



Meeting of Riverina Water County Council

The meeting will be held in the Pat Brassil AM Meeting Room,
91 Hammond Ave, Wagga Wagga at 9:30am on Thursday,
23 February 2023

Meeting Agenda

Live Streaming of Council Meetings

Riverina Water advises that Council meetings are live streamed on Council's website www.riverinawater.nsw.gov.au. Visitors in the public gallery are advised that their voice and/or image may form part of the webcast. By remaining in the public gallery it is assumed your consent is given in the event your image or voice is broadcast.

Statement of Ethical Reminders

Board members are reminded of the Oath or Affirmation of Office that they made under Section 233A of the Local Government Act 1993. Board members and staff are also reminded of their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Acknowledgement of Country

Apologies

Declaration of pecuniary and non-pecuniary interests

Confirmation of Minutes

Minutes of Board Meeting 14 December 2022

Correspondence

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R1 List of Investments

Organisational Area Corporate Services

Author Natasha Harris, Manager Finance & Sourcing

Summary This report details the status of Riverina Water's investment portfolio for the months of December 2022 and January 2023.

RECOMMENDATION that Council receive and note the report detailing external investments for the months of December 2022 and January 2023.

Report

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, reported are the details of Council's external investment portfolio as of December 2022 and January 2023.

- › **R1.1** **December 2022 Investment Report** [↓](#) 
- › **R1.2** **January 2023 Investment Report** [↓](#) 

Financial Implications

Not applicable.

Risk Considerations

Financial	
Avoid	Council will endeavour to ensure that its financial sustainability is protected at all times and avoid proposals that may impact negatively.

Monthly Investment Report as at 31/12/2022

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits								
ING	23/06/2022	730	22/06/24	A-2	4.40	7.251%	\$2,000,000.00	\$2,000,000.00
Westpac	19/08/2022	364	18/08/23	A-1+	1.86	10.877%	\$3,000,000.00	\$3,000,000.00
Australian Unity Bank	8/07/2022	731	08/07/24	A-2	4.24	7.251%	\$2,000,000.00	\$2,000,000.00
Australian Unity Bank	25/07/2022	731	25/07/24	A-2	4.34	9.064%	\$2,500,000.00	\$2,500,000.00
BOQ	25/07/2022	365	25/07/23	A-2	4.07	9.064%	\$2,500,000.00	\$2,500,000.00
AMP	29/09/2022	732	30/09/24	A-2	4.95	7.251%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	23/09/2021	733	26/09/23	A-1+	0.63	5.439%	\$1,500,000.00	\$1,500,000.00
AMP	14/09/2021	730	14/09/23	A-2	0.75	3.626%	\$1,000,000.00	\$1,000,000.00
BOQ	6/05/2021	732	08/05/23	A-2	0.49	9.064%	\$2,500,000.00	\$2,500,000.00
BOQ	21/06/2022	365	21/06/23	A-2	0.40	5.439%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	13/10/2022	96	17/01/23	A-1+	3.46	3.626%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	8/06/2021	730	08/06/23	A-1+	0.60	7.251%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	1099	11/06/24	A-1+	0.75	9.064%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	2/03/2022	364	01/03/23	A-1+	0.53	5.439%	\$1,500,000.00	\$1,500,000.00
						99.71%	\$27,500,000.00	\$27,500,000.00
Cash Deposit Account								
National Australia Bank				A-1+	0.17	0.293%	\$80,856.33	\$80,856.33
						0.29%	\$80,856.33	\$80,856.33
TOTAL INVESTMENTS						100.00%	\$27,580,856.33	\$27,580,856.33
Cash at Bank								\$731,556.77
TOTAL FUNDS								\$28,312,413.10

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
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,277,547.08
	Plant Replacement	\$2,110,088.98
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
	Water Licences	\$669,385.20
Unrestricted Funds		\$20,027,141.84
TOTAL FUNDS		\$28,312,413.10

* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year. Figures shown above are estimates only.

Report

The investment portfolio increased by \$213,898.87 for the month. The increase was due to income in December being higher than expenditure.

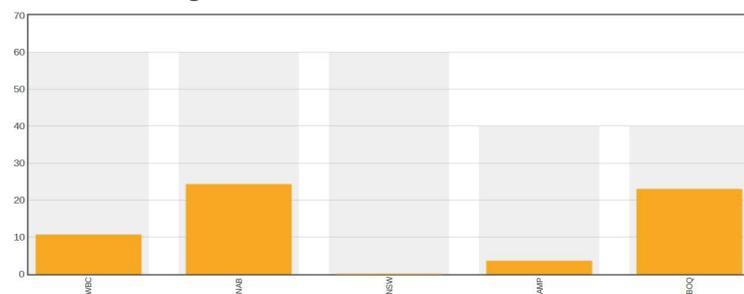
Portfolio Performance

For the month of December, the portfolio (excluding cash) provided a return of +0.24% (actual), marginally underperforming the benchmark Ausbond Bank Bill Index return by +0.25% (actual). The relative 'underperformance' has been due to the unexpected aggressive rate hikes undertaken by the RBA. Whilst this 'underperformance' may continue in the short-term, this is anticipated to be temporary.

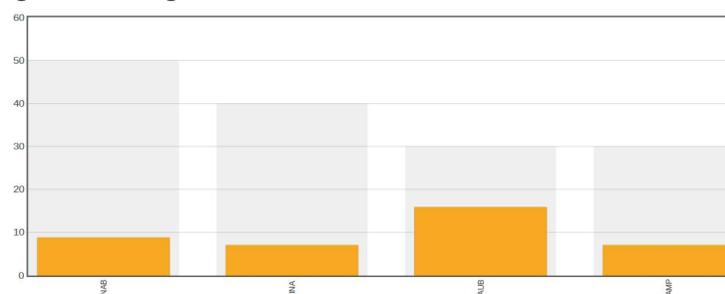
Counterparty Compliance

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

Short-term Holdings



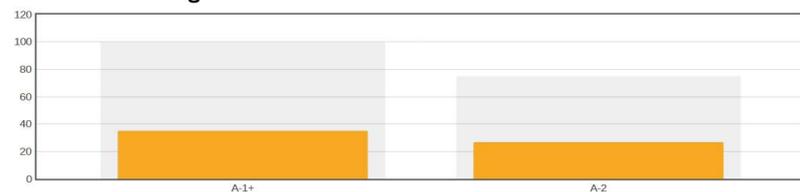
Long-term Holdings



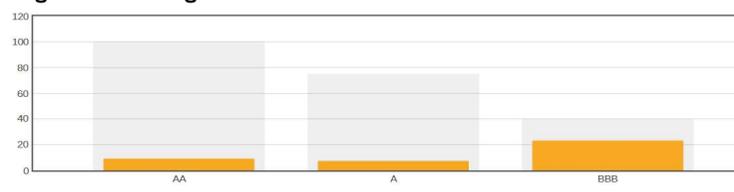
Credit Quality Compliance

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

Short-term Holdings

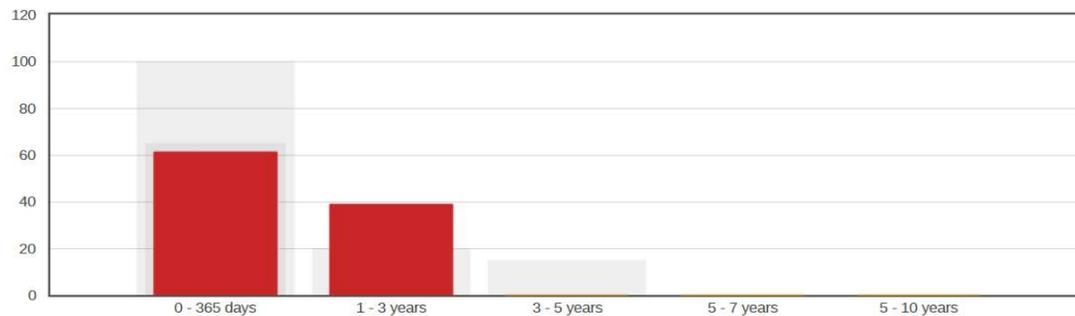


Long-term Holdings



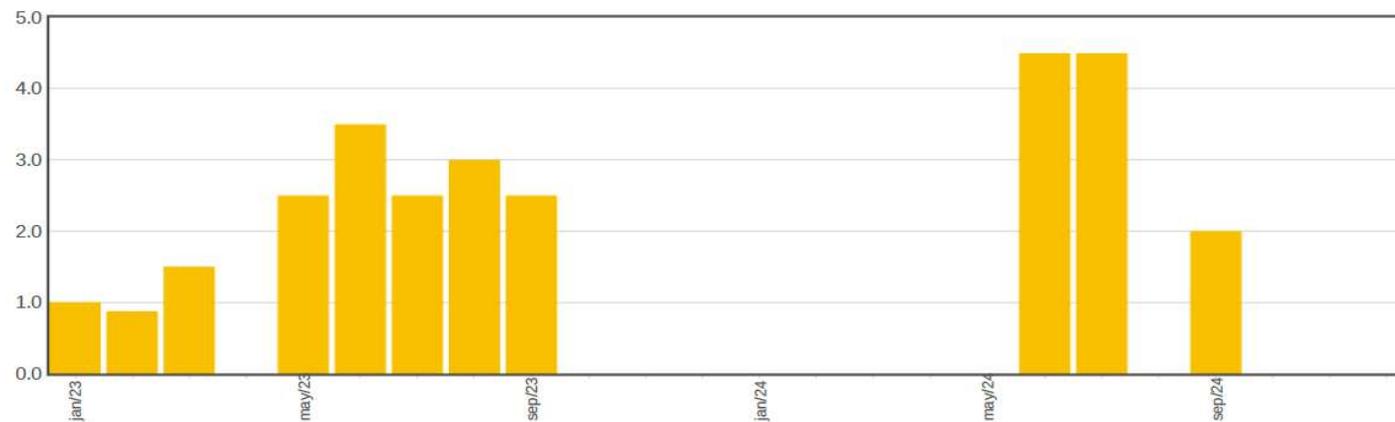
Term to Maturity

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 31/01/2023

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits								
ING	23/06/2022	730	22/06/24	A-2	4.40	7.524%	\$2,000,000.00	\$2,000,000.00
Westpac	19/08/2022	364	18/08/23	A-1+	1.86	11.286%	\$3,000,000.00	\$3,000,000.00
Australian Unity Bank	8/07/2022	731	08/07/24	A-2	4.24	7.524%	\$2,000,000.00	\$2,000,000.00
Australian Unity Bank	25/07/2022	731	25/07/24	A-2	4.34	9.405%	\$2,500,000.00	\$2,500,000.00
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National Australia Bank	23/09/2021	733	26/09/23	A-1+	0.63	5.643%	\$1,500,000.00	\$1,500,000.00
AMP	14/09/2021	730	14/09/23	A-2	0.75	3.762%	\$1,000,000.00	\$1,000,000.00
BOQ	6/05/2021	732	08/05/23	A-2	0.49	9.405%	\$2,500,000.00	\$2,500,000.00
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National Australia Bank	8/06/2021	1099	11/06/24	A-1+	0.75	9.405%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	2/03/2022	364	01/03/23	A-1+	0.53	5.643%	\$1,500,000.00	\$1,500,000.00
						99.70%	\$26,500,000.00	\$26,500,000.00
Cash Deposit Account								
National Australia Bank				A-1+	0.17	0.305%	\$80,933.59	\$80,933.59
						0.30%	\$80,933.59	\$80,933.59
TOTAL INVESTMENTS						100.00%	\$26,580,933.59	\$26,580,933.59
Cash at Bank								\$959,876.56
TOTAL FUNDS								\$27,540,810.15

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
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,277,547.08
	Plant Replacement	\$2,512,656.59
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
	Water Licences	\$669,385.20
		\$8,687,838.87
Unrestricted Funds		\$18,852,971.28
TOTAL FUNDS		\$27,540,810.15

* Externally & Internally Restricted Reserve figures are subject to final adjustment and external audit at 30 June each year. Figures shown above are estimates only.

Report

The investment portfolio decreased by \$771,602.95 for the month. The decrease was due to income in December being lower than expenditure.

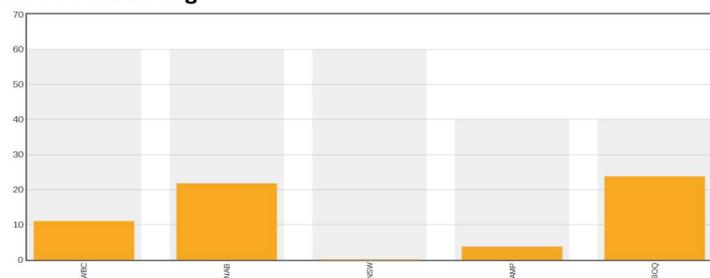
Portfolio Performance

For the month of January, the portfolio (excluding cash) provided a return of +0.24% (actual), marginally underperforming the benchmark Ausbond Bank Bill Index return by +0.27% (actual). The relative 'underperformance' has been due to the unexpected aggressive rate hikes undertaken by the RBA. Whilst this 'underperformance' may continue in the short-term, this is anticipated to be temporary.

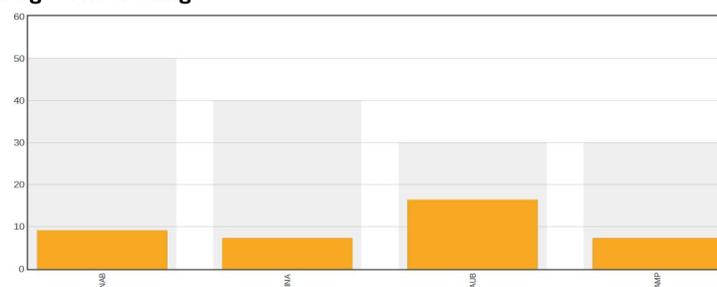
Counterparty Compliance

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Short-term Holdings



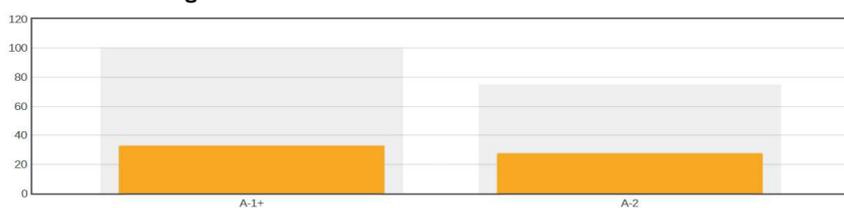
Long-term Holdings



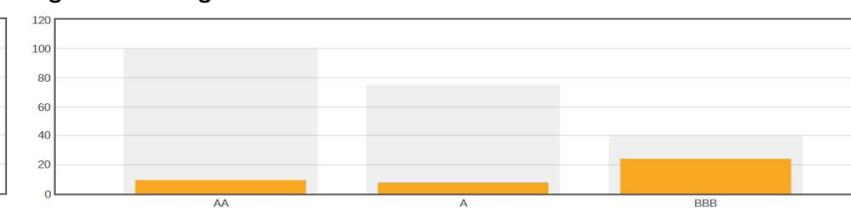
Credit Quality Compliance

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Short-term Holdings

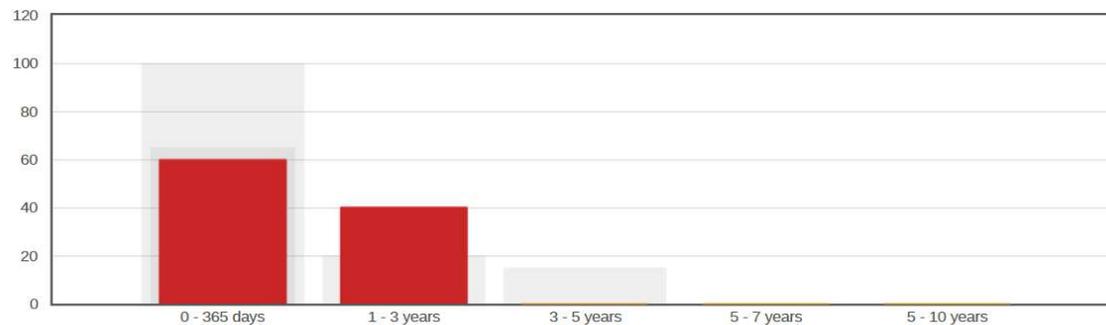


Long-term Holdings



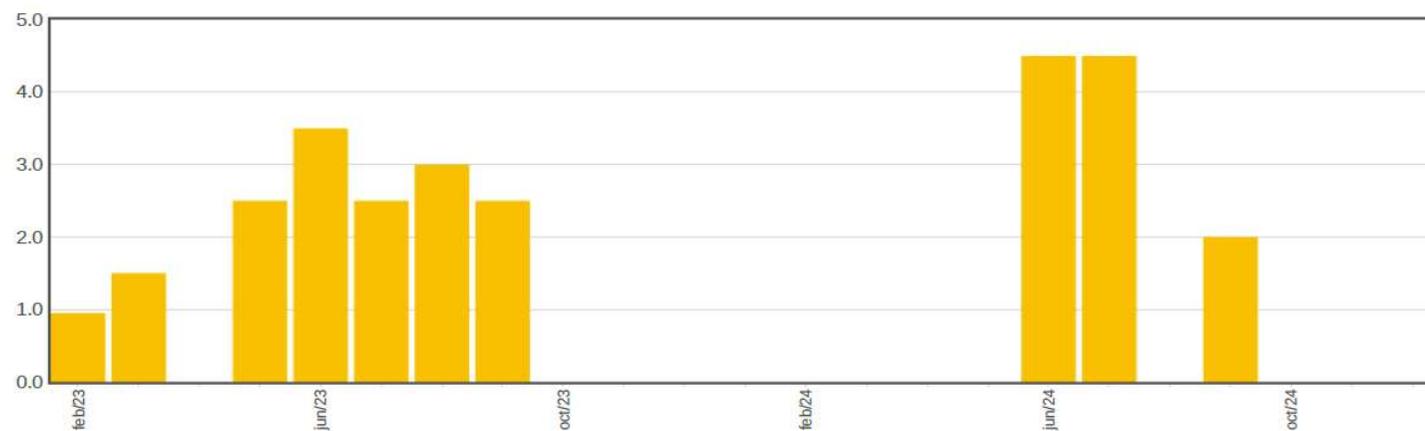
Term to Maturity

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



Maturity Cashflow

When investments will mature over time



R2 December 2022 Quarterly Budget Review Statement

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary The Quarterly Budget Review Statement is presented to Council in accordance with Clause 203(2) of the Local Government (General) Regulations 2005, for the purpose of periodically reviewing and revising estimates of income and expenditure.

RECOMMENDATION that Council that the Quarterly Budget Review for the period ended 31 December 2022 be received and adopted.

Report

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

Operating Budget

The anticipated Operating Result for 2022/23 is a surplus of \$4,674,000. The Operating Result was originally budgeted for a surplus of \$5,908,000. The proposed December quarterly review operational adjustments relate to:

- \$3,500 - increase in audit fees for an unanticipated external audit on the Local Infrastructure Renewal Scheme (LIRS) funding received for the WTP.
- \$15,000 – increase in IT Support costs for additional expenses incurred whilst new Manager was recruited and onboarded.
- \$5,000 – increase in additional PowerCAD licences for the electrical team
- \$1,200,000 - increase in infrastructure depreciation because of the finalisation of the 30 June 2022 financial statements and associated capitalisation and revaluations.
- \$11,000 - increase in plant depreciation because of additional capitalisations.

Capital Budget

Also included is a quarterly review for Capital Works projects. The original capital expenditure budget for 2022/23 was \$28,658,000. The proposed December quarterly review adjustments result in a decrease of \$5,880,665. The proposed capital expenditure for 2022/23 totals \$22,777,000.

Please see the capital works progress report for detail on the proposed capital adjustments.

Due to delays with the provider of Council's Financial Statement software, Council's Long Term Financial Plan is yet to be updated to reflect the results of the 2022 financial year. As a result, no Key Performance Indicators or Balance Sheet have been provided. This information will be included as part of the March Quarterly Budget Review.

› **R2.1 December Quarterly Budget Review Statement** [↓](#) 

Financial Implications

The recommendation increases Council's anticipated net cashflow for 2022/23 by \$5,857,165.

Risk Considerations

Financial	
Avoid	Council will endeavour to ensure that its financial sustainability is protected at all times and avoid proposals that may impact negatively.

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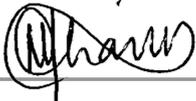
Riverina Water County Council

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

Report by Responsible Accounting Officer

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

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

Signed:  _____

Date: 14/02/2023

Mrs Natasha Harris
Responsible Accounting Officer

Riverina Water County Council

Quarterly Budget Review Statement

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

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2022

(\$000's)	Original Budget 2022/23	Approved Changes			Revised Budget 2022/23	Variations for this Dec Qtr	Notes	Projected Year End Result	22/23	21/22
		Other than by QBRS	Sept QBRS	Dec QBRS					Actual YTD figures	Actual YTD figures
Income										
Rates and Annual Charges	5,214	-	-	-	5,214	-		5,214	2,764	2,742
User Charges and Fees	24,541	-	-	-	24,541	-		24,541	6,658	7,478
Interest and Investment Revenues	200	-	-	-	200	-		200	332	149
Other Revenues	339	-	-	-	339	-		339	300	596
Grants & Contributions - Operating	225	-	-	-	225	-		225	8	3
Grants & Contributions - Capital	3,150	-	-	-	3,150	-		3,150	1,618	3,142
Total Income from Continuing Operations	33,669	-	-	-	33,669	-		33,669	11,680	14,110
Expenses										
Employee Costs	10,530	-	-	-	10,530	-		10,530	4,940	4,002
Borrowing Costs	1,031	-	-	-	1,031	-		1,031	54	124
Materials & Contracts	8,348	-	45	-	8,393	23	1	8,416	3,621	3,129
Depreciation	7,580	-	-	-	7,580	1,211	2	8,791	4,330	4,230
Other Expenses	227	-	-	-	227	-		227	127	59
Total Expenses from Continuing Operations	27,716	-	45	-	27,761	1,234		28,995	13,072	11,544
Net Operating Result from Continuing Operations	5,953	-	(45)	-	5,908	(1,234)		4,674	(1,392)	2,566
Net Operating Result from All Operations	5,953	-	(45)	-	5,908	(1,234)		4,674	(1,392)	2,566
Net Operating Result before Capital Items	2,803	-	(45)	-	2,758	(1,234)		1,524	(3,010)	(576)

Riverina Water County Council

Quarterly Budget Review Statement

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

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2022

(\$000's)	Original Budget 2022/23	Approved Changes				Revised Budget 2022/23	Variations for this Dec Qtr	Notes	Projected Year End Result	22/23	21/22
		Carry Forwards	2021/22 Revotes	Other than QBRS	Sept QBRS					Dec QBRS	Actual YTD figures
Capital Expenditure											
Land & Buildings	1,159	584	617	-	-	-	2,360		2,360	853	1,704
Plant & Equipment	7,741	456	177	-	-	-	8,374		8,374	428	1,582
Intangibles	350	1,337	114	-	-	-	1,801		1,801	302	2,637
Water Infrastructure	11,831	293	3,764	150	85	-	16,123	(5,881)	10,242	4,403	4,711
Loan Repayments (Principal)	-	-	-	-	-	-	-		-	959	919
Total Capital Expenditure	21,081	2,670	4,672	150	85	-	28,658	(5,881)	22,777	6,945	11,553
Capital Funding											
Rates & Other Untied Funding	21,081	2,670	4,672	150	85	-	28,658	(5,881)	22,777	6,945	11,553
Total Capital Funding	21,081	2,670	4,672	150	85	-	28,658	(5,881)	22,777	6,945	11,553
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-	-	-	-	-

Riverina Water County Council

Quarterly Budget Review Statement

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

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2022

(\$000's)	Original Budget 2022/23	Approved Changes				Revised Budget 2022/23	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sept QBRS	Dec QBRS					
Externally Restricted ⁽¹⁾										
Loan Funds - LIRS	-	-	-	-	-	-		-	-	
Total Externally Restricted	-	-	-	-	-	-		-	-	
<small>(1) Funds that must be spent for a specific purpose</small>										
Internally Restricted ⁽²⁾										
Employee Leave Entitlements *	2,278	-	-	-	-	2,278	-	2,278	2,278	
Plant Replacement	2,110	-	-	-	-	2,110	-	2,110	2,110	
Water Treatment Plant	228	-	-	-	-	228	-	228	228	
Revenue from Water Licences	669	-	-	-	-	669	-	669	669	
Sales Fluctuation	3,000	-	-	-	-	3,000	-	3,000	3,000	
Total Internally Restricted	8,285	-	-	-	-	8,285	-	8,285	8,285	
<small>(2) Funds that Council has earmarked for a specific purpose</small>										
Unrestricted (ie. available after the above Restrictions)	17,764	-	-	-	-	17,764	5,857	1	23,621	20,027
Total Cash & Investments	26,049	-	-	-	-	26,049	5,857		31,906	28,312

* ELE Reserve is currently funded at 50%

Riverina Water County Council

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

Cash & Investments Budget Review Statement**Comment on Cash & Investments Position**

Due to Cash & Investment balances at the start of the financial year being higher than anticipated after the 2019/20 end of year financial result cash on hand is higher than originally budgeted.

Investments

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

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$28,312,413

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 30/12/22

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

\$ 000's

Cash at Bank (as per bank statements)		734
Investments on Hand		27,580
less: Unpresented Cheques	(Timing Difference)	(14)
add: Undeposited Funds	(Timing Difference)	12

Reconciled Cash at Bank & Investments28,312**Balance as per Review Statement:**28,312

Difference:

-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1	Increase in cash due to deferred CAPEX
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Riverina Water County Council

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

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

Budget review for the quarter ended 31 December 2022

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

NSW Local Government Industry Key Performance Indicators (OLG):

1. Current Ratio (Liquidity)

Current Assets	25537				
Current Liabilities	8701	2.9 %	3.5 %	4.0 %	3.4 %

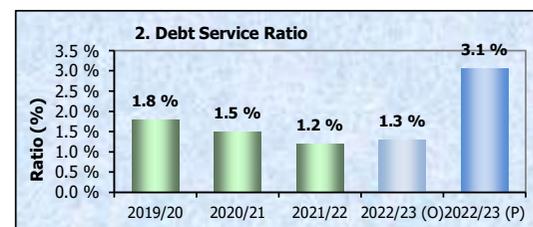
This measures Council's ability to pay existing liabilities in the next 12 months. (target >1.5)
Please note this ratio is at 30 June 2022



2. Debt Service Ratio

Debt Service Cost	1031				
Income from Continuing Operations	33669	3.1 %	1.3 %	1.2 %	1.5 %

This measures Council's ability to meet interest repayments and therefore service debt. (target 0% to 5%)



3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	5214				
Income from Continuing Operations	33669	15.49	15.35	19.20	15.39

To assess the degree of Council's dependence upon revenue from rates and annual charges and to assess the security of Council's income. (target < 25%)



Riverina Water County Council

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

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

Budget review for the quarter ended 31 December 2022

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

NSW Local Government Industry Key Performance Indicators (OLG):

4. Capital Replacement Ratio

Infrastructure, Property, Plant & Equipment Depreciation	$\frac{22777}{8791}$	2.59	3.21	1.58	3.61
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Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target > 1.5)



5. Underlying Result

Net Result	$\frac{4674}{33669}$	13.9%	16.8%	17.9%	24.4%
Total Revenue					

A positive result indicates a surplus and the larger the percentage the stronger the result. A negative result indicates a deficit. Operating deficits cannot be sustained in the long term. (target > 0%)



Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	23,087	Y
Legal Fees	-	-

Definition of a consultant:

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

Comments

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

Details

31 DECEMBER 2022 CAPEX QUARTERLY BUDGET REVIEW

D

Description	Current Budget	Committal	Actual	Budget Remaining	31/12/2022 QBR	Revised Budget	Revised Remaining	Comments
	\$	\$	\$	\$	\$	\$	\$	
MANAGEMENT								
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS								
Administration Office	1,091	0	5,144	-4,053	0	1,091	-4,053	
Depot Buildings	1,928,774	190,411	750,314	988,049	0	1,928,774	988,049	
Access, Parking and Landscaping	330,019	37,763	97,103	195,153	0	330,019	195,153	
Asset Demolition	100,000	0	0	100,000		100,000	100,000	
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	2,359,884	228,174	852,560	1,279,150	0	2,359,884	1,279,150	
PLANT & EQUIPMENT								
IT Equipment	431,815	1,100	56,914	373,801	0	431,815	373,801	
Office Furniture & Equipment	0	0	0	0	0	0	0	
Working Plant & Vehicle Purchases	1,625,978	54,290	252,705	1,318,982	0	1,625,978	1,318,982	
Fixed Plant Tools & Equipment	10,000	0	0	10,000		10,000	10,000	
Telemetry & Control Systems Upgrade	241,493	10,700	85,103	145,690	0	241,493	145,690	
Radio Communications Upgrade/Replacements/Improvements	0	123	111	-234	0	0	-234	
Energy Efficiency & Cost Minimisation	6,065,377	444,073	32,910	5,588,394	-5,000,000	1,065,377	588,394	Solar Pilot plant - East Wagga Deferred to future years (\$5,000,000)
SUB-TOTAL PLANT & EQUIPMENT	8,374,663	510,286	427,745	7,436,632	-5,000,000	3,374,663	2,436,632	
INTANGIBLES								
Software	1,800,941	1,466,072	302,285	32,584	0	1,091	-4,053	
Water Licences	0	0	0	0		1,091	-4,053	
SUB-TOTAL INTANGIBLES	1,800,941	1,466,072	302,285	32,584	0	1,091	-4,053	
TOTAL MANAGEMENT	12,535,488	2,204,532	1,582,590	8,748,366	-5,000,000	1,091	-4,053	
SOURCES								
Bores-renew/refurbish/decommission	366,430	0	17,344	349,086	-205,086	161,344	144,000	Tarcutta Bore 5 Replacement (WTP Site) Additional remediation work \$6,914 Woomagama Bore 2 Defer no forecast expenditure 22/23 (\$160,000) Oura Bore 1 & 2 Electricity Upgrade (Installation of neutral) Defer no forecast expenditure 22/23 (\$40,000) Goldenfields Bulk Meter Defer no forecast expenditure 22/23 (\$12,000)
TOTAL SOURCES	366,430	0	17,344	349,086	-205,086	161,344	144,000	
TREATMENT PLANTS								
Aeration Tower Replacements	46,739	3,203	49,430	-5,894	0	46,739	-5,894	
Aeration Tower Covers	158,209	106	16,479	141,624	350,000	508,209	491,624	North Wagga Shade Cloth Replacement Project Charter Estimate \$350,000
Specific Treatment Plant Improvements	1,765,000	35,525	43,517	1,685,958	65,000	1,830,000	1,750,958	Online & Remote Monitoring - Replacement of 2x Clarifier Turbidity Meters at Wagga Filtration Plant \$25,000 Repair of Centrifuge Scroll motor overhaul and rebuild undanned \$40,000
Treatment Plant refurbishments	6,269,265	1,389,451	1,578,089	3,301,725	-455,000	5,814,265	2,846,725	Oura WTP Refurbishment \$60,000 Woomagama WTP Refurbishment Reduction (\$60,000) Urana WTP 1.5ML CWS Defer to 24/25 (\$600,000) Demolition of Kooringal Pump House and Main SB Relocation per R18 Board Report Dec 2022 \$90,000 Decanter #2 repair and conditioning more repairs and conditioning required \$55,000 Wagga WTP use budget for install of dewatering pumps Hammond Ave (\$60,000) Dewatering Pumps for Hammond Avenue Site \$60,000
TOTAL TREATMENT PLANTS	8,239,213	1,428,285	1,687,515	5,123,414	-40,000	8,199,213	5,083,414	
PUMPING STATIONS								
Pump Stations Renewal/Refurbish/Upgrade	230,000	0	150	229,850	-140,000	90,000	89,850	Urana WTP CWS Pumpstation Defer to 24/25 (\$140,000)
Pump & Motor Maintenance / Replacements	0	0	0	0	0	0	0	
TOTAL PUMPING STATIONS	230,000	0	150	229,850	-140,000	90,000	89,850	
RESERVOIRS								
General Improvements	175,000	245	87,987	86,768	-30,000	145,000	56,768	Secure Comms Hut - Mt Austin Defer no forecast expenditure 22/23 (\$15,000) Secure Comms Hut - Red Hill Defer no forecast expenditure 22/23 (\$15,000)
New/Replacement Reservoirs	520,451	63,652	27,912	428,886	25,000	545,451	453,886	The Rock Reservoir South bring forward from 24/25 \$25,000
Reservoirs - Refurbish	112,993	96,847	55,639	-39,493	165,000	277,993	125,507	Refurbish: East Bomen No.2 Reservoir Remedial Work Concrete Issues \$165,000

Description	Current Budget	Committal	Actual	Budget Remaining	31/12/2022 QBR	Revised Budget	Revised Remaining	Comments
	\$	\$	\$	\$	\$	\$	\$	
Reservoirs - Upgrade Ladders and Access	180,000	0	0	180,000	0	180,000	180,000	Urana Ladder & Reservoir Access Upgrade prioritised \$90,000 Walla Walla - Reservoirs- upgrade ladders and access - Non-Urban Deferred (\$90,000)
Reservoir Hatches Magflows	20,000	0	0	20,000	0	20,000	20,000	
Asset demolition	14,718	1,818	3,192	9,708	0	14,718	9,708	
TOTAL RESERVOIRS	1,023,162	162,563	174,730	685,869	160,000	1,183,162	845,869	
MAINS, SERVICES & METERS								
MAINS								
System Improvements	1,538,404	80,695	309,285	1,148,424	-30,000	1,508,404	1,118,424	Boree to Morundah delayed designed, allow for pipe tender \$200,000 Urana WTP to Res Defer 23/24 (\$230,000)
Reticulation for Developers (including other extensions)	885,000	15,000	667,650	202,350	0	885,000	202,350	
Renew Reticulation Mains	950,000	0	694,680	255,320	0	950,000	255,320	
Renew Trunk Mains	1,469,068	66,399	425,221	977,447	-625,579	843,489	351,868	Olympic hwy Henty to Jennings Lane Installation scheduled 23/24 (\$425,579) Urana - Corowa (Oaklands) Defer 23/23, 23/24 (\$200,000)
SUB-TOTAL MAINS	4,842,472	162,095	2,096,836	2,583,542	-655,579	4,186,893	1,927,963	
SERVICES								
Service Connections, new including Meters	550,000	4,500	254,948	290,552	0	550,000	290,552	
Renew Services	339,000	9,000	54,375	275,625	0	339,000	275,625	
SUB-TOTAL SERVICES	889,000	13,500	309,323	566,177	0	889,000	566,177	
METERS								
Water meters replacement	209,268	1,296	114,341	93,631	0	209,268	93,631	
Remote metering	247,794	105,750	1,575	140,469	0	247,794	140,469	
Water Filling Stations New	75,000	0	1,808	73,192	0	75,000	73,192	
SUB-TOTAL METERS	532,062	107,046	117,724	307,292	0	532,062	307,292	
TOTAL MAINS, SERVICES & METERS	6,263,534	282,641	2,523,882	3,457,011	-655,579	5,607,955	2,801,432	
TOTALS	28,657,827	4,078,020	5,986,211	18,593,596	-5,880,665	22,777,162	12,712,931	

R3 Rural Subtract Meters Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Rural Subtract Meters Policy was presented to the Board at its December meeting prior to being placed on public exhibition. The Policy is now presented to the Board for adoption.

RECOMMENDATION that Council adopt the Rural Subtract Meters Policy 2.04

Report

The Rural Subtract Meter policy was reviewed in December 2022. The policy outlines what constitutes a subtract meter, the management of this arrangement and the reasons that this type of metering is no longer offered to customers.

The reviewed policy was placed on public exhibition from 15 December to 31 January 2023 for any public submissions. No submissions have been received, so the Rural Subtract Meters policy is now presented to the Board for adoption.

› **R3.1** **Rural Subtract Meters.docx** [↓](#) 

Financial Implications

Not applicable

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.

Rural Subtract Meters

Purpose

This policy seeks to address historical installation of rural subtract meters and their management. This policy outlines the reasons that these types of meters are no longer approved for installation.

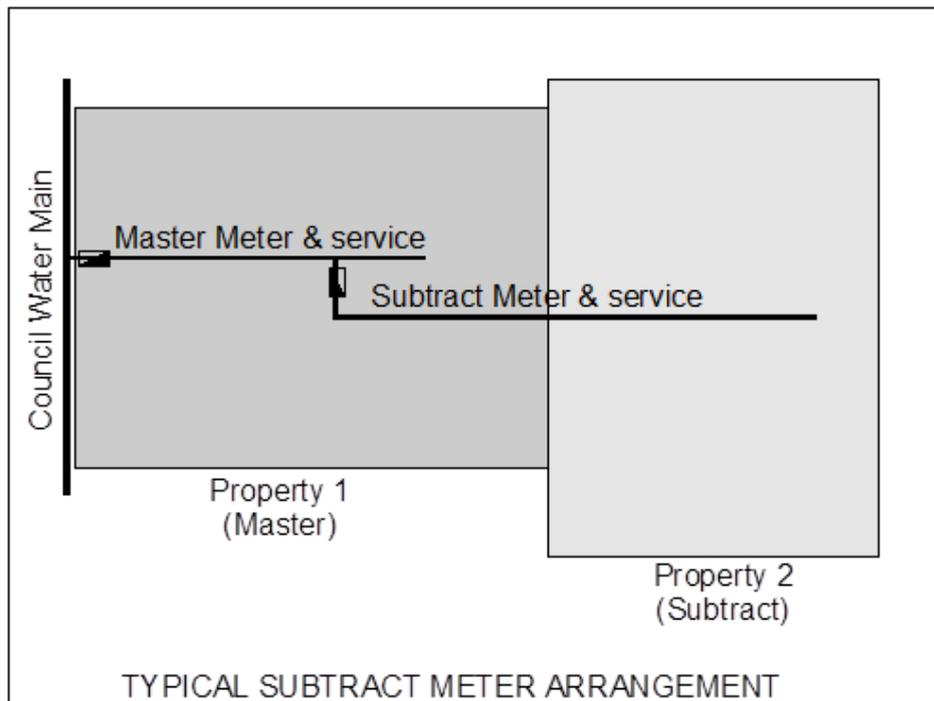
Scope

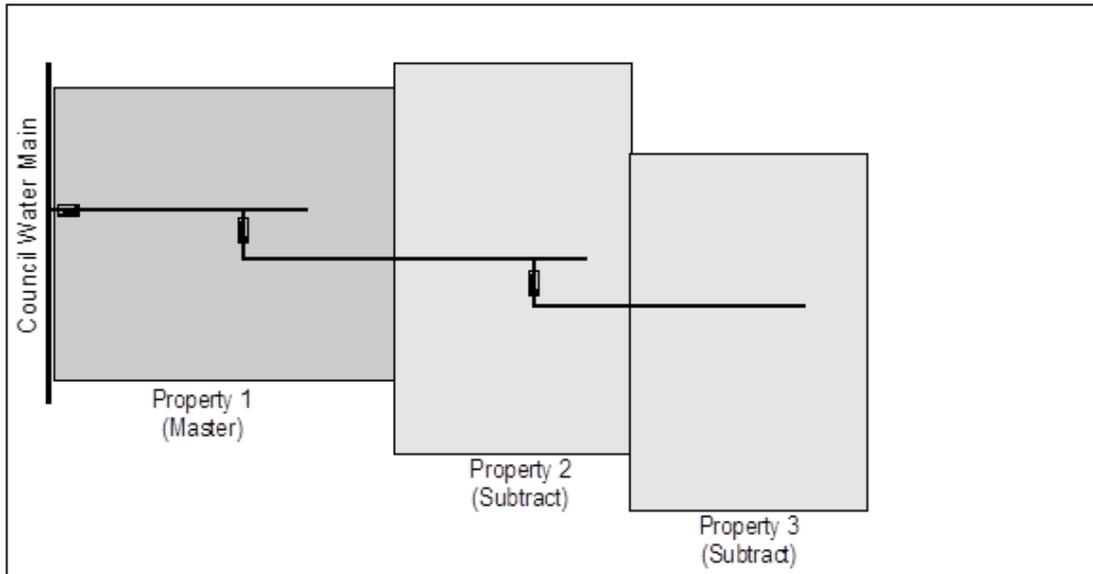
This policy applies to historical rural subtract meters only. Council has resolved that no new/additional rural subtract meters are allowed (refer to council resolution 01/108).

Definitions

Rural Subtract Meters Explained

The term "subtract" water meter (or service) refers to a situation where the "subtract" service is connected to another consumer's plumbing (the "master service") rather than being directly connected to Council's water main. The following diagrams shows a typical arrangement





Subtract Billing Arrangements

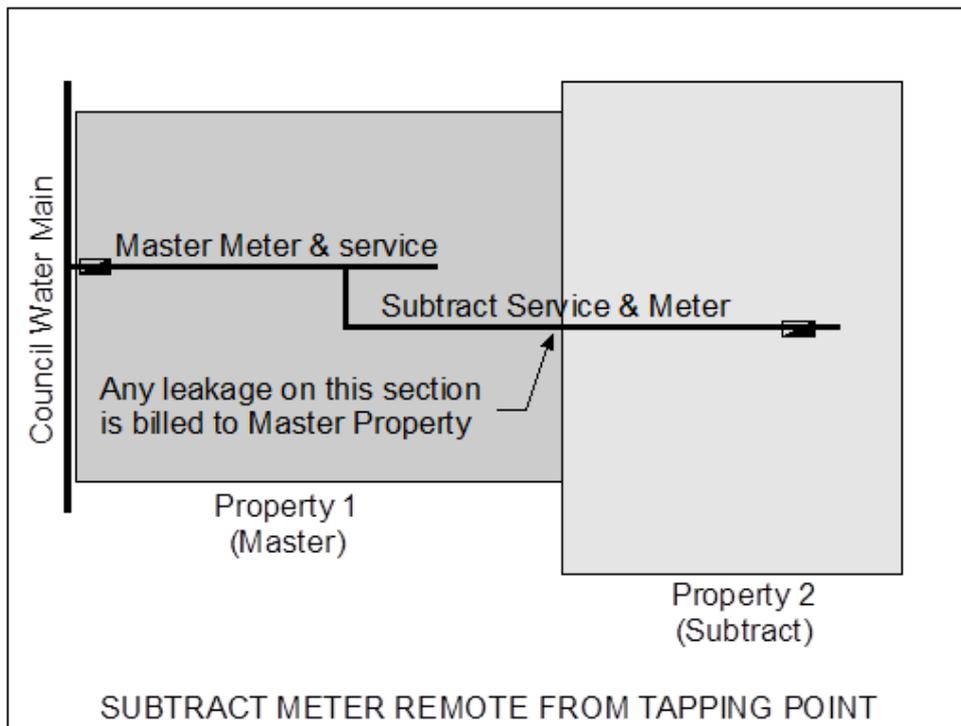
At billing time, Property 1 (in diagram above) is billed the difference between the Master and Subtract meters. Property 2 is billed according to the Subtract meter. These subtract meter installations have occurred as a historical alternate means of connecting to the reticulated water, where the second property is some distance from the water main, or where the connected rural property has been historically subdivided.

In the Riverina Water area, there are a total of 70 subtract services as at October 2018, 58 rural services and 12 “hobby farms”.

Problems Associated with Subtract Meter Arrangements

- If the Subtract meter measurement slows or fails to record water used by the “subtract” property, the “master” property is billed for the water not recorded by the subtract meter. To some extent this problem is resolved at the billing stage by estimating usage through the subtract meter based on past usage.
- It is often difficult to position a subtract meter in a location which suits the consumers and is also accessible to Council's meter readers.
- If the owner of the master service needs to turn off their service for maintenance or other purposes, the Subtract service is isolated.
- Any leakage prior to the meter on the Subtract service appears on the water account for the “Master” property. This can cause quite significant problems when the subtract meter is a substantial distance from the tapping point (see following diagram)

- The additional water demand through the small diameter service line, can give rise to low flow/pressure complaints.
- Subtract meter installations were invariably by agreement between neighbours, with no legislative legal right of entry onto each other's property for maintenance or pipeline use. Such agreements can fail when ownership or relationships change.



Regulations

The Local Government (General) Regulation 2021 includes:

- 152 Premises to be connected to water supply by an independent house service pipe
- 1 The owner of premises must, unless the council authorises otherwise, ensure that the premises are not connected to a property service pipe linked to the council's water supply system except by an independent house service pipe.
 - 2 The owner of premises connected to the council's water supply by an independent house service pipe must ensure that the pipe has a stop-valve within the premises that is not more than 450mm from the road alignment or at some other place within the premises approved by the council.
 - 3 If several premises are supplied with water by a single house service pipe, the council may require, as a condition of the supply, that a separate house service pipe be laid to each of the premises.



- 4 *If the council authorises the connection of 2 or more premises by means of a single house service pipe, the owner of each of the premises must (unless all the premises are occupied by a single household or firm as a residence or place of business) ensure that there is installed on each of those premises:*
- (a) *a separate stop-valve that complies with subclause (2), and*
 - (b) *a separate water meter to measure the water supply to those premises.*
- 5 *The owner of a group of contiguous premises may request the council to lay a large property service pipe or water sub-main to supply 2 or more of the premises in the group."*

This regulation clearly promotes separate service connections, and the requirements of clause (4) for separate stop-valves and meters cannot be met in most subtract meter situations. It would therefore not be in order for Council to adopt a policy that allows any further subtract meters to be installed.

Shared Private Lines

In addition to the 58 rural subtract services, there are twelve (12) shared private lines in rural areas. In these instances, a master meter records the total flow leaving council's main, and each consumer has an individual meter off the shared private line. This situation is far from ideal, as responsibilities for upkeep of the private line, and associated access onto each other's properties can create conflict, however the sharing of any water losses from the shared main is more easily proportioned.

One possible solution is where possible, existing subtract meter arrangements could be converted to shared private lines, although this is difficult where the primary consumer has stock troughs or other multiple connections.

The **best option** for servicing a property which cannot practically be served by an adjacent main, is a separate private line within an appropriate easement or road reserve. This has been Council's policy since 2001. Where possible Council should be proactive in trying to reduce the number of subtract and shared line arrangements

Council Assistance in Resolving a Subtract Meter Issue

When Council is asked to assist resolve a subtract meter issue, the following advice needs to be conveyed to the landowner;

- Notify the landowners that those served off rural subtract meters DO NOT have a legislated legal entitlement for their private pipeline and water supply through the intervening property.
- Council is not obliged to assist in providing a dedicated/independent water supply service to the subtract metered connections if the landowners have a disagreement.



- Council has a continuing programme to encourage the removal of rural substract meters and can offer the new connection to the Council's main at no charge. Consideration will also be given to a maximum contribution of \$2,000 to an impacted landowner toward the total project cost.

Policy number	2.04
Responsible area	Engineering
Approved by	
Approval date	
Legislation or related strategy	Local Government (General) Regulations 2021
Documents associated with this policy	
Policy history	Vers 4 – number change 26/04/21 from 2.5 and 2.41 Vers 3 – 27 Feb 2019 Res 19/16 Vers 2 – Nov 2018 Vers 1 – 12 Dec 2001 Res 01/108
Review schedule	Every 4 years

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

R4 Pesticide Use Notification Plan

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary Riverina Water is required to have a Pesticide Use Notification Plan. It was presented to the Board at its December meeting, was placed on public exhibition, and is now presented to the Board for adoption.

RECOMMENDATION that Council adopt the Pesticide Use Notification Plan

Report

The Pesticide Use Notification Plan is required under the Pesticides Regulation 2017. It was reviewed and presented to the Board at its meeting in December 2022. Following that meeting the Plan was placed on public exhibition for any public submissions from 15 December 2022 to 31 January 2023.

No public submissions have been received. Subsequently the Pesticide Use Notification Plan is presented to the Board for adoption.

› **R4.1** **Pesticide Use Notification Plan.docx** [↓](#) 

Financial Implications

Not applicable.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Pesticide Use Notification Plan

Purpose

The aim of this Plan is to meet the community's right to know about pesticide applications made to outdoor public places that are controlled / used / managed or owned by Riverina Water. This plan allows members of the community to take action to avoid contact with pesticides and the methods Council implements is designed to have minimal impact on the local environment.

Scope

This *Pesticide Use Notification Plan* has been prepared in accordance with the requirements of the 'Pesticides Regulation 2017' and is treated as a policy of council.

Riverina Water County Council is a water supply authority that supplies drinking water to a number of Local Government areas including the City of Wagga Wagga and the Shires of Greater Hume, Lockhart and part of Federation, which includes the localities of: Uranquinty, Ladysmith, Tarcutta, Yerong Creek, Mangoplah, Humula, Henty, Morven, Ralvona, Holbrook, Woomargama, Culcairn, Walla Walla, Walbundrie, Rand, Oaklands, Pleasant Hills, Urana, The Rock, French Park, Milbrulong, Lockhart, Boree Creek, Morundah, Bulgary, Currawarna, Collingullie, The Gap, Brucedale, Oura and rural areas.

There are over 35,000 customer connections within the 15,500 sq km served.

Public Places Covered by this Plan

Riverina Water proposes to use or allow the use of pesticides / herbicides in the following categories of outdoor public places that it has access to:

- Road verges and reserves;
- Road and rail easements accessible to the public;

It should be noted that Riverina Water uses pesticides / herbicides on land that has no potential for legal access, so is not considered to be a public place. An example of this



would be pipeline easement agreements between private land holders and Riverina Water.

The majority of pesticide use by Riverina Water consists of applying herbicides for weed control (primarily glyphosate) and the minor use of pesticides to control rodents and insects (primarily Rodex B and Solfac). Minor uses include applying pesticides to control certain insect pests within buildings and pits and baits to control rodents in and around buildings and pits.

NOTE: The use of pesticides (Rodex B & Solfac) is confined to buildings and pit areas owned and operated by Riverina Water and not open or accessible to the public.

Pesticide/ Herbicide Use

Public places	Regular user groups	Level of use of public place	Type of pesticide / herbicide use
Road reserves	Motorists, the general public, employees and / or contractors	Variable and seasonal - low in remote areas but the possibility of medium to high use in urban areas	Herbicides, (glyphosate)
Road and rail easements accessible to the public	Motorists, the general public, employees and / or contractors	Variable and seasonal – Low usage	Herbicides, (glyphosate)

Notification Arrangements

Riverina Water's normal method of notification will be to have a sign on the vehicle (weed spraying) advising that pesticide use is occurring. Information on the pesticide being used is available from the operator upon inquiry.

In accordance with clause 40 (1) (h) of the Pesticides Regulation, the operator will be able to provide the following information:



- the full product name of the pesticide to be used
- the purpose of the use, clearly setting out what pest or pests are being treated;
- the date/s or date range of the pesticide use
- the places where the pesticide is being used
- contact details for a Riverina Water officer who can discuss the notice, and
- any warnings regarding re-entry to or use of the place, if specified on the pesticide product label.

Operators will also carry the safety data sheet (SDS) relating to the pesticide in use.

No notice will be given for pesticide uses entailing small amounts of domestic-type pesticide products normally available in supermarkets in aerosol cans, baits, wands or hand-held spray bottles.

Communication of Plan

Riverina Water will advise the community of this plan and its contents by:

- Having a copy of the plan available for viewing, free of charge, in our administration office at 91 Hammond Ave. Wagga Wagga, and
- Including a copy of the plan on Council's website. (www.rwcc.nsw.gov.au)

This Notification Plan will be reviewed every 4 years or when circumstances require a review.

The review will be published on Riverina Water's website to allow submissions from interested parties, and if needed a revised plan prepared.

Contact Us

Anyone wishing to contact Riverina Water regarding this Pesticide Use Notification Plan can do so by contacting the CEO either via email on admin@rwcc.com.au or PO Box 456 WAGGA WAGGA NSW 2650

R5 Investments Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The reviewed Riverina Water Investment Policy was presented to the Board at its meeting in December 2022. This policy was then placed on public exhibition. Following this exhibition period, the Policy is presented to the Board for adoption.

RECOMMENDATION that Council adopt the Investments Policy noting that the policy is now numbered as Policy 4.10

Report

Riverina Water's Investment Policy provides a framework for Riverina Water staff who have delegated authority by the CEO to invest Riverina Water's funds. The review of the Investment Policy was undertaken in November/December 2022 with input from Riverina Water's independent investment advisor, Imperium Markets. The changes to this policy were considered at the 14 December 2022 Board meeting.

Following the meeting the Policy was placed on public exhibition from 15 December to 31 January 2023 for any public submissions. No submissions have been received, so the policy is now presented to the Board for adoption. It should be noted that the Policy number has been changed from 1.23 to policy 4.10 in keeping with a changed numbering convention.

› **R5.1 Investments Policy 4.10.docx**  

Financial Implications

The content of the Investment Policy determines what types of investments and terms are allowable and its content outlines the framework Riverina Water staff can work within in making investment decisions.

The role of staff responsible for managing Riverina Water's investment portfolio is to maximise investment revenue earned, whilst adhering to the Investment Policy.

Riverina Water's portfolio balance was \$28M as of 30 November 2022 with budgeted investment income for the 2022/23 financial year of \$200K.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Investments

Purpose

This policy provides a framework for the investing of Riverina Water County Council's (Riverina Water) funds.

Policy Statement

Riverina Water will invest funds at the most favourable rate of interest available to it at the time, whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

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

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

Scope

This policy applies to all investments made by Riverina Water County Council.



Definitions

Act	Local Government Act 1993
ADI	Authorised Deposit Taking institutions (ADIs) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.
AusBond BBI	The Bank Bill Index represents the performance of a notional rolling parcel of bills averaging 45 days and is the widely used benchmark for local councils and other institutional cash investments.
BBSW	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Bill of Exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
Council funds	Surplus monies that are invested by Council in accordance with section 625 of the Act
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
FRN	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
IP	The Investment Policy (IP) provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IP.
LGGR	Local Government (General) Regulation 2021 (NSW).



NCD	Is a short term investment in an underlying security being a negotiable certificate of deposit (NCD) where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value.
OLG	NSW Office of Local Government, Department of Premier and Cabinet.
RAO	Responsible Accounting Officer of a council means a member of the staff of the council designated by the General Manager (CEO), or if no such member has been designated, the General Manager. (CEO) (LGGR, clause 196)
T-Corp	New South Wales Treasury Corporation.

Legislative Context

All investments are to comply with the following:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards; and
- Office of Local Government Circulars.



1 Policy Principles

1.1 Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the CEO in accordance with the Local Government Act 1993.

The CEO may in turn delegate the day-to-day management of Council's Investments to the Director Corporate Services.

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

1.2 Prudent Person Standard

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

1.3 Ethics and Conflicts of Interest

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

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

1.4 Approved Investments

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those allowed by the Ministerial Investment Order, currently:

- Commonwealth / State / Territory Government securities, for example bonds
- Interest bearing deposits / senior securities issued by an eligible ADI
- Bills of Exchange (< 200 days duration) guaranteed by an ADI
- Debentures issued by a NSW Council under Local Government Act (1993); and
- Deposits with T-Corp &/or Investments in T-CorpIM Funds

1.5 Prohibited Investments

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

- Derivative based instruments



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

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

1.6 Risk Management Guidelines

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

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money)
- Diversification – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk
- Credit Risk – the risk that a council has invested in fails to pay the interest and or repay the principal of an investment
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices
- Rollover/Reinvestment Risk - the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future
- Liquidity Risk - the risk an investor is unable to redeem the investment at fair price within a timely period; and
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

1.7 Investment Advisor

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

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



benefits in relation to the investments being recommended or reviewed, except as fully rebated to Council.

2 Investment Guidelines

Investments are to comply with three key criteria relating to:

- (1) Portfolio Credit Framework: - limit overall credit exposure of the portfolio
- (2) Counterparty/Institution Credit Framework: -limit exposure to individual institutions based on their credit ratings, and
- (3) Term to Maturity Framework: - limits based upon maturity of securities

2.1 Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard & Poor's (S&P) ratings system criteria. The maximum available limits in each rating category are as follows:

OVERALL PORTFOLIO CREDIT LIMITS		
Long Term Credit Ratings	Maximum percentage of portfolio	Definition
AAA Category	100%	Extremely strong capacity to pay
AA Category or Major Bank [^]	100%	Extremely strong capacity to pay
A Category	80%	Strong capacity to pay
BBB Category	70%	Adequate capacity to pay
Unrated Category	20%	Unrated eg building societies, credit unions including local branches (all are ADIs regulated by APRA)

For the purpose of this Policy, Major Banks are currently defined as the ADI deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups.

- Australia and New Zealand Banking Group Limited (ANZ)
- Commonwealth Bank of Australia (CBA)
- National Australia Bank Limited (NAB)
- Westpac Banking Corporation (WBC) including ADI subsidiaries whether or not explicitly guaranteed, and brands (such as St George).

Council may ratify an alternative definition from time to time.



- S&P ratings attributed to each individual institution will be used to determine maximum holdings. If the ADI is not rated by S&P i.e. by Moody's or Fitch, Council will apply the S&P equivalent rating

2.2 Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the table below:

INDIVIDUAL INSTITUTION LIMITS		
Long Term Credit Ratings	Maximum percentage of total investments with any one institution	Definition
AAA Category	60%	Extremely strong capacity to pay
AA Category or Major Bank [^]	50%	Extremely strong capacity to pay
A Category	40%	Strong capacity to pay
BBB Category	35%	Adequate capacity to pay
Unrated Category	10%	Unrated eg building societies, credit unions including local branches (all are ADIs regulated by APRA)

2.3 Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints:

OVERALL PORTFOLIO TERM TO MATURITY LIMITS		
	Minimum	Maximum
Portfolio % <3 months	20%	100%
Portfolio % >3 months <1 year	0%	100%
Portfolio % >1 year <2 years	0%	70%
Portfolio % >2 years <5 years	0%	50%



Portfolio % >5 years	0%	0%
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This will be the maximum investment term or WAL (weighted average life) for mortgage and asset-backed securities

3 Performance Benchmarks

Performance benchmarks needs to be established and should be based on sound and consistent methodology.

Investment	Performance Benchmark
Cash	RBA Cash Rate
Fund/ Direct Investments	AusBond Bank Bill Index

4 Quotations on New Investments

Not less than three (3) quotations shall be obtained from authorised institutions when a new direct investment is proposed. Investments may be 'rolled over' with the current holder of the investment within the guidelines set out above.

5 Environmentally and Socially Responsible Investments (SRI)

Where financial institutions are offering equivalent investment returns with a similar credit rating, and the investment fits within the provisions of this Investment Policy, preference will be given to placing funds with institutions identified as being socially, ethically and environmentally responsible.

Without compromising the risk and return profile of the investment portfolio, Council gives preference to Socially Responsible Investments (SRI) which can transparently demonstrate:

- o the rate of return on investment is greater than or equal to the rates of other Authorised Deposit-Taking Institutions which comply with Council's Investment Policy and are available at the time
- o the avoidance of funding fossil fuel in the investment product
- o that the financial institution and product are otherwise compliant with Council's policy.

SRI status may be in respect of the individual investment product, the issuer of the investment, or both and should be endorsed by an accredited environmentally and socially responsible industry body or institution.



The criteria for SRI are all preferred and not mandatory requirements.

Council's criteria for an SRI are those which direct investment towards the socially and/or environmentally productive activities listed below.

Environmentally productive activities are considered to be:

- resource efficiency-especially water and energy
- renewable energy
- production of environmentally friendly products recycling, and waste and emissions reduction

Socially productive activities are considered to be:

- fair trade and provision of a living wage
- human health and aged care
- equal opportunity employers, and those that support the values of communities, indigenous peoples and minorities
- provision of housing, especially affordable housing

Council will also look to avoid investment in socially and/or environmentally harmful activities.

Environmentally harmful activities are considered to be:

- production of pollutants, toxins and greenhouse gases (either in Australia or abroad)
- habitat destruction, especially destruction of forests and marine eco-systems.
- nuclear power
- uranium mining

Socially harmful activities are considered to be:

- abuse of Human Rights and Labour Rights
- involvement in bribery/corruption
- production or supply of armaments
- manufacture of alcohol, tobacco or gambling products

6 Reporting and Reviewing Investments

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

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



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

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

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

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

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 CEO.



Policy number	4.10
Responsible area	Corporate Services
Approved by	
Approval date	
Legislation or related strategy	Local Government Act 1993 Local Government (General) Regulation 2021 Ministerial Investment Order Local Government Code of Accounting Practice and Financial Reporting Australian Accounting Standards
Documents associated with this policy	
Policy history	Vers 3 22 Feb 2017 Res 17/15 (previous 1.23) Vers 2 22 Jun 2016 Res 16/84 Vers 1 24 Apr 2013 Res 13/39 Original 27 Apr 2011 Res 11/39
Review schedule	

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

R6 Fluoridation Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Fluoridation Policy is presented to the Board for review

RECOMMENDATION that Council:

- a) Review Fluoridation Policy 2.05.
- b) note that the Fluoridation Policy will be placed on public exhibition for a period of 28 days; and
- c) note that a further report will be presented to the April 2023 Board meeting, considering any feedback from the public exhibition period, and seeking endorsement of the policy.

Report

The Fluoridation Policy 2.05 was last reviewed in December 2020. As it is to be reviewed every two years, it is now due for review.

The purpose of the Fluoridation Policy is to ensure Riverina Water's compliance with NSW Health's legislation regarding the fluoridating of existing water supply systems and to ensure the safe and effective management and operation of Riverina Water's fluoridation processes. There have been no changes made to this policy.

This Policy will be placed on public exhibition for comment and will be presented to the Board at its April 2023 for further review and adoption.

› **R6.1** **Fluoridation Policy.docx** [↓](#) 

Financial Implications

Not applicable.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Fluoridation Policy

Purpose

To ensure compliance with NSW Health's legislation regarding the fluoridating of existing water supply systems outlined below.

To ensure the safe and effective management and operation of Riverina Water's fluoridation processes.

Policy Statement

Supported by NSW Health and endorsed by Council Resolution #69/316 (25th June 1969), Riverina Water is committed to continuing its fluoridation programme noting that such programme is limited to the following drinking water supply systems:

- Wagga Wagga including Ladysmith system
- North Wagga and associated rural systems
- Southern Trunk Main and associated rural systems
- Western Trunk Main and associated rural systems

Specific water treatment plants approved and regulated by NSW Health to add fluoride to the above-mentioned drinking water supply systems are:

- Wagga Filtration (River) Water Treatment Plant
- East Wagga Aeration (Bore) Water Treatment Plant
- West Wagga Aeration (Bore) Water Treatment Plant
- North Wagga Aeration (Bore) Water Treatment Plant
- Bulgary Aeration (Bore) Water Treatment Plant
- Urana Filtration (River) Water Treatment Plant
- Gardiners Crossing/Walla Walla (Bore) Water Treatment Plant

Scope

Riverina Water County Council (Riverina Water) is committed to continue its current fluoridation obligations and requirements under the Fluoridation of Public Water Supplies Act 1957, the NSW Code of Practice for Fluoridation of Public Water Supplies, and as directed by NSW Health.

Data and document control

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Author: Jason Ip, Manager Operations

Version 2.0

Last revised date 2/02/2023

EDRMS # 63109

Next scheduled review Feb 2025



Definitions

DWMS – Drinking Water Management System

Principles

To achieve this commitment, and in partnership with NSW Health and other relevant agencies, Riverina Water will:

- Retain regular monitoring of the quality of drinking water and effective reporting mechanisms to provide relevant and timely information and promote confidence in the water supply and its management to consumers, public and to NSW Health.
- Adhere to the NSW Code of Practice for Fluoridation of Public Water Supplies
- Ensure the safety of the public and employees with respect to the management, operation and maintenance of fluoridation processes and equipment
- Maintain an appropriate contingency planning and incident response capability
- Ensure that employees and contractors involved in the fluoridation of drinking water are appropriately trained and understand their responsibility for ensuring safety to the public, customers and the workplace.

Policy Implementation

Consistent with Riverina Water's Drinking Water Management System (DWMS), Riverina Water will implement this Policy by:

- Maintaining Council's Drinking Water Quality Management System (DWMS).
- Implementing appropriate operations and management procedures for water supply.
- Reporting on the supply of fluoridated drinking water to NSW Health and NSW Department of Planning Industry and Environment
- Actively engaging with key stakeholders (customers and regulators) and with industry peak organisations (e.g. NSW Water Directorate)
- Ensuring relevancy and currency of appropriate fluoridation training to staff
- Promoting awareness of staff responsibilities and accountabilities with regards to water quality
- Actively seeking capital costs from NSW Health for replacements and upgrading existing fluoridation facilities

Data and document control

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Author: Jason Ip, Manager Operations

EDRMS # 63109

Version 2.0

Last revised date 2/02/2023

Next scheduled review Feb 2025



Non Compliance

Non-compliance with Acts, Regulations and Standards, Guidelines and Procedures associated with Riverina Water's fluoridation program may lead to:

- 1) NSW Health's direct intervention into Riverina Water's management and water supply operations
- 2) Compromising safety to Riverina Water's customers and its staff
- 3) a breach under the Code of Conduct and as such, any suspected or known non-compliance will be reported to the CEO.

References

- Fluoridation of Public Water Supplies Act 1957:
<https://www.legislation.nsw.gov.au/#/view/act/1957/58>
- Fluoridation of Public Water Supplies Regulation 2017:
<https://www.legislation.nsw.gov.au/#/view/regulation/2017/419>
- NSW Code of Practice for Fluoridation of Public Water Supplies:
<https://www.health.nsw.gov.au/environment/water/Documents/code-of-practice.pdf>
- Riverina Water County Council's Resolution 69/316 (previously known as Southern Riverina County Council)

Policy number	2.05
Responsible area	Engineering
Approved by	
Approval date	
Legislation or related strategy	Fluoridation of Public Water Supplies Act 1957

Data and document control

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Author: Jason Ip, Manager Operations

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Version 2.0

Last revised date 2/02/2023

Next scheduled review Feb 2025



Fluoridation of Public Water Supplies Regulation 2017

NSW Code of Practice for Fluoridation of Public Water Supplies

NSW Public Health Act 2010

NSW Public Health Regulation 2012

Riverina Water Drinking Water Management System (DWMS)

Documents associated with this policy

Riverina Water Drinking Water Management System (DWMS)

Policy history

Riverina Water Board – Res 20/127 16 Dec 2020

Council Resolution #69/316, 25th June 1969 – previously known as Policy 2.5

This Policy and associated management plans will be reviewed every 2 years, or in response to changes in legislation, guidelines or as management information dictates.

END OF POLICY STATEMENT

Data and document control

Page 4 of 4

Author: Jason Ip, Manager Operations

Version 2.0

Last revised date 2/02/2023

EDRMS # 63109

Next scheduled review Feb 2025

R7 Fraud & Corruption Prevention and Control Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Fraud & Corruption Prevention and Control policy is presented for review and adoption

RECOMMENDATION that Council adopt Fraud & Corruption Prevention and Control Policy 1.14

Report

The Fraud & Corruption Prevention and Control Policy was adopted in 2020, It has a two year review cycle, so is now due for review. This also coincides with the public policy review that has been undertaken this past 12 months.

The Fraud & Corruption Prevention and Control Policy outlines Riverina Water's commitment to the prevention, deterrence, detection, and investigation of all forms of fraud and corrupt conduct. It applies to all Riverina Water officials – board members, Committee members, staff, contractors, consultants, and volunteers. A Fraud & Corruption Control Plan supports this policy and will be reviewed later this year.

There have been minor changes only made to this policy which is now presented to the Board for review and adoption.

› **R7.1** [Fraud and Corruption Prevention and Control policy.docx](#)  

Financial Implications

Not applicable.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Fraud and Corruption Prevention and Control Policy

Purpose

This policy outlines Riverina Water's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and corrupt conduct. It ensures the appropriate mechanisms are in place to protect the integrity, security and reputation of Riverina Water.

Policy Statement

Riverina Water will not tolerate any form of fraudulent or corrupt conduct by staff, board members, committee members, contractors, consultants and volunteers.

Riverina Water is committed to the:

- Development and maintenance of a sound ethical culture supported by appropriate policies, procedures and strategies that prevent fraudulent and corrupt behaviour.
- Regular review of fraud and corruption risk assessments to identify circumstances in which fraud and corruption could occur.
- Implementation of fraud and corruption prevention and mitigation procedures in day-to-day operations.
- Use of formal procedures for the investigation of allegations of corrupt and fraudulent behaviour.
- Maintenance of processes and procedures that encourage all business dealings with tenderers, suppliers, consultants and contractors to be conducted in an ethical manner.
- Ongoing education and training of all Riverina Water officers and board members in relation to their obligations in combating dishonest and fraudulent behaviour.

Scope

This policy applies to all Riverina Water officials – board members, committee members, staff, contractors, consultants and volunteers.

Definitions

Act	The Local Government Act (LGA) 1993
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Code of Conduct	Riverina Water Code of Conduct Policy 1.01
Corruption	<p>The ICAC Act 1988 sections 7, 8 and 9 defines corruption as:</p> <ul style="list-style-type: none"> • Any conduct of any person (whether or not a public official) that adversely affects, or that could affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority; or • Any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of their official functions, or • Any conduct of a public official or former public official that constitutes or involves a breach of public trust; or • Any conduct of a public official or former public official that involves the misuse of information or material that they have acquired in the course of their official functions, whether or not for their benefit or the benefit of any other person.
Fraud	Can be defined as a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events includes acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception (Audit Office of NSW).
Regulation	The Local Government (General) Regulation 2021
Riverina Water official	Includes Board members, Committee members, members of staff, volunteers and delegates of Riverina Water.



1. Principles

Riverina Water's Fraud and Corruption Prevention and Control Policy is based on the fraud control framework identified by the Audit Office of NSW. The fraud control framework has ten key attributes, which sit within the themes of prevention, detection and response.

The ten attributes of fraud control are:

Attribute		Theme
1	Leadership	Prevention
2	Ethical framework	Prevention, Detection, Response
3	Responsibility structures	Prevention, Detection, Response
4	Policy	Prevention
5	Prevention systems	Prevention
6	Fraud awareness	Prevention, Response
7	Third party management systems	Prevention, Response
8	Notification systems	Detection, Response
9	Detection systems	Detection
10	Investigation systems	Response

The implementation of the 10 key attributes are detailed further in the Fraud and Corruption Prevention and Control Plan.

2. Responsibilities

Riverina Water officials are responsible for reporting cases of suspected fraud or corrupt conduct. They have a responsibility to act honestly and to follow diligently Riverina Water's policies and procedures to prevent and mitigate fraud and corruption.

The CEO is ultimately responsible for the prevention, detection and reporting of fraud and corruption through the implementation of appropriate and effective internal control systems.



The CEO must report possible corrupt conduct to the Independent Commission Against Corruption (ICAC) pursuant to the ICAC Act 1988.

The CEO, directors, managers and supervisors are also responsible for the prevention, detection and reporting of fraud and corrupt conduct by ensuring:

- Their personal behaviour demonstrates a commitment to the highest possible ethical and moral standards for, with and on behalf of Riverina Water
- There are mechanisms in place within their area of control to assess the risk of fraud and corrupt conduct and to manage such risks by appropriate internal controls.
- The promotion of employee awareness and training/education on the prevention of fraud and corruption.
- Compliance with all relevant policies and practices.
- Reporting of any fraud or corruption matters in line with the internal reporting policy and Code of Conduct.
- Reasonable steps are undertaken to ensure that Riverina Water contractors adhere to the provisions of this policy.

All Riverina Water officials are responsible for:

- Performing their functions and duties with diligence, honesty, integrity and impartiality.
- Complying with this policy and all legislative requirements to ensure they are not participating in corrupt or fraudulent behaviour.
- Reporting any suspicion of fraudulent or corrupt behaviour to the CEO, the appropriate Director or manager, or the Chairperson if such behaviour concerns the CEO, or by utilisation of Riverina Water's Internal Reporting Policy.
- Reporting any identified weaknesses in internal controls that could potentially facilitate a fraudulent or corrupt act.

Riverina Water officials should read Riverina Water's Internal Reporting Policy in relation to the protection afforded those who report or disclose information for specified matters (such as fraud and corruption) internally or to external agencies.

The Director Corporate Services will instigate a review of Riverina Water's fraud and corruption risk and control strategies every four years. The Director Corporate Services will ensure that periodic and comprehensive risk assessments are conducted by relevant managers of each area of operation pursuant to Riverina Water's Enterprise Risk Management policy.



Regular internal audits will be conducted to test the fraud and corruption control plan.

3. Investigation of alleged fraudulent behaviour and corruption

Riverina Water has zero tolerance for corrupt or fraudulent behaviour.

All possible corruption matters involving Riverina Water officers have a mandatory statutory reporting requirement to ICAC. The ICAC or Riverina Water itself can also seek criminal prosecutions by reporting fraud and other corruption matters to the NSW Police Service.

The CEO must make an initial determination as to whether the matter in question concerns or may concern corrupt conduct. This may entail their own analysis of the circumstances surrounding the matter or utilising another staff member or an investigator to carry out preliminary enquiries on which to base the determination.

After formal notification by the CEO, the ICAC will normally determine if they will investigate the alleged corruption matter. Alternatively, the ICAC may instruct Riverina Water to carry out their own investigation and report the findings to the ICAC. In such circumstances an experienced and suitably qualified investigator should be engaged for the process, which will be appropriately documented.

Staff found guilty of such matters will face disciplinary matters pursuant to the Code of Conduct and the Riverina Water Enterprise Award.

4. Policy Implementation

4.1 Fraud and Corruption Prevention Training

Riverina Water acknowledges that a high level of awareness amongst all Riverina Water officers in relation to fraud and corruption issues is an essential element in identifying and combatting such behaviours. Awareness training will be implemented through:

- New employee induction
- New Board member induction.
- Regular refresher training.
- Fraud and Corruption prevention information disseminated to staff

4.2 Fraud and Corruption Mitigation Practices



Riverina Water recognises that appropriate policies and procedures must be implemented in operational areas to regulate and enable the monitoring of particular activities. These areas include but are not limited to:

Risk Management

- Risk Assessment pursuant to the Enterprise Risk Management Framework and Plan.

Finance

- Financial Processing Procedures and system controls
- Corporate Credit Card Policy
- Procurement Policy
- Asset Disposal Policy
- Debt Management and Hardship Policy

Governance

- Board Members' Expenses and Facilities Policy
- Secondary Employment Policy
- Internal Reporting Policy
- Compliance Policy
- Related Parties Disclosures Policy

Ethics

- Code of Conduct
- Fraud and Corruption Prevention & Control Policy
- Statement of Business Ethics



Policy number	1.14
Responsible area	CEO/Governance
Approved by	
Approval date	
Legislation or related strategy	<p>Local Government Act 1993</p> <p>Independent Commission Against Corruption Act 1988</p> <p>Public Interest Disclosure Act 1994 NSW</p>
Documents associated with this policy	<p>Code of Conduct</p> <p>Board Member Access to Information and Premises Policy</p> <p>Internal Reporting Policy</p> <p>Enterprise Risk Management Policy</p> <p>Corruption Prevention and Fraud control plan</p> <p>Enterprise Risk Management Plan</p> <p>Cash Handling Procedures</p> <p>Corporate Credit Card Policy</p> <p>Board Member Expenses and Facilities Policy.</p> <p>Secondary Employment Policy.</p> <p>Statement of Business Ethics</p> <p>Procurement Policy</p>



Asset Disposal Policy

Policy History

14 December 2012 – Adopted 5.29 Res: 12/172

22 November 2013 – Name changed

15 October 2014 – Revised Res 14/132

28 October 2020 – Revised Res 20/110

Review Schedule

Every four years

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

R8 Deferred Payments for Rural Extensions Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Deferred Payments for Rural Extensions policy is presented to the Board for review as part of the public policy review program.

RECOMMENDATION that Council:

- a) Note the review of the Deferred Payments for Rural Extensions policy.
- b) Note that this policy will be placed on public exhibition for a period of 28 days for any public comment.
- c) Note that the Deferred Payments for Rural Extensions policy will be presented to the April 2023 Board meeting for adoption, considering any public comments that may have been made during the exhibition period.

Report

The Deferred Payments for Rural Extensions policy was last reviewed and adopted in 2020. It is being re-presented to the Board as part of the public policy review to ensure that review schedules are aligned.

The Deferred Payments for Rural Extensions policy is designed to establish parameters for deferred payment arrangements for landowner contributions for rural mains extensions. This is limited to an amount of \$50,000 over 48 months for properties over 20ha as outlined in the policy.

As this policy may be of interest to rural landholders it is proposed that it be placed on public exhibition for comment, and then be presented to the April Board meeting for adoption.

› **R8.1** [Deferred Payments for Rural Extensions.docx](#)  

Financial Implications

Not applicable.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Deferred Payments for Rural Extensions

Purpose

The intent of this policy is to 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 Riverina Water 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

Rural Mains Extension	Rural non-urban extension and connection to lots over 20 hectares.
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Policy

Applications for rural mains extensions are to be made formally in writing. All offers made by Riverina Water 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 Riverina Water 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 up to the value of \$50,000 are 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
- Interest will be charged on overdue amounts at the current maximum rate set by the NSW Office of Local Government.

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 Last revised date Feb 2023
 Next scheduled review Feb 2027



- Recovery of any unpaid amounts will be in accordance with Section 695 of the Local Government Act 1993, which may include referral to an external debt recovery agency.

Policy number	POL 4.04
Responsible area	Chief Executive Officer
Approved by	
Approval date	
Legislation or related strategy	Not Applicable.
Documents associated with this policy	Nil
Policy history	Approval – 10/110 – June 2010 Name Change from 1.14 – 22 November 2013 Revision 1 – 15/153 – 28 October 2015 Revision 2 – 20/009 – 26 Feb 2020
Review schedule	4 Years

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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Author: DoE

Version 3
Last revised date Feb 2023
Next scheduled review Feb 2027

R9 Asset Disposal Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Asset Disposal Policy is due for review and is presented to the Board for adoption

RECOMMENDATION that Council adopt Asset Disposal Policy 4.02

Report

The Asset Disposal policy is to ensure:

- Accountability and transparency in the disposal of Riverina Water-owned assets
- Compliance with Riverina Water's Code of Conduct, particularly with respect to conflict of interest
- Riverina Water's assets are disposed of in a responsible, transparent and accountable manner in accordance with all relevant applicable legislation

The Policy is due for review and is presented to the Board for review and adoption. As this is a policy relating to management of disposal of Riverina Water's assets not directly impacting on customers, it is not considered necessary to place this policy on public exhibition for comment.

› R9.1 **Asset Disposal Policy 4.02.docx** [↓](#) 

Financial Implications

Not applicable.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Asset Disposal Policy

Purpose

The purpose of this policy is to ensure:

- Accountability and transparency in the disposal of Riverina Water owned assets;
- Compliance with Riverina Water's Code of Conduct, particularly with respect to conflict of interest; and
- Riverina Water's assets are disposed of in a responsible, transparent, and accountable manner in accordance with all relevant applicable legislation (in particular, the Local Government Act 1993 (NSW)).

Scope

This policy applies to all assets owned and maintained by Riverina Water, and hence is applicable to all Divisions. Examples of assets owned, leased, or controlled by Riverina Water and therefore covered by this policy include but are not limited to plant, vehicles, buildings, land, ICT equipment, motor vehicles, office furniture, machinery, and measuring devices such as water meters.

Definitions

Asset	Any item of property owned by Riverina Water.
Asset Disposal	The removal of an asset from Riverina Water's ownership.
Beyond economical repair	Classification given to an asset where that asset requires repairs likely to be more expensive than its replacement value.
GST	Goods and Services Tax.
Plant	Includes but not limited to loaders, graders, and backhoes.
Invitation	Request for Tender, Quote or Offer for the purchase or sale of assets.
Light Vehicles	All sedans, wagons, utilities, and light trucks under 4.5 tonne.
Low Value Assets	Assets with a value of \$1,000 or less.
Obsolete	An asset no longer being used because it can't produce value for Riverina Water.

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Small Plant	Included but not limited to mowers, brush cutters, pumps, and chainsaws.
Trucks	All trucks over 4.5 tonne.
Tender	As defined in the Local Government Act 1993. May take the form of open or selective tenders.
The Act	Refers to the Local Government Act 1993.

Principles

1. General Principles

1.1 Delegated Authority

With respect to the disposal of assets that are surplus to Riverina Water requirements, the following delegated approval applies:

- a) Where the disposal is valued at \$250,000 or over (including GST), or is the sale of Riverina Water owned land, only the Board has delegated authority to approve.
- b) In addition to the delegated authority to approve disposals up to the value of \$249,999 (including GST), only the Chief Executive Officer (CEO) has delegated authority to approve disposal of assets for a nil cost.
- c) In accordance with delegated authority, Directors can authorise the disposals to the value of their purchasing delegation. This excludes assets being sold for nil cost.
- d) In accordance with delegated authority, Manager Projects can authorise the disposal of fleet and plant assets in accordance with this policy. This excludes assets being sold for nil cost.
- e) In accordance with delegated authority, Manager Information & Technology can authorise the disposal of ICT assets in accordance with this policy. This excludes assets being sold for nil cost.

All requests for disposal are to be made to the relevant Riverina Water official using the Disposal of Assets Request Form.

1.2 Reasons for Disposal

A decision to dispose of an asset may be based on one or more of the following:

- Obsolete.
- Non-compliance with occupational health and safety standards.
- No use expected in the foreseeable future.



- No usage in the previous 24 months.
- Optimum time to maximise return and/or to minimise life-cycle costs.
- Uneconomical to repair.

1.3 Preparing Assets for Sale

A check must be carried out to ensure assets do not contain:

- Additional items not intended for sale.
- Confidential documents (records, files, papers).
- Documents on Riverina Water letterhead or which may be used for fraudulent purposes.
- Software (which could lead to a breach of licence or contain confidential data).
- Hazardous materials.

A declaration of reason(s) for disposal is to be completed and approved by an authorised approver, together with the checklist to demonstrate compliance of disposal rules (refer Section 1.4).

As much as practicable, any Riverina Water identifying mark or logo should be removed or obliterated.

Spare parts held for a particular item should be disposed of in one parcel with the asset.

1.4 Disposal Rules

At all times, surplus assets or materials should be disposed of in a way that maximises returns whilst ensuring open and effective competition.

Prior to disposal, a reasonable effort is to be made to ensure no other department has a need for the asset. Items of historical or cultural significance should be given special regard and any dangerous goods disposed of only in an authorised manner.

Advice is to be sought from the Manager Finance & Sourcing regarding the GST and financial accounting implications of the sale of the asset, noting assets with a residual written down value will impact the financial statements of Riverina Water.

No warranty is to be offered on assets sold.

1.4.1 Disposal of Information & Communication Technology (ICT)/ Computer Equipment

All information technology/computer equipment intended for disposal is to be approved by the Manager Information & Technology. All Riverina Water data and software applications



are to be removed from any hard drives as well as external asset tags and labels connecting a machine to Riverina Water.

The Manager Information & Technology will arrange for the disposal of equipment in accordance with this policy.

1.5 Asset Disposal Methods

1.5.1 Method of Disposal for Plant and Vehicles

Vehicles and plant will be disposed of using the most financially advantageous method. Acceptable methods include.

- a) Auction (Reserves set at market values).
- b) Dealer Trade (Minimum of 3 trade prices required).
- c) Private sale by sealed tender following approved procedures.

No process favouring disposal to staff will be permitted.

1.5.2 Method of Disposal for Other Assets

The following general methods of sale or disposal of Riverina Water's assets are acceptable:

- a) Trade-in on new Assets (in line with same number of quotes required for value in purchasing policy).
- b) Sale by public auction.
- c) Open invitation to quote/ tender to staff in specific circumstances such as the disposal of low value assets or obsolete equipment that has no significant market value.
- d) Open invitation to tender or quote to the public through advertisements in the media.
- e) Direct approach to potential purchasers in specific circumstances, such as:
 - Prior ownership of the land or asset
 - The owners of land adjoining the parcel of land for sale
 - Direct relationship with an asset
 - Prior contractual arrangement
- f) Donation to charitable institutions or local community service organisations, such as the SES.
- g) Scrapping of obsolete assets via disposal at a Registered Tip or Recycling Facility.

1.5.3 Sale of Major Assets

Should Riverina Water determine to invite tenders or expressions of interest for the sale or disposal of other assets, the same procedures that apply to the purchasing process equally apply to the process of selling or disposing of land or assets.



1.5.4 Recording of Sold Assets

Riverina Water's Finance and Assets team are to be informed of the disposal of an asset, together with all relevant details so that Riverina Water's Asset Register can be updated and appropriate accounting treatments for disposed assets effected.

Upon completion of the Disposal of Assets Form, the form and supporting documentation is to be saved electronically in appropriate location in Riverina Water's electronic document management system (EDRMS).

2 Sale to staff/ Board members

As a general principle, sale of assets to staff is NOT to occur outside of a public process. The Independent Commission Against Corruption (ICAC) recommends that invitations to bid for the purchase of any surplus Riverina Water assets should not be limited to staff or to elected officials. Members of the public must also be allowed to compete for the purchase.

Riverina Water staff may only purchase assets being disposed of through an arm's length competitive process, such as calling of expressions of interests from staff (for low value assets) or public auction. Assets will not be sold to individual staff by private treaty unless extenuating circumstances apply and only then with the express consent of the CEO. Assets being scrapped are only to be taken by Riverina Water staff with the consent of the CEO.

Policy Implementation

This policy will be implemented immediately upon adoption. A copy will be available on Riverina Water's website and internal intranet.

There are no specific reporting requirements for this policy.

Conflict of Interest

The officer responsible for the disposal of any Riverina Water asset and the relevant Manager must ensure that no conflict of interest occurs in or because of the asset disposal process and must disclose to the CEO any actual or perceived conflict of interest that may arise in the performance of their duties as soon as identified.

The CEO will record the disclosure and implement procedures for the management of control of the conflict including the withdrawal of the conflicted officer from the process, if necessary.

The non-disclosure of an identified conflict of interest will be considered a breach of Riverina Water's Code of Conduct and may lead to disciplinary action.



Non-Compliance

Regular monitoring of compliance with this policy, relevant legislation and Riverina Water policies and procedures will be undertaken and documented by the responsible officer for this policy.

Breaches of this policy are breaches of Riverina Water's Code of Conduct and notification will be made to the CEO.



Policy number	4.02
Responsible area	Finance & Sourcing
Approved by	
Approval date	
Legislation or related strategy	Local Government Act 1993 Local Government (General) Regulation 2021 Independent Commission Against Corruption Act 1998
Documents associated with this policy	Asset Management Policy Code of Conduct Fraud and Corruption Policy Statement of Business Ethics Procurement Policy Asset Disposal Form
Policy history	28 Aug 1994 Original publication 27 Apr 2011 Res 11/37 15 Oct 2014 Res 14/135 22 June 2016 Res 16/83
Review schedule	Once every Council term.

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

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Last revised date XX/XX/XXXX

Next scheduled review XX/XXXX



END OF POLICY STATEMENT

Version X.X

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Last revised date XX/XX/XXXX

Next scheduled review XX/XXXX

R10 Procurement Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Procurement Policy is due for review and is presented to the Board for adoption

RECOMMENDATION that Council adopt Procurement Policy 4.20

Report

The Procurement Policy was last adopted in 2019 and is now due for review as part of the public policy review.

The purpose of this policy is to outline the purchasing standards of Riverina Water and to provide a guide to Riverina Water officials for purchasing. It has been written to standardise and co-ordinate purchasing practices and procedures at Riverina Water in the purchasing of goods and services.

As this policy relates to internal practices and procedures not directly impacting on customers, it is not deemed necessary to place this policy on public exhibition. As such, it is presented to the Board for review and adoption.

› **R10.1 Procurement Policy 4.20.docx** [↓](#) 

Financial Implications

Not applicable.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Procurement Policy

Purpose

The purpose of this policy is to outline the purchasing standards of Riverina Water County Council (Riverina Water) and to provide a guide to officials of Riverina Water for purchasing.

Policy Statement

This policy document has been written to standardise and co-ordinate purchasing practices and procedures at Riverina Water in the purchasing of goods and services.

The following principles should be observed when purchasing goods and services for Riverina Water:

- Compliance with the Local Government Act 1993 and relevant Regulations
- Ethical behaviour and fair dealing
- Value for money
- Open and effective competition; and
- Business needs being met.

Scope

This policy applies to all Riverina Water officials authorised to purchase goods and services on behalf of Riverina Water

Riverina Water officials are not to commit the organisation to the purchase of goods and services other than in accordance with this policy, their delegations, and approved budget. As a rule, purchase orders are required to be raised prior to purchase of goods and services.

Goods and services purchased as part of a tender can be obtained on issue of a letter of acceptance. Purchase orders must follow, to record committal of costs.

Riverina Water is required to call tenders for goods or services with an estimated value exceeding the NSW Office of Local Government tender limit of \$250,000 (including GST)

This policy does not apply to goods and services purchased:

- In an emergency
- By contractors or subcontractors of Riverina Water



Legislative Context

The procurement of goods and services by Riverina Water must be in accordance with the provisions of Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2021.

Definitions

Asset	Any item of property owned by Riverina Water.
Compliance	Adherence to relevant governance requirements.
Riverina Water official	Staff, board members, contractors, volunteers
Emergency	a serious, unexpected, and often dangerous situation requiring immediate action
GST	Goods and Services Tax.
Preferred supplier	A supplier appointed as a result of a market appraisal or prequalification assessment.
Procurement	The end-to-end process from identification of a requirement to the disposal of the acquisition at the end of its useful life (in the case of goods) or the completion of obligations (in the case of services).
Standing Offer	A standing offer is an offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required.
Tender	As defined in the Local Government Act. May take the form of open or selective tenders.
Written quote	A written submission from a supplier that specifies the cost of supplying goods or services which may include a record of a published price from a supplier's website or catalogue.

Principles

1. General Provisions

All goods and services are to be purchased using the appropriate order form except in the following circumstances:

- Insurances



- Fees imposed under an Act of Parliament
- Petty cash purchases
- Corporate credit card purchases
- Fuel card purchases

If it is impractical to issue the appropriate order form due to an urgent situation prior to the event, a confirmation order should be issued as soon as practical after the event.

2. Specific Provisions

The following specific provisions apply under this policy.

2.1 Petty Cash

May be used for one-off or urgent purchases of goods with a value of less than \$100 where such goods are not available through inventory. Staff should use their knowledge of the market to ensure they secure value for money.

2.2 Corporate Credit Cards

May be used in accordance with Riverina Water's Corporate Credit Card Policy.

3. Levels of Ordering

3.1 State Government Contract

Orders or contracts may be authorised by Riverina Water officers who have delegated financial authority approved by the CEO, where the suppliers, consultants or professional services are provided under a State Government contract.

3.2 All other Purchasing Arrangements

Taking into consideration Section 4 – Cumulative Spend, in all other situations the following limitations apply:

Purchases under \$2,000 (GST inclusive)

Are to be authorised by those Riverina Water officers who have delegated financial authority by the CEO.

Staff may proceed with **at least one verbal quotation**, subject to:



- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase
- prices/rates being considered reasonable.
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.

**Purchases from \$2,001 to \$10,000
(GST inclusive)**

Are to be authorised by those Riverina Water officers who have delegated financial authority by the CEO. Staff may proceed with **at least one written quotation**, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase
- prices/rates being considered reasonable.
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and
- all quotations being obtained in writing.

**Purchases from \$10,001 to \$20,000
(GST inclusive)**

Are to be authorised by those Riverina Water officers who have delegated financial authority by the CEO. Staff may proceed after seeking **at least 2 written quotes**, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of



	<p>an out of the ordinary, one-off nature – the relevant manager must authorise the purchase</p> <ul style="list-style-type: none"> • prices/rates being considered reasonable. • prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and • all quotations being obtained in writing.
<p>Purchases from \$20,001 to \$249,999 (GST inclusive)</p>	<p>Are to be authorised by those Riverina Water officers who have delegated financial authority by the CEO. Staff may proceed after seeking at least 3 written quotes, subject to:</p> <ul style="list-style-type: none"> • the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase; • prices/rates being considered reasonable. • prices/rates being consistent with comparable, usual, or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and • all quotations being obtained in writing.
<p>Purchases \$250,000 and over (GST inclusive)</p>	<p>Prescribed agency purchase or Tender in accordance with the Local Government Act 1993 (Section 55) and the Local Government (Tendering) Regulation 1993.</p>

The financial delegations of Riverina Water staff are specified in the Procurement Procedure.

4. Cumulative Spend

The likely total cumulative value of a procurement activity, or a category of activity for which there are several suppliers providing similar goods, services or works, must be



considered during the planning phase of a procurement. Cumulative spend will be calculated over the financial year, or two (2) or more financial years where supply arrangements are ongoing.

Riverina Water should, wherever possible, leverage this cumulative spend, rather than treating each discrete arrangement as a separate procurement, to achieve greater value for money. Riverina Water must proactively identify opportunities for aggregation.

5. Exceptions to the Requirement to Seek Tenders or Quotations

5.1 Tender Exemption

Section 55(3) of the [NSW Local Government Act 1993](#) specifies the exceptions to the requirement to seek tenders.

5.2 Quotations Exemption

In exceptional circumstances where the required quotations in line with policy cannot be obtained, for example, there is not any viable alternative products, suppliers, or service providers, or it is in Riverina Water's best interests to continue using such a supplier or contractor for ongoing or related services, a Quotation Exemption Form must be completed and submitted to the CEO for approval.

6. Tenders from Selected Persons

Purchasing arrangements may be established to comply with Section 55(4) of the NSW Local Government Act 1993.

7. Standing Offer Arrangement or a Preferred Supplier Arrangement

Riverina Water may establish and use a standing offer arrangement or a preferred supplier arrangement if:

- the supply of goods or services is needed in large volumes or frequently.
- it can obtain better value for money by aggregating demand for the goods or services needed; and
- the requirement for the goods or services can be stated in terms that would be well understood in the industry concerned.

8. Establishing and Using Register of Pre-Qualified Suppliers

Riverina Water may establish and use a register of pre-qualified suppliers if:

- it would be costly to prepare and evaluate invitations each time the goods or services are needed; or
- the capability or financial capacity of the supplier is critical; or



- there are significant security considerations; or
- compliance with defined standards is a pre-condition of offer to contract; or
- the ability of local business to supply the goods or services needed by Riverina Water needs to be established or encouraged.

9. Purchasing Arrangements Durations

It is recommended that Riverina Water only enter purchasing arrangements for a period of two years or less to ensure regular review and value for money.

Riverina Water may enter a purchasing arrangement for longer than two years only if it is satisfied that better value will be achieved by entering a longer arrangement.

Business Ethics

Riverina Water expects all its officials and Riverina Water suppliers to abide by its Statement of Business Ethics.

Policy Implementation

This policy will be implemented immediately upon adoption. A copy will be available on Riverina Water's website and provided to all staff.

There are no specific reporting requirements for this policy.

Non-Compliance

Regular monitoring of compliance with this policy, relevant legislation and Riverina Water policies and procedures will be undertaken and documented by the responsible officer for this policy.

Breaches of this policy are breaches of Riverina Water's Code of Conduct and notification will be made to the CEO.

Policy number

4.20

Responsible area

Finance & Sourcing



Approved by

Approval date

Legislation or related strategy	Work Health & Safety Act 2011
	Work Health & Safety Regulation 2011
	Local Government Act, 1993
	Local Government (General) Regulation 2021
	OLG Tendering Guidelines to NSW Local Government

Documents associated with this policy	Statement of Business Ethics
	Code of Conduct
	Schedule of Delegations
	Corporate Credit Card Policy
	Asset Disposal Policy
	Quotation Exemption Form

Policy history	Original: 24/08/2011 11/94
	Revision 0: 23/04/2014 14/68
	Revision 1: 22/6/2016 16/86
	Revision 2: 21/08/2019 19/111

Review schedule	Every Council Term
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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

R11 Asset and Infrastructure Naming Policy

Organisational Area Corporate Services

Author Josh Lang, Customer and Communications Team Leader

Summary The reviewed Asset and Infrastructure Naming Policy was presented to the Board at its 14 December meeting. This policy was then placed on public exhibition. Following this exhibition period, the policy is presented to the Board for adoption.

RECOMMENDATION that Council adopts the Asset and Infrastructure Naming Policy.

Report

The Asset and Infrastructure Naming Policy has now been reviewed, with no changes made except for minor wording updates.

This policy formalises the principles and processes by which Riverina Water names identified infrastructure or assets in recognition of a person, place, event or similar.

Following the meeting the Policy was placed on public exhibition from 15 December to 31 January 2023 for any public submissions. No submissions have been received, so the policy is now presented to the Board for adoption.

› **R11.1 Asset and Infrastructure Naming Policy**  

Financial Implications

Nil

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Asset & Infrastructure Naming policy

Purpose

To formalise the principles and processes by which Riverina Water names identified infrastructure or assets in recognition of a person, place, event or similar.

Policy Statement

Riverina Water recognises names are an important navigation and reference tool for the community, as well as being part of a community's identity.

Generally, Riverina Water's assets and infrastructure are not given a specific name outside of their function and/or location. From time to time, Riverina Water shall identify assets or infrastructure that have the opportunity to be given a unique or special name.

This policy will provide the standards and conditions for naming these identified assets and infrastructure within the supply area.

Scope

The Executive will identify assets or infrastructure not generally accessible by the public to be considered for naming.

Members of the public may submit a request for an asset or infrastructure to be named, which will be considered by the Board or Executive depending on the criteria above.

In selecting appropriate names, Riverina Water will endeavour to honour and observe local history of the relevant geographic area or infrastructure/asset, including consideration for names recognising the Wiradjuri People.

Naming is generally reserved for new assets and infrastructure only. Exceptions to this will be determined by the Board.

Data and document control

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Naming criteria

In general terms, naming should be unique and use spelling and style of contemporary Australian English or Wiradjuri language. Names should be easily identifiable to enable clear communication in times of emergency.

A name shall wherever possible be:

- relevant to local history, flora, fauna, culture, landscape and physical characteristics or relevant to the organisation's history and purpose
- short and simple
- easy to pronounce, spell and write, with exception to those in the Wiradjuri language
- in accordance with community standards and expectations
- complementary with existing names and adjoining assets
- not easily confused with or duplicating names within the region
- considerate of any potential risk to reputation

In addition, if personal names are used:

- the person commemorated should have contributed significantly to Riverina Water and/or to the wider community
- the person commemorated should preferably be recognised in memoriam
- the naming should be supported by the community

Process for naming assets and infrastructure

Names for identified assets or infrastructure not generally accessible by the public will be determined by the Executive.

Names for identified publicly accessible assets and infrastructure will be determined by the Board following public exhibition of the proposed name for a minimum of 28 days.

Submissions from members of the community will be considered by the Board and further community engagement will be undertaken as required.

Data and document control

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Policy Implementation

Riverina Water will keep a record of possible names suggested by the community that meet the criteria, to be considered for future naming opportunities.

Riverina Water will identify opportunities for naming new assets and infrastructure.

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 CEO.

Policy number	1.27
Responsible area	CEO
Approved by	Riverina Water Board – Res 20/079
Approval date	26 August 2020
Legislation or related strategy	
Documents associated with this policy	
Policy history	First adopted 26 August 2020 Reviewed November 2022 Next review October 2024

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

Data and document control	
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	Next scheduled review 2024-25



END OF POLICY STATEMENT

Data and document control

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Author: J Lang

EDRMS #

Version 1.0

Last revised date November 2022

Next scheduled review 2024-25

R12 Request for sponsorship: Wagga Wagga Takes 2

Organisational Area Corporate Services

Author Josh Lang, Customer and Communications Team Leader and Andrew Crakanthorp, Chief Executive Officer

Summary The Wagga Wagga Takes 2 charity event has approached Riverina Water for sponsorship, with the amount requested requiring the Board to determine in accordance with the Donations Policy.

RECOMMENDATION that Council sponsor the 2023 Wagga Wagga Takes 2 event by way of sponsoring the “Golden Buzzer” award in the amount of \$9,000.

Report

Riverina Water has received a request for sponsorship from the 2023 Wagga Wagga Takes 2 charity event for \$10,000. In accordance with Riverina Water's Donation Policy, the event is eligible for support.

The request was considered by the Board at its meeting in December 2022 and the Board resolved to defer consideration of the report to the February 2023 meeting. This report has been updated and the recommendation amended to assist the Board consider the request.

Eligible sponsorship requests greater than \$5000 are to be assessed by the Board as required by the Donations Policy. Riverina Water provided a \$2000 donation approved by the Chairperson and CEO under the Donations Policy for the 2022 event, with those funds being distributed equally to the nominated charities of the ten participants.

Wagga Wagga Takes 2 sees ten local identities compete on stage with local performers to raise money for their nominated charity. Fundraising events are also held in the lead up to the event.

The 2023 performances will take place on April 13 to 15. The organisers have indicated that the requested sponsorship would be distributed equally to the benefit the ten charities nominated by the 2023 local celebrities. The charities range from Wagga-based, to those having an impact across the region and further afield:

- Ronald McDonald House Wagga Wagga
- Rural Outreach Counselling
- Wagga Wagga Riding for the Disabled
- Amie St Clair Melanoma Trust
- Willans Hill School

- The Leisure Company
- BRASHA-T (Ataxia-telangiectasia research)
- Wagga Wagga Base Hospital Children's Ward
- Country Hope
- Sarah Lloyd Scholarship Fund (female apprentice scholarships)

Since 2007, the initiative has raised more than \$3M, including \$212,658 in 2022.

In addition to supporting the charities and fundraising, Riverina Water is offered the following sponsorship benefits:

- Guaranteed 10 x tickets (1 table) for Saturday night show.
- Logo and link to website on our website and shared widely throughout social media platform.
- Brand exposure and acknowledgment over the three, three-hour performances, which are historically sold out.

As discussed at the December meeting of the Board, it is quite difficult to quantify the tangible benefits to Riverina Water, apart from the fact that the profile of Riverina Water is slightly increased and those attending the event possibly develop a stronger positive image of Riverina Water. In addition, of course \$9,000 finds its way into 3 local charities who use the funds to assist local residents and events.

In accordance with the sponsorship policy, Riverina Water would decline the ten tickets to the Saturday evening event.

This report recommends that Riverina Water increase its sponsorship in 2023 to a total of \$9,000 by way of sponsoring the "Golden Buzzer". The "Golden Buzzer" sponsorship allow the 3 judges to award \$3,000 to 3 different acts each night that feel are most deserving. The funds go directly to their overall fundraising. Sponsoring the "Golden Buzzer" allows naming rights for 2023. The "Golden Buzzer" will be explained at the opening of each night.

As an alternative, the Board could consider only one or two nights for the "Golden Buzzer" at the associated lower amounts of \$3,000 or \$6,000. The event organisers would then need to decide which night to award the Buzzer and communicate that to the contestants accordingly.

Sponsoring the "Golden Buzzer" would certainly increase the profile of Riverina Water at this event and also significantly assist the three charities that receive the nightly award.

More information on the event, charities and performers can be found at <https://www.waggawaggatakes2.com/>

Financial Implications

This financial year to date, Riverina Water has expended or committed approximately \$53,200 of the \$90,000 budget.

This budget has typically been underspent in recent years due to COVID-19 limiting the number of events. Allocation of donations is a "first-come, first-served" with no further funding available when fully expended.

Risk Considerations

Community Partnerships	
Accept	When considering options for community partnerships or external party relationships, Council may choose to accept risks to maximise potential benefits to Council and the community.

R13 2022-23 Operational Plan progress report toward Delivery Program 2022-2026

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary In accordance with the Integrated Planning & Reporting (IP&R) Guidelines, the Chief Executive Officer is to report to the Board every 6 months on the progress of activities contained within the Delivery Program. This report is based on the Operational Plan which is Year 1 of the 2022-2026 Delivery Program

RECOMMENDATION that Council note the progress report from 1 July 2022 to 31 December 2022 for the Operational Plan, which constitutes Year 1 of the 2022-2026 Delivery Program.

Report

The Delivery Program is a fixed-term 4-year plan that aligns with the term of the Board and is designed to deliver on Riverina Water's 10-year Business Activity Strategic Plan (BASP). The BASP is developed around three (3) strategic objectives:

Our People – we have a high-performance culture achieved through accountability, diversity, respect, and investment in our people.

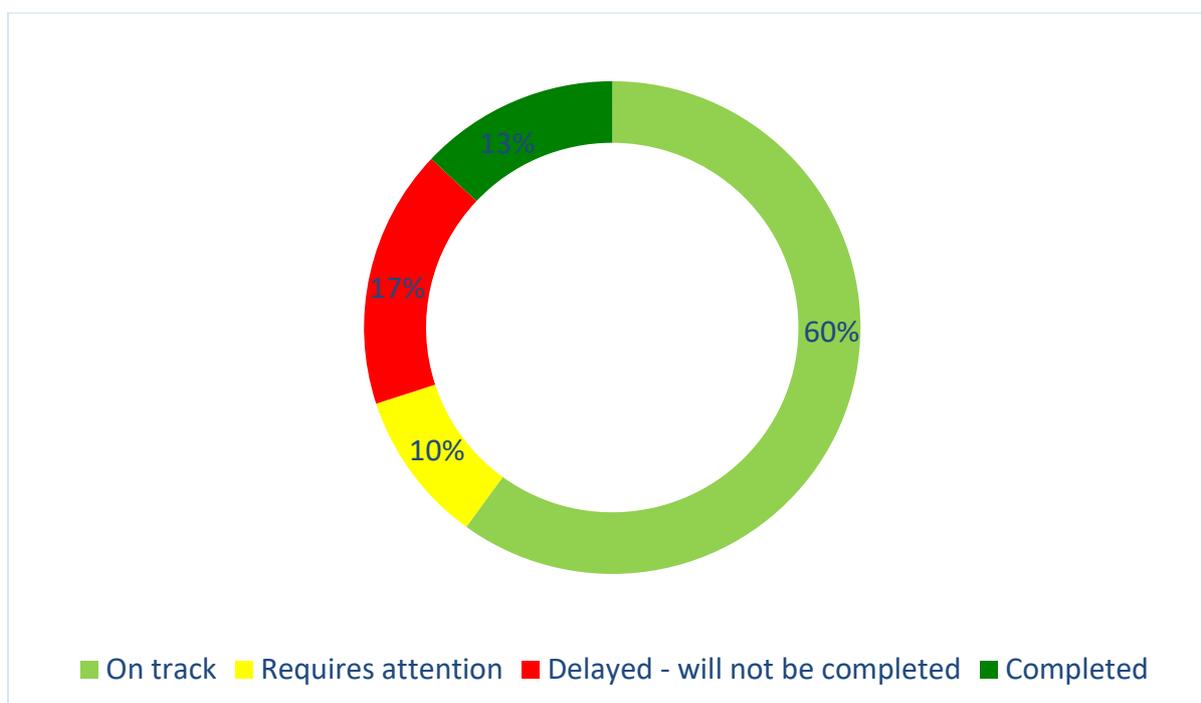
Our Business – we strive to be an industry leader by continuously improving our operations and the management of our assets.

Our Community – we enable our community and customers to thrive by providing exceptional service and demonstrating social responsibility

The 2022-2026 Delivery Program was adopted in June 2022 showing actions over the life of the plan that will contribute to achievement of the BASP strategic objectives. The Delivery Program identifies the year of delivery and each year these are actioned through the one-year Operational Plan.

Attached is a six-monthly report for the 2022-23 Operational Plan, demonstrating how Riverina Water is progressing on achievement of Year 1 of the Delivery Program.

A snapshot of progress is provided below:



Challenges

Unfortunately, as can be seen from the report, there are actions that will not be completed as initially allocated in the 2022-23 financial year. A number of these actions are reliant on the implementation of the new corporate system FLOW, which is currently behind schedule.

A report on the FLOW project, including an updated project timeline will be provided to the April 2023 meeting of the Board. As a result of the timeline extension, the majority of the FLOW dependent actions in the 2022-23 Operational Plan will now be moved into the 2023-24 Operational Plan.

The recruitment and resourcing challenges in relation to key staff in the first 6 months of 2023 has also led to the delayed delivery of some actions. Any uncompleted actions for 2023 will be reprioritised and rescheduled into future operational plans.

Achievements

Whilst delay in the implementation of FLOW has been unavoidable, considerable work has been occurring this year on the gathering of data, data cleansing and analysis, process mapping and review in readiness for loading into the new system.

There has been significant work in relation to Council's asset management, with extensive work being done on the build of the new asset system, its registers, and processes. This has been an intensive exercise but will see much better and informed decision making for asset management into the future.

The development of the Information Communication & Technology (ICT) team is seeing significant advancements in the governance, security, and systems areas. In addition, considerable work has also been undertaken in the development of data analytics in

preparation for Riverina Water's Workforce Plan in the short term, with the view to further develop metric capabilities in the future.

Asset renewals, asset construction is well underway. The first stage of the development of the water infrastructure for the Bomen intermodal hub has been completed and mains renewals continues, albeit with some delays due to wet weather.

Board Members will note that this is the first such report to be presented with this level of information. The report uses software referred to as "Pulse". Board Member feedback on the format of the information presented would be appreciated.

› **R13.1 2022-23 Operational Plan Progress Report to 31 Dec 2022** [↓](#) 

Financial Implications

Not Applicable.

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.



Operational Plan Progress Report

2022/2023

Q2

1: Our People

We have a high-performance culture, achieved through accountability, diversity, respect, and investment in our people

1.1: Attract, retain and develop our people

1.1.1: Develop and implement workforce strategies to ensure capacity, capability and readiness for future organisational requirements

Action Code	Action	Performance Measure	Progress	Comments
1.1.1.1	Create and adopt a new workforce plan	New Workforce Plan created and endorsed		On track for the draft workforce plan to be presented to the April meeting.
1.1.1.2	Complete a full skills systems review	Skills system review completed		Full skills system review has been undertaken and forward action plan completed. Prioritisation and resourcing of these actions is currently underway, relevant actions will be included in future operational plans.
1.1.1.3	Equip staff with annual training plan supported by budget	Mandatory training identified and undertaken - other training scheduled		Staff training has occurred in line with annual training plan and skills requirements.
1.1.1.4	Develop and implement a professional development program	Professional development program is operational		The Staff Annual Review Program (SARP) has recently been developed and is in the stages of consultation with staff and then implementation. This will include an improved process for the consideration of professional development. On track for staff to commence prior to the end of financial year.



1.1.4: Proactively engage in initiatives that make Riverina Water an employer of choice

Action Code	Action	Performance Measure	Progress	Comments
1.1.4.1	Create and support flexibility in work arrangements and practices	Flexible work policy and employee guidance are implemented	✓	Working from home policy endorsed and implemented. IT renewals currently focused on supporting work from anywhere arrangements where necessary.

1.2: Foster diversity, inclusion, respect and gender equality at all levels of our organisation

1.2.1: Establish programs and systems that enhance and support our commitment to diversity, equity and inclusion

Action Code	Action	Performance Measure	Progress	Comments
1.2.1.1	Develop a Disability Inclusion Action Plan	Disability Inclusion Action Plan is endorsed by the Board	●	Due to conflicting priorities the Disability Inclusion Action Plan (DIAP) was not completed in 2023. DIAP will be reallocated to Customer & Community and developed during 2024 financial year.
1.2.1.2	Review the Equal Employment Opportunity policy and develop supporting operational plan	EEO policy and plan endorsed by the Board Implementation plan with clear deliverables endorsed by Senior executive	✓	Equal Employment Opportunity Policy was adopted at the 2022 board meeting. The development of the supporting plan will be programmed into the 2024 Operational Plan, followed by any relevant implementation actions in the following years.



1.2.2: Embed our organisational values into people practices and culture to support a quality employee experience

Action Code	Action	Performance Measure	Progress	Comments
1.2.2.1	Engage staff to review and refresh Riverina Water's values and embed them within the organisation	New values are endorsed by the Board		Engagement of consultant to assist in the redevelopment currently underway - on track to be completed by Q4.

1.3: Create an engaging, positive, collaborative and innovative workplace culture

1.3.1: Collaborate with our staff and ensure strong employee engagement and communication across the organisation

Action Code	Action	Performance Measure	Progress	Comments
1.3.1.1	Develop an internal communications strategy	Internal Communications Strategy is endorsed by Senior Executive and implementation commenced		Strategy adopted and being implemented.
1.3.1.2	Continue to drive internal communications between staff on relevant platforms	Staff participation and engagement on Yammer		Improvement in internal communication and growth of Yammer ongoing
1.3.1.4	Continue collaboration and consultation through the Staff Consultative Committee	Consultative Committee meetings are held as scheduled		Regular meetings of the Staff Consultative Committee are taking place. Staff are provided with fortnightly updates following meetings of Manex and six "post Board meetings" are held each year to update staff on the outcomes of the Board meetings.



1.3.3: Create a value-based reward system that rewards outstanding performance and fosters adequate feedback

Action Code	Action	Performance Measure	Progress	Comments
1.3.3.1	Implement a reward and recognition program	Reward and Recognition program is endorsed by the Senior Executive		Due to conflicting priorities, this will not be actioned in the 2023 financial year and will be included in the 2024 financial year.

1.4: Build upon our strong history of safety and wellbeing

1.4.2: Maintain a strong safety culture across the organisation

Action Code	Action	Performance Measure	Progress	Comments
1.4.2.1	Promote regular and appropriate WHS education and training to staff	WHS education is provided to staff annually		Training in handling of hazardous substances is currently being organised. Further training in locating underground services is currently being arranged.
1.4.2.2	Review and update WHS policies, procedures, guidelines and frameworks regularly	Policies and procedures are reviewed in line with schedule		Riverina Water's Maintenance of Water Services WHS Procedure currently under review. Riverina Water shall adopt the LGNSW Model Asbestos Policy for NSW Councils and StateCover's and Asbestos Management procedure.



Action Code	Action	Performance Measure	Progress	Comments
1.4.2.3	Continue to provide systems and frameworks for managing workplace safety and recovery at work for injured workers	Systems and frameworks are reviewed annually		<p>*Continue to assist in delivering staff training on using the VAULT incident reporting database.</p> <p>*Continue to carry out improvement on the WHS management system, with focus on the three priority areas (managing asbestos, working near underground services, hazardous substances).</p> <p>*Continue to provide support to staff recovering at work and continue to seek better ways to improve staff support</p>
1.4.2.4	Improve musculoskeletal ergonomic and workplace modification as required	Reduction in musculoskeletal claims		Office workstations to be ergonomically assessed and adjusted as necessary



1.5: Invest in and evolve our HR systems, processes and frameworks

1.5.1: Implement and evolve fit for purpose systems, processes and frameworks

Action Code	Action	Performance Measure	Progress	Comments
1.5.1.1	Review current human resource policies and procedures and create a forward plan for the development of new documents to ensure a fit for purpose framework	A review of HR policies and procedures is completed in line with adopted schedule		Any policies due for renewal have been reviewed appropriately, and will continue to be for the 6 months ending 30 June 2023. The development of a forward plan that ensures a suite of relevant best practice policies and other governing documents will be actioned in the 2024 financial year. This action has been pushed forward due to prioritisation of an internal HR audit to help identify the current gaps and guide a recommended way forward.
1.5.1.2	Review the organisation structure as required by the Local Government Act	Report is presented to the Board by Feb 2023		A report confirming the existing organisation structure was presented to the Board in August and adopted.



2: Our Business

We strive to be an industry leader by continuously improving our operations and the management of our assets

2.1: Optimise our network and infrastructure

2.1.1: Supply water to all viable urban areas, villages and rural land within the County district

Action Code	Action	Performance Measure	Progress	Comments
2.1.1.1	Investigate and respond to requests to connect to water supply	Potential new connections are provided with the information to make an informed decision		Ongoing and responding to inquiries as required
2.1.1.2	Identify viable areas to supply in conjunction with forward capital works	Viable service areas identified		Completed demand analysis for each water supply system in readiness to compare with current strategic works programme. Any significant differences will be adjusted in the revised strategic works programme.
2.1.1.3	Continue discussions with constituent councils on future service delivery options	Viable service delivery opportunities identified		No further discussions occurred during the reporting period (as of 31st December 2022) since consultation with constituent councils during development of IWCM Plan (adopted June 2021)...most likely attributed to wetter weather conditions.



2.1.2: Ensure our water supply system is capable of meeting current and future levels of service

Action Code	Action	Performance Measure	Progress	Comments
2.1.2.1	Identify potential system capacity deficiencies and incorporate in Capital Works Program (CWP)	Network analysis undertaken and deficiencies incorporated into CWP		CapEx project priorities address capacity deficiencies are being incorporated into draft 2023/24 CapEx works programme (using 30-Year CapEx programme from IWCM Strategy as a baseline and water supply demand analysis).
2.1.2.2	Understand industrial and residential demand growth in various areas with particular regard to the Bomen Special Activation Precinct	Strategic infrastructure plan developed for demand growth		Responding to inquiries and keeping up to date with Bomen SAP development with relevant stakeholders (WWCC, RDG and Huon)
2.1.2.3	Implement 30-year Peak Day "game plan" to optimise the production and transfer of supplies between the integrated water supply systems: Wagga Wagga, North Wagga and Western Trunk systems	30-year Peak Day game plan is successfully implemented		Game Plan already completed as part of IWCM Strategy, and system improvements/upgrading activities are incorporated into 30-Year CapEx works programme
2.1.2.4	Deliver annual adopted Capital Expenditure program	85% delivered by 30 June		Capital Expenditure program has been affected by significant wet weather events, supply chain limitations, and changeover staff in key areas (engineering and electrical departments)

2.1.3: Monitor water quality to ensure supply is in accordance with 2011 Australian Drinking Water Guidelines

Action Code	Action	Performance Measure	Progress	Comments
2.1.3.1	Undertake water quality testing per regulations and Drinking Water Management System	Riverina Water meets governance in DWMS and Health requirements		Undertaking and meeting governance sampling and testing as required by NSW Health



Action Code	Action	Performance Measure	Progress	Comments
2.1.3.2	Investigate and implement options to treat blue green algae	Completion of investigation/s implemented in consultation with regulators if required		Replacement of Urana WTP will include consultation with NSW DPE as part of approval process, and will include demonstration of managing water supply and quality risks (eg blue green algae toxins).

2.1.4: Monitor and manage the risks posed by PFAS in the Lachlan aquifer in collaboration with DPIE Water

Action Code	Action	Performance Measure	Progress	Comments
2.1.4.1	Monitor the risks posed by PFAS in the Lachlan Acquirer in collaboration with DPIE Water	Receiving and undertaking water quality sample reports on PFAS annually		Ongoing RAAF sampling is continuing with no detection at our sourcworks. RAAF considering installing additional sentinel monitoring bores near Koorngal Road/Marshall Creek location

2.1.5: Build, operate, monitor and maintain assets at least lifecycle cost while meeting agreed levels of service

Action Code	Action	Performance Measure	Progress	Comments
2.1.5.1	Manage assets within control appropriately	Operational costs are minimised without adversely affecting performance through the use of an asset renewal and augmentation timetable		Riverina Water's network and associated infrastructure are operating efficiently and to optimum performance. An asset module is being developed in FLOW that will further enhance Riverina Water's ability to maintain its good performance in this area.



2.1.6: Undertake a number of demand management strategies to mitigate overall consumption and peak demand pressures on the system

Action Code	Action	Performance Measure	Progress	Comments
2.1.6.1	Apply water restrictions and management strategies when necessary	PDD remains under peak capacity		Peak Day Demands (PDD) to date (ie. 43.5ML as of 31st December) has been mild due to wetter and cooler weather conditions. This PDD is based on Wagga Wagga and Greater Wagga Wagga urban areas (including Wagga, North Wagga, Bomen, Estella)
2.1.6.2	Revise existing Demand Management Plan	Revised Demand Management Plan is endorsed by the Board		Need to develop "Demand Management Plan" under IWCM Strategy is now superseded by the "Drought Contingency and Emergency Response (DC&ER) Plan, which incorporates both "Demand Management Plan" and "Drought Management Plan" (refer 2.7.3.1)

2.2: Enhance and integrate our asset management system

2.2.1: Implement central asset management system in ERP solution (FLOW)

Action Code	Action	Performance Measure	Progress	Comments
2.2.1.1	Implement asset management module in FLOW	Asset management module successfully implemented		As per delay in Flow project, completion due in FY24.



2.2.2: Develop condition ratings for all asset classes in the central asset management system

Action Code	Action	Performance Measure	Progress	Comments
2.2.2.1	Migrate existing condition ratings for pipe assets	Conditions ratings are fully migrated		As per delay in Flow project, completion due in FY24.
2.2.2.2	Migrate existing condition ratings for above ground assets	Conditions ratings are fully migrated		As per delay in Flow project, completion due in FY24.

2.2.3: Integrate central asset management system with financial information

Action Code	Action	Performance Measure	Progress	Comments
2.2.3.1	Integrate assets management system with financial information	Integration is completed		As per delay in Flow project, completion due in FY24.

2.2.4: Implement Esri GIS system

Action Code	Action	Performance Measure	Progress	Comments
2.2.4.1	Implement and integrate new GIS system	System operations are established		Initial ESRI installation and draft data load complete. More data loads and configuration to be completed. Infor integration (design, setup and testing) planned for end of FY23 and start of FY24. Full implementation and integration due within FY24.



2.2.6: Develop and input asset maintenance schedules for major assets

Action Code	Action	Performance Measure	Progress	Comments
2.2.6.1	Develop and input assets maintenance schedules for major assets	All major assets that require maintenance have schedules developed		As per delay in Flow project, completion due in FY24.

2.3: Develop business value through digitisation with a focus on accessible and accurate information, integrated and secure services that promote agile operations

2.3.1: Ensure secure and accurate data that is actionable and enables intelligent decision making

Action Code	Action	Performance Measure	Progress	Comments
2.3.1.1	Develop a data strategy	Data strategy is endorsed by Senior Executive		Additional foundational work, including ICT governance, was required prior to the creation of Riverina Water's first data strategy. This action will shift to the 2024 operational plan.

2.3.2: Ensure seamless and intelligent systems and processes that enable us to do our job well

Action Code	Action	Performance Measure	Progress	Comments
2.3.2.1	Implement Enterprise Resource Planning (ERP) Program	ERP is implemented in line with project plan		Detailed paper regarding the project and future milestones will be presented to the April board meeting. Community, Development and Regulatory portal went live in January 2022, and Customer & Billing system is on track to be live prior to end of financial year.



Action Code	Action	Performance Measure	Progress	Comments
2.3.2.2	Document end to end enterprise solution architecture	Architecture is documented		Consultant engaged, currently on track to be completed by 30 June 2023.

2.3.4: Riverina Water structures provide clear direction, transparency and accountability

Action Code	Action	Performance Measure	Progress	Comments
2.3.4.1	Develop and establish an ICT governance framework appropriate for Riverina Water usage including security, vendor management and risk management	ICT governance framework is documented and approved		ICT Governance definition added to Riverina Water Governance framework. ICT Program of Works development and alignment with DPOP underway. Digital Strategy re-launch and adoption planned for Q4.
2.3.4.2	Develop and rollout an ICT service catalogue	ICT services catalogue is developed		Service Management platform established with basic incident and change management and foundation service catalogue being implemented. ITIL training to be completed Q3. Enterprise solution architecture will inform business services to be migrated into the Service Catalogue. This work will be ongoing and carried into the 2024 Operational Plan.



2.4: Adopt emerging technology that increases our efficiency

2.4.1: Implement our Net Zero policy

Action Code	Action	Performance Measure	Progress	Comments
2.4.1.1	Commence implementing the Net Zero Roadmap	Implementation of Net Zero roadmap as per schedule		The carbon calculator has been updated with all required emission factors to assist in assessments - training on the use of the calculator to follow.

2.5: Improve strategic planning and accountability

2.5.2: Deliver, monitor and review plans and frameworks in line with regulatory and governance requirements

Action Code	Action	Performance Measure	Progress	Comments
2.5.2.1	Report to ARIC in line with forward meeting schedule, internal audit program and compliance requirements	All legislative requirements are met		Meetings held as schedule and agenda reflects forward meeting schedule.
		All ARIC audits are completed as scheduled		
2.5.2.2	Implement new risk management and audit guidelines and practices	New guidelines and practices are implemented		Guidelines updated Dec 2022. Riverina Water moving toward compliance with these by June 2024. This action will continue into the 2024 operational plan.



2.6: Take actions that deliver responsible financial management and ensure long term sustainability

2.6.1: Implement and review sound financial processes and practices

Action Code	Action	Performance Measure	Progress	Comments
2.6.1.1	Undertake review of Council's current policy to ensure that investments are managed to yield maximum return	Updated investment policy is adopted		Policy review & public exhibition completed. Adoption February 2023.
2.6.1.3	Undertake 12 monthly management report meetings per year	12 meetings are undertaken		Relevant budget meetings undertaken for first 6 months of financial year.

2.6.2: Ensure sufficient funds are available for long term organisational requirements

Action Code	Action	Performance Measure	Progress	Comments
2.6.2.1	Annually review Council's financial planning and forecasting	Updated financial planning is provided to the Board annually		Preparation for financial plan review has commenced, budget workshop to occur February 2023.



2.7: Improve our operations to future proof our business

2.7.1: Investigate sustainable and ethical procurement practices

Action Code	Action	Performance Measure	Progress	Comments
2.7.1.1	Review current sustainable and economic procurement practices at Riverina Water and opportunities for improvement	Review completed with future actions proposed		Overall procurement practices are currently under review and being redeveloped in line with best practice and FLOW. Updated procurement policy is scheduled to be presented to February meeting. Future procurement practices will be updated to ensure sustainable and economic procurement practices.

2.7.2: Adopt viable circular economy practices in the planning and delivery of assets products and services

Action Code	Action	Performance Measure	Progress	Comments
2.7.2.1	Assess our current economy and seek opportunities to seek circularity	Current state and gap analysis are completed		Other organisational priorities and staff vacancies are impacting on our ability to commit time and people to this objective. The commencement of the Manager Finance and Sourcing in January 2023 will bring Riverina Water a step closer to finalizing its organisation structure so that improved procurement processes are introduced in the coming 12 months.



2.7.3: Update our water cycle and environmental management plans

Action Code	Action	Performance Measure	Progress	Comments
2.7.3.1	Develop Drought Management and Contingency Plan	Plan approved by DPIE Water		Data and demand analysis completed. Water Restriction analysis completed. Water supply system schematics completed. Compiling asset capacity summaries to assist contingency management. Seeking consultant to assist in report compilation and finalisation.
2.7.3.2	Revise existing Environmental Management Plan	Environmental Management Plan is endorsed by the Board		This action to be rolled over into 2023/24 into a broader plan capturing principles of "Circular Economy", "Environmental sustainability" and (subset) "Net Zero Emission".
		Implementation of Plan commenced		

2.7.4: Protect and restore field work sites to eliminate and prevent degradation

Action Code	Action	Performance Measure	Progress	Comments
2.7.4.1	Undertake appropriate training for staff in protection and restoration of work sites	No negative feedback received from customers or staff of constituent councils		Requirements and scope for staff training (both refresher and new) to be assessed and included as part skills review for relevant (works and trades) staff, in readiness for 2023/24.



2.8: Collaborate and share knowledge with other organisations

2.8.1: Identify other organisations as benchmarks for operational excellence

Action Code	Action	Performance Measure	Progress	Comments
2.8.1.1	Share information with the GM working group for Rous County, Central Tablelands County and Goldenfields County councils	Initiatives from other county council are taken up as appropriate		The November meeting was successful and good collaboration resulted in alignment by all four Councils in relation to the content of submissions made to NSW DPE on a Consultation Paper regarding the payment of dividends to constituent Councils. The next meeting is being held in early March 2023

2.8.2: Create opportunities for Riverina Water to collaborate with other industry experts

Action Code	Action	Performance Measure	Progress	Comments
2.8.2.1	Attend industry forums and conferences and deliver papers on recent successes	Member/s of staff attend at least two conferences per year as guest speaker		The CEO attended a recent conference run by Local Government Professionals and participated in a Panel debate session titled "the future of work is remote". The CEO has been asked to make contact with the CEO of Essential Water based in Broken Hill to commence collaborative discussions



3: Our Community

We enable our community and customers to thrive by providing exception service and demonstrating social responsibility

3.1: Actively support and participate in our community

3.1.1: Provide and support education opportunities for youth, tertiary and the wider community

Action Code	Action	Performance Measure	Progress	Comments
3.1.1.1	Support opportunities for youth education initiatives	At least one education initiative is undertaken for the year		Funding provided for annual Science and Engineering Challenge and Build a Bridge initiatives

3.1.2: Strengthen opportunities to collaborate with constituent councils, JOs and industry

Action Code	Action	Performance Measure	Progress	Comments
3.1.2.1	Have one on one meetings with Mayors and GMs of four constituent councils	Meetings held annually		The Chairperson and CEO have met with the Mayors and GM's of Lockhart Shire Council and Wagga Wagga City Council. all participants acknowledged the value of the meetings. Meetings are scheduled in February and March with Greater Hume and Federation Councils
3.1.2.2	Attend the meetings of Riverina JO	Council represented at each meeting of Riverina JO		The Chairperson and CEO continue to attend the two-monthly meetings of the RiverinaJO. It is disappointing to Riverina Water that the JO will go into "hiatus mode" from July 2023 and effectively only meet when four times a year - to comply with its statutory and regulatory responsibilities.



Action Code	Action	Performance Measure	Progress	Comments
3.1.2.3	Attend meetings of relevant business and community groups	Attendance at meetings as requested		There continues to not be much activity in this area. Council did however recently agree to join the Committee4Wagga for a twelve month period commencing July 2023

3.1.3: Provide access to tap water in community spaces in the Riverina Water supply area

Action Code	Action	Performance Measure	Progress	Comments
3.1.3.1	Continue program of installing Tap2Go refill station in each constituent council as requested			Tap2Go refill station requests being processed upon application.

3.1.4: Investigate and implement ways we can invest in our community to achieve desired outcomes

Action Code	Action	Performance Measure	Progress	Comments
3.1.4.1	Review the report on the outcomes of the Community Grants Program to date			Review presented to the Board at the December workshop. Revised program from 2023-24 in development as part of new community engagement strategy for implementation from 2023-24.
3.1.4.2	Review existing practices and develop new opportunities to participate in and support our community			Existing engagement strategy's outcomes currently being implemented as BAU, new opportunities being explored as part of development of new strategy's outcomes.



Action Code	Action	Performance Measure	Progress	Comments
3.1.4.3	Participate in community events within the Riverina Water supply area			Riverina Water supports many organisations through its Donations Policy and some recent recipients include Henty Mens Bowling Club, Wagga Wagga School of Arts Community Theatre

3.2: Create stronger connections with our diverse community to help deliver positive impact

3.2.1: Drive strong community engagement through an endorsed strategy

Action Code	Action	Performance Measure	Progress	Comments
3.2.1.1	Review and endorse the Community Engagement Strategy			Initial strategy development completed and Board workshop conducted, on track for adoption this financial year
3.2.1.2	Implement outcomes identified in the Community Engagement Strategy			Existing engagement strategy outcomes currently being implemented.



3.3: Continue to develop positive relationships with our First Nations community

3.3.1: Develop and implement adequate strategies, frameworks and education systems to support Council's commitment to strengthening our relationship with our First Nations community

Action Code	Action	Performance Measure	Progress	Comments
3.3.1.1	Develop a Reconciliation Action Plan			Riverina Water has obtained the RAP's from Wagga City Council and the Water Services Association of Australia as it prepares to engage with Reconciliation Australia in March 2023 to commence the compilation of the Riverina Water RAP
3.3.1.2	Provide cultural awareness training to all staff			Cultural awareness training was completed in the first quarter of 2023 financial year.
3.3.1.3	Identify opportunities to engage and support our First Nations Community			Please see earlier comments regarding the preparation of a RAP. The Riverina Water RAP requires the creation of a Working Party (inclusive of First Nations people) and it expected the Working Party will form in MARCH 2023

3.4: Provide exceptional customer service by tailoring and improving our systems, processes and service offers

3.4.1: Develop and capture data regularly in regards to our customers to help us understand them, their needs and expectations

Action Code	Action	Performance Measure	Progress	Comments
3.4.1.1	Undertake annual customer survey, review results and ensure any actions are captured in customer experience strategy			Survey being developed and will be delivered with results reported to the Board this financial year.



Action Code	Action	Performance Measure	Progress	Comments
3.4.1.2	Develop customer metrics, capture data and regularly monitor analytics to continuously improve our customer experience			Data capturing has commenced, metric development and monitoring has not yet commenced due to the delay in implementation of FLOW system. This action will be picked up in the 2023-24 operational plan.

3.4.2: Ensure we have the best systems, processes and frameworks that reflect our commitment to our customer centricity

Action Code	Action	Performance Measure	Progress	Comments
3.4.2.1	Develop Customer Service charter			Draft charter has been completed and will be presented to the Board for public exhibition followed by adoption this financial year.
3.4.2.2	Implement a customer service portal			Implementation of Customer Service portal will not be completed due to FLOW project delay. This will be included in future operational plans in line with project timeline.



3.4.3: Strive to support customers with sustainable pricing models that meet levels of service and both operational and infrastructure requirements

Action Code	Action	Performance Measure	Progress	Comments
3.4.3.1	Seek opportunities to assist financially vulnerable or at risk customer groups			Review of Financial Hardship Policy and Leak Detection Policy was completed in 2022 financial year to ensure appropriate. Application of policies was also made more accessible with online forms. Ongoing implementation of additional pensioner rebate.
3.4.3.2	Undertake annual pricing review			Pricing review has commenced, review to occur in February 2023 as part of budget workshop and will be completed as part of 2023-24 operational plan preparation.

3.5: Understand and prepare to serve our customers of the future

3.5.1: Collaborate with constituent councils to attract businesses and encourage supply area growth

Action Code	Action	Performance Measure	Progress	Comments
3.5.1.1	Meet with staff of constituent councils as requested and actively participate in planning activities			In addition to the earlier comments, staff from Wagga Wagga City Council complemented Riverina Water staff for their professionalism and support during construction of the Riverina Intermodal Freight and Logistics Hub at Bomen. In addition, all four Councils are very appreciative of the efforts of our staff as part of the Community Grants Program



3.5.2: Monitor emerging trends in customer service technology and business processes

Action Code	Action	Performance Measure	Progress	Comments
3.5.2.1	Support attendance of staff at industry conference and/or to participate in industry groups			The Board endorsed the bringing forward of funds to commence a trail of digital meters earlier this year. Staff continue to attend industry events which expose them to emerging themes and technologies.

3.6: Share our knowledge and expertise to make a positive change in our global community

3.6.1: Ongoing support and participation in altruistic and/or knowledge -sharing programs and initiatives

Action Code	Action	Performance Measure	Progress	Comments
3.6.1.1	Review and confirm our relationships with third parties in relationship to our provision of overseas aid			The Board considered a report at its December meeting and provided its ongoing support to the South Wagga Rotary Club for the Nepalese Community Building Project. Two Riverina Water staff are travelling to Nepal in March 2023 to volunteer in completing projects in Sindhuli.



3.6.2: Continue to provide professional input to the Federal Government

Action Code	Action	Performance Measure	Progress	Comments
3.6.2.1	Seek opportunities to have "a seat at the table" on both federal and state government matters			The DE sits on the Murrumbidgee Community Advisory Group on behalf of Council and RiverinaJO. The CEO attends quarterly meetings with Water NSW. The Chairperson and CEO participate in Riverina JO meetings with State and Federal Ministers on a yearly basis



R14 Lost Time Injury Statistics July 2022 - January 2023

Organisational Area Chief Executive Officer

Author Joe Mansour, WHS officer

Summary This report presents information on Lost Time Injury statistics for the July/January period of the 2022/2023 financial year.

RECOMMENDATION that Council receive and note the statistics report for Lost Time Injuries for the period July 2022 to January 2023.

Report

Date of Injury	Claim Status	Return to Work Date	Lost Time Injury (Days off work)	No of Days Lost (Premium impacting)
*16/10/2022	Open	24/10/2022	12	12
3/12/2022	Open	3/12/2022	Nil	Nil
23/11/2022	Open	23/11/2022	Nil	Nil
23/01/23	Open	23/01/23	Nil	Nil
1/01/2023	Open	8/02/2023	Nil	Nil
Total			12	12

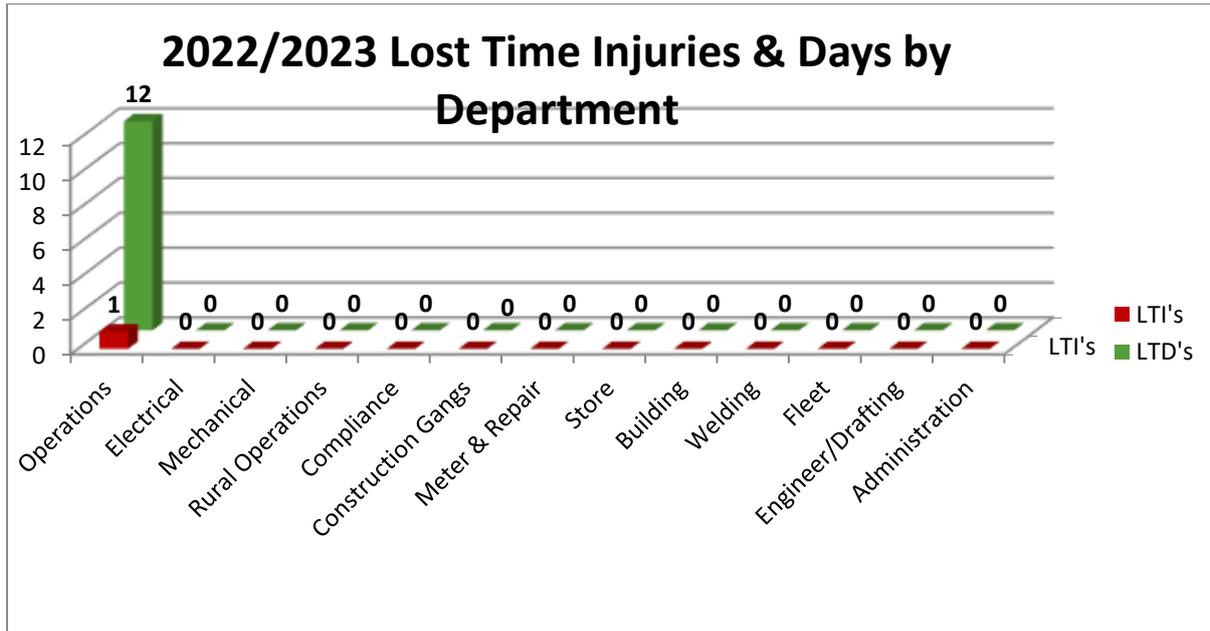
*This worker was placed on reduced work hours from 24/10/2022 until 30/01/2023 which totalled 12 days

Other WHS Statistics for the financial year:

Lost Time Days (LTD's) - **12 days**

No of Current/Open Workers Compensation Claims – **Seven claims. Three legacy claims (not premium impacting) and five open claims (one claim only with lost work time)**

Total No of Workers Compensation Claims lodged this financial year – **Five claims.**



Financial Implications

Council works in partnership with its insurer StateCover Mutual to minimise costs associated with each claim so as to minimise the annual premium paid for the workers compensation insurance.

Risk Considerations

Work Health and Safety	
Avoid	Council will avoid taking any risks that could result in accident, injury or illness to our staff, councillors, contractors, visitors or members of the public.

R15 Local Government New South Wales - 2022 Water Management Conference

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary The Local Government New South Wales Water Management has been scheduled and will be held in Parkes on 26-28 June 2023.

RECOMMENDATION that

- a) Riverina Water be represented at the Local Government New South Wales 2023 Water Management Conference
- b) The Deputy Chairman or his nominee attend as a voting delegate
- c) Nominations of other Board Members to attend be called
- d) The Chief Executive Officer and Manager Operations or their nominees attend as observers

Report

The Local Government New South Wales Water Management Committee has advised that the 2023 Conference will be held in Parkes on 26-28 June 2023, hosted by Parkes Shire Council.

The draft [Program](#) is linked to this report. Unfortunately, it does not yet contain a lot of information to allow Board Members to consider. As the website is updated, more information will be provided to Board Members. Registration for the conference is yet to open and it is expected that registrations will be taken up until a fortnight before the conference.

An update report will be provided to the April meeting of the Board.

Riverina Water's constituent Councils usually attend as the conference considers sewerage related matters as well as potable water matters.

The areas of focus for this year's conference will be included in the update report to the April meeting.

The conference is of benefit to Riverina Water as a way of keeping abreast of challenges and initiatives in the management of water, as well as an opportunity to network with other councils. The conference presents the most current and relevant information from a local government perspective on water policy and regulation, water utility management, water security and quality and service delivery.

The 2022 conference was held in Narrabri in February with Cr Koschel and the CEO attending as Council's delegates.

Accommodation has been secured for three registered delegates to attend. This can be increased should more Board Members express interest in attending. Cr Koschel is unable to attend the conference this year. The recommendation proposes that the Deputy Chairperson – Cr Meyer – attend. The purpose of this report is to lock in names for up to a further three elected representatives to attend. Representatives will drive to Parkes on the afternoon of Monday 26 June 2023 and return at the conclusion of conference on the afternoon of Wednesday 28 June. The trip is close to 300 kilometres and should take around three and half hours.

Financial Implications

Attendance at the annual Water Management Conference is accounted for in the current Operational Plan.

Risk Considerations

Environmental Influences	
Avoid	Council will avoid risks that negatively impact the environment. Council will ensure that successful delivery is achievable without negative environmental impacts.

R16 Works Report covering December 2022

Organisational Area Engineering

Author Jason Ip, Acting Director Engineering

Summary This report provides an overview of water usage, connections, maintenance and water quality matters from 1 – 31 December 2022

RECOMMENDATION that the Works Report covering December 2022 be received and noted.

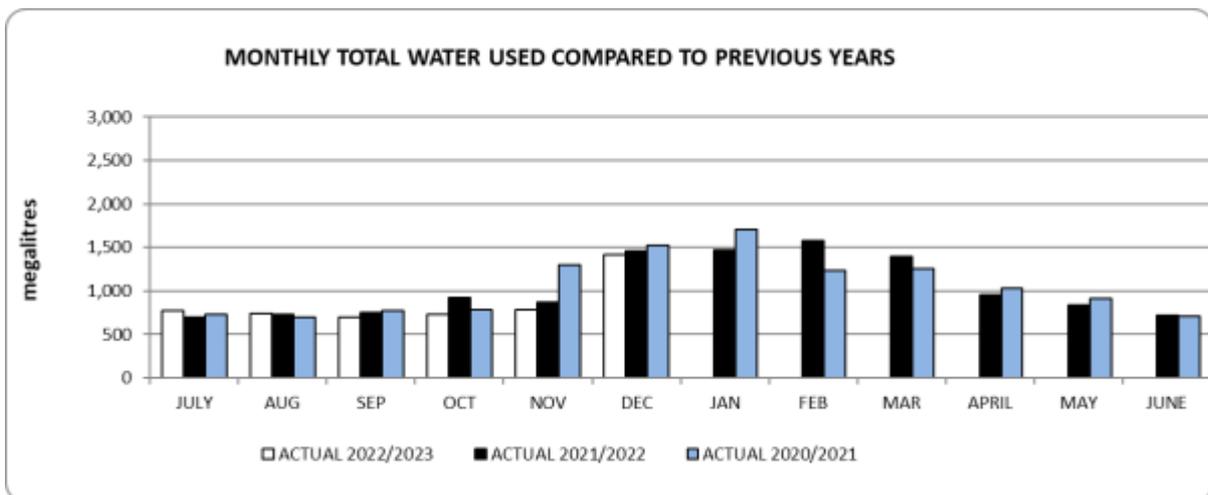
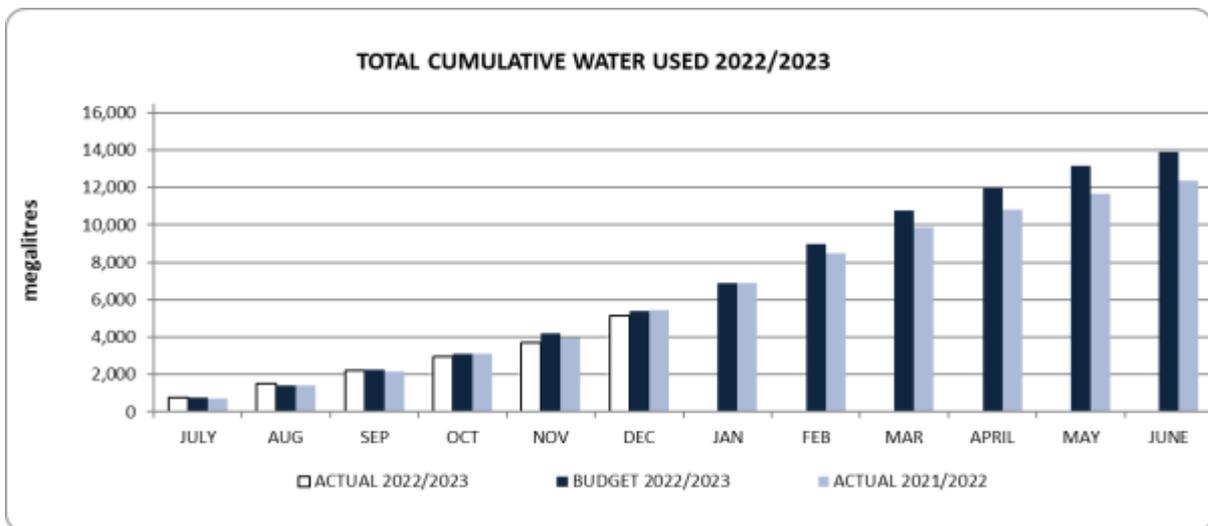
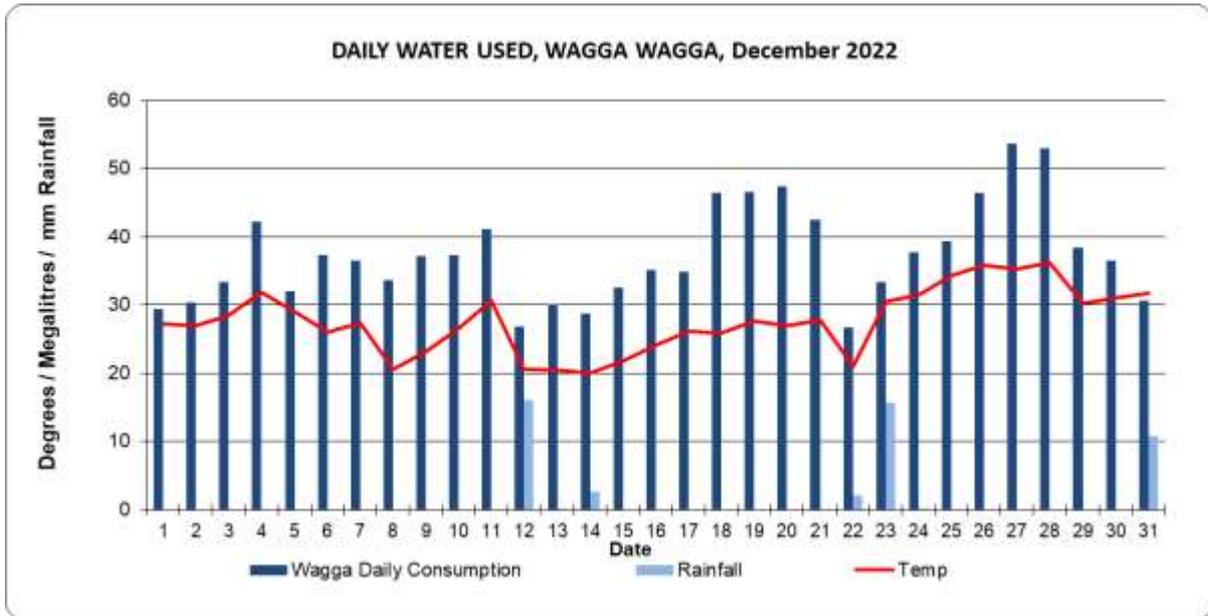
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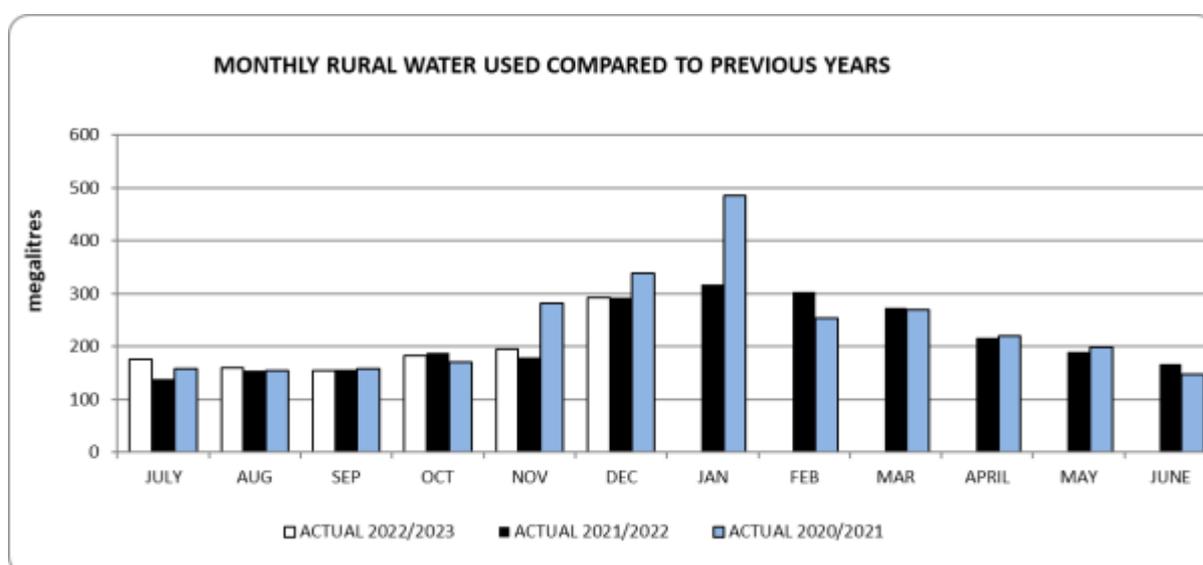
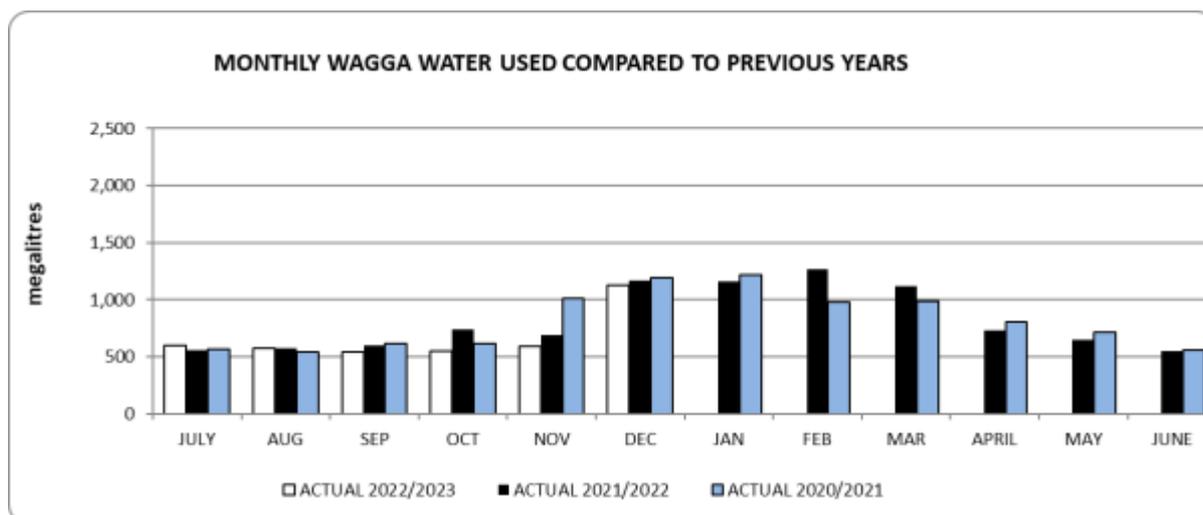
This report provides an overview of water usage, connections, maintenance and water quality matters from 1 – 31 December 2022.

Water Sourced and Used

	2020	2021	2022
Rainfall	78.2	17.4	36.6
Wet days	5	6	7
Water sourced December 2022 (MI)			
North Wagga bores	263.42	279.42	255.04
West Wagga bores	688.60	472.05	334.95
East Wagga bores	198.64	266.83	216.34
Murrumbidgee River	252.40	333.60	552.28
Sub Total	1,403.06	1,351.90	1,358.61
Bulgary bores	61.92	44.16	42.06
Urana source	10.16	6.52	6.35
Ralvona bores	28.98	25.42	27.12
Walla Walla bores	22.57	16.23	8.79
Goldenfields Water Supply System	7.61	1.59	4.44
Sub Total	131.24	93.92	88.76
Woomargama	1.64	1.56	1.16
Humula	0.52	0.36	0.50
Tarcutta	10.55	4.80	6.89
Oura	4.15	6.57	3.87
Walbundrie / Rand	4.23	7.91	3.09

	2020	2021	2022
Morundah	1.46	0.78	0.84
Collingullie	9.19	8.15	6.93
Sub Total	31.74	30.13	23.28
Totals	1,566.04	1,475.95	1,470.65
Water used December 2022 (MI)			
East Bomen	24.83	25.69	29.24
Estella	123.27	128.72	115.84
North Wagga	85.26	89.59	74.45
Wagga Wagga – low level	158.70	175.68	166.28
Wagga Wagga – high level	698.74	649.00	637.24
Wagga Wagga – Bellevue level	99.20	98.33	103.21
Sub Total	1,190.00	1,167.01	1,126.26
Ladysmith system	6.62	7.07	13.89
Brucedale scheme	25.95	24.36	24.38
Currawarna scheme	15.82	17.36	17.96
Rural Southern trunk main system	168.4	138.38	140.21
Rural Western trunk main system	67.45	50.39	48.45
Sub Total	284.23	237.56	244.89
Holbrook	28.95	25.82	27.15
Woomargama	1.64	1.56	1.16
Humula	0.52	0.36	0.50
Tarcutta	4.03	4.43	4.86
Oura	4.15	6.57	3.87
Walbundrie / Rand	4.23	7.91	3.09
Morundah	1.42	0.80	0.82
Collingullie	8.67	7.50	6.72
Sub Total	53.61	54.95	48.17
Totals	1,527.84	1,459.52	1,419.32





New Service Connections, Repairs, Meters, Locations and Complaints

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	12	3	5	21	28	6				69	9	1
Wagga Wagga	1	2	3	3	1	1				6	4	
Forest Hill			1		2					2	1	
Bomen				1								

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
Koorinal	1	1	1	2	1	1				5		
Turvey Park				1	2	1				9	1	
Lake Albert	1				1					7	3	1
Ashmont				2	5	1				9		
Tolland				1	4	1				8		
Mt Austin				1						5		
Bourkelands				3						2		
Tatton					1					1		
Glenfield	1				11					11		
Lloyd	3			1						1		
Springvale	1			3		1				2		
Boorooma										1		
Gobbagombalin	3			3								
Gumly Gumly	1											
Ladysmith	2											
Oura										1		1
San Isidore					1							
Tarcutta				1								
Collingullie	2											
Lockhart											1	
Mangoplah				1								
Pleasant Hills						1						
The Rock				3		1				2		
Uranquinty										1		

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
Henty				1								1
Holbrook				1						1		
Walla Walla										1		
Boree Creek				1		1						
Oaklands										1		
TOTAL	16	3	5	29	29	9	0	0	0	76	10	3

Water System Repairs

Wagga Wagga							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
13/12/2022	Lake Albert	150 AC	Pipe failure (not specified)	Yes		0	5
17/12/2022	Boorooma	100 WPVC	Pipe failure – long split	No		17	
20/12/2022	Lake Albert	100 AC	Pipe failure – round split	Yes		0	5

Rural							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
2/12/2022	Urana	100 AC	Pipe Failure – ground movement	No		20	56
2/12/2022	Pleasant Hills	63 PE	Leaking collar or joint	Yes		0	12
2/12/2022	The Rock	63 PE	Pipe failure – ground movement	Yes		0	8
3/12/2022	Morven	150 AC	Pipe failure (not specified)	No		5	0

3/12/2022	San Isidore	150 WPVC	Pipe failure (not specified)	Yes		0	0
5/12/2022	Ladysmith	100 AC	Pipe failure – ground movement	No		0	20
6/12/2022	Morven	150 AC	Pipe failure (not specified)	No		0	0
6/12/2022	Brucedale	63 PE	Pipe failure (not specified)	Yes		0	0
6/12/2022	Urana	150 DICL	T/Band broken/leaking	Yes		0	56
7/12/2022	Walbundrie	63 PE	Pipe failure – ground movement	Yes		0	9
8/12/2022	Holbrook	250 CI	Pipe failure – ground movement	Yes		0	25
8/12/2022	Brucedale	63 PE	Pipe failure (not specified)	Yes		0	0
10/12/2022	Pleasant Hills	32 PVC	Pipe failure (not specified)	No		0	0
12/12/2022	Pleasant Hills	63 PE	Leaking collar or joint	No		0	0
13/12/2022	The Gap	63 PE	Pipe failure (not specified)	Yes		0	3
14/12/2022	Urana	150 BPVC	Pipe failure – ground movement	No		23	87
14/12/2022	Walla Walla	100 AC	Pipe failure – ground movement	Yes		0	36
15/12/2022	Milbrulong	80 PVC	Pipe failure – ground movement	Yes		0	16
16/12/2022	San Isidore	100 WPVC	Pipe failure – long split	Yes		0	3
16/12/2022	The Rock	63 PE	Pipe failure – ground movement	Yes		0	12
17/12/2022	Collingullie	100 WPVC	Pipe failure – ground movement	Yes		0	45
19/12/2022	Pleasant Hills	63 PE	Leaking collar or joint	Yes		0	12
21/12/2022	Urana	150 AC	Leaking collar or joint	Yes		0	12
28/12/2022	The Rock	63 PE	Leaking collar or joint	No		0	0
28/12/2022	Pleasant Hills	63 PE	Leaking collar or joint	No		0	0

30/12/2022	Milbrulong	80 PVC	Pipe failure (not specified)	Yes		0	0
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Water Quality Complaints

November 2022

Date	Town	Request details	Action Taken
2/11/2022	Wagga	Dirty water. Please flush.	Took 32mm meter off and flushed all clean they are happy with that.
6/11/2022	Nth Wagga	Dirty water & complaints	Flushed mains & tested water until clean.
7/11/2022	Nth Wagga	Dirty/discoloured water	All clear when we arrived.
8/11/2022	Wagga	Dirty water	Took water meter off & flushed service
8/11/2022	Wagga	Dirty water	Took meter off & flushed until clear.
8/11/2022	Wagga	Dirty/brown water	Flushed service.
8/11/2022	Wagga	Brown water. Please flush	This was done after hours, flushed until clean. Advised old gal causing the dirty water.
10/11/2022	Tolland	Brown water. Ran taps for 5 mins and still brown.	Water is all good our side, advised problem is internal.
12/11/2022	Wagga	Dirty water	Flushed mains.
16/11/2022	Lake Albert	Dirty water	Flushed service came clean quickly.

December 2022

Date	Town	Request details	Action Taken
2/12/2022	Lake Albert	Water discoloured.	Flushed main
2/12/2022	Tolland	Water discoloured	All good, water clear
2/12/2022	Tolland	Dirty water, supply or gal pipe cause of high iron?	Tested - meets ADWG. Sample higher in iron - gal pipe issue.
2/12/2022	Glenfield Pk	Dirty water	Flushed main
3/12/2022	San Isidore	Dirty water	Flushed service
3/12/2022	Tolland	Dirty water	Old gal pipe on customers side. No one home to advise
5/12/2022	Tolland	Dirty water	Problem is old gal pipe on their side, plumber to replace
6/12/2022	Ashmont	Water yellow coloured	Problem is old gal pipe on their side, owner notified
7/12/2022	Ashmont	Dirty water last night	Flushed service it was very clean

8/12/2022	Turvey Pk	Tenant- WQ still not clear. Issue reported 25/11/2022	Flushed main
8/12/2022	Ashmont	Dirty brown water	TenanURE needs to fix their old gal pipe then we will fix our side
9/12/2022	Wagga	Dirty water.	Flushed service all clear at meter
11/12/2022	Koorinal	Dirty water	Flushed main & flushed service at unit 4
11/12/2022	Glenfield Pk	Dirty water	Flushed main until clear
11/12/2022	Mt Austin	Dirty water	Flushed at meter until clear
12/12/2022	Lloyd	Yellow/brown dirty water past few weeks.	Flushed main
12/12/2022	Lake Albert	Dirty water	Put hydrant on and flushed main
13/12/2022	Wagga	Dirty water	Flushed water until clean
13/12/2022	Glenfield Pk	Dirty water	Flushed main & service
14/12/2022	Glenfield Pk	Dirty water	Flushed mains, dirty water all through Glenfield.
14/12/2022	Glenfield Pk	Dirty water	Flushed mains, dirty water all through Glenfield.
14/12/2022	Glenfield Pk	Brown water	Flushed main
14/12/2022	Glenfield Pk	Dirty water	Flushed main
14/12/2022	Glenfield Pk	Dirty water	Flushed main
14/12/2022	Glenfield Pk	Brown water	Flushed main
14/12/2022	Glenfield Pk	Dirty water	Flushed service
15/12/2022	Glenfield Pk	Dirty water for last 3 days.	Problem is old gal on both sides tried to call, no answer
16/12/2022	Forest Hill	Water smells of bleach.	Tested - meets ADWG.
19/12/2022	Ashmont	Dirty water	Flushed main and is clean. Dirty water may be from the pumps
19/12/2022	Turvey Pk	Dirty water	Flushed service. Returned to flush service & main again
18/12/2022	Tatton	Dirty water	Flushed main
21/12/2022	Forest Hill	Dirty water	Flushed main until clear
22/12/2022	Turvey Pk	Dirty water and loss of pressure.	New water meter
26/12/2022	Ashmont	Dirty water	Flushed service

New water mains laid.

Location	63	100		150		200		300	450
	PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
R.I.F.L								184	
Harris Rd Stage 4			16.5						
Brunlea Pk		204						408	

Replacement of Existing Mains

Location	50	63	100		150	150	200	300		375
	PE	OPVC	DICL	OPVC	DICL	OPVC	OPVC	OPVC	DICL	DICL
Gillard St Bore Line										

Other Construction

Location or Project	Work done
NIL	

Major Repairs / Overhauls

Facility	Work done
West Wagga WTP	Bore 1 Commissioning
Gardeners Crossing WTP	Start up for summer operations
Urana WTP	Start up for summer operations
West Wagga WTP	Bore 1 and 2 Control Changes
West Wagga WTP	High Level Pump Commissioning and Electrical Maintenance
Filling Stations	Various Repairs
Tarcutta WTP	Dosing system improvements

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	305
Estella Farrer Road	138

Forest Hill Elizabeth Avenue	59
Glenfield Red Hill Road	93
Henty Olympic Way	11
Holbrook Millswood Road	39
Lake Albert Plumpton Road	36
Lockhart Napier Road	44
Ralvona	1
The Rock	1
Urana Federation Way	3
Walla Walla Short St	1
Woomargama Murray Street	1
Yerong Creek Finlayson Street	2

Fleet Disposals

Nil

Fleet Acquisitions

Nil

Financial Implications

Nil

Risk Considerations

Service Delivery	
Avoid	Council will avoid taking on any risks which may compromise water quality.

R17 Works Report covering January 2023

Organisational Area Engineering

Author Jason Ip, Acting Director Engineering

Summary This report provides an overview of water usage, connections, maintenance and water quality matters from the 1st to the 31st January 2023

RECOMMENDATION that the Works Report covering January 2023 be received and noted.

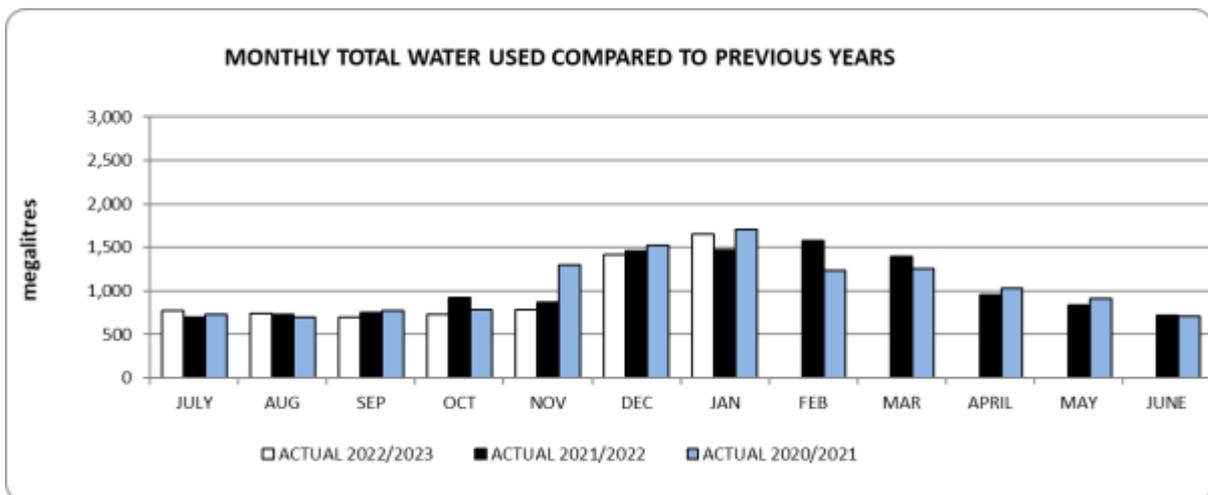
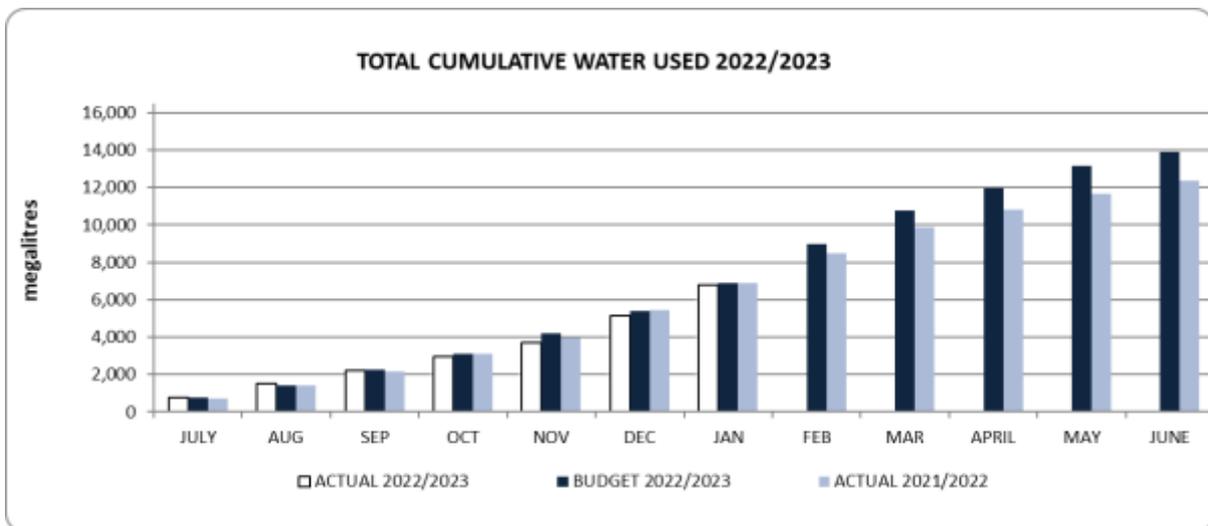
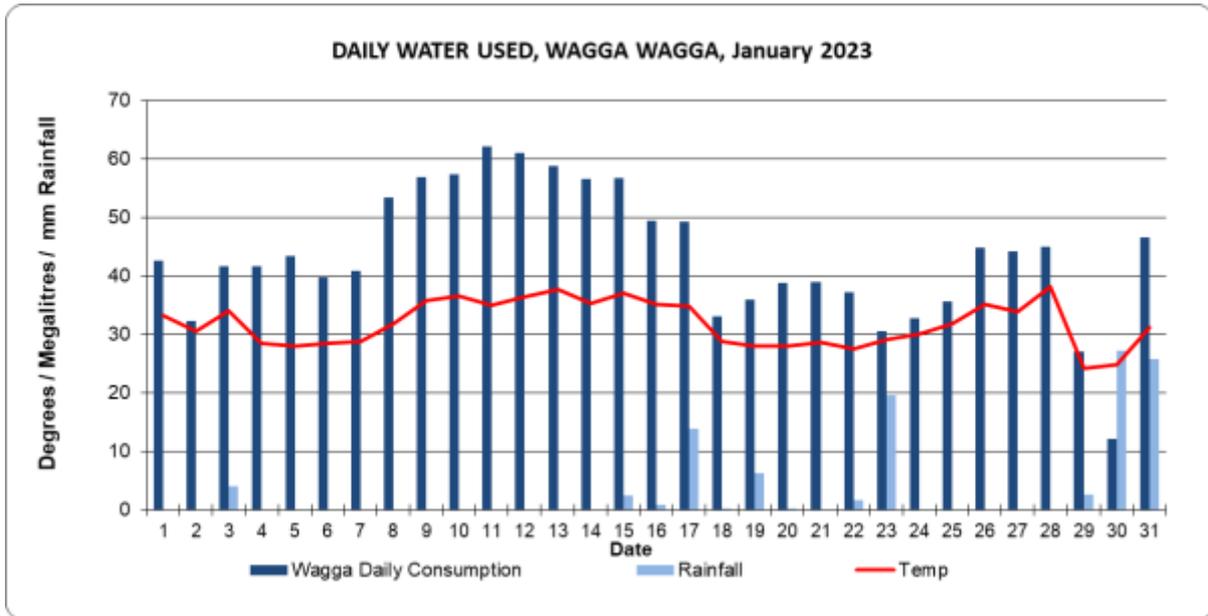
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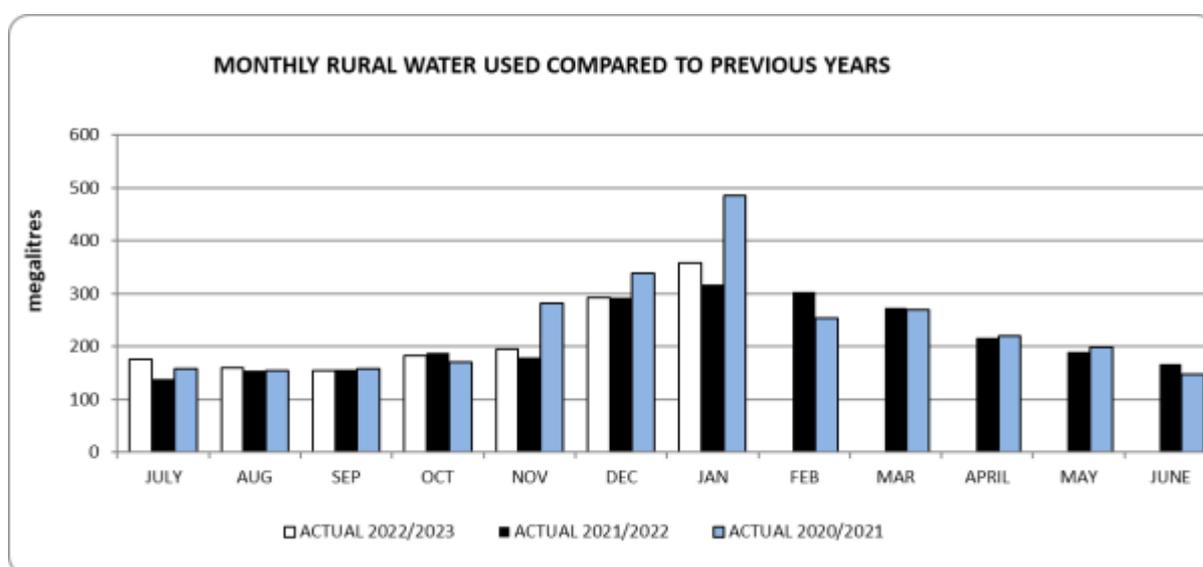
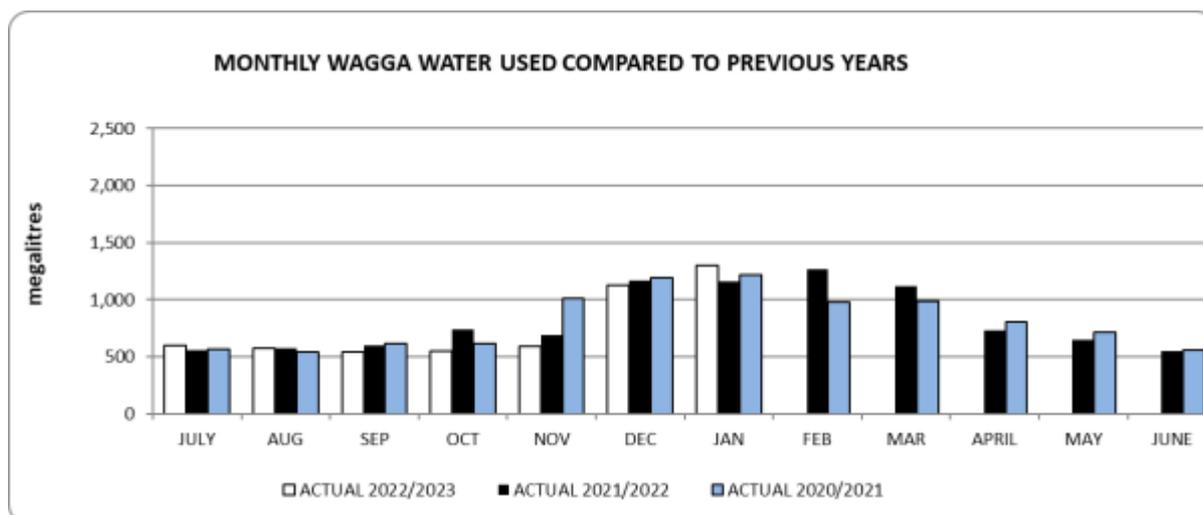
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Water Sourced and Used

	2021	2022	2023
Rainfall	83.0	79.4	48.8
Wet days	5	9	12
Water Sourced January 2023 (MI)			
North Wagga bores	262.19	267.31	300.46
West Wagga bores	603.33	315.85	307.27
East Wagga bores	265.82	396.25	231.95
Murrumbidgee River	702.00	371.11	736.22
Sub Total	1,833.34	1,350.52	1,575.90
Bulgary bores	66.15	51.31	47.09
Urana source	17.48	7.20	1.07
Ralvona bores	33.45	26.57	30.58
Walla Walla bores	36.80	21.14	28.64
Goldenfields Water Supply System	4.37	6.70	5.36
Sub Total	158.25	112.92	112.74
Woomargama	1.96	1.59	1.47
Humula	0.89	0.50	0.59
Tarcutta	5.39	5.35	8.26
Oura	6.87	6.26	6.16

	2021	2022	2023
Walbundrie / Rand	5.58	7.73	5.45
Morundah	1.72	1.08	1.07
Collingullie	11.73	8.65	8.28
Sub Total	34.14	31.16	31.28
Totals	2,025.73	1,494.60	1,719.92
Water used January 2023 (MI)			
East Bomen	32.50	27.38	28.78
Estella	165.03	126.88	160.56
North Wagga	98.24	77.30	51.10
Wagga Wagga – low level	204.48	173.14	184.69
Wagga Wagga – high level	890.92	637.46	742.44
Wagga Wagga – Bellevue level	156.71	115.50	130.23
Sub Total	1,547.88	1,157.66	1,297.80
Ladysmith system	10.76	7.31	8.78
Brucedale scheme	22.70	29.76	36.21
Currawarna scheme	24.34	17.19	23.77
Rural Southern trunk main system	216.7	147.12	181.32
Rural Western trunk main system	83.82	57.85	48.63
Sub Total	358.31	259.23	298.71
Holbrook	32.89	26.68	30.69
Woomargama	1.96	1.59	1.47
Humula	0.89	0.50	0.59
Tarcutta	5.76	5.20	5.09
Oura	6.87	6.26	6.16
Walbundrie / Rand	5.58	7.73	5.45
Morundah	1.55	1.08	1.07
Collingullie	10.98	7.99	8.01
Sub Total	66.48	57.03	58.53
Totals	1,972.67	1,473.92	1,655.04





New Service Connections, Repairs, Meters, Locations and Complaints

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	13	1	2	35	8	9				73	2	1
Wagga Wagga	1			9	2	1				22		
Forest Hill				2						2		
North Wagga				1								

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
Bomen						1						
Estella					1							
Koorinal				5	1	3				7	1	
Turvey Park				2						2		
Lake Albert			2	3						5		
Ashmont				2						4		
Tolland				1	1					6		
Mt Austin						2				6		
Bourkelands				2								
Glen Oak				1								
Tatton				1						1		
Glenfield		1		1	1					9		
Lloyd	3			3		2				3		
Springvale				1	1					1		1
East Wagga										1	1	
Boorooma					1							
Gobbagombalin	9									3		
Gumly Gumly				1						1		
Brucedale				2		2				1	1	
Currawarna	1											
Humula			1							1		
Oura					1							
San Isidore				1		1						
Tarcutta				1								

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
Tootal				1								
Lockhart			1							1		
Pleasant Hills						1						
The Rock	1			2						3		
Uranquinty										1		
Culcairn			1			1						
Henty				1	1					1		
Holbrook			1		1					3		
Walla Walla			1							2		
Morundah					1							
Urana						1						
TOTAL	15	1	7	42	12	15	0	0	0	86	3	1

Water System Repairs

Wagga Wagga							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
4/1/2023	Wagga Wagga	63 PE	Pipe failure – long split	Yes		0	5
6/1/2023	Wagga Wagga	100 AC	Pipe failure – long split	Yes		0	5
8/1/2023	Mount Austin	100 AC	Tree Roots	No		30	10
14/1/2023	Koorinal	200 AC	Pipe failure – long split	No		0	25
18/1/2023	Lake Albert	100 AC	Pipe failure – long split	No		20	8

18/1/2023	Bomen	100 AC	Pipe failure – round split	Yes		0	5
21/1/2023	Mount Austin	100 AC	Pipe failure – long split	No		30	8
22/1/2023	Wagga Wagga	150 DICL	T/Band broken/leaking	No		0	5
24/1/2023	Koorringal	150 AC	T/Band broken/leaking	No		0	0
26/1/2023	Lake Albert	150 AC	Pipe failure – long split	No		30	8
28/1/2023	North Wagga Wagga	100 AC	Pipe failure – round split	Yes		0	5

Rural							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
3/1/2023	Lockhart	100 AC	Pipe failure – round split	Yes		0	0
9/1/2023	Pleasant Hills	63 PE	Pipe failure – round split	Yes		0	18
9/1/2023	Euberta	63 PE	Pipe failure – long split	Yes		0	4
9/1/2023	Pleasant Hills	63 PE	Leaking collar or joint	No		0	12
10/1/2023	The Gap	100 WPVC	Pipe failure (not specified)	No		0	1
10/1/2023	Uranquinty	100 WPVC	T/Band Broken/Leaking	No		10	21
11/1/2023	The Rock	63 PE	Pipe failure – ground movement	No		0	12
11/1/2023	Holbrook	50 PVC	Pipe failure – ground movement	No		4	25
13/1/2023	Lockhart	80 PVC	Pipe failure – ground movement	Yes		0	23
14/1/2023	Oura	63 PE	Pipe failure – material	Yes		0	5
16/1/2023	The Rock	63 PE	Pipe failure – material	Yes		0	0
16/1/2023	Ladysmith	100 AC	Pipe failure – round split	Yes		0	5

17/1/2023	San Isidore	100 WPVC	Pipe failure – long split	Yes		0	5
17/1/2023	Bidgeemia	63 PE	Pipe failure – ground movement	Yes		0	7
17/1/2023	Bidgeemia	63 PE	Pipe failure – ground movement	Yes		0	10
17/1/2023	Bidgeemia	63PE	Pipe failure – ground movement	Yes		0	8
17/1/2023	The Rock	63 PE	Pipe failure – ground movement	No		0	4
17/1/2023	Bidgeemia	63 PE	Leaking collar or joint	No		0	12
18/1/2023	The Rock	40 PE	Pipe failure – ground movement	Yes		0	12
18/1/2023	The Rock	63 PE	Pipe failure – ground movement	No		0	12
19/1/2023	Pleasant Hills	63 PE	Pipe failure – ground movement	No		0	17
19/1/2023	Pleasant Hills	63 PE	Pipe failure – ground movement	Yes		0	0
20/1/2023	Bidgeemia	63 PE	Pipe failure – ground movement	Yes		0	9
20/1/2023	Bidgeemia	63 PE	Pipe failure – ground movement	Yes		0	4
20/1/2023	Ralvona	50 PVC	Pipe failure (not specified)	Yes		0	0
23/1/2023	Collingullie	32 PVC	Leaking collar or joint	No		2	0
23/1/2023	Ralvona	50 PVC	Leaking collar or joint	No		2	0
27/1/2023	Oura	100 WPVC	Leaking collar or joint	Yes		0	3
27/1/2023	Oura	100 WPVC	Pipe failure – long split	Yes		0	3
27/1/2023	The Rock	300 CI	Pipe failure – long split	No		5	0
27/1/2023	Pleasant Hills	63 PE	Leaking collar or joint	No		3	0
30/1/2023	Bidgeemia	63 PE	Leaking collar or joint	No		0	0
30/1/2023	Uranquinty	100 WPVC	T/Band broken/leaking	No		0	12

30/1/2023	Lockhart	100 AC	Pipe failure – ground movement	Yes		0	9
31/1/2023	San Isidore	100 WPVC	Tree Roots	Yes		0	2
31/1/2023	The Gap	63 PE	Pipe failure – long split	Yes		0	5
31/1/2023	Pleasant Hill	63 PE	Pipe failure – ground movement	No		0	18

Water Quality Complaints

Date	Town	Request details	Action Taken
2/1/23	Henty		Flushed main and service
4/1/23	Koorringal	Very dirty water and low pressure at the property	Replaced 25mm meter and flushed
9/1/23	Glenfield Pk	Dirty water	Flushed mains until water clean
7/1/23	Oura	Very dirty water	Flushed service at 27 & 31 Adam St. Flushed end of line & main Wagga St.
10/1/23	Springvale	Water discoloured	Flushed mains
12/1/23	Uranquinty	Dirty water	Flushed out service
12/1/23	Boorooma	Bad smell & taste of water	Free Cl 1.1mg/L, Total Cl 1.2mg/L, Turbidity 0.4NTU, pH7.7. All within ADWG.
13/1/23	Springvale	Particles in water, was discoloured on Monday, flushed mains, still have the black particles.	Flushed mains
16/1/23	Estella	Customer has been boiling the water as it doesn't taste very nice. Would like water tested.	No unusual smell or taste. Free Cl 1.4mg/L, Total Cl 1.7mg/L, pH 7.8, Turbidity 0.9. Supply all within ADWG
16/1/23	Mt Austin	Owner said it was incorrect and had all copper pipes to house and garden tap was also showing discoloured water.	Old gal pipes on property side (11/1/23 RHS 64230)
17/1/23	Holbrook	Water is cloudy	Flushed main and service
15/1/23	Tolland	Dirty water	Flushed service check water inside at meter at rear top
19/1/23	Wagga	Dirty water	Flushed main turbidity 1.21NTU
19/1/23	Wagga	Water has too many chemicals	Tested iron, Free chlorine, pH, Turbidity, Calcium hardness, Total hardness. No unusual smell or taste. All within ADWG
23/1/23	Tarcutta	Taste isn't nice and full of calcium deposits affecting taps	Water Quality contacted owner who was surprised and said she hadn't called to make a complaint.
27/1/23	Morundah	Dirty water at Morundah Hotel	Flush main. Turbidity after flushing 2.98 NTU

New water mains laid

Location	63	100		150		200		300	450
	PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
NIL									

Replacement of Existing Mains

Location	50	63	100		150	150	200	300		375
	PE	OPVC	DICL	OPVC	DICL	OPVC	OPVC	OPVC	DICL	DICL
Culcairn Transport NSW			220m							

Other Construction

Location or Project	Work done
Tarcutta	Replacement of all Water Meters to Si ball Electronic Meters
13 Yulong St Glenfield Park	100mm Fire Services 6m DICL

Major Repairs / Overhauls

Facility	Work done
Filling Station Various	Repairs
Bulgary WTP	Chlorine Repair
Tarcutta WTP	Chlorine Repair
Collingullie WTP	Chlorine Repair
North Wagga WTP	Chlorine Repair
Wheel of Fortune Road	Pressure Reducing Valve Repairs
North Wagga WTP	Fluoride pump repairs
CWS Pump Station	Low Level Magflow Replacement
West Wagga WTP	Large Shires Pump Commissioning
Rural Main burst the Rock to Henty	6m x 300OPVC
Depot Low Level Pumps	Replace 400 Mag Flow Meter

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	139
Estella Farrer Road	72
Forest Hill Elizabeth Avenue	182
Glenfield Red Hill Road	73
Henty Olympic Way	8
Holbrook Millswood Road	5
Lake Albert Plumpton Road	33
Lockhart Napier Road	81
Pleasant Hills Manson Street	3
Ralvona	1
The Rock	28
Urana Federation Way	2
Walla Walla Short St	1
Woomargama Murray Street	3
Yerong Creek Finlayson Street	6

Fleet Disposals

Nil

Fleet Acquisitions

Nil

Financial Implications

Nil

Risk Considerations

Service Delivery	
Avoid	Council will avoid taking on any risks which may compromise water quality.

R18 Council Resolution Sheet

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary The report provides an update on the status of previous resolutions of the Board.

RECOMMENDATION that the report detailing the status of the active resolutions of Riverina Water be received.

Report

The attachment to this report provides details on the implementation of Board resolutions.

› **R18.1 Council Resolution Sheet** [↓](#) 

Financial Implications

Nil

Risk Considerations

Corporate Governance And Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including ethical, responsible and transparent decision making and procedural/policy, legal and legislative compliance.

OUTSTANDING ACTIONS REPORT

**Printed: Tuesday, 14 February
2023 11:24:17 AM**

Meeting	Date	Officer	Title	Target
Board Meeting 27/04/2022	27/04/2022	Vidler, Greg	Lease of Part of Lot 1 DP742224 to Mawsons	11/05/2022
Resolution				

22/079	RESOLVED: On the Motion of Councillors T Quinn and MH Henderson			
That Council:				
<ul style="list-style-type: none"> a) Delegate authority to the CEO to progress a request to lease approximately 5900m² of Lot 1 DP 742224, Forge St, Wagga Wagga; and b) Receive a further report for approval to enter a lease with proposed terms 				
				CARRIED

Notes For Action				
14 Jun 2022 3:46pm Vincent, Melissa Discussions with the potential lessee are continuing				
14 Feb 2023 11:18am Vincent, Melissa Discussions with the potential lessee are continuing albeit more slowly than expected				

Meeting	Date	Officer	Title	Target
Board Meeting 24/08/2022	24/08/2022	Crakanthorp, Andrew	Proposed Riverina Water Reconciliation Action Plan	7/09/2022
Resolution				

22/131	RESOLVED: On the Motion of Councillors D Hayes and J McKinnon			
That Council develop a draft Reconciliation Action Plan for Council's further consideration.				
Cr Quinn requested that his vote against the motion be recorded.				
				CARRIED

Notes For Action				
20 Oct 2022 8:36am Vincent, Melissa The application process has commenced including the payment of the application fee of \$1650				
14 Feb 2023 11:19am Vincent, Melissa This application fee was paid in late 2022 and an internal working group is being created to commence the process as mandated by Reconciliation Australia				

Meeting	Date	Officer	Title	Target
Board Meeting 26/10/2022	26/10/2022	Vidler, Greg	The Rock Reservoir Land Acquisition	9/11/2022
Resolution				

22/183	RESOLVED: On the Motion of Councillors D Meyer OAM and T Quinn			
That Council:				
<ul style="list-style-type: none"> (a) proceed with the compulsory acquisition of the land described as 4376 Olympic Highway, The Rock, NSW (part Lot 1 in Deposited Plan 596611), in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and (b) make an application to the Minister and the Governor for approval to acquire 4376 Olympic Highway, The Rock, NSW (part Lot 1 in Deposited Plan 596611), for the purpose of the construction of the Rock Reservoir and associated access in accordance with Section 186(1) of the Local Government Act 1993 (c) upon acquisition, classify the land as operational land in accordance with the Local Government Act. (d) Delegate authority to the CEO to sign all documents relating to the compulsory acquisition and pay requisite compensation for the land. 				
				CARRIED

Notes For Action				
07 Dec 2022 9:50am Vincent, Melissa The acquisition process continues as planned.				
14 Feb 2023 11:20am Vincent, Melissa The acquisition process continues again more slowly than expected. Council's solicitor has carriage of the process				

OUTSTANDING ACTIONS REPORT

**Printed: Tuesday, 14 February
2023 11:24:17 AM**

Meeting	Date	Officer	Title	Target
Board Meeting 14/12/2022	14/12/2022	Lang, Josh	Request for sponsorship: Wagga Wagga Takes 2	28/12/2022
Resolution				

A motion was moved by Councillors G Driscoll and J McKinnon

That Council that Council:

- a) sponsor the 2023 Wagga Wagga Takes 2 event by way of sponsoring the "Golden Buzzer" award in the amount of \$9,000.
- b) Donate the ten tickets associated with the sponsorship to the Committee of one of the ten charities supported by the event;
- c) Determine which charity will receive the ten tickets.

An AMENDMENT was moved by Councillors D Hayes and J McKinnon

That:

The Council defer consideration of the report to the February 2023 meeting.

The Amendment became the motion

22/203 RESOLVED:
On the Motion of Councillors D Hayes and JM McKinnon

That:

The Council defer consideration of the report to the February 2023 meeting.

CARRIED

Notes For Action

14 Feb 2023 11:21am Vincent, Melissa

An amended report on this matter is presented to the Board in this Business Paper

Meeting	Date	Officer	Title	Target
Board Meeting 14/12/2022	14/12/2022	Crakanthorp, Andrew	Local Water Utility Dividend Consultation Paper	28/12/2022
Resolution				

22/205 RESOLVED:
On the Motion of Councillors G Driscoll and D Hayes

That the Board:

- a) **Receive and note the report**
- b) **Note the consultation and collaboration with other County Councils with a view to submitting feedback on the Consultation Paper.**

CARRIED

Notes For Action

14 Feb 2023 11:22am Vincent, Melissa

The submission was finalised and submitted to the NSW Government prior to the closing date for submission

OUTSTANDING ACTIONS REPORT

**Printed: Tuesday, 14 February
2023 11:24:17 AM**

Meeting	Date	Officer	Title	Target
Board Meeting 14/12/2022	14/12/2022	Spannagle, Bede	Employee participation in Sindhuli Nepal Project Team - Partnering with South Wagga Wagga Rotary	28/12/2022
Resolution				

22/208 RESOLVED:
On the Motion of Councillors D Hayes and J McKinnon

That the Board:

- a) Note the report;
- b) Acknowledge the ongoing partnership with South Wagga Wagga Rotary and the mutual benefits with our employee leadership program participating in suitable aid projects; and
- c) Support the 2023 participants, Virginia Ricardo and Brenton Pitman in the program as outlined in the report.

CARRIED

Notes For Action

14 Feb 2023 11:22am Vincent, Melissa

All arrangements are in place for Virginia and Brenton to travel to Nepal this month

Meeting	Date	Officer	Title	Target
Board Meeting 14/12/2022	14/12/2022	Spannagle, Bede	Update on UGL Cost to Complete Claim	28/12/2022
Resolution				

22/216 RESOLVED:
On the Motion of Councillors G Driscoll and T Quinn

That the Board:

Authorise the CEO to commence legal action in relation to recovery of the Costs to Complete claim against UGL Engineering Pty Ltd for outstanding work undertaken in relation to the Wagga Wagga Water Treatment Plant contract.

CARRIED

Notes For Action

14 Feb 2023 11:23am Vincent, Melissa

The Cost to Complete claim will be lodged with UGL during the week of 13 February 2023

CONF-1 Raw Water Pump Contract W291

Organisational Area Engineering

Author Greg Vidler, Manager Projects

Summary Negotiations for the supply of three Raw Water Pumps for the Wagga Wagga Water Treatment Plant (WTP) have progressed satisfactorily and this report recommends the Board award a contract to supply the pumps.

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

(di) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it

CONF-2 Audit Risk & Improvement Committee membership

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary This report requests consideration of the appointment of a Chair and board member to the Audit Risk & Improvement Committee (ARIC) and other membership

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

(a) personnel matters concerning particular individuals (other than councillors)

CONF-3 Meter Reading Matter

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary An error in the meter reading processes for a small portion of Riverina Water's fleet was recently identified. This report details the issue and outlines the customer impact and proposed resolution process.

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

(a) personnel matters concerning particular individuals (other than councillors)