841.09 as at 31<sup>st</sup> January 2023.

### Cash and Investment Portfolio

Type	Rating	CQ RATING	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	BBB	A2	AMP Bank	At Maturity	17/11/2022	8/02/2023	83	3.85	3.37	\$2,500,000
TD	A+	A1	Macquarie Bank	At Maturity	16/03/2022	15/02/2023	336	1.15	3.37	\$3,000,000
TD	AA-	A1+	CBA	At Maturity	17/08/2022	22/02/2023	189	3.51	3.37	\$4,000,000
TD	AA-	A1+	CBA	Half Year	20/07/2022	1/03/2023	224	3.82	3.37	\$1,000,000
TD	NR	NR	Southern Cross Credit Union	At Maturity	7/12/2022	8/03/2023	91	3.90	3.37	\$1,000,000
TD	NR	NR	Southern Cross Credit Union	At Maturity	7/12/2022	15/03/2023	98	3.90	3.37	\$1,000,000
TD	NR	NR	Summerland Credit Union	At Maturity	7/12/2022	22/03/2023	105	3.95	3.37	\$1,000,000
TD	NR	NR	Summerland Credit Union	At Maturity	7/12/2022	29/03/2023	112	3.95	3.37	\$1,000,000
TD	AA-	A1+	NAB	At Maturity	16/12/2022	5/04/2023	110	3.83	3.37	\$1,000,000
TD	A+	A1	Macquarie Bank	At Maturity	16/12/2022	5/04/2023	110	3.91	3.37	\$1,000,000
TD	AA-	A1+	CBA	Half Year	28/04/2022	3/05/2023	370	2.73	3.37	\$4,000,000
TD	BBB+	A2	ME Bank	At Maturity	27/05/2022	1/06/2023	370	3.18	3.37	\$4,000,000
TD	BBB+	A2	BOQ	Annual	1/06/2022	5/07/2023	399	3.20	3.37	\$2,000,000
TD	AA-	A1+	NT Treasury	Annual	10/09/2020	15/12/2023	1191	1.00	3.37	\$2,000,000
TD	BBB+	A2	Credit Union of Aust	At Maturity	31/01/2023	17/04/2024	442	4.67	3.37	\$1,000,000
TD	BBB-	A2	Judo Bank	At Maturity	23/01/2023	24/07/2024	548	4.45	3.37	\$1,000,000
TD	AA-	A1+	NT Treasury	Annual	28/09/2020	15/12/2024	1539	1.10	3.37	\$1,000,000
TD	BBB	A2	AMP Bank	At Maturity	12/01/2023	13/01/2025	732	4.55	3.37	\$2,000,000
CASH	A+	A1	Macquarie Bank	Monthly				0.55	2.89	\$1,033,710
CASH	AA-	A1+	CBA	Monthly				0.20	2.89	\$10,208
CASH	AA-	A1+	CBA	N/A				0.00	2.89	\$1,801,923
<b>TOTAL:</b>										<b>\$36,345,841</b>

**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

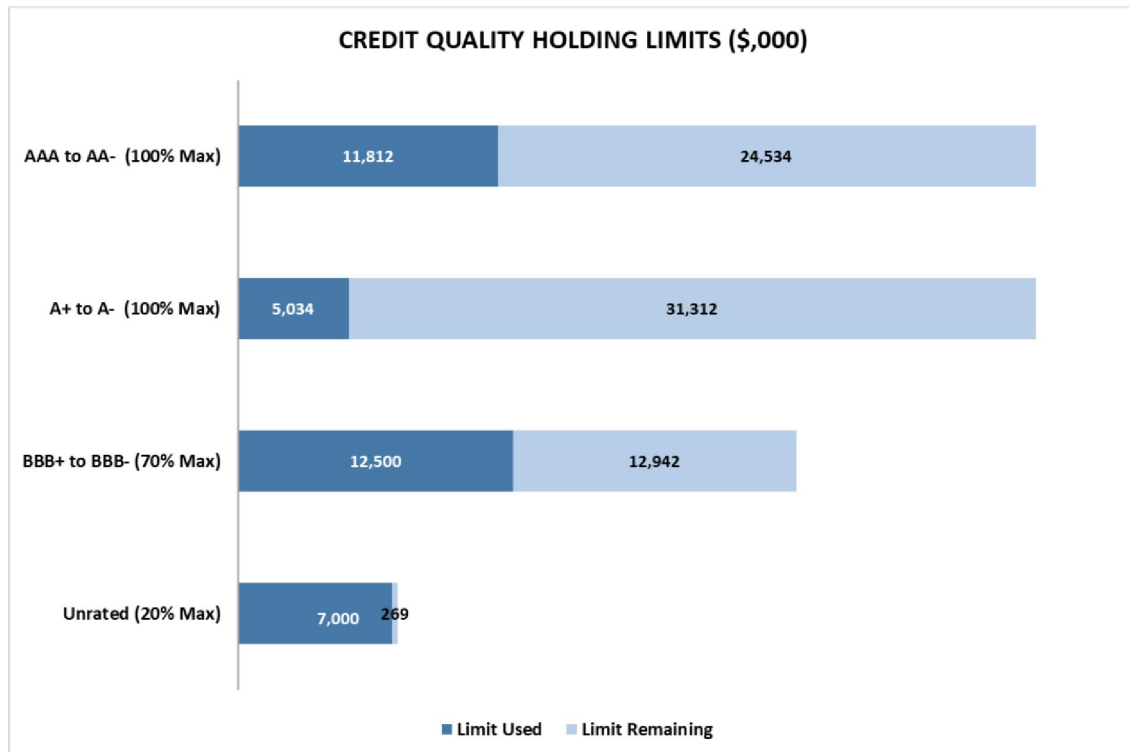
**Portfolio Performance**

Goldenfields Water County Council’s investment portfolio underperformed by 0.49% in comparison to the relevant BBSW Index benchmark. The average weighted yield for January was 2.89%.

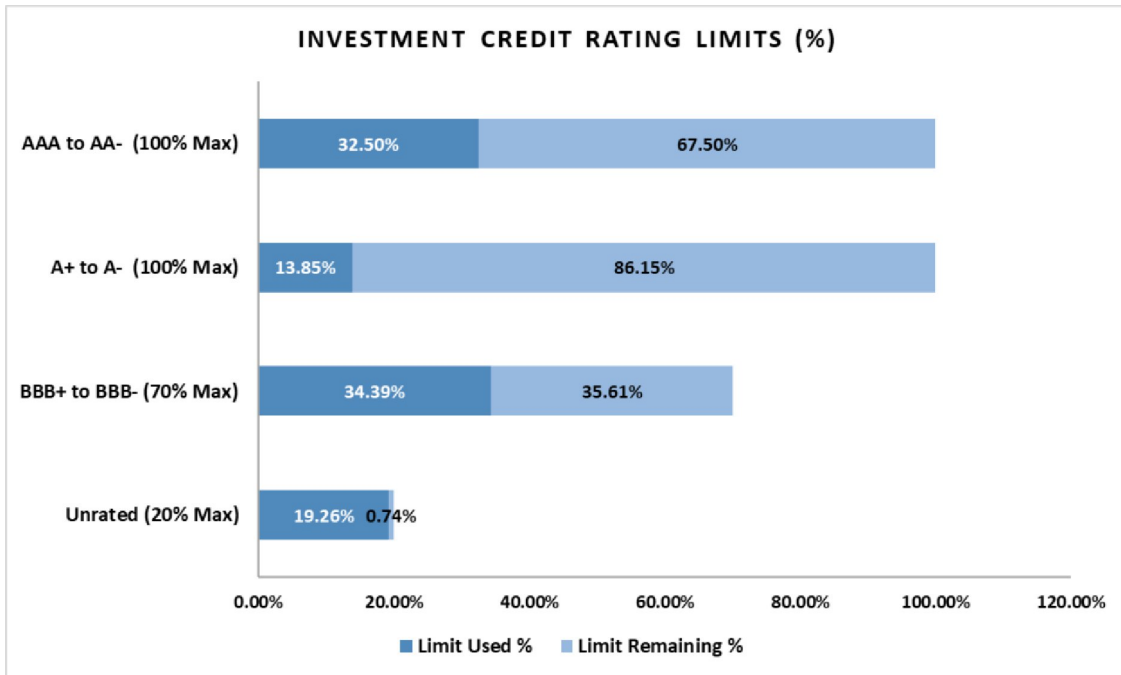
<b>Total Cost</b> <b>36,345,841</b>	<b>Yearly Interest Received</b> <b>293,591</b>	<b>Weighted Average Term</b> <b>145 days</b>
<b>Total Portfolio Value</b> <b>36,665,242</b>	<b>Monthly Interest Received</b> <b>67,562</b>	<b>Weighted Average Yield</b> <b>2.89%</b>

**Credit Quality Compliance**

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



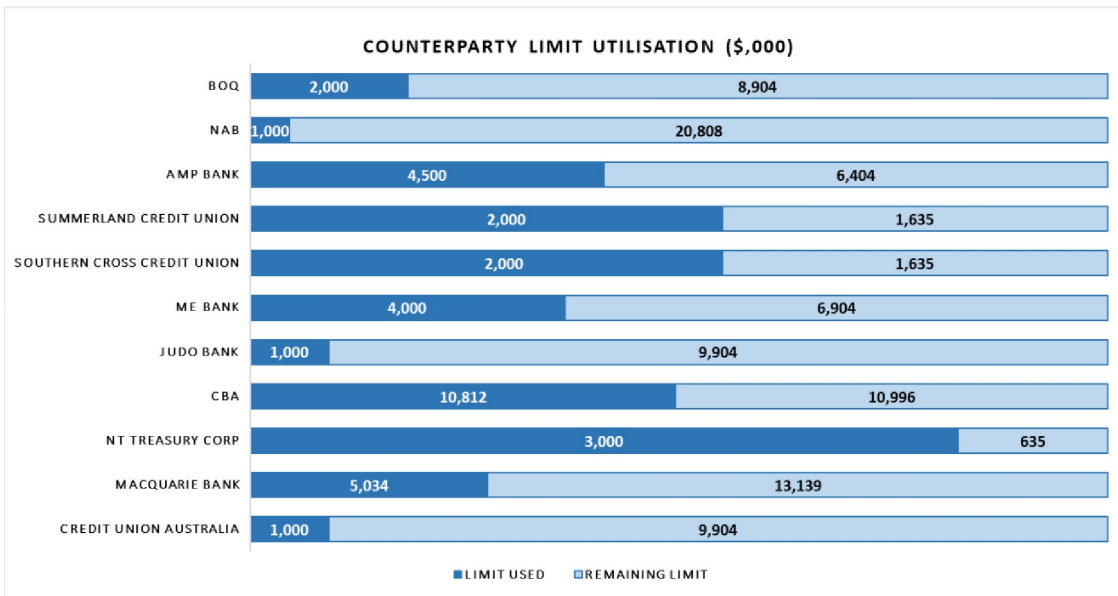
**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**



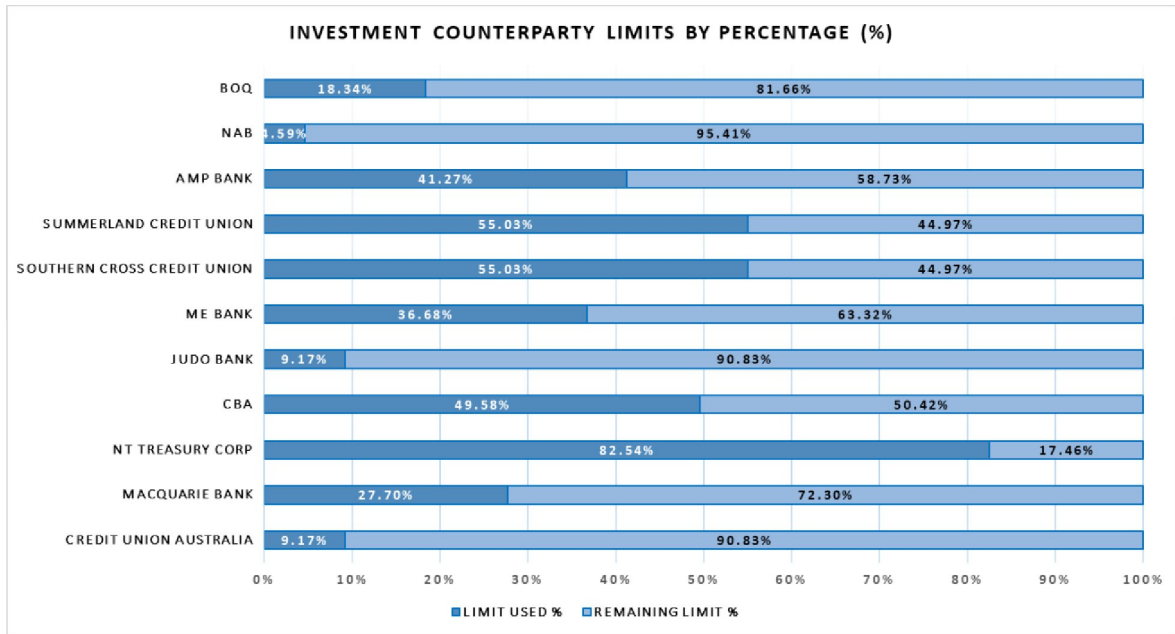
**Counter Party Compliance**

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

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

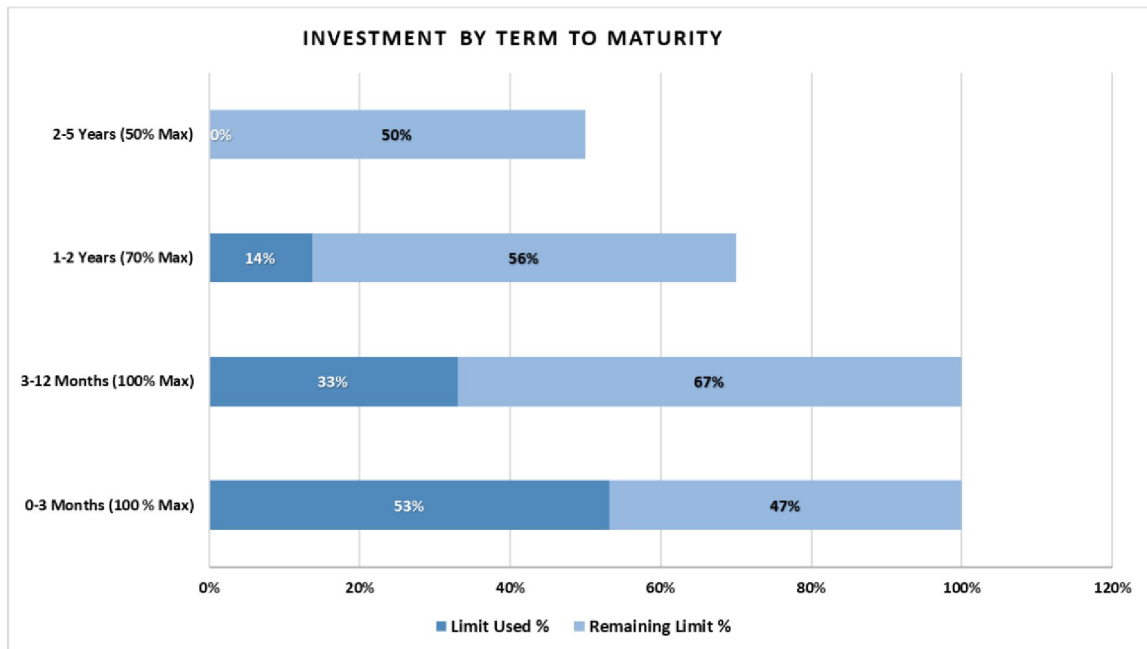


**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**



**Term to Maturity**

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



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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**


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**Application of Investment Funds**

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

<b>Restricted Funds:</b>	
Employee Leave Entitlement	2,492,494
Plant & Vehicle Replacement	2,830,127
Infrastructure Replacement	16,363,217
<b>Unrestricted Funds</b>	14,660,003
<b>TOTAL</b>	<b>36,345,841</b>

**Declaration**

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy PP004.

Signed



John Chapman  
Responsible Accounting Officer

**FINANCIAL IMPACT STATEMENT**

Council's cash and investment portfolio decreased by \$1,729,828.87 from \$38,075,669.96 as at 31<sup>ST</sup> December 2022 to \$36,345,841.09 as at 31<sup>ST</sup> January 2023.

**ATTACHMENTS:** Nil.

**TABLED ITEMS:** Nil.

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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**PROGRESS REPORT - CAPITAL WORKS EXPENDITURE**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Capital Works Progress Report as at 31<sup>st</sup> January 2023 be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

Priority 1      High Quality, Secure & Efficient Water Supplies

**BACKGROUND**

Capital Works represents an important part of Councils activities and expenditure. This report details expenditure and progress for the year to date on programmed and emergent capital works.

**REPORT**

This report is presented for information on the expenditure and progress of Council's Capital Works Program as at 31<sup>st</sup> January 2023.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Capital Works Progress Report as at 31<sup>st</sup> January 2023.

**TABLED ITEMS:** Nil.

Goldenfields Water County Council Capital Works Report 31/01/2023												
Work Order/Resource Description	New/Ren	W.O./GL	Last Year Actual	Original Budget	2021-22 Carryovers	QBR Sep 2022	Revised Budget 2022/23	Actual YTD	Committed YTD	Actual & Committed YTD	Variance YTD	% Actual to Budget
<b>CAPITAL INCOME</b>												
<b>Capital Contributions</b>												
Developer Contributions - Augmentation	n/a	<b>200.200.15</b>	(350,389)	(250,000)			(250,000)	(86,958)	-	(86,958)	(163,042)	0%
Developer Contributions - S64	n/a	<b>200.200.28</b>	(1,093,887)	(1,250,000)			(1,250,000)	(403,416)	-	(403,416)	(846,584)	32%
West Wyalong Capital Grant	n/a	<b>100.200.27</b>	-	(4,725,000)			(4,725,000)	-	-	-	(4,725,000)	0%
Sale of Plant	n/a	<b>3100</b>	(942,377)	(738,000)			(738,000)	(271,158)	-	(271,158)	(466,842)	37%
<b>Capital Contributions</b>		<b>Total</b>	<b>(2,386,653)</b>	<b>(6,963,000)</b>	<b>-</b>	<b>-</b>	<b>(6,963,000)</b>	<b>(761,532)</b>	<b>-</b>	<b>(761,532)</b>	<b>(6,201,468)</b>	<b>11%</b>
<b>CAPITAL EXPENDITURE</b>												
<b>Plant &amp; Equipment</b>												
Plant & Equipment Purchases	New	<b>3101</b>	1,234,949	1,585,000			1,585,000	569,363	579,061	1,148,424	436,576	
Containerised Filter Plant	New	<b>3192</b>	184,796	-			-	7,956	8,291	16,247	(16,247)	
New GPS	New	<b>3217</b>	-	30,000			30,000	-	-	-	30,000	
Water Quality Instrumentation Renewal	Renewal	<b>1720</b>	-	-			-	4,641	-	4,641	(4,641)	
<b>Plant &amp; Equipment</b>		<b>Total</b>	<b>1,419,745</b>	<b>1,615,000</b>	<b>-</b>	<b>-</b>	<b>1,615,000</b>	<b>581,959</b>	<b>587,352</b>	<b>1,169,311</b>	<b>445,689</b>	<b>72%</b>
Check Totals												
<b>Furniture and Office Equipment</b>												
Furniture and Office Equipment	New	<b>3114</b>	-	5,000			5,000	-	-	-	5,000	0%
<b>Furniture and Office Equipment</b>		<b>Total</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>0%</b>
Check Totals												
<b>Land &amp; Buildings</b>												
New Temora Depot Building	New	<b>3176</b>	-	-	100,000		100,000	45,216	65,588	110,804	(10,804)	111%
Capital - Administration Building	Renewal	<b>1717</b>	48,064	50,000			50,000	-	5,100	5,100	44,900	10%
<b>Land &amp; Buildings</b>		<b>Total</b>	<b>48,064</b>	<b>50,000</b>	<b>100,000</b>	<b>-</b>	<b>150,000</b>	<b>45,216</b>	<b>70,688</b>	<b>115,904</b>	<b>34,096</b>	<b>77%</b>
Check Totals												

Work Order/Resource Description	New/Ren	W.O./GL	Last Year Actual	Original Budget	2021-22 Carryovers	QBR Sep 2022	Revised Budget 2022/23	Actual YTD	Committed YTD	Actual & Committed YTD	Variance YTD	% Actual to Budget
<b>Mains - Developer Paid</b>												
Mains - Developer Paid - GWCC Wide - Budget	New	3103	-	40,000			40,000	-	-	-	40,000	
Coolamon Industrial Subdivision	New	3160	54,683	-	40,000		40,000	75,383	2,268	77,651	(37,651)	
Accommodation Village - Boundary Rd - West Wyalong	New	3204	21,483	-			-	2,802	-	2,802	(2,802)	
Dustin Rose Estate	New	3206	70,254	-	20,000		20,000	5,736	6,362	12,098	7,902	
Loch St Ganmain	New	3240	-	-			-	19,669	-	19,669	(19,669)	
Cootamundra Abattoirs New Connections - Developer Paid Mains	New	3211	-	-			-	2,962	2,901	5,863	(5,863)	
<b>Mains - Developer Paid</b>			<b>146,420</b>	<b>40,000</b>	<b>60,000</b>	<b>-</b>	<b>100,000</b>	<b>106,552</b>	<b>11,531</b>	<b>118,083</b>	<b>(18,083)</b>	<b>118%</b>
<b>Mains - Reticulation</b>												
Oura WTP PRV to customer	New	3205	11,543	-	5,000		5,000	5,067	-	5,067	(67)	101%
Wyalong Reliability Project Investigation & Design	Renewal	1703	577,334	4,000,000		(3,900,000)	100,000	47,464	51,747	99,211	789	99%
Emergency Works - GWCC Wide - Budget	Renewal	3140	56,020	200,000			200,000	(7,340)	90,509	83,169	116,831	42%
Wyalong Reliability Project Pipeline Construction	Renewal	3241	-	-		3,900,000	3,900,000	1,914,693	2,994,471	4,909,164	(1,009,164)	
								LESS applicable to next year>	(1,497,235)	(1,497,235)	1,497,235	
			-	-	-	3,900,000	3,900,000	1,914,693	1,497,235	3,411,928		87%
Coolamon Railway Underbore	Renewal	3244	-	-			-	3,158	-	3,158	(3,158)	
Urban Meter & Taggle Replacement Program	Renewal	3212	164,970	-			-	-	164,970	164,970	(164,970)	
Reticulation Renewals - GWCC Wide - Budget	Renewal	3123	-	1,000,000			1,000,000	-	-	-	1,000,000	
Pine St - West Wyalong Renewal	Renewal	3185	101,339	-			-	-	2,273	2,273	(2,273)	
Water Main Replacement - Beach St Junee	Renewal	1727	(19,985)	-			-	203,441	4,817	208,259	(208,259)	
Reticulation Renewals (GWCC Wide Budget) Totals			246,324	1,000,000	-	-	1,000,000	206,600	172,060	378,660	621,340	38%
<b>Mains - Reticulation (excl Developer Paid)</b>			<b>891,220</b>	<b>5,200,000</b>	<b>5,000</b>	<b>-</b>	<b>5,205,000</b>	<b>2,166,484</b>	<b>1,811,551</b>	<b>3,978,035</b>	<b>1,226,965</b>	<b>76%</b>
<b>Mains - Reticulation (Incl Developer Paid)</b>			<b>1,037,641</b>	<b>5,240,000</b>	<b>65,000</b>	<b>-</b>	<b>5,305,000</b>	<b>2,273,036</b>	<b>1,823,082</b>	<b>4,096,118</b>	<b>1,208,882</b>	<b>77%</b>
Check Totals												



Work Order/Resource Description	New/Ren	W.O./GL	Last Year Actual	Original Budget	2021-22 Carryovers	QBR Sep 2022	Revised Budget 2022/23	Actual YTD	Committed YTD	Actual & Committed YTD	Variance YTD	% Actual to Budget
<b>Mains - Trunk</b>												
Bulk Customer Water Quality Panels - Harden Offtake	New	3106	98,430	-	66,000		66,000	-	65,540	65,540	460	
Thanowring Road Pipeline	Renewal	1232	-	2,000,000			2,000,000	-	-	-	2,000,000	
Rosehill Pipeline	Renewal	1234	-	600,000			600,000	-	-	-	600,000	
Trunk Renewals - Budget	Renewal	3115	-	600,000		(70,000)	530,000	-	-	-	530,000	
Talbingo Lane Pipeline Renewal	Renewal	3208	-	-		70,000	70,000	92,844	6,178	99,023	(29,023)	
Junee and Weethalle Trunk Designs	Renewal	3148	6,182	-			-	35	1,213	1,248	(1,248)	
Rosehill to Young - 2022	Renewal	3253	-	-			-	4,283	-	4,283	(4,283)	
Mirrool - Newell Highway Mains Replacement	Renewal	3193	56,464	-			-	-	3,890	3,890	(3,890)	
Trunk Renewals Totals			62,646	3,200,000	66,000	-	3,266,000	97,162	11,281	108,443	491,557	3%
PRV Renewals - Budget	Renewal	3116	-	30,000			30,000	-	-	-	30,000	0%
Valve Renewals - Budget	Renewal	3117	-	100,000			100,000	-	-	-	100,000	
Mains Valve Renewals - Oura	Renewal	3118	-	-			-	3,127	25	3,152	(3,152)	
Mains Valve Renewals - Jugiong	Renewal	3119	-	-			-	2,844	-	2,844	(2,844)	
Mains Valve Renewals - Mt Arthur	Renewal	3121	-	-			-	1,428	-	1,428	(1,428)	
Stockinbinal and Springdale PRV Replacement & Decommission	Renewal	1726	4,441	-			-	519	-	519	(519)	
Mains Valve Renewals Totals			4,441	100,000	-	-	100,000	7,918	25	7,943	92,057	8%
<b>Mains - Trunk</b>			<b>165,517</b>	<b>3,330,000</b>	<b>66,000</b>	<b>-</b>	<b>3,396,000</b>	<b>105,080</b>	<b>76,846</b>	<b>181,926</b>	<b>3,214,074</b>	<b>5%</b>
Check Totals												
<b>Mains - Rural</b>												
PRV Renewals	Renewal	3180	-	30,000			30,000	133	-	133	29,867	
Rural Renewals	Renewal	3181	-	750,000	180,000		930,000	-	-	-	930,000	
Wombat BT to Young TS Pipeline Upgrade	New	3242	-	-			-	5,047	279,180	284,227	(284,227)	
Bygoo Road Replacement - Ardlethan	Renewal	3239	-	-			-	31,963	-	31,963	(31,963)	
South from Jail Break Inn Junee	New	3233	-	-			-	108,896	136	109,032	(109,032)	
Rural Meter and Taggle Replacement Program	Renewal	3213	-	635,000			635,000	170,637	(73,206)	97,432	537,568	
Oura New Connections from Riv Water (50% Contribution)	New	3202	10,055	-			-	34,906	-	34,906	(34,906)	
Mandamah Stage 2 - 4	New	1688	333,106	-			-	9,826	4,853	14,678	(14,678)	
<b>Mains - Rural</b>			<b>343,161</b>	<b>1,415,000</b>	<b>180,000</b>	<b>-</b>	<b>1,595,000</b>	<b>361,407</b>	<b>210,963</b>	<b>572,371</b>	<b>1,022,629</b>	<b>36%</b>
Check Totals												

Goldenfields Water County Council Agenda - 23 February 2023 - MATTERS TO BE SUBMITTED TO OPEN COUNCIL

Work Order/Resource Description	New/Ren	W.O./GL	Last Year Actual	Original Budget	2021-22 Carryovers	QBR Sep 2022	Revised Budget 2022/23	Actual YTD	Committed YTD	Actual & Committed YTD	Variance YTD	% Actual to Budget
<b>Pump Stations</b>												
Temora WPS SB Upgrade - Oura	Renewal	1662	106,054	-			-	12,260	291	12,551	(12,551)	#DIV/0!
Gantry Crane	Renewal	1738	-	75,000	59,000		134,000	-	10,950	10,950	123,050	8%
Rosehill Pump Station	Renewal	3125	96,691	-	150,000		150,000	69,640	7,174	76,814	73,186	51%
Pump and Electrical Renewals - GWCC Wide - Budget	Renewal	3126	-	-			-	69	-	69	(69)	#DIV/0!
Jugiong Raw Water Pump #4 382(Large) Overhaul	Renewal	3199	18,431	-	40,000		40,000	-	-	-	40,000	0%
West Wyalong Transfer Pump Station	New	3225	-	-		400,000	400,000	68,927	383,031	451,958	(51,958)	113%
Coolamon Pump Station Switchboard Renewal	Renewal	3230	-	-			-	2,783	10,955	13,738	(13,738)	#DIV/0!
Matong Bore 2 Switchboard Renewal	Renewal	3228	-	-			-	9,698	90,534	100,232	(100,232)	#DIV/0!
Lonsdale Control Panel	Renewal	3247	-	-			-	9,985	24,351	34,336	(34,336)	#DIV/0!
Supply and install new Switchboard to improve site to minimum st	Renewal	3256	-	-			-	1,956	10,955	12,911	(12,911)	#DIV/0!
Critical Valve Renewal	Renewal	1730	-	-			-	16	-	16	(16)	
Valve Renewals - Budget	Renewal	3127	-	25,000			25,000	-	-	-	25,000	
Pump Station Valve Renewals - Oura	Renewal	3128	5,555	-			-	2,774	-	2,774	(2,774)	
Pump Station Valve Renewals - Jugiong	Renewal	3129	28,234	-			-	7,280	-	7,280	(7,280)	
Pump Station Valve Renewals - Mt Arthur	Renewal	3131	-	-			-	89	-	89	(89)	
Pumping Stations Valve Renewals Totals			33,789	25,000	-	-	25,000	10,158	-	10,158	14,842	41%
Ariah Park Pump Station Investigation	Renewal	3158	60,827	400,000	20,000		420,000	6,115	-	6,115	413,885	1%
Oura Pump Station Renewal	Renewal	3218	-	75,000			75,000	11,754	-	11,754	63,246	16%
Jugiong Raw water well Renewal	Renewal	3219	-	100,000			100,000	7,941	13,623	21,564	78,436	22%
Jugiong Raw Water PS Renewal	Renewal	3209	-	-			-	6,503	4,379	10,883	(10,883)	
Talbingo Pump 1	Renewal	3215	61	-			-	1,568	439	2,007	(2,007)	
Pump Station - Mech (pump renewals/rebuilds)	Renewal	3223	-	100,000			100,000	162	28	190	99,810	
Pump Station - Elec (Electrical Items, SBs, etc)	Renewal	3224	-	420,000			420,000	-	-	-	420,000	
Ganmain Pump Station Switchboard Renewal	Renewal	3229	-	-			-	20,009	48,749	68,758	(68,758)	
Ganmain Pump 8 - 2022	Renewal	3234	-	-			-	10,364	-	10,364	(10,364)	
Eurollie Pump 2 - 2022	Renewal	3235	-	-			-	8,062	-	8,062	(8,062)	
Junee Reefs Magflow Install - 2022	Renewal	3236	-	-			-	34,417	-	34,417	(34,417)	
Demondrille Pump 2 - 2022	Renewal	3237	-	-			-	29,191	-	29,191	(29,191)	
Jugiong CWPS1 Pump 1 - 2022	Renewal	3238	-	-			-	15,279	154,065	169,344	(169,344)	
Temora Transfer Pump 1 - 2022	Renewal	3243	-	-			-	1,822	-	1,822	(1,822)	
Marinna Pump 2 - 2022	Renewal	3245	-	-			-	1,569	-	1,569	(1,569)	
Jugiong CWPS1 P1 and P2 Inlet Manifold 2022	Renewal	3246	-	-			-	96,491	184	96,674	(96,674)	
Matong Pump Station - 2022	Renewal	3252	-	-			-	6,393	678	7,071	(7,071)	
Pumping Station Renewals/Rebuilds etc Totals			61	520,000	-	-	520,000	231,829	208,521	440,350	79,650	85%
<b>Pump Stations</b>			<b>315,854</b>	<b>1,195,000</b>	<b>269,000</b>	<b>400,000</b>	<b>1,864,000</b>	<b>443,116</b>	<b>760,385</b>	<b>1,203,501</b>	<b>660,499</b>	<b>65%</b>
Check Totals												

Goldenfields Water County Council Agenda - 23 February 2023 - MATTERS TO BE SUBMITTED TO OPEN COUNCIL

Work Order/Resource Description	New/Ren	W.O./GL	Last Year Actual	Original Budget	2021-22 Carryovers	QBR Sep 2022	Revised Budget 2022/23	Actual YTD	Committed YTD	Actual & Committed YTD	Variance YTD	% Actual to Budget
<b>Bores</b>												
Oura Bore 6 Renewal	Renewal	1694	7,710	-			-	41	7,509	7,551	(7,551)	
Oura Bore 4	Renewal	3133	193,249	-			-	5,298	-	5,298	(5,298)	
Oura Bore 4 - Emergency Bore Reline	Renewal	3189	210,079	-	250,000		250,000	396,825	250	397,075	(147,075)	
Oura Bore 3 - 2022	Renewal	3255	-	-			-	1,683	-	1,683	(1,683)	
	Renewal	3257	-	-			-	1,039	-	1,039	(1,039)	
Oura Bore 4 Totals			411,038	-	250,000	-	250,000	404,887	7,759	412,647	(162,647)	165%
		Check Totals										
<b>Scada</b>												
Microwave link sites for Scada	New	3109	646,340	250,000	430,000		680,000	67,509	529,407	596,916	83,084	88%
<b>Scada</b>			<b>646,340</b>	<b>250,000</b>	<b>430,000</b>	<b>-</b>	<b>680,000</b>	<b>67,509</b>	<b>529,407</b>	<b>596,916</b>	<b>83,084</b>	<b>88%</b>
		Check Totals										
<b>Reservoirs</b>												
Wyalong Standpipe Res	New	3226	-	1,500,000		2,920,750	4,420,750	1,730,295	3,767,042	5,497,336	(1,076,586)	
							LESS applicable to next year>		(1,883,521)	(1,883,521)	1,883,521	
			-	1,500,000	-	2,920,750	4,420,750	1,730,295	1,883,521	3,613,816	806,934	82%
Oura Reservoirs and aerator	Renewal	3183	130,687	3,000,000	300,000		3,300,000	277,668	79,217	356,884	2,943,116	11%
Wombat BT Renewal	Renewal	3203	9,026	-			-	17,979	8,500	26,479	(26,479)	
Grong Grong Reservoir Switchboard Renewal	Renewal	3221	-	-			-	7,166	9,132	16,298	(16,298)	
Coolamon South Reservoir Switchboard Renewal	Renewal	3222	-	-			-	7,166	8,541	15,706	(15,706)	
Matong Reservoir Switchboard Renewal	Renewal	3231	-	-			-	6,914	8,039	14,952	(14,952)	
Internal Adhoc Renewals	Renewal	3134	-	50,000			50,000	60,719	1,126	61,845	(11,845)	124%
External Adhoc Renewals	Renewal	3135	476,879	100,000	263,000		363,000	318,042	8,605	326,647	36,353	90%
Full Renewal	Renewal	3182	-	1,000,000			1,000,000	-	-	-	1,000,000	0%
Switchboard Renewals	Renewal	3220	-	75,000			75,000	-	-	-	75,000	0%
Storage Shed located at Oura Approx. 18 x 16m	New	3249	-	-			-	11,542	-	11,542	(11,542)	
<b>Reservoirs</b>			<b>616,592</b>	<b>5,725,000</b>	<b>563,000</b>	<b>2,920,750</b>	<b>9,208,750</b>	<b>2,437,490</b>	<b>2,006,680</b>	<b>4,444,170</b>	<b>4,764,580</b>	<b>48%</b>
		Check Totals										
<b>Information Technology</b>												
Capital - PC / Laptop		3110	-	-			-	3,012	-	3,012	(3,012)	
Capital - IT Equipment		3112	-	60,000			60,000	2,043	-	2,043	57,957	
<b>Information Technology</b>			<b>-</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>5,055</b>	<b>-</b>	<b>5,055</b>	<b>54,945</b>	<b>8%</b>
		Check Totals										

Work Order/Resource Description	New/Ren	W.O./GL	Last Year Actual	Original Budget	2021-22 Carryovers	QBR Sep 2022	Revised Budget 2022/23	Actual YTD	Committed YTD	Actual & Committed YTD	Variance YTD	% Actual to Budget
<b>Treatment Plant</b>												
Jugiong PLC Upgrade		1653	1,190,811	-			-	34,781	796,203	830,984	(830,984)	
Oura High Voltage		1660	4,545,874	-	650,000		650,000	573,340	993,154	1,566,494	(916,494)	241%
Jugiong Compressor		1728	1,601	-			-	1,093	-	1,093	(1,093)	
Jugiong High Voltage		3137	1,664,287	4,000,000	330,000		4,330,000	1,630,548	2,333,793	3,964,340	365,660	92%
Internal Adhoc Renewals		3139	-	30,000			30,000	69	-	69	29,931	0%
Jugiong WTP - Valve & Pneumatic Upgrade		3186	127,608	-			-	24,595	31,291	55,886	(55,886)	
<b>Treatment Plant</b>			<b>7,530,180</b>	<b>4,030,000</b>	<b>980,000</b>	<b>-</b>	<b>5,010,000</b>	<b>2,264,426</b>	<b>4,154,440</b>	<b>6,418,866</b>	<b>(1,408,866)</b>	<b>128%</b>
<b>TOTAL CAPITAL EXPENDITURE:</b>				<b>22,915,000</b>	<b>2,903,000</b>	<b>3,320,750</b>	<b>29,138,750</b>	<b>8,989,183</b>	<b>10,227,602</b>	<b>19,216,785</b>	<b>9,921,965</b>	<b>66%</b>

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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**QUARTERLY BUDGET REVIEW 31 DECEMBER 2022**

**Report prepared by Corporate Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board receives and adopts the Quarterly Budget Review for the period ended 31 December 2022.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

Priority 2      Customer Service Focus

**BACKGROUND**

The Quarterly Budget Review Statement is presented to Council in accordance with Clause 203(2) of the Local Government (General) Regulations 2021, for the purpose of periodically reviewing and revising estimates of income and expenditure.

**REPORT**

The Quarterly Review of Council's Budget for the period ended 31 December 2022 is submitted for examination by Council.

The anticipated Operating Result for 2022/23 provided for a deficit of \$1,778,000. The anticipated Operating Result as adopted in the original budget was a deficit of \$1,738,000 and, following the September 2022 Quarterly Budget Review, was amended to forecast an operating deficit of \$1,778,000. This review provides for additional operating expenditure of \$135,000, resulting in a revised deficit of \$1,913,000 for the year.

The Capital Works expenditure is not included in the Operating Result and is an additional outlay. Further detail about capital works can be found in the Capital Works Progress Report item of the business paper.

Proposed December 2022 quarterly review adjustments:

**Operational Expenditure**

- (\$135,000) recommencement of implementation of the Emagin project

**Capital Expenditure**

- (\$60,000) Oura Storage Shed
- (\$46,000) Lonsdale Control Panel
- (\$7,000) Temora Transfer Pump 1
- (\$10,000) Matong Pump Station

**FINANCIAL IMPACT STATEMENT**

The recommendation has increased Operating Expenditure by \$135,000 and Capital Works Expenditure by \$123,000.

**ATTACHMENTS:** Quarterly Budget Review 31-12-22.

**TABLED ITEMS:** Nil.

Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

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Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Goldenfields Water County Council for the quarter ended 31/12/22 indicates that Council's projected financial position at 30/6/23 will be Satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:**



John Chapman  
Corporate Services Manager

**Date:**

10/02/2023

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Goldenfields Water County Council

**Quarterly Budget Review Statement**

for the period 01/10/22 to 31/12/22

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2022

**Income & Expenses**

(\$000's)	Original Budget	Approved Changes		Revised Budget	Variations for this		Projected Year End	Actual YTD
		Carry Forwards	Sep QBR		Dec	Qtr		
	<b>2022/23</b>			<b>2022/23</b>			<b>Result</b>	<b>figures</b>
<b>Income</b>								
Rates and Annual Charges	5,478	-	-	5,478	-		5,478	1,767
User Charges and Fees	15,725	-	-	15,725			15,725	3,682
Interest and Investment Revenues	390	-	-	390			390	282
Other Revenues	145	-	-	145	-		145	72
Grants & Contributions - Operating	85	-	-	85	-		85	-
Grants & Contributions - Capital	6,225	-	-	6,225			6,225	452
<b>Total Income from Continuing Operations</b>	<b>28,048</b>	<b>-</b>	<b>-</b>	<b>28,048</b>	<b>-</b>		<b>28,048</b>	<b>6,256</b>
<b>Expenses</b>								
Employee Costs	7,005	-	-	7,005	-		7,005	4,476
Materials & Contracts	7,886	-	40	7,926	135	2.1	8,061	3,101
Depreciation	8,370	-	-	8,370	-		8,370	4,185
Other Expenses	300	-	-	300	-		300	84
<b>Total Expenses from Continuing Operations</b>	<b>23,561</b>	<b>-</b>	<b>40</b>	<b>23,601</b>	<b>135</b>		<b>23,736</b>	<b>11,847</b>
<b>Net Operating Result from Continuing Operations</b>	<b>4,487</b>	<b>-</b>	<b>(40)</b>	<b>4,447</b>	<b>(135)</b>		<b>4,312</b>	<b>(5,591)</b>
<b>Net Operating Result from All Operations</b>	<b>4,487</b>	<b>-</b>	<b>(40)</b>	<b>4,447</b>	<b>(135)</b>		<b>4,312</b>	<b>(5,591)</b>
<b>Net Operating Result before Capital Items</b>	<b>(1,738)</b>	<b>-</b>	<b>(40)</b>	<b>(1,778)</b>	<b>(135)</b>		<b>(1,913)</b>	<b>(6,043)</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) and should be read in conjunction with the total QBRs report

Page 2



Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>	<b>\$000</b>
2.1	Recommencement of implementation of the Emagin project	135,000

Goldenfields Water County Council

**Quarterly Budget Review Statement**  
 for the period 01/10/22 to 31/12/22

**Capital Budget Review Statement**

Budget review for the quarter ended 31 December 2022

**Capital Budget**

(\$000's)	Original Budget	Approved Changes		Revised Budget	Variations for this	Notes	Projected Year End	Actual YTD
	2022/23	Carry Forwards	Sep QBR	2022/23	Dec Qtr		Result	figures
<b>Capital Expenditure</b>								
<b>New Assets</b>								
- Land & Buildings	-	100		100	60	3.1	160	111
- Water Supply Infrastructure	10,698	561	3,321	14,580	-		14,580	11,725
<b>Renewal Assets (Replacement)</b>								
- IT Equipment	60	-		60	-		60	5
- Office Equipment	5	-		5	-		5	-
- Plant & Equipment	1,585	-		1,585	-		1,585	1,169
- Land & Buildings	50	-		50	-		50	5
- Water Supply Infrastructure	10,517	2,242		12,759	63	3.2	12,822	7,699
<b>Total Capital Expenditure</b>	<b>22,915</b>	<b>2,903</b>	<b>3,321</b>	<b>29,139</b>	<b>123</b>		<b>29,262</b>	<b>20,714</b>
<b>Capital Funding</b>								
Fees, Charges & Other Untied Funding	-	2,903	3,321	6,224	123		6,347	-
Capital Grants & Contributions	6,225	-		6,225	-		6,225	490
Proceeds from Sale - IPP&E	738	-		738	-		738	271
Internal Restrictions/Reserves	15,952	-		15,952	-		15,952	19,952
<b>Total Capital Funding</b>	<b>22,915</b>	<b>2,903</b>	<b>3,321</b>	<b>29,139</b>	<b>123</b>		<b>29,262</b>	<b>20,714</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>		<b>0</b>	<b>-</b>

Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>	<b>\$000</b>
	Refer to Capital Works Progress report for more detail on Capital Projects	
3.1	Oura Storage Shed	60
3.2	Lonsdale Control Panel	46
	Temora Transfer Pump 1	7
	Matong Pump Station	10

Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2022

**Cash & Investments**

(\$000's)	Original Budget	Approved Changes	Variations for this	Notes	Projected Year End	Actual YTD
	2022/23	Sep QBR	Dec Qtr		Result	figures
<b>Internally Restricted</b> <sup>(2)</sup>						
Plant & Vehicle Replacement	2,148	-	-		2,148	1,074
Infrastructure Replacement	15,952	-	-		15,952	7,976
Employees Leave Entitlement	2,492	-	-		2,492	1,246
Sales Fluctuation Reserve	-	-	-		-	-
Property Reserve	-	-	-		-	-
<b>Total Internally Restricted</b>	<b>20,592</b>	<b>-</b>	<b>-</b>		<b>20,592</b>	<b>10,296</b>
(2) Funds that Council has earmarked for a specific purpose						
<b>Unrestricted</b> (ie. available after the above Restrictions)	7,639	(3,321)	(123)	4.1	4,195	26,987
<b>Total Cash &amp; Investments</b>	<b>28,231</b>	<b>(3,321)</b>	<b>(123)</b>		<b>24,787</b>	<b>37,283</b>

Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Cash & Investments Budget Review Statement**

**Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31/12/22

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		2,010
Investments on Hand		35,527
less: Unpresented Cheques	(Timing Difference)	(288)
add: Undeposited Funds	(Timing Difference)	34
Less: receipts not yet updated	(Timing Difference)	-
<b>Reconciled Cash at Bank &amp; Investments</b>		<u>37,283</u>
<b>Balance as per Review Statement:</b>		<u>37,283</u>
Difference:		-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>	<b>\$000</b>
4.1	Capital expenditure adjustments	(123)

Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)**

Budget review for the quarter ended 31 December 2022

(\$000's)	Current Projection		Original Budget 22/23	Actuals Prior Periods	
	Amounts	Indicator		21/22	20/21
	22/23	22/23			

NSW Local Government Industry Key Performance Indicators (OLG):

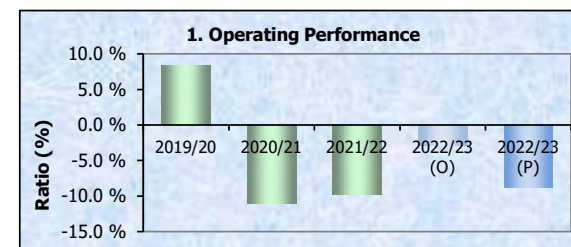
**1. Operating Performance**

Operating Revenue (excl Capital) - Operating Expenses	-1,913	-8.8 %	-2.9 %	-9.8 %	-11.0 %
Operating Revenue (excl Capital Grants & Contributions)	21,823				

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

A positive result indicates a surplus. Operating deficits cannot be sustained in the long term.

Benchmark >0%

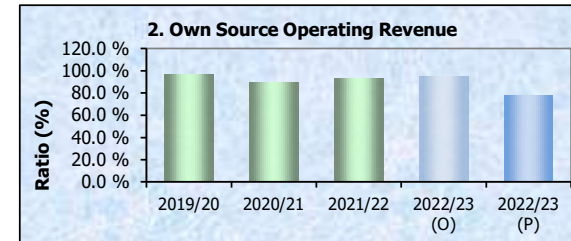


**2. Own Source Operating Revenue**

Operating Revenue (excl all Grants & Contributions)	21,738	77.5 %	95.3 %	93.1 %	89.7 %
Total Continuing Operating Revenue	28,048				

This ratio measures Council's dependence on external funding sources such as operating grants & contributions.

Benchmark >60%

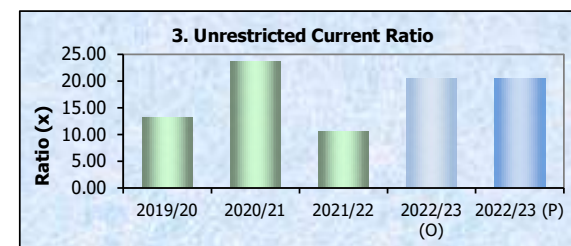


**3. Unrestricted Current Ratio**

Current Assets less all External Restrictions	38,856	20.47	20.47	10.58	23.68
Current Liabilities less Specific Purpose Liabilities	1,898				

This measures Council's ability to pay existing liabilities in the next 12 months from unrestricted activities of Council.

Benchmark >1.5x



Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)**

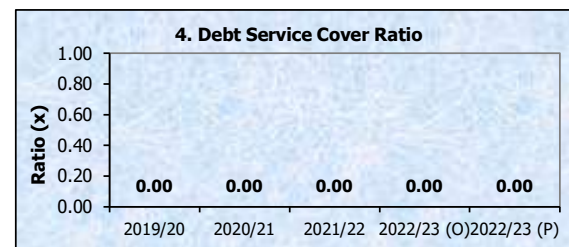
Budget review for the quarter ended 31 December 2022

(\$000's)	Current Projection		Original Budget 22/23	Actuals Prior Periods	
	Amounts	Indicator		21/22	20/21
	22/23	22/23			

**4. Debt Service Cover Ratio**

Operating Result before Capital (excl Interest & Depn)	6,457	0.00	0.00	0.00	0.00
Principal Repayments + Borrowing Interest Costs	0				

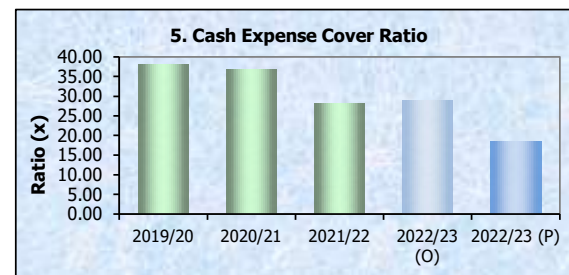
This ratio measures Council's ability to service debt, including interest and principal payments.  
Benchmark >2x



**5. Cash Expense Cover Ratio**

Current Year's Cash & Cash Equivalents (incl. Term Deposits)	24,787				
Monthly payments from cash flow of operating and financing activities	1,344	18.44	28.91	28.23	36.90
		mths	mths	mths	mths

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.  
Benchmark >3mths



Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22**Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2022

**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
DGP Water Pty Ltd	Investigation and design of approx. 12km of pipeline from Kingsvale to Young	\$ 307,098	Dec 2022	12 months	Y	
Fitt Resources Pty Ltd	Overhaul – Jugiong Pump	\$ 169,471	Oct 2022	1 month	Y	
RIC Electrics	West Wyalong WPS – Supply Electrical building and switchboard	\$ 157,552	Dec 2022	2 months	Y	
Elster	Purchase water meters	\$ 69,302	Oct 2022	n/a	Y	
Emagin - Autodesk	AI project for the Jugiong Water Scheme	\$ 106,557	Dec 2022	n/a	Y	
Xylem Water Solutions	West Wyalong Pump Station Pump set	\$ 71,095	Oct 2022	3 months	Y	
GHD Pty Ltd	Engineering support services for Oura reservoir and aerator	\$ 70,175	Nov 2022	n/a	Y	
Palmer Ford	Supply of vehicles	\$ 68,424	Oct 2022	n/a	Y	
Safegroup Automation	West Wyalong WPS – Provide automation and project	\$ 60,236	Oct 2022	n/a	Y	
Hillis Motor Group	Supply of vehicles	\$ 56,432	Oct 2022	n/a	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.



Goldenfields Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

<b>Expense</b>	<b>YTD Expenditure (Actual Dollars)</b>	<b>Budgeted (Y/N)</b>
Consultancies	345,446	Y
Legal Expenses	20,807	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**

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N/A

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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**WATER PRODUCTION REPORT**

**Report prepared by Production and Services Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Water Production Report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

Priority 3      A Healthy Natural Environment

**BACKGROUND**

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

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

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

**REPORT**

**Jugiong drinking Water Scheme**

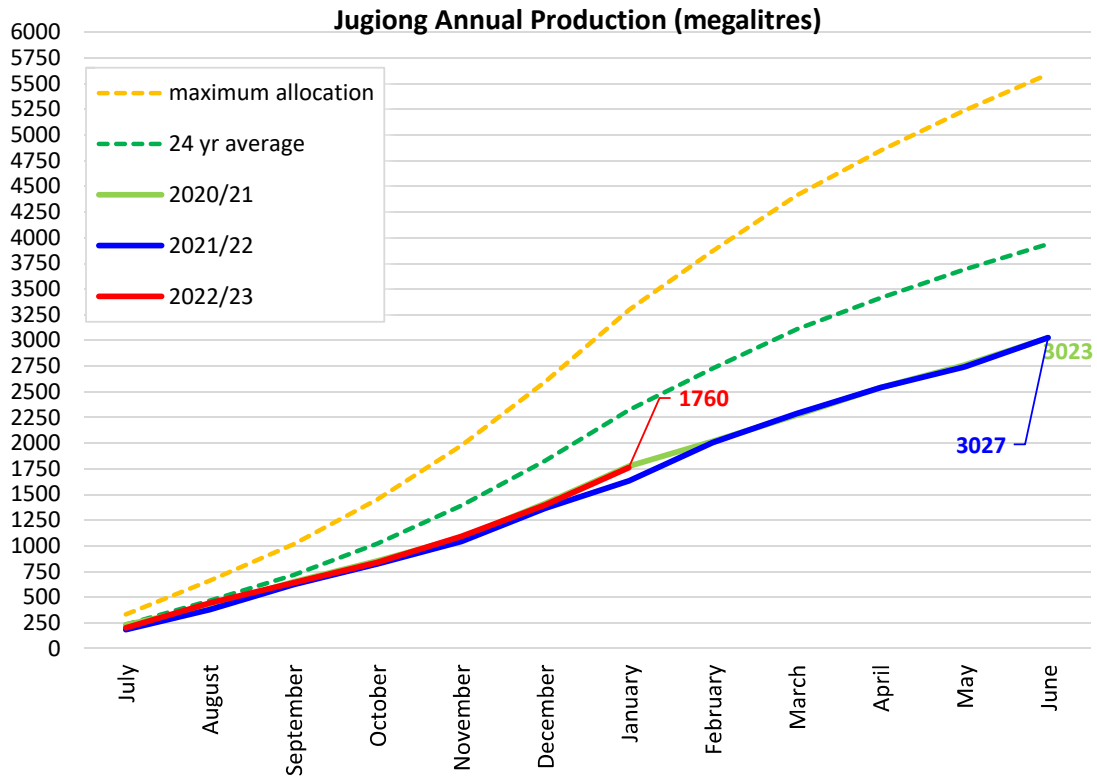
The Jugiong drinking water scheme sources water from the Murrumbidgee River and has an extraction licence entitlement of 5590ML per annum. Water from the Murrumbidgee River is treated through a 40ML/day, conventional Water Treatment Plant that consists of: Coagulation, Flocculation, Clarification, Filtration,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

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

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

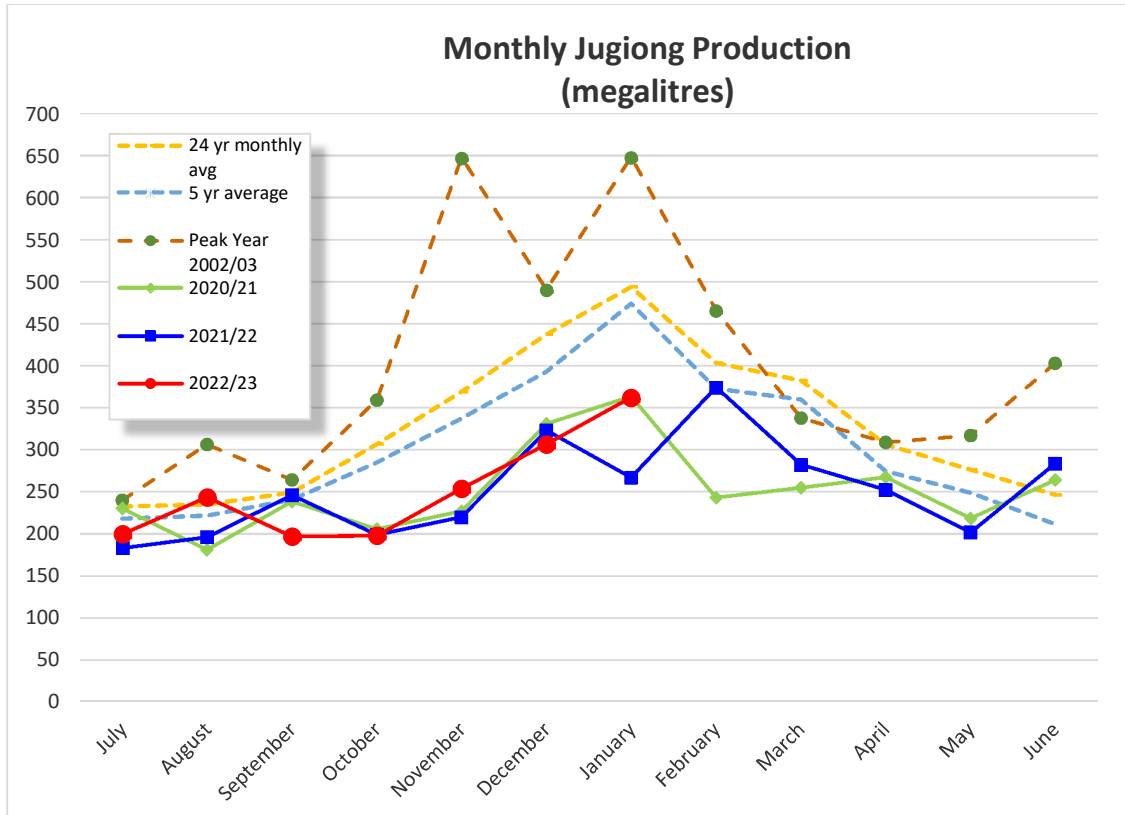
**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

Seven months into the 2022/23 financial year, 1760ML of water had been extracted from the Murrumbidgee River and processed at the Jugiong Water Treatment plant. This is slightly higher than the same period in the 2021/22 FY where 1633ML was extracted. An increase of 127ML. This is illustrated in the graph below.



**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

Jugiong monthly production started slightly higher in July with 199ML extracted and treated for the month. August seen a further increase in production with 243ML extracted and treated before a decrease in production for September where only 197ML was extracted and treated. October seen an extraction of 198ML. November through to January seen a gradual increase in production as we moved into the warmer months. November (254ML), December (307ML) and January (362ML).



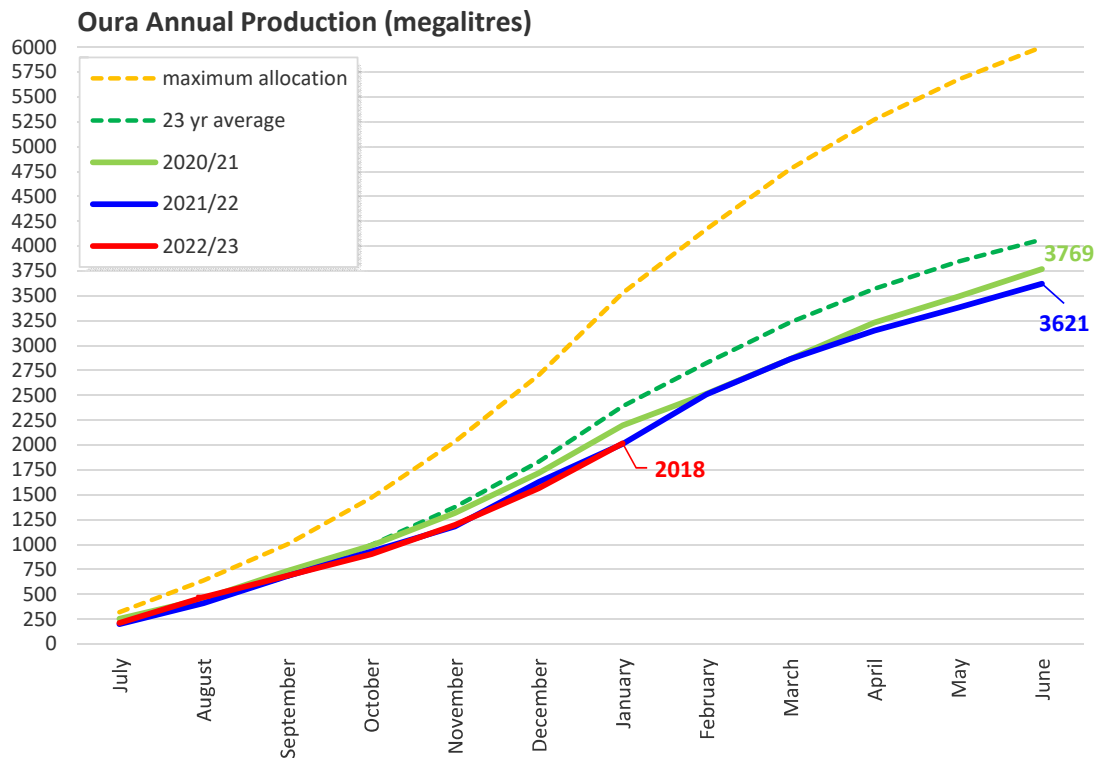
**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

**Oura Drinking Water Scheme**

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

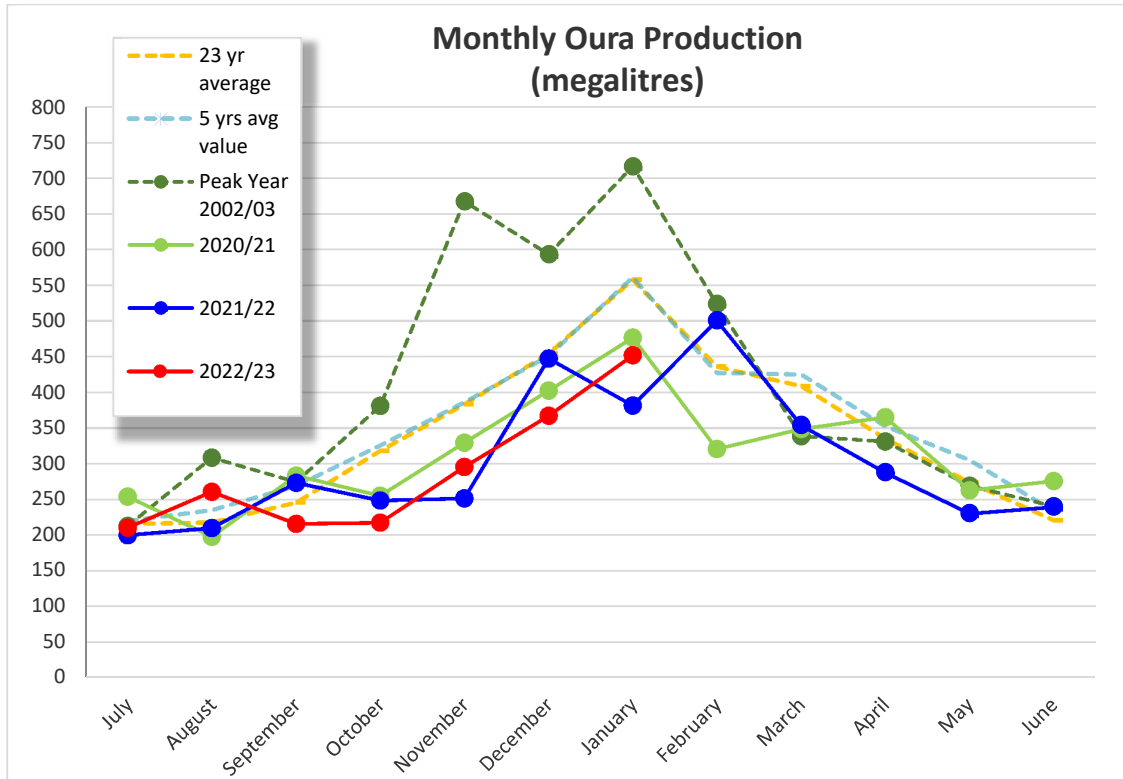
The Oura scheme has 33 sets of reservoirs and 19 pumping stations, produces drinking water for approximately 14,600 people in the Bland, Coolamon, Junee, Narrandera and Temora Shires. The Oura scheme can also supply water to the Northern side of the rural area of Wagga Wagga City when required.

Seven months into the 2022/23 financial year, 2018ML of water has been extracted from the Oura Borefield and processed at the Oura Water Treatment Plant. This is a slight increase in production compared to last FY where 2010ML of water was extracted for the same period. A increase in production of 8ML. This is depicted in the graph below.



**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

Oura monthly water production has started slightly higher in July where 200ML was extracted from the Oura bores. August seen an increase in production where 260ML was extracted before a decrease in production for September seen only 215ML extracted. October seen a further decrease where only 217ML was extracted. November through to January seen further production increases as we move into the warmer months. November (295ML), December (367(ML) and January (452ML).

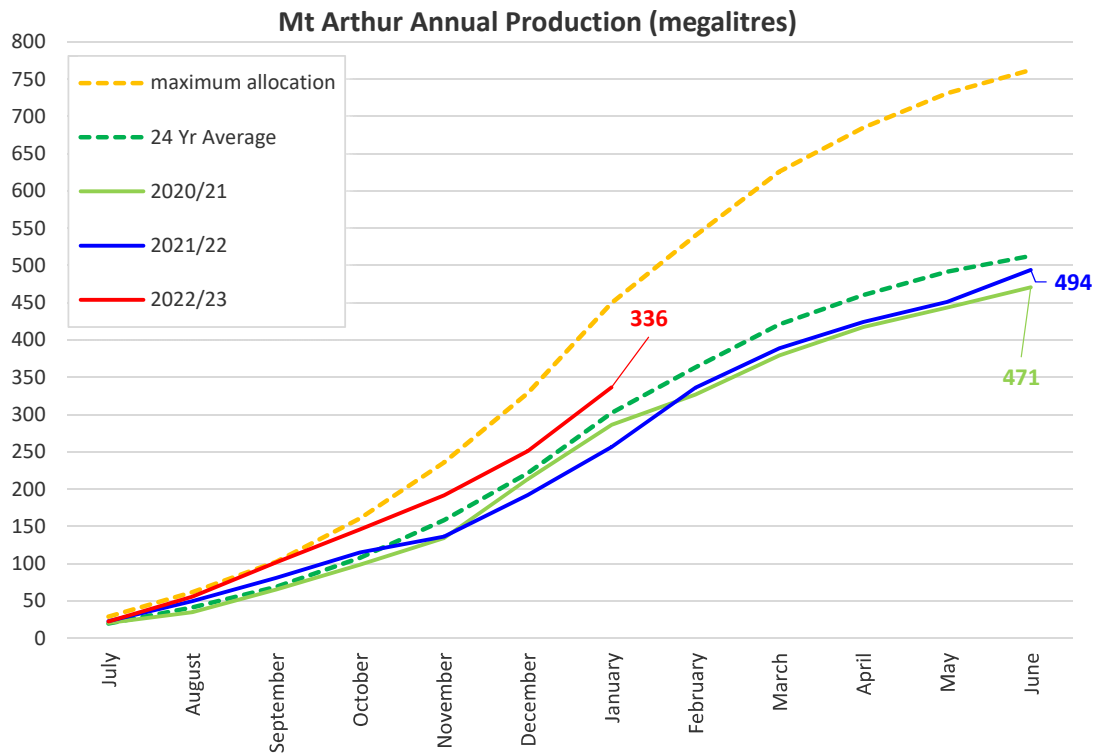


**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

**Mount Arthur Drinking Water Scheme**

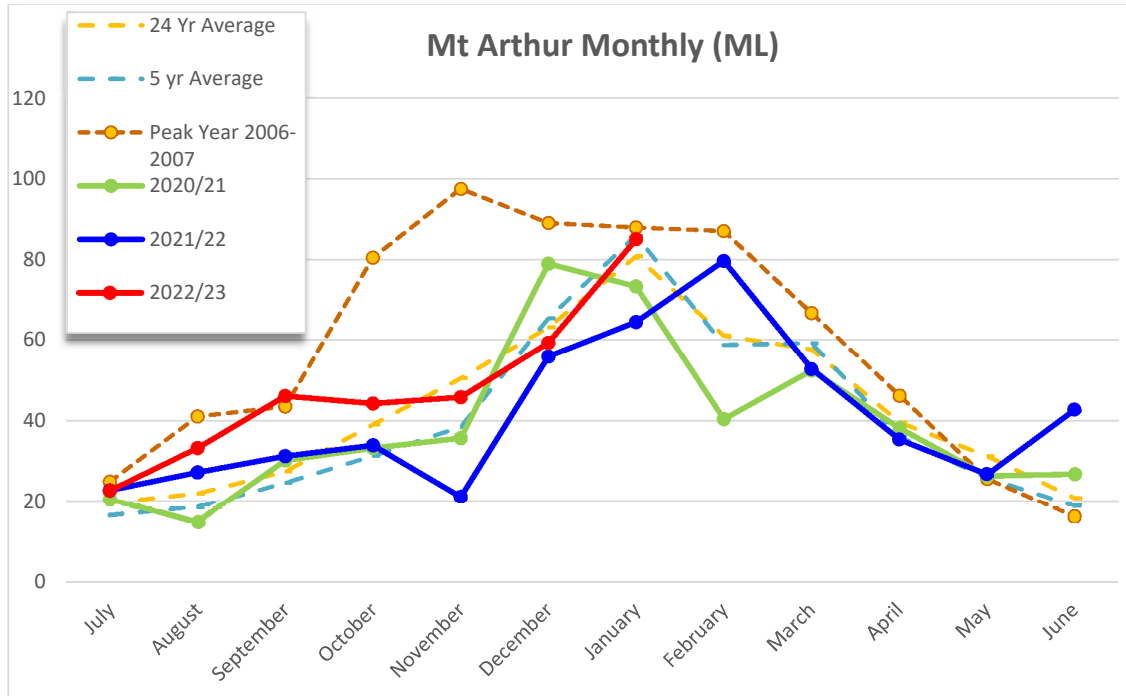
The Mount Arthur Water Source is from the Lachlan Fold belt Aquifer System. The water is extracted via two bores, bores 1 and 2 located in the Wagga Wagga City Council area South of Matong. The water is disinfected before distribution through 9 sets of reservoirs supplying approximately 2400 people with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

Seven months into the 2022/23 financial year, 336ML of water has been extracted from the Mt Arthur Borefield. This is an increase compared to last FY where 257ML was extracted from the Mt Arthur bores for the same period. An increase of 79ML. As can be seen in the graph below trending slightly higher to previous years.



**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

Mt Arthur monthly water production started very consistently to previous years with 23ML of water extracted from the bores in July before a significant increase in the following 2 months, August seen 33ML extracted and September a further increase to 46ML. This increase indicated a leak within the system however finding it is proving difficult with the wet catchment. October seen a slight decrease with 44ML extracted from the Mt Arthur Bores. November through to January seen a steady increase every month as we move into the warmer months. November (46ML), December (59ML) and January (85ML) extracted.





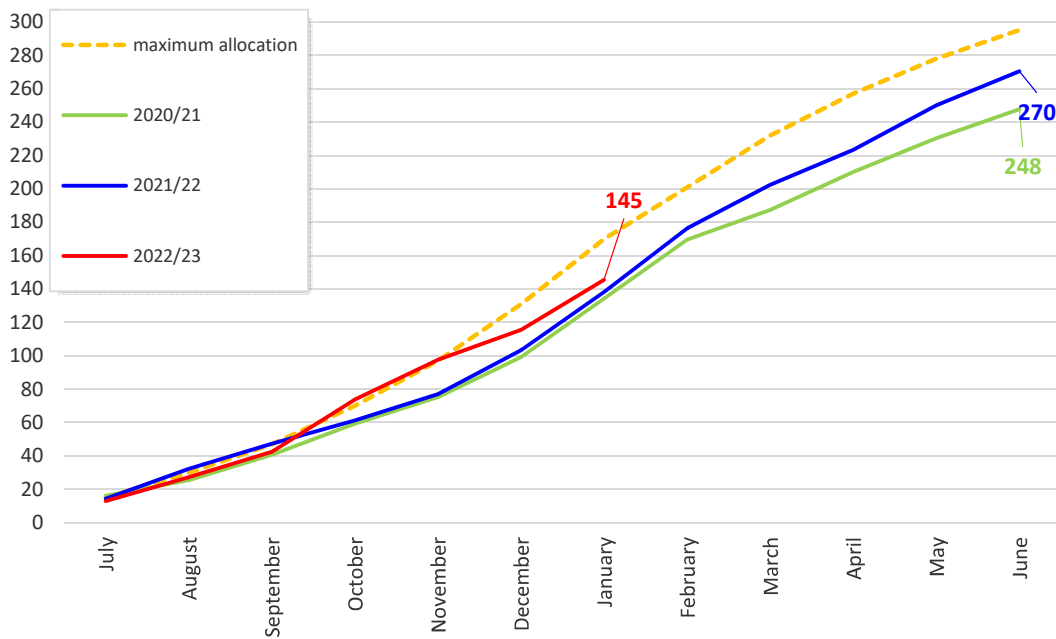
**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

**Mount Daylight Drinking Water Scheme**

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

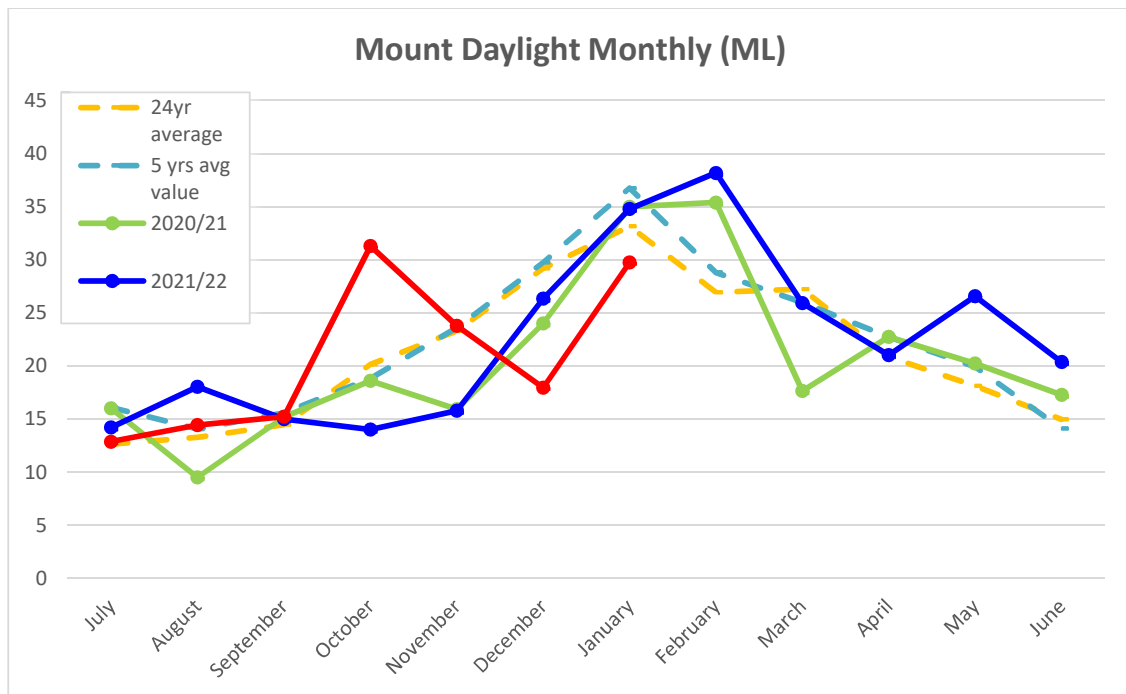
Seven months into the 2022/23 financial year, 145ML of water has been extracted from the Mt Daylight Borefield. This is an increase in volume of 7ML compared to the 2021/22 FY where 138ML was produced over the same period. This steep increase indicates that a burst was evident in the scheme, interrogation of ClearSCADA pump run times indicates a pump had run for a long period of time also indicating a burst in the scheme. The burst was located on Harts Lane within the Mt Daylight scheme, again prolonged wet weather made it difficult to access and locate the burst.

**Daylight Annual Volume (megalitres)**



**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

The monthly extraction totals for the Mt Daylight bores have started very consistently with July seeing 13ML extracted with slight increases in August 14ML, September was steady with 15ML extracted before a dramatic increase for October where 31ML was extracted, as indicated this increases correlates to a burst in the system which has been located and fixed. November through to January has seen some inconsistencies with production. These inconsistencies correlate to the prolonged period of flooding experienced at the bores. The period November and December seen a decrease in monthly extractions as both bores were under floodwater for up to 4-6 weeks. November seen 24ML produced with a further decrease in December where 18ML was produced. January seen an increase in production (30ML) as both bores were once again available for production as flood waters receded.

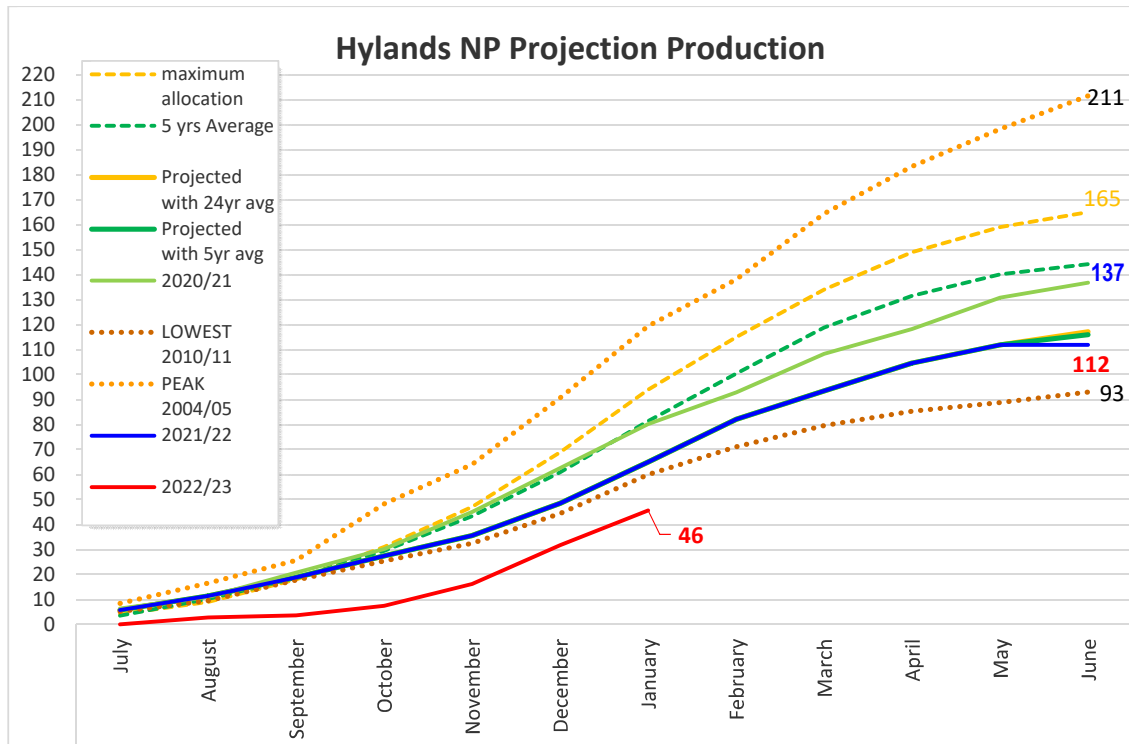


**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

**Hylands Bridge - Non-Potable**

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

Seven months into the 2022/23 financial year only 46ML of water has been extracted from the Hylands Bridge Raw Water scheme. The reduction in production from Hylands Bridge may be attributed to Murrumbidgee Irrigation channel maintenance and pump issues during August/September. The Hylands Bridge Scheme has the ability for cross connection of supply from the Oura scheme at Barellan. When maintenance is undertaken on the channels supply for Barellan is cut over to the Oura scheme to maintain supply.



**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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**UPDATING POLICIES RELATING TO WATER CONNECTIONS**

**Report prepared by Engineering Manager**

**COUNCIL OFFICER RECOMMENDATION**

That the Board resolves to:

1. Rescind Policy CP015 Connection to small diameter mains
2. Rescind Policy CP003 Connections to Leasehold Land
3. Rescind Policy CP019 Isolation (stop) valves on Customer side of meter
4. Update Policy PP007 Water Service Connection Policy

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

Priority 1 High Quality, Secure and Efficient Water Supplies

**BACKGROUND**

A review of Council policies is being undertaken to determine currency and relevance. The policies included in this report have been reviewed by management and suggested actions included for consideration of the Board.

**REPORT**

CP015 Connection to Small Diameter Mains – propose to be rescinded

This policy essentially states that no new connections will be made to mains less than 100mm in diameter without first upgrading the main to a 100mm. The intention was to protect service levels to existing customers on these pipeline.

This policy is no longer in accordance with the way we manage our small diameter assets. Goldenfields Water uses estimates of available capacity and service levels to determine whether new connections are suitable regardless of pipeline diameter.

CP003 Connections to Leasehold Land – propose to be rescinded

Information to be included in The Water Connections Policy PP007

CP019 Isolation (stop) Valves on Customer side of meter – proposed to be rescinded

Information to be included in The Water Connections Policy PP007

Draft PP007 Water Service Connection Policy – updated to include information regarding connections to leasehold land and the requirement for isolation valves to be located on the customer' side of the meter. Refer to clauses 6.2.6 and 6.3 in the attached policy.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Draft Policy PP007 Water Service Connection Policy

**TABLED ITEMS:** CP015 Connection to small diameter mains, CP003 Connections to Leasehold Land, CP019 Isolation (stop) valves on Customer side of meter.



Policy No. PP007

# Water Service Connection Policy

DRAFT

## Water Service Connection Policy

### 1 INFORMATION ABOUT THIS POLICY

#### POLICY INFORMATION

Date Adopted by Board 25 August 2016	Resolution No. 16/084, 21/098
Policy Responsibility General Manager	
Review Timeframe 4 yearly	
Last Review 25/10/2021	Next Scheduled Review October 2025

#### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	21/12/2018	6.2.4 Service Connections to be served directly from GWCC water mains 6.2.5 Service Connection to Multiple Residential Units
	13/12/2019	6.2.1 Non Residential Rural Connection addition of approval for private infrastructure in Road Reserves and Rail Corridors. Reformatting of existing clauses.
	February 2020	6.2.1 Removal of 2km limit for connections. Added clause requiring applicant to enter into legally binding agreement.
	October 2021	Added clauses 6.3 Disconnection conditions and 6.4 Temporary Connections
	<u>February 2023</u>	<u>Addition of Clause 6.2.6 Connections to Leasehold Land and 6.3 Isolation Valves on Customer's side of meter</u>

#### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	Local Government Act 1993 NSW Local Government (General) Regulation 2005
Related Policies	Backflow Prevention Policy Developer Charges Policy Debt Recovery and Hardship Policy Drinking Water Management System
Related Procedures, Protocols, Statements and Documents	

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### 3 PURPOSE

To ensure all connections to the Goldenfields Water County Council (Goldenfields Water) water supply network conform to requirements and that property owner's responsibilities are clearly defined.

### 4 SCOPE

This policy applies to all new water service connections. This policy also applies to all water service connections where disconnection may occur.

### 5 DEFINITIONS

**Service Connection** – The point of connection between the customer's internal plumbing and the Goldenfields Water water supply network separated by a water meter.

**Equivalent Tenement – (ET)** The demand or loading a development will have on infrastructure in terms of the water consumption for an average residential dwelling or house.

**Residential Service Connection** – A connection made to Goldenfields Water's urban infrastructure which is serviced by a reservoir via a distribution network and the main use is for residential accommodation (but not a hotel, motel, guest house, boarding house, lodging house, or nursing home). The connection is based on an equivalent tenement of 250 kl pa.

**Non-Residential Rural Service Connection** – A connection made to Goldenfields Water's rural infrastructure which is located outside the urbanised areas and is serviced directly from the water main and the water is used for stock and domestic requirements. The connection is based on an equivalent tenement of 250 kl pa.

**Non Residential Other Service Connection** – A connection made to Goldenfields Water's urban or rural infrastructure for the purpose of supplying water to commercial/industrial business, community holdings, and other remote and direct connections to mains outside of urbanised areas where there is no commercial rural activity.

**Non-Residential High Volume Monthly Service Connection** - A connection made to Goldenfields Water's urban or rural infrastructure for the purpose of supplying water to commercial / industrial business, community holdings, and institutions with usage of 50,000kl pa and above.

**Fire Service Connection** – A connection made to Goldenfields Water's urban or rural infrastructure that is connected solely to firefighting apparatus i.e. fire hydrants, fire hose reels, water storage tanks dedicated to fighting fires, and fire sprinkler systems.

**Backflow** – The unplanned reverse flow of water or mixtures of water and contaminants into the reticulated water supply system.

**Backflow Prevention Containment Device** – A device fitted at the property boundary to prevent the reverse flow of potentially polluted water into the drinking water system.



## Water Service Connection Policy

**Permanent Disconnection** – Where the water service connection is either completely removed, or permanently terminated or permanently isolated from the water supply.

**Temporary Disconnection** – Where the water service connection is isolated, by the physical locking off from the water supply.

**Temporary Service Connection** – A connection made to Goldenfields Waters' urban or rural infrastructure for the purpose of supplying water for the purpose of construction, emergency, or such other non-permanent uses.

## 6 WATER CONNECTIONS POLICY

A connection will be supplied subject to the following conditions. The following conditions also applies to all water service connections where disconnection may occur.

### 6.1 General Conditions

1. An application is made and all application fees paid.
2. Investigations show there is infrastructure in the area and it is adequate to support the connection\*.
3. Infrastructure charges have been paid in accordance with the Current Goldenfields Water Operational Plan.
4. Suitable backflow prevention containment device is fitted.

\* Goldenfields Water may allow developers or property owners (at their own cost) to extend or upgrade infrastructure to allow connection(s).

### 6.2 Special Conditions

#### 6.2.1 Non Residential Rural Connection

1. Applications for non-residential rural will be assessed on a case by case basis and charged in accordance with Goldenfields Water fees and charges policy.
2. The applicant will be required to enter into a legally binding agreement which sets out the general conditions for the connection.
3. The applicant will be required to store a minimum 3 day average water requirements or 20,000 litres whichever is greater.
4. Backflow prevention containment device must be fitted at the meter, in accordance with Goldenfields Water's Backflow Prevention Policy.
5. Non-residential rural properties cannot be connected to urban infrastructure.
6. The connection will be supplied directly above a suitable Goldenfields Water main.
7. It will remain the applicant's responsibility to augment from the connection.
8. If applicant's water infrastructure is intended to pass through any Road Reserve or Rail Corridor, the applicant is required to arrange their own approval(s) which must be provided.
9. If applicant's water infrastructure is intended to pass through neighbouring properties, the applicant must obtain a signed consent from the neighbouring property owner(s) and provide a copy to Goldenfields Water.\*

## Water Service Connection Policy

\*Note: Goldenfields Water recommends the applicant seek an easement to prevent future issues if the neighbouring property is sold. GWCC will take no responsibility for and have no involvement in matters relating to landowner consent.

### 6.2.2 Non Residential Other / Non Residential High Volume Monthly

1. Developer Infrastructure charges will be calculated based on anticipated number of equivalent tenements.
2. A backflow rating will be given based on intended activities carried out within the property boundary

### 6.2.3 Fire Service Connection

1. Storage tanks meeting the requirements of AS 2304-2011 must be installed
2. Connections will be fitted with a double detector check valve and bypass meter
3. If Goldenfields Water suspects the fire service is being used for any other purposes the appropriate usage charge will be forwarded to the client.

### 6.2.4 Service Connections to be served directly from Goldenfields Water's Water Main

1. All new water service connections are to be served directly from a Goldenfields 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 Goldenfields Water 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, Goldenfields Water 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 Goldenfields Water'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 own expense) provision for a standard 20mm Goldenfields Water meter to each individual dwelling.
5. Goldenfields Water will be responsible for all water meters.
6. Internal firefighting 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.

### 6.2.6 Connections to Leasehold land

1. In circumstances where tenants of Leasehold Land, being land that is leased to a person or company by the relevant State (as the Crown), are deemed to be responsible for the payment of access and consumption charges, the tenant is required to pay a deposit equal to the current Developer Infrastructure Charge before receiving a connection

## Water Service Connection Policy

2. Council will issue invoices for relevant fees and charges to the tenant
3. Council will, upon any such connection being disconnected (and disconnection fees paid) or transferred, refund the deposit after deducting all outstanding amounts owing to Council

### **6.3 Isolation (stop) valves on customer side of meter**

1. Isolation valves installed on Council's side of the meter should only be operated by Goldenfields Water staff or authorised persons working on behalf of Goldenfields Water.
2. Customers wishing to isolate water supply on their property are required to use an isolation valve (stop valve) located on the customers side of the meter assembly. The Local Government (General) Regulations 2021 clause 152(2) requires the owner of the premises to have an isolation valve installed within their premises.
3. It is noted that some historical connections exist that do not have an isolation valve located on the customer side of the meter. Where Council attends a premises and identifies an isolation valve is not present on the customers side of the meter, Council will write to the owner advising of the need to have an isolation valve installed by a licensed plumber.

7.

### **6.37 DISCONNECTIONS**

Notwithstanding Goldenfields Water's ability to disconnect water services to a property for non-payment of a water account, Goldenfields Water from time to time receives requests for either the temporary or permanent disconnection of a property's existing water service connections from Goldenfields Water's supply. Disconnection will be under the following conditions:

#### **7.1 Voluntary Disconnection**

##### **6.3.47.1.1 Disconnection Options**

Consumers seeking disconnection of their service are to be given the option of:

1. Permanent Disconnection – Once disconnection occurs, properties will no longer be levied Access Charges, however properties in Goldenfields Water's Urban areas, created by way of sub-division after 01/07/2011 will be levied a Vacant Land Charge.
2. Temporary Disconnection - in which case Access charges will continue to be payable for the whole period of disconnection.

##### **6.3.27.1.2 Application and Approved Fee**

Voluntary disconnection will proceed following an application being made on Goldenfields Water's Approved Disconnection Form, and the payment of the Disconnection Attendance Fee.

##### **6.3.37.2 Debt Recovery Disconnection**

Goldenfields Water reserves the right to disconnect the water supply at any stage of the debt recovery process, at the discretion of Council (refer to PP016 Debt Recovery & Hardship Policy).

**6.3.47.3 Electrical Earthing to Internal Water Supply Pipe**

The property owner is responsible for ensuring that the correct earthing (refer AS3000 and AS3008) of any electrical installation or appliance connected to the internal water supply piping is operating correctly. The removal of either water service connection or water meter as part of any disconnection, will sever any physical link between the property's water supply and Goldenfields Water's water supply system. A licenced Electrician may need to inspect the earthing and verify that the installation will continue to comply with all relevant codes after disconnection.

**6.3.57.4 Reconnection of Previously Disconnected Property**

1. There is no guarantee implied or otherwise provided that a Permanently Disconnected property at some future time will be offered a water service connection.
2. If such future offer is made, then any future reconnection of a Permanently Disconnected property will result in the relevant new Connection Charge and Developer Infrastructure Charge.
3. Goldenfields Water will reconnect a Temporary Disconnected property, following a request by the property owner for reconnection and payment of the relevant Reconnection Fee.
4. Any reconnection of a property subject to Debt Recovery requires compliance with Goldenfields Water's PP016 Debt Recovery & Hardship Policy.

**6.48 TEMPORARY CONNECTIONS**

Goldenfields Water may be willing (dependent on the circumstances) to provide Temporary Service Connections for the purposes of construction, emergency or such other non-permanent uses as may be approved.

1. Temporary Service Connections will not generally be made available on a continuing basis to serve occupied residential, industrial, commercial, or other premises involving fixed permanent structures, plant, or machinery.
2. The provision of a Temporary Service Connection does not, in any way imply Goldenfields Water's capacity to provide a Permanent Connection, of any type, size whatsoever to any premises.
3. Without any implied acceptance of liability, Goldenfields Water may provide advice on likely maximum flows available through various connection sizes at a particular location. However, Goldenfields Water will only provide a standard 20mm water service connection, unless a larger service is required for the quantity of water or required by a statutory requirement.
4. Goldenfields Water will endeavour to ensure that the water supply available is maintained at agreed quantities and pressures during any agreed periods of time (days, weeks, months) but the maintenance of the water supply may not be continuous.
5. At its sole discretion, Goldenfields Water may interrupt or restrict supply either indefinitely or as such period as required without incurring any liability for compensation or damages resulting for any interruption or restriction. Interruption or restriction will generally only be made when it is necessary to ensure adequate level of supply to Permanent Water Service Connections are

## Water Service Connection Policy

- maintained but may be made for any other purpose considered appropriate by Goldenfields Water.
6. Developer Infrastructure Charges will not be charged in respect to any Temporary Service Connection.
  7. The following are to be fully paid prior to any connection being made:
    - Any Developer Augmentation Charge for any new or upgraded infrastructure required to enable any Temporary Service Connection
    - The appropriate Tapping Service and Meter Charge
    - Backflow Device Fee (if required)
    - Future Disconnection Fee
    - Deposit (equal to two months anticipated consumption)
  8. All water recorded through the water meter will be levied monthly at Goldenfields Water's Temporary Charge per kilolitre as set out in its Fees and Charges and is subject to annual review.
  9. Any Temporary Water Service Connection may be terminated by either party on provision of a minimum of fourteen day's written notice to the other party. A final account will be prepared, less the previously paid Deposit, with any residual payable by the applicant.
  10. All infrastructure, service connection or other asset required for any Temporary Water Service Connection may be utilised in any manner without any liability to compensate the original applicant.
  11. Temporary Water Service connections may be transferred to a Permanent Connection status at any time, provided that the agreed connection supply requirements are being met by Goldenfields Water's infrastructure, ensuring such Permanent Connection will not adversely affect level of supply to existing Permanent Water Service Connections. The appropriate Developer Infrastructure Charge is also required to be paid. Such Permanent Connection would then be transferred to the applicable Fees and Charges applying to the connection's Classification.

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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**DELIVERY PROGRAM PROGRESS REPORT – JULY TO DECEMBER 2022**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That Council's July to December 2022 Delivery Program Progress Report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

Priority 1      High Quality, Secure and Efficient Water Supplies

**BACKGROUND**

Section 404 of the Local Government Act 1993 - *Delivery Program*, stipulates that regular progress reports (at least 6 monthly) be provided to Council to report on progress toward the principal activities detailed in the Delivery Program.

**REPORT**

Council's July to December 2022 Delivery Program Progress Report has been created, measuring the organisations progress toward the Delivery Program. The report is attached for Council's information.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Delivery Program Progress Report July to December 2022

**TABLED ITEMS:** Nil



July to December 2022

# Delivery Program Progress Report



Goldenfields  
Water



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## Progress Report Explained

As a NSW county council, Goldenfields Water is required as part of the Integrated Planning and Reporting framework for NSW local government to implement a suite of interrelated strategic planning documents.

The documents include a long-term Business Activity Strategic Plan, four-year Delivery Program and annual Operational Plan. These documents are supported by the Resourcing Strategy, which comprises a Long Term Financial Plan, Workforce Management Plan and Asset Management Plan.

At least every six months, a progress report must be produced that provides information to the community about Goldenfields

Water's progress towards achieving the objectives set out in its four-year Delivery Program.

This current progress report is for the period from July through to December 2022, which covers the first six months of Goldenfields 2022/2023 Operational Plan, derived from Goldenfields Delivery Program for 2022-2026.

The detailed progress report in Section 2 uses the icons below to show the status of each project, program or action. A comment is also provided about the specific progress made so far in completing each project, program or action.



Green - Completed



Blue - Progressing



Red – Not yet started



## Profile

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

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

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

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

Goldenfields Water's seven constituent councils are:

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

Currently, Goldenfields Water supplies all drinking water directly to the almost 11,600 rural, residential, commercial and other properties in the local government areas of Bland, Coolamon, Junee, Temora, and parts of Cootamundra-Gundagai and Narrandera.

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

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



## Mission, Vision and Values

### Mission

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

### Vision

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

### Values

#### Integrity

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

#### Trust

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

#### Respect

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

#### Teamwork

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

#### Continuous Improvement

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



## Strategic Priorities

This progress report is categorised in line with the three strategic priorities established by Goldenfields Water's Business Activity Strategic Plan and the strategic objectives and strategies outlined in its 2022-2026 Delivery Program to achieve those objectives.

### Priority 1 High Quality, Secure & Efficient Water Supplies

1.1	Potable Water Supplies Meet Australian Drinking Water Guidelines and Public Health requirements
1.2	Future Growth is planned for and managed
1.3	Water Supply is reliable and efficient
1.4	Our Assets are managed & renewed in accordance with Council's Asset management systems

### Priority 2 Customer Service Focus

2.1	Well trained highly motivated workforce
2.2	Safe healthy and risk managed working environment exists for staff and the community
2.3	Community satisfaction is built and maintained through provision of services and information
2.4	Financial Management
2.5	Improving Performance and Managing Risk
2.6	Regional collaboration

### Priority 3 A Healthy Natural Environment

3.1	Energy costs and usage are monitored and reduced through utilisation of alternative technologies and system innovations
3.2	Environmentally adverse consequences are minimised from operations including water extraction, capital works and day to day operations
3.3	Potential effect of climate change on water supply is identified, planned, and managed
3.4	Water is used wisely with system losses minimised and accounted for




## Delivery Program Progress Report – July to December 2022

The following is Goldenfields Water's detailed report on its progress towards achieving the strategic objectives and implementing the strategies in its Delivery Program during the period July–December 2022. Progress is reported under Goldenfields Water's three strategic priorities.

### 1: High Quality, Secure & Efficient Water Supplies

#### 1.1: Potable water supplies meet Australian Drinking Water Guidelines and Public Health requirements

##### 1.1.1: Drinking Water Management System is implemented

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.1.1.1	Drinking Water Management System annual reporting	Annual report developed and submitted to council by December prior to submission to NSW health	Production & Services Manager		100%	Annual reporting for Councils Drinking Water Management system is finalised in October to December. The Annual report is a comprehensive analysis of Councils performance in accordance with the Australian Drinking Water Guidelines. The report includes a list of actions and implementation requirements for continual improvement. The report is submitted for review to NSW Health and adopted by the Board.



### 1.1.2: Backflow prevention is in place for high risk connections

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.1.2.1	Backflow Prevention is in place for high risk connections	Low Pressure Areas - investigate and develop options for effective backflow prevention	Engineering Manager		20%	Backflow audit to occur over the current calendar year.

### 1.1.3: Goldenfields adheres to NSW Government Best Practice Management

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.1.3.1	Goldenfields Water adheres to NSW Government Best Practice Management	IWCM Strategy developed to 80%	Engineering Manager		30%	Hydraulic modelling of the system is currently being finalised.



## 1.2: Future growth is planned for and managed

### 1.2.1: Growth opportunities are considered through business planning

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.2.1.1	Rosehill to Young strategy is implemented to improve operation and allow for future growth (including supply to Boorowa)	Rosehill Pump Station Pipeline section construction completed	Engineering Manager	●	20%	Designs finalised. Due for tender to be advertised within upcoming months
1.2.1.1	West Wyalong Water Reliability Project	70% construction completed	Engineering Manager	●	50%	Pipelines and reservoir contractors are progressing in line with anticipated budget and schedule. On track for completion by the end of the Calendar year

## 1.3: Water supply is reliable and efficient

### 1.3.1: Disruptions to supply are planned for and managed

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.3.1.1	Disruptions to supply are planned for and managed	Report on number of planned and unplanned disruptions for quarter	Operations Manager	●	100%	All planned works where supply disruptions are envisaged, consumers receive a minimum of 10 days' notice via mail, letter drop and/or social media outlets. All unplanned/emergent outages are dealt with by way of communication through social media channels and/or radio TV if the disruption is deemed major. Approx: 16 unplanned outages and 8 planned outages occurred during the last quarter.



### 1.3.2: New Temora Depot to support reticulation renewals and construction program

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.3.2.1	New Temora Depot to support reticulation renewals and construction program	Capital Expenditure Review developed	Engineering Manager	●	15%	Development application has been submitted for preliminary designs.

## 1.4: Our assets are managed and renewed in accordance with Council's Asset management systems

### 1.4.1: Strategic asset management documents and systems are adopted and updated to maintain validity and relevance

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.4.1.1	Water network asset class plans developed	Water network asset class plans developed	Engineering Manager	●	10%	Working to improve pipeline information

### 1.4.2: Assets are renewed in accordance with the requirements of the Asset Management Plans

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.4.2.1	Assets are renewed in accordance with the requirements of the asset management plans	Capital works program is generated from the asset management system	Engineering Manager	●	25%	Asset management system has been used to identify renewals and scored for prioritisation. Next FY capital works budget to be determined over following few months





Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.4.2.2	Ariah Park pump station is renewed	Progress	Engineering Manager		0%	Decision has been made to delay renewal to focus funds on alternate upgrades
1.4.2.2	Minimum 10km of rural renewals completed	Km undertaken	Operations Manager		100%	Total rural mains replacement over the last six months equates to 18 kilometres
1.4.2.2	Minimum 10km of urban reticulation renewals completed	Km undertaken	Operations Manager		50%	Approximately 5 kilometres of urban mains replaced during the last six months.
1.4.2.2	Minimum 5km trunk renewals completed (excluding Thanowring Road)	Progress report	Operations Manager		50%	Approximately 5 kilometres of trunk main renewals completed. The weather was a dominant factor in the hold up of these works.
1.4.2.2	Thanowring Road pipeline upgrade minimum 10km constructed	Progress report	Operations Manager		100%	10 kilometres of pipeline has been constructed along Thanowring rd. 8 kilometres of this section of pipeline has been charged and pressure tested.
1.4.2.3	Jugiong high voltage electrical renewal	Completion of new switch room, electrical design and installation and HV install	Production & Services Manager		80%	Council has commenced the construction of Civil infrastructure, such as new HV building, electrical pits, conduits and stormwater pipelines. This contract was awarded to Van Mal is expected to achieve Practical Completion by March 2023. Outstanding works are new Electrical Design works which are intended for RFT release by April 2023. The design, manufacture and supply of new Transformers, Variable Speed Drives and Switch Gear has been completed by Schneider and awaiting delivery.



Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.4.2.3	Oura bore 4 relining and pump upgrade	Completed and bore operational	Engineering Manager		100%	Complete
1.4.2.3	Oura reservoir and aerator renewal construction commences this 2022/23 FY due for completion 2023/24 FY	Commence construction with 50% completed	Engineering Manager		30%	Minor delays with design finalisation and review. Anticipated tender to be advertised soon and awarded at the April Council meeting
1.4.2.3	Oura Water Plant HV Upgrade	Completion and commissioning	Production & Services Manager		100%	Oura HV project has been completed and currently operational. Minor contractual works continue as part of the practical completion phase of the works.

#### 1.4.3: Maintenance programs are developed and implemented


Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
1.4.3.1	Routine Mains Maintenance Program	Minimum 30km of mains flushing undertaken	Operations Manager		100%	Routine Water mains flushing has occurred in the townships of, Coolamon, Ganmain, Matong, Grong Grong, Junee, Temora, Wyalong and Wallendbeen, approx 35 kilometres of pipeline.




## 2: Customer Service Focus

### 2.1: Well trained and highly motivated workforce

#### 2.1.2: Staff professional development opportunities


Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.1.2.1	Staff professional development opportunities	Staff Development Plan process incorporates employee development through informal and formal professional development and training opportunities	HR Coordinator		0%	Planned for February/March

#### 2.1.3: Build a diverse workforce

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.1.3.1	Build a diverse workforce	Action items from Goldenfields Water's EEO Management 2021-2025 implemented.	HR Coordinator		50%	Policies are currently being reviewed to ensure inclusion of EEO principles. Staff Survey 2023 is currently being undertaken and includes EEO related issues. Planning of IWD celebrating women in the workforce has begun.



#### 2.1.4: Measure and improve employee engagement

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.1.4.1	Measure and improve employee engagement	Staff survey undertaken	HR Coordinator		60%	2023 Staff Engagement Survey commenced on the 6th February, concluding 17th February. Results expected to be populated Mid-March.
		Develop, implement and monitor organisation-wide training plan to ensure available funds for required training focusing on skills gaps and leadership				



## 2.2: Safe, healthy, and risk managed working environment exists for staff and the community

### 2.2.1: Integrated approach to safety risk management in the workplace

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.2.1.1	Integrated approach to risk management in the workplace	MANEX team informed of WHS performance and accountable for continual improvement in workplace safety	WHS Coordinator		50%	Monthly WHS report is tabled at MANEX by the WHS Coordinator detailing incident and hazard statistics for preceding month and financial year. Additionally, an update is provided to MANEX on the Health and Safety Committee including action items, training and general requests and status of safety documentation under review/endorsed documents to ensure visibility and continual improvement of WHS matters
		Review of safe working practices and procedures				

### 2.2.2: Implement WHS Program

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.2.2.1	Implement WHS Program	Health and Wellbeing Strategy implemented	HR Coordinator		50%	Planning of Health & Wellbeing Week in May has begun. Health Subsidy claim forms have been sent out. Mental First Aid training being undertaken by Health & Safety Committee. Drug and Alcohol Testing scheduled - with focus on rehabilitation.



## 2.3: Community satisfaction is built and maintained through provision of services and information

### 2.3.1: Inform our customers about projects, programs, issues etc

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.3.1.1	Social Media utilised for promotion of projects, outages and upcoming works	Social media statistics Social media posts, subscribers change, visitors to website, social media pages.	Community Engagement Officer		50%	Social media is used continuously to inform and engage with our customers and stakeholders.

### 2.3.2: Undertake Customer Survey

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.3.2.1	Customer survey undertaken	Results reported to Board	Community Engagement Officer		100%	Customer Survey was completed in October 2022.

## 2.4: Financial Management

### 2.4.1: Long term financial plan reviewed and updated regularly

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.4.1.1	Review and update Long Term Financial Plan	Review and update Long Term Financial Plan	Corporate Services Manager		0%	Scheduled for February 2023 in conjunction with 2023-2024 Budget preparation.



### 2.4.2: Review and determine fees and charges consistent with the Long Term Financial Plan

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.4.2.1	Develop a long term pricing path. Review and determine fees and charges annually	Review and determine fees and charges annually	Corporate Services Manager		0%	Scheduled for February 2023 in conjunction with 2023-2024 Budget preparation

### 2.4.3: Plant replacement program maintained to ensure safe and fit for purpose fleet

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.4.3.1	Plant replacement program maintained to ensure safe and fit for purpose fleet	Prepare annual plant replacement program	Corporate Services Manager		100%	Completed for inclusion in the 2023-2024 draft budget

## 2.5: Improving performance and managing risk

### 2.5.1: Review and update Business Continuity Plan

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.5.1.1	Review and update Business Continuity Plan	Undertake scenario training	Corporate Services Manager		100%	Business Continuity Plan was utilised for the Daylight Bore flooding event in November 2022 to January 2023.



### 2.5.2: Audit Risk and Improvement Committee function complies with Framework, regular meetings are held and internal audits undertaken

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.5.2.1	Audit Risk & Improvement Committee function complies with Framework, regular meetings are held and internal audits undertaken	Review framework requirements at least annually Hold meetings at least quarterly Undertake internal audits in accordance with Strategic Internal Audit Plan	Corporate Services Manager		50%	Framework will be reviewed following Office of Local Government's release of new ARIC Guidelines - four meetings scheduled for 2023 - internal audits completed and scheduled in accordance with Strategic Internal Audit Plan

### 2.5.3: Prepare statutory financial reports within required timeframes

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.5.3.1	Prepare statutory financial reports within required timeframes	Prepare Annual Financial Statements	Corporate Services Manager		100%	Completed and lodged within statutory timeframe
2.5.3.2	Prepare quarterly budget reviews	Prepare quarterly budget reviews	Corporate Services Manager		50%	Completed within statutory timeframes





#### 2.5.4: Maintain an up to date ICT infrastructure to ensure organisational efficiency

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.5.4.1	Maintain an up to date ICT infrastructure to ensure organisational efficiency	Develop annual ICT project plan	Corporate Services Manager	<span style="color: red;">●</span>	0%	2023/24 plan to be developed in 2023

### 2.6: Regional Collaboration

#### 2.6.1: Membership Joint Organisation

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.6.1.1	Membership RivJo and REROC	Goldenfields participates in projects with a joint interest	General Manager	<span style="color: blue;">●</span>	50%	Goldenfields attends RivJo and REROC meetings regularly and considers projects that it may participate in with a joint interest.

#### 2.6.2: Work with Constituent Councils

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.6.2.1	Regular meetings with Constituent Councils	Meeting with General Managers annually or as necessary	General Manager	<span style="color: blue;">●</span>	50%	Meetings with Constituent Council General Managers are held as required. The General Manager has met with Hilltops Council GM in July 2022 and Bland Shire GM August 2022.




Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
2.6.2.2	Update SLA with Bulk Councils	New SLA developed and signed off between each Bulk Council and GWCC	General Manager	●	40%	Service Level Agreement draft documents are complete. Negotiations with bulk Councils are anticipated for completion by the end of financial year.



### 3: A Healthy Natural Environment

#### 3.1: Energy costs and usage are monitored and reduced through utilisation of alternative technologies and system innovations

##### 3.1.1: Energy efficiency considered in infrastructure design and benefit cost assessments

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
3.1.1.1	Energy usage records kept and monitored	Energy trends monitored for inclusion in future upgrades of facilities	Production & Services Manager		100%	Staff look to conserve energy usage where possible utilising automated contract systems such as SCADA. The development of tariff inhibits are being implemented across the schemes to align with Councils new energy contractual conditions to reduce costs. Limitations of council's energy management occurs during summer months where demands require extensive pump run times and SCADA controls cannot limit pumping requirements failing loss of pressure and flow for customers.



### 3.1.2: Council Maintains an energy management system

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
3.1.2.1	Council maintains an energy management system	Staff review annual consumption data to inform future upgrades and replacement requirements	Production & Services Manager		100%	Council currently operates two systems for energy management. Azility is a platform that is currently utilised to process energy invoices and incorporates payment processes through the Authority system. E21, is a management system that staff utilise to trend usage and report operational data to make informed decisions upon. These systems have been in place and utilised since 2018.

## 3.2: Environmentally adverse consequences are minimised from operations including water extraction, capital works and day to day operations

### 3.2.1: All construction and maintenance work undertaken to minimise impact to the natural environment

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
3.2.1.1	All construction and maintenance work undertaken to minimise impact to the natural environment	Environmental impacts considered for each capital project through production of Review Environmental Factors	Operations Manager		95%	Construction Management Plans and Environmental Management Plans are available for all construction works. Maintenance activities and emergent works/activities are undertaken in line with current Legislation and Council work practices.



### **3.3: Potential effect of climate change on water supply is identified, planned and managed**

#### **3.3.1: IWCM strategy to consider climate change affects in modelling**

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
3.3.1.1	IWCM Strategy to consider climate change affects	Climate change considered in demand and supply figures	Engineering Manager	●	80%	Currently finalising hydraulic modelling. This has included a review of current and future demand figures and modelling of different peak scenarios to model climate change effects

### **3.4: Water is used wisely with systems losses minimised and accounted for**

#### **3.4.1: Non-revenue water is minimised and accounted for**

Code	Operational Plan Desired Outcome	Performance Measure	Responsible Officer Position	Traffic Lights	Progress	Comments
3.4.1.1	Non-revenue water is minimised and accounted for	Production and bulk meters are compared to identify losses within the system	Production & Services Manager	●	50%	Staff monitor and report on Non-Revenue Water (NRW). There have been two considerable events that have contributed to significant NRW this year. Those being major bursts in the Mt Arthur and Mt Daylight supply schemes due to extensive flooding issues and restrictions from entering sites to fix the bursts due to flood inundation.

**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

**SOCIAL MEDIA AND MEDIA REPORT**

**Report prepared by Community Education and Engagement Officer**

**COUNCIL OFFICER RECOMMENDATION**

Goldenfields Water Social Media and Media report be received and noted.

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

Priority 2 Customer Service Focus

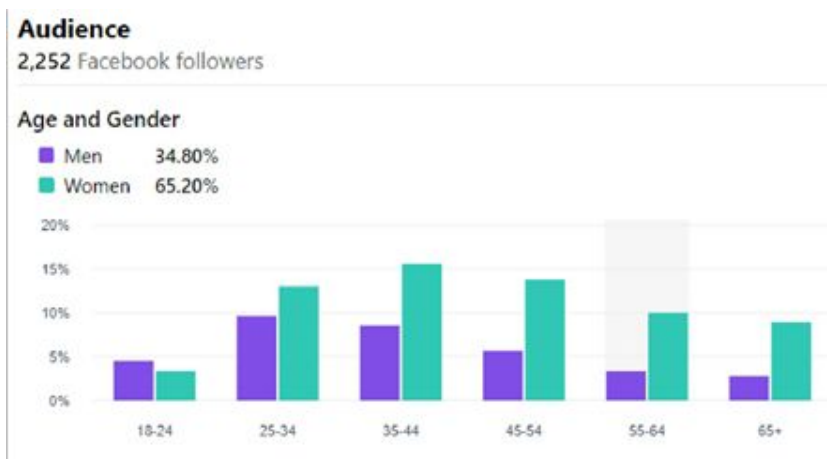
**BACKGROUND**

As part of the Community Engagement Strategy, Goldenfields Water is to provide a broad range of proactive and reactive social and other media activities. These activities are in line with the key objectives and actions identified in our Community Engagement Strategy, with the aim of proactively informing and engaging our customers, local communities and other relevant stakeholders.

**REPORT**

Goldenfields Water’s social media platforms include Facebook, Instagram, Twitter and LinkedIn. Of these four platforms, Council primarily utilises Facebook to communicate and inform our communities with relevant news and updates. Our 2022 Customer Survey also indicated that Facebook is our customers most preferred and followed social media account.

Council’s Facebook page currently has 2.2K followers. A large portion of our followers are based in Temora (21.2%), followed by West Wyalong (10.4%) and Wagga Wagga (9.2%). Females in the 35 – 44 age group make up our biggest group of followers.



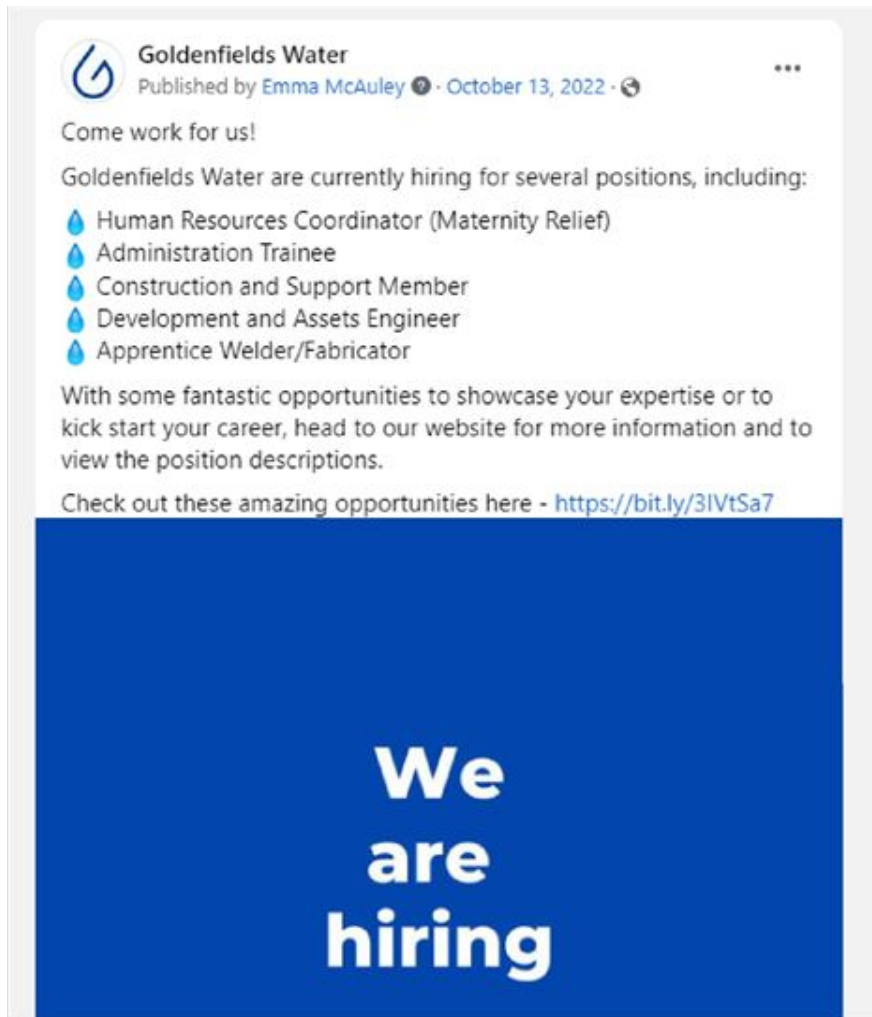
In 2022 our Facebook account received 8,713 page visits and our posts reached an estimated 56,657 people. During 2022 we utilised Facebook advertising and invested \$807 for the calendar year, which helped us reached an additional 22,316 views on our posts.

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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Our highest performing (paid) post was a multiple job vacancy post in October 2022, when Council were recruiting for several positions. This post gained 15.3K views, 42 reactions and 696 link clicks through to the job vacancy page on council's website.



GWCC's Instagram account has a total of 444 followers with the primary group of followers being women in the 25-34 age category. 23.4% of our followers are based in Temora, followed by Sydney (14.6%) and then Melbourne (11%).

In 2022, we made 100 posts on our Instagram account which reached a total of 1,782 views.

**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**



Instagram demographics

In addition to our social media platforms, there were 14 media releases delivered to local print and radio media outlets. Primarily, our media releases featured in the Temora Independent and West Wyalong Advocate. These articles covered topics including the Daylight Scheme Water Restrictions, discoloured water management, capital works completions and water education.

GWCC staff contributed to several radio interviews throughout the year, typically in relation water restrictions. In March 2022, GWCC partnered with The National Theatre for Children to sponsor the *Your Water, Your Future* program which gained a significant amount of media attention, including an interview with ABC Central West, media releases and several high traction social media posts.



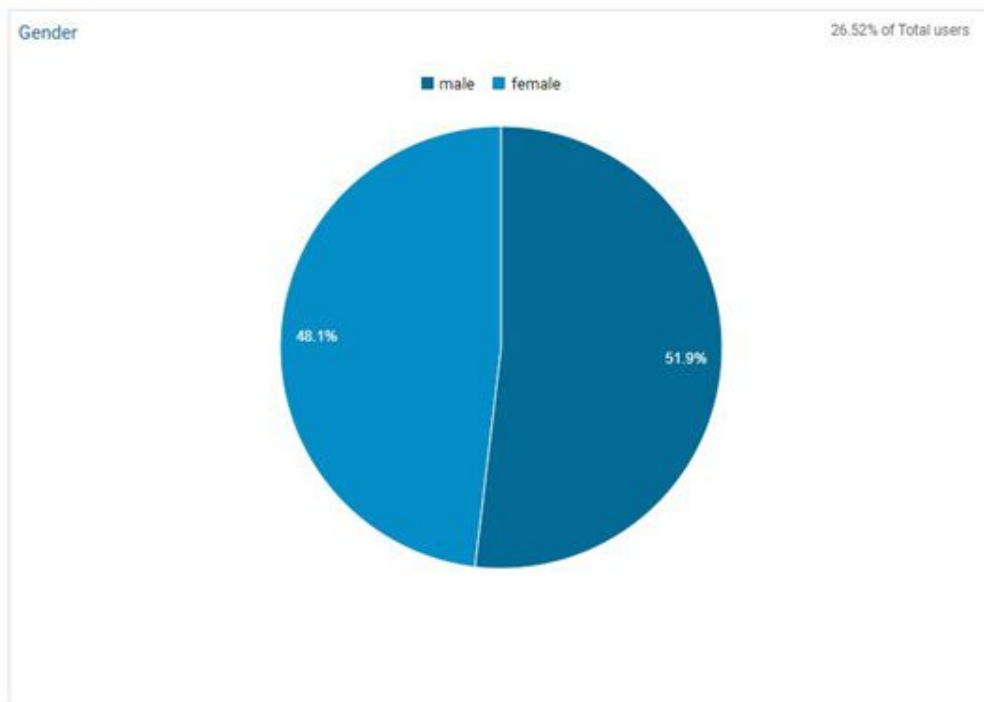
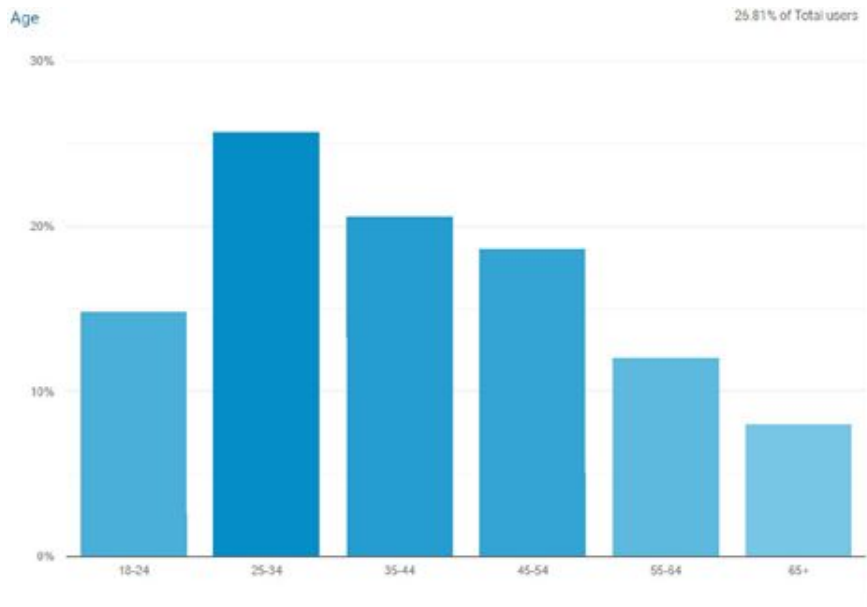


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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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Council’s website attracted 48,675 page views for 2022 (increased by 14% compared to previous year) and the top three pages visited in 2022 included the *homepage*, followed by *Our Vacancies*, followed by *Section 603 Certificate*. Females in the 25-34 age group continued to be our websites highest users.



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The results in this report provide a clear indication that social media and Facebook advertising are an effective way to maximise our reach and communicate with a large percentage of our customers. As seen in the 2022 Customer Survey, our customers still appreciate methods of traditional media, which we will continue to provide to minimise the risk of missing some of our audience. It was also identified in our survey that our customers would prefer to receive water announcements and updates via SMS notifications, which is something that Council will investigate further.

**FINANCIAL IMPACT STATEMENT**

The activities are funded within the operational budget.

**ATTACHMENTS:** Nil

**TABLED ITEMS:** Nil

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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**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**

Priority 2      Customer Service Focus

**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 was created to assist Goldenfields Water's councillors and staff to meet their record keeping requirements.

The policy has been reviewed to ensure that continued full and accurate records, are created, managed and disposed of appropriately to meet Goldenfields Water's organisational needs and accountability requirements.

Other corporate systems that hold information independent from the corporate EDRMS have now been included in the revised Policy.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** PP027 Records and Information Management Policy

**TABLED ITEMS:** Nil



Policy No. PP027

# Records and Information Management Policy

## Records and Information Management Policy

### 1 INFORMATION ABOUT THIS POLICY

#### POLICY INFORMATION

<b>Date Adopted by Board: 21/12/2018</b>	<b>Resolution No.18/126</b>
<b>Policy Responsibility: General Manager</b>	
<b>Review Timeframe: 4 yearly</b>	
<b>Last Review 02/2023</b>	<b>Next Scheduled Review 12/2027</b>

#### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	<b>02/2023</b>	<b>Added related policy P042 – Records and Information Management Strategy</b>
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

#### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<b>NSW State Records Act 1998</b>
<b>Related Policies</b>	<b>P042 - Records and Information Management Strategy</b>
<b>Related Procedures, Protocols, Statements and Documents</b>	<b>Content Manager Business Rules</b>



## Records and Information Management Policy

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## Records and Information Management Policy

### 3 PURPOSE

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

### 4 SCOPE

This document has been specifically developed to assist Goldenfields Water's councillors and staff to meet their recordkeeping responsibilities.

All councillors and staff must comply with this document in their conduct of official business for Goldenfields Water. This includes business relevant to the performance of the function and duties of councillors and staff. This document applies to information in all formats, including electronic records.

### 5 DEFINITIONS

**Information** – the communication or reception of knowledge or intelligence.

**A record** – A record is 'any information created and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office' (section 3(1) *State Records Act 1998*).

**Corporate Value** – Content containing important value of Goldenfields Water's business transactions and governance.

**GDA 39** – General Retention and Disposal Authority as stipulated by the NSW State Records.

### 6 POLICY

#### 6.1 Policy Statement

Goldenfields Water will address the matter of 'Record and Information Management' in the following manner:

Implementing records practices that capture information whether electronic or physical formats

Maintain records that provide appropriate and adequate evidence of Goldenfields Water's business transactions

Ensure records are maintained, complete, accurate and authentic, in order to maintain accessibility and integrity of the information.

Maintain permanent records in accordance with section 12(1) of the State Records Act 1998 and related procedures and business rules

## **Records and Information Management Policy**

Keeping full and accurate records of the activities and decisions of Councillors in the course of their official duties

Managing records in accordance with organisational needs and accountabilities

Enabling staff to effectively and efficiently maintain records through the implementation of Content Manager (CM9)

### **6.2 What records to create and capture**

Staff shall create and capture full and accurate records of any significant business undertaken in the course of their official duties for Goldenfields Water. Significant business can include:

- providing advice, instructions or recommendations
- finalised version of all documents relating to Goldenfields Water
- drafts of documents where there is corporate value for GWCC containing significant annotations or submitted for comment or approval by others
- correspondence received and sent (including emails) relating to their work undertaken for Goldenfields Water

Examples of records include (but are not limited to):

- emails
- spreadsheets
- maps and plans
- text messages
- letters
- databases
- faxes
- agendas
- minutes

### **6.3 Where to store records**

All records created in the course of official Goldenfields Water business (regardless of electronic format) shall be stored and maintained in Goldenfields Water official electronic document and records management system this is currently Content Manager (CM9).

Other corporate systems that hold information independent from the corporate EDRMS include:

- ProMaster (Credit Card Statements)
- Element Time (Payroll/Time Sheets)
- Elmo (HR System)
- Authority (Finance/Accounts Payable System)
- WaterOutlook (Water Data)



## Records and Information Management Policy

The information in these systems must also be retained in accordance with the GDA39 Local Government Records.

### 6.4 Disposal of records

Records must be disposed of in accordance with the State Records Act 1998.

State Records NSW has issued General Retention and Disposal Authority - Local Government records (GDA39), which outlines classes of records and how long they should be kept before being legally destroyed or transferred to archives. Periods specified are based on relevant legislation, guidelines and standards. Failure to keep records for the length of time specified in the GDA may put Goldenfields Water at risk.

Other forms of authorised disposal include:

- by order of a court or tribunal
- 'normal administrative practice' (NAP) where ephemeral, duplicate or facilitative records can be destroyed.

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**GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2023**

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**COUNCIL RESOLUTIONS UPDATE REPORT**

**Report prepared by General Manager**

**COUNCIL OFFICER RECOMMENDATION**

That Council note the Council Resolutions Update Report

**ALIGNMENT WITH BUSINESS ACTIVITY STRATEGIC PLAN**

Priority 1 High Quality, Secure and Efficient Water Supplies

**BACKGROUND**

The General Manager is responsible for ensuring that Council’s resolutions are implemented efficiently and in a timely manner.

**REPORT**

After a Council meeting is held, actions required from the resolutions made are listed and distributed to the Management Team for their attention. This list is included on the fortnightly Management meeting agenda to ensure timely completion of tasks.

The resolutions update table attached is provided to the Board to deliver an overview of the tasks completed since the previous meeting and to identify any outstanding tasks that still require action. This allows greater transparency for the Board into the actioning of the resolutions made and a timely reminder for Management to progress these actions.

**FINANCIAL IMPACT STATEMENT**

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

**ATTACHMENTS:** Council Meeting Resolution Action Table

**TABLED ITEMS:** Nil



## Council Meeting Action Items

Resolution No.	Resolution	Action Required	Status Update	Responsible Officer
22.083	RESOLVED on the motion of Crs White and Sinclair that the Board approve an increase to the operational budget of \$135,000 to recommence the implementation of the Emagin product.	Increase operational budget by \$135,000	Increase to budget included in Quarterly Budget Review being presented at the February Council meeting.	Corporate Services Manager
22.085	RESOLVED on the motion of Crs McAlister and McGlynn that the Board 1. Pursuant to s55(3)(i) of the Local Government Act 1993, the Board considers that a satisfactory result would not be achieved by inviting tenders before entering into a contract for the purchase of energy, due to extenuating circumstances, being: a. current energy market volatility and significant risk in entering into a fixed agreement b. multiple options for purchasing energy, such as wholesale purchasing c. flexibility in purchasing processes is required for speed of acting on low price demands within the National Energy Market (NEM) 2. authorise the General Manager or their delegate the delegation to negotiate the purchase of energy and enter into any such Agreements necessary to continue the efficient operations of Goldenfields Waters supply network.	Negotiate the purchase of energy and enter into agreement/s as required.	Contract for small and large sites has been entered into with Shell Energy.	Production & Services Manager
22.102	RESOLVED on the motion of Crs Sinclair and Piper that the Board adopt the updated Developer Charges Policy PP008.	Finalise Policy and Publish..	Policy finalised and published. Item complete.	General Manager



Resolution No.	Resolution	Action Required	Status Update	Responsible Officer
22.110	RESOLVED on the motion of Crs McGlynn and White that the Board delegate to the General Manager to discuss with staff to look at long term solutions to protect the infrastructure.	Consider long term solutions to protect Ballyrogan Bores	Management met with Carrathool Shire Council during January to discuss and consider options. Ongoing.	General Manager
22.112	RESOLVED on the motion of Crs Sinclair and Piper that Council rebate water account 44072297 \$20,521.20 for water charges incurred due to a concealed leak.	Rebate customer account and advise of decision	Rebate applied to water account and customer informed of decision. Item complete.	Corporate Services Manager
22.113	RESOLVED on the motion of Crs Callow and Piper that the Board; <ol style="list-style-type: none"> <li>1. Note the information provided within this report</li> <li>2. In accordance with Reg 178 of the Local Government (General) Regulation 2021, decline to accept any of the tenders.</li> <li>3. In accordance with Reg 178, of the Local Government (General) Regulation 2021, section (3), (e), enter into negotiations with FITT Resources with a view to entering into a contract in relation to the supply of pumps for the Oura Water Treatment Plant.</li> <li>4. Note that FITT Resources has been selected for negotiations as they were the preferred applicant as a result of panel evaluation process.</li> <li>5. Approve the General Manager and/or his delegate to negotiate, undertake any additional request for quotations and enter any agreement necessary to complete the supply of pumps and associated equipment for the Oura Pump Station</li> </ol>		Negotiations have been entered into and are expected to be finalised during February.	Production & Services Manager



Resolution No.	Resolution	Action Required	Status Update	Responsible Officer
22.114	RESOLVED on the motion of Crs Sinclair and White that Council: 1. Note the information within the report regarding Tender 06/2022 - SCADA & Control Systems Integration Support contract 2. Approve to award the contract (Tender 06/2022) to Safegroup Automation Pty Ltd		Tender awarded. Item complete.	Production & Services Manager
22.121	RESOLVED on the motion of Crs Callow and White a. That the Board note and adopt the updated Drinking Water Management System (DWMS). b. That the Board note and adopt the DWMS Policy without changes c. That the Board note and adopt the DWMS Annual Report for 2021/22 reporting year.	Adopt the DWMS Finalise and publish DWMS Policy. Finalise the Annual Report	DWMS, Policy and Report all finalised and published as required. Item complete.	Production & Services Manager
22.123	RESOLVED on the motion of Crs McGlynn and White that Council adopt PP005 Delegations of Authority Policy.	Finalise and adopt policy	Policy finalised and published. Item complete.	General Manager
22.124	RESOLVED on the motion of Crs McGlynn and Piper that Council: 1. Endorses the draft Payment of Expenses and Provision of Facilities to Councillors Policy (PP003) to be placed on public display for a period of 28 days 2. Adopt the policy as presented if no submissions are made within the public display period	Place on Public Display. If no submissions received finalise and publish.	Publicly displayed, no submissions. Policy finalised. Item complete.	General Manager

**NEXT MEETING**

The next ordinary meeting of Council is scheduled to be held on Thursday 27 April 2023 commencing at 10.00am

**CLOSE OF BUSINESS**

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