

# Notice of Meeting of Riverina Water County Council

The meeting will be held in the new meeting room on the mezzanine floor of the Stores Building, 91 Hammond Ave, Wagga Wagga at 10.30am on Wednesday 18<sup>th</sup> December 2019

# Meeting Agenda

Welcome to Country

Apologies

Declaration of pecuniary and non-pecuniary interests

Confirmation of Minutes held 30 October 2019

Acknowledgement to staff in relation to new meeting room

Presentation to Kerrie Fawcett on the occasion of commencement of leave prior to retirement after 45 years service

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# General Manager's Report to Riverina Water

13 December 2019

The Chairperson and Councillors:

## 1. Financial statements – list of investments

**RECOMMENDATION:** that the report detailing Council's external investments for the months of October and November 2019 be received.

- 
- **List of Investments – October 2019**
  - **List of Investments – November 2019**

**Monthly Investment Report as at 31/10/2019**

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>								
AMP	18/07/2019	365	17/07/20	A-2	2.05	9.678%	\$2,500,000.00	\$2,500,000.00
Rural Bank	30/04/2019	372	06/05/20	A-2	2.48	9.678%	\$2,500,000.00	\$2,500,000.00
Auswide Bank	8/07/2019	735	12/07/21	A-2	2.05	5.807%	\$1,500,000.00	\$1,500,000.00
AMP	12/02/2019	273	12/11/19	A-2	2.80	3.871%	\$1,000,001.00	\$1,000,001.00
Bank Australia	5/07/2019	367	06/07/20	A-2	2.20	7.742%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	28/10/2019	366	28/10/20	A-1+	1.45	3.871%	\$1,000,000.00	\$1,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	A-2	1.86	7.742%	\$2,000,000.00	\$2,000,000.00
AMP	30/03/2019	367	31/03/20	A-2	2.70	7.742%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/07/2019	569	27/01/21	A-1+	1.85	7.742%	\$2,000,000.00	\$2,000,000.00
Auswide Bank	17/06/2019	731	17/06/21	A-2	2.22	5.807%	\$1,500,000.00	\$1,500,000.00
Auswide Bank	27/08/2019	184	27/02/20	A-2	1.85	9.678%	\$2,500,000.00	\$2,500,000.00
Auswide Bank	15/08/2019	368	17/08/20	A-2	1.80	5.807%	\$1,500,000.00	\$1,500,000.00
BOQ	14/10/2019	366	14/10/20	A-2	1.55	7.742%	\$2,000,000.00	\$2,000,000.00
						<b>85.17%</b>	<b>\$24,000,001.00</b>	<b>\$24,000,001.00</b>
<b>Cash Deposit Account</b>								
T Corp				A-1+	1.20	7.09%	\$1,832,174.87	\$1,832,174.87
						<b>7.09%</b>	<b>\$1,832,174.87</b>	<b>\$1,832,174.87</b>
<b>TOTAL INVESTMENTS</b>						<b>92.26%</b>	<b>\$25,832,175.87</b>	<b>\$25,832,175.87</b>
Cash at Bank								\$71,967.54
<b>TOTAL FUNDS</b>								<b>\$25,904,143.41</b>

**CERTIFICATE**

I hereby certify that the investments listed above have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investments Policy number POL 1.23.



**E Tonacia**  
**MANAGER CORPORATE SERVICES**

### Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$1,898,355.00
	Asset Replacement	\$1,892,559.49
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$8,790,914.49
Unrestricted Funds		\$17,113,228.92
<b>TOTAL FUNDS</b>		<b>\$25,904,143.41</b>

\* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year.

### Report

The investment portfolio decreased by \$1,600,246.42 for the month. The decrease was due to income in October being lower than expenditure. A progress payment was also made for the construction of the new reservoirs.

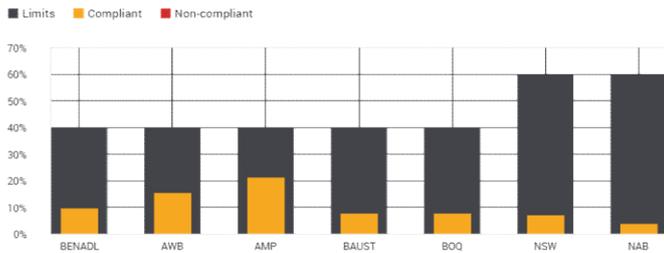
### Portfolio Performance

For the month of October, the portfolio (excluding cash) provided a return of +0.17% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.09% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

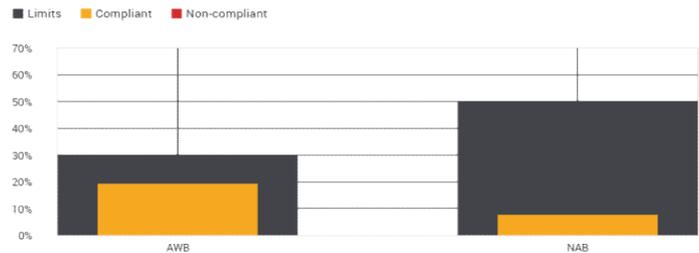
### Counterparty Compliance

The below graphs compare investments with each financial institution to the limits included in Council's Investment Policy

#### Short-term Holdings



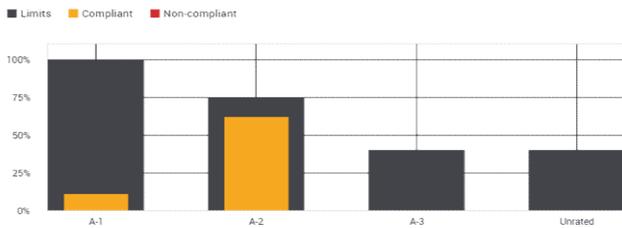
#### Long-term Holdings



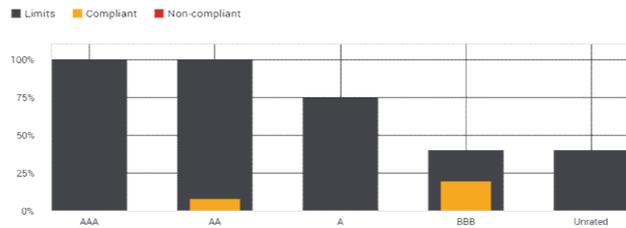
### Credit Quality Compliance

The below graphs compare investments with each investment rating category to the limits included in Council's Investment Policy

#### Short-term Holdings

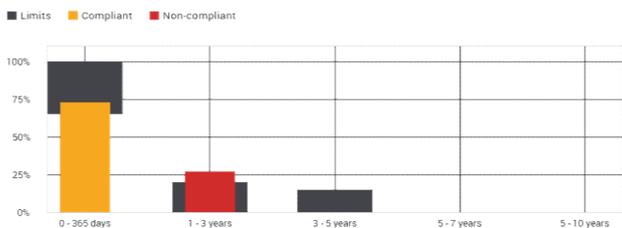


#### Long-term Holdings



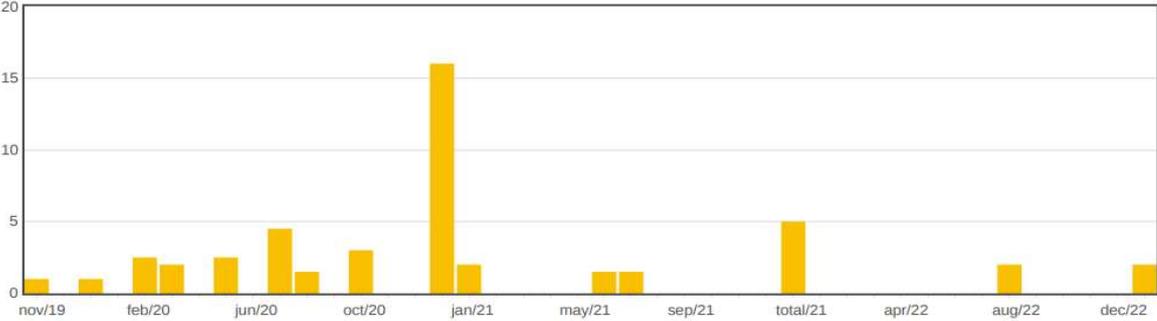
### Term to Maturity

The percentage of investments maturing over the next ten years is detailed in the graph below



**Maturity Cashflow**

When investments will mature over time



**Monthly Investment Report as at 30/11/2019**

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>								
AMP	18/07/2019	365	17/07/20	A-2	2.05	9.967%	\$2,500,000.00	\$2,500,000.00
Rural Bank	30/04/2019	372	06/05/20	A-2	2.48	9.967%	\$2,500,000.00	\$2,500,000.00
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Bank Australia	5/07/2019	367	06/07/20	A-2	2.20	7.973%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	28/10/2019	366	28/10/20	A-1+	1.45	3.987%	\$1,000,000.00	\$1,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	A-2	1.86	7.973%	\$2,000,000.00	\$2,000,000.00
AMP	30/03/2019	367	31/03/20	A-2	2.70	7.973%	\$2,000,000.00	\$2,000,000.00
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Auswide Bank	15/08/2019	368	17/08/20	A-2	1.80	5.980%	\$1,500,000.00	\$1,500,000.00
BOQ	14/10/2019	366	14/10/20	A-2	1.55	7.973%	\$2,000,000.00	\$2,000,000.00
						<b>87.71%</b>	<b>\$24,000,001.00</b>	<b>\$24,000,001.00</b>
<b>Cash Deposit Account</b>								
T Corp				A-1+	1.20	4.32%	\$1,083,570.86	\$1,083,570.86
						<b>4.32%</b>	<b>\$1,083,570.86</b>	<b>\$1,083,570.86</b>
<b>TOTAL INVESTMENTS</b>						<b>92.03%</b>	<b>\$25,083,571.86</b>	<b>\$25,083,571.86</b>
Cash at Bank								\$561,690.03
<b>TOTAL FUNDS</b>								<b>\$25,645,261.89</b>

**CERTIFICATE**

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**MANAGER CORPORATE SERVICES**

## Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$1,898,355.00
	Asset Replacement	\$1,961,339.75
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$8,859,694.75
Unrestricted Funds		\$16,785,567.14
<b>TOTAL FUNDS</b>		<b>\$25,645,261.89</b>

\* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year.

## Report

The investment portfolio decreased by \$258,881.52 for the month. The decrease was due to income in November being lower than expenditure.

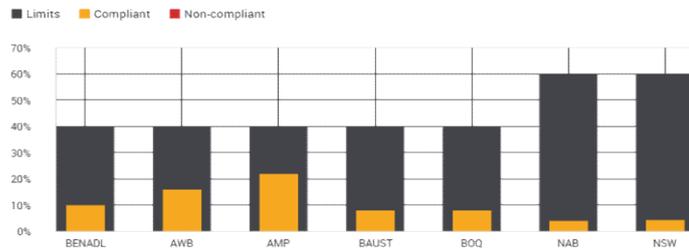
## Portfolio Performance

For the month of November, the portfolio (excluding cash) provided a return of +0.17% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.09% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

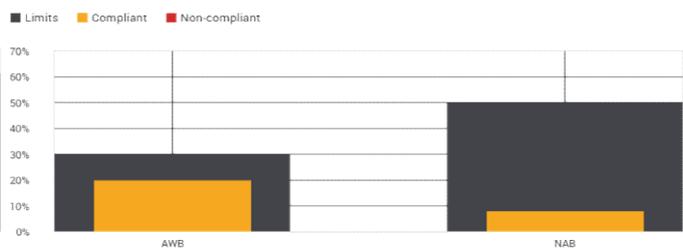
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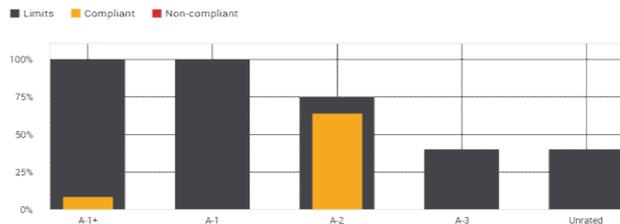
### Long-term Holdings



## Credit Quality Compliance

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### Short-term Holdings

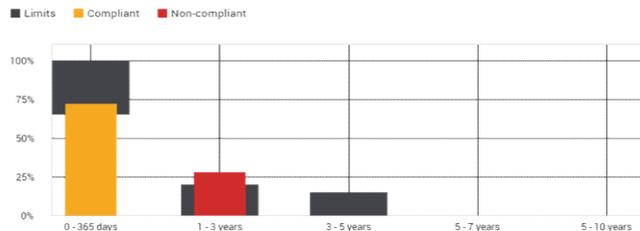


### Long-term Holdings



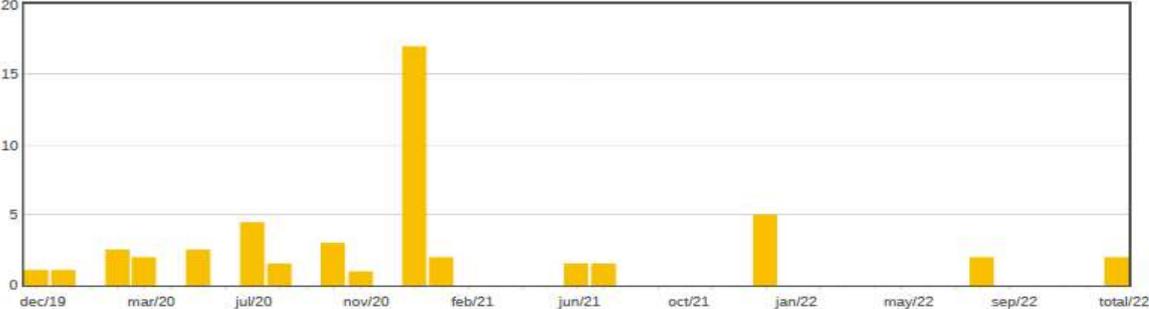
## Term to Maturity

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**Maturity Cashflow**

When investments will mature over time



## **2.Minutes of Audit and Risk Committee Meetings held 18 September and 20 November 2019**

**RECOMMENDATION:** that the Minutes of the Audit & Risk Committee meetings be received and noted.

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The Audit and Risk Committee met on 18 September and 20 November 2019.

- **ARIC Meeting Minutes 18 September 2019**
- **ARIC Meeting Minutes 20 November 2019**

**MINUTES of Audit and Risk Committee Meeting held at Riverina Water,  
91 Hammond Avenue Wagga Wagga on Wednesday 18 September  
2019 COMMENCING AT 9.30 AM**

**PRESENT:** Mr David Maxwell (Chairperson); Clr Yvonne Braid OAM; Mr Bryce McNair; Clr Tony Quinn; Mr Andrew Crakanthorp (General Manager); Ms Emily Tonacia (Manager Corporate Services); Mr Simon Thomson (Manager Governance & Human Resources); Kate Pellow (Accounting Officer); Dannielle MacKenzie(Crowe); Michael Kharzoo (Audit Officer NSW via Phone connection)

**APOLOGIES:**

**MINUTE TAKER:** Ms Alison Herbst

**AGENDA ITEM**

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**1. ATTENDANCE AND APOLOGIES**

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Nil

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**2. DECLARATION OF INTERESTS**

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Nil

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**3. CONFIRMATION OF MINUTES PREVIOUS MEETING 24 July 2019**

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The Chairperson advised that the July minutes would be reviewed at 13 November 2019 meeting, along with any business arising from these minutes

#### 4. FINANCIAL STATEMENTS 2018/2019

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During discussion of this matter, the Committee made the following recommendations:

**Recommendation:**

On the motion of Bryce McNair and Clr Yvonne Braid OAM that the basis of calculation of the Sales Fluctuation Reserve and Employee Leave Reserve be listed in the Audit Follow Up Matrix for future report.

**CARRIED**  
**2019 – Sep -15**

**Recommendation:**

On the motion of Bryce McNair and Clr Yvonne Braid OAM that the Audit and Risk Committee recommend that Council review its accounting policy for the recognition of the value of its water licence entitlements.

**CARRIED**  
**2019 – Sep - 16**

**Recommendation:**

On the motion of Bryce McNair and Clr Yvonne Braid OAM that the Audit and Risk Committee report to Council that it has:

- a) Reviewed the 2018/2019 General Purpose and Special Purpose Financial Statements and Special Schedules
- b) Reviewed the external Auditor's report on the Conduct of the Audit and Engagement Closing Report
- c) Reports to Council that the Committee is unaware of any matter that would prevent Council from executing the certificate required by Section 413(2)(c) of the Local Government Act (as amended)
- d) The Committee commends the Principal Accounting officer and Riverina Water staff on the preparation of the financial statements

**CARRIED**  
**2019 - SEP - 17**

## 5. CONFIDENTIAL SESSION

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At this stage of the meeting all Riverina Water staff left room at 10.35am as requested by the Chairperson prior to a confidential session with the external Auditors.

Riverina Water staff returned to room at 10.43 am

### **Recommendation:**

On the motion of Bryce McNair and Clr Yvonne Braid OAM that the Audit and Risk Committee receive the report of the Committee in camera with external auditors.

**CARRIED**  
**2019 – Sep - 18**

Being no further business the meeting was closed at 10.45am.

Next meeting - Wednesday 13 November 2019 at 9.30am at Riverina Water, 91 Hammond Avenue Wagga Wagga

# Minutes of the meeting of Riverina Water Audit and Risk Committee held at 91 Hammond Avenue, Wagga Wagga on Wednesday 20 November 2019 at 10.00 am

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**Present** Mr David Maxwell (Chairperson), Clr. Yvonne Braid OAM, Mr Bryce McNair

**In Attendance** Mr Steve Prowse (Internal Auditor National Audits Group), Mr Andrew Crakanthorp (General Manager), Ms Emily Tonacia (Manager Corporate Services), Mr Simon Thomson (Manager Governance & Human Services), Mrs Wendy Reichelt (Governance & Records Officer)

**Minutes** Ms Alison Herbst

**Apologies** Mr Phillip Swaffield

Andrew advised that after discussions with National Audits Group for future meetings only one representative will attend.

## Declaration of pecuniary & non-pecuniary interest

Nil

## Confirmation of minutes

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM the minutes of the meeting of 24 July 2019 having been circulated and read by Members, were taken as being confirmed with amendment to minutes correction of spelling of Steve Prowse's surname.

**Carried**

**2019-Sep-19**

**Recommendation** on the motion of Clr Braid OAM and Mr. McNair the minutes of the meeting of 18 September 2019 having been circulated and read by Members, were taken as being confirmed.

**Carried**

**2019-Sep-20**

## **Business Arising**

**Recommendation** on the motion of Mr. Maxwell and Mr. McNair that the Audit and Risk Committee note with approval that the external auditor (Audit Office of NSW) had advised that they considered it not necessary to issue a final management letter as all current and previous matters are finalised.

**Carried**

**2019-Sep-21**

## **Internal Audit report - Water Quality and Systems Monitoring**

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM that the Audit & Risk Committee receive and note the internal audit report on Water Quality and Systems Monitoring and that the incomplete items be added to the Audit follow up matrix .

**Carried**

**2019-Sep-22**

Greg Vidler (Manager Projects) entered room at 10.30am. Greg provided a presentation to the Committee on current works. Greg left room at 10.50am

## **Officer Report – Manager Projects (Verbal)**

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM that the Committee receive and note Manager Projects verbal report and acknowledge and thank Greg for his attendance and presentation

**Carried**

**2019-Sep-23**

## **Draft scopes for next scheduled internal audits**

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM that the Audit & Risk Committee confirm the scopes of the next scheduled internal audits as presented in the report.

**Carried**

**2019-Sep-24**

## **Sales Fluctuation and Employee Leave Reserves**

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM that the Committee receive and note the report on the Sales Fluctuation and Employee Leave Entitlement Reserves and endorse the proposed reduction in the Sales Fluctuation Reserve

**Carried**

**2019-Sep-25**

## **General Manager Confidential Report (Verbal)**

**Recommendation** on the motion of Clr Braid OAM and Mr. McNair that the Committee receive and note General Manager's verbal report.

**Carried**

**2019-Sep-26**

## **StateCover 2018/2019 General Manager's Annual Report for Workers Compensation and WHS**

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM that the Audit & Risk Committee note the StateCover 2018/19 General Manager's Annual Report for Workers Compensation and WHS

**Carried**

**2019-Sep-27**

## Riverina Water WHS Self Audit report and action plan

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM that the Audit & Risk Committee note the Riverina Water Work Health & Safety Self Audit Report, noting that the management response to the recommended action plan is being finalised and that the incomplete actions be recorded in the audit follow up Matrix

**Carried**

**2019-Sep-28**

## Riverina Water Work Health & Safety Committee minutes – 17 October 19

**Recommendation** on the motion of Mr. McNair and Clr Braid OAM that the Audit & Risk Committee note the minutes of the Riverina Water Work Health & Safety Committee meeting of 17 October 2019

**Carried**

**2019-Sep-29**

## Risk Management Officer report

**Recommendation** on the motion of Clr Braid OAM and Mr. McNair that the report on current risk management activity be received and noted.

**Carried**

**2019-Sep-30**

Clr Braid left the meeting at 11.45am

**Recommendation** on the motion of Mr. Maxwell and Mr. McNair that the committee has reviewed the risk appetite matrix as recommended by the Executive Team and approved it's referral to the Board

**Carried**

**2019-Sep-31**

## **Public Policy review schedule**

**Recommendation** on the motion of Mr. McNair and Mr. Maxwell that the Audit & Risk Committee note the Riverina Water public policy review schedule

**Carried**

**2019-Sep-32**

## **Riverina Water County Council Annual Report 2018-2019**

**Recommendation** on the motion of Mr. Maxwell and Mr. McNair that the 2018-19 Riverina Water County Council Annual Report be received and noted and requested that reference to the ARIC be included in the future annual reports

**Carried**

**2019-Sep-33**

## **Risk Audit & Improvement Committee Charter**

**Recommendation** on the motion of Mr. Maxwell and Mr. McNair that an interim Audit Risk & Improvement Committee (ARIC) Charter, as revised by the Committee Chairperson and management be endorsed as amended and be recommended to Council for adoption

**Carried**

**2019-Sep-34**

## **Audit & Risk Committee forward meeting plan**

**Recommendation** on the motion of Mr. McNair and Mr. Maxwell that the forward meeting plan be adopted by the Committee

**Carried**

**2019-Sep-35**

## **Audit & Risk Committee Meeting Action Register**

**Recommendation** on the motion of Mr. Maxwell and Mr. McNair that the updated Audit & Risk Committee Meeting Action Register be noted.

**Carried**

**2019-Sep-36**

## **Audit follow up management action plan**

**Recommendation** on the motion of Mr. McNair and Mr. Maxwell that the Audit follow-up management action plan for November 2019 be noted.

**Carried**

**2019-Sep-37**

**The meeting concluded at 12.28 pm**

## 3. Audit Risk & Improvement Committee Charter

**RECOMMENDATION:** that Council adopt the attached interim Audit Risk & Improvement Committee (ARIC) Charter as presented in this report, noting that this will be amended as necessary once the Office of Local Government Guidelines are finalised.

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### Report

The Audit & Risk Committee Charter is to be reviewed every two years. It was last reviewed in November 2017.

The review of the current Charter has been undertaken taking into account the draft guidelines that have been circulated for discussion on the Internal Audit & Risk Management Framework by the Office of Local Government (OLG)(subject of a further report in this paper).

The proposed Guidelines include a number of changes to the membership and operation of Audit Risk & Improvement Committees from March 2021. The date of the release of the final Guidelines is not yet known, but it is expected that it will need to be sometime by mid-2020 to enable changes to any existing Audit, Risk & Improvement Committee operations prior to March 2021.

With this in mind, the Charter as presented for consideration, is intended to be an interim charter, taking into account where some of the changes are likely to be (for example, in membership and tenure). It is proposed that this Charter will be reviewed again in twelve months' time (if the new Guidelines are known by then) to incorporate the new requirements.

The Audit & Risk Committee, have conducted a review of the Charter and have recommended it be presented to the Board for review and adoption.

Key changes in the proposed Charter are:

- Name of the Committee changed from Audit & Risk Committee, to Audit, Risk & Improvement Committee (ARIC)
- Mention is made of this being an interim charter until the new Guidelines are known
- Terms of membership are to be in line with new Guidelines, rather than being prescribed in the Charter
- Charter updated using new style guide including minor changes in wording that do not affect the intent of the Charter
- Inclusion of reference to the Government Information (Public Access) Act 2009 (GIPA) and Privacy & Personal Information Protection Act 1998 (PIPPA)

A clearer description around the delegated authority of the Committee (section 3 of the Charter)

- **ARIC Charter November 2019**

# Audit, Risk and Improvement Committee

## 1 Purpose

An Audit, Risk and Improvement Committee (ARIC) must be appointed by a council under Part 4A Sec 428A of the Local Government Amendment (Governance and Planning ) Act 2016 No 38. Whilst this part of the Act does not commence until March 2021, Riverina Water has had such a Committee established since February 2012.

This Charter helps the ARIC deliver and uphold effective governance. It defines the composition, roles and responsibilities and standard protocols for the Committee. This is an interim charter until the Office of Local Government Guidelines (the Guidelines) for Audit Risk & Improvement Committees are confirmed. The Charter will be reviewed and amended at that time in line with those new guidelines to ensure compliance.

## 2 Committee objectives

The objective of the ARIC is to provide independent assurance and assistance to Riverina Water on risk management, control, governance, internal audits, organisational performance and external accountability responsibilities.

The ARIC has a statutory obligation to keep under review the following aspects of Riverina Water's operations:

- a) Compliance
- b) Risk management
- c) Fraud control
- d) Financial management
- e) Governance
- f) Implementation of the strategic plan, delivery plan and strategies
- g) Service reviews
- h) Collection of performance measurement data by the council
- i) Any other matters prescribed under the regulations.

The ARIC is also to provide information to the Riverina Water Board for the purpose of improving the council's performance of its functions.

### 3 Delegated authority

The ARIC has been established under delegated authority of council in accordance with provisions contained in section 355 of the Local Government Act 1993 (the Act).

The ARIC is advisory in its functions and has no authority to direct the General Manager or Riverina Water officers. The ARIC has no executive powers, except those expressly provided by the Charter. In carrying out its responsibilities, the ARIC must at all times recognise that primary responsibility for management of Riverina Water rests with the Board and the General Manager as defined by the Act.

The Board authorises the ARIC as a whole (but not individual members of the Committee), within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee through a request to the General Manager, or external party (subject to legal obligations to protect information)
- Discuss any matters with the Auditor-General (or contracted agent) and/or external auditor and/or other external parties (subject to confidentiality considerations)
- Request the attendance of any employee or Board member at committee meetings
- Obtain external legal or other professional advice considered necessary to meet its responsibilities
- Be provided with information made available to the Board that is in relation to matters that are considered under the ARIC Charter. The release of information to the committee does not constitute a breach of professional privilege.

## 4 Composition and tenure

### 4.1 Voting members

The ARIC shall comprise of up to four voting members – one Board member and not fewer than 2 or more than 3 independent external members, one of whom will be the Chair. Appointment to the committee and the chair will be determined by the Board.

One Board member is to be appointed to the committee for a one year term and may be reappointed subject to Office of Local Government guidelines. The Board will appoint an alternate member to the committee who will act as a stand-in as required.

The two to three independent external members are to be appointed to the committee for an agreed term and may be reappointed subject to Office of Local Government guidelines. Members should be

appointed with varying tenures to ensure continuity of knowledge and systems is not impacted by a complete change of membership.

The independent members, as a collective, will have recent and relevant knowledge and experience of:

- Accounting or related financial management
- Auditing experience in the public sector
- Performance improvement
- Governance, risk and compliance
- Knowledge of the local government environment
- The broad range of activities and services that Riverina Water provides

## 4.2 Non-voting attendees

The General Manager - In accordance with section 376(2) of the Local Government Act, the General Manager is entitled to attend ARIC meetings, but has no voting rights.

Manager Governance and Human Resources

Representatives of the internal auditor - expected to attend each meeting to present their findings and observations to the committee

The Chairman of the Board – is welcome to attend in an ex-officio capacity

## 4.3 Attendees for specific agenda items

Other staff as directed by the General Manager. Incumbents in the following positions are expected to be available to attend the ARIC meetings as required:

- Director of Engineering
- Manager Corporate Services

Other people may attend by invitation of the committee, but have no voting rights, including managers or other members of staff, representatives of the external auditor and external consultants.

## 4.4 Chair of the Audit Risk & Improvement Committee

The Board will appoint one of the independent members as the Chair of the committee, for a term agreed upon by the Board and in line with the guidelines. A Deputy Chair is to be an independent member and can be elected by the ARIC.

#### 4.5 Termination of membership

The Board may terminate the engagement of the Chair or a member of the committee prior to the end of the appointed term for reasons stated in the notice of termination, including:

- Breaching Riverina Water's Code of Conduct
- Performance which has been deemed to be unsatisfactory
- Declared, or is found to be in, a position of conflict of interest which is unresolvable.

A terminated member shall have the right to be heard at the next ordinary meeting of Council.

### 5 Roles and Responsibilities

In carrying out its responsibilities, the ARIC must at all times recognise that primary responsibility for management of Council rests with the Board and General Manager as defined by the Local Government Act.

Members of the ARIC must not act in a way that contravenes the Act (which includes compliance with Riverina Water's adopted Code of Conduct and Code of Meeting Practice) or any other Act. Members of the committee are also required to comply with other policies and procedures of Riverina Water as applicable.

The following defined responsibilities are in accordance with the Office of Local Government model charter for Audit Committees as set out in the *Internal Audit Guidelines* issued in 2010, and to meet the future requirements that will be imposed by Part 4A of the Act.

#### 5.1 Internal Audit

- Act as a forum for communication between the Board, General Manager, senior management, internal audit and external audit
- Review the scope of the Internal Audit Plan
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices
- Monitor the implementation of internal audit recommendations by management
- Monitor and assess the performance and effectiveness of Internal Audit in line with their contract

## 5.2 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken

## 5.3 Enterprise Risk Management

- Provide advice on the adequacy of Riverina Water's current risk management framework and associated procedures for effective identification and management of financial and business risks, including fraud
- Review the impact of the risk management framework on its control environment and insurance arrangements
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically

## 5.4 Control framework

- Review whether management has in place relevant policies and procedures, and that these are periodically reviewed, updated and complied with
- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors
- Determine whether appropriate policies and procedures are in place for the management and exercise of delegations
- Determine whether management has taken steps to embed a culture committed to ethical and lawful behaviour

## 5.5 Legislative compliance

Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies

## 5.6 External accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments
- Consider any contentious financial reporting matters in conjunction with Riverina Water's management and external auditors
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements

## 6 Reporting

The ARIC will report at least annually to the Board on the management of risk and internal controls, and internal audit function. The committee may make additional reports to the Board if and when required. The Chair of the committee can make written request to be heard by the Board in open or closed meeting.

The minutes of the ARIC meeting will be provided to the Board at the first opportunity (dependent on meeting schedules) after each meeting held.

At the first committee meeting after 30 June, Internal Audit will provide a performance report on:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit

The ARIC may consider, investigate and report on any matters relevant to the role of the committee and this Charter referred by the General Manager or Board at any time.

## 7 Administrative arrangements

### 7.1 Meetings of the Audit Risk & Improvement Committee

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the committee, though other committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the committee each year. The forward meeting plan will cover all committee responsibilities as detailed in this Charter.

Meetings can be held in person, by telephone or by video conference.

## 7.2 Privacy and confidentiality

All information supplied to the ARIC, and the committee deliberations, will be held in private. All ARIC members and attendees are expected to maintain this privacy. Members of the ARIC or attendees at meetings cannot disclose matters dealt with by the committee to third parties except with the express approval of the ARIC Chair, the Board Chair or the General Manager.

The minutes of a meeting forwarded to the Board after approval by the Chair are a public document.

Any information that is not public information of, or relating to, the ARIC, will only be released in line with the Government Information (Public Access) Act 2009 (GIPA) and Privacy & Personal Information Protection Act 1998 (PIPPA) guidelines and Riverina Water GIPA procedure.

The committee shall be entitled to go into closed committee (i.e. excluding some or all management and non-members) as determined by the Chair, including for the purpose of meeting with representatives of the internal auditors and external auditors.

## 7.3 Responsibilities of Chairperson

The Chair is responsible for:

- Facilitating the effective functioning of the ARIC, including managing the conduct, frequency and length of meetings
- Approving the draft minutes prior to distribution to members within two weeks of the meeting being held
- Providing an annual report to the Board on the management of risks and internal controls

## 7.4 Quorum

A quorum will consist of a majority of committee members. In the absence of the Chair, another independent member will assume the Chair if a deputy chair has not been previously determined.

## 7.5 Agenda

Items for inclusion at the meeting are to be submitted to the committee support officer (or the officer preparing the agenda) to enable the agenda and supporting papers to be circulated at least one week prior to the meeting.

The agenda will be set by the forward meeting plan with any changes made by the Chair in consultation with the General Manager. It will be sent to the members of the committee and invited guests a week prior to the meeting.

## **7.6 Conflict of interest**

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at ARIC meetings are deemed to have a real or perceived conflict of interest they are to be excused from committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the committee.

## **7.7 Committee support**

The General Manager will ensure adequate resources are available to allow for the proper functioning of the ARIC, including a committee support officer for administrative support.

## **7.8 Minutes**

The minute taker is responsible for keeping an accurate record of the meeting, including any outcomes of the meeting.

The minutes are to be approved by the Chair and circulated within two weeks of the meeting. These will be ratified by members in attendance at the following meeting. The minutes of the ARIC meetings will be maintained in accordance with Riverina Water's record management requirements.

## **7.9 Induction and training**

Audit Risk and Improvement Committee members will receive relevant information and briefings on their appointment to assist them to the meet their committee responsibilities.

# **8 Assessment and review**

The Chair will initiate a review of the performance of the ARIC every two years. The review will be conducted on a self-assessment basis (unless otherwise determined), with appropriate input from management and other relevant stakeholders, as determined by the Chair. The outcomes of this review will be presented to both the committee and to the Board.

At least once every two years the ARIC will review this Audit Risk and Improvement Committee Charter. The responsibilities of the committee may only be revised or expanded by resolution of Council and the Board will not approve changes to the Charter without prior consideration by the committee.

## 4. Risk Appetite Matrix and Statements

**RECOMMENDATION:** that Council review the proposed risk appetite matrix and associated statements as proposed by the Executive Team and approve their adoption.

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Council staff continue to progress the implementation of a robust risk management framework and this report provides information on recent work undertaken with Council's insurance brokers, Jardine Lloyd Thompson (JLT) in relation to the issue development of a risk appetite matrix.

The Office of Local Government defines risk management as follows:

Risk Management is a process to avoid, reduce, transfer or accept risks. It is a balance between the cost of managing the risk and the outcomes of that risk if it occurred.

As part of the ongoing development of enterprise risk management at Riverina Water, a training session facilitated by JLT was held for senior management and supervisors on 1 October. The training session was designed to facilitate a general understanding of integrating risk management into all levels of the organisation, including the role of the Audit Risk and Improvement Committee.

The second half of the training session was with senior management to consider the setting of risk appetite and risk tolerance for corporate planning and decision making. If endorsed by the Board, staff will use the matrix to inform risk assessment for future business plans and projects.

A report from JLT was subsequently provided to management containing the risk appetite statements, which were further workshopped. The risk appetite worksheet and statements were then presented to the Audit Risk & Improvement Committee at its meeting on 20 November. The ARIC Committee have reviewed these statements and have approved their referral to the Board for consideration.

The image below demonstrates the role that "Risk Appetite" undertakes within the Enterprise Risk Management Policy.

Council is making gradual progress on the various elements of the Policy and further documents will be presented to Council as the work is completed.



- **Risk appetite and statements worksheet**

# RIVERINA WATER COUNTY COUNCIL RISK APPETITE STATEMENTS

## INTRODUCTION

The Risk Appetite Statements below, in Table 2, are based on the Risk Categories identified by the Riverina Water Management Team at its Enterprise Risk Management & Risk Appetite session on 1 October 2019.

The statements use the suggested appetite scale from Figure 1, as a means to convey the Council's general appetite for each Risk Category (per Table 1) towards taking risk and any potential variation in appetite where special circumstances may apply.

For risk appetite statements to be effective as a tool to enhance decision-making they need to be accompanied by relevant, quantitative risk tolerances that provide robust indication of how the organisation is performing against each category's appetite.

**Figure 1 – Risk Appetite Scale**

<b>AVOID</b> (little-to-no appetite)	<b>1</b>	<b>AVERSE</b> (small appetite)	<b>2</b>	<b>ACCEPT</b> (medium appetite)	<b>3</b>	<b>RECEPTIVE</b> (large appetite)	<b>4</b>
Avoidance of risk and uncertainty is key to achieving objectives		Prefer safe options with little risk of adverse exposure		Consider all options and choose most likely for successful delivery with reasonable degree of protection		Will engage with risks and opportunities when the potential benefit is great	

Table 1 below, provides a summary of Riverina Water's risk appetite position across their identified risk categories. Each category has at least one shaded cell, which represents the general appetite position. Some categories contain multiple shaded cells, which is indicative of a willingness to adjust the appetite in certain circumstances.

**Table 1 – Summary Risk Appetite positions**

Riverina Water County Council Risk Appetites				
Category	Avoid	Averse	General	Receptive
Service Delivery	Water quality		General	
Human Resources/People				
Work Health & Safety				
Financial				
Environmental				
Community Partnerships				
Corporate Governance & Compliance				
Reputation				
Projects				
Information Technology and Communications	IT security and communications		General	

## APPETITE STATEMENTS

**Table 2 – Riverina Water Risk Appetite Statements, 2019**

SERVICE DELIVERY	
Appetite	Statement (long form)
Accept	As a general position, Council has an <b>Accept</b> risk appetite for taking on risks to operations that would adversely impact delivery of services to the community, or the effective management of assets, infrastructure, or projects. This <b>Accept</b> risk appetite will mainly be where minor disruption for short periods will provide long-term benefits that outweigh the consequences.
Avoid	Council however, has an <b>Avoid</b> risk appetite for taking on any risks which may compromise water quality

HUMAN RESOURCES/PEOPLE MANAGEMENT	
Appetite	Statement (long form)
Accept	As a general position Council is willing to <b>Accept</b> risk to all aspects of human resources and will choose the most likely option for successful delivery with a reasonable degree of protection. Council will develop its Human Resources/People Management program in a way that will endeavour to ensure Council retains its valuable employees and that we can also attract the most suitable applicants for vacant positions.

WORK HEALTH & SAFETY	
Appetite	Statement (long form)
Avoid	Council has no risk appetite and will seek to <b>Avoid</b> risk and uncertainty with regard to Risks relating to accident, injury or illness to Council staff, Councillors, contractors, visitors or members of the public.

FINANCIAL	
Appetite	Statement (long form)
Avoid	As a general position Council has an <b>Avoid</b> risk appetite with relation to significant financial decisions which may negatively impact on council's financial sustainability. Council will endeavour to ensure that Council's financial sustainability is protected at all times.

ENVIRONMENTAL INFLUENCES	
Appetite	Statement (long form)
Avoid	Council has an <b>Avoid</b> risk appetite for taking on risk relating to environmental impacts including pollution, climate change, natural climatic events, land use and the natural environment. Council will ensure that successful delivery is achievable without negative environmental impacts.

COMMUNITY PARTNERSHIPS	
Appetite	Statement (long form)
Accept	In general Council has an <b>Accept</b> risk appetite to taking on risk relating to community partnerships and external party relationships in an endeavour to maximise potential benefits to Council and community. Council will consider all options and will choose the most likely option for successful delivery with a reasonable degree of protection.

CORPORATE GOVERNANCE & COMPLIANCE	
Appetite	Statement (long form)
Avoid	In general Council has an <b>Avoid</b> risk appetite with regard to risks relating to corporate governance and compliance, including the efficient and effective direction and operation of the organisation; ethical, responsible and transparent decision making, corruption, fraud; procedural/policy, legal and legislative compliance. Under these circumstances Council has an attitude of avoidance where uncertainty in achieving its objectives exists.

REPUTATION	
Appetite	Statement (long form)
Averse	As a general position Council has an <b>Averse</b> risk appetite relating to its reputation. In the pursuit of this type of risk Council will adopt an attitude of taking safe options with little risk of generating adverse exposure to its reputation.

PROJECTS	
Appetite	Statement (long form)
Accept	As a general position Council has an <b>Accept</b> risk appetite for taking on risk relating to projects by choosing options most likely for successful delivery with a reasonable degree of protection. However, major projects can vary greatly in their respective complexity and associated risks. Therefore, Council may need to vary its risk appetite for some projects after consideration of their respective risks.

INFORMATION TECHNOLOGY AND COMMUNICATIONS	
Appetite	Statement (long form)
Accept	As a general position Council is willing to <b>Accept</b> risk relating to the resilience of its ICT infrastructure and support systems and its internal and external communications and messaging. Council will consider all options with regard to risk in this area and choose the most likely for successful delivery with a reasonable degree of protection.
Avoid	Council; however has an <b>Avoid</b> risk appetite for taking on any risk which may compromise the security or integrity of Council's ICT infrastructure and support systems. Council also has an <b>Avoid</b> risks appetite regarding communications and will take all measures to ensure that staff internally and the community and stakeholders externally are receiving accurate and transparent communications.

## 5. Workshop Operational Plan 2020/2021

**RECOMMENDATION:** that Council hold a workshop to discuss key aspects of the 2020/2021 Operational Plan, following Council's February 2020 Meeting.

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In the preparation of the Draft Operational Plan in previous years Council has held a workshop in conjunction with the February Council Meeting.

It is suggested to again hold a workshop following the Council's February meeting.

## 6. Time Payment Options for the Riverina Water County Council Development Servicing Plan 2013

**RECOMMENDATION:** That Council work in partnership with Wagga Wagga City Council in preparing a report to both Councils that present options for time payment plans for both Council's respective Developer Contributions Plans

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### Report

Councillors will recall discussions that took place at the October meeting of the Board which culminated in the following item in the General Business section of the October meeting minutes: The General Manager supported a suggestion by the Chairperson that a report on time payment options for Developer Service Charges be included in the agenda for the December Board Meeting.

Council has Development Servicing Plan which was adopted on 26 June 2013. A link to the link appears below. Section 8.7 on page 21 is relevant to this report and is reproduced below for ease of access:

<http://www.rwcc.nsw.gov.au/images/pdf/Publications/DevelopmentServicingPlan.pdf>

8.7 Time and Payment of Developer Charges:

All developer charges will be paid at the rate applicable as at the day of payment. Payment of developer charges must be finalised at the following stages:

- Prior to the installation of new reticulation to serve the proposed development

- Prior to the issue of a subdivision certificate by the constituent council - for development consents for subdivisions
- Prior to the issue of the construction certificate by the constituent council – for development consents involving building work
- Prior to issue of a RWCC Compliance Certificate
- Prior to water being used on the new development commensurate with any change of use

In the case of the example provided at the October meeting (the resident in North Wagga who is seeking a connection to the Riverina Water network), the first dot point above is relevant. The quote provided to the resident is \$7,453. The resident met with myself following the October Board meeting and was understanding of the legislative framework that is impacting on his request to enter into a time payment plan to meet the cost of the new connection.

The resident was advised that Council has been approached by a developer also seeking to enter into a revised payment plan for headworks charges payable in respect of large residential subdivision.

The preparation of that report to the Board is dependent on the outcome of the same request which has been made to Wagga Wagga City Council (WWCC) in respect to time payment plans for their headworks charges. It is important that both Councils have a consistent approach to such matters, so that precedents created by one council does not represent a financial challenge to the remaining Council. Discussions with WWCC have been encouraging to the extent that there is an appetite to consider an amendment to their Contributions Plans.

It is also understood that other regional Councils have accommodated requests for the deferment or introduction of time payment plans made by the same developer.

## 7. Extension on Drought Relief Assistance

**RECOMMENDED** that Council extend the drought relief assistance until 31 December 2020 at which time Council will consider further drought assistance should conditions remain unchanged or worsen.

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In December 2018 Council resolved to introduce a drought relief package as follows:

- a) Residents of the Riverina Water County Council area whose residence is not able to be connected to a reticulated water supply will be eligible to access Council operated standpipes throughout the Council area.
- b) Eligible residents will be issued with an appropriate electronic key at a reduced cost of \$100 (current cost is \$295), fully refundable when the resident no longer requires access to Council standpipes, or, by 31 December 2019 whichever is the sooner on return of the key.

- c) All water purchased by eligible residents under this arrangement, including residents who already hold an electronic key, will be charged at the current minimum price of \$1.46kl.
- d) Contractors delivering potable water to residents of Riverina Water County Council area will be charged \$1.46kl for water (as opposed to the current price of \$3.24kl), subject to confirmation being supplied by the contractor that the water was delivered for domestic use.
- e) This initial relief package will conclude 31 December 2019 at which time Council will consider further drought assistance should conditions remain unchanged or worsen.

Since inception 25 customers have been granted assistance under the package. 6 water filling station keys have been issued directly to eligible customers and 19 customers are accessing the assistance via a water carrier.

Total consumption under the assistance package at 30 November 2019 was 6,120kls. At the reduced rate of \$1.46/kl this equates to a combined saving of \$10,983 thus far for the eligible customers.

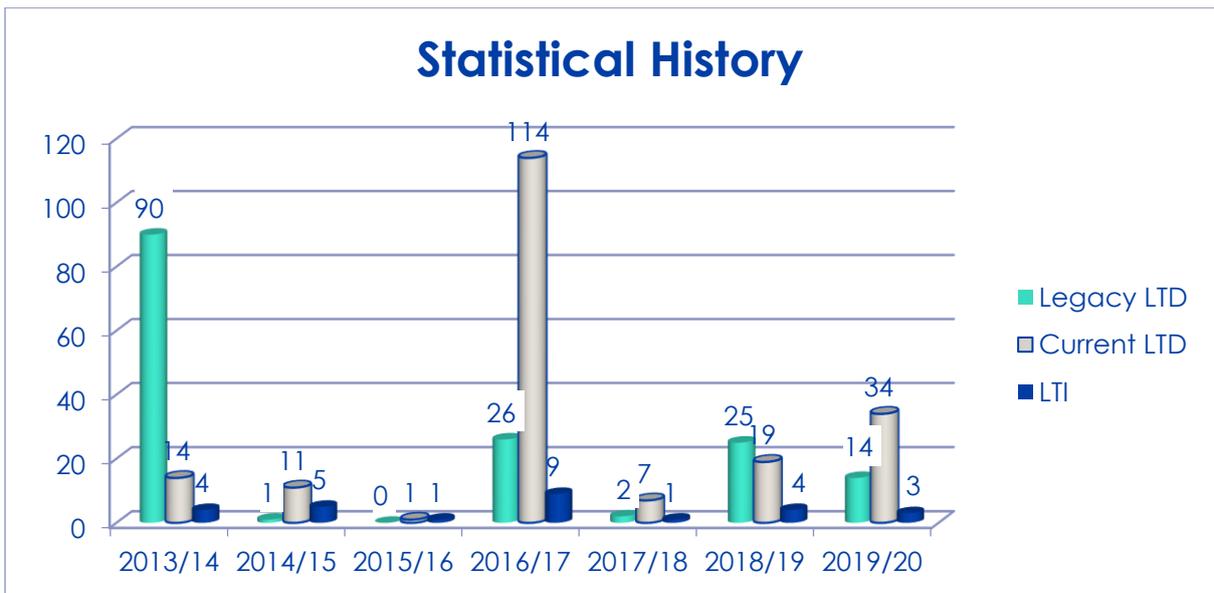
Given drought conditions remain unchanged and forecasted conditions over summer remain dry it is proposed that an extension of the assistance package until 31 December 2020 is applied.

## 8. Lost Time Injury Statistics 2019/2020

**RECOMMENDATION:** that the quarterly statistics report on Lost Time Injuries for the 2019 / 2020 financial year to date be received and noted.

QUARTER	LOST TIME	LOST TIME DAYS	LOST TIME DAYS
	INJURIES	CURRENT INCIDENTS	LEGACY INCIDENTS
October - December 2019	1	16	0

Notes: 14 legacy LTD's carried over  
 18 Operations LTD's incurred from LTI's previous FY  
 2 LTI for Jul/Sept quarter - welding and building  
 1 LTI for Oct/Dec quarter - construction gang 3



## 9. Council Meeting Schedule 2020

**RECOMMENDATION:** that Council endorse the schedule of Council meeting dates for 2020 as follows:

Wednesday 26 February  
Wednesday 22 April in Urana  
Wednesday 24 June  
Wednesday 26 August  
Wednesday 28 October  
Wednesday 16 December

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Council's Code of Meeting Practice provides that Council shall meet at least six times each year, on a bi-monthly basis. Council meeting dates are normally the fourth Wednesday of February, April, June, August, October and December each calendar year and commence at 9.30am.

In accordance with the above schedule, the requisite dates for 2020 are:

Wednesday 26 February  
Wednesday 22 April in Urana  
Wednesday 24 June  
Wednesday 26 August  
Wednesday 28 October  
Wednesday 16 December

The October meeting is usually also the subject of a report to Council suggesting a change of date and that is normally in response to the timing of the LGNSW Annual Conference. The dates for the conference have been announced as the 11 to 13 October in Hunter Valley. The annual conference (including the AGM) of the Murray Darling Association (MDA) is to be held in Sheparton from the 12 to 14 August. Given that information it is proposed that the date of the October meeting be moved backwards to the 30 October to allow Council representation at that conference.

The scheduled meeting for December 2020 falls on the 23 December, being a public holiday for Christmas Day and during the traditional Christmas shut down period.

This report proposes that the December Council meeting be held on Wednesday 16 December, followed by lunch at a venue to be arranged.

# 10. Customer Water Usage and Attitudes Survey

**RECOMMENDATION:** That the Board receive and note the report on the preliminary results of the customer water usage and attitudes survey, noting a comprehensive analysis will be provided at the February meeting.

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At the October meeting of the Board it was resolved that the 2020 annual customer survey would focus on customer's attitudes towards, and perceptions of water restrictions as well as their awareness of Riverina Water's sources of supply.

The survey was conducted during the months of November and December. A total of 412 customers were surveyed, 70% completed the survey over the phone and 30% online via Council's website. Preliminary survey results have been received and are summarised below.

## Customer Property Location

Wagga Wagga	51%
Greater Hume	31%
Federation	9%
Lockhart	8%

## Knowledge of Water

66% of customers surveyed answered 'yes' when asked if they know where their water is sourced from.

Television (44%), Radio (29%), newspapers (20%) and Facebook (18%) were the top four sources of information people regularly hear or see information regarding their water supply. However, when searching for information regarding their water supply website (46%), television (12%), Facebook (11%) and newspapers (11%) were the top four sources of information customers turn to.

## Awareness of Water Restrictions

52% of customers surveyed were aware of Riverina Water's permanent restriction on fixed sprinklers.

## Water Conservation Efforts

The majority of customers surveyed know the steps to conserve water and are also concerned about the future and current availability of water. Approximately half of the customers surveyed think there is not enough information about water conservation and believe there should be more

permanent water restrictions in the Riverina Water area. A smaller percentage of customers believe Riverina Water is making its best efforts to conserve water.

79% of customers encourage other members of their household to participate in making the extra effort to conserve water.

### **Initiative Testing**

Customers surveyed were presented with the following water saving initiatives:

- Increasing the price of water rates
- Recycling wastewater for parks and gardens
- Banning the use of fixed sprinklers between 7am and 7pm
- Installation of digital meters to allow water usage management

When compared against each other, recycling wastewater for parks and gardens was the strongly preferred initiative (43%), followed by banning the use of fixed sprinklers between 7am and 7pm (30%) and installation of digital meters that allow management of water usage at a rate increase (24%). Increasing the price of water rates was the least favourable option (3%).

Iris Research will be in attendance at the February meeting to present and further discuss the findings and final report of the survey.

# 11. Voluntary Water Conservation Measures

## RECOMMENDATION:

- a) That the Board note the information in the report and note that the General Manager and Director Engineering are delegated authority to implement and revoke water restrictions by virtue of the provisions of Policy 2.6 – Water Restrictions Policy.
  - b) Make provision in the 2020/21 Delivery Plan to commence a review of the 2012 Drought Management Plan and 2012 Demand Management Plan.
  - c) Receive a further report on amending the Water Restriction Policy at the April 2020 meeting which will be informed by the results of the Water Conservation Survey Presentation at the February meeting of the Board.
- 

At the October meeting of the Board, members of the Board expressed concern at the prevailing (and forecast) seasonal conditions, and requested an update report to the December Board meeting

By way of background, Council reviewed and adopted the updated Water Restriction Policy at its meeting in February 2019 which was updated to reflect contemporary water demand management practices at the time. A copy of that policy is attached to this report and a hyperlink is also attached:

<http://www.rwcc.nsw.gov.au/images/pdf/Policies/CustomerService/Policy2.6WaterRestrictions2019.pdf>

There two primary triggers for the introduction of water restrictions, the first being when daily or weekly consumption reaches certain levels as specified in the Policy. The second trigger occurs when Water NSW reduces Council's allocation (in their role as regulator of the Murrumbidgee River Water Sharing Plan)

The likely weather conditions over the current summer period may well trigger Stage 2 water restrictions.

In addition to the Policy, Council has a Drought Management Plan (DMP) which was adopted in November 2012. The plan describes how Riverina Water will regulate reduced water supplies during drought. The DMP includes action and responses to drought situations that may affect Riverina Water's water supply system.

The DMP provides a series of scenarios of reduction in water availability and actions required by Riverina Water to respond to these situations. The responses are in the form of water restrictions and options for additional actions addressing both demand and supply.

Attached is a hyperlink to the DMP:

<http://www.rwcc.nsw.gov.au/images/pdf/Publications/DroughtManagementPlan.pdf>

The graph on page 10 provides information on the application of water restrictions for the period June 2003 to March 2009. It is fair to conclude that the community has not been subjected to many periods of water restrictions and given that water restrictions have only been introduced once (to communities serviced by the southern trunk main), in the last five years, there is considerable scope within the five levels of water restrictions in the policy to curb water demand in future should the need arise.

The DMP has also created a set of triggers for each water restriction trigger zone. Section 5.4 of the DMP outlines the recommended triggers to be used for guidance in implementing RWCC water supply area-wide drought restrictions.

Riverina Water's current practice is to promote the permanent restrictions through the quarterly accounts, via community advertising, social media and advertising in local papers. If demand for water increases beyond Council's supply capacity, a more targeted approach is used, such as localised letter drops and media releases.

These communication methods have worked well in the past, and Council's Community Engagement Officer has responsibility to make the community aware of the need to conserve water via the recently adopted Community Engagement Strategy. This work will also be informed via the results of the recent community survey on attitudes to water conservation. A report in this business paper provides information on the survey and should be considered in the context of this report.

Pending consideration of this report and the prevailing drought conditions elsewhere in the State, Council may wish to bring forward the planned review of the DMP (which is currently scheduled to occur in conjunction with the review of the Demand Management Plan 2012), in 2020/21. The review of both plans is dependent on the adoption of the Integrated Water Cycle Management Plan (scheduled to be completed by December 2020).

Council staff are receiving an increasing number of comments and enquiries from residents and customers in relation to water restrictions and the common theme is "when will restrictions be applied?".

Below is an excerpt from the Executive Summary of the Water Conservation Survey:

#### Water Conservation – Attitudes & Segmentation

Residents are confident that they know what steps to take to conserve water and that they can contribute by following simple steps but there is no consensus on whether there is enough provision of information about water conservation. They are concerned about the future availability of water but less concerned about the current supply. Residents generally support restrictions staying in place outside of severe circumstances.

Attitudes towards water conservation were used to classify residents into four segments:

1. Contents (7%) – unconcerned about the water situation now and in the future.
2. Sceptics (26%) – There is some level of concern about the water situation (whether now and/or in the future) but they do not believe they can make a difference and they do not believe it is serious enough to warrant permanent water restrictions.

3. Passives (51%) – There is some level of concern about the water situation (whether now and/or in the future) and they believe they can make a difference but they may not know how (lacking resources or awareness).

4. Passionate Actives (16%) – They are concerned about the current and future water situation, believe there should be permanent water restrictions (as they acknowledge the situation is severe), they know they can make a difference and they have the tools to be able to make this difference.

Attached is a link to Council's Demand Management Plan:

<http://www.rwcc.nsw.gov.au/images/pdf/Publications/DemandManagementPlan.pdf>

Riverina Water County Council		Permanent Water Conservation Measure	Stage 1	Stage 2	Stage 3	Mostly Internal Usage Only Stage 4	Water Carting begins Stage 5
Modified Water Restriction Stages							
Estimated Wagga Wagga Residential Consumption Target (L/Person/d)		370	320	267	131	123	120
RWCC Estimated (for Wagga Wagga) Targeted Water Supply %		90%	75%	50%	40%	32%	90%
Domestic/ Public/ Commercial	<b>Watering gardens &amp; lawns</b>						
	Fixed hoses, sprays	✓	5pm -10am three days per week and once on weekend	5pm -10am one day per week and once on weekend	5pm -10am one day per week	✗	✗
	Fixed sprinkler systems	5pm -10am each day	5pm -10am three days per week and once on weekend	5pm -10am one day per week and once on weekend	5pm -10am one day per week	✗	✗
	Hand-held hose	✓	✓	5pm -10am each day	5pm -10am each day	✗	✗
	Watering cans/buckets	✓	✓	✓	✓	✓	✗
	<b>Swimming pool</b>						
	Private pools	✓	✓	Topping up only	✗	✗	✗
	Public pools	✓	✓	Topping up only	Topping up only	Only with Council permission	✗
	<b>Bowling greens &amp; sports grounds</b>						

Riverina Water County Council		Permanent Water Conservation Measure			Mostly Internal Usage Only		Water Carting begins
Modified Water Restriction Stages		Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	
Domestic/ Public/ Commercial	Fixed sprinkler systems & in-ground water systems from town water supply	✓	✓	5pm -10am one day per week and once on weekend	5pm -10am one day per week	Only with Council permission	Only with Council permission
	<b>Nurseries</b>						
	Fixed sprinkler systems & in-ground water systems from town water supply	✓	✓	5pm -10am one day per week and once on weekend	5pm -10am one day per week	Only with Council permission	Only with Council permission
	<b>Building &amp; Outside Area</b>						
	External Building & Window Cleaning	✓	✓	✓	Buckets for windows only	Buckets for windows only	✘
	Hosing paved areas	✓	✓	Domestic with Council permission	Only with Council permission	Only with Council permission	Only with Council permission
	Washing motor vehicles	✓	allowed with hoses but not on hard surface	allowed with hoses but not on hard surface	Buckets only surface	prohibited unless at a commercial car wash	✘
	<b>Construction &amp; Related Activities</b>						
	water used for dust or pollutant suppression or cleaning purpose with hose fitted with a trigger nozzle or vehicle fitted with sprinklers	✓	✓	✓	Only with Council permission	Only with Council permission	Only with Council permission

Riverina Water County Council		Permanent Water Conservation Measure			Mostly Internal Usage Only	Water Carting begins
Modified Water Restriction Stages		Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Domestic/ Public/ Commercial	Rural stock watering					
	Stock watering	✓	✓	✓	✓	✓
<b>Industrial</b>						
	Production	✓	✓	✓	✓	✓
	External landscape watering	✓	5pm -10am three days per week and once on weekend	5pm -10am one day per week and once on weekend	5pm -10am one day per week	✗
<b>Exemptions</b>						
	Fire Fighting	✓	✓	✓	✓	✓
	Water Cartage (water filling stations only)	✓	✓	✓	✓	Critical human and stock needs only
Note: Water restriction exemption applications are subjected to Council's set criteria						
✓	No restrictions					
	Restrictions with conditions					
✗	Not Permitted					

## 12. Request to support South Wagga Rotary Nepalese Project

**RECOMMENDATION:** That Council provide sponsorship of \$3,500 to the South Wagga Rotary Club for the construction of classroom buildings in Sindhuli as part of its annual donations program and outlined in this report and supporting letter.

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### Report

In October 2018 Council gave consideration to a report from the Director Engineering in relation to the above project. Council at the time resolved as follows:

That Council:

- a) Notes the report.
- b) Endorse further advocacy by the Director of Engineering to encourage both WaterAid Australia and Rotary International to become partners in the Janamaitri Water Supply Project.
- c) Continue to partner with South Wagga Wagga Rotary and develop an employee program enabling employee participation in aid projects.

The project referenced in (b) above did not proceed and no further update has been provided to Council.

Council has been approached by South Wagga Rotary Club seeking support for their planned projects in Nepal in 2020.

The attached letter provides details of the project and the recent history of work by the club in Nepal.

In 2018/19, Council supported the club by way of a financial contribution in the amount of \$3,500 for building materials to allow the conversion of a shipping container to a kitchen for the school.

The club is seeking sponsorship of \$5,000 in cash to fund the purchase of building materials to construct accommodation for nursing students in Sindhuli. Details of the project are outlined in the attached letter.

In accordance with recommendation (c) above, a member of staff will travel to Nepal in late February with council meeting their travel and accommodation costs within an adopted budget.

Council may also want to consider providing sponsorship of \$5,000 to the club as requested.

- **South Wagga Rotary Letter**

**Date:-** 9<sup>th</sup> December 2019

To/- Chairman Mr. Greg Verdon and board members of Riverina Water County Council

On behalf of the members of the Rotary Club of South Wagga Wagga I would like to express our appreciation for Riverina Water's participation in our recent Nepali students engineering work experience program. Both students were overwhelmed by the welcome from the whole of the people within Riverina Water, internal and the field staff contributed to their total "awesome" experience.

Sujita and Manoj have taken their experience back to the engineering classes of the Sindhuli Technical Community Institute (SCTI) where they both have secured roles as "assistant" engineering teachers. The Institute is looking to raise funds to purchase several of the engineering computer packages which Sujitar and Manoj had the opportunity to use during their work experience program in Wagga.

South Wagga Rotary was especially pleased with the public exposure the two brought to not only our Rotary Club but to both Riverina Water and WWCC, with articles and interviews with television, radio, newspapers and a national magazine, it was something we often wish for but seldom achieve.

We hope to continue with the program in 2020 and again hope Riverina Water will participate. Your chief engineer Bede Spannagle has had contact with the engineering teaching staff of SCTI regarding the topics that they would like any future students to look at while in Wagga Wagga. We are also discussing this with WWCC engineering dept.

SCTI is growing rapidly with help from the local community, Rotary and some from Govt agencies. One idea that has developed is the creation of a school for nursing, a local businessperson has provided funding for the construction of an eight classroom two storey "school of nursing" building, the fourth such building, the same as the existing three for engineering and animal/agricultural studies. To compliment this school two Australian couples, have donated funds for half of a sixty four bed nurses hostel which will help the school comply with Govt regulations for female students.

We hope to emulate the engineering work experience program with the school of nursing when we have students in their final year. We hope to work with the local health facilities and maybe CSU to enable students to again observe nursing practices in another country.

South Wagga Rotary has helped with the initial three classroom buildings by organising teams of Rotarians and volunteers to travel to Sindhuli and provide/install part of the internal construction via installing a false ceiling to the first floor and installing all of the electrical and data required for a modern classroom building as well as some plumbing and carpentry. With these works we have always employed local apprentices/tradesmen to help so as they can experience the work standard of another country. The work is always carried out to Australian standards.

We are planning to travel to Sindhuli with a team of approximately 20 Rotarians and volunteers in late February of 2020 returning mid-March. We will be providing the false ceiling and electrical/data for the classroom building same as the other three, as well as false ceilings, internal partition walls, electrical and data for two levels of the nurse's hostel. Enough to accommodate 32 students from the first enrolment.

The Rotarians and volunteers all fund the entire costs of their involvement, airfares, accommodation and meals and all internal transport so we look to outside help to supply funds to purchase all of the materials required to get the job done.

Based on past building works we have been involved with we estimate the cost for our part in the construction to be around \$31,000.00 Australian dollars. To help with this we have had donations from South Wagga Rotary \$7,500.00, the RC of Albury \$5,000.00. The donors for the nurse's hostel, \$11,000.00. We are looking for another donor to help with this great project, to help develop mid-tier trained people for the rural district of Sindhuli, Nepal. There are many fine universities in Nepal but an acute shortage of technical education facilities.

We would ask Riverina Water to help our team achieve its goals by providing a donation of \$5,000.00 to help procure the materials we need.

I again would like to express my heartfelt thanks to Riverina Water for the many areas of help we have had from them with our projects in Nepal.

Yours Sincerely

Bruce Duffy

RAWCS team leader Nepal

# 13. Adoption of Policy 1.25 – Donations Policy

**RECOMMENDATION:** That Council:

- a) notes that there were three submissions received during the exhibition period for the draft Policy 1.25 Donations Policy
- b) adopt Policy 1.25 Donations Policy

---

Council at its meeting on the 30 October 2019 resolved as follows:

That Council:

- a) Endorse draft Policy 1.25 Donations Policy and place it on public exhibition from 31 October to 29 November 2019 and invite public submissions on the draft policy during that period.**
- b) Receive a further report following the public exhibition and submission period:**
  - I. Addressing any submissions made in respect of the proposed Policy 1.25 Donations Policy**
  - II. Proposing adoption of the Policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period.**

---

The policy was placed on exhibition from the 18 November 2019 to the 17 December 2019. At the time writing the report three submissions in support of the content and intent of the policy had been received. One of the submissions also sought clarification on the eligibility criteria – which has been provided to the organisation. An update on the status and content of any submissions will be provided prior to or at, the Board meeting on the 18 December. Pending any submissions, it is recommended that the policy be adopted as exhibited.

The advertised draft Donation Policy removes the need for applicants to provide return benefits to Riverina Water such as branding or advertising. The proposed policy also includes:

Clearer definitions

Clearer eligibility and donation categories

Sponsorship amounts and key dates

Streamlined criteria

Merit based approach where applicants are assessed against the updated criteria

The policy also proposes a formal application and in some cases, an acquittal process where requests must be submitted via email using forms provided by Riverina Water. Applicants can

reapply for funding each year, however they will need to submit a new application may be required to submit an acquittal for funding provided in the preceding year.

The \$41,000 annual budget will continue to be allocated on a 'first in first served' basis from the beginning of each financial year until the program budget is expended.

A copy of the draft Riverina Water County Council Policy 1.25 – Donations as advertised is attached.

- **Draft Donation Policy 1.25**

# Draft Riverina Water Donation Policy

## Part 1: Introduction

### 1.1 Policy Summary

Riverina Water desires to provide financial donations to support new or existing programs, services or events which contribute to the quality of life for communities in the Riverina Water supply area (see map in section 2.2).

This policy sets out the principles for Riverina Water's financial donation towards a program, service or event.

This policy also outlines Riverina Water's position regarding donations to Riverina Water.

### 1.2 Policy Objectives

This policy aims to provide clear definitions and guidelines for donations, to ensure an accessible, open and transparent process for donation requests and requests to make donations to Riverina Water.

### 1.3 Background

Riverina Water will retire its Sponsorship Policy and program as of December 2019. This Donation Policy will replace that policy.

Donations can be reapplied for year-on-year using the application form. Each application will be assessed based on merit against the criteria stated in this policy by relevant Riverina Water staff and the Chairperson.

The annual donations program budget will be announced each year as part of Riverina Water Delivery Program.

All donations will be undertaken in a professional and co-ordinated manner and in accordance with relevant Riverina Water policies.

### 1.4 Scope of Policy

This policy applies to all Riverina Water staff and Board Members.

This policy operates in addition to all other obligations under the Local Government Act 1993, any other legislation, or relevant codes and policies regarding the disclosure of any interests.

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## 1.5 Glossary

Donation: A financial contribution given to a group without specified benefits.

Supply area: The geographical areas serviced by Riverina Water's water supply network (see map in section 2.2).

## Part 2: Application and process information

### 2.1 Definition of donation

For the purposes of this Policy, donation is defined as an altruistic arrangement in which Riverina Water provides a contribution in money, to support a program, service or event in the Riverina Water supply area without specified benefits to Riverina Water.

A donation is not:

An endorsement of any product, service or factional cause by Riverina Water

- Part of normal assistance programs of Riverina Water
- Advertising, or any part of an advertising package
- Merchandise
- Access to water or reduced charges

### 2.2 Eligibility

To be eligible for donation, applicants must be:

- Incorporated not-for-profit community organisations
- Preschool, primary and high schools
- Sporting clubs

Incorporated not-for-profit bodies are organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading including:

- Charities
- Organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status
- Cooperatives
- Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)

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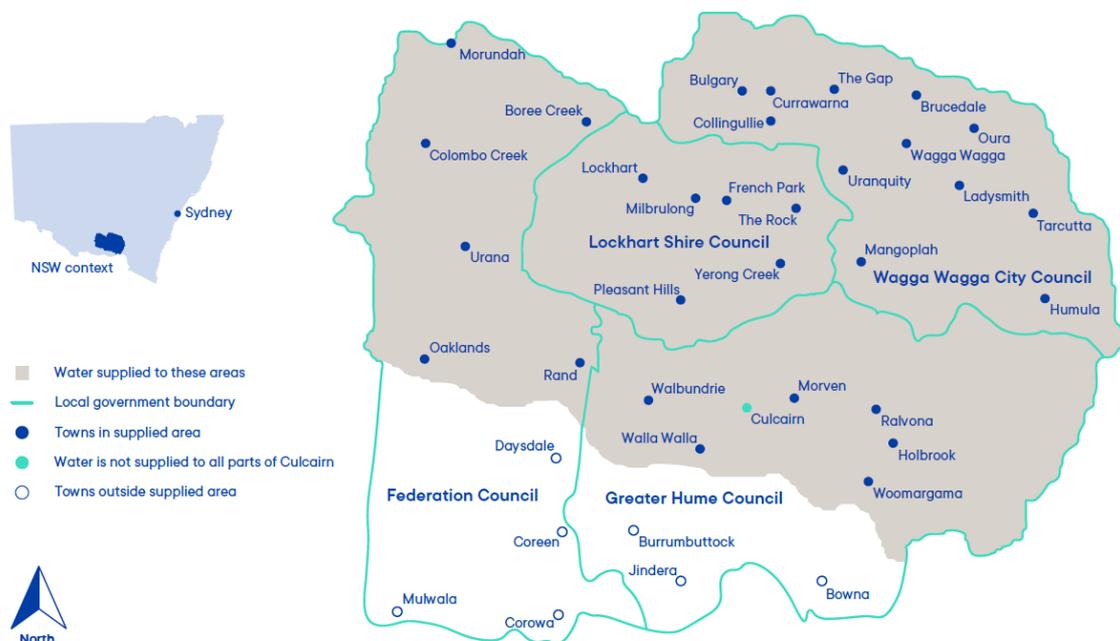
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Eligible applicants must be located in the Riverina Water supply area (see map below) and projects must be delivered in the Riverina Water supply area.

Donations must fund a program, service or event which occurs in the same financial year the donation is requested.

Where applicable, eligible applicants will need to provide an acquittal of past funding in order to reapply for a further donation.

### Riverina Water supply area



Riverina Water will not provide donations to:

- Individuals or groups of individuals
- Unincorporated organisations
- For-profit commercial organisations excluding sporting clubs
- Local Government Councils
- Political parties or unions

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Riverina Water does not donate funds for:

- Conferences
- Seminars
- Individuals
- Record attempts

## **2.3 Key information**

### Donation categories

All donations must fall into one of the following categories:

- Cultural, social or arts
- Sporting, or healthy lifestyle orientated
- Education and learning

### Donation amounts

Donations can be requested for amounts on a sliding scale up to a maximum of \$5000.

The application process is contained in the associated Riverina Water Donation Procedure and application form.

Riverina Water reserves the right to propose a different donation amount to that originally requested.

### Other donation amounts

Applicants can make a request for a donation outside funding guidelines set in the application process. These requests will be assessed on a case-by-case basis at the discretion of the General Manager and the Board Chairperson in line with policy guidelines.

Riverina Water reserves the right to decline requests for alternative donation amounts or to make an offer different to the requested amount.

### Requests for donations

Requests for donations will be accepted from the start of each new financial year. This information will be promoted by Riverina Water each year on channels including its website and social media.

Requests will be considered as they are received throughout each financial year until the annual program budget is exhausted.

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Eligible organisation can submit one application request per financial year.

#### Invoices

Invoices for donation payments must be sent to Riverina Water within 10 working days of approval.

Invoices must be received by the end of financial year.

### **2.4 Application assessment**

Riverina Water may approve donations based on the below financial thresholds:

- Donations between up to \$5000 will be assessed and approved against the criteria stated in this policy by the Riverina Water General Manager and Board Chairperson
- Grant amounts of more than \$5000 will be assessed and approved against the criteria stated in this policy by the Riverina Water Board

The General Manager will report to the Riverina Water Board on an annual basis, providing an overview of all donations made by Riverina Water.

Riverina Water is obliged to consider the provisions relating to granting financial assistance in the Local Government Act (Section 356).

Please see the Riverina Water Donation Procedure for more on application assessment.

## **Part 3: Governance**

### **3.1 Merchandise**

Riverina Water is reducing its ecological footprint by not producing large quantities of promotional merchandise and therefore cannot provide merchandise or promotional items upon request.

### **3.2 Donations to Riverina Water**

Tickets for events, functions, shows etc are not invited and not accepted.

If there is a business reason for a Riverina Water representative to attend a function in an official capacity such as a guest speaker or award presenter, the Riverina Water General Manager will assess these requests on a case-by-case basis.

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Gifts from past, current and potentially future donation applicants are not accepted under any circumstances.

### 3.3 Conflict of interest

Riverina Water staff and Board members assessing and determining donation requests must identify and declare any potential conflicts of interest in accordance with the Conflicts of Interest Policy.

Groups/associations must declare if any members are Riverina Water employees. This will be assessed as part of the application form.

## Part 4: Legislation, terminology and references

Part 2.3 of the Local Government Act establishes the role, functions and objectives of councils which provide the basis for Riverina Water's active role in community, cultural and social development.

## Part 5: Implementation and delegation

Donations will be approved and administered in line with this policy and the associated Donation Procedure and application and acquittal forms.

## Part 6: Non compliance

Non-compliance with adopted policy may be considered a breach under the Code of Conduct. As such, any suspected or known non-compliance will be reported to the General Manager or, in the case of non-compliance by the General Manager, to the Board Chairperson.

## References

(if needed)

**Policy number**

TBC

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<b>Responsible area</b>	General Managers Office
<b>Approved by</b>	If Council include resolution number
<b>Approval date</b>	TBC
<b>Legislation or related strategy</b>	Sponsorship Policy
<b>Documents associated with this policy</b>	Donation Procedure
<b>Policy history</b>	This Policy replaces for the former Sponsorship Policy 1.25 originally adopted 26 April 2016

Policy details may change prior to review date due to legislative or other changes, therefore this document is uncontrolled when printed.

## END OF POLICY STATEMENT

### Data and document control

Author:

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# 14. Draft Policy 2.4 Deferred Payments for Rural Extensions

**RECOMMENDED** that Council adopt the revised Policy 2.4 Deferred Payments for Rural Extensions.

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In June 2010 Council resolved to adopt a proposal for deferred payments for rural mains extensions. This policy was then revised and adopted in October 2015. This version has been reviewed by staff and is the basis for a change to the existing policy.

Significant changes to the policy are summarised below:

- The upper monetary limit of deferral offered has been changed from \$35,000 to \$50,000. Given the passage of time since the Policy was last reviewed, and in light of current climate conditions, it is felt that \$50,000 is a more suitable limit.
  
- The original policy had the following specific terms:
  - Amounts less than \$10,000 do not qualify for deferral;
  - Amounts between \$10,000 and \$20,000 are to be paid in three equal instalments at 0,12 and 24 months;
  - Amounts between \$20,000 and \$30,000 are to be paid in four equal instalments at 0,12, 24 and 36 months;
  - Amounts between \$30,000 and \$40,000 are to be paid in five equal instalments at 0,12, 24, 36 and 48 months.

The revised policy removes these terms and allows all payments between the value of \$10,000 and \$50,000 to be paid in five equal instalments at 0, 12, 24, 36 and 48 months.

- **Draft POL 2.4 Deferred Payments for Rural Extensions**

# POL 2.4 Deferred Payments for Rural Extensions

## Purpose

The intent of this policy is establish the parameters for deferred payment arrangements for landowner contributions for rural mains extensions.

## Policy Objectives

The objective of this Policy is to:

- Provide clear guidance to Council staff in making arrangements with landowners to facilitate time payment arrangements for their costs in paying for rural mains extensions.
- Provide information to members of the public about what arrangements can be made for deferred payment for rural mains extensions.
- Ensure that a consistent approach is made for deferred payment arrangements at low cost.
- Ensure that rural consumers are assisted in access to an affordable potable water supply.

## Scope

This policy is applicable to landowner contributions for rural mains extensions only.

## Definitions

<b>Rural Mains Extension</b>	Rural non-urban extension and connection to lots over 20 hectares.
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Author: General Manager

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Last revised date: October 2019

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## Policy

Applications for rural mains extensions are to be made formally in writing. All offers made by Council for deferred payments will be on the same basis in accordance with this policy.

A provision is to be included in the acceptance letter from the landowner, agreeing to Council applying the applicable local government interest rate to outstanding amounts, in the case of default.

The policy allows for costs up to \$50,000 to be spread over five annual payments.

The first payment is to be made prior to work commencing, meaning that the series is over 48 months.

For any extension costing over \$50,000, the applicant can still benefit under the policy by paying the value above \$50,000 up front, prior to work commencing.

Rural non-urban extensions and connections to lots over 20 hectares may pay the costs under a deferred payment scheme which recognises the long distances involved. The specific terms are that:

- The components of cost that qualify for deferred payments include the extension costs and development servicing charge (headworks), but not the service connection fee.
- Payments (excluding the connection fee) totalling less than \$10,000 do not qualify for deferred payment and are to be paid in full prior to work commencing.
- Payments between the values of \$10,000 and \$50,000 to be paid in five equal instalments at 0, 12, 24, 36 and 48 months.
- Payments over the value of \$50,000 to be paid with the balance above \$50,000 paid at 0 months and the remainder over 48 months as above.
- 0 months is immediately prior to the commencement of construction

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### Data and document control

Author: General Manager

Version: 2

Last revised date: October 2019

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**Policy number** POL 2.4

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**Responsible area** General Manager

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**Approved by** 10/110

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**Approval date** June 2010  
This document is to be reviewed every 4 years.

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**Legislation or related strategy** Not Applicable.

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**Documents associated with this policy** Nil

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**Policy history** Approval – 10/110 – June 2010  
Name Change from 1.14 – 22 November 2013  
Revision 1 – 15/153 – 28 October 2015  
Revision 2 - ?/?/? – 30 October 2019

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Policy details may change prior to review date due to legislative or other changes, therefore this document is uncontrolled when printed.

## END OF POLICY STATEMENT

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### Data and document control

Author: General Manager

Version: 2

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Last revised date: October 2019

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## 15. Council Resolution Sheet

Council Resolution Sheet Update to meeting held 18 December 2019				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
<b>Meeting held 28 February 2018</b>				
18/12	New Meeting Room	GM	Council make provision in the 2018/19 Capital Works budget for the completion of the Board Room in the Stores Building and that the General Manager proceed with preparing an appropriate design and fit out, supported by an estimate of the works.	Project completed. New Meeting Room to be used for the December meeting of the Board.
<b>Meeting held 18 October 2018</b>				
18/167	Purchase of Land for Storage and Potential Access	DE	<p>RESOLVED, on the motion of Cirs. Braid and Funnell that:</p> <p>(a) Council purchases land zoned RU1 bordering Koorngal Road, comprised of: Part Lot 5, DP 588177 Part Lot 17, DP 863322 Part Lot 15, DP 842485 for operational and access requirements in accordance with Section 187 of the Local Government Act 1993.</p> <p>(b) Council purchase land zoned RU1 and IN2 land bordering Koorngal Road, comprised of: Part Lot 5, DP 588177 Part Lot 17, DP 863322 for operational and access requirements in accordance with Section 187 of the Local Government Act 1993.</p>	The plan of survey of the land to be purchased has been completed. The current owner is responsible for lodging a subdivision application and this process has commenced. Exchange of the contracts took place in June and settlement is expected in the first quarter of 2020. The current owners have been asked to redirect a stormwater pipe that directs stormwater on to the land to be acquired prior to settlement taking place. Settlement is taking longer than anticipated
18/168	PFAS matter	DE	RESOLVED on the motion of Cirs. Funnell and Quinn that the report be received and that Council be kept apprised of further developments in the management of the matter.	A report on this matter will be provided when new information is presented to Council.

				Councils Manager Operations attends the regular meeting of the Project Committee
<b>Meeting held 26 June 2019</b>				
19/103	Contract W.195 – Water Treatment Plant (WTP) Contract Variation	DE	RESOLVED on the motion of Clrs. Funnell and Meyer OAM that Council note the report and proceed with Option 4 as outlined in the body of this report.	Work to install the new lamella filters is well advanced. Train 1 has been installed and is performing to specification. A further update on other aspects of the regarding the Contract is included in the business paper
<b>Meeting held 21 August 2019</b>				
19/133	Land Purchase – Pleasant Hills Water Filling Station Relocation	DE	Resolved on the motion of Clrs Quinn and Meyer OAM that Council enter into an agreement with Lockhart Shire Council (LSC) to purchase Lot 10, DP 9145, Manson Street, Pleasant Hills in Lockhart Shire Council's name, with Riverina Water bearing the cost of purchase and associated conveyancing costs.	The contract has been drawn up and contracts are expected to be exchanged in the coming weeks.
<b>Meeting held 30 October 2019</b>				
19/151	Annual Customer Survey	GM	Resolved on the motion of Clrs Funnell and Keenan that a. Council consider possible amendments to the Riverina Water County Council Proclamation and authorise the General Manager and Chairperson to write to the Minister requesting the desired amendments in the form of a survey every two years; and b. Authorise the General Manager to revise the scope for the 2020 Annual Customer Survey to focus on water restriction behaviours and attitudes.	(a) Letter sent to Minister and waiting reply  (b) Survey undertaken and detailed results to be provided to the Board Meeting in February 2020

19/153	Proclamation of Riverina Water County Council and associated matter with Greater Hume Council	GM	<p>Resolved on the motion of Clrs Meyer OAM and Funnell that</p> <p>a. Council write to the Hon Melinda Pavey MP, NSW Minister for Water and advise that Council has recently been made of aware of a legislative requirement on Council to prepare a report to the Minister on certain matters at intervals not more than three years.</p> <p>b. Council advise the Minister that it proposes to engage a third party consultant to undertake the review when both Councils have adopted their respective IWCMs (both of which are currently at varying stages of review) but no later than September 2020.</p>	<p>Letter sent to Minister and awaiting reply. Letter also sent to Greater Hume Council</p>
19/163	Purchase of land for future operational purposes	DE	<p><b>Resolved</b> on the motion of Clrs Koschel and Funnell that Council</p> <ol style="list-style-type: none"> <li>1. Purchase land zoned RU1 and B6 at 45 Koorungal Rd, comprising of: Lot 1, DP 136233 Lot 1, DP 154512 Lot 2, DP 154512 Lot 3, DP 542294 for operational requirements in accordance with Section 187 of the Local Government Act 1993. Refer to Appendix 2, land shaded blue and red on aerial image.</li> <li>2. Delegate authority to the General Manager to negotiate the purchase of land in accordance with the financial information contained in the report and sign the relevant sale documents.</li> <li>3. Affix Council's Common Seal to documentation as required.</li> </ol>	<p>Negotiations with the owners have commenced. An update will be provided at the December meeting of the Board.</p>

# Director of Engineering's Reports To Riverina Water Meeting 18 December 2019

## 1. Works Report covering October 2019

**RECOMMENDATION:** that this report be received

- 
- Works Report for October 2019

## Works Report Covering October 2019

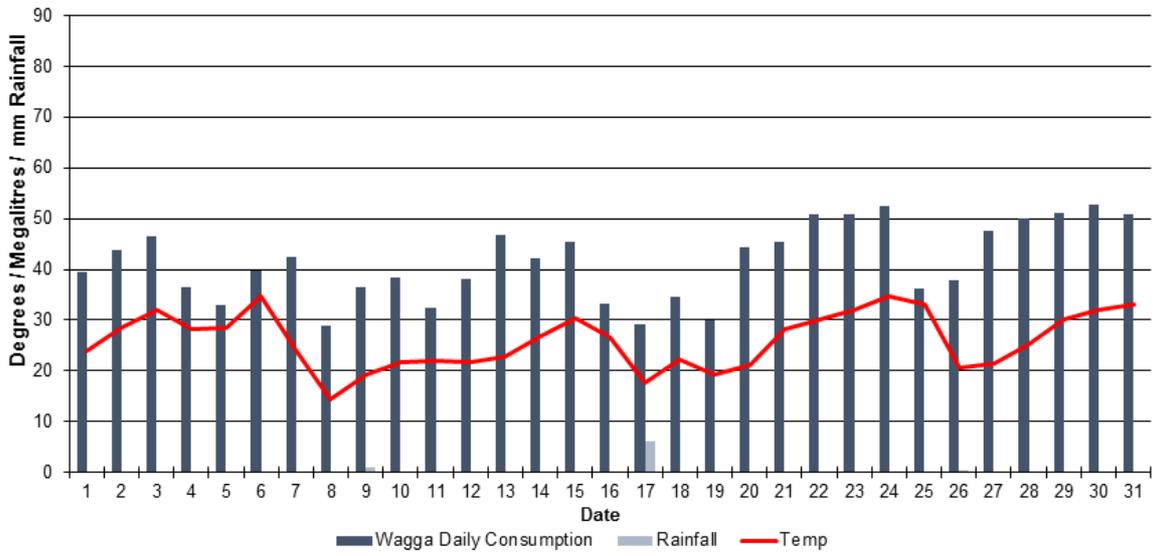
### 1. Water Sourced and Used

October	2017	2018	2019
Rainfall	65.4	19.6	7.6
Wet Days	5	7	3
<b>WATER SOURCED October 2019 (MI)</b>			
North Wagga bores	213.89	238.35	291.62
West Wagga bores	592.29	235.12	651.53
East Wagga bores	324.34	340.23	378.16
Murrumbidgee River	0.00	408.00	147.56
<b>SUB-TOTAL</b>	<b>1,130.52</b>	<b>1,221.70</b>	<b>1,468.87</b>
Bulgary Bores	35.00	44.59	44.55
Urana Source	0.62	4.38	7.04
Ralvona Bores	19.50	25.78	22.04
Walla Walla Bores	7.32	15.90	23.99
Goldenfields Water Supply System	3.89	2.51	3.44
<b>SUB-TOTAL</b>	<b>66.33</b>	<b>93.16</b>	<b>101.06</b>
Woomargama	1.61	1.56	1.10
Humula	0.38	0.49	1.02
Tarcutta	3.03	4.39	4.38
Oura	3.16	4.05	3.93
Walbundrie/Rand	2.55	4.13	3.48
Morundah	0.70	0.89	1.08
Collingullie	5.33	7.04	7.53
<b>SUB-TOTAL</b>	<b>16.76</b>	<b>22.55</b>	<b>22.52</b>
<b>TOTALS</b>	<b>1,213.61</b>	<b>1,337.41</b>	<b>1,592.45</b>

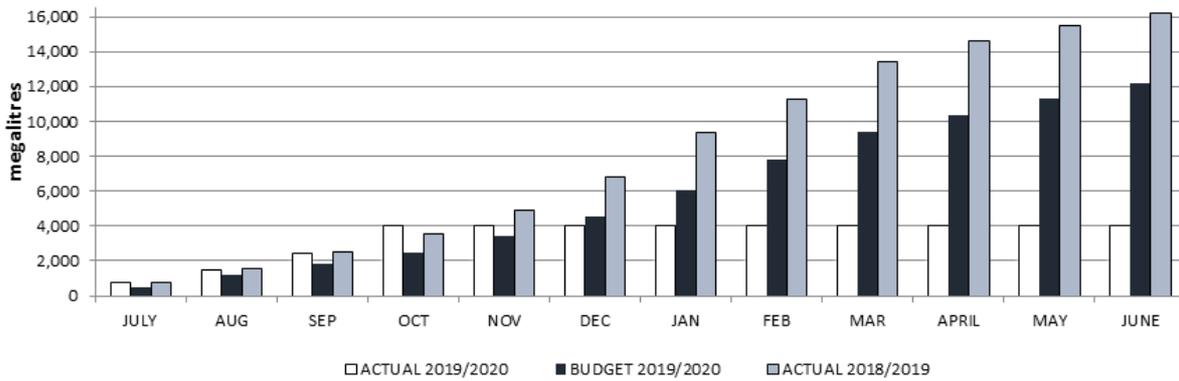
**WATER USED October 2019 (MI)**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
East Bomen	27.75	23.77	35.33
Estella	88.62	92.80	126.60
North Wagga	68.65	103.24	101.65
Wagga Wagga – Low Level	158.56	339.63	165.27
Wagga Wagga – High Level	552.22	580.80	705.56
Wagga Wagga – Bellevue Level	55.67	88.45	111.86
<b>SUB-TOTAL</b>	951.47	1,228.69	1,246.27
Ladysmith System	5.84	6.20	7.58
Brucedale Scheme	23.30	22.88	31.38
Currawarna Scheme	12.31	19.24	16.12
Rural Southern trunk main system	132.7	124.70	174.97
Rural Western trunk main system	36.25	57.20	55.53
<b>SUB-TOTAL</b>	210.40	254.43	285.58
Holbrook	19.50	24.21	21.94
Woomargama	1.61	1.56	1.10
Humula	0.38	0.49	1.02
Tarcutta	3.03	4.39	4.18
Oura	3.16	4.05	3.93
Walbundrie/Rand	2.55	4.13	3.48
Morundah	0.70	0.89	1.03
Collingullie	5.33	7.04	7.45
<b>SUB-TOTAL</b>	36.26	22.55	44.13
<b>TOTALS</b>	1,198.13	1,505.67	1,575.98

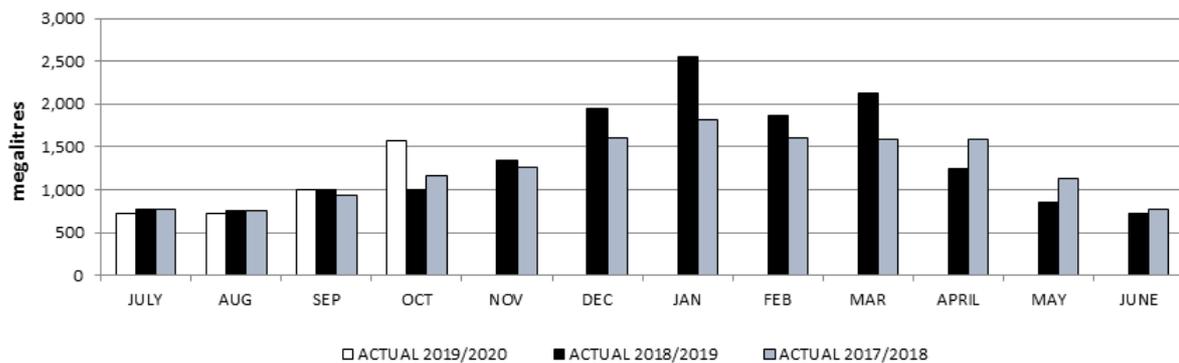
### DAILY WATER USED, WAGGA WAGGA, October 2019



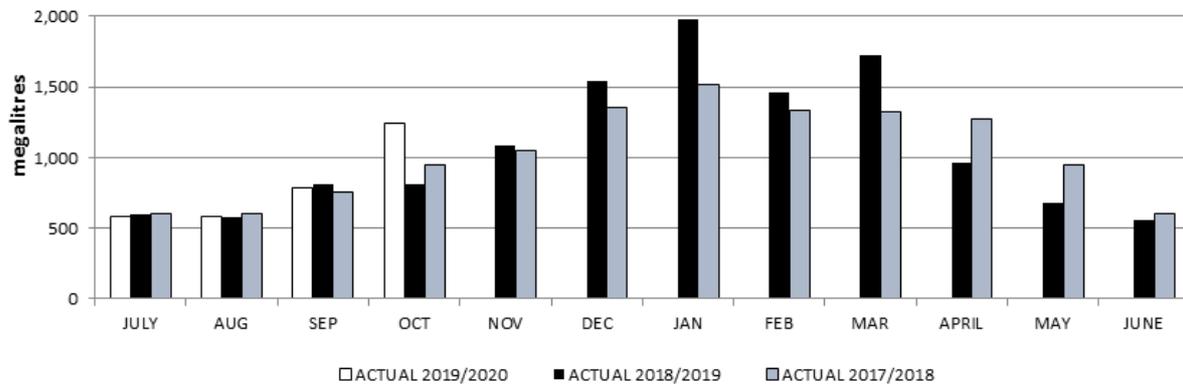
### TOTAL CUMULATIVE WATER USED 2019/2020



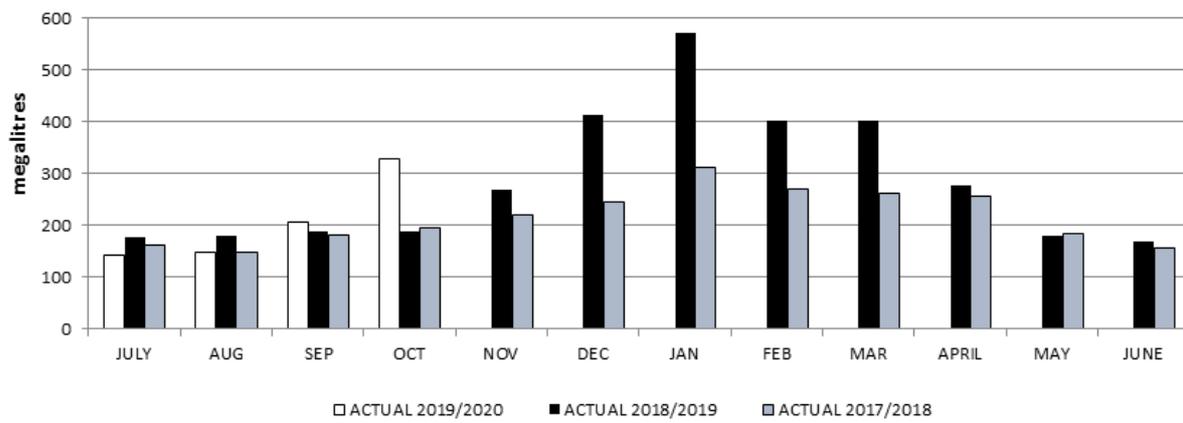
### MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



## 2. New Service Connections, Repairs, Meters, Locations & Complaints for the Month of October 2019

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	23	3	6	22	9	13				57	6	7
Wagga Wagga		1		5	1	5				12	3	2
Forest Hill			1	1						3		
North Wagga			2	1		1						
Bomen												
Estella										1		
South Wagga												
Koorungal				2						9	1	4
Turvey Park			2			2				3		
Lake Albert	1			2		2				4		
Ashmont			1	1						8		
Tolland				1	1					4		
Mt Austin				2	2					5	1	
Bourkelands				1	2	1				3	1	1
Glen Oak												
Tatton	3			2								
Glenfield				1		2				3		
Lloyd	6									1		
Springvale				1	3					1		
East Wagga		2		1								
Boorooma	5											
Moorong												
Gobbagombalin	7			1								
Gumly Gumly	1											
Brucedale												
Shepherds Siding												
Mt Pleasant												
Currawarna												
Euberta	1											
Humula												
Ladysmith												
Oura	1											

San Isidore												
Tarcutta				1								
The Gap												
Bulgary												
Collingullie										2		
French Park												
Tootal												
Lockhart			20	1						1		
Mangoplah						1						
Milbrulong												
Pleasant Hills												
Bidgeemia												
The Rock			25	1		1						
Uranquinty			1									1
Yerong Creek				1								
Culcairn												
Henty			2							1	1	
Holbrook				1						3		
Ralvona												
Morven				1								
Walbundrie						1						
Walla Walla				1						1		
Woomargama												
Boree Creek									1	2		
Morundah												
Oaklands												
Rand												
Kapooka												
Urana	1					1						
<b>TOTAL</b>	26	3	54	29	10	16	0	0	1	67	7	8

### 3. Water System Repairs

#### Wagga Wagga

Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected - no supply	Water Lost KL
02/10/2019	25 Brooklyn Drive	Bourkelands	200 WPVC	Pipe Failure	No	3.50	5	
02/10/2019	Cnr Huthwaite St and McKell Av	Mt Austin	150 AC	Pipe failure	No	3.00	24	
10/10/2019	Cottontails and 528 Pattersons Rd	Wagga	50 PVC	Pipe Failure	Yes		0	5
24/10/2019	Cnr Old Narrandera & Becks Rd	The Gap	80 CI	Pipe Failure	Yes			7
23/10/2019	McDonough Av	Mt Austin	150 AC	Pipe Failure	Yes			5
28/10/2019	Becks Lane	Gobbagombalin	80 PVC	Pipe Failure	No	1.00	20	7
31/10/2019	Gap Hall Downside Rd	Brucedale	50 PVC	Pipe Failure	No	2.00	5	8

#### Rural

Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected - no supply	Water Lost KL
15/10/2019	Olympic Hwy	The Rock	300 DI CL	Pipe Failure – Ground Movement	Yes	0.00	0	17
18/10/2019	Schneiders Lane	Osborne	40 PE	Pipe Failure – Ground Movement	Yes	0.00	0	17
17/10/2019	50 Kane Street	Mangoplah	100 WPVC	T/band Broken/Leaking	Yes	0.00	0	28
18/10/2019	Doigs Lane	Pleasant Hills	40 PE	Pipe Failure	No	0.50	3	
19/10/2019	8 Ferrier Street	Lockhart	150 CI	Pipe Failure	No	1.75	10	
21/11/2019	Mitchells Road	Morven	150 AC	T/Band Broken/Leaking	Yes	0.00	1	12
23/10/2019	Holbrook Culcairn Rd	Holbrook	32 PE	Pipe Failure	Yes	0.00	0	5
23/10/2019	Albury Road	Pleasant Hills	32 PVC	Pipe Failure	Yes	0.00	0	9
28/10/2019	1750 Holbrook Rd	Morven	63 PE	Pipe Failure	Yes	0.00	0	24

## 4. Water Quality Complaints

Water quality complaints received during October 2019 were:

Date	Location	Problem	Action Taken
1/10/2019	Mt Austin Ave, Wagga Wagga	Dirty water slugs	Onsite turbidity test passed on arrival. Customer's old gal service pipe causing dirty water
2/10/2019	Yarrowah Crescent, Wagga Wagga	Dirty/Murky Water	Flushed main and service
2/10/2019	Bourkelands, Wagga Wagga	Dirty Water	Flushed water mains throughout Bourkelands
3/10/2019	Kunzea Place, Wagga Wagga	Dirty Water	Flushed main and customers house
3/10/2019	Peppermint Drive, Wagga Wagga	Dirty Water	Flushed main and service
3/10/2019	Correa Place, Wagga Wagga	Dirty Water	Flushed main and service
4/10/2019	Lampe Av, Wagga Wagga	Yellow Water	Flushed service until satisfactory turbidity achieved. Old gal service past meter into property
9/10/2019	Heath Street, Wagga Wagga	Dirty Water	Flushed service
28/10/2019	Nordlingen Drive, Wagga Wagga	Discoloured water	Flushed service

## 5. Mains Constructions

### Mains Extensions and New Works

New water mains laid during October 2019 include:

LOCATION	PROJECT	100		150		200		450	
		OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
Lloyd Stage 8 & 9	New Sub-division	178	90		24	252	120		
Glen Oak Reservoir	New Pipework								168
Estella Heights	New Sub-division	96		42					
	TOTAL	274	90	42	24	252	120	0	168

## Replacement of Existing Mains

Mains replaced during October 2019 include:

LOCATION	PROJECT	100		150		450
		OPVC	DICL	OPVC	DICL	DICL
San Isador	Renew Main				110	
East St Nth Wagga	Renew Main		438			
Farrer Rd 450mm	Mains upgrade					105
	<b>TOTAL</b>	0	438	0	110	105

## 6. Other Construction

Other construction works during October 2019 include: **Nil to report**

## 7. Major Repairs / Overhauls

Major repairs/overhauls during October 2019 include:

LOCATION OR PROJECT	WORK DONE
West Wagga pump station	Shires pump #2 discharge main repair leak
Ralvona Water Treatment Plant	Overhaul Chlorine dosing system
Bulgary Water Treatment Plant	Overhaul Chlorine dosing system
10 Million Gallon Reservoir	Overhaul Chlorine dosing system
Collingullie Water Treatment Plant	Overhaul Hypo dosing system

## 8. Water Filling Station Activity

LOCATION	NUMBER OF FILLS
Bomen Hereford St	538
Estella Farrer Rd	162
Forest Hill Elizabeth Ave	107
Glenfield Red Hill Rd	328
Henty Olympic Way	20
Holbrook Millswood Rd	64
Lake Albert Plumpton Rd	160

Lockhart Napier Rd	123
Pleasant Hills Manson St	10
The Rock	63
Yerong Creek Finlayson St	30

## 9. Fleet Disposals

Fleet disposals made during October 2019 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
52	Depot	Borer	Trailer/Mole Bore	1986	
332	Plumbing	Ute	Isuzu D-Max	2015	

Disposal Details		
Vehicle No	Method	Price exc GST
52	Auction	\$1,818.00
332	Auction	\$22,500.00

## 10. Fleet Acquisitions

Fleet acquisitions made during October 2019 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
411	6	Thomas Toyota	Wagon	Toyota Prado GX	\$46,093
417	4	Hillis Ford	Wagon	Ford Everest	\$48,905

## 11. Major Capital Projects Progress

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

### MAJOR PROJECTS 2019/20 (> Over \$100,000) - October 2019

Description	2019/20 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Depot Buildings</b>			
Refurbishment of Operations Office - Urban	\$160,000	\$3,004	obtaining quotes??
Fitout new Council meeting room in new depot building	\$140,740	\$208,772	Painting completed, carpet installed and installation of joinery commenced. Electrical installed and commissioned. AC Platform on roof installed and new unit craned up. Other works including AV, mechanical, flooring and plumbing works have been scheduled.
Depot Building The Rock - Non- Urban	\$150,000	\$8,280	Consultant engaged for detailed design and planning approvals.
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
<b>Access, Parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$265,600	\$130,125	Need approximately 500 Blocks to complete the Concrete Block wall. Cost from Hansons using excess concrete is <\$20K. Cost to purchase and pour blocks on site is approx. \$100K. See detailed report

Forge & Copland Street Development	\$220,000	\$22,491	Design of hardstand completed. Quotation obtained for construction of hardstand.
Koorungal Road Purchase	\$362,399	\$123,333	We have agreed to provide an easement and Land Owner are re-routing stormwater pipe. Acquisition will proceed once stormwater works completed.
Copland Koorungal Road Land Purchase	\$140,272	\$140,272	Complete
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Computer Server Replacement - Urban	\$393,000	\$0	
Computer Equipment - Urban	\$206,570	\$174,545	
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$1,372,013	\$406,929	
<b>Telemetry &amp; Control Systems Upgrade</b>			
Remote Telemetry Units & Radio Upgrade project	\$500,000	\$16,258	
Radio Telemetry SCADA Upgrade	\$456,452	\$8,660	
<b>Energy Efficiency &amp; Cost Minimisation</b>			
Energy Efficiency & Power Factor Improvements	\$150,973	\$137,525	
Solar Installations	\$500,000	\$0	
<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Humula Wall Replacement	\$150,000	\$0	
<b>TREATMENT PLANTS</b>			
<b>Aeration Tower Covers</b>			
East Wagga Aeration Basin cover - Urban	\$101,168	\$48,105	Design of stair enclosure completed.
<b>Treatment Plant Refurbishments</b>			
WTP stage 1 - Urban	\$870,592	\$180,708	See detailed report
Roads	\$550,000	\$0	To commence once WTP work finalised
Footpaths and Covered Walkways	\$100,000	\$0	To commence once WTP work finalised
Tarcutta Iron Filter Replacement	\$100,000	\$0	Design commenced

Urana WTP replacement - Non-Urban	\$400,467	\$1,841	Need to finalise PIDs to go out for quote for the plant design
<b>PUMPING STATIONS</b>			
Estella Pump Station	\$120,000	\$0	
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Shires Reservoir Relocation - Non-Urban	\$117,000	\$32,644	Final inspection completed for end of DLP. Minor defects to be fixed.
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$4,939,225	\$4,296,183	Construction progressing well. Wall completed on 1st reservoir and floor poured for second reservoir.
Glenoak Res 2 x 4.5ML - construction	\$2,377,279	\$1,641,338	Aluminium roof construction completed.
The Rock Reservoir South	\$261,076	\$10,156	Environmental and ecological studies complete. Draft batter design complete. Water main located and pegged. More site visits required to finalise exact location and then detailed survey and land acquisition to follow.
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Urban	\$150,000	\$15,840	
San Isadore Main	\$250,000	\$13,108	Work commenced
Low Level Reservoirs Pipework	\$300,000	\$2,946	Pipe alignment/location has been finalised. Seeking consent from Department of Education to start construction.
WW WTP 600mm DICL Koorungal Road	\$650,000	\$191,627	Consultant engaged for land matters.
Estella to CSU 450mm DICL	\$350,000	-\$56,852	
<b>Reticulation for Developers (including other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	\$254,508	
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Non-Urban	\$200,000	\$2,960	
Renew Reticulation Mains - Urban	\$400,000	\$211,026	
The Gap / Brucedale System - Non-Urban	\$150,000	\$0	
East St,Nth Wagga	\$100,000	\$0	
<b>Renew Trunk Mains</b>			
Renew Trunk Mains - Urban	\$400,000	\$326	

Renew Trunk Mains - Non-Urban	\$200,000	\$2,518	
The Rock - Milbrulong BT Trunk Mains Replacement	\$464,143	\$291,531	
<b>Service Connections, new including Meters</b>			
Service Connections, New - Urban	\$500,000	\$166,946	
<b>Renew Services</b>			
Renew Services - Urban	\$140,000	\$22,482	
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	\$25,838	



Bede Spannagle

[DIRECTOR OF ENGINEERING](#)

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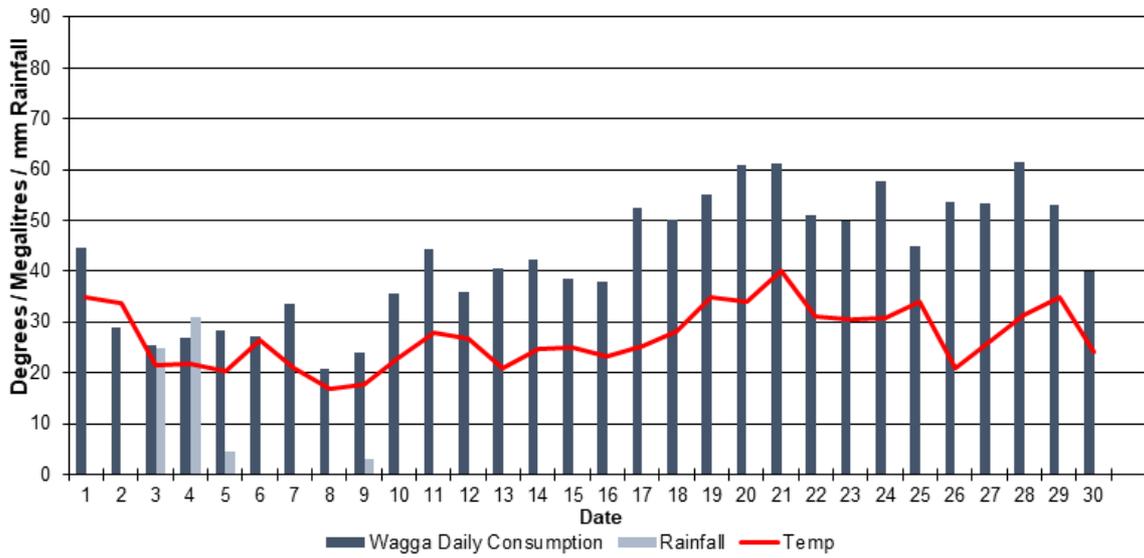
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November	2017	2018	2019
Rainfall	37.2	95.6	63.4
Wet Days	10	13	4
<b>WATER SOURCED November 2019 (Ml)</b>			
North Wagga bores	227.08	246.84	293.48
West Wagga bores	607.90	133.25	591.35
East Wagga bores	380.76	290.90	357.10
Murrumbidgee River	0.00	501.41	330.04
SUB-TOTAL	1,215.74	1,172.40	1,571.97
Bulgary Bores	35.58	35.47	52.12
Urana Source	0.93	6.12	8.72
Ralvona Bores	20.22	20.85	23.73
Walla Walla Bores	6.83	2.80	26.82
Goldenfields Water Supply System	6.56	3.19	4.10
SUB-TOTAL	70.12	68.43	115.49
Woomargama	1.29	1.03	1.32
Humula	0.45	0.28	1.47
Tarcutta	3.30	4.41	4.61
Oura	3.21	3.24	4.05
Walbundrie/Rand	2.60	2.80	3.74
Morundah	0.70	0.99	0.96
Collingullie	5.92	5.69	5.85
SUB-TOTAL	17.47	18.44	22.00
<b>TOTALS</b>	<b>1,303.33</b>	<b>1,259.27</b>	<b>1,709.46</b>

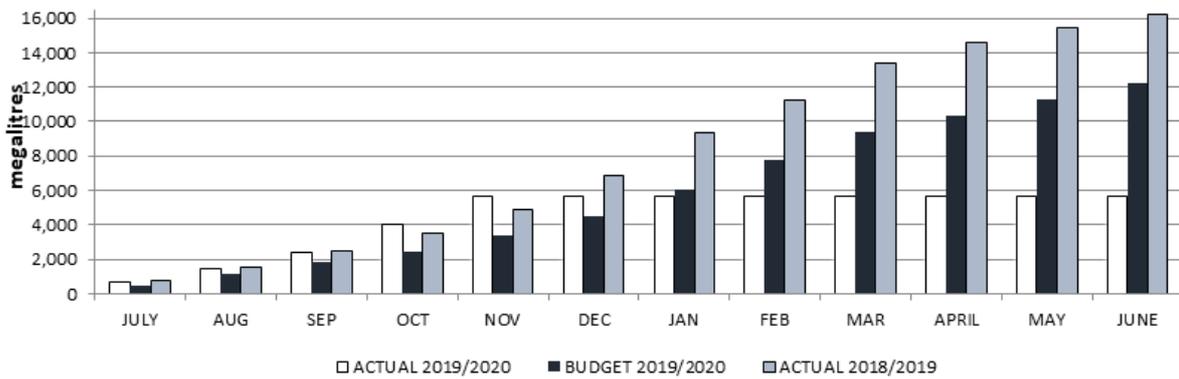
**WATER USED November 2019 (MI)**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
East Bomen	26.66	28.21	35.10
Estella	87.48	92.90	110.83
North Wagga	81.31	91.41	99.44
Wagga Wagga – Low Level	153.23	261.02	189.80
Wagga Wagga – High Level	648.10	526.31	751.94
Wagga Wagga – Bellevue Level	48.16	82.51	120.43
<b>SUB-TOTAL</b>	<b>1,044.94</b>	<b>1,082.36</b>	<b>1,307.54</b>
Ladysmith System	5.57	5.54	6.69
Brucedale Scheme	26.75	23.22	32.52
Currawarna Scheme	14.78	17.95	16.17
Rural Southern trunk main system	131.7	138.10	169.79
Rural Western trunk main system	37.30	45.00	60.09
<b>SUB-TOTAL</b>	<b>236.32</b>	<b>250.57</b>	<b>285.26</b>
Holbrook	20.22	20.76	23.70
Woomargama	1.29	1.03	1.32
Humula	0.45	0.28	1.47
Tarcutta	3.30	3.90	4.47
Oura	3.21	3.24	4.05
Walbundrie/Rand	2.60	2.80	3.74
Morundah	0.70	0.99	0.92
Collingullie	5.92	5.69	6.51
<b>SUB-TOTAL</b>	<b>37.69</b>	<b>17.93</b>	<b>46.18</b>
<b>TOTALS</b>	<b>1,318.95</b>	<b>1,350.86</b>	<b>1,638.98</b>

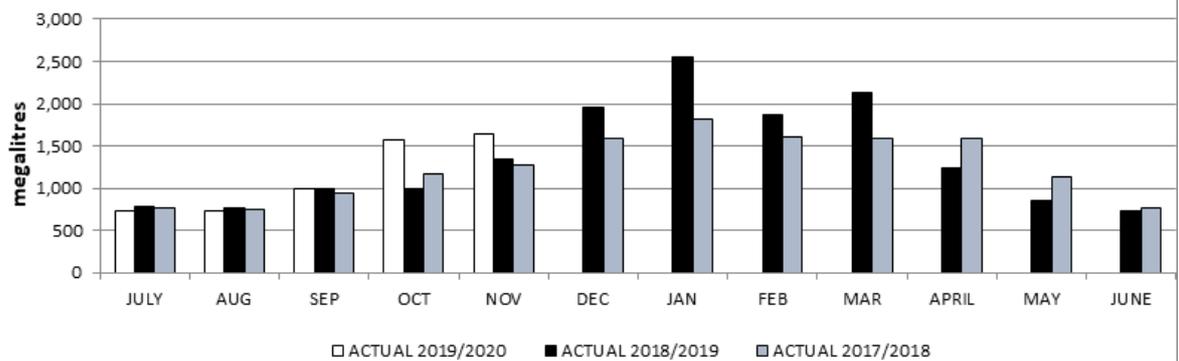
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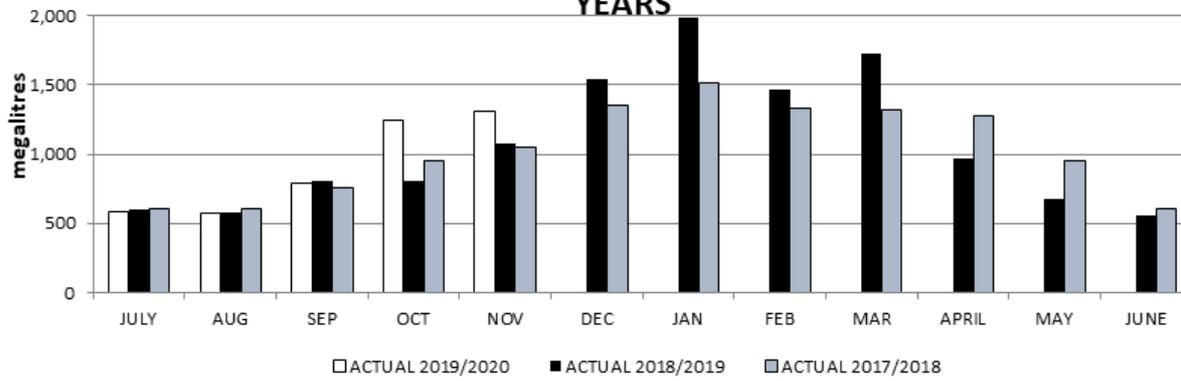
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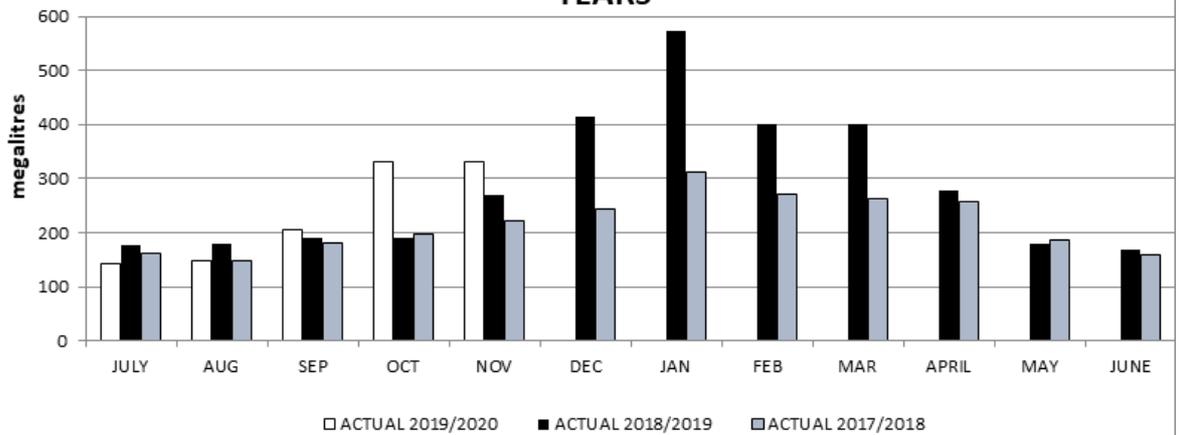
### MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



## 2. New Service Connections, Repairs, Meters, Locations & Complaints for the Month of November 2019

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	24	2	2	15	8	9			1	43	13	6
Wagga Wagga	1	2		3	4	2			1	9	7	5
Forest Hill				1						4	1	
North Wagga												
Bomen						1				1		
Estella						1				2	1	
South Wagga												
Koorungal				2	2	2				7	2	1
Turvey Park	2		1	1						3		
Lake Albert	2			1	2	1				2		
Ashmont				4		1				4	1	
Tolland				1						4		
Mt Austin			1	1						2	1	
Bourkelands												
Glen Oak												
Tatton										1		
Glenfield										2		
Lloyd	1									1		
Springvale												
East Wagga				1						1		
Boorooma	7											
Moorong						1						
Gobbagombalin	11											
Gumly Gumly												
Brucedale				2								
Shepherds Siding										1		
Mt Pleasant												
Currawarna												
Euberta												
Humula			1									
Ladysmith	1											
Oura	1											

San Isidore						1						
Tarcutta												
The Gap				1								
Bulgary												
Collingullie										1		
French Park												
Tootal												
Lockhart	1		25	3	2					1	2	
Mangoplah						1					1	
Milbrulong				2								
Pleasant Hills												
Bidgeemia												
The Rock	2			1		1				2		
Uranquinty	2					2						
Yerong Creek												
Culcairn				1						1		1
Henty												
Holbrook									1	1		
Ralvona												
Morven				2		1						1
Walbundrie												
Walla Walla												
Woomargama												
Boree Creek												
Morundah												
Oaklands												
Rand												
Kapooka												
Urana										1		
<b>TOTAL</b>	31	2	28	27	10	15	0	0	2	50	16	8

### 3. Water System Repairs

#### Wagga Wagga

Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected - no supply	Water Lost KL
05/11/2019	210-212 Gurwood St	Wagga	100 BPVC	Tree Roots	Yes	1.00	0	2
20/11/2019	1 Banksia Pl	Springvale	100 WPVC	Tree Roots	No	1.00	8	5
28/11/2019	Mair Street	Turvey Park	100AC	Pipe Failure	No	1.50	11	20
28/11/2019	169 Bourke Street	Turvey Park	100AC	Pipe Failure – Ground Movement	No	3.00	15	23
28/11/2019	20 Halloran St	Turvey Park	100AC	Pipe Failure	No	5.00	22	30
28/11/2019	Cnr Heath St & Furnleigh Rd	Turvey Park	100AC	Pipe Failure	No	2.50	16	30
04/11/2019	240 Mitchell Road	Lake Albert	100AC	Pipe Failure	Yes		0	3
05/11/2019	160 Raye Street	Tolland	100 AC	Tree Roots	Yes		0	2
28/11/2019	Casleys Lane	The Gap	100 WPVC	Pipe Failure	No		0	3
17/11/2019	37 Bluett Cres	Turvey Park	100AC	Tree Roots	Yes		0	10
18/11/2019	172 Boorooma Street	Boorooma	100 WPVC	Pipe Failure	Yes		0	10
28/11/2019	257 Lake Albert Road	Koorngal	100 AC	Pipe Failure	No	4.00	12	40
23/11/2019	23 Karoom Drive	Glenfield Park	100 BPVC	Pipe Failure	No	2.00	50	20
28/11/2019	140 Lake Albert Rd	Koorngal	150AC	Pipe Failure	No	6.50	15	40
28/11/2019	Parkins Road	Oura	40 PVC	Pipe Failure	No	1.00	1	4
29/11/2019	55 & 15 Main St	Lake Albert	100AC	Pipe Failure	No	4.50	20	0
30/11/2019	Halloran Street	Turvey Park	100AC	Pipe Failure	No	4.00	30	0

## Rural

Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected - no supply	Water Lost KL
04/11/2019	116 Schneiders Rd	Walla Walla	100 AC	Pipe Failure	No	2.00	5	10
14/11/2019	7 Hill Street	The Rock	300 DICL	Pipe Failure – Ground Movement	No	4.00	32	98
14/11/2019	"Annandale"	Bulgary	63 PE	Leaking Collar	No	1.00	3	10
16/11/2019	Osborne Street	Lockhart	100 AC	Leaking Collar	No	1.00	15	2
01/11/2019	Chaplins Lane	The Rock	40 PE	Pipe Failure – Ground Movement	Yes		0	18
21/11/2019	Fowlers Lane	Walbundrie	63 PE	Pipe Failure	Yes		0	7
28/11/2019	17 Milne Street	The Rock	100AC	Pipe Failure – Ground Movement	Yes		0	14
03/11/2019	Connorton Street	Uranquinty	100AC	Tree Roots	Yes		0	15
18/11/2019	3391 Lockhart Albury Road	Pleasant Hills	63 PE	Pipe Failure	Yes		3	10
21/11/2019	Holbrook Rd	Ralvona	50 PVC	Pipe Failure – Ground Movement	Yes		0	12

## 4. Water Quality Complaints

Water quality complaints received during November 2019 were:

Date	Location	Problem	Action Taken
1/11/2019	24 Thorne Street, Wagga Wagga	Brown Water after being away	Investigated and water was fine
6/11/2019	2/50 The Esplanade, Wagga Wagga	Dirty water	Flushed out pipes through garden taps, old gal pipework.
8/11/2019	12 Orford Place, Lake Albert	Dirty water	Flushed main
9/11/2019	Dandaloo Road, Lake Albert	Dirty Water	Flushed main
13/11/2019	2/121 Lake Albert Rd, Koorinal	Bad Water Quality, Dirty Water	Investigated and water was fine. Onsite plumbing conducted on premises
25/11/2019	6 Willow Street, Wagga Wagga	Cloudy water	Water was clear no problem
28/11/2019	Zeigler Avenue, Koorinal	Dirty Water	Flushed main
29/11/2019	59 Ferrier St, Lockhart	Dirty Water	Flushed main and service
29/11/2019	61 Green Street, Lockhart	Dirty Water	Flushed main and service

## 5. Mains Constructions

### Mains Extensions and New Works

New water mains laid during November 2019 include:

LOCATION	PROJECT	100		150		200		300		450	
		OPVC	DICL								
Glen Oak Res	Connecting								12		12
Lloyd Stage 8 & 9	New Sub- division	407		245		270					
	TOTAL	407	0	245	0	270	0	0	12	0	12

## Replacement of Existing Mains

Mains replaced during November 2019 include:

LOCATION	PROJECT	100		150		300	
		OPVC	DICL	OPVC	DICL	OPVC	DICL
Henty	Main realignment						400
East St Nth Wagga	Main replacement	12	30				
San Isador	Main replacement				438		
	<b>TOTAL</b>	12	30	0	438	0	400

## 6. Other Construction

Other construction works during November 2019 include: **Nil to report**

## 7. Major Repairs / Overhauls

Major repairs/overhauls during November 2019 include: **Nil to report**

## 8. Water Filling Station Activity

LOCATION	NUMBER OF FILLS
Bomen Hereford St	364
Estella Farrer Rd	186
Forest Hill Elizabeth Ave	42
Glenfield Red Hill Rd	319
Henty Olympic Way	16
Holbrook Millswood Rd	74
Lake Albert Plumpton Rd	173
Lockhart Napier Rd	116
Pleasant Hills Manson St	1
The Rock	89
Yerong Creek Finlayson St	11

## 9. Fleet Disposals

Fleet disposals made during November 2019 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
371	Engineering	Wagon	Isuzu MUX	2016	95995

Disposal Details		
Vehicle No	Method	Price exc GST
371	Auction	\$26,591.00

## 10. Fleet Acquisitions

Fleet acquisitions made during November 2019 are: **Nil to report**

## 11. Major Capital Projects Progress

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

### MAJOR PROJECTS 2019/20 (> Over \$100,000) - November 2019

Description	2019/20 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Depot Buildings</b>			
Refurbishment of Operations Office - Urban	\$160,000	\$4,241	Request for quote sent to designers to do detailed design of operations office space and minor workshop modifications. This includes external updates in keeping with other newly constructed buildings on the site and to provide construction specifications
Fit out new Council meeting room in new depot building	\$140,740	\$217,926	On-track for official opening on the 18th December 2019. Undertaking minor finishing's including joinery work, plumbing and mechanical commissioning.
Depot Building The Rock - Non- Urban	\$150,000	\$10,534	Consultant awarded design work and have undertaken preliminary site investigation and geotechnical investigation. A condition report has also been prepared for the existing brick building.
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
<b>Access, Parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$265,600	\$137,550	Additional blocks for Levee wall being sourced from local suppliers and also being made on-site

Forge & Copland Street Development	\$220,000	\$29,339	Hardstand quotations received. REF to be completed in January 2020.
Koorungal Road Purchase	\$362,399	\$123,313	We have agreed to provide an easement and Land Owner are re-routing stormwater pipe. Acquisition will proceed once stormwater works completed.
Copland Koorungal Road Land Purchase	\$140,272	\$140,272	Complete
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Computer Server Replacement - Urban	\$393,000	\$0	
Computer Equipment - Urban	\$206,570	\$174,545	
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$1,372,013	\$406,929	
<b>Telemetry &amp; Control Systems Upgrade</b>			
Remote Telemetry Units & Radio Upgrade project	\$500,000	\$28,742	Tenders for bulk supply of RTUs and digital radios closed on 27th November and to be presented to Council meeting on 17th December.
Radio Telemetry SCADA Upgrade	\$456,452	\$10,950	Land owner discussions for new solar digital radio repeater site on Tabletop range (near Gerogery) to commence late January 2020
<b>Energy Efficiency &amp; Cost Minimisation</b>			
Energy Efficiency & Power Factor Improvements	\$150,973	\$137,449	
Solar Installations	\$500,000	\$0	
<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Humula Wall Replacement	\$150,000	\$0	
<b>TREATMENT PLANTS</b>			
<b>Aeration Tower Covers</b>			
East Wagga Aeration Basin cover - Urban	\$101,168	\$54,477	Stair enclosure fabricated.
<b>Treatment Plant Refurbishments</b>			
WTP stage 1 - Urban	\$870,592	\$194,621	See detailed report
Roads	\$550,000	\$0	To commence once WTP work finalised
Footpaths and Covered Walkways	\$100,000	\$0	To commence once WTP work finalised

Tarcutta Iron Filter Replacement	\$100,000	\$0	Design commenced
Urana WTP replacement - Non-Urban	\$400,467	\$1,841	Need to finalise PIDs to go out for quote for the plant design
<b>PUMPING STATIONS</b>			
Estella Pump Station	\$120,000	\$0	
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Shires Reservoir Relocation - Non-Urban	\$117,000	\$33,250	Final inspection completed for end of DLP. Minor defects to be fixed.
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$4,939,225	\$4,347,701	One truck load of low strength concrete placed in the floor of Reservoir 1. Specialist advice obtained regarding repair methods. Delay of approximately 6 weeks expected for rectification works.
Glenoak Res 2 x 4.5ML - construction	\$2,377,279	\$1,694,648	Construction completed. Test filling commenced.
The Rock Reservoir South	\$261,076	\$8,902	A valuer has been engaged to undertake a land valuation. Discussions and negotiations with the property owner will follow once valuation has been completed
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Urban	\$150,000	\$15,840	
San Isadore Main	\$250,000	\$67,329	In progress
Low Level Reservoirs Pipework	\$300,000	\$3,277	Pipe alignment/location has been finalised. Seeking consent from Department of Education to start construction for 750mm pipe replacement. New pipework from the reservoirs will be connected to the existing main for the interim.
WW WTP 600mm DICL Koorungal Road	\$650,000	\$196,131	Consultant engaged for land matters.
Estella to CSU 450mm DICL	\$350,000	-\$50,549	In progress
<b>Reticulation for Developers (including other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	\$357,454	
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Non-Urban	\$200,000	\$2,960	
Renew Reticulation Mains - Urban	\$400,000	\$146,764	
The Gap / Brucedale System - Non-Urban	\$150,000	\$1,950	

East St,Nth Wagga	\$100,000	\$88,568	Completed
<b>Renew Trunk Mains</b>			
Renew Trunk Mains - Urban	\$400,000	\$326	
Renew Trunk Mains - Non-Urban	\$200,000	\$2,518	
The Rock - Milbrulong BT Trunk Mains Replacement	\$464,143	\$314,985	
<b>Service Connections, new including Meters</b>			
Service Connections, New - Urban	\$500,000	\$206,105	
<b>Renew Services</b>			
Renew Services - Urban	\$140,000	\$26,043	
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	\$102,725	



Bede Spannagle  
 DIRECTOR OF ENGINEERING

### 3. Report to Council for the Wagga Wagga City Council proposed acquisition of easement for Levee Bank and Public Access at Riverina Water's site 89-91 Hammond Avenue (Lot 2 DP 540063)

**RECOMMENDATION:** That Council note the recent letter of offer from Wagga Wagga City Council in the above matter and accept the terms of acquisition and authorise the General Manager to sign the necessary documents associated with the easement acquisition.

---

#### **Background:**

Wagga Wagga City Council have been undertaking upgrades to their Levee and Public Access in the land owned by Riverina Water along Marshalls Creek. Negotiations have been held to settle on terms of acquisition, specifically a fair compensation payable by Wagga Wagga City Council to Riverina Water that considers all factors of the affected land.

#### **Issues:**

Following construction of the levee, Wagga Wagga City Council proposed to acquire the land at NIL cost. Riverina Water was opposed to this and Wagga Wagga City Council then committed to undertake an initial survey and engaged Opteon to undertake a Compensation Assessment Report. A letter of offer was received based on the Opteon Compensation Assessment Report of \$23,000

Riverina Water had a number of concerns with Opteon Compensation Report and engaged Egan Valuers to undertake an independent valuation of the site. The Report provided by Egan Valuers on the 31<sup>st</sup> January considered all factors of compensation adequately and provided compensation for the land for \$77,000.

The Egan Valuation report was sent to Wagga Wagga City Council as proposed terms of the easement acquisition including payment of compensation in the amount of \$77,000, payment of the valuation fees \$4,950 and payment of all other fees and costs associated with cancellation and creation of the easement.

Discussions between Riverina Water's General Manager and Wagga Wagga City Council's Director Regional Activation led to a proposal for Wagga Wagga City Council to pay compensation to Riverina Water for \$39,672 for acquisition of the proposed easement as well as meet all associated costs with the cancellation and creation of the easements. The existing easement for levee bank over Riverina Water's land will be cancelled. Wagga Wagga City Council will also reimburse any legal fees and other reasonable costs incurred to Riverina Water including a valuation expense of \$5,000.

**Attachments:**

1. 31082018 WWCC Letter of offer 1- acquisition of easement for levee bank Lot 2 DP 540063
2. 02102018 Opteon Compensation Report WWCC Levee
3. 08012019 WWCC Letter of offer 2- acquisition of easement for levee bank Lot 2 DP 540063
4. 31012019 - Egan Valuers Compensation Assessment, WWCC Levee
5. 13032019 Riverina Water Letter of Reply 1
6. 07062019 WWCC Letter of Reply- acquisition of easement for levee bank Lot 2 DP 540063
7. 01072019 Riverina Water Letter of Reply 2
8. 28112019 WWCC Letter of offer 3- acquisition of easement for levee bank Lot 2 DP 540063

**“Letter of Offer”**

31 August 2018

**Tamarin Taylor**  
Riverina Water County Council  
PO Box 456  
WAGGA WAGGA NSW 2650

Dear Tamarin

**Re: Wagga Wagga City Council proposed acquisition of Easement for  
Levee Bank**  
**Ppty: Lot 2 DP 540063**

Reference is made to the above and to our previous correspondence in relation to the planned Wagga Wagga levee bank upgrade.

As discussed, a minor realignment to the existing easement for levee is required through your land at Lot 2 DP 540063 as shown on the attached Plan. As a consequence of the realignment the proposed easement area is smaller than the existing easement area:-

- Existing easement area – 6723m<sup>2</sup>
- Proposed easement area – 6640m<sup>2</sup>

Council also propose to create an easement for access/public access to formalise the existing use of the levee as public walking track.

As per the attached plan, this easement will cover the same area of land as the easement for levee.

Accordingly, Council's offer to acquire easements over part of your Property is set out below:

1. This proposed acquisition must be reported to Council and is therefore subject to a resolution of Council.
2. The proposed levee easement area is smaller than existing levee easement area. Additional easements for access and public access will be added to the area proposed for levee easement to formalize existing public use.
3. As the land area occupied by these easements is less than the area occupied by the existing easement no compensation is proposed
4. The existing easement for levee over your land will be cancelled by Council
5. Council will reimburse any legal fees and other reasonable costs you incur in relation to this acquisition.

6. Council will meet all costs associated with the cancellation and creation of the easements.
7. You agree to do all things and sign all documents required for Council to acquire part of your Property. This includes but is not limited to signing an agreement and arranging for production of your title deed (2/540063) at Land Registry Services NSW (LRS) to enable registration of a Plan of Acquisition.

Would you kindly consider the above proposal and proposed easement plans, and advise if you agree to the terms proposed by **signing and returning a copy of this letter.**

Upon receiving your agreement, a report will be prepared for consideration by Council recommending acquisition of the easement over Lot 2 DP 540063 and cancellation of the existing easement.

We await your written response to this proposal. Should you wish to discuss this matter please contact me on 6926 9351.

Yours faithfully



**Kristyanna Irwin  
Land & Property Officer**

**ACCEPTANCE OF TERMS**

We, \_\_\_\_\_ agree to the terms outlined above.

Dated:

.....  
Signature

.....  
Signature

.....  
Name

.....  
Name

.....  
Position

.....  
Position



**VALUE MADE VISIBLE**

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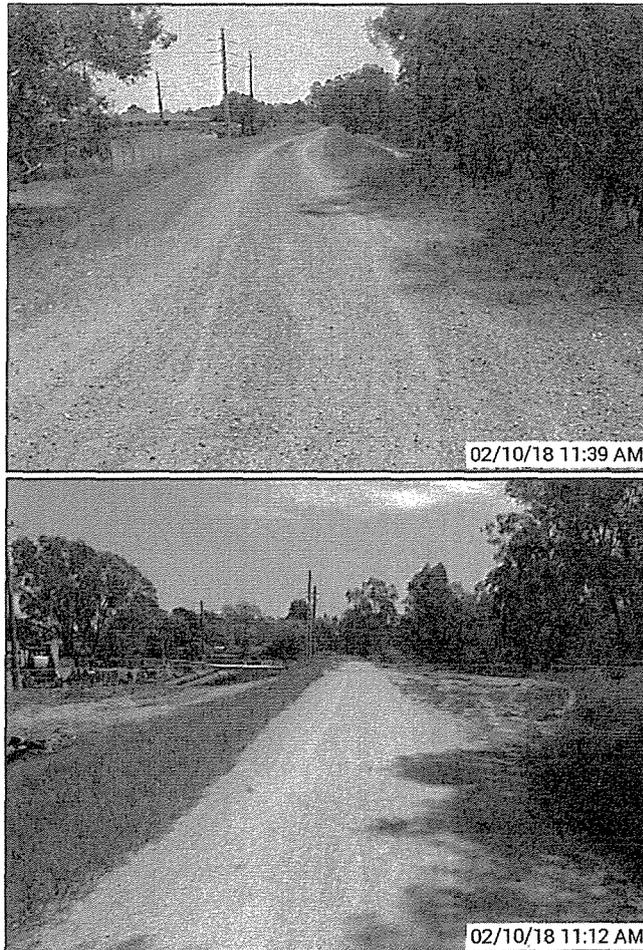
Compensation Assessment

89-91 Hammond Avenue

Wagga Wagga NSW 2650

# COMPENSATION ASSESSMENT REPORT

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## 89-91 Hammond Avenue, Wagga Wagga NSW 2650

<b>Prepared For</b>	Kristyanna Irwin, Property Officer, Wagga Wagga City Council
<b>Report Purpose</b>	To determine compensation payable for the acquisition of land for levee bank, access and public purposes.
<b>Inspection Date</b>	2 October 2018
<b>Valuation Date</b>	2 October 2018
<b>Our Reference</b>	9059371

### Opteon Property Group

Opteon (Southern Inland NSW) Pty Ltd

ABN 82 125 007 838

PO Box 666 Wagga Wagga NSW 2650

P 02 6921 4395 E wagga.instructions@opg.net

F 02 6921 3331 W www.opg.net

### VALUE MADE VISIBLE

Liability limited by a scheme approved under Professional Standards Legislation

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**Attachments:**

1. Instructions
2. Title Search
3. Deposited Plan

# 1.0 Synopsis

## 1.1 Instructions

Opteon (Southern Inland NSW) has been instructed by Kristyanna Irwin, Property Officer, Wagga Wagga City Council to determine compensation payable for the acquisition of part of the property for levee bank, access and walking track purposes. *easement*

Our assessment of compensation for the land acquisition component has been undertaken in accordance with the Land Acquisition (*Just Terms Compensation*) Act 1991 (NSW) – Just Terms legislation.

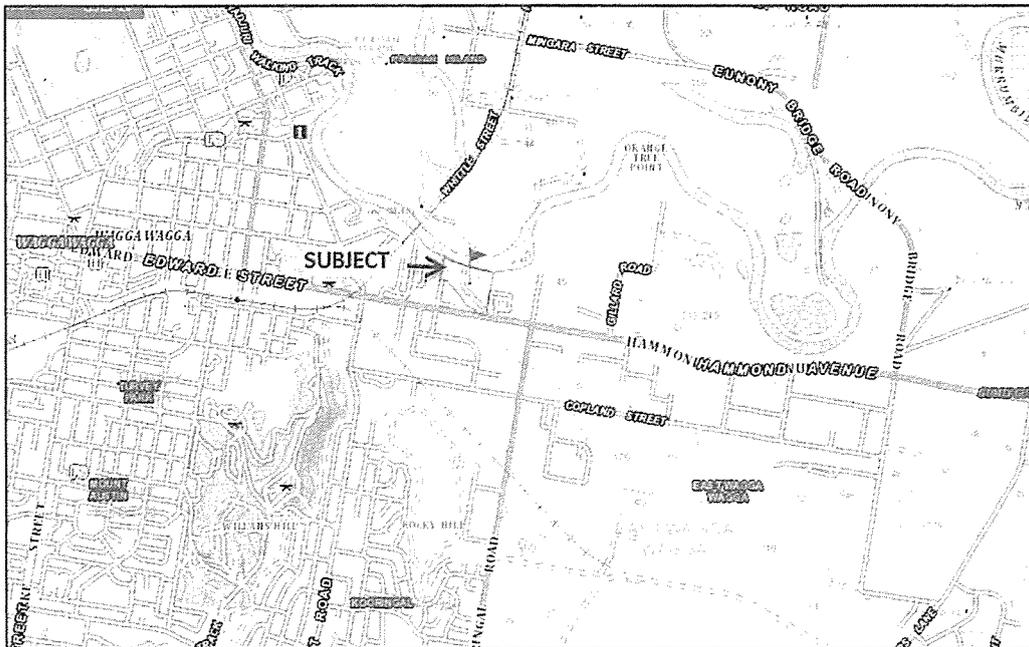
## 1.2 Purpose of Acquisition

Wagga Wagga City Council proposes to acquire land over part of the property comprising the existing levee bank and walking track infrastructure which runs along the western boundary of the property adjacent and close to the western embankment of Marshalls Creek (a tributary of the Murrumbidgee River).

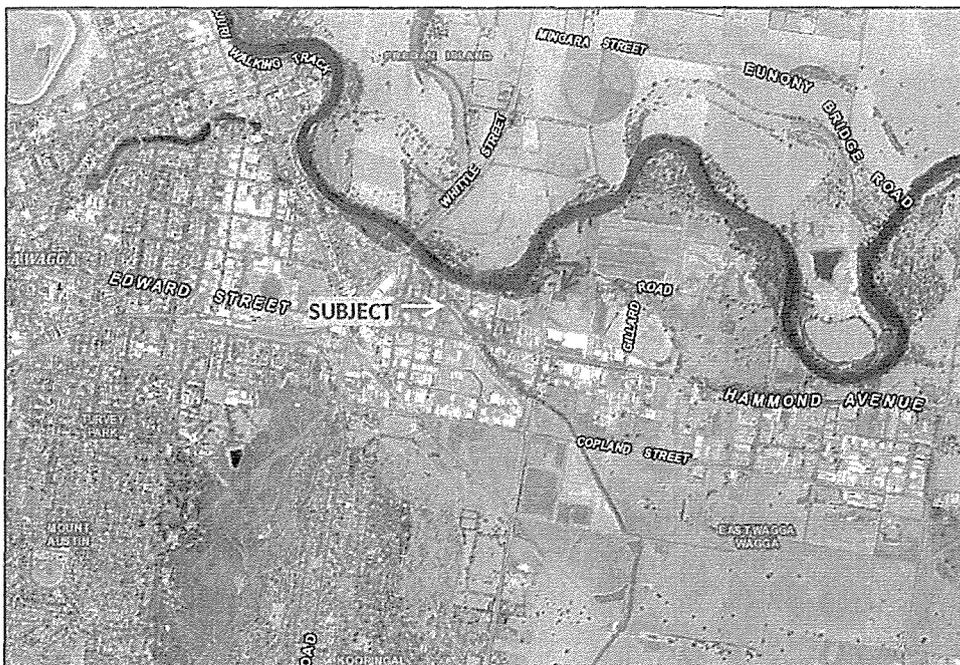
The property as a whole comprises the Riverina Water County Council (RWCC) main office and works depot with a land area of 8,465 hectares and zoned SP2- Infrastructure. The levee bank was constructed in about the early 1960's and upgraded in the late 1970s early 1980s and is held under an existing levee bank easement registered on title which provides formal access to the levee bank and walking track. The land is being acquired to complete upgrade works proposed by Council and upon registration of the proposed easement the existing easement over the land will be extinguished.

## 1.3 Property Affected

The subject landholding in aggregation is identified in the following plan:



The affected land parcel is highlighted below:



#### 1.4 Documents Relied On

In determining the Compensation Assessment, we have relied on the following information provided by Wagga Wagga City Council:

- Preliminary plan identifying the affected land and location of the proposed easement;
- Title Search of the affected land;
- Deposited Plan

#### 1.5 Date of Inspection and Valuation

2 October 2018.

#### 1.6 Basis of Valuation

Our assessment of compensation and valuation has been prepared in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991 (NSW)*.

## 1.7 Compensation Assessment

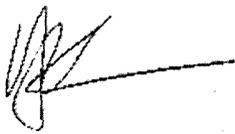
Our assessment of compensation payable for the proposed acquisition of the subject easement pursuant to the provisions of the Land Acquisition (Just Terms Compensation) Act 1991, is assessed as follows:-

Compensation Assessment Summary		
Section	Item	Amount
55(a)	Market Value	\$23,500
55(b)	Special value	Not applicable
55(c)	Severance	Not applicable
55(d)	Disturbance	See below
55(e)	Solatium	Not applicable
55(f)	Injurious Affection	See Sc 55(a)
<b>TOTAL</b>		<b>\$23,500</b>

The assessment is made on the following basis:-

- The landholder is the only claimant to compensation;
- That there is no valid claim under Section 55(e) of the Act that would warrant compensation;
- Confirmation by survey of area of land to be acquired
- Wagga Wagga City Council will pay Statutory Disturbance allowances as follows:-
  - Legal costs - reasonably incurred by the persons entitled to compensation in connection with the acquisition of the land
  - Valuation fees - reasonably incurred by those persons in connection with the acquisition of the land.

**Opteon (Southern Inland NSW)**



**VINCENT J GRAHAM**  
Director  
AAPI Certified Practising Valuer  
API No: 67582

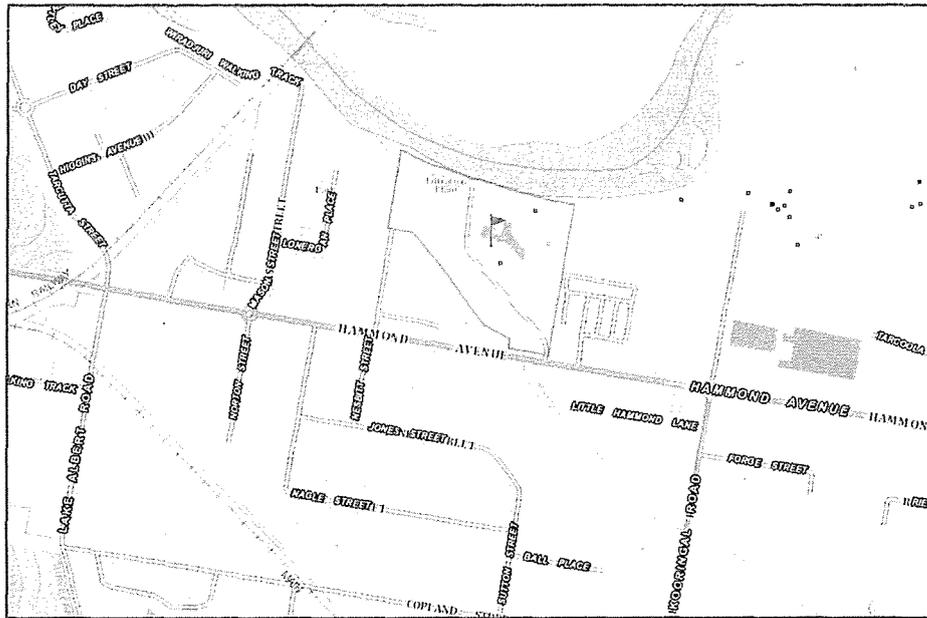
## 2.0 Land Particulars

### 2.1 Property Affected

Title particulars of the parent property affected by the acquisition proposal are summarised in the following table:

Title Reference	Tenure	Registered Proprietor	Title Area
Folio 2/540063	Freehold	Riverina Water County Council	8.465 ha
<b>Total Affected Area</b>			<b>8.465 ha</b>

A plan indicating the property land parcel is provided below:



### 2.2 Affected land parcel

Land parcel directly affected by the acquisition proposal comprises:

Title Reference	Tenure	Registered Proprietor	Title Area
Part Lot 2/540063	Freehold	Riverina Water County Council	6,640 m <sup>2</sup>
<b>Total Affected Area</b>			<b>6,640 m<sup>2</sup>*</b>

\*Area to be confirmed by survey



### 2.3 Registered Proprietor

The Owners – Riverina Water County Council - as per title search dated 29 June 2016. Notifications on the parent title include:

- Reservations and conditions in the Crown Grant(s);
- Land excludes minerals within the land resumed by notification in Gov Gaz dated 24-12-1926 Fol 5415 & Gov Gaz dated 20-5-1938 Fol 2000;
- Notification in Government Gazette dated 13-5-1938, Fols 1851/2 & BK 1885 No 591; Easement for access affecting the part of the land above described shown as easement for access in DP540063;
- Easement for levee bank affecting the site designated (A) in the title diagram;
- Easement for overhead power line(s) variable width affecting the part(s) shown so burdened in DP1220985;
- Easement for underground powerlines variable width affecting the part(s) shown so burdened in DP1220985;
- Easement for multi-purpose electrical installation variable width affecting the part(s) shown so burdened in DP1220985.

### 2.4 Statutory Planning

The land is zoned SP2 – Infrastructure pursuant to the Wagga Wagga City Council Local Environmental Plan 2010 and Development Control Plan 2010.

A map highlighting the zoning is provided below:



Permitted uses under this zoning include:

**Zone SP2 Infrastructure**

**1 Objectives of zone**

- To provide for infrastructure and related uses.
- To prevent development that is not compatible with or that may detract from the provision of infrastructure.

**2 Permitted without consent**

Roads

**3 Permitted with consent**

The purpose shown on the Land Zoning Map, including any development that is ordinarily incidental or ancillary to development for that purpose.

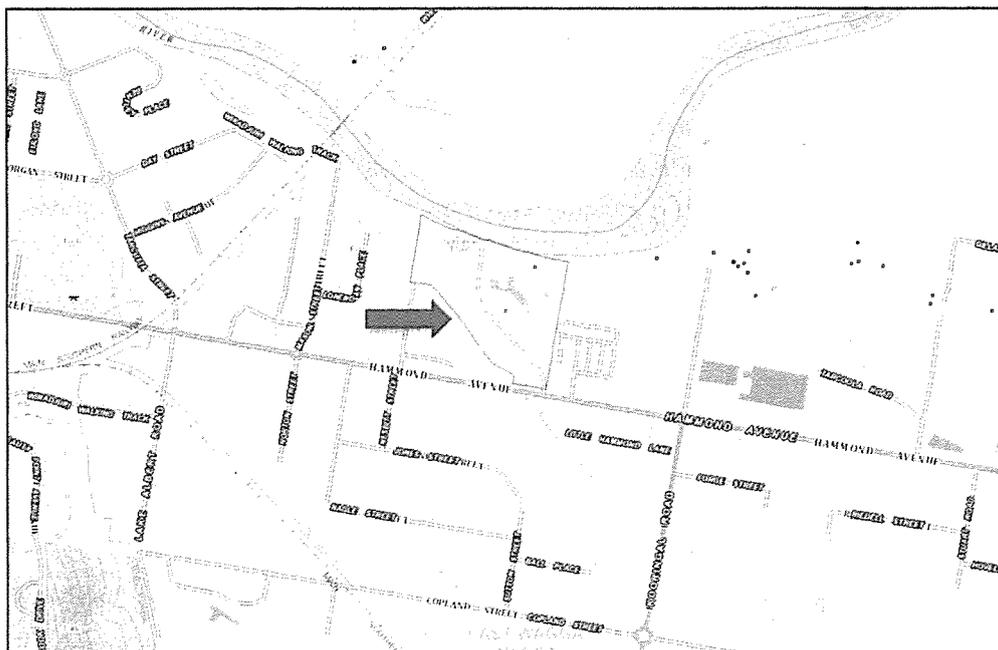
**4 Prohibited**

Any development not specified in item 2 or 3.

### 3.0 Property Location, Use and Land Description

#### 3.1 Location

The property is located about 2 kilometres east of the Baylis Street CBD with a frontage along its southern boundary to Hammond Avenue (Sturt Highway) which is four lanes wide with a single parallel parking lane on each side. The property entrance is just east of Marshalls Creek Bridge. The location of the property is highlighted in the following diagram.



Mixed use locality with its profile enhanced by the construction of the now vacant Masters Home and Hardware store at the corner of the Sturt Highway and Koorngal Road further east of the property. Development in this locality is mixed comprising modern showrooms and workshop buildings whilst adjoining in the east is a river Caravan park.

Marshalls Creek runs parallel to the western boundary and the northern boundary of the property abutting the Murrumbidgee River however, this is about 310 metres from the Hammond Avenue frontage.

### 3.2 Land and Improvement Description

The site has a frontage of about 82 metres and is irregular in shape with western boundary traversing in a north-west to south-east direction as it follows the Marshalls Creek alignment. The property has an approximate 370 metre boundary to the Murrumbidgee River.

Improvements on the site include the main RWCC administration office, works depot, numerous industrial buildings, treatment tanks together with the old pump house building, carparking and ancillary improvements. As at the date of inspection a levee bank was being constructed which will protect the site from a one in one-hundred-year flood.

### 3.3 Current Land Use and Highest and Best Use

The land is currently zoned SP 2 Infrastructure. The land directly affected by the proposed acquisition of the easement forms part of the existing levee bank and Murrumbidgee River/Marshalls Creek walkway. There is no direct access to this section of land from the main site apart from a footbridge over the creek in the north west or alternatively a dirt track along the western side of Marshalls Creek via the Highway bridge. The highest and best use of the property is for its existing use which is semi industrial in nature. However given the location of the easement on the opposite side of Marshalls Creek it is considered that the highest and best use of this section of land is the existing use for flood mitigation and public purposes.

### 3.4 Improvements

As previously remarked the property is substantially improved with the RWCC administration office and depot. As this is a relatively minor acquisition of an easement along the western boundary a full description of the improvements is not considered warranted.

### 3.5 Services

Services available to the property include:

- Town water;
- Electricity;
- Sewage;
- Telephone and telecommunication services.

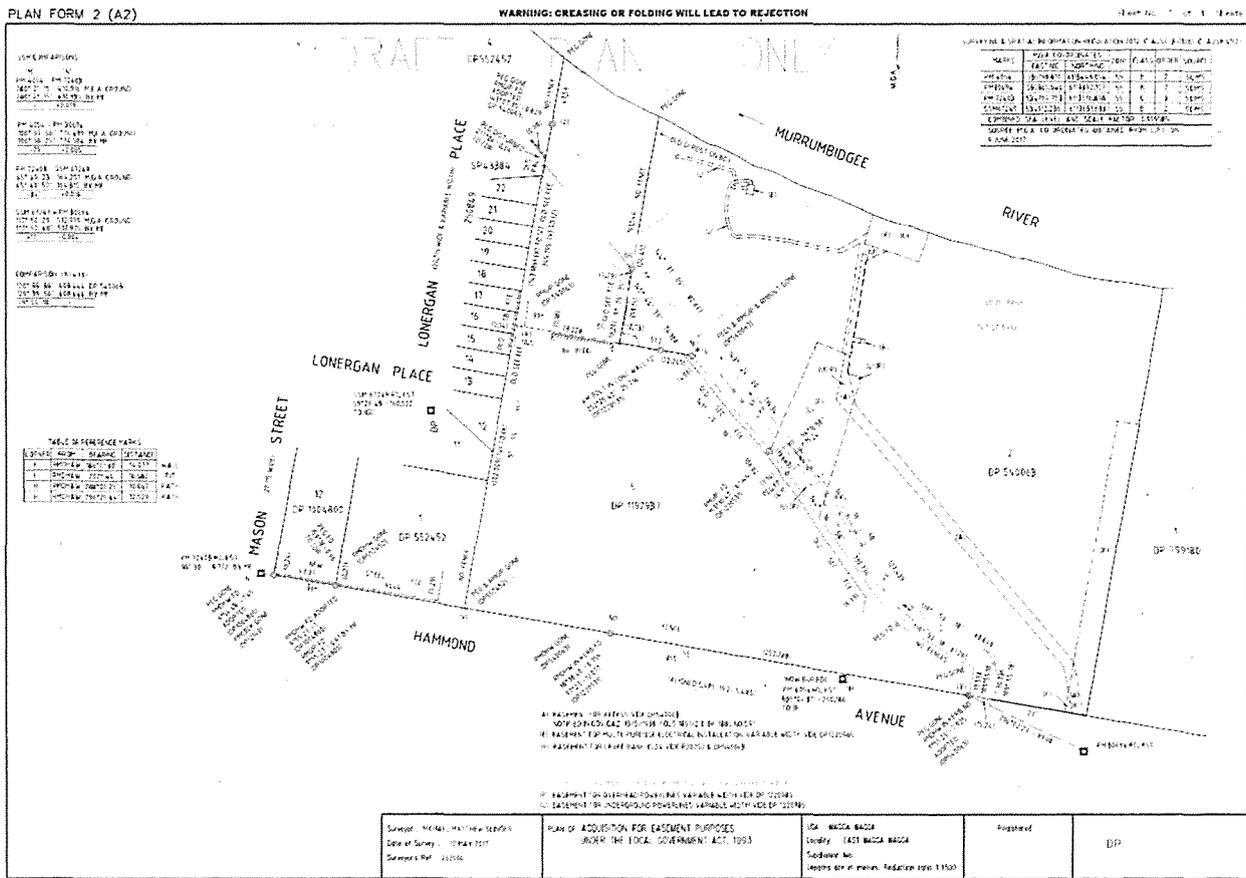
## 4.0 Easement Particulars

### 4.1 Background

Wagga Wagga City Council proposes to create an easement for levee, public access and access 15.24 metres wide and variable over the land in order to formalise access along the existing track. The multi-purpose easement will replace an existing levee bank easement.

### 4.2 Preliminary Easement Plan

A plan indicating the subject aggregation holding and affected area of the proposed easement over Lot 2 is provided below. The easement is inside and parallel to the south-western and western boundary with the alignment running in a north-west direction as hatched in the below diagram.



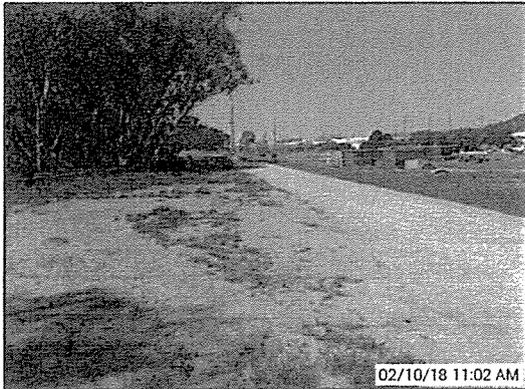
### 4.3 Easement Description/Affectation

Table Component	Dimension/Area	Comments
Easement Width	Up to 15.24 metres wide and variable	The easement is parallel and inside the south-western and western boundary of the property running with a variable width in a north-west to south-east direction.
Easement Length	Approx. 400 metres	The easement runs along the majority of the south-western boundary line.
Track	6,640 sqm*	The existing levee bank and walkway occupies the western alignment of the site established for flood protection and walkway. It is noted that the land to be acquired is mostly contained within the existing easement (to be extinguished).
Easement Area	6,640 square metres*	<b>(to be confirmed by survey)</b>
Practical Impact		<p>The impacts of the easement proposal are summarised as follows:</p> <ul style="list-style-type: none"> <li>• The proposed acquisition of 6,640 square metres represents about 7.8% of the affected lot.</li> <li>• Impact on any future development potential of the land (if any). The land to be acquired cannot be developed due to the existing easement and levee bank and the natural barrier of the creek which prevents expansion of the existing infrastructure on the eastern side of the creek. In addition, the zoning is restricted in purpose and future development potential is limited.</li> <li>• Any other matters considered relevant.</li> </ul>

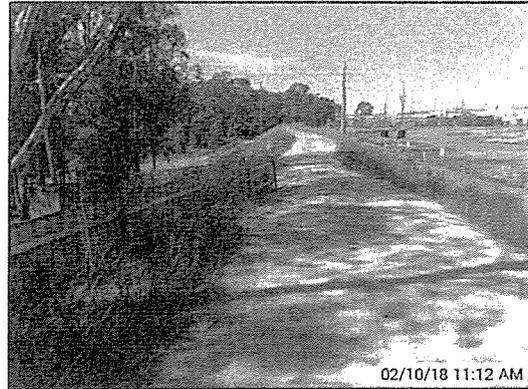
*\*Subject to confirmation by survey*

Wagga Wagga City Council has provided details in respect of the proposed acquisition of the easement and we have relied upon this information and plans provided. A review of our valuation maybe required if a subsequent survey indicates any significant deviation from the acquisition area adopted.

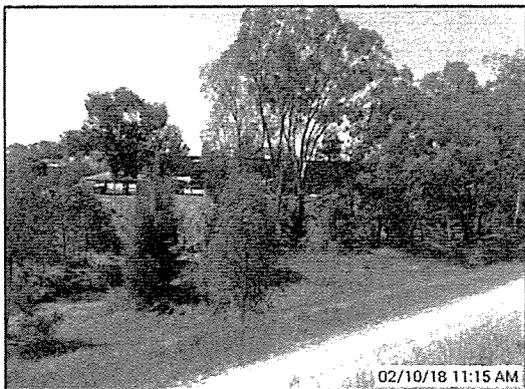
## 5.0 Photography



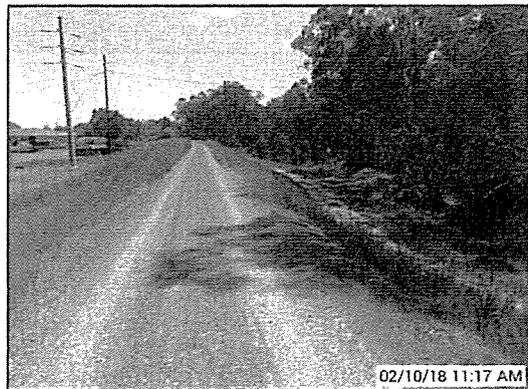
View of walkway in north west looking south



View of walkway in middle section looking south



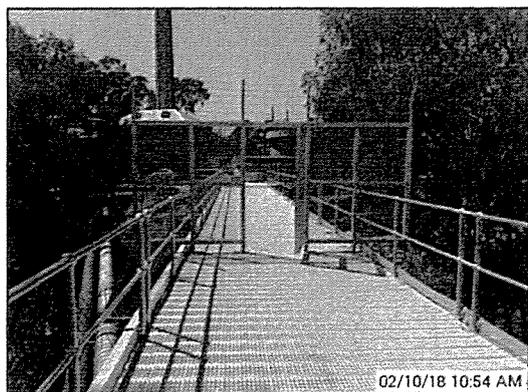
View of Marshalls Creek looking east from walkway



View of walkway in south looking north west



View of walkway at its commencement near Hammond Avenue



Gated Footbridge over Marshalls Creek off walkway

## 6.0 Valuation Approach

The Compensation Assessment has been undertaken in accordance with the 'Heads of Compensation' incorporated with the Land Acquisition (Just Terms Compensation Act) 1991 (NSW).

The Heads of Compensation and their applicability to the subject assessment are summarised as follows:-

Heads of Consideration	Comments
Market Value of the Land Section 55(a)	Considered relevant
Special Value Section 55(b)	Not considered relevant
Severance Section 55(c)	Not considered relevant
Disturbance Section 55(d)	Considered relevant
Solatium Section 55(e)	Not considered relevant
Injurious Affection/Betterment Section 55(f)	Considered relevant

In assessing compensation applicable to the subject land, we have had regard to the relevant considerations detailed in Section 4.3 Land Description/Affectations.

Having regard to the above, compensation has been assessed by utilising the 'Piecemeal Approach'. In this approach the elemental components of compensation are summated to determine the compensation amount.

The 'Before' and 'After' approach has not been considered in this instance to assess any diminution in the value of the land. Further comments on this issue are contained under Heading 8.1 – Impact of the Just Terms Act.

## 7.0 Market Evidence

In assessing the compensation, we have had regard to the value of the subject property determined with reference to sales of comparable properties in the immediate locality.

Brief particulars of the sale properties having regard to land value only are summarised as follows:

Property	Zoning	Sale Date	Sale Price Ex GST	Area	\$/m <sup>2</sup> ex Improvements
<b>103 Travers Street, Wagga Wagga</b>	RU1	05-14	\$189,000	14.21 ha	\$1.33
<p>The property comprises an irregular shaped rural lifestyle allotment situated approximately 3 km to the north of the Wagga Wagga CBD, close to the Murrumbidgee River. Flood prone with no dwelling entitlement. Serviced by town water. Surrounding development is mixed including hobby farms, mini golf course and transport depot. Inferior RU1 land</p>					
<b>34-38 Chaston Street, Wagga Wagga</b>	IN2	7-18	\$1,760,000	3.52 ha	\$50
<p>The property comprises an irregular shaped vacant industrial development site situated on the southern alignment of Chaston Street within an established light industrial area. Wide frontage with good proximity to the CBD. Former brick works site and purchased by an adjoining land holder. Superior land</p>					
<b>16-20 Ashmont Avenue, Ashmont</b>	IN2	12-17	\$950,000	1.365 ha	\$69.61
<p>The property comprises a generally regular shaped site situated on the southern alignment of Ashmont Avenue within an established light industrial area a short distance to the south-west of the Wagga Wagga CBD. Improvements on site comprised a showroom and older style galvanised iron workshops and warehouses that have been vacant for some time. The improvements are approaching functional and economic obsolescence and add little or no value to the site. Essentially a redevelopment proposition. All services are available, and the southern railway line adjoins to the south and residential development to the west. Smaller parcel and superior land.</p>					
<b>24 Houtman Street, East Wagga Wagga</b>	IN1	9/17	\$240,000	3,029 m <sup>2</sup>	\$79.23
<p>The property comprises an irregular shaped vacant site that is predominantly level and situated at the end of a cul de sac within a developing area of the East Wagga Wagga industrial precinct. Services available. Situated outside the levee bank. May require fill before development of the site. Slightly inferior industrial land. Smaller parcel and superior land</p>					
<b>49-51 Moorong Street, Moorong</b>	IN2 & RU1	2-17	\$1,700,000	2.022 ha	\$84.08
<p>The property comprises a generally rectangular shaped industrial site in a high-profile location fronting a service road of the Olympic Highway. Limited improvements on the site include an approximately 450 sqm warehouse that was the subject of a short-term lease as at the date of sale expiring in April 2017. The existing improvements are considered to add little value to the site outside the holding income they generate whilst development options are considered. Superior industrial land inside levee bank.</p>					

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<b>21 Jones Street, East Wagga Wagga</b>	IN1	5-17	\$250,000	3,226 m <sup>2</sup>	\$77.50
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The property comprises an irregular shaped vacant industrial site situated within the East Wagga Wagga industrial area. The site is situated on the north-eastern alignment of Jones Street within the council's levee bank and standard services available. Smaller parcel and superior land

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<b>254 Copland Street, Wagga Wagga</b>	IN2 & RU1	4-18	\$960,000	9.858 ha	\$9.74
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The property comprises an 'L' shaped allotment situated on the southern alignment of Copland Street in an established industrial area a short distance to the east of the Wagga Wagga CBD. The site is predominantly level and low lying with the front portion of the site (approximately 20% or 1.9755 ha) along Copland Street zoned industrial and the rear portion (approximately 80% or 7.8825 ha) zoned rural. The site forms part of the Murrumbidgee River Flood Plain and is outside the Wagga Wagga levee system requiring fill before development. The site has a good profile to passing vehicular traffic. Sale analysed on an apportionment basis at \$2.25 p.s.m for the RU1 and \$39.60 p.s.m for the IN2 land. Considered comparable.

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## 8.0 Valuation Rationale

### 8.1 Impact of the Just Terms Act

For the purposes of this report we have based our compensation on the market value only of the land however we have also had regard to some severance issues relating to a small triangular section of land near the adjoining Essential Energy Works depot that can no longer be effectively used as a result of the easement and works. In relation to the land affected by the acquisition of the easement we recommend a 100% compensation factor for the easement which will be established over the levee bank and walking track. This is because this land can no longer be utilised by the landholder for any other significant purpose and also has some regard to the previously mentioned Injurious Affection issues over nearby land.

While Injurious Affection Section 55(e) of the Just Terms Act is a factor in compensation claims for acquisition, and this often involves interference with the existing or potential use of the land we consider that there would be a contradiction in allowing any significant compensation for this aspect given that the land is currently utilised for flood mitigation and where compensation is being assessed on the basis of a similar use. Whilst this factor would need to be considered by both the land holder and acquiring authority we reserve the right to review our compensation assessment if injurious affection is considered to be a compensable claim.

In terms of other consideration under the Act we do not consider that the acquisition of this lot will have any significant impact on the remaining land due to its current zoning.

### 8.2 Conclusions and Calculations

The above sales of Industrial and RU1 Land are considered to provide an indication to the market parameters to establish a rate per square metre for the subject property. We consider that this land has a significantly lower value given restrictions on use under this zoning. In our opinion the land is inferior to Industrial zoned parcels and more comparable to RU1 zoned parcels given its limiting features.

Whilst we were unable to find any comparable sales evidence of similar zoned SP2 land and noting that this land forms part of a larger 8.465 ha parcel with limited development potential given the physical severance by Marshalls Creek we adopt a rate after rounding of \$3.50 psm. This is supported by the 254 Copland Street sale which analysed at \$2.25 for the RU1 portion. It is noted that whilst this is a considered low, the current Valuer General Land Value as at 1 July 2017 for the whole site is \$370,000 which is equivalent to \$4.37 psm

## 9.0 Compensation Considerations and Assessment

### 9.1 Market Value of Land Directly Affected by Acquisition

In assessing the market value of the land we have utilised the direct comparison valuation approach having regard to sales of comparable properties, as detailed under the Market Evidence section of this report.

As discussed in Section 8.2 Valuation Conclusions we have determined the underlying land value of \$3.50 per square metre on our analysis of the available sales evidence.

Our calculations are provided below:

Valuation Calculations – Compensation Assessment			
	Area-ha	Amount/sqm	Compensation
Pt Lot 2/540063	6,640 sqm	\$3.50	23,240
<b>Rounded to</b>			<b>\$23,500</b>

### 9.2 Special Value

We do not consider that there are any circumstances which warrant a claim for compensation under this Head of Compensation.

### 9.3 Severance

We do not consider that there are any circumstances which warrant a claim for compensation under this Head of Compensation.

#### **9.4 Disturbance**

The Just Terms Act provides for various items under the heading of disturbance including legal costs, valuation fees, financial and stamp duty costs (on relocation only) and financial costs reasonably incurred as a direct and natural consequence of the acquisition.

We have assumed that legal costs and valuation fees, to the extent that they are reasonably incurred, will be reimbursed by Wagga Wagga City Council. There do not appear to be any other financial costs arising from the acquisition.

#### **9.5 Injurious Affection (Decrease in Value of Other Land)**

For reasons outlined previously we have had some regard to this item under Market Value.

## 10.0 Compensation Assessment

Our assessment of compensation payable for the proposed partial acquisition of the subject land for levee bank access and walking track purposes pursuant to the provisions of the Land Acquisition (Just Terms Compensation) Act 1991, is assessed as:-

Compensation Assessment Summary		
Section	Item	Amount
55(a)	Market Value of Land Taken	\$23,500
55(b)	Special value	Not applicable
55(c)	Severance	Not applicable
55(d)	Disturbance	See below
55(e)	Solatium	Not applicable
55(f)	Injurious Affection	See Sc 55(a)
<b>TOTAL</b>		<b>\$23,500</b>

The assessment is made on the following basis:-

- The landholder is the only claimant to compensation;
- That there is no valid claim by the landholder under Section 55(e) of the Act that would warrant compensation;
- Confirmation by survey of area of land to be acquired;
- Wagga Wagga City Council will pay Statutory Disturbance allowances as follows:-
  - Legal costs - reasonably incurred by the persons entitled to compensation in connection with the acquisition of the land
  - Valuation fees - reasonably incurred by those persons in connection with the acquisition of the land.

**Opteon (Southern Inland NSW)**



**VINCENT J GRAHAM**

Partner

AAPI Certified Practising Valuer

Registered Valuer No. 2384

## 11.0 Goods & Services Tax

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Treatment of GST	All amounts and values expressed in this report are exclusive of GST unless otherwise specified.
Recommendation	If there is any uncertainty as to the GST treatment on the sale of a property, then we recommend you seek further information regarding the nature of any potential transaction and parties involved (particularly in the case of possible default by the mortgagor and hypothetical sale with mortgagee in possession) and confirmation from a qualified accountant in relation to potential GST liability.

## 12.0 Assumptions, Conditions & Limitations

Additional Information	In the event additional information becomes available this may affect the opinion expressed by the valuer. Nevertheless the valuation is based on information and market evidence reasonably available to the valuer as at the date of the valuation in accordance with usual valuation practices.
Asbestos Disclaimer	We are not experts in the identification of Asbestos and therefore, in the absence of an environmental consultant's report concerning the presence of any asbestos fibre within the subject property, this valuation is made on the assumption that there is no asbestos material present; health risk from asbestos within the property; or there is any material expense relating to the repair, management or replacement of asbestos materials in the foreseeable future. Should an expert's report establish that there is an asbestos related health risk or a requirement to undertake asbestos remediation works then we reserve the right to review this valuation.
Encroachments	The valuation is made on the basis that there are no encroachments (unless otherwise noted) by or upon the property and this should be confirmed by a current survey report and/or advice from a landsurveyor. If any encroachments are noted by the survey report the valuer should be consulted to assess any effect on the value stated in this report.
Environmental Disclaimer	This report is not an environmental audit and no advice is given in any way relating to environmental or pollution matters. Any comments given as to environmental or pollution factors in relation to the property are not given in the capacity as an expert. This assessment of value is on basis that the property is free of contamination. In the event the property is found to contain contamination the matter should be referred to this office for comment. Given contamination issues can have an impact on the Market Value of the property, we reserve the right to review and if necessary vary our valuation if any contamination or other environmental hazard is found to exist. Our valuation has been based upon the assumption that there are no actual or potential environmental issues affecting the property.

False/Misleading Data	In the event the valuer has been provided with false or misleading information, the sale price includes GST, or there are collateral agreements in existence that vary the effective consideration paid for the property, this could alter the valuer's perception of the price paid, and in that event, the valuer reserves the right to review his/her opinion of value.
Full Disclosure Disclaimer	Whilst we have attempted to confirm the veracity of information supplied, the scope of work did not extend to verification of all information supplied or due diligence. Our valuation and report has been prepared on the assumption the instructions and information supplied has been provided in good faith and contains a full disclosure of all information that is relevant. The valuer and valuation firm does not accept any responsibility or liability whatsoever in the event the valuer has been provided with insufficient, false or misleading information.
Future Value	<p>Any comments are made in relation to future values are based on general knowledge and information currently available. These comments should not be construed as a prediction of future value levels or a warranty of future performance as the property market is susceptible to potential rapid and unexpected change caused by multiple factors. Ultimately current expectations as to trends in property values may not prove to be accurate.</p> <p>Due to possible changes in the property market, economic conditions, occupancy status and property specific factors, we recommend the value of the property be reassessed at regular intervals</p>
Geotechnical	We have not sighted a geotechnical engineers' survey of the property. We are not experts in the field of civil or geotechnical engineering and we are therefore unable to comment as to the geotechnical integrity of the ground and soil conditions. It is specifically assumed that there are no adverse geotechnical conditions that compromise the utility of the property for the current or highest and best use. In the event there is found to be adverse ground conditions we recommend the matter be referred to this Company for comment.
Inconsistencies in Assumptions	<i>If there is found to be any variance, inconsistency or contradiction in any of the above assumptions then there may be a variation in the valuation assessed.</i>
Market Change	This valuation is current as at the Date of Valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property or factors that the Valuer could not have reasonably become aware as at the date of the Report). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 90 days from the date of issue of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation. We recommend the valuation be reviewed at regular intervals.

Market Evidence Information Availability	<p>In preparing this valuation we have undertaken those investigations reasonably expected of a professional valuer having regard to normal industry practice so as to obtain the most relevant, available, comparable market evidence. Whilst we believe the market evidence information provided to be accurate, not all details can and have been formally verified. Due to privacy laws, confidentiality agreements and other circumstances beyond our control, the valuer may not have had access to:</p> <ul style="list-style-type: none"><li>Personal details of parties involved in transactions and is therefore unable to confirm whether such dealings are arm's length transactions;</li><li>Information on recent transactions that are yet to become public knowledge; and</li><li>Copies of leases/contracts to confirm rents/prices and to ascertain whether or not rents/prices are inclusive or exclusive of GST.</li></ul>
Native Title Assumption	<p>We are not experts in native title or the property rights derived there from and have not been supplied with appropriate expert advice or reports. Therefore, this valuation is made assuming <i>there are no actual or potential native title interests affecting the value or marketability of the property.</i></p>
Planning Disclaimer	<p>Town planning and zoning information was informally obtained from the relevant local and State Government authorities and is assumed to be correct. This information does not constitute a formal zoning certificate. Should the addressee require formal confirmation of planning issues then we recommend written application be made to the relevant authorities to obtain appropriate current zoning certificates.</p>
Professional Standards	<p>Our valuation has been assessed in accordance with applicable International Valuation Applications and Technical Information Papers of the International Valuation Standards Committee and the Australian Property Institute Practice Standards and Guidance Notes.</p>
Publication of Report	<p>The publication of the valuation or report in whole or any part, or any reference thereto, or the names and professional affiliations of the valuers is prohibited without the prior written approval of the valuer as to the form and context in which it is to appear.</p>
Significant Events	<p>It is assumed that no significant event occurs between the date of inspection and the date of valuation that would impact on the value of the subject property.</p>
Site Survey Disclaimer	<p>This report is not a site survey and no advice is given in any way relating to survey matters. Any comments given in relation to the property are not given in the capacity as an expert, however, are based on our inspection of the property and review of the Certificate of Title plans. Should the addressee require absolute certainty in relation to the site area, dimensions or possible encroachments we recommend that a surveyor be engaged to provide appropriate advice and a survey of the property if considered necessary. In the event there are any fundamental inconsistencies between any site survey undertaken and site detail adopted in this valuation, the survey should be referred to the valuer for comment on any valuation implications (including amendment of our valuation if considered necessary).</p>

Third Party Disclaimer	This report has been prepared for the private and confidential use of our client, Wagga Wagga City Council for the specified purpose. It should not be reproduced in whole or part without the express written authority of Opteon (Southern Inland NSW) or relied upon by any other party for any purpose and the valuer shall not have any liability to any party who does so. Our warning is registered here, that any party, other than those specifically named in this paragraph should obtain their own valuation before acting in any way in respect of the subject property.
Title	This valuation assumes an unencumbered fee simple Title to the property aside from any specific, excepted encumbrances noted within the valuation that are assumed to remain on the Title at transfer.
Unregistered Instruments	If there are any encumbrances, encroachments, restrictions, leases or covenants which are not noted in this report, they may affect the assessment of value. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment of value.

89-91 Hammond Avenue  
East Wagga Wagga, NSW 2650  
Our Reference: 9059371



## APPENDIX 1

### INSTRUCTIONS QUOTE ACCEPTANCE

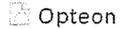
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**From:** leonora.faalelei@opteonsolutions.com  
**Sent:** Thursday, 13 September 2018 9:11:21 AM  
**To:** wagga.instructions@opteonsolutions.com  
**Subject:** FW: Quote: (Client Ref: NA) Lot 2, 89-91 Hammond Avenue East Wagga Wagga. Requested by: Kristyanna Irwin

Kind regards,

Leonora Faalelei  
Administration



D. 02 6964 9211

E. leonora.faalelei@opteonsolutions.com

A. Level 1, 61-63 Yambil Street, Griffith, NSW 2680 Australia

02 6921 4395 OPTEONSOLUTIONS.COM

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**From:** Irwin, Kristyanna [mailto:Irwin.Kristyanna@wagga.nsw.gov.au]  
**Sent:** Thursday, 13 September 2018 8:54 AM  
**To:** wagga.quotes  
**Cc:** Wright, Dianne; Vincent Graham  
**Subject:** RE: Quote: (Client Ref: NA) Lot 2, 89-91 Hammond Avenue East Wagga Wagga. Requested by: Kristyanna Irwin

Good Morning,

Thank-you for your quote which I confirm has been accepted. Please quote purchase order number PE03119 on your invoice for services.

Tamarin Taylor from RWCC is aware of the proposed acquisition of easements and can be contacted to arrange [accesstaylor@rwcc.nsw.gov.au](mailto:accesstaylor@rwcc.nsw.gov.au).

Kind Regards

**Kristyanna Irwin**  
Property Officer

1300 292 442

d+61 2 6926 9351 | e|[irwin.kristyanna@wagga.nsw.gov.au](mailto:irwin.kristyanna@wagga.nsw.gov.au)

[Wagga Wagga City Council](http://www.wagga.nsw.gov.au) · 243 Baylis Street (PO Box 20) · Wagga Wagga NSW 2650



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**From:** wagga.quotes@opteonsolutions.com [mailto:wagga.quotes@opteonsolutions.com]  
**Sent:** Monday, 3 September 2018 4:48 PM  
**To:** Irwin, Kristyanna <[Irwin.Kristyanna@wagga.nsw.gov.au](mailto:Irwin.Kristyanna@wagga.nsw.gov.au)>  
**Subject:** Quote: (Client Ref: NA) Lot 2, 89-91 Hammond Avenue East Wagga Wagga. Requested by: Kristyanna Irwin

# OPTEON

## RE: QUOTE FOR PROPERTY ADVICE

Our Reference:9059371

Address:Lot 2 DP 540063, East Wagga Wagga, NSW, 2650

Quoted Fee:\$1,650.00

Dear Kristyanna Irwin,

Thank you for the opportunity to provide a quote for the above property.

Please find attached our quote and our standard terms and conditions to undertake this work for you.

If you wish to proceed, please confirm by return email to [wagga.quotes@opteonsolutions.com](mailto:wagga.quotes@opteonsolutions.com). Please ensure you include the reference number noted above. Our team will then be in touch to confirm any final details and schedule your inspection.

Please note that this quote is only valid for 30 days. If you wish to proceed after 30 days, please contact us to confirm our fee and availability.

If you have any questions about this quote please email [wagga.quotes@opteonsolutions.com](mailto:wagga.quotes@opteonsolutions.com) or call 02 6921 4395 and quote number **9059371**.

We look forward to providing you with independent and informed advice.

Kind regards,

Leonora Faalelei  
Administration



D. 02 6921 4395  
E. [leonora.faalelei@opteonsolutions.com](mailto:leonora.faalelei@opteonsolutions.com)  
A. 88 Morgan Street, Wagga Wagga, NSW, 2650

☎ 02 6921 4395 🌐 [OPTEONSOLUTIONS.COM](http://OPTEONSOLUTIONS.COM)

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89-91 Hammond Avenue  
East Wagga Wagga, NSW 2650  
Our Reference: 9059371



## APPENDIX 2

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DRAFT PLAN ONLY

SURVEYING & SPATIAL INFORMATION REGULATION 2012, CLAUSE 35(1)(D), CLAUSE 61(2)

MARKS	M.G.A. CO-ORDINATES		ZONE	CLASS	ORDER	SOURCE
	EASTING	NORTHING				
PM 4054	535198.810	6113443.054	55	B	2	SCIMS
PM30694	535365.646	6113392.157	55	B	2	SCIMS
PM 72403	534794.753	6113516.878	55	C	3	SCIMS
SSM67249	534912.236	6113631.633	55	B	2	SCIMS
COMBINED SEA LEVEL AND SCALE FACTOR 0.999585						
SOURCE M.G.A. CO-ORDINATES OBTAINED FROM L.P.I. ON 9 JUNE 2017						

SSM COMPARISONS

"M" "N"  
 PM 4054 - PM 72403  
 280° 21' 15" 4.10.916 M.G.A. GROUND  
 280° 21' 15" 4.10.935 BY ME  
 -0.019

PM 4054 - PM 30694  
 106° 57' 56" 174.499 M.G.A. GROUND  
 106° 58' 25" 174.504 BY ME  
 +29" +0.005

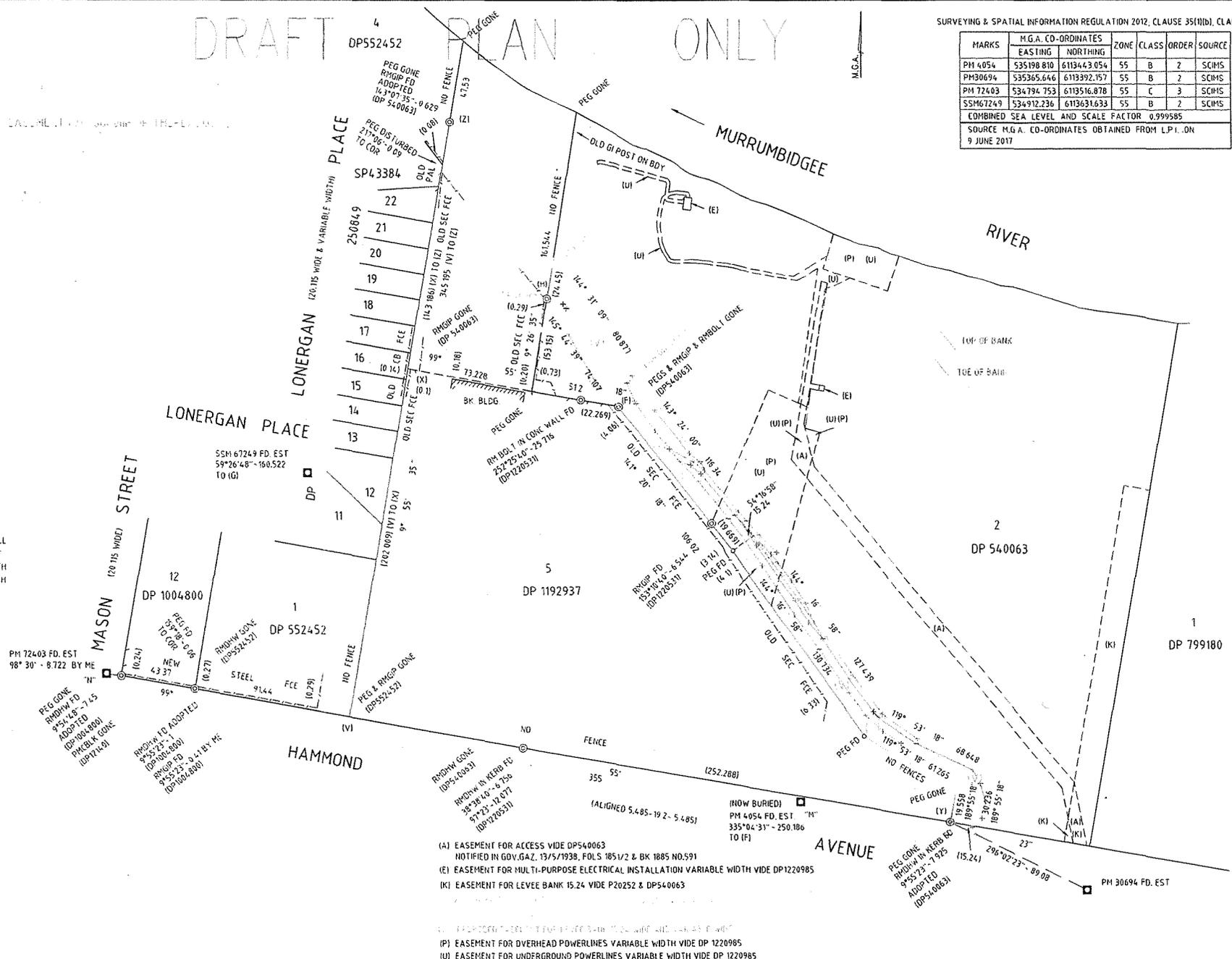
PM 72403 - SSM 67249  
 45° 40' 23" 164.297 M.G.A. GROUND  
 45° 40' 57" 164.315 BY ME  
 -34" -0.018

SSM 67249 - PM 30694  
 117° 50' 29" 512.979 M.G.A. GROUND  
 117° 50' 40" 512.975 BY ME  
 +11" -0.004

COMPARISON (X) - (Y)  
 120° 33' 38" 408.444 DP 540063  
 129° 33' 58" 408.444 BY ME  
 -9° 00' 18"

TABLE OF REFERENCE MARKS

CORNER	FROM	BEARING	DISTANCE	TYPE
F	RMDH&W	186° 01' 30"	14.077	WALL
F	RMDH&W	202° 44'	16.682	PIT
M	RMDH&W	288° 00' 25"	10.067	PATH
H	RMDH&W	296° 25' 44"	12.529	PATH



- (A) EASEMENT FOR ACCESS VIDE DP540063 NOTIFIED IN GOV.GAZ, 13/5/1938, FOLS 1851/2 & BK 1885 NO.591
- (E) EASEMENT FOR MULTI-PURPOSE ELECTRICAL INSTALLATION VARIABLE WIDTH VIDE DP1220985
- (K) EASEMENT FOR LEVEE BANK 15.24 VIDE P20252 & DP540063
- (L) EASEMENT FOR OVERHEAD POWERLINES VARIABLE WIDTH VIDE DP 1220985
- (P) EASEMENT FOR DIVERHEAD POWERLINES VARIABLE WIDTH VIDE DP 1220985
- (U) EASEMENT FOR UNDERGROUND POWERLINES VARIABLE WIDTH VIDE DP 1220985

Surveyor: MICHAEL MATTHEW SLINGER Date of Survey: 12 MAY 2017 Surveyor's Ref: 202606	PLAN OF ACQUISITION FOR EASEMENT PURPOSES UNDER THE LOCAL GOVERNMENT ACT, 1993.	LGA: WAGGA WAGGA Locality: EAST WAGGA WAGGA Subdivision No: Lengths are in metres. Reduction ratio 1:1500	Registered DP
--	--	--	------------------

89-91 Hammond Avenue  
East Wagga Wagga, NSW 2650  
Our Reference: 9059371



**APPENDIX 3**

**LEVEE RWCC NSW TITLE 2 540063.PDF**

**SOLUTIONS WITH EXCELLENCE**

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LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 2/540063

SEARCH DATE	TIME	EDITION NO	DATE
12/1/2017	11:54 AM	2	29/6/2016

LAND

LOT 2 IN DEPOSITED PLAN 540063  
AT WAGGA WAGGA  
LOCAL GOVERNMENT AREA WAGGA WAGGA  
PARISH OF SOUTH WAGGA WAGGA COUNTY OF WYNYARD  
TITLE DIAGRAM DP540063

FIRST SCHEDULE

RIVERINA WATER COUNTY COUNCIL (R 5167083)

SECOND SCHEDULE (7 NOTIFICATIONS)

- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- 2 LAND EXCLUDES MINERALS (S.141 PUBLIC WORKS ACT, 1912) WITHIN THE LAND RESUMED BY NOTIFICATION IN GOV GAZ DATED 24-12-1926 FOL 5415 & GOV GAZ DATED 20-5-1938 FOL 2000
- 3 NOTIFICATION IN GOVERNMENT GAZETTE DATED 13-5-1938, FOLS 1851/2 & BK 1885 NO 591; EASEMENT FOR ACCESS AFFECTING THE PART OF THE LAND ABOVE DESCRIBED SHOWN AS EASEMENT FOR ACCESS IN DP540063
- 4 P20252 EASEMENT FOR LEVEE BANK AFFECTING THE SITE DESIGNATED (A) IN THE TITLE DIAGRAM
- 5 DP1220985 EASEMENT FOR OVERHEAD POWER LINE(S) VARIABLE WIDTH AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1220985
- 6 DP1220985 EASEMENT FOR UNDERGROUND POWERLINES VARIABLE WIDTH AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1220985
- 7 DP1220985 EASEMENT FOR MULTI-PURPOSE ELECTRICAL INSTALLATION VARIABLE WIDTH AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1220985

NOTATIONS

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

Levee - RWCC

PRINTED ON 12/1/2017

89-91 Stamford Avenue  
East Wagga Wagga, NSW 2650  
Our Reference: 9059371



**APPENDIX 4**

**DP 540063**

**SOLUTIONS WITH EXCELLENCE**

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**“Letter of Offer”**

8 January 2019

Tamarin Taylor  
Riverina Water County Council  
PO Box 456  
WAGGA WAGGA NSW 2650

Dear Tamarin

**Re: Wagga Wagga City Council proposed acquisition of  
Easement for Levee Bank from Riverina Water County  
Council**  
**Property: Lot 2 DP 540063**

We refer to the above and to our previous correspondence in relation to the realignment of the existing easement for levee located on the Property.

Council also proposes to create an easement for public access and right of access to formalise the existing use of the levee as public walking track.

As per the attached plan, this easement will cover the same area of land as the easement for levee.

Accordingly, Council’s offer to acquire easements over part of your Property is set out below:

1. This proposed acquisition must be reported to Council and is therefore subject to a resolution of Council.
2. Council will provide compensation in the amount of \$23,500.00 for acquisition of the easement in line with the **attached** Compensation Assessment report provided by Opteon Property Group.
3. The existing easement for levee over your land will be cancelled by Council.
4. Council will reimburse any legal fees and other reasonable costs you incur in relation to this acquisition.
5. Council will meet all costs associated with the cancellation and creation of the easements.

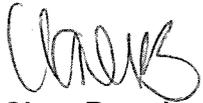
Would you kindly consider the above proposal and proposed easement plans, and advise if you agree to the terms proposed by **signing and returning a copy of this letter.**

Upon receiving your agreement, a report will be prepared for consideration by Council recommending acquisition of the easement over Lot 2 DP 540063 and cancellation of the existing easement.

Please also advise if you require Council to compulsorily acquire the easement or if Riverina Water County Council has the capacity to execute an 88B instrument.

We await your written response to this proposal. Should you wish to discuss this matter please contact me on 6926 9351.

Yours faithfully



**Clare Broad**  
**Property Officer**

**ACCEPTANCE OF TERMS**

**Riverina Water County Council ABN 52 084 883 210 agrees to the terms outlined above:-**

**Dated:**

.....  
**Signature**

.....  
**Signature**

.....  
**Name**

.....  
**Name**

.....  
**Position**

.....  
**Position**



*Compensation assessment of the:*  
**COMPENSATION ASSESSMENT FOR LANDOWNERS  
ENTITLEMENT TO COMPENSATION  
PART 89 - 91 HAMMOND AVENUE  
EAST WAGGA WAGGA  
NEW SOUTH WALES**

*Under instructions from:*  
**RIVERINA WATER COUNTY COUNCIL**

*On account of:*  
**WAGGA WAGGA CITY COUNCIL**

*Our reference:*  
23087

**PROPERTY VALUERS AND CONSULTANTS**

1st Floor, 91 Morgan Street  
PO Box 1082  
Wagga Wagga NSW 2650  
Phone (02) 6921 3966 Facsimile (02) 6921 3988  
admin@eganvals.com.au www.eganvals.com.au



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## ANNEXURES

ANNEXURE A.....	LETTER OF INSTRUCTION
ANNEXURE B.....	COPY OF TITLE SEARCH
ANNEXURE C.....	DEPOSITED PLAN
ANNEXURE D.....	DRAFT PLAN
ANNEXURE E.....	AERIAL MAP
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ANNEXURE G.....	ASSUMPTIONS, QUALIFICATIONS AND LIMITATIONS



## EXECUTIVE SUMMARY

PROPERTY	Part 89 - 91 Hammond Avenue (Part 1 -Lot 2 in DP 540063), East Wagga Wagga, New South Wales.
PROPERTY DESCRIPTION	<p>89 - 91 Hammond Avenue comprises the depot for the Riverina Water County Council with a land area of 8.465 hectares. Marshals Creek is located towards the south western boundary. The main depot is located on the eastern side of Marshals Creek and an elongated parcel is located along the western side. This elongated parcel includes an easement for the Wagga Wagga flood levee bank. It is proposed to upgrade this easement to include additional rights such as public access for the benefit of the public and rights of access for the benefit of Wagga Wagga City Council. Secondly part of the easement is to be moved rendering a triangle section of the subject land predominately unusable. The size of this parcel without the levee bank in place is approximately 2,384.90 square metres and through the construction of the Wagga Wagga flood levee bank and the implementation of the proposed easement, this parcel will have a usable area of 1,149.80 square metres. These two heads of compensation have been addressed in the body of this report under section S55a Market Value and S55f Injurious Affection (increase or decrease in the value of any other land).</p> <p>This valuation has been undertaken on the basis that Wagga Wagga City Council or its agents will upgrade the existing fence along the proposed easement. Additionally, Wagga Wagga City Council must indemnify the landholder against all actions relating to accident or injury to any person or damage to property arising from the formation of the easement.</p>
DATE OF INSPECTION	31 January 2019.
PURPOSE OF VALUATION	Compensation.
VALUATION	\$77,000 (Seventy seven thousand dollars). <i>G.S.T. Exclusive</i>
LAND AREA EXISTING EASEMENT	<p>The size of the easement is 6,640 square metres.</p> <p><i>Note: The area of the subject easement was provided with the valuation instructions and are assumed to be correct. Should it be revealed that this area is incorrect, this valuation should be referred to the valuer for comment.</i></p>
ZONING	SP2 Infrastructure.



*(EXECUTIVE SUMMARY CONTINUED...)*

This executive summary should be read in conjunction with and in the context of the comprehensive valuation report attached. All comments, terms and conditions contained in the attached report relate directly to this executive summary. I hereby certify that Egan Valuers does not have any direct, indirect or financial interest in the property or client described herein.

This valuation is for the use only of Riverina Water County Council and Wagga Wagga City Council for compensation purposes and is not to be relied on for any other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this valuation report. This report is for valuation purposes only and is not a Structural Survey.

CHRISTOPHER J. EGAN  
F.A.P.I. B.Bus. A.D.F.M.  
Certified Practising Valuer.



# VALUATION REPORT

## INSTRUCTIONS

Written instructions dated 29 January 2019 were received from Tamarin Taylor, Engineering Project Officer, Riverina Water County Council to determine the compensation assessment for the landowner's entitlement of the subject property.

This report is for and on behalf of the Riverina Water County Council and Wagga Wagga City Council.

This valuation report has been prepared in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 and the date of valuation is the date of inspection.

A copy of our letter of instruction is at Annexure A to this report.

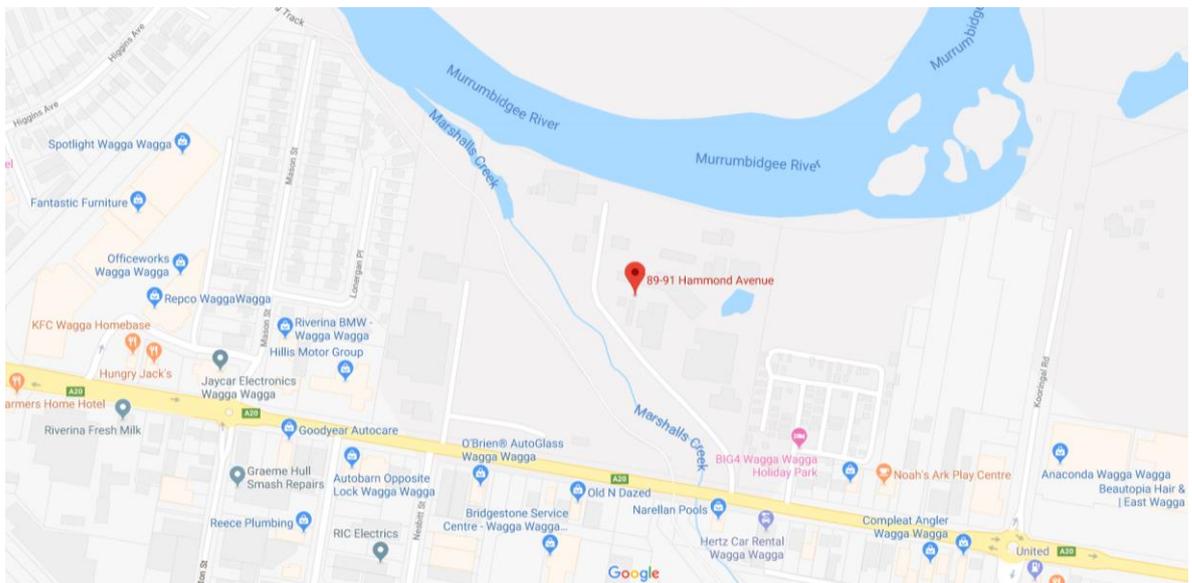
## DATE OF INSPECTION

The subject property was inspected by me for the purpose of this valuation on 31 January 2019.

## LOCATION

### PHYSICAL LOCATION

The subject property is located about two kilometres east of Wagga Wagga Post Office with frontage to the northern side of Hammond Avenue.





(LOCATION CONTINUED...)

### NEARBY DEVELOPMENT

Properties near the subject property comprise mainly industrial and commercial buildings, a large caravan park is located immediately to the east of the subject property and the subject land has frontage to the Murrumbidgee River.

### SITE DESCRIPTION

#### LAND AREA - EASEMENT

The area of the subject easement provided for the valuation instructions is 6,640 square metres.

*Note: The area of the subject easement was provided with the valuation instructions and are assumed to be correct. Should it be revealed that this area is incorrect, this valuation should be referred to the valuer for comment.*

#### LAND AREA – TRIANGULAR PARCEL

The area prior to the construction of the levee bank 2,384.90 square metres.





(SITE DESCRIPTION CONTINUED...)

The area post construction of the levee bank 1,149.80 square metres.



### ROADS AND ACCESS

The subject property is accessed from Hammond Avenue and a pedestrian footbridge provides access to the northern portion of the subject land over Marshals Creek.

### SERVICES AVAILABLE

Electricity and town water services are available but not connected to the subject property.

### FLOODING

Enquires with Wagga Wagga City Council confirm that the subject land forms part of the Wagga Wagga flood levee bank.

## PROPERTY DESCRIPTION

### TOPOGRAPHY, TIMBER AND SOIL TYPES

Topography of the subject property comprises gently undulating flood plain country.

Most of the subject property has been cleared of native timber however some sections of timber remain comprising mostly of river red gums.

Soils on the subject property are mainly alluvial flood plains.

There are no structural improvements on the subject land.

On the day of inspection, there were no obvious signs of salinity affecting the subject property. However, some properties in this district are affected by dryland salinity and where the salinity is obvious, saleability of properties is adversely affected.

## LAND AND TITLE

### TITLE DETAILS

The section of the subject property affected by the proposed acquisition is located in the Parish of South Wagga Wagga, County of Wynyard, Local Government Area of Wagga Wagga, and is described as Certificate of Title Folio Identifier 2/540063 as Lot 2 in Deposited Plan No. 540063.

The subject property is known as Part 89 - 91 Hammond Avenue, Wagga Wagga, New South Wales.

The Title information shown in this report has been obtained from a copy of Title Search dated 12 January 2017 provided with the valuation instructions and is believed to be correct. A copy of this Title Search is at Annexure B to this report.

### REGISTERED PROPRIETOR

The first schedule of the copy of Title Search indicates that the registered proprietor(s) of the subject land is Riverina Water County Council.

### ENCUMBRANCES

The second schedule of the copy of Title Search for the subject property indicates seven notifications which are detailed on the copy of Title Search at Annexure B to this report.

These notifications include the usual Crown reservations and conditions, one notification of an exclusion, and five notifications of easements.



(LAND AND TITLE DETAILS CONTINUED...)

This valuation has been prepared on the understanding that no encumbrances, notations, easements, rights of way or encroachments exist by or on the subject property other than those detailed herein. For the purposes of this valuation we have assumed that all improvements have been erected within the legal boundaries of the subject site and that no adjoining improvements encroach onto the boundaries.

## ZONING

Planning control over the subject land is administered by the Wagga Wagga City Council under the Wagga Wagga Local Environmental Plan 2010.

Verbal enquiries with the Wagga Wagga City Council indicate that, under this plan, the subject land is included in the SP2 Infrastructure zone and its current use as the Riverina Water County Council depot is a permitted use under the provisions of this zoning, without Council consent.

The above zoning information has been obtained from Wagga Wagga City Council personnel and is believed to be correct, however, a planning certificate for the subject land has not been sighted to confirm these details.

### **Zone SP2 Infrastructure**

**1. Objectives of zone**

- To provide for infrastructure and related uses.
- To prevent development that is not compatible with or that may detract from the provision of infrastructure.

**2. Permitted without consent**

Roads.

**3. Permitted with consent**

*The purpose shown on the Land Zoning Map, including any development that is ordinarily incidental or ancillary to development for that purpose.*

**4. Prohibited**

*Any development not specified in item 2 or 3.*

## UNDERTAKEN AND PROPOSED WORKS

Works undertaken to date includes the construction of the Wagga Wagga flood levee bank. Wagga Wagga City Council is developing an Active Travel Plan which necessitates the upgrading of certain easements along the levee bank. There is currently an easement relating to the levee bank however additional rights need to be included relating to public access and Wagga Wagga City Council personal access. The easement is approximately 15 metres wide and 400 metres long.



## MARKET RESEARCH

### GENERAL COMMENTS

Market research has been carried out to locate sales of blocks of land similar to the subject property to assist in the valuation of the subject property and the assessment of the easement. We have not been able to locate sales of land zones SP2 Infrastructure therefore we have had regards to sales zoned IN1 Industrial and made adjustments accordingly. These sales have been inspected and the most relevant have been analysed to provide the basis for the valuation of the subject land.

#### Sale No. 1

Property: 21 Houtman Street, Wagga Wagga, New South Wales;  
Contract Date: 5 June 2018;  
Sale Price: \$275,000;  
Area: 3,072 square metres;  
Location: About 3.70 kilometres east of the Wagga Wagga Post Office;  
Buildings: There are no improvements on this property;  
Description: This property is a level irregular shaped parcel of industrial land with an easterly aspect to Houtman Street;  
Analysis: The analysis of this sale represents about \$89.51 per square metre;  
Comment: This property is considered superior to the subject land on a rate per square metre basis.

#### Sale No. 2

Property: 34 Jones Street, Wagga Wagga, New South Wales;  
Contract Date: 9 October 2018;  
Sale Price: \$434,500;  
Area: 4,504 square metres;  
Location: About 2.30 kilometres east of the Wagga Wagga Post Office;  
Buildings: There are no improvements on this property;  
Description: This property is a level rectangular shaped parcel of industrial land with an easterly aspect to Jones Street;  
Analysis: The analysis of this sale represents about \$96.47 per square metre;  
Comment: This property is considered superior to the subject land on a rate per square metre basis.



(MARKET RESEARCH CONTINUED...)

### Sale No. 3

Property: 40 Nagle Street, Wagga Wagga, New South Wales;  
Contract Date: 2 July 2018;  
Sale Price: \$265,000;  
Area: 4,154 square metres;  
Location: About 2.20 kilometres east of the Wagga Wagga Post Office;  
Buildings: There are no improvements on this property;  
Description: This property is a level rectangular industrial shaped parcel of land with a southerly aspect to Nagle Street;  
Analysis: The analysis of this sale represents about \$63.79 per square metre;  
Comment: This property is considered superior to the subject land on a rate per square metre basis.

### Sale No. 4

Property: 8 Sutton Street, Wagga Wagga, New South Wales;  
Contract Date: 19 July 2018;  
Sale Price: \$212,500;  
Area: 2,048 square metres;  
Location: About 2.40 kilometres east of the Wagga Wagga Post Office;  
Buildings: There are no improvements on this property;  
Description: This property is a level rectangular industrial shaped parcel of land with a westerly aspect to Sutton Street;  
Analysis: The analysis of this sale represents about \$103.76 per square metre;  
Comment: This property is considered superior to the subject land on a rate per square metre basis.

## COMPARATIVE ANALYSIS OF SALES EVIDENCE

Having regard to the above evidence and taking into consideration a number of factors we provide the following comments and analysis in comparison to the subject property.

The pertinent sales evidence contained herein represent equivalent rates ranging from \$64/m.<sup>2</sup> to \$104/m.<sup>2</sup> of land area. These rates vary depending on but not limited to a number of factors including location, market segment, size, planning particulars and redevelopment potential, and proximity to surrounding services and amenities.



(MARKET RESEARCH CONTINUED...)

Based on the sales evidence contained herein and having regard to our comparative analysis as above, we are of the opinion the subject property would fall below the lower end of the land rate range (\$30/m.<sup>2</sup>).

## VALUATION RATIONALE

### GENERAL COMMENTS

89 - 91 Hammond Avenue comprises the depot for the Riverina Water County Council with a land area of 8.465 hectares. Marshals Creek is located towards the south western boundary. The main depot is located on the eastern side of Marshals Creek and an elongated parcel is located along the western side. This elongated parcel includes an easement for the Wagga Wagga flood levee bank. It is proposed to upgrade this easement to include additional rights such as public access for the benefit of the public and rights of access for the benefit of Wagga Wagga City Council. Secondly part of the easement is to be moved rendering a triangle section of the subject land predominately unusable. The size of this parcel without the levee bank in place is approximately 2,384.90 square metres and through the construction of the Wagga Wagga flood levee bank and the implementation of the proposed easement, this parcel will have a usable area of 1,149.80 square metres. These two heads of compensation have been addressed in the body of this report under section S55a Market Value and S55f Injurious Affection (increase or decrease in the value of any other land).

This valuation has been undertaken on the basis that Wagga Wagga City Council or its agents will upgrade the existing fence along the proposed easement. Additionally, Wagga Wagga City Council must indemnify the landholder against all actions relating to accident or injury to any person or damage to property arising from the formation of the easement.

## COMPENSATION ASSESSMENT

### Relevant Legislation – Land Acquisition (Just Terms Compensation) Act 1991 No. 22

In determining the amount of compensation to which a person is entitled, regard must be had to the following matters only:

- a) The Market Value of the land on the date of its acquisition;
- b) Any Special Value of the land to the person on the date of its acquisition;
- c) Any loss attributable to Severance;
- d) Any loss attributable to Disturbance;
- e) Solatium;
- f) Any increase or decrease in the value of any other land of the person at the date of acquisition which adjoins or is severed from the acquired land by reason of the carrying out of, or the proposal to carry out, the public purpose for which the land was acquired.

### MARKET VALUE

#### Market Value as defined in Section 56(1), Land Acquisition (Just Terms Compensation) Act 1991 No. 22

“Market Value” of land at any time means the amount that would have been paid for the land if it had been sold at that time by a willing but not anxious seller to a willing but not anxious buyer, disregarding (for the purpose of determining the amount that would have been paid):

- a) Any increase or decrease in the value of the land caused by the carrying out of, or the proposal to carry out, the public purpose for which the land was acquired; and
- b) Any increase in the value of the land caused by the carrying out by the authority of the State, before the land is acquired, of improvements for the public purpose for which the land is to be acquired; and
- c) Any increase in the value of the land caused by its use in a manner or for a purpose contrary to law.

When assessing the market value of land for the purpose of paying compensation to a number of former owners of the land, the sum of the market values of each interest in the land must not (except with the approval of the Minister responsible for the authority of the State) exceed the market value of the land at the date of acquisition.



(COMPENSATION ASSESSMENT CONTINUED...)

## SPECIAL VALUE

### In this Act:

“Special Value” of land means the financial value of any advantage, in addition to market value, to the person entitled to compensation which is incidental to the person’s use of the land.

## LOSS ATTRIBUTABLE TO SEVERANCE

### In this Act:

“Loss Attributable to Severance” of land means the amount of any reduction in the market value of any other land of the person entitled to compensation which is caused by that other land being severed from other land of that person.

## LOSS ATTRIBUTABLE TO DISTURBANCE

### In this Act:

“Loss Attributed to Disturbance” of land means any of the following:

- a) Legal costs reasonably incurred by the persons entitled to compensation in connection with the compulsory acquisition of the land;
- b) Valuation fees reasonably incurred by those persons in connection with the compulsory acquisition of the land;
- c) Financial costs reasonably incurred in connection with the relocation of those persons (including legal costs but not including stamp duty or mortgage costs);
- d) Stamp duty costs reasonably incurred (or that might reasonably be incurred) by those persons in connection with the purchase of land for relocation (but not exceeding the amount that would be incurred for the purchase of land of equivalent value to the land compulsorily acquired);
- e) Financial costs reasonably incurred (or that might reasonably be incurred) by those persons in connection with the discharge of a mortgage and the execution of a new mortgage resulting from relocation (but not exceeding the amount that would be incurred if the new mortgage secured the repayment of the balance owing in respect of the discharged mortgage);
- f) Any other financial costs reasonably incurred (or that might reasonably be incurred), relation to the actual use of the land, as a direct and natural consequence of the acquisition.



(COMPENSATION ASSESSMENT CONTINUED...)

### **SOLATIUM**

Compensation to a person for non-financial disadvantage resulting from the necessity of the person to relocate his or her principal place of residence, as a result of the acquisition.

### **INCREASE OR DECREASE IN THE VALUE OF ANY OTHER LAND**

Any increase or decrease in the value of any other land of the person at the date of acquisition which adjoins or is severed from the acquired land by reason of the carrying out of, or the proposal to carry out, the public purpose for which the land was acquired.

## **VALUATION CONCLUSIONS**

### **MARKET VALUE**

The “before and after” method of assessing compensation was considered inappropriate in this case due to the size and nature of the land to be acquired. Accordingly, this valuation has been assessed on a direct comparison basis with reference to relevant sales. The land value based on comparable sales evidence is estimated at \$3.50 per square metre and of this value is considered appropriate for compensation because of the additional limitations imposed on the land reduces the land owners ability to utilise this land in the future.

Having regard to the size, location, quality and presentation of the subject property and to the analysis of available market information, its market value as at the date of inspection on 31 January 2019 has been determined at \$23,000 as follows:

6,640 square metres @ \$3.50 per square metre	\$ 23,240
But Say Round to	\$ 23,000

### **SPECIAL VALUE**

Not considered applicable in this case.

### **ACQUISITION LOSS ATTRIBUTABLE TO SEVERANCE**

As it is proposed to form an easement and not acquire the subject land therefore this head of compensation is not considered relevant.

### **LOSS ATTRIBUTABLE TO DISTURBANCE**

This valuation has been undertaken on the basis that Wagga Wagga City Council or its agents will fence along the proposed easement.



(VALUATION CONCLUSIONS CONTINUED...)

## SOLATIUM

Not applicable.

## INCREASE OR DECREASE IN THE VALUE OF ANY OTHER LAND

We feel there is decrease in the value of the adjoining land due to the easement. The proposed formation of the easement will prevent use of approximately 1,235.1 square metres of land and significantly limit the usability of the remaining 1,149.8 square metre portion. This is calculated as follows:

Injurious Affection	M2	Rate Pm2	Total
Land Value Before	2384.9	\$30	\$71,547
Land Value After	1149.8	\$15	<u>\$17,247</u>
Difference	1235.1		\$54,300
But Say			\$54,000

## VALUATION STATEMENT

### BASIS OF VALUATION

The valuation is made on the basis that:

1. This is not a Determination of Compensation and should not be construed as such if in the event that the subject land is subsequently compulsorily acquired;
2. The fencing works have been set aside in assessing Market Value of the land;
3. Valuation fees (if any) and legal costs would be reimbursed separately;
4. The acquiring authority would undertake work described under the heading "Proposed Works";
5. Vacant possession would be given at settlement;
6. Goods and Services Tax (G.S.T.) liability (if any) in respect of a sale of the subject property would be an additional consideration.



## VALUATION RECOMMENDATION

Appropriate compensation for the easement is in the sum of \$77,000 comprising as follows:

a)	Market Value	\$23,000
b)	Special Value	\$nil
c)	Severance	\$nil
d)	Disturbance	\$nil
e)	Solatium	not applicable
f)	Increase or Decrease	\$54,000.

We are of the opinion that appropriate compensation as at 31 January 2019 for the formation of an easement over the subject land is in the sum of **\$77,000 (SEVENTY SEVEN THOUSAND DOLLARS) G.S.T. Exclusive** subject to the Assumptions, Qualifications and Limitations contained herein and at Annexure G to this report.

The above valuation has been prepared in accordance with Land Acquisition (Just Terms Compensation) Act 1991 No. 22.

Report dated 14 February 2019.

CHRISTOPHER J. EGAN  
F.A.P.I. B.Bus. A.D.F.M.  
Certified Practising Valuer.

# ANNEXURE A

LETTER OF INSTRUCTION



Tamarin Taylor <[ttaylor@rwcc.nsw.gov.au](mailto:ttaylor@rwcc.nsw.gov.au)>

Admin Egan

**RE: Quote Request: 023087 - Lot 2 Hammond Avenue, East Wagga Wagga**

 You replied to this message on 29/01/2019 1:29 PM.  
This message was sent with High importance.



Good Morning,

RWCC Would like to proceed with the engagement of your firm for these works.

Please complete the attached new supplier form so that a purchase order can be generated for the work.

Happy to discuss further.

Kind Regards,



**Tamarin Taylor**  
Engineering Project Officer

**Riverina Water County Council**  
91 Hammond Ave (PO Box 456), Wagga Wagga NSW 2650  
Phone: (02) 6922 0667  
Mobile: 0427692707  
Fax: (02) 69212241  
Email: [ttaylor@rwcc.nsw.gov.au](mailto:ttaylor@rwcc.nsw.gov.au)  
Website: [www.rwcc.com.au](http://www.rwcc.com.au)

**ANNEXURE B**  
**COPY OF TITLE SEARCH**

LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 2/540063

SEARCH DATE	TIME	EDITION NO	DATE
12/1/2017	11:54 AM	2	29/6/2016

LAND

LOT 2 IN DEPOSITED PLAN 540063  
AT WAGGA WAGGA  
LOCAL GOVERNMENT AREA WAGGA WAGGA  
PARISH OF SOUTH WAGGA WAGGA COUNTY OF WYNYARD  
TITLE DIAGRAM DP540063

FIRST SCHEDULE

RIVERINA WATER COUNTY COUNCIL (R 5167083)

SECOND SCHEDULE (7 NOTIFICATIONS)

- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- 2 LAND EXCLUDES MINERALS (S.141 PUBLIC WORKS ACT, 1912) WITHIN THE LAND RESUMED BY NOTIFICATION IN GOV GAZ DATED 24-12-1926 FOL 5415 & GOV GAZ DATED 20-5-1938 FOL 2000
- 3 NOTIFICATION IN GOVERNMENT GAZETTE DATED 13-5-1938, FOLS 1851/2 & BK 1885 NO 591; EASEMENT FOR ACCESS AFFECTING THE PART OF THE LAND ABOVE DESCRIBED SHOWN AS EASEMENT FOR ACCESS IN DP540063
- 4 P20252 EASEMENT FOR LEVEE BANK AFFECTING THE SITE DESIGNATED (A) IN THE TITLE DIAGRAM
- 5 DP1220985 EASEMENT FOR OVERHEAD POWER LINE(S) VARIABLE WIDTH AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1220985
- 6 DP1220985 EASEMENT FOR UNDERGROUND POWERLINES VARIABLE WIDTH AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1220985
- 7 DP1220985 EASEMENT FOR MULTI-PURPOSE ELECTRICAL INSTALLATION VARIABLE WIDTH AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1220985

NOTATIONS

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

Levee - RWCC

PRINTED ON 12/1/2017

## ANNEXURE C

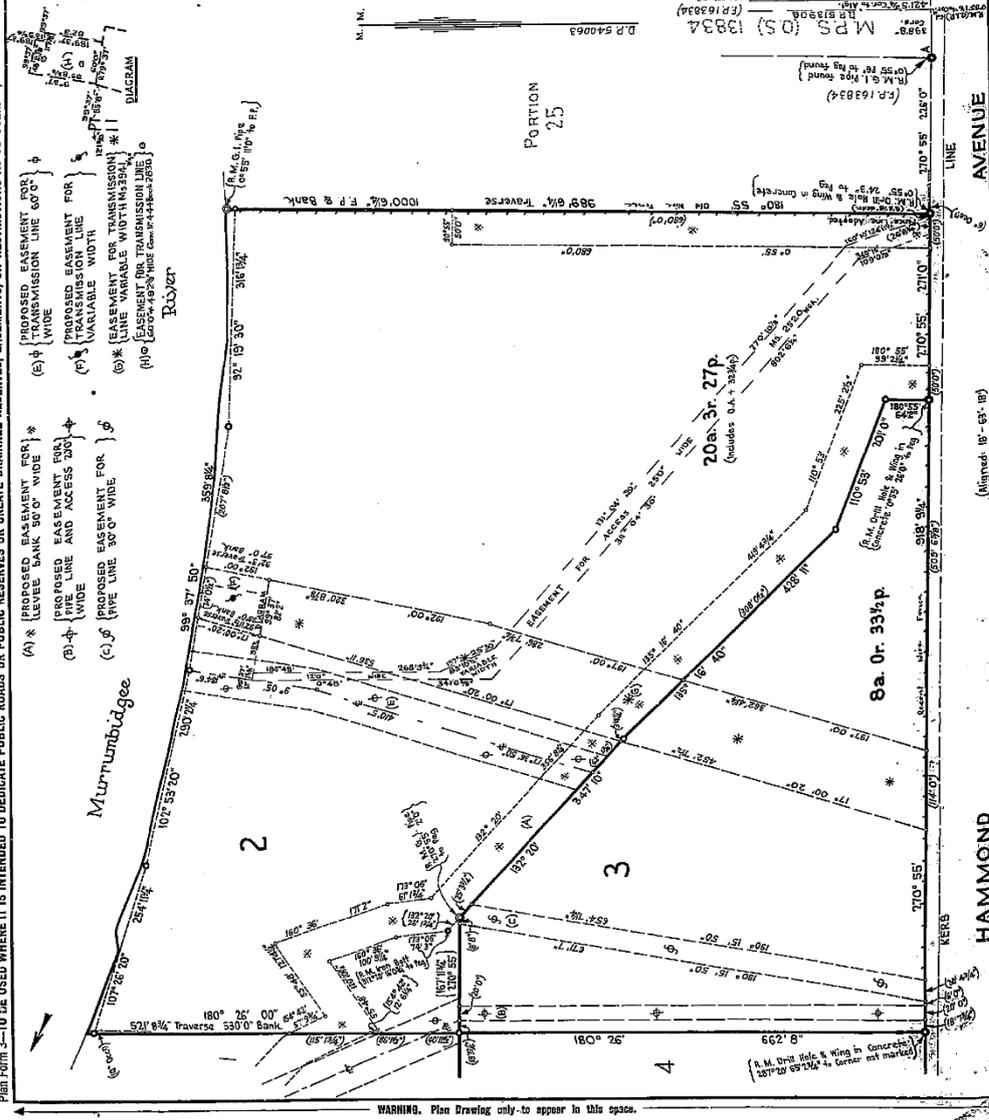
COPY OF DEPOSITED PLAN

Table with 2 columns: FEET INCHES, METRES. Conversion values for various increments.

Table with 2 columns: FEET INCHES, METRES. Conversion values for various increments.

DP540063

Form containing project details: D.P. 540063, Registered Plan No. 1731 of 13-5-1966, Subdivision, Waagga-Waagga, etc.



WARNING: Plan Drawing only to appear in this space.

WARNING: CHECKINGS OR POLINES WILL LEAD TO REJECTION.

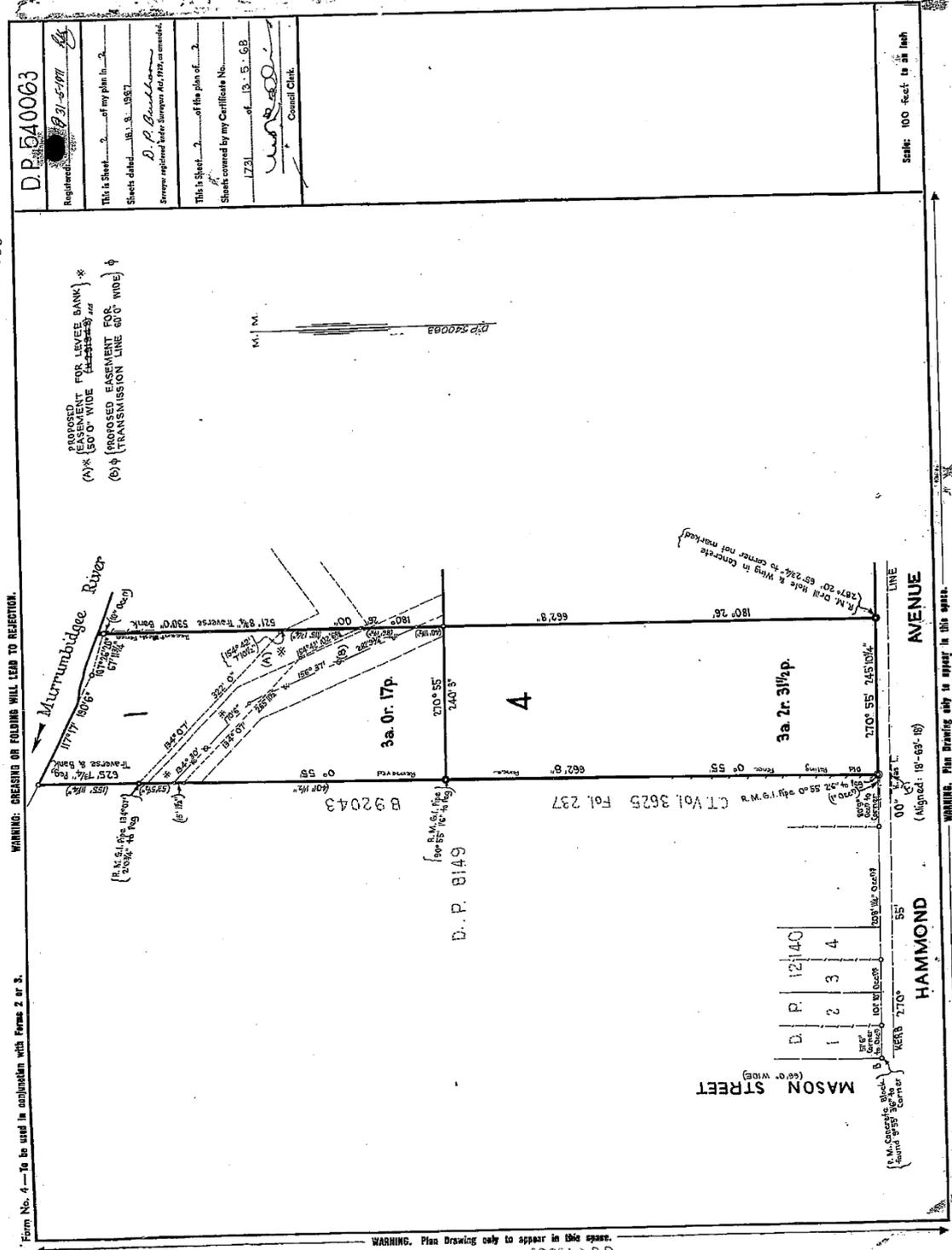
WARNING: THIS DRAWING ONLY TO APPEAR IN THIS SPACE.

Jack Hayward Watson, Registrar General for New South Wales, certifies that this negative is a photograph made in accordance with the provisions of a document in my custody this 28th day of September, 1976.

Handwritten signature: J. Watson



DP540063



CONVERSION TABLE USED IN REGISTRAR GENERAL'S DEPARTMENT

FEET INCHES	METRES
- -	0.025
- 7	0.178
- 10	0.254
1 0	0.457
2 0 3/4	0.762
3 0	0.914
6	1.067
7 10 1/2	2.400
15 1 1/2	4.510
18 1 1/2	4.877
21 1 1/2	5.244
30 1 1/2	7.925
51 6	15.240
53 5 1/2	15.657
59 -	16.904
60 -	17.302
65 -	19.202
66 2 3/4	19.882
67 11 5/4	20.117
80 7 3/4	20.720
81 9	21.336
84 2 1/2	21.463
101 10 1/2	31.039
102 6 1/2	31.255
115 1 3/4	35.096
158 11 1/4	51.968
170 6	55.080
170 6	55.064
208 1 1/4	53.450
240 3	73.152
243 10 1/4	74.468
245 1 1/2	81.066
285 8 1/2	86.914
285 9 5/4	86.201
322 -	98.146
401 1 1/2	122.663
521 5 3/4	154.368
525 7 3/4	159.568
552 8	190.577
552 8	201.281

AC RD. P HA  
 3 - 17 1.257  
 5 2 31 1/2 1.496

DP 540063 BK 2/2

D.P. 540063

Registered 18/31/5/97  
 This is Sheet 2 of my plan in 2  
 Sheets dated 18.1.3.1957  
P. P. Bouchard  
 Survey registered under Surveyor Act 1977, amended.  
 This is Sheet 2 of the plan of 2  
 Sheets covered by my Certificate No. 1721 of B. S. G.B.  
W. B. O.  
 Council Clerk.

WARNING: CHANGING OR FOLDING WILL LEAD TO REJECTION.

Form No. 4-10 to be used in conjunction with Form 2 or 3.

WARNING: Plan Drawing only to appear in this space.

WARNING: Plan Drawing only to appear in this space.



I, Jack Hayward Watson, Registrar General for New South Wales, certify that this negative is a photograph made as a permanent record of a document in my custody this 28th day of September, 1976.

*Jack Hayward Watson*

## ANNEXURE D

COPY OF DRAFT PLAN



## ANNEXURE E

COPY OF ARIAL MAP



Projection: GDASH / MGA zone 55

Scale: 1:1856

Date: 30/01/2019

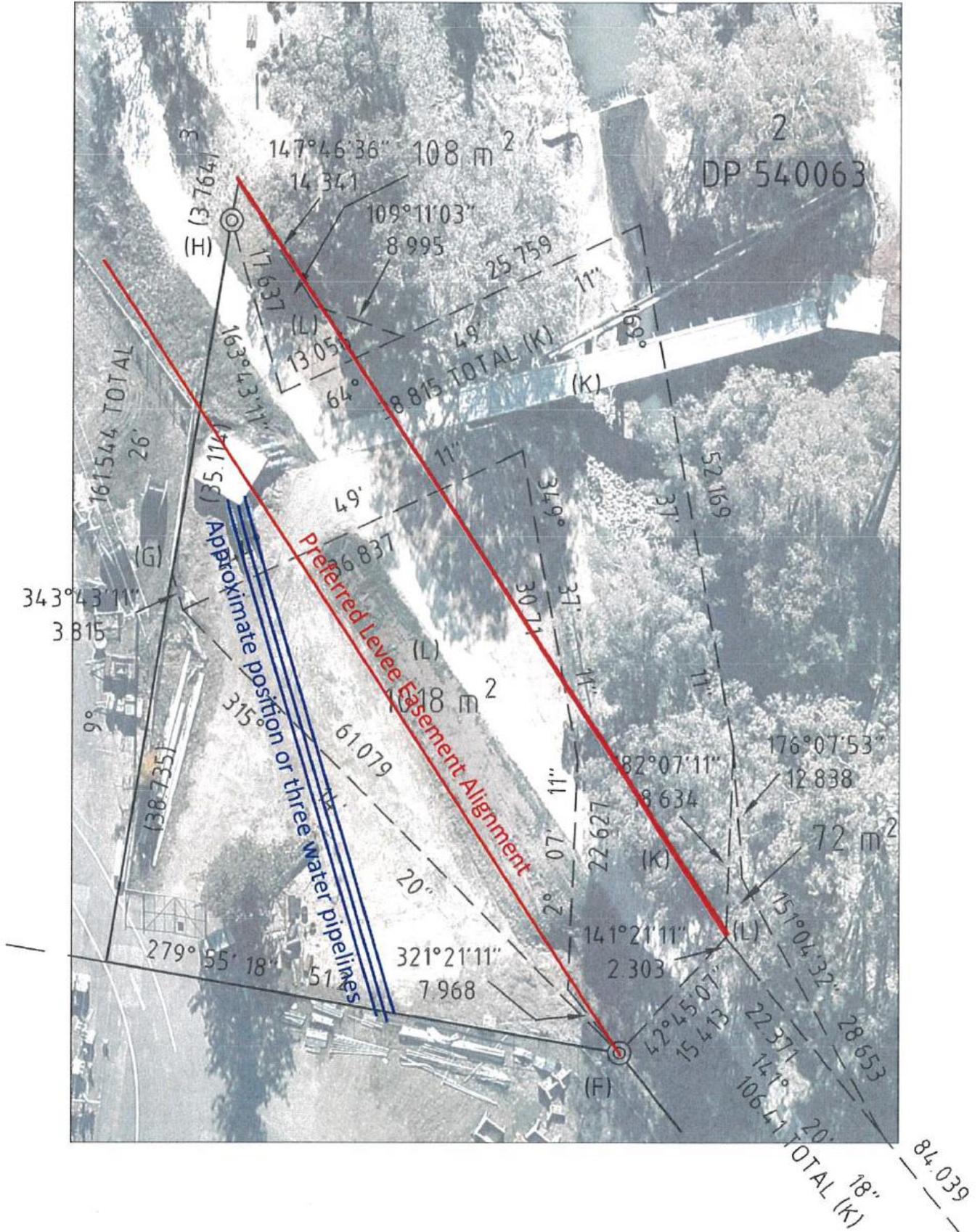
Created By:

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City of Wagga Wagga  
 Wagga Wagga City Council  
 Cnr Davis Street and Morrow Street  
 Wagga Wagga NSW 2650  
 Ph: (02) 6929 9199  
 Web: www.wagga.nsw.gov.au

RIVERINA WATER COUNTY COUNCIL  
 Diagram re comments on Draft Levee Easement



## ANNEXURE F

PHOTOGRAPHS



VIEW OF THE SUBJECT LAND



VIEW OF THE SUBJECT LAND



VIEW OF THE LEVEE BANK



VIEW OF THE LEVEE BANK

## ANNEXURE G

ASSUMPTIONS, QUALIFICATIONS AND LIMITATIONS



## ASSUMPTIONS, QUALIFICATIONS AND LIMITATIONS

- That the area of the subject land provided with the valuation instructions is correct;
- The client acknowledges that this valuation has been prepared on the assumption that full and frank disclosure of all relevant information has been provided by the client and property owner;
- Current survey certificates for the subject property has not been sighted and these valuations assume that there are no encroachments by or on the subject property;
- Neither the valuer, nor this firm, has any interest, financial or otherwise, in the subject property or the outcome of this valuation;
- This valuation assumes that the legal description of the subject property shown in this report is correct and that the Titles are clear and marketable;
- Should any encumbrance not noted in this valuation report be discovered or revealed this valuation should be referred to the valuer for comment;
- The publication of the whole or any part of this report is not permitted without the written permission of Egan Valuers;
- This valuation is for the use only of the Riverina Water County Council and Wagga Wagga City Council for compensation purposes and is not to be relied on for any other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this valuation report;
- This report is for valuation purposes only and is not a Structural Survey;
- This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three months from the date of valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

Ref: TT ID 43853

13 March 2019

Clare Broad  
Wagga Wagga City Council  
PO Box 20  
WAGGA WAGGA NSW 2650  
E: [Broad.Clare@wagga.nsw.gov.au](mailto:Broad.Clare@wagga.nsw.gov.au)

Dear Clare:

**RE: WAGGA WAGGA CITY COUNCIL PROPOSED ACQUISITION OF EASEMENT FOR LEVEE BANK AT LOT 2 DP 540063**

I refer to discussions and previous correspondence between Wagga Wagga City Council and Riverina Water in relation to the proposed easement acquisition for the Wagga Council levee constructed on our property at Lot 2 DP 540063.

Riverina Water engaged Egan Valuers to provide an independent compensation assessment report as we felt the report previously provided by Opteon Property Group did not consider all factors of compensation adequately.

Riverina Water are keen to progress this matter and seek compensation for the proposed easement as set out in the below terms:

1. Wagga Wagga City Council to provide compensation in the amount of \$77,000 excluding GST (if applicable) for the acquisition of the easement in line with the **attached** compensation assessment report as undertaken by Egan Valuers.
2. The existing easement for levee will be cancelled.
3. Wagga Wagga City Council will reimburse any legal fees and other reasonable costs that Riverina Water incur in relation to this acquisition. This would including \$4,950.00 for professional costs to Egan Valuers to undertake an independent valuation of the property.
4. Wagga Wagga City Council will meet all costs associated with the cancellation of the existing easement and creation of the new easement.

I note that Riverina Water has the capacity to execute an 88B instrument for this matter.

Notwithstanding the above, Riverina Water staff are happy to meet with Wagga Wagga City Council to discuss the outcome of this matter in further detail.

Should you have any further questions in relation to this matter please do not hesitate to contact either Greg Vidler or myself. Greg can be contacted on 02 6922 0684 [gvidler@rwcc.nsw.gov.au](mailto:gvidler@rwcc.nsw.gov.au) or myself on 02 6922 0667 [ttaylor@rwcc.nsw.gov.au](mailto:ttaylor@rwcc.nsw.gov.au)

Thank you for your assistance and cooperation in this matter.

Kind Regards,



Tamarin Taylor  
ENGINEERING PROJECT OFFICER

## Tamarin Taylor

---

**From:** Wright, Dianne <Wright.Dianne@wagga.nsw.gov.au>  
**Sent:** Thursday, 6 June 2019 11:34 AM  
**To:** Tamarin Taylor; Broad, Clare  
**Cc:** Andrew Crakanthorp; Greg Vidler  
**Subject:** RE: Letter of Offer - Acquisition of Easement for levee bank Lot 2 DP 540063

Dear Tamarin,

Apologies for the delay in replying.

We have reviewed the assessment by Egan Valuers dated 14 February 2019 and your letter of offer of 13 March 2019.

We make the following comments in relation to the assessment of compensation;

- At page 16 the market value of the land is assessed at \$3.50 per square metre. We agree with this assessment.
- At page 17 the market value of the land for the purpose of calculating Injurious Affection is identified at \$30 per square metre. We do not agree with the market rate of \$30 per square metre at approximately ten times the assessed market rate. This rate is not supported by evidence and has no relation to the identified market value of the parent lot.
- At page 17 the calculation for Injurious Affection discounts the value of the separated land by 50% (from \$30 per square metre, to \$15 per square metre). Apart from not agreeing to either of the rates used in this calculation, we do not agree with the discount of 50% which appears arbitrary and is not supported by any evidence or a satisfactory explanation.
- We accept the case generally for payment of Injurious Affection but consider the additional sum of \$4,322.85 more accurate representing the loss of an area of 1,235.1 square metres at the assessed market rate of \$3.50.

In relation to your letter of offer I respond using the numbering system adopted in your correspondence.

1. Not agreed for the reasons outlined above.
2. Agreed.
3. Agreed.
4. Agreed.

Your advice regarding execution capacity for an 88B is noted.

We look forward to receiving your comments once you have had an opportunity to review the assessment of compensation and discuss the above queries with your valuer.

Regards,

---

**Dianne Wright**  
Land and Real Property Coordinator

1300 292 442  
d +61 2 6926 9487 | e [wright.dianne@wagga.nsw.gov.au](mailto:wright.dianne@wagga.nsw.gov.au)



Ref: ID

3<sup>rd</sup> July 2019

Dianne Wright  
Wagga Wagga City Council  
PO Box 20  
Wagga Wagga NSW 2650

Dear Dianne,

Thank you for your correspondence dated 6<sup>th</sup> June 2019 in relation to the acquisition of the easement for the levee bank at our property on Lot 2 DP 540063.

Riverina Water engaged Egan Valuers to undertake an independent valuation to assess the impact that Wagga Wagga City Council's Levee has had on our land. The report sets out how the values are determined and we expect that compensation will be paid in accordance with the valuation.

Riverina Water continue to seek the compensation detailed in the valuation report and our summary letter dated 13 March 2019.

Regards,

Tamarin Taylor  
Riverina Water

**Riverina Water**

91 Hammond Ave (PO Box 456) Wagga Wagga NSW 2650  
Phone: 02 6922 0608

[rwcc.nsw.gov.au](http://rwcc.nsw.gov.au)



ABN 52 084 883 210

28 November 2019

Mr Andrew Crakanthorp  
General Manager  
Riverina Water County Council  
PO Box 456  
WAGGA WAGGA NSW 2650

Dear Andrew

**Re: Wagga Wagga City Council proposed acquisition of Easement for  
Levee Bank and Public Access from Riverina Water County  
Council**

**Property: 89-91 Hammond Avenue, Wagga Wagga (Lot 2 DP 540063)**

We refer to the above matter and to our previous correspondence in relation to the realignment and raising of the existing levee bank, and construction of pedestrian infrastructure on land owned by Riverina Water County Council.

Council proposes to create easements for levee bank and public access over the affected portion of land. Council's offer to acquire the proposed easements is set out below:

- 1 Council will pay compensation in the amount of \$39,672 for acquisition of the proposed easements.
2. The existing easement for levee bank over the land will be cancelled.
3. Council will reimburse any legal fees and other reasonable costs you incur in relation to this acquisition including valuation expenses of \$5,000.
4. Council will meet all costs associated with the cancellation and creation of the proposed easements.

The levee project is due for completion in February 2020. We have requested a sub-set of the as built survey in relation to your land in advance of completion. Once we receive the as built survey, we will instruct our surveyors to prepare plans in registrable form. We will also arrange for preparation of the necessary documents for creation of the new easement, and cancellation of the old easement.

Would you kindly consider the above proposal, and let us have your response.

Yours faithfully



**Dianne Wright**  
Land & Real Property Coordinator

## 4. Contract W195 – Water Treatment Plant (WTP) Progress Report

**RECOMMENDATION:** that Council consider the report “Contract w195 – Water Treatment Plant (WTP) Progress Report”, whilst the meeting is closed to the public, as it concerns litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege as prescribed by Section 10A(2)(g) of the Local Government Act 1993.

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## 5. Tender W246 Supply Brodersen Remote Telemetry Units & 4RF Digital Radios

**RECOMMENDATION;** That Council consider the report “Tender W246 Supply Brodersen Remote Telemetry Units & 4RF Digital Radios”, whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

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## 6. Proposed purchase of water licence – Mid Murrumbidgee Groundwater – Wagga Wagga Alluvial

**RECOMMENDATION:** that Council consider the report “Proposed purchase of water licence – Mid Murrumbidgee Groundwater – Wagga Wagga Alluvial”, whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(d)(i) of the Local Government Act 1993.

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## **Questions & Statements**

## **Closure of Meeting to the Public (Confidential Reports)**