



# **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  
24 February 2022.

# 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](http://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

## Livestreaming of Meeting

## Apologies

## Declaration of pecuniary and non-pecuniary interests

## Confirmation of Minutes

### Minutes of Board Meeting 2 February 2022

## Correspondence

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#### **Questions and Statements**

# R1 List of Investments

## Organisational Area Corporate Services

**Author** Emily Tonacia, Director Corporate Services

**Summary** This report details the status of Council's investments for the months of November 2021, December 2021, and January 2022.

**RECOMMENDATION** that Council receive and note the report detailing external investments for the months of November 2021, December 2021, and January 2022.

### Report

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, reported are the details of the Council's external investments as of November 2021, December 2021, and January 2021.

- › **R1.1**      **Investment Report - November 2021** [↓](#) 
- › **R1.2**      **Investment Report - December 2021** [↓](#) 
- › **R1.3**      **Investment Report - January 2022** [↓](#) 

### 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 44530

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>								
ING	7/21/2021	365	21/07/22	A-2	0.45	5.882%	\$1,500,000.00	\$1,500,000.00
Auswide Bank	8/15/2019	1096	15/08/22	A-2	1.86	7.843%	\$2,000,000.00	\$2,000,000.00
BOQ	8/17/2020	730	17/08/22	A-2	0.95	5.882%	\$1,500,000.00	\$1,500,000.00
AMP	9/29/2021	365	29/09/22	A-2	0.80	7.843%	\$2,000,000.00	\$2,000,000.00
AMP	7/19/2021	365	19/07/22	A-2	0.75	9.804%	\$2,500,000.00	\$2,500,000.00
BOQ	9/23/2021	364	22/09/22	A-2	0.42	3.921%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	9/23/2021	733	26/09/23	A-1+	0.63	5.882%	\$1,500,000.00	\$1,500,000.00
AMP	9/14/2021	730	14/09/23	A-2	0.75	3.921%	\$1,000,000.00	\$1,000,000.00
BOQ	5/6/2021	732	08/05/23	A-2	0.49	9.804%	\$2,500,000.00	\$2,500,000.00
BOQ	7/7/2021	365	07/07/22	A-2	0.39	7.843%	\$2,000,000.00	\$2,000,000.00
BOQ	6/18/2021	368	21/06/22	A-2	0.40	5.882%	\$1,500,000.00	\$1,500,000.00
BOQ	10/14/2020	729	13/10/22	A-2	0.80	7.843%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	6/8/2021	730	08/06/23	A-1+	0.60	7.843%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	6/8/2021	1099	11/06/24	A-1+	0.75	9.804%	\$2,500,000.00	\$2,500,000.00
						<b>100.00%</b>	<b>\$25,500,000.00</b>	<b>\$25,500,000.00</b>
<b>Cash Deposit Account</b>								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.30
National Australia Bank				A-1+	0.17	0.004%	\$920.86	\$920.86
						<b>0.00%</b>	<b>\$921.16</b>	<b>\$921.16</b>
<b>TOTAL INVESTMENTS</b>						<b>100.00%</b>	<b>\$25,500,921.16</b>	<b>\$25,500,921.16</b>
Cash at Bank								\$2,639,088.29
<b>TOTAL FUNDS</b>								<b>\$28,140,009.45</b>

**CERTIFICATE**

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



**E Tonacia**

**MANAGER CORPORATE SERVICES****Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,425,499.63
	Plant Replacement	\$1,387,642.91
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
	Water Licences	\$332,520.00
		<u>\$7,373,912.54</u>
Unrestricted Funds		\$20,766,096.91
<b>TOTAL FUNDS</b>		<b>\$28,140,009.45</b>

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

## Report

The investment portfolio decreased by \$863,109.03 for the month. The decrease was due to income in November being lower than expenditure.

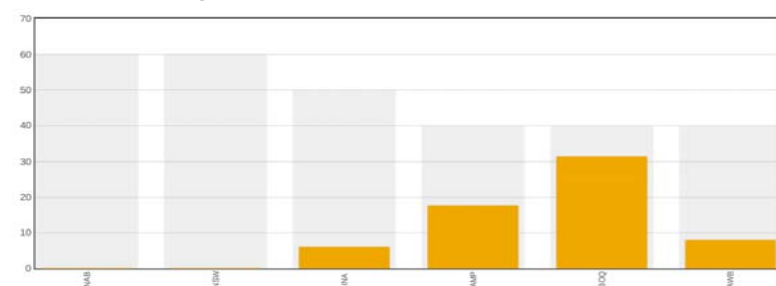
## Portfolio Performance

For the month of November, the portfolio (excluding cash) provided a return of +0.6% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.00% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

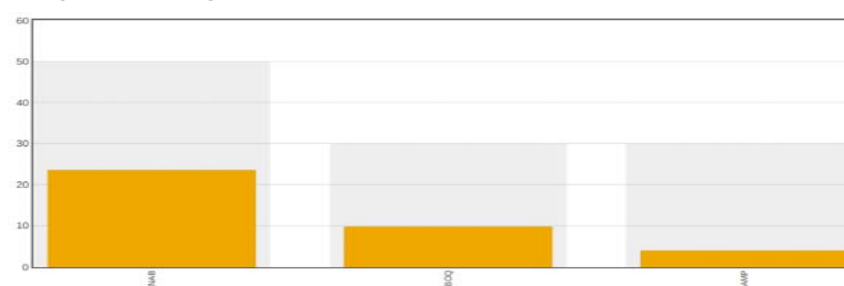
## Counterparty Compliance

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

### Short-term Holdings



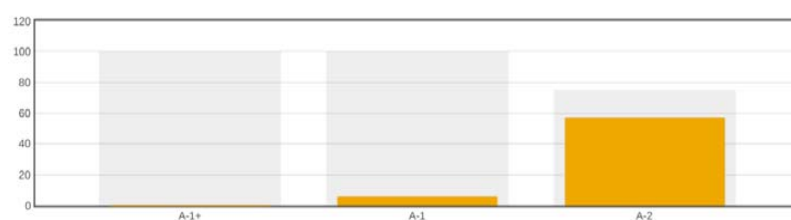
### Long-term Holdings



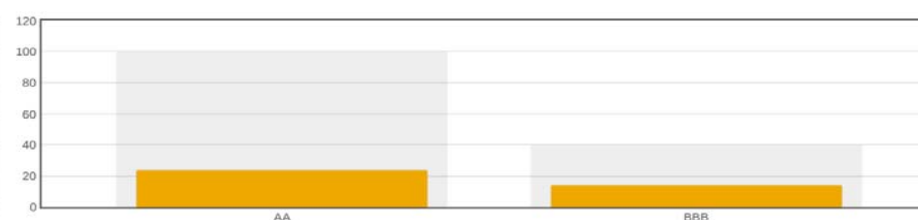
## Credit Quality Compliance

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

### Short-term Holdings

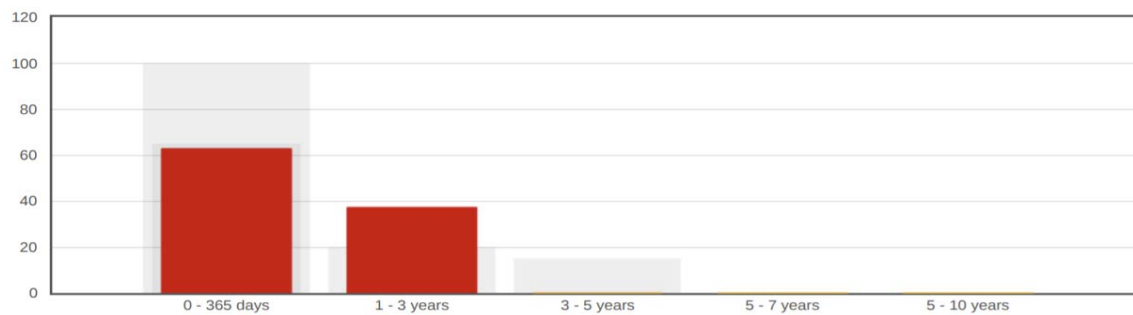


### Long-term Holdings



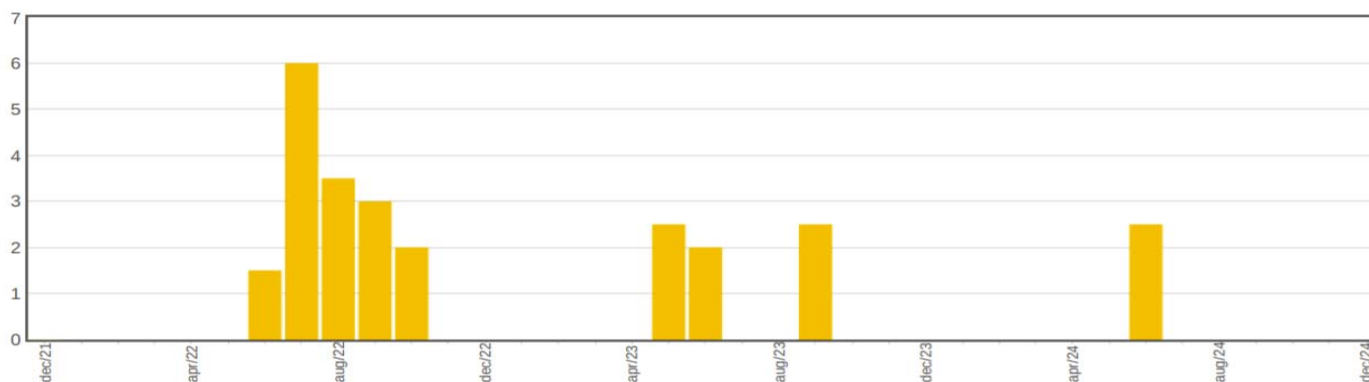
### Term to Maturity

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



### Maturity Cashflow

When investments will mature over time



**Monthly Investment Report as at 31/12/2021**

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>								
ING	7/21/2021	365	21/07/22	A-2	0.45	5.555%	\$1,500,000.00	\$1,500,000.00
Auswide Bank	8/15/2019	1096	15/08/22	A-2	1.86	7.407%	\$2,000,000.00	\$2,000,000.00
BOQ	8/17/2020	730	17/08/22	A-2	0.95	5.555%	\$1,500,000.00	\$1,500,000.00
AMP	9/29/2021	365	29/09/22	A-2	0.80	7.407%	\$2,000,000.00	\$2,000,000.00
AMP	7/19/2021	365	19/07/22	A-2	0.75	9.259%	\$2,500,000.00	\$2,500,000.00
BOQ	9/23/2021	364	22/09/22	A-2	0.42	3.704%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	9/23/2021	733	26/09/23	A-1+	0.63	5.555%	\$1,500,000.00	\$1,500,000.00
AMP	9/14/2021	730	14/09/23	A-2	0.75	3.704%	\$1,000,000.00	\$1,000,000.00
BOQ	5/6/2021	732	08/05/23	A-2	0.49	9.259%	\$2,500,000.00	\$2,500,000.00
BOQ	7/7/2021	365	07/07/22	A-2	0.39	7.407%	\$2,000,000.00	\$2,000,000.00
BOQ	6/18/2021	368	21/06/22	A-2	0.40	5.555%	\$1,500,000.00	\$1,500,000.00
BOQ	10/14/2020	729	13/10/22	A-2	0.80	7.407%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	6/8/2021	730	08/06/23	A-1+	0.60	7.407%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	6/8/2021	1099	11/06/24	A-1+	0.75	9.259%	\$2,500,000.00	\$2,500,000.00
						<b>94.44%</b>	<b>\$25,500,000.00</b>	<b>\$25,500,000.00</b>
<b>Cash Deposit Account</b>								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.30
National Australia Bank				A-1+	0.17	5.559%	\$1,501,056.59	\$1,501,056.59
						<b>5.56%</b>	<b>\$1,501,056.89</b>	<b>\$1,501,056.89</b>
<b>TOTAL INVESTMENTS</b>						<b>100.00%</b>	<b>\$27,001,056.89</b>	<b>\$27,001,056.89</b>
Cash at Bank								\$2,639,088.29
<b>TOTAL FUNDS</b>								<b>\$29,640,145.18</b>

**CERTIFICATE**

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



**E Tonacia**

**MANAGER CORPORATE SERVICES****Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,425,499.63
	Plant Replacement	\$1,403,144.07
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
	Water Licences	\$332,520.00
		<u>\$7,389,413.70</u>
Unrestricted Funds		\$22,250,731.48
<b>TOTAL FUNDS</b>		<b>\$29,640,145.18</b>

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

## Report

The investment portfolio decreased by \$637,026.70 for the month. The decrease was due to income in November being lower than expenditure.

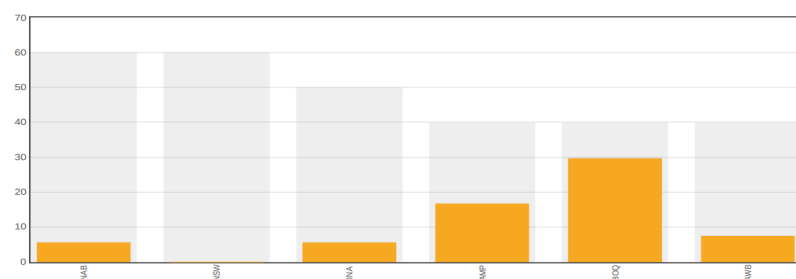
## Portfolio Performance

For the month of December, the portfolio (excluding cash) provided a return of +0.6% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.00% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

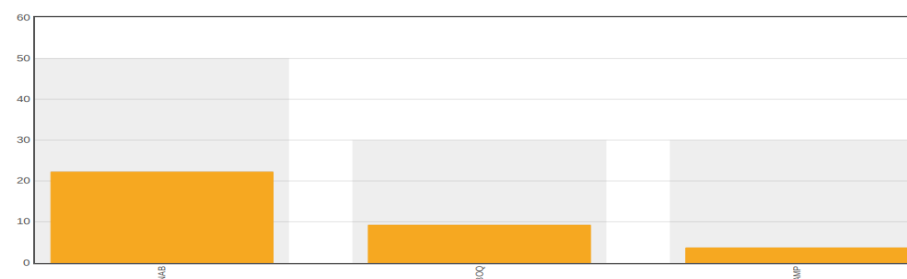
## Counterparty Compliance

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

### Short-term Holdings



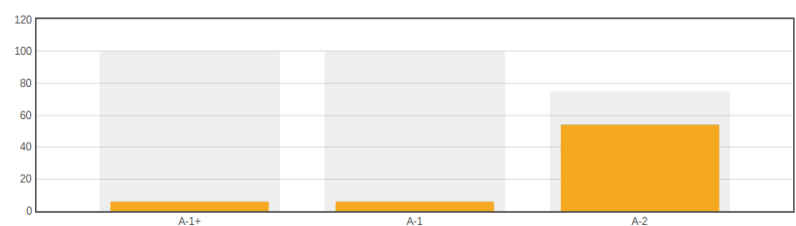
### Long-term Holdings



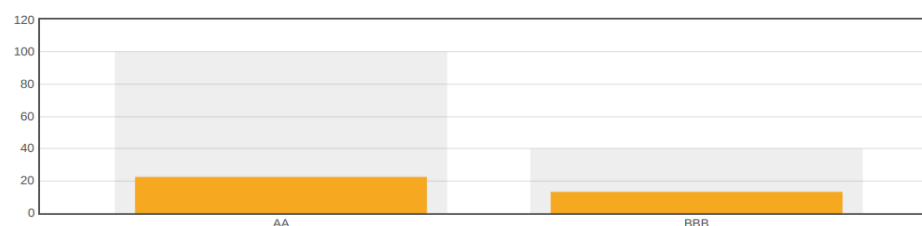
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### Short-term Holdings

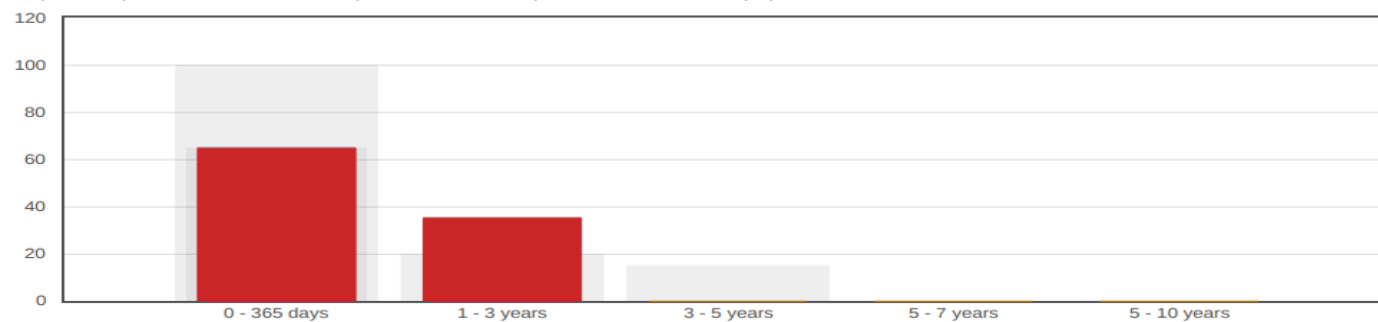


### Long-term Holdings



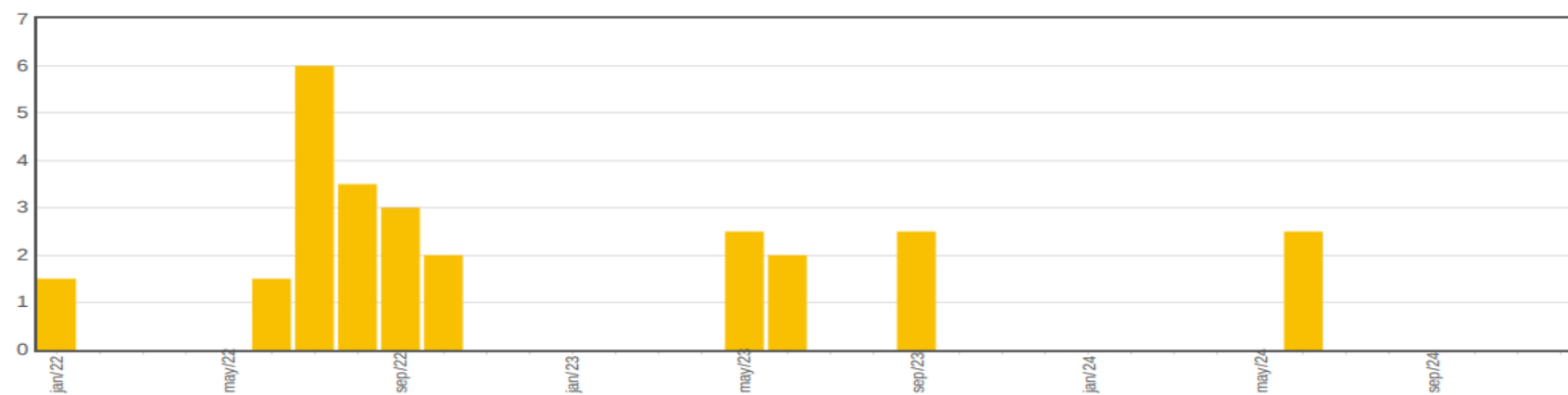
### Term to Maturity

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



### Maturity Cashflow

When investments will mature over time



**Monthly Investment Report as at 31/01/2022**

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>								
ING	7/21/2021	365	21/07/22	A-2	0.45	5.555%	\$1,500,000.00	\$1,500,000.00
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BOQ	8/17/2020	730	17/08/22	A-2	0.95	5.555%	\$1,500,000.00	\$1,500,000.00
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						<b>94.44%</b>	<b>\$25,500,000.00</b>	<b>\$25,500,000.00</b>
<b>Cash Deposit Account</b>								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.30
National Australia Bank				A-1+	0.17	5.560%	\$1,501,247.82	\$1,501,247.82
						<b>5.56%</b>	<b>\$1,501,248.12</b>	<b>\$1,501,248.12</b>
<b>TOTAL INVESTMENTS</b>						<b>100.00%</b>	<b>\$27,001,248.12</b>	<b>\$27,001,248.12</b>
Cash at Bank								\$2,008,600.15
<b>TOTAL FUNDS</b>								<b>\$29,009,848.27</b>

**CERTIFICATE**

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



**E Tonacia**

**MANAGER CORPORATE SERVICES****Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,425,499.63
	Plant Replacement	\$2,051,969.85
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
	Water Licences	\$332,520.00
		<u>\$8,038,239.48</u>
Unrestricted Funds		\$20,971,608.79
<b>TOTAL FUNDS</b>		<b>\$29,009,848.27</b>

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

## Report

The investment portfolio decreased by \$605,948.07 for the month. The decrease was due to income in January being lower than expenditure.

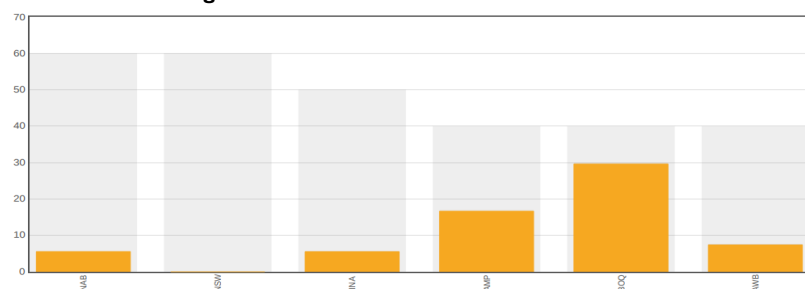
## Portfolio Performance

For the month of January, the portfolio (excluding cash) provided a return of +0.6% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.00% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

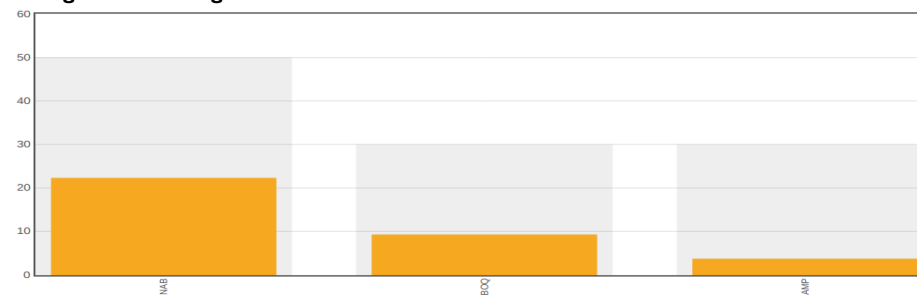
## Counterparty Compliance

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

### Short-term Holdings



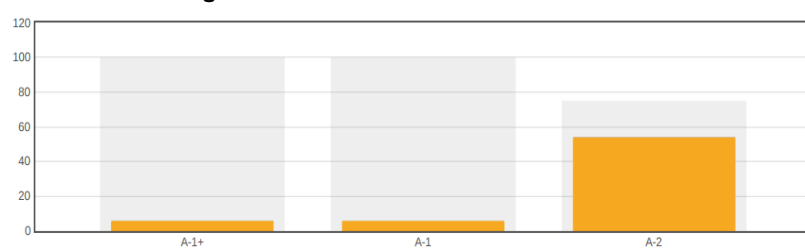
### Long-term Holdings



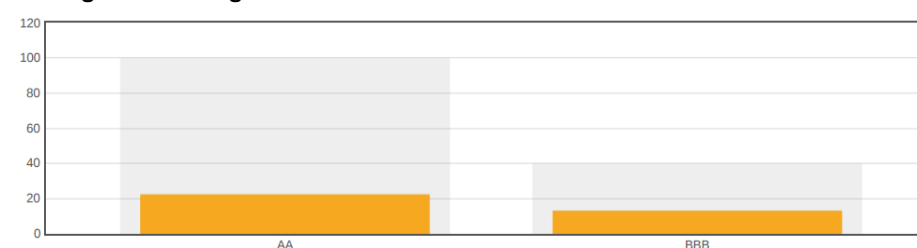
## Credit Quality Compliance

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

### Short-term Holdings

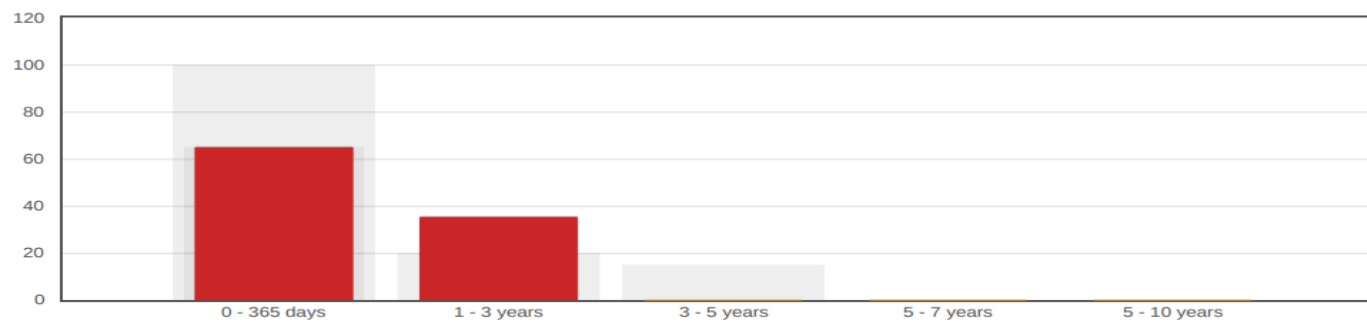


### Long-term Holdings



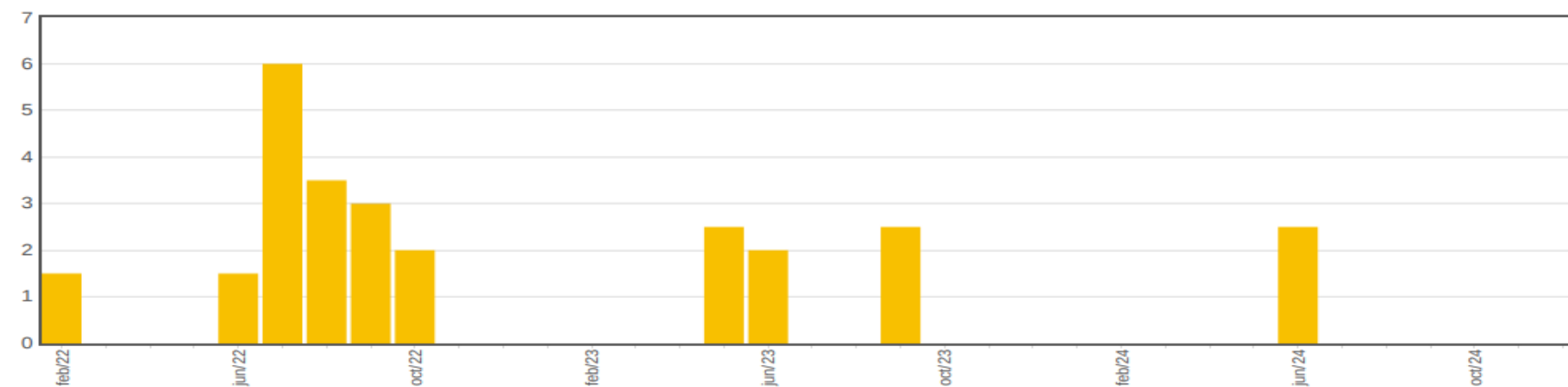
### Term to Maturity

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



### Maturity Cashflow

When investments will mature over time



# R2 December 2021 Quarterly Budget Review

## 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 the Quarterly Budget Review Statement for the period ended 31 December 2021 be received and the recommended changes be adopted.

## Report

The Quarterly Review of Council's Budget for the period ending 31 December 2021 is submitted for examination by the Council.

### Operating Budget

The anticipated Operating Result for 2021/2022 is a surplus of \$6,106,000. The Operating Result was originally budgeted for a surplus of \$5,909,000. The proposed December quarterly review operations adjustments relate to:

• An increase in Capital Grants & Contributions	\$400,000
• Decrease in anticipated advertising expenditure	(\$40,000)
<b>Net Operating Increase/ (Decrease)</b>	<b>\$440,000</b>

### Capital Budget

Also included is a quarterly review for Capital Works projects. The proposed capital expenditure for 2021/22 totals \$21,192,000. The original capital expenditure budget for 2021/22 was \$24,211,000. Proposed December quarterly review adjustments relate to:

### Budget Increases

The following projects have been increased by budget expenditure totalling \$585,000

• Walla Bore 1	\$9,000
• Urana WTP Replacement	\$50,000
• Pumping Stations – General Improvements	\$6,000

- Low Level Reservoirs Pipework \$100,000
- Reticulation for Developers – Lockhart Shire \$400,000
- Upgrade existing Water Filling Stations \$20,000

### Budget Decreases

The following projects have been reduced by budgeted expenditure totalling \$540,722.

- Awning on stores building \$40,722
- Bolton Park mains renewal \$100,000
- Olympic Highway – Trunk Mains Replacement \$400,000

The Quarterly Budget Review Statement should be read in conjunction with the detailed Capital Expenditure Quarterly Review, which is included at the end of this report.

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

### Financial Implications

The recommendation increases Council's anticipated net cash flow for 2021/22 by \$395,722.

### 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.

Riverina Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/21 to 31/12/21

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Riverina Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/21 to 31/12/21

**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 31/12/21 indicates that Council's projected financial position at 30/6/22 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: 15/02/2022**

Ms Emily Tonacia  
Responsible Accounting Officer

## Riverina Water County Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2021

(\$000's)	Original Budget 2021/22	Approved Changes		Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	21/22	20/21
		Other than by QBRS	Sept QBRS					Actual YTD figures	Actual YTD figures
<b>Income</b>									
Rates and Annual Charges	5,172	-	-	5,172	-		5,172	2,742	2,709
User Charges and Fees	24,030	-	-	24,030	-		24,030	7,478	7,169
Interest and Investment Revenues	250	-	-	250	-		250	149	326
Other Revenues	466	-	-	466	-		466	596	500
Grants & Contributions - Operating	225	-	-	225	400	1	625	3	7
Grants & Contributions - Capital	3,558	-	-	3,558	-		3,558	3,142	1,753
<b>Total Income from Continuing Operations</b>	<b>33,701</b>	<b>-</b>	<b>-</b>	<b>33,701</b>	<b>400</b>		<b>34,101</b>	<b>14,110</b>	<b>12,464</b>
<b>Expenses</b>									
Employee Costs	10,641	-	-	10,641	-		10,641	4,002	4,250
Borrowing Costs	434	-	-	434	-		434	124	145
Materials & Contracts	8,537	93	65	8,695	(40)	2	8,655	3,129	1,772
Depreciation	7,550	-	-	7,550	-		7,550	4,230	3,243
Other Expenses	630	-	85	715	-		715	59	1,660
<b>Total Expenses from Continuing Operations</b>	<b>27,792</b>	<b>93</b>	<b>150</b>	<b>28,035</b>	<b>(40)</b>		<b>27,995</b>	<b>11,544</b>	<b>11,070</b>
<b>Net Operating Result from Continuing Operations</b>	<b>5,909</b>	<b>(93)</b>	<b>(150)</b>	<b>5,666</b>	<b>440</b>		<b>6,106</b>	<b>2,566</b>	<b>1,394</b>
<b>Net Operating Result from All Operations</b>	<b>5,909</b>	<b>(93)</b>	<b>(150)</b>	<b>5,666</b>	<b>440</b>		<b>6,106</b>	<b>2,566</b>	<b>1,394</b>
<b>Net Operating Result before Capital Items</b>	<b>2,351</b>	<b>(93)</b>	<b>(150)</b>	<b>2,108</b>	<b>440</b>		<b>2,548</b>	<b>(576)</b>	<b>(359)</b>

Riverina Water County Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

### Income & Expenses Budget Review Statement

#### Recommended changes to revised budget

Budget Variations being recommended include the following material items:

[illegible]

Riverina Water County Council

**Quarterly Budget Review Statement**

for the period 01/10/21 to 31/12/21

**Capital Budget Review Statement**

Budget review for the quarter ended 31 December 2021

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	21/22	20/21
		Carry Forwards	2020/21 Revotes	Other than QBRS	Sept QBRS					Actual YTD figures	Actual YTD figures
Capital Expenditure											
Land & Buildings	3,766	206	1,014	(1,787)	-	3,199	(41)		3,158	1,704	1,656
Plant & Equipment	4,794	835	26	(3,100)	-	2,555	-		2,555	1,582	818
Intangibles	3,206	176	-	-	45	3,427	-		3,427	2,637	272
Water Infrastructure	12,445	525	1,986	(3,180)	279	12,055	86		12,141	4,711	4,346
Loan Repayments (Principal)	-	-	-	-	-	-	-		-	919	921
Total Capital Expenditure	24,211	1,742	3,026	(8,067)	324	21,236	45		21,281	11,553	8,013
Capital Funding											
Rates & Other Untied Funding	24,211	1,742	3,026	(8,067)	324	21,236	45		21,281	11,553	8,013
New Loans	-	-	-	-	-	-	-		-	-	-
Total Capital Funding	24,211	1,742	3,026	(8,067)	324	21,236	45		21,281	11,553	8,013
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-		-	-	-

Riverina Water County Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Capital Budget Review Statement

### Recommended changes to revised budget

Budget Variations being recommended include the following material items:

[illegible]

## Riverina Water County Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 31 December 2021

(\$000's)	Original Budget 2021/22	Approved Changes			Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sept QBRS					
<b>Externally Restricted</b> <sup>(1)</sup>									
Loan Funds - LIRS	-	-	-	-	-	-		-	-
<b>Total Externally Restricted</b>	-	-	-	-	-	-		-	-
(1) Funds that must be spent for a specific purpose									
<b>Internally Restricted</b> <sup>(2)</sup>									
Employee Leave Entitlements *	2,426	-	-		2,426	-		2,426	2,426
Plant Replacement	1,857	-	-		1,857	-		1,857	1,857
Water Treatment Plant	228	-	-		228	-		228	228
Revenue from Water Licences	333				333	-		333	333
Sales Fluctuation	3,000	-	-		3,000	-		3,000	3,000
<b>Total Internally Restricted</b>	<b>7,844</b>	-	-	-	<b>7,844</b>	-		<b>7,844</b>	<b>7,844</b>
(2) Funds that Council has earmarked for a specific purpose									
<b>Unrestricted</b> (ie. available after the above Restrictions)	5,658	-	-	9,582	15,240	261	1	15,501	20,165
<b>Total Cash &amp; Investments</b>	<b>13,502</b>	-	-		<b>13,502</b>	<b>261</b>		<b>23,345</b>	<b>28,009</b>
* ELE Reserve is currently funded at 50%									

Riverina Water County Council

**Quarterly Budget Review Statement**  
for the period 01/10/21 to 31/12/21

**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 \$1,402,843

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31/12/21

**Reconciliation Status**

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

**\$ 000's**

Cash at Bank (as per bank statements)		1,402
Investments on Hand		27,001
less: Unpresented Cheques	(Timing Difference)	(398)
add: Undeposited Funds	(Timing Difference)	4

**Reconciled Cash at Bank & Investments**

28,009

**Balance as per Review Statement:**

28,009

Difference:

-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

- | Notes | Details   |
|-------|---|
| 1     | Adjustment to anticipated cash on hand as a result of QBR adjustments |

Riverina Water County Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

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

Budget review for the quarter ended 31 December 2021

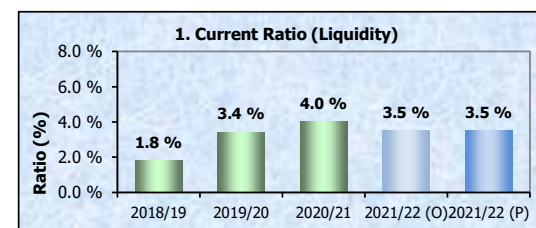
(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			

NSW Local Government Industry Key Performance Indicators (OLG):

#### 1. Current Ratio (Liquidity)

Current Assets	30391	3.5 %	3.5 %	4.0 %	3.4 %
Current Liabilities	8698				

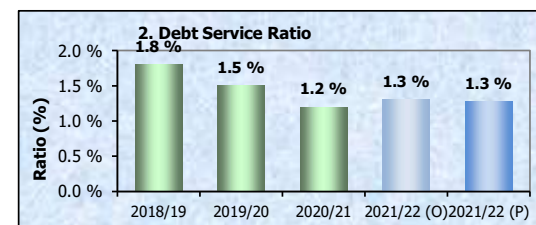
This measures Council's ability to pay existing liabilities in the next 12 months. (target &gt;1.5)



#### 2. Debt Service Ratio

Debt Service Cost	434	1.3 %	1.3 %	1.2 %	1.5 %
Income from Continuing Operations	34101				

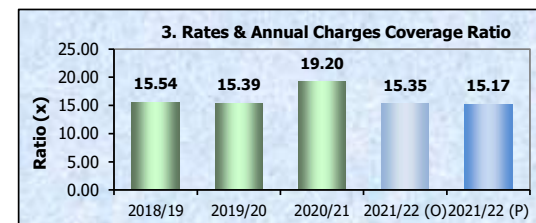
This measures Council's ability to meet interest repayments and therefore service debt. (target 0% to 5%)



#### 3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	5172	15.17	15.35	19.20	15.39
Income from Continuing Operations	34101				

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 &lt; 25%)



Riverina Water County Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

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

Budget review for the quarter ended 31 December 2021

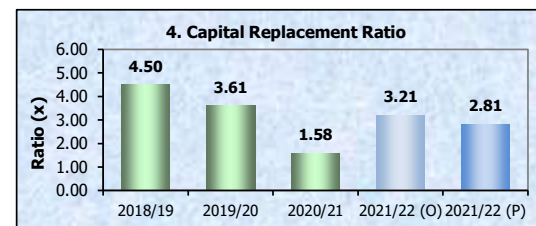
(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			

NSW Local Government Industry Key Performance Indicators (OLG):

#### 4. Capital Replacement Ratio

Infrastructure, Property, Plant & Equipment	21192	2.81	3.21	1.58	3.61
Depreciation	7550				

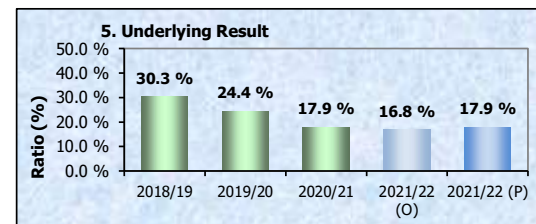
Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and and borrowing is not an option. (target > 1.5)



#### 5. Underlying Result

Net Result	6106	17.9%	16.8 %	17.9 %	24.4 %
Total Revenue	34101				

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	9,638	Y
Legal Fees	28,094	Y

**Definition of a consultant:**

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

**Comments**

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

**Details**

**Riverina Water County Council**  
**Balance Sheet**

	<b>Projected 2021/22 \$</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash & Cash Equivalents	23,345
Receivables	4,012
Inventories	3,034
<b>Total Current Assets</b>	<b>30,391</b>
<b>Non-Current Assets</b>	
Infrastructure, Property, Plant & Equipment	341,352
Intangible Assets	9,776
<b>Total Non-Current Assets</b>	<b>351,128</b>
<b>TOTAL ASSETS</b>	<b>381,519</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Payables	2,259
Borrowings	1,587
Provisions	4,852
<b>Total Current Liabilities</b>	<b>8,698</b>
<b>Non-Current Liabilities</b>	
Borrowings	4,793
<b>Total Non-Current Liabilities</b>	<b>4,793</b>
<b>TOTAL LIABILITIES</b>	<b>13,491</b>
<b>Net Assets</b>	<b>368,028</b>
<b>EQUITY</b>	
Retained Earnings	158,951
Revaluation Reserves	209,077
Other Reserves	-
Council Equity Interest	368,028
Minority Equity Interest	-
<b>Total Equity</b>	<b>368,028</b>

**31 DECEMBER 2021 CAPEX QUARTERLY BUDGET REVIEW**

Project	Description	Current Budget	Committal	YTD Actual 2021/22	Budget Remaining	31/12/2021 QBR	Revised Budget	Revised Remaining	Comment
#		\$	\$	\$	\$	\$	\$	\$	
	<b>MANAGEMENT</b>								
	<b>LAND &amp; BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS</b>								
	Administration Office	117,965	0	43,756	74,209	0	117,965	74,209	
	Depot Buildings	1,462,742	187,676	279,355	995,711	-40,722	1,422,020	954,989	Awning on Stores building. Drawing and design completed - construction 2023/24
	Access, Parking and Landscaping	1,519,037	170,110	1,022,767	326,160	0	1,519,037	326,160	
	Asset Demolition	100,000	0	0	100,000	0	100,000	100,000	
	<b>SUB-TOTAL LAND &amp; BUILDINGS FOR ADMIN, DEPOTS &amp; WORKSHOPS</b>	<b>3,199,744</b>	<b>357,786</b>	<b>1,345,878</b>	<b>1,496,081</b>	<b>-40,722</b>	<b>3,159,022</b>	<b>1,455,359</b>	
	<b>PLANT &amp; EQUIPMENT</b>								
	IT Equipment	239,978	24,639	13,139	202,200	0	239,978	202,200	
	Office Furniture & Equipment	15,000	0	17,012	-2,012	0	15,000	-2,012	
	Working Plant & Vehicle Purchases	1,626,292	426,294	578,559	621,439	0	1,626,292	621,439	
	Telemetry & Control Systems Upgrade	464,415	11,727	310,561	142,126	0	464,415	142,126	
	Radio Communications Upgrade/Replacements/Improvements	0	1,440	0	-1,440	0	0	-1,440	
	Energy Efficiency & Cost Minimisation	209,178	136,726	61,754	10,698	0	209,178	10,698	
	<b>SUB-TOTAL PLANT &amp; EQUIPMENT</b>	<b>2,554,863</b>	<b>600,826</b>	<b>981,025</b>	<b>973,011</b>	<b>0</b>	<b>2,554,863</b>	<b>973,011</b>	
	<b>INTANGIBLES</b>								
	Software	3,381,430	1,849,519	744,888	787,022	0	3,381,430	787,022	
	Water Licences	45,000	0	43,051	1,949	0	45,000	1,949	
	<b>SUB-TOTAL INTANGIBLES</b>	<b>3,426,430</b>	<b>1,849,519</b>	<b>787,940</b>	<b>788,971</b>	<b>0</b>	<b>3,426,430</b>	<b>788,971</b>	
	<b>TOTAL MANAGEMENT</b>	<b>9,181,037</b>	<b>2,808,132</b>	<b>3,114,843</b>	<b>3,258,063</b>	<b>-40,722</b>	<b>9,140,315</b>	<b>3,217,341</b>	
	<b>SOURCES</b>								
	Bores-renew/refurbish/decommission	365,000	0	0	365,000	9,000	374,000	374,000	Unexpected bore motor failure at Walla Bore 1
	<b>TOTAL SOURCES</b>	<b>365,000</b>	<b>0</b>	<b>0</b>	<b>365,000</b>	<b>9,000</b>	<b>374,000</b>	<b>374,000</b>	
	<b>TREATMENT PLANTS</b>								
	Aeration Tower Replacements	115,000	0	70,647	44,353	0	115,000	44,353	
	Aeration Tower Covers	121,599	97	43,917	77,585	0	121,599	77,585	
	Specific Treatment Plant improvements	63,932	0	8,932	55,000	0	63,932	55,000	
	Treatment Plant refurbishments	4,156,197	132,725	698,195	3,325,277	50,000	4,206,197	3,375,277	Additional funds required as part of testing of raw water line - Urana WTP Replacement
	<b>TOTAL TREATMENT PLANTS</b>	<b>4,456,728</b>	<b>132,822</b>	<b>821,691</b>	<b>3,502,215</b>	<b>50,000</b>	<b>4,506,728</b>	<b>3,552,215</b>	

Project	Description	Current Budget	Committal	YTD Actual 2021/22	Budget Remaining	31/12/2021 QBR	Revised Budget	Revised Remaining	Comment
#		\$	\$	\$	\$	\$	\$	\$	
	<b>PUMPING STATIONS</b>								
	Pump Stations Renewal/Refurbish/Upgrade	220,000	150	81,699	138,151	6,000	226,000	144,151	Unplanned works of new door and opening extension - West Wagga
	<b>TOTAL PUMPING STATIONS</b>	<b>220,000</b>	<b>150</b>	<b>81,699</b>	<b>138,151</b>	<b>6,000</b>	<b>226,000</b>	<b>144,151</b>	
	<b>RESERVOIRS</b>								
	General Improvements	20,000	1,800	1,371	16,829	0	20,000	16,829	
	New/Replacement Reservoirs	438,617	89,410	193,261	155,947	0	438,617	155,947	
	Reservoirs - Upgrade Ladders and Access	95,600	0	5,600	90,000	0	95,600	90,000	
	Reservoir Hatches Magflows	25,000	0	1,039	23,961	0	25,000	23,961	
	Asset demolition	224,912	50,659	10,981	163,273	0	224,912	163,273	
	<b>TOTAL RESERVOIRS</b>	<b>804,129</b>	<b>141,868</b>	<b>212,251</b>	<b>450,009</b>	<b>0</b>	<b>804,129</b>	<b>450,009</b>	
	<b>MAINS, SERVICES &amp; METERS</b>								
	<b>MAINS</b>								
	System Improvements	1,179,746	7,091	461,350	711,305	0	1,179,746	711,305	
	Reticulation for Developers (including other extensions)	668,600	14,356	977,896	-323,652	400,000	1,068,600	76,348	Rural construction of mains - funded by constituent Councils.
	Renew Reticulation Mains	900,000	5,068	310,987	583,945	0	900,000	583,945	
	Renew Trunk Mains	2,304,982	88,564	681,710	1,534,708	-400,000	1,904,982	1,134,708	Incorrect budget adjustment - pipe purchase was in previous year - Olympic Highway
	<b>SUB-TOTAL MAINS</b>	<b>5,053,328</b>	<b>115,079</b>	<b>2,431,942</b>	<b>2,506,306</b>	<b>0</b>	<b>5,053,328</b>	<b>2,506,306</b>	
	<b>SERVICES</b>								
	Service Connections, new including Meters	550,403	4,903	527,975	17,525	0	550,403	17,525	
	Renew Services	330,000	6,000	130,377	193,623	0	330,000	193,623	
	<b>SUB-TOTAL SERVICES</b>	<b>880,403</b>	<b>10,903</b>	<b>658,352</b>	<b>211,148</b>	<b>0</b>	<b>880,403</b>	<b>211,148</b>	
	<b>METERS</b>								
	Water meters replacement	200,871	35,859	32,995	132,016	0	200,871	132,016	
	Remote metering	50,000	0	2,206	47,794	0	50,000	47,794	
	Water Filling Stations New	25,000	208	32,848	-8,056	20,000	45,000	11,944	Upgrade to existing water filling stations required.
	<b>SUB-TOTAL METERS</b>	<b>275,871</b>	<b>36,067</b>	<b>68,049</b>	<b>171,754</b>	<b>20,000</b>	<b>295,871</b>	<b>191,754</b>	
	<b>TOTAL MAINS, SERVICES &amp; METERS</b>	<b>6,209,602</b>	<b>162,050</b>	<b>3,158,344</b>	<b>2,889,208</b>	<b>20,000</b>	<b>6,229,602</b>	<b>2,909,208</b>	
	<b>TOTALS</b>	<b>21,236,496</b>	<b>3,245,022</b>	<b>7,388,828</b>	<b>10,602,646</b>	<b>44,278</b>	<b>21,280,774</b>	<b>10,646,924</b>	

## R3 Gumly Gumly Private Irrigation District Service Agreement

### Organisational Area Corporate Services

**Author** Emily Tonacia, Director Corporate Services

**Summary** Since 1994, Riverina Water and the Gumly Gumly Private Irrigation District (GGPID) have had an agreement whereby Riverina Water undertake routine maintenance and surveillance activities for the private irrigation district scheme. In August 2002, the arrangement was extended to include the provision of meter reading and billing services. This report recommends that the annual agreement cease on the 30<sup>th</sup> June 2022.

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**RECOMMENDATION** that Council not enter into any future agreement with the Gumly Gumly Private Irrigation District beyond 30 June 2022.

### Report

Since 1994, Riverina Water and the Gumly Gumly Private Irrigation District (GGPID) have had an agreement whereby Riverina Water undertake routine maintenance and surveillance activities for the private irrigation district scheme. In August 2002, the arrangement was extended to include the provision of meter reading and billing services.

The Service Agreement is negotiated and entered into annually with current costs payable by GGPID being \$8,241.40 (excluding GST) per annum. Unless there is a direct link to a cost increase, i.e., wages increase, this amount is increased annually by CPI. A cost recovery exercise has not been undertaken recently, however given the administrative burden of the arrangement, it is assumed that Council is not making a profit based on current fees.

In April 2019 an internal audit was undertaken in the area of Water Quality Systems and Monitoring. The audit identified a high risk in relation to the current service agreement with GGPID. Below is an extract from the audit report in relation to the agreement:

## 2

**Gumly Gumly Private  
Irrigation Scheme****HIGH****Observation**

Section 6 of the Drinking Water Management System (DWMS) provides a summary of water quality exceptions over the past 5 years. It was noticed that one of these exceptions related to *Escherichia coli* (E. coli) detection at Gumly Gumly. However, when discussing the circumstances surrounding these exceptions, it was revealed that Gumly Gumly is not part of the Riverina Water County Council supply network, and that this should not have been included in the DWMS.

The detection of E. coli was due to Council undertaking water sampling and testing on behalf of the Gumly Gumly Private Irrigation District Scheme, covered under a service agreement. Since 1994, Council has been engaged by the Gumly Gumly Private Irrigation District to undertake routine maintenance and surveillance activities for the Gumly Gumly Private Irrigation Scheme. Since 2002, Council formalised the arrangement with a service agreement and commenced providing water meter reading and billing services to the scheme. It is noted that the Gumly Gumly Private Irrigation Scheme is not a supplier of drinking water under the *Public Health Act 2010*, however the testing being undertaken suggests that the water is being used as the main, if not only supply of potable water by some residents at Gumly Gumly. Discussions with management and staff indicate that this is a known issue and that the local Public Health Unit are also aware of the situation.

Council's mission statement in its Strategic Business Plan (2012) is *"To provide our community with a safe, reliable potable water at the lowest sustainable costs"*. The Strategic Business Plan also refers to Gumly Gumly as being one of the suburbs supplied by the Wagga Wagga System (p. 18).

**Implication**

It could reasonably be considered there may be a general public perception that drinking water at Gumly Gumly is being supplied by Council. This report acknowledges that RWCC has no regulatory obligations to provide drinking water to Gumly Gumly.

**Recommendation**

- a) Reference to the water quality exceptions at Gumly Gumly be removed from the Drinking Water Management System;
- b) Council considers the future implications of the current situation including community health, reputational and compliance risks and potential capital expenditure obligations;
- c) Council considers terminating the service agreement with Gumly Gumly Private Irrigation Scheme; and
- d) Council liaises with the Public Health Unit to discuss Council's concerns and clarify the Public Health Unit's position in regard to the current situation.

As part of the agreement, Council staff currently undertake meter readings for the customers of the scheme, utilising Council's finance system to produce the water bills. During the upgrade of the finance system, challenges requiring additional configurations for the Gumly Gumly Scheme were identified. These challenges are:

- Non-standard service configuration for account/assessments
- Size based usage calculations applied to individual properties and services
- Non-standard allocation of water usage allocations

An estimate of \$35,720 was provided from Infor Pty Ltd to undertake the additional configuration required to ensure that Council could continue to deliver on the service agreement post 30 June 2022.

Management met with Mark Bland, the Chairperson of GGPID in late 2021 to discuss the finance upgrade, including the proposal from Infor Pty Ltd. The purpose of the meeting was to gain an understanding of the appetite and capacity of the GGPID Board to move forward with the upgrade. At this meeting, Mark indicated that the GGPID would likely not be in the position to fund the configurations required to continue with the agreement.

Given the multiple risks that the current service agreement presents to Council, Management recommend that Council give notice immediately to GGPID that Council will not renew the agreement for the 2022/23 year. In this regard it is pleasing to report that GGPID have made arrangements with a local accounting firm to provide the administrative and billing functions currently provided by Riverina Water and understand the position that Council has taken.

- › **R3.1**      **Final Internal Audit Report - Water Quality and Systems Monitoring** [↓](#) 
- › **R3.2**      **Gumly Gumly - Infor Proposal** [↓](#) 

### Financial Implications

The recommendation would result in a loss of income to Council of \$8,241 per annum, which will not materially affect Council's revenue. In addition, the meter reading team will have additional time to undertake for Riverina Water.

### Risk Considerations

Reputation	
Averse	Council is averse to taking risks that may adversely impact its reputation.

## CONFIDENTIAL INTERNAL AUDIT REPORT

### RIVERINA WATER COUNTY COUNCIL

#### WATER QUALITY SYSTEMS AND MONITORING

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## Background

In accordance with the Riverina Water County Council Internal Audit Work Program, an internal audit was conducted as follows:

<b>Audit Area</b>	Water Quality Systems and Monitoring
<b>Client Contact</b>	Jason Ip
<b>Lead Auditor</b>	Phil Swaffield
<b>Commencement</b>	April 2019

## Audit Objectives

To review the effectiveness of Council's water quality systems and monitoring procedures and Council's compliance with the safe drinking water requirements under the *Public Health Act 2010* and *Public Health Regulation 2012*.

## Scope





The review focused on Council's water quality systems and monitoring procedures and reporting undertaken during the period 1 July 2018 to 31 December 2018.

## Methodology

Sufficient and appropriate audit evidence was gathered, and audit procedures have been conducted to support the conclusions reached and contained in this report. Risk management, control and governance processes have been considered and involved the following activities:

- Develop the internal audit program;
- Analyse, evaluate and test relevant internal controls and associated documents;
- Discussions with relevant staff; and
- Detail findings and recommendations for improvement.

### Opinion Criteria and Grading

Opinion	Legend	Grading
		<b>Inadequate Systems of Internal Control</b> Findings indicate significant control weaknesses and the need for urgent remedial action. Where corrective action has not yet started, the current remedial action is not, at the time of the audit, sufficient or sufficiently progressing to address the severity of the control weakness identified.
		<b>Adequate Systems of Internal Control Subject to Reservations</b> A number of findings, some of which are significant, have been raised. Where action is in progress to address these findings and other issues known to management, these actions will be at too early a stage to allow a satisfactory audit opinion to be given.
		<b>Satisfactory Systems of Internal Control</b> Findings indicate that on a whole, controls are satisfactory, although some enhancements may have been recommended.

### Audit Opinion

The audit was conducted in conformance with the 'International Standards for the Professional Practice of Internal Auditing' contained in the 'International Professional Practices Framework' issued by the Institute of Internal Auditors.

We are of the opinion that the controls surrounding Council's water quality systems and monitoring are **adequate** to provide reasonable assurance that risks are being managed and business objectives are able to be met.

### Acknowledgement

We would like to take this opportunity to thank Council staff for their co-operation and assistance provided during the engagement. Agreed management actions in response to the detailed findings are summarised within the Action Plan.

**National Audits Group Pty Ltd**  
**Authorised Audit Company**



**Stephen Prowse**  
**Principal**

### Risk Rating in Relation to Findings

We have rated the risk of each issue identified as “Extreme”, “High”, “Medium”, or “Low” based on the likelihood of the risk occurring and the consequences if the risk does occur.

Rating	Consequence Description
<b>Extreme</b>	<p>As this is an extreme priority issue, immediate notification to those charged with governance and senior management attention is required. Third party intervention may be required or reporting to external regulatory authorities. This is a serious and systemic internal control or risk management issue that may have already occurred resulting in:</p> <ul style="list-style-type: none"> <li>• Substantial losses, possibly in conjunction with other weaknesses in the control framework or the organisational entity or process being audited</li> <li>• Intentional serious violation of corporate strategies, policies or values</li> <li>• Serious reputational damage, such as negative publicity in national or international media</li> <li>• Significant adverse regulatory impact, such as appointment of an administrator, external investigation, loss of operating licenses or material fines.</li> </ul>
<b>High</b>	<p>As this is a high priority issue, immediate management attention is required. This is a serious internal control or risk management issue that if not mitigated, may with a high degree of certainty lead to:</p> <ul style="list-style-type: none"> <li>• Substantial losses, possibly in conjunction with other weaknesses in the control framework or the organisational entity or process being audited</li> <li>• Violation of corporate strategies, policies or values</li> <li>• Serious reputation damage, such as negative publicity in national or international media</li> <li>• Adverse regulatory impact, such as restrictions on operating licenses or fines</li> </ul>
<b>Medium</b>	<p>As this is a medium priority issue, timely management attention is warranted. This is an internal control or risk management issue that could lead to:</p> <ul style="list-style-type: none"> <li>• Financial losses</li> <li>• Loss of controls within the organisational entity or process being audited</li> <li>• Reputation damage, such as negative publicity in local or regional media</li> <li>• Adverse regulatory impact, such as public sanctions or immaterial fines</li> </ul>
<b>Low</b>	<p>As this is a low priority issue, routine management attention is warranted. This is an internal control or risk management issue, the solution to which may lead to improvement in the quality and/or efficiency of the organisational entity or process being audited. Risks are limited.</p>

Likelihood	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances, and frequently during the year	>90%
<b>Likely</b>	The event will probably occur once during the year	50%-90%
<b>Possible</b>	The event might occur at some time in the next five years	10%-50%
<b>Rare</b>	The event could occur in exceptional circumstances	<10%

The risk rating is a combination of the consequence and likelihood. The position within the matrix corresponds to the risk rating below.

		Consequence			
		Low	Medium	High	Extreme
Likelihood	Almost Certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

Implementation Timeframe	
Extreme	Complete remedial action within the shortest practicable timeframe
High	Complete remedial action within 3 calendar months, or sooner as determined by the General Manager.
Medium	Complete remedial action within 6 calendar months
Low	Complete remedial action within 12 calendar months

*Timeframe provided as a guide only. Implementation may be dependent on specific circumstances associated with the particular issue, resource requirements, or other factors.*



### Action Plan

No	Issue	Risk Rating	Recommendation	Management Response	Responsible Person	Action Date
1	<b>Alert Level Settings</b>	<b>HIGH</b>	Investigate the options for having user access controls, e.g. security permissions to restrict access to alert level changes in the SCADA system, and to record and notify appropriate staff, when alert level settings are changed.	Agreed for CCP's only. Staff will implement controls to restrict access to changing alert levels. Initial work on the SCADA system will be commenced. Subsequent work on the controls for the new plant will follow	Manager Operations	December 2019 – SCADA system December 2020 – the new plant
2	<b>Gumly Gumly Private Irrigation Scheme</b>	<b>HIGH</b>	<p>a) Reference to the water quality exceptions at Gumly Gumly be removed from the Drinking Water Management System;</p> <p>b) Council considers the future implications of the current situation including community health, reputational</p>	<p>(a) Council does supply drinking water to sections of Gumly Gumly and Governors Hill. Management agree to remove the water quality exceptions that were in reference to the GGPID</p> <p>(b) Management disagree with this recommendation. Responsibility for community health rests with WWCC and NSW Department of Health. Reputational – agree.</p>	<p>a) Manager Operations</p> <p>b) General Manager</p>	<p>a) Sept 2019</p> <p>b) Ongoing</p>

No	Issue	Risk Rating	Recommendation	Management Response	Responsible Person	Action Date
			<p>and compliance risks and potential capital expenditure obligations;</p> <p>c) Council considers terminating the service agreement with Gumly Gumly Private Irrigation Scheme; and</p> <p>d) Council liaises with the Public Health Unit to discuss Council's concerns and clarify the Public Health Unit's position in regard to the current situation.</p>	<p>Compliance and capital matters are not the responsibility of RWCC</p> <p>(c) Agreed.</p> <p>(d) Agreed, Management have already done so.</p>	<p>c) General Manager</p>	<p>c) To be considered at revision of next agreement – May 2020.</p> <p>d) Completed.</p>
<b>3</b>	<b>Fluoridation</b>	<b>MED</b>	<p>a) The Fluoridation Policy be reviewed and amended as necessary; and</p> <p>b) Council mitigate the risks associated with the non-fluoridation of water supplied from the new</p>	<p>a) Agree.</p> <p>b) Agree.</p>	<p>a) DE</p> <p>b) DE</p>	<p>a) December 2019.</p> <p>b) Completed</p>

No	Issue	Risk Rating	Recommendation	Management Response	Responsible Person	Action Date
			Wagga Filtration Plant.			
4	<b>Documentation and Recordkeeping</b>	<b>LOW</b>	<p>a) Council continue to investigate data management options (such as WaterOutlook) to centralise and streamline water quality data and reporting; and</p> <p>b) Document version control processes be reviewed and updated for all corporate documents (including the DWMS) to provide a standardised and consistent approach across Council.</p>	<p>a) Agree – trial has commenced.</p> <p>b) Agree – work has commenced on records management system controls within our current EDRMS.</p>	<p>a) Manager Operations</p> <p>b) Manager Governance &amp; Human Resources</p>	<p>a) Ongoing</p> <p>b) TBA</p>
5	<b>Public Documents</b>	<b>LOW</b>	<p>a) Consideration be given to Council formally adopting a public policy for</p>	<p>a) Management have considered and disagree. Continue to maintain its status as an internal policy.</p>	<p>a) n/a</p>	<p>a) n/a</p>

No	Issue	Risk Rating	Recommendation	Management Response	Responsible Person	Action Date
			<p>water quality;</p> <p>b) Seek clarification with the Public Health Unit on whether the Drinking Water Management System should be a publicly available document; and</p> <p>c) If so, consider making key elements of the Drinking Water Management System publicly available.</p>	<p>b) Management will consult with NSW Public Health regarding this.</p> <p>c) Dependent on 5(b)</p>	<p>b) Manager Operations</p> <p>c) n/a</p>	<p>b) December 2019</p> <p>c) n/a</p>
<b>6</b>	<b>Audit and Review</b>	<b>LOW</b>	<p>a) Consult with the Local Public Health Unit to clarify their expectations regarding independent audit requirements;</p>	<p>a) NSW Health and Water Directorate are developing guidelines on internal and external audit requirements. Council will refer to these when released.</p>	<p>a) Manager Operations</p>	<p>a) Ongoing</p>



No	Issue	Risk Rating	Recommendation	Management Response	Responsible Person	Action Date
			b) Detail the scope of the independent audit of the Drinking Water Management System (DWMS) in the DWMS; and  c) POL 2.7 Drinking Water Quality Management be reviewed and amended as required to reflect any changes.	b) As above  c) As above		

## Detailed Findings

1	<b>Alert Level Settings</b>	<b>HIGH</b>
<p><b>Observation</b></p> <p>Critical Control Points (CCPs) are activities, procedures or processes where the operator can apply control, and are essential processes in reducing risks to an acceptable level. In order to define acceptable from unacceptable performance at each point, target levels, alert levels and critical limits have been identified for Riverina Water's drinking water supply systems.</p> <p>As part of the engagement, a walk through was conducted at the control room of the Wagga Filtration Plant. When discussing the process for dealing with alert levels and settings, it was noticed that there are no editing restrictions for the changing of alert settings by treatment plant operators in the SCADA system.</p> <p>Therefore, an alert level may be altered by one plant operator (for example to deal with an intermittent problem or sensor issue) however there is no record of this, and other operators may not be aware.</p>		
<p><b>Implication</b></p> <p>The lack of control creates a risk that altered settings could be altered by unauthorised persons, which may have a negative impact on hazard control and water quality.</p>		
<p><b>Recommendation</b></p> <p>Investigate the options for having user access controls, e.g. security permissions to restrict access to alert level changes in the SCADA system, and to record and notify appropriate staff, when alert level settings are changed.</p>		

<b>2</b>	<b>Gumly Gumly Private Irrigation Scheme</b>	<b>HIGH</b>
<p><b>Observation</b></p> <p>Section 6 of the Drinking Water Management System (DWMS) provides a summary of water quality exceptions over the past 5 years. It was noticed that one of these exceptions related to Escherichia coli (E. coli) detection at Gumly Gumly. However, when discussing the circumstances surrounding these exceptions, it was revealed that Gumly Gumly is not part of the Riverina Water County Council supply network, and that this should not have been included in the DWMS.</p> <p>The detection of E. coli was due to Council undertaking water sampling and testing on behalf of the Gumly Gumly Private Irrigation District Scheme, covered under a service agreement. Since 1994, Council has been engaged by the Gumly Gumly Private Irrigation District to undertake routine maintenance and surveillance activities for the Gumly Gumly Private Irrigation Scheme. Since 2002, Council formalised the arrangement with a service agreement and commenced providing water meter reading and billing services to the scheme.</p> <p>It is noted that the Gumly Gumly Private Irrigation Scheme is not a supplier of drinking water under the <i>Public Health Act 2010</i>, however the testing being undertaken suggest that the water is being used as the main, if not only supply of potable water by some residents at Gumly Gumly. Discussions with management and staff indicate that this is a known issue and that the local Public Health Unit are also aware of the situation.</p> <p>Council's mission statement in its Strategic Business Plan (2012) is <i>"To provide our community with a safe, reliable potable water at the lowest sustainable costs"</i>. The Strategic Business Plan also refers to Gumly Gumly as being one of the suburbs supplied by the Wagga Wagga System (p. 18).</p>		
<p><b>Implication</b></p> <p>It could reasonably be considered there may be a general public perception that drinking water at Gumly Gumly is being supplied by Council. This report acknowledges that RWCC has no regulatory obligations to provide drinking water to Gumly Gumly.</p>		
<p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>a) Reference to the water quality exceptions at Gumly Gumly be removed from the Drinking Water Management System;</li> <li>b) Council considers the future implications of the current situation including community health, reputational and compliance risks and potential capital expenditure obligations;</li> <li>c) Council considers terminating the service agreement with Gumly Gumly Private Irrigation Scheme; and</li> <li>d) Council liaises with the Public Health Unit to discuss Council's concerns and clarify the Public Health Unit's position in regard to the current situation.</li> </ul>		

<b>3</b>	<b>Fluoridation</b>	<b>MED</b>
<p><b>Observation</b></p> <p>A review of the policies relating to water quality was undertaken. From the review, it was noted that the form of POL 2.5 Fluoridation Policy is not consistent with Council's other policies. The only content of the policy, is a Council resolution from April 1969 which states:</p> <p><i>a) that the Council agree in principle, to the fluoridation of water supplies under its control; and</i></p> <p><i>b) that the Chief Water Supply Engineer (Director of Engineering) be and is hereby authorised to prepare a detailed estimate of costs of establishing and operating fluoridation plants for all water supply systems under the Council's control.</i></p> <p>The Drinking Water Management System also refers to the use of fluoridation in its treatment processes. The Critical Control Points (CCPs) for fluoridation are as follows:</p> <p>Target - 1mg/L</p> <p>Alert Level - &lt;0.95mg/L &gt;1.2mg/L</p> <p>Critical - &lt;0.9mg/L &gt;1.5mg/L</p> <p>A Fluoride Dosing Incident Notification (Form 5) is required to be provided to the Public Health Unit when there are non-conformances under NSW Fluoridation Code of Practice. The new Wagga Filtration Plant has not been meeting its CCP requirements for fluoridation since December 2017. It is however meeting its legislative reporting obligations by submitting Form 5.</p> <p>It is noted that a required outcome of section 4.3.1 of the NSW Fluoridation Code of Practice is that the community receives water that is fluoridated to the optimal level so that oral health is not compromised.</p> <p>This issue is directly related to UGL's contractual obligations with the commissioning of the Wagga Filtration Plant.</p>		
<p><b>Implication</b></p> <p>The Fluoridation Policy in its current state does not adequately meet the criteria for being a Council policy.</p> <p>The current lack of fluoridation in the Wagga Filtration Plant is resulting in non-conformance with Councils Drinking Water Management System, CCP targets and community expectations.</p>		
<p><b>Recommendation</b></p> <p>a) The Fluoridation Policy be reviewed and amended as necessary; and</p> <p>b) Council mitigate the risks associated with the non-fluoridation of water supplied from the new Wagga Filtration Plant.</p>		

<b>4</b>	<b>Documentation and Recordkeeping</b>	<b>LOW</b>
<p><b>Observation</b></p> <p>The Drinking Water Management System (DWMS) refers to record keeping and reporting obligations which includes the use of forms, diaries, spreadsheets and internal data bases. This results in key documents and information being stored across various platforms including Council's corporate records management system (InfoExpert), local shared drives (G Drive) and the intranet.</p> <p>Council is currently trialling WaterOutlook, a cloud based "one stop shop" Information Management System, for operational data and reporting. Some of the advantages in using such a system include:</p> <ul style="list-style-type: none"> <li>- One repository for all operational and compliance data;</li> <li>- Real time exception reporting;</li> <li>- Dashboard reporting tools;</li> <li>- Remote cloud-based access;</li> <li>- Lab data mapping; and</li> <li>- Reduced reliance on manual data input and analysis.</li> </ul> <p>The DWMS also refers to Council's Records Management Policy (POL 1.18) which determines the requirements for managing all Council records. One of the documentation and reporting requirements in the Australian Drinking Water Guidelines is the development of a document control system to ensure that current versions are in use.</p> <p>It is noted that adequate version control exists for various internal records such as procedures, forms, and the DWMS itself. However, this varies for each document type. For example, policies have comprehensive version control tables detailing when first adopted, reviewed, and when due for review, while internal procedures and contingency plans only have a version number and release date. POL 1.18 does not currently specify any standardised approach for version control.</p>		
<p><b>Implication</b></p> <p>The use of spreadsheets is risky due to input, calculations and therefore output being subject to error. Water quality and operational data management is currently not centralised and consists of various mediums.</p> <p>Standardised document version control should be implemented to ensure that the most current version is are being used.</p>		
<p><b>Recommendation</b></p> <p>a) Council continue to investigate data management options (such as WaterOutlook) to centralise and streamline water quality data and reporting; and</p> <p>b) Document version control processes be reviewed and updated for all corporate documents (including the DWMS) to provide a standardised and consistent approach across Council.</p>		

<b>5</b>	<b>Public Documents</b>	<b>LOW</b>
<p><b>Observation</b></p> <p>One of the elements under the Australian Drinking Water Guidelines for drinking water quality framework is a commitment to drinking water quality management, and the formulation of a drinking water quality policy. Council has developed an internal policy for this purpose (POL 2.7).</p> <p>Although the guidelines do not specify the requirement for the policy to be a public document, due to the need for organisational commitment and allocation of resources, it would be considered appropriate for the document to be a public policy approved by Council.</p> <p>It is also noted that the current Drinking Water Management System is not a publicly available document and has not been adopted by Council. Again, although not a requirement of the guidelines, Council could consider making key elements of the DWMS publicly available, excluding any confidential information.</p>		
<p><b>Implication</b></p> <p>A public policy will demonstrate organisational support and long-term commitment to implementation of an effective drinking water quality management system.</p>		
<p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>a) Consideration be given to Council formally adopting a public policy for water quality;</li> <li>b) Seek clarification with the Public Health Unit on whether the Drinking Water Management System should be a publicly available document; and</li> <li>c) If so, consider making key elements of the Drinking Water Management System publicly available.</li> </ul>		

<b>6</b>	<b>Audit and Review</b>	<b>LOW</b>
<p><b>Observation</b></p> <p>The <i>Public Health Act 2010</i> and <i>Public Health Regulation 2012</i> outlines the requirements for suppliers of drinking water to have quality assurance programs. This includes having a process for controlling risks in accordance with the Framework for Management of Drinking Water Quality as set out in the <i>Australia Drinking Water Guidelines</i>.</p> <p>Prior to the release of the Guidelines (2011) and the NSW Guidelines for Drinking Water Management Systems (2013), Council already had a quality system in place based on the Hazard Analysis Critical Control Point (HACCP) system. When the Framework was released, it incorporated elements of HACCP, ISO9001 Quality Management, and AS/NZS 4360:2004 Risk Management.</p> <p>One of the benefits of using the HACCP system was that international certification was able to be achieved. As a result, Council became the first water utility in NSW to achieve HACCP certification in 2006. Maintaining HACCP certification is also an objective detailed in the current Drinking Water Quality Management Policy (POL 2.7).</p> <p>However, under the new Framework, there is no specification for the frequency or details of external audits, or any certification requirements. Council has decided not to continue with HACCP certification and will wait until there is further guidelines on what external audit requirements will be for the DWMS.</p> <p>In accordance with the guidelines, the frequency of external audits of the DWMS should be determined in consultation with the local Public Health Unit.</p>		
<p><b>Implication</b></p> <p>Auditing of the drinking water quality management system is needed to confirm that activities are being carried out in accordance with defined requirements and are producing the required outcomes.</p>		
<p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>a) Consult with the Local Public Health Unit to clarify their expectations regarding independent audit requirements;</li> <li>b) Detail the scope of the independent audit of the Drinking Water Management System (DWMS) in the DWMS; and</li> <li>c) POL 2.7 Drinking Water Quality Management be reviewed and amended as required to reflect any changes.</li> </ul>		



## RIVERINA WATER COUNTY COUNCIL

### Gumly Gumly Water Scheme Assessment

Document Properties	
Author	Mark Heffernan
Creation Date	4/11/2021
Last Updated	4/11/2021
Document Reference	Gumly Water Scheme Assessment
Version	1.0



## Purpose

This document outlines the challenges and configuration associated with the current Gumly Gumly Private Irrigation District (GGPID) data set and the activities and effort required to bring in the GGPID into Infor Public Sector

## Background

Riverina Water has a service agreement in place with the Gumly Gumly Private Irrigation District (GGPID) where Riverina Water County Council (Riverina Water)

- Routine Water Quality Sampling
- Water Meter Reading and Water Billing
- Planned Construction & Maintenance Activities

Regarding Water Billing, Riverina Water is currently in the process of implementing Infor Public Sector (IPS) configuration. There are challenges and uncertainty how the current data and configuration for GGPID within Civica Authority will be translated into IPS.

## Current Challenges

The current challenges with GGPID are:

- Non-standard service configuration for account/assessments
- Size based usage calculations applied to individual properties and services
- Non-standard allocation of water usage allocations

## Activities Required

The following tasks and activities are required to gather and migrate GGPID from Civica Authority to IPS :

- Determine calculation of usage based on size of meter and/or by property
- Document the calculation detail for each property and/or service
- Identify other exception configurations by property
- Update current migration package to handle different availability charges for different properties/accounts
- Apply calculation for allocation of free water entitlement for different accounts/properties



### Effort Required

The following effort is required to assess, gather, translate and migrate GGPID data, configuring the new system to continue to deliver the current water billing services:

Activity	Effort (days)	Estimated Cost (\$)
Gather requirements and define design	3	5,640
Document configuration for each property	3	5,640
Modify migration script(s)	5	9,400
IPS configuration	3	5,640
Testing and refinement	5	9,400
<b>TOTAL</b>	<b>19</b>	<b>35,720</b>

## R4 Annual Code of Conduct Complaints Statistics Report

### Organisational Area Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** Council is required to provide Code of Conduct complaints statistics to the Office of Local Government annually. The attached report states that there were no Code of Conduct complaints received in the 2020-21 reporting year.

---

**RECOMMENDATION** that Council note there were no Code of Conduct complaints received or finalised during the 2020-21 reporting year.

### Report

In accordance with the 'Procedures for the administration of the Model Code of Conduct for Local Councils in NSW' (as prescribed by section 440AA of the Local Government Act 1993), Council is required to provide Code of Conduct complaints statistics to the Office of Local Government annually. The report must also be presented to Council.

In accordance with Council's reporting requirements, the 'Model Code of Conduct Complaints Statistics' report has been submitted to the Office of Local Government and is now submitted to Council for information. There were no Code of Conduct complaints or finalised in the 2020-21 reporting year.

› **R4.1 Model Code of Conduct Statistics Report 2020-21.pdf** [↓](#) 

### 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.

## Model Code of Conduct Complaints Statistics Riverina Water County Council

### Number of Complaints

- |   |   |   |   |
|---|---|---|---|
| 1 | a | The total number of complaints <b>received</b> in the period about councillors and the General Manager (GM) under the code of conduct | 0 |
|   | b | The total number of complaints <b>finalised</b> in the period about councillors and the GM under the code of conduct                  | 0 |

### Overview of Complaints and Cost

- |   |   |  |   |
|---|---|--|---|
| 2 | a | The number of complaints <b>finalised at the outset</b> by alternative means by the GM or Mayor  | 0 |
|   | b | The number of complaints <b>referred to the Office of Local Government (OLG)</b> under a special complaints management arrangement           | 0 |
|   | c | The number of code of conduct complaints <b>referred to a conduct reviewer</b>   | 0 |
|   | d | The number of code of conduct complaints <b>finalised at preliminary assessment</b> by conduct reviewer                                      | 0 |
|   | e | The number of code of conduct complaints <b>referred back to GM or Mayor</b> for resolution after preliminary assessment by conduct reviewer | 0 |
|   | f | The number of finalised code of conduct complaints <b>investigated by a conduct reviewer</b>   | 0 |
|   | g | The number of finalised complaints investigated where there was found to be <b>no breach</b>   | 0 |
|   | h | The number of finalised complaints investigated where there was found to be <b>a breach</b>  | 0 |
|   | i | The number of complaints referred by the GM or Mayor <b>to another agency</b> or body such as the ICAC, the NSW Ombudsman, OLG or the Police | 0 |
|   | j | The number of complaints being investigated that are <b>not yet finalised</b>  | 0 |
|   | k | The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs   | 0 |

### Preliminary Assessment Statistics

- |   |   |   |
|---|---|---|
| 3 | The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions: |   |
|   | a   | To take no action (clause 6.13(a) of the 2018 and 2020 Procedures)  |
|   |   | 0   |
|   | b   | To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2018 and 2020 Procedures) |
|   |   | 0   |

- |   |  |   |
|---|--|---|
| c | To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2018 and 2020 Procedures) | 0 |
| d | To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2018 and 2020 Procedures)      | 0 |
| e | To investigate the matter (clause 6.13(e) of the 2018 and 2020 Procedures)   | 0 |

## Investigation Statistics

- |   |   |   |
|---|---|---|
| 4 | The number of investigated complaints resulting in a determination that there was <b>no breach</b> , in which the following recommendations were made:  |   |
| a | That the council revise its policies or procedures  | 0 |
| b | That a person or persons undertake training or other education (clause 7.37 of the 2018 Procedures or clause 7.40 of the 2020 Procedures)   | 0 |
| 5 | The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:   |   |
| a | That the council revise any of its policies or procedures (clause 7.36(a) of the 2018 Procedures or clause 7.39 of the 2020 Procedures)   | 0 |
| b | In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.36(h) of the 2018 Procedures or clause 7.37(a) of the 2020 Procedures)   | 0 |
| c | In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.36(i) of the 2018 Procedures or clause 7.37(b) of the 2020 Procedures)   | 0 |
| d | In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.36(j) of the 2018 Procedures or clause 7.37(c) of the 2020 Procedures) | 0 |
| 6 | Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2018 or 2020 Procedures)   | 0 |

## Categories of misconduct

- |   |   |   |
|---|---|---|
| 7 | The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct: |   |
| a | General conduct (Part 3)  | 0 |
| b | Non-pecuniary conflict of interest (Part 5)   | 0 |
| c | Personal benefit (Part 6)   | 0 |
| d | Relationship between council officials (Part 7)   | 0 |
| e | Access to information and resources (Part 8)  | 0 |

## Outcome of determinations

8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	0
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by OLG	0

## R5      Rescission of Policy 1.4 Statement of Business Ethics

### Organisational Area   Corporate Services

**Author**                      Wendy Reichelt, Governance & Records Officer

**Summary**                      Management has determined that Policy 1.4 Statement of Business Ethics is not a policy, but rather a statement of mutual obligations. Accordingly, this report recommends the rescission of Policy 1.4

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### RECOMMENDATION that Council:

- a) Rescind Policy 1.4 Statement of Business Ethics
- b) Note that Policy 1.4 Statement of Business Ethics will be replaced by a Statement of Business Ethics to be published on the Riverina Water website and given to contractors and suppliers dealing with Riverina Water

### Report

In keeping with the legislative requirement for the new board to review public policies within its first twelve months, management has been reviewing all Council policies. This review includes determining if the policy is still required, if it needs changing or merging with another policy, or if it is to remain as is (albeit changing to more contemporary wording and updating into the new policy template).

The Statement of Business Ethics Policy 1.4 was created following the release of the Office of Local Government Promoting Better Practice Program in 2012. The aim of the Program was for councils to identify matters that might require attention in line with best practice. At the time several of these matters were addressed by Riverina Water by creating a policy statement. The Statement of Business Ethics was one of these policies.

The Riverina Water Policy Framework (updated April 2021) makes a distinction between a policy and procedure, and other types of documents such as frameworks and guidelines.

*Policies guide the processes of decision-making and inform the controls and behaviours that support effective accountability and performance. Policies contain principles or "rules" adopted by an organisation to reach its long- term goals. Policies are succinct and are a statement of the council's intent, commitment or position.*

Procedures on the other hand:

*Focus on who performs what actions; what sequence of steps must be undertaken; the criteria or standard that should be met.*

The Policy Framework also outlines the use of frameworks, work instructions and guidelines.

*Guidelines are designed to streamline certain processes according to best practice. They provide guidance but are not binding in the same way as a policy. Guidelines are used to provide consistency in approach and outcomes.*

In reviewing the Statement of Business Ethics and having regard to the Policy Framework definitions, it seems that it fits the criteria for a guideline rather than a policy. It is therefore proposed that the Policy 1.4 Statement of Business Ethics be rescinded and replaced by a Statement of Business Ethics. This statement would be published to Council's website as a guideline and provided to all suppliers and contractors who deal with Riverina Water.

The Statement of Business Ethics Policy 1.4 and new Statement of Business Ethics is attached to this report.

- › **R5.1**      **Policy 1.4 Statement of Business Ethics 2016.docx** [↓](#) 
- › **R5.2**      **New - Statement of Business Ethics.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.



## POLICY REGISTER

### STATEMENT OF BUSINESS ETHICS

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 1.4</b>	
<b>Original publication date</b>		<b>24 October 2012</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
0	24 Oct 2012	Res: 12/150	24 Oct 2012
Name Changed from 5.24 on 22/11/13			
1	15 Oct 2014	Res: 14/127	15 Oct 2014
2	26 Oct 2016	Res: 16/183	26 Oct 2016
<p>This document is to be reviewed once every Council term.</p> <p>Next review date: <b>October 2020</b></p>			
<b>RESPONSIBLE OFFICER</b>		General Manager	

## **GENERAL MANAGER'S MESSAGE**

This statement provides guidance for the private sector when doing business with Riverina Water County Council.

It outlines Council's ethical standards and expectations of goods and service providers and contractors in all of their dealings with Council. The Statement will also outline what goods and service providers and contractors can expect of Council.

Council aims to promote integrity, ethical conduct and accountability throughout Council's operations.

Our staff are expected to maintain high standards of integrity and ethical conduct, consistent with the positions of trust they hold and we expect no less of the service providers and contractors that undertake work for Council.

## **OUR BUSINESS PRINCIPLES**

This statement will ensure that all its business relationships are honest, ethical, fair and consistent in obtaining best value for money. Best value for money does not automatically mean the lowest price. Council will balance all relevant factors including initial cost, whole of life cost, quality, reliability and timeliness in determining true value for money.

Part of obtaining best value for money will also include ensuring that all our business relationships are honest, ethical, fair and consistent.

Council business will be transparent and open to public scrutiny where ever possible.

## **WHAT YOU CAN EXPECT FROM COUNCIL**

Council will ensure that all its policies, procedures and practices relating to tendering, contracting and the purchase of goods and services are consistent with best practice and highest standards of ethical conduct.

Our staff are bound by Council's Code of Conduct when doing business with the private sector and will be expected to:

- Abide by the law and all relevant policies and procedures.
- Use public resources effectively and efficiently.
- Deal fairly honestly and ethically with all individuals and organisations.
- Avoid conflicts of interest (whether real or perceived).

In addition all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.

- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and allow for effective performance review of contracts.
- Tenders will not be called unless Council has a firm intention to proceed to contract.
- Council will not disclose confidential or proprietary information.

## **WHAT COUNCIL EXPECTS OF OUR SUPPLIERS, CONSULTANTS AND CONTRACTORS**

Council requires all private sector providers to observe the following principles when doing business with Riverina Water County Council:

- Respect the obligations of Council staff to act in accordance with this statement
- Not exert pressure on Council staff to act in ways that contravene the business ethics or code of conduct of Council.
- Not offer staff inducements or incentives such as money, gifts, benefits, and entertainment or employment opportunities.
- Provide accurate advice and information when required.
- Act ethically, fairly and honestly in all dealings with Council.
- Declare any actual or perceived conflicts of interest as soon as you become aware of the conflict.
- Prevent the unauthorised release of privileged or confidential information, such as commercial-in-confidence information.

## **WHY SHOULD THE PRIVATE SECTOR COMPLY WITH THE STATEMENT?**

By complying with Council's Statement of Business Ethics you will be able to advance your business through the opportunity to bid for public sector work on a level playing field. You will also enhance your capacity to undertake public sector work with similar compliance requirements in the future.

As all Council suppliers of goods and services are required to comply with this statement, no provider will be disadvantaged in any way. By complying with Council's principles this will also prepare your business for dealing with the ethical requirements of other government agencies, should you wish to do business with them.

Consequences for not complying with the principles of business ethics as outlined in this statement can be significant for both public officials and people doing business with Council.

Consequences for Council staff include investigation, disciplinary action, dismissal or potential criminal charges.

Consequences for private sector partners could lead to:

- Investigation for corruption or other offences.
- Possible loss of work.
- Damage to reputation.

- Termination of contracts.
- Loss of rights (such as loss of operating or trade licences).

It should be noted that any individual can be found corrupt by the Independent Commission Against Corruption (even if they are not a public official) if they try to improperly influence a public official or a public authority's honest or impartial exercise of their official functions.

## SOME PRACTICAL GUIDELINES

- Incentives: Gifts, benefits, hospitality, meals, travel and accommodation.

Advice in relation to Gifts and Benefits can be found in Council's Code of Conduct and additionally Council has also adopted a Gifts and Benefits Policy which states that:

### 2.1 General Provisions

- 1) *Council generally discourages the acceptance of gifts or benefits by Councillors, Council staff or Council delegates (Council Officials) unless such gifts are made to the Council as a corporate body rather than to an individual.*
- 2) *No gifts **of any value** (including nominal value) are to be accepted by Councillors, Council staff or Council delegates (Council Officials) in any circumstances during the course of a tender period.*
- 3) *If a gift or benefit is received in the course of a Council Official's duties and relates to the work of Council, or has a public benefit, it may be accepted. All such gifts become the property of Council and must be recorded in Council's Gifts and Benefits Register. Such gifts may be disposed of as provided for by clause 2.2.9 of this Policy.*
- 4) *No gifts or benefits of more than nominal value may be accepted by Council Officials, except in the circumstances set out in paragraph 2.2.1.(3) below.*
- 5) *Under no circumstances are offers of money, including items that can be redeemed for money such as gift vouchers, lotto/lottery/scratchy tickets, tickets to events, travel tickets, goods and/or services, to be accepted.*
- 6) *You must always consider the purpose, intent and value of the gift or benefit being offered before making a decision to accept such gift or benefit.*

### 2.2 Specific Provisions

#### 2.2.1 Special Circumstances

- 1) *Gifts to family members – Council staff must take all reasonable steps to ensure that their immediate family members are not the recipients of gifts and benefits that could be perceived to be an attempt to influence the behaviour of that Council Official.*
- 2) *Prizes and gifts - On occasions Council officials may receive a prize or gift as a result of entering a competition while engaging in official Council business. Any such gifts/prizes that are received shall be deemed to be the property of Council, not the individual, and may be disposed of as provided under clause 2.2.9 of this Policy.*
- 3) *Gifts that cannot be returned – There may be circumstances where a gift, unacceptable under Council's policy, is inadvertently accepted by a Council official*

*or may not be easily return (for example, in some cultures where non-acceptance or returning a gift may cause offence, insult or embarrassment), or the value of such gift is unknown at the time of receipt. Such gifts shall be deemed to be the property of Council and disposed of appropriately as set out in clause 2.2.9 of this Policy.*

### **2.2.2 Forms of Gifts**

*Gifts come in many forms and are given for a variety of reasons, some reasons being appropriate, whilst others inappropriate. Gifts may be categorised as ones of influence, gratitude, token or ceremonial – each providing a different perspective of its intent.*

*The intent of the gift giving provides some basis for decision making in determining whether a gift should be accepted or declined, and should be considered in consult with the other parameters provided in this Policy.*

### **2.2.3 Nominal value**

*One factor in determining whether a particular gift or benefit may be accepted is its value. The value of a gift or benefit will determine how it is dealt with. Council has a nominal value of \$50. Examples of gifts and benefits of nominal value would be:*

- *Inexpensive pen or stationery*
- *Box of chocolates*
- *Modest bottle of wine*

*By contrast, the following gifts and benefits would be likely to have more than the stated nominal value of \$50:*

- *Tickets to sporting events or other entertainment e.g. football matches, cocktail parties, concerts*
- *Works of art*
- *Jewellery*
- *Free or discounted travel*

### **2.2.4 Token gifts**

*Token gifts and moderate acts of hospitality include:*

- *Free or subsidised meals and/or beverages provided infrequently (and/or reciprocally) by representatives of other public sector agencies or at corporate training or conferences*
- *Free meals and/or beverages provided to public officials who formally represent*
- *Council at government-related functions or events*

*If a Council Official attends any business meeting or a meeting with community members at which food and/or beverages are purchased, any costs incurred for that Council Official should be borne by that individual so as to avoid a perception of indebtedness, even though such amount may not exceed the nominal value.*

### **2.2.5 The Giving of Gifts by Council**

*There may be occasions when it is appropriate for Council to give gifts or benefits to individuals from other public or private agencies. Such gift or benefit is to be of a value appropriate to the circumstances and with endorsement from the General Manager. Appropriate caution should be exercised when the proposed recipient or organisation has a continuing business relationship with Council.*

### **2.2.6 Reporting of Offering of Gifts or Benefits**

*Council officials who receive a gift or benefit, regardless of the value, must complete the Gifts and Benefits Register Form as soon as practical after receiving the gift or*

*benefit. Such gift or benefit is not to be used, consumed or disposed of prior to finalisation of the approval process including the General Manager's authorisation*

#### **2.2.7 The Offering of a Gift or Benefit During a Tender Period**

*Under no circumstances are gifts or benefits of **any value** (including nominal value) offered by a tenderer (or any related entity or individual) during the course of a tender period, to be accepted by a Councillor, Council staff or Council delegates (Council Officials).*

*If a gift or benefit is offered during a tender period, the General Manager must be notified immediately.*

#### **2.2.8 Inappropriate Offering of a Bribe**

*If a Council Official is offered a bribe, corrupt inducement or reward, such matter must be reported to the General Manager immediately. The offer must not be accepted in any circumstances.*

*Any Council Official who believes they have been offered a bribe must:*

- *Immediately reject the offer*
- *Terminate the interaction with the person*
- *Keep a record of the events*
- *Inform their supervisor (or in the case of a Councillor, the General Manager)*
- *The supervisor must inform the General Manager immediately*
- *The General Manager must inform ICAC and the Police*

*The General Manager has a duty under section 11 of the Independent Commission Against Corruption Act 1988 to notify the Independent Commission Against Corruption of any possible corrupt conduct.*

### **• Conflicts of Interest**

All Council staff are required to disclose any potential conflicts of interest. Council also extends this requirement to business partners, contractors and suppliers. A conflict of interest can be either:

1. Pecuniary – An interest that a person or company has in a matter because of a reasonable likelihood or expectation of financial gain or loss to the person with whom the person is associated or,
2. Non Pecuniary – A private or personal interest of an official or staff member or delegate that does not amount to a pecuniary interest as defined in the Local Government Act 1993 (eg: a friendship, membership of an association, society or trade union, or involvement or interest in an activity an may include an interest of a financial nature (DLG Model Code of Conduct December 2004 Page 12). Any complaints about possible conflict of interest should be directed to Council's General Manager for attention.

## • **Sponsorship and related practices**

Council will not ask for, entertain or enter into any sponsorship or similar arrangement that is not open and transparent or if such sponsorship creates a perception that it could be part of an attempt to improperly influence any organisational decision-making process.

## • **Confidentiality**

Information that is considered sensitive may have commercial implications for Council together with staff matters of a personal nature will be considered confidential.

Under the Government Information (Public Access) Act 2009 (GIPAA), confidential information may be accessed upon payment of the appropriate application fees and application to Council's Information Access Officer.

## • **Ethical Communication**

Providers of goods and services should ensure that communication is clear, direct and accountable to minimise the risk of perception of inappropriate influence on any business relationship.

If communication needs to be confidential for commercial in confidence or personal reasons, the communication shall still abide by the principles of clear, direct and accountable.

## • **Use of Council Resources**

All Council resources must be used ethically, effectively, efficiently and carefully in the course of official business and must not be used for private purposes (except when supplied under a contract of employment) unless lawfully authorised and proper payment is made where appropriate.

## • **Secondary Employment**

Under the Local Government Act 1993, all Council staff must obtain consent of the General Manager for any secondary employment that relates to the business of Council or might conflict with their Council duties. The General Manager will make the final determination whether to grant or refuse consent. Secondary employment will not be approved if it has the potential to create a real or perceived conflict of interest between the staff member's public role and their private interest.

## • **Expectations of Contractors and Sub Contractors**

Council emphasises that all Contractors and Sub Contractors will be expected to be aware of and comply with the Statement of Business Ethics.

- **Who to contact about the Statement of Business Ethics**

If you are concerned about a possible breach of this Statement, or about conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact the General Manager, Riverina Water County Council by one of the following methods:

Letter: P.O. Box 456, Wagga Wagga, NSW, 2650

Phone: (02) 6922 0608

Fax: (02) 6921-2241

Email: [admin@rwcc.com.au](mailto:admin@rwcc.com.au)

Persons reporting corrupt conduct are protected by the Protected Disclosures Act 1994. This Act protects individuals disclosing corruption related matters from reprisals or detrimental action and ensures that disclosures are properly investigated and dealt with.



# Statement of Business Ethics

## 1. Our commitment and legislative responsibility

We are serious about our responsibility to our customers and community and seek the same from all our commercial partners and suppliers. This mutual support and obligation assists Riverina Water to ethically deliver value as a service provider, regulator and local government entity.

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.

Riverina Water staff are expected to maintain high standards of integrity and ethical conduct. Business conducted by Riverina Water will be in accordance with the ethics principles set out in this Statement.

## 2. Our Ethics Principles

The following key principles underpin all Riverina Water business dealings.

### 2.1. Integrity, Impartiality and Respect

Riverina Water will act honestly and equitably and avoid or declare conflicts between personal interests and official duties. Procedural fairness will be observed and documented when making business decisions. Tenders will not be called unless there is a firm intention to proceed to contract.

All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.

Being impartial does not negate good business practices such as directly seeking bids for items of low monetary value or declining to invite bids from firms that have performed poorly in the past. In exceptional circumstances, Riverina Water may deal with a supplier exclusively, when there are valid reasons for doing so, based on sound probity principles.

Riverina Water will respectfully, effectively and ethically manage all forms of public resources including human, material and financial assets, as well as intellectual property and information.

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## **2.2. Value for Money**

Riverina Water will procure goods and services that offer the best value for money. Best value for money does not simply mean the lowest price, rather it is determined through comparative analysis of all the costs and benefits associated with a purchase, from sourcing to operating and eventual disposal.

Riverina Water considers commercial, technical, financial, social, ethical, economic and environmental factors in determining value for money.

## **2.3. Accountability and transparency**

All business relationships between Riverina Water and commercial partners or suppliers, will be fair, open and consistent. Clear documentation and lines of accountability will be maintained for business decisions to ensure the proper expenditure of money.

Council business will be transparent and open to public scrutiny. There will be cases, however, when information on Riverina Water's relationships and agreements with private suppliers cannot be made publicly available due to confidentiality or privacy obligations.

## **2.4. Sustainability**

Riverina Water is committed to sustainable procurement and will endeavour to include sustainable business practices and high levels of corporate social responsibility in our evaluation criteria for the selection of suppliers.

When assessing all other factors as equal, Riverina Water potentially gives preference to Australian made products, and/or goods and services from local businesses.

# **3. Mutual Obligations**

## **3.1. What our suppliers can expect from Riverina Water**

Riverina Water will ensure that our policies and procedures governing purchasing are consistent with best practice and high standards of ethical conduct.

We aim to pay our accounts on time and respond to reasonable requests for advice and information without delay.

Our staff are bound by Riverina Water's Code of Conduct and are expected to:

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- Abide by the law and relevant council policies and procedures
- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations
- Avoid conflicts of interest (whether real or perceived)
- Not accept gifts or other benefits from a supplier
- Not divulge confidential or proprietary information

### **3.2. What Riverina Water expects from our suppliers**

In dealing with Riverina Water, you are expected to comply with relevant legislation, regulations, policies and contractual obligations, respecting the conditions and requirements stated in documents supplied by Riverina Water.

You are to ensure that any sub-contractors you employ are aware of Riverina Water policies and procedures and the consequences of not complying.

Additionally, you are expected to:

- Not exert pressure on Riverina Water staff or members of the Board to act in ways that contravenes the Statement of Business Ethics or the Code of Conduct
- Not offer staff inducements or incentives such as money, gifts or benefits
- Declare any actual or perceived conflicts of interest as soon as you become aware of such a conflict
- Not act fraudulently or secretively
- Not discuss Riverina Water dealings with the media
- Declare at the earliest opportunity if: you
  - Have been convicted of fraud or a fraud-related offence
  - Have been declared bankrupt, placed into external administration or into liquidation; or
  - Have any corrupt finding or been identified as a person of interest by the Independent Commission Against Corruption (ICAC)

## **4. Definitions and Guidelines**

### **4.1. Incentives, Gifts, Benefits and Hospitality**

Members of staff, board members or anyone acting in an official capacity on behalf of Riverina Water cannot receive benefits, gifts, incentives or entertainment from any external



parties. The matter of gifts and benefit is outlined in section 6 of the Code of Conduct Policy 1.1, available on the Riverina Water website

#### **4.2. Conflicts of Interest**

Conflicts of interest may occur when an individual could be influenced, or could reasonably be perceived to be influenced, by a personal interest when carrying out public duties. A conflict on interest can involve avoiding personal disadvantage as well as gaining personal advantage.

All council officials are required to disclose any conflicts of interest in a matter to the Chief Executive Officer as soon as practicably possible. Should a conflict of interest arise or be recognised by a supplier during their dealing with Riverina Water, they must notify and declare this conflict of interest to the Chief Executive Officer.

The matter of conflicts of interest is outlined in sections 5 and 6 of the Code of Conduct Policy 1.1 available on the Riverina Water website.

#### **4.3. Sponsorship and related practices**

Riverina Water will not ask for, entertain or enter into any sponsorship or similar arrangement that is not open and transparent, or if such sponsorship would create a perception that it could be part of an attempt to improperly influence any council decision-making process.

#### **4.4. Confidentiality and Intellectual Property**

Any information which is marked confidential, or which a reasonable person would expect to be confidential, should be treated as such and not shared with any unauthorised third party.

Access, licence or use of intellectual property rights are to be negotiated during the formation of a contract or agreement between Riverina Water and external parties. No individual or organisation is entitled to acquire any intellectual property rights because they are employed by, or have a business association, with Riverina Water.

#### **4.5. Communication and Cooperation**

To avoid misunderstanding, it is important to use written correspondence for communication involving business-related matters. Verbal communication should be followed up with written confirmation of decisions or commitments made.

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All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence within a business relationship.

#### **4.6. Secondary Employment and Post-Separation Employment**

Commercial partners and suppliers should not offer Riverina Water employees private employment which in any way conflicts with their public duties.

Riverina Water staff are required to obtain approval from the Chief Executive Officer prior to commencing any secondary simultaneous employment. Approval will not be granted where there is a potential to create a real or perceived conflict of interest between their public duty and other employment.

Council staff are not permitted to engage in private work with any person that has an interest in a proposed or current contract with council.

Former staff members must not disclose confidential information obtained during their employment or convert any property of the council to their own use unless properly authorised. Former employees who have dealings with council need to ensure that they do not seek or appear to seek favourable treatment or access to confidential information.

#### **4.7. Expectations regarding Contractors**

All contractors and sub-contractors are expected to comply with these guidelines. Suppliers are responsible for making any of their sub-contractors or associated parties aware of their compliance obligations.

#### **4.8. Public Comment**

Non-council employees must not make any public comment or statement that would lead anyone to believe that they are representing Riverina Water. Riverina Water staff are not permitted to provide public endorsement on behalf of Riverina Water, or on behalf of companies or their products without authorisation of the Chief Executive Officer or their delegate.

#### **4.9. Fraud and Corruption**

Council has zero tolerance for corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, and other forms of serious wrongdoing. All our suppliers, commercial partners and associates are expected to report any

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conduct or matter that they become aware of where they suspect fraud, corruption or wrongdoing involving Riverina Water.

#### **4.10. Reporting Unethical Behaviour**

Persons reporting corrupt conduct are protected by the Protected Disclosures Act 1994. This Act protects individuals disclosing corruption related matters from reprisals or detrimental action and ensures that disclosures are properly investigated and dealt with.

Reports can be made to the Chief Executive Officer or externally to the Independent Commission Against Crime (ICAC), the NSW Ombudsman or the NSW Office of Local Government.

#### **4.11. Safety**

It is expected that Riverina Water and those who conduct business with us will ensure that workplace safety is of paramount importance and that all legislative and procedural safety requirements are complied with.

The Statement of Business Ethics will be publicly available on Riverina Water's website. It will also be included in council's suite of contractor documentation to be provided to commercial partners, and will be sent to all new suppliers.

### **5. Consequences of not acting in accordance with our ethical principles**

The consequences of not complying with Riverina Water's ethical requirements may include:

- Termination of any contract, agreement or order
- Loss of the opportunity for future work
- Loss of reputation
- Investigation for corruption; or
- Matters referred for criminal investigation

For staff and council officials, non-compliance may be considered a breach under the Code of Conduct, with action taken accordingly.

## R6 Code of Meeting Practice Policy 1.02

### Organisational Area Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** The NSW Government (via the Office of Local Government) has finalised the new Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code). Council's current Code of Meeting Practice has been updated to reflect the changes to the Model Meeting Code

### RECOMMENDATION that Council:

- a) Note the changes to the Code of Meeting Practice, Policy 1.02 including the new provisions outlined in the *Model Code of Practice for Local Government in NSW 2021*
- b) Note that the revised Code of Meeting Practice, Policy 1.02 will be placed on public exhibition for a period of 28 days
- c) Note that a further report will be provided to the April 2022 meeting with the outcome of the exhibition period

### Report

The *Model Code of Meeting Practice for Local Government in NSW* was updated in November 2021. The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies.

The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.

Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.

An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.

Riverina Water's Code of Meeting Practice Policy 1.02 has been updated accordingly and is now presented to the Board for review prior to going on public exhibition. Minor changes in

wording have also been made throughout the policy including changing general manager to CEO.

› **R6.1 Riverina Water Code of Meeting Practice Policy 1.02 .docx** [↓](#) 

### **Financial Implications**

There are no financial implications associated with this report

### **Risk Considerations**

<b>Corporate Governance And Compliance</b>	
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.



# Riverina Water Code of Meeting Practice

Feb 2022 | Policy 1.02

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## 1. Introduction

This *Code of Meeting Practice* incorporates the mandatory provisions of the Model Meeting Code.

The board and any committees of the council of which all the members are board members, must conduct its meetings in accordance with this *Code of Meeting Practice*. Council committees whose members include persons other than board members may adopt their own rules for meetings unless the board determine otherwise.

## 2. Meeting principles

2.1 Board and committee meetings should be:

- Transparent:** Decisions are made in a way that is open and accountable.
- Informed:** Decisions are made based on relevant, quality information.
- Inclusive:** Decisions respect the diverse needs and interests of the local community.
- Principled:** Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:** The community has confidence that board members and staff act ethically and make decisions in the interests of the whole community.
- Respectful:** Board members, staff and meeting attendees treat each other with respect.
- Effective:** Meetings are well organised, effectively run and skilfully chaired.
- Orderly:** Board member, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

## 3. Before the meeting

### Timing of ordinary board meetings

- 3.1 The board shall, by resolution, set the frequency, time, date and place of its ordinary meetings.
- 3.2 The board may, by resolution, vary the time, date and place of ordinary meetings for flexibility on given circumstances.

### Extraordinary meetings

- 3.3 If the chairperson receives a request in writing, signed by at least two (2) board members, the chairperson must call an extraordinary meeting of the board to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt

of the request. The chairperson can be one of the two board members requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act.**

### **Notice to the public of council meetings**

- 3.4 The board must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.4 reflects section 9(1) of the Act.**

- 3.5 For the purposes of clause 3.4, notice of a meeting of the board and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

### **Notice to members of ordinary board meetings**

- 3.7 The chief executive officer (CEO) must send to each board member, at least three (3) days before each meeting of the board a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to board members in electronic form, but only if all members have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

### **Notice to members of extraordinary meetings**

- 3.9 Notice of less than three (3) days may be given to board members of an extraordinary meeting of the board in cases of emergency.

**Note: Clause 3.9 reflects section 367(2) of the Act.**

### **Giving notice of business to be considered at board meetings**

- 3.10 A board member may give notice of any business they wish to be considered by the board at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted four (4) business days before the meeting is to be held.

- 3.11 A board member may, in writing to the CEO, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the CEO considers that a notice of motion submitted by a board member for consideration at an ordinary meeting of the board has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the CEO may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the board.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the CEO must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the board, or
  - (b) by written notice sent to all board members with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the board to such a date specified in the notice, pending the preparation of such a report.

### **Questions with notice**

- 3.14 A board member may, by way of a notice submitted under clause 3.10, ask a question for response by the CEO about the performance or operations of the council.
- 3.15 A board member is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the CEO or a member of staff of the council, or a question that implies wrongdoing by the CEO or a member of staff of the council.
- 3.16 The CEO or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the board or orally at the meeting.

### **Agenda and business papers for ordinary meetings**

- 3.17 The CEO must cause the agenda for a meeting of the board or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The CEO must ensure that the agenda for an ordinary meeting of the board states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the board, and
  - (b) any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the chairperson to put a minute to a meeting under clause 8.6.
- 3.20 The CEO must not include in the agenda for a meeting of the board any business of which due notice has been given if, in the opinion of the CEO, the business is, or the implementation of the business would be, unlawful. The CEO must report, without giving details of the item of business, any such exclusion to the next meeting of the board.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the CEO, is likely to take place when the meeting is closed to the public, the CEO must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

- 3.22 The CEO must ensure that the details of any item of business which, in the opinion of the CEO, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to board members for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a board member or by any other person to another person who is not authorised to have that information.

### **Statement of ethical obligations**

- 3.23 Business papers for all ordinary and extraordinary meetings of the board and committees of the council must contain a statement reminding board members of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's Code of Conduct to disclose and appropriately manage conflicts of interest.

### **Availability of the agenda and business papers to the public**

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the board and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.24 reflects section 9(2) and (4) of the Act.**

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the CEO has identified under clause 3.22 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.25 reflects section 9(2A)(b) of the Act.**

- 3.26 For the purposes of clause 3.25, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to board members.

**Note: Clause 3.26 reflects section 9(3) of the Act.**

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

**Note: Clause 3.27 reflects section 9(5) of the Act.**

### **Agenda and business papers for extraordinary meetings**

- 3.28 The CEO must ensure that the agenda for an extraordinary meeting of the board deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the board, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the board before the next scheduled ordinary meeting of the board.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 9.20–9.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

### **Pre-meeting briefing sessions**

- 3.33 Prior to each ordinary meeting of the council, the CEO may arrange a pre-meeting briefing session to brief members on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link
- 3.36 The CEO or a member of staff nominated by the CEO is to preside at pre-meeting briefing sessions.

- 3.37 Board members must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal board or committee meeting at which the item of business is to be considered.
- 3.38 Board members (including the chairperson) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a board or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the board member who made the declaration.

## 4. Public forums

- 4.1 The council may hold a public forum prior to each ordinary meeting of the board for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary board meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link
- 4.3 Public forums are to be chaired by the chairperson or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by midday on the Monday before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than two (2) items of business on the agenda of the board meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The CEO or their delegate may refuse an application to speak at a public forum. The CEO or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the board meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the CEO or their delegate may request the speakers to nominate from among themselves the persons who are to address the board on the item of business. If the speakers are not able to agree on whom to nominate to address the board, the CEO or their delegate is to determine who will address the board at the public forum.

- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the CEO or their delegate may, in consultation with the chairperson or the chairperson's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the board to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the board at the public forum, and to identify any equipment needs no more than two days before the public forum. The CEO or their delegate may refuse to allow such material to be presented.
- 4.12 The CEO or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed five (5) minutes to address the board. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the board meeting they have applied to address the board on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A board member (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker to each question are to be limited to 3 minutes.
- 4.17 Speakers at public forums cannot ask questions of the board, members or council staff.
- 4.18 The CEO or their nominee may, with the concurrence of the chairperson, address the board for up to 5 minutes in response to an address to the board at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the CEO may recommend that the board defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the board, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's Code of Conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any

inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 14 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the CEO or their delegate may refuse further applications from that person to speak at public forums for such a period as the CEO or their delegate considers appropriate.
- 4.24 Board members (including the chairperson) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a board or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the board member who made the declaration.

**Note: Public forums should not be held as part of a board or committee meeting. Board or committee meetings should be reserved for decision-making by the board or committee of council. Where a public forum is held as part of a board or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of board and committee meetings.**

## 5. Coming together

### Attendance by board members at meetings

- 5.1 All board members must make reasonable efforts to attend meetings of the board and of committees of the council of which they are members.

**Note: A board member may not attend a meeting as a member (other than the first meeting of the board after the member is elected or a meeting at which the member takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A board member cannot participate in a meeting of the board or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this Code
- 5.3 Where a board member is unable to attend one or more ordinary meetings of the board, the member should request that the board grant them a leave of absence from those meetings. This clause does not prevent a member from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- 5.4 A board member's request for leave of absence from board meetings should, if practicable, identify (by date) the meetings from which the member intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The board must act reasonably when considering whether to grant a member's request for a leave of absence.
- 5.6 A board member's civic office will become vacant if the member is absent from three (3) consecutive ordinary meetings of the board without prior leave of the board, or leave granted by the board at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the board has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

- 5.7 A board member who intends to attend a meeting of the board despite having been granted a leave of absence should, if practicable, give the CEO at least two (2) days' notice of their intention to attend.

### **The quorum for a meeting**

- 5.8 The quorum for a meeting of the board is a majority of the members of the board who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the board.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.10 A meeting of the board must be adjourned if a quorum is not present:
  - (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
  - (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the members present, or
  - (c) failing that, by the CEO.
- 5.12 The CEO must record in the board minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the board together with the names of the members present.

- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety and welfare of board members, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the chairperson may, in consultation with the CEO and, as far as is practicable, with each board member, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the board or at an extraordinary meeting called under clause 3.3.

### Meetings held by audio-visual link

5.15 A meeting of the board or a committee of the council may be held by audio visual link where the chairperson determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The chairperson may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of board members and staff at risk. The chairperson must make a determination under this clause in consultation with the CEO and, as far as practicable, with each member.

5.16 Where the chairperson determines under clause 5.15 that a meeting is to be held by audio-visual link, the CEO must:

- (a) Give written notice to all board members that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all board members can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website in such other manner the CEO is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 The code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting**

### Attendance by board members at meetings by audio-visual link

5.18 Board members may attend and participate in meetings of the board and committees of the council by audio-visual link with the approval of the board or the relevant committee.

5.19 A request by a board member for approval to attend a meeting by audio-visual link must be made in writing to the CEO prior to the meeting in question, and must provide reasons why the member will be prevented from attending the meeting in person.

5.20 Board members may request approval to attend more than one meeting by audio-visual link. Where a member requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19

5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a board member to attend a meeting by audio-visual link.

5.22 A board member who has requested approval to attend a meeting of the board or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the board or committee determines whether to approve their request and is to be taken as present at the meeting. The member may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.23 A decision whether to approve a request by a board member to attend a meeting of the board or a committee of the council by audio-visual link must be made by a resolution of the board or the committee concerned. The resolution must state:

- a) the meeting/s the resolution applies to, and
- b) the reason why the member is being permitted to attend the meeting/s by audio-visual link where it is on grounds other than illness, disability or caring responsibilities.

5.24 If the board or committee refuses a member's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated

5.25 A decision whether to approve a board member's request to attend a meeting by audio-visual link is at the board or relevant committee's discretion. The board and committees of the council must act reasonably when considering requests by members to attend meetings by audio-visual link. However, the board and committees of the council are under no obligation to approve a member's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the member to attend the meeting by these means.

5.26 The board and committees of the council may refuse a board member's request to attend a meeting by audio-visual link where the board or committee is satisfied that the member has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the board or a committee of the council by audio-visual link.

5.27 This code applies to a board member attending a meeting by audio-visual link in the same way it would if the member was attending the meeting in person. Where a board member is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.28 A board member must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The member's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.29 A board member must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting, or that are likely to bring the board or the committee into disrepute.

### **Entitlement of the public to attend board meetings**

5.30 Everyone is entitled to attend a meeting of the board and committees of the council. The council must ensure that all meetings of the board and committees of the council are open to the public.

**Note: Clause 5.30 reflects section 10(1) of the Act.**

5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a board member or another person) is not entitled to be present at a meeting of the board or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the board has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.32 reflects section 10(2) of the Act.**

**Note: Clauses 14.13 and 14.14 confer a standing authorisation on all chairpersons of meetings of the board and committees of the council to expel persons from meetings. If adopted, clause 15.13 authorises chairpersons to expel any person, including a member, from a board or committee meeting. Alternatively, if adopted, clause 14.14 authorises chairpersons to expel persons other than members from a board or committee meeting.**

### **Webcasting of meetings**

5.33 Each meeting of the board or a committee of the council is to be recorded by means of an audio or audio-visual device..

5.34 At the start of each meeting of the board or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and will be made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements

5.35 The recording of a meeting is to be made publicly available on the council's website :

(a) at the same time the meeting is taking place, or

(b) as soon as practicable after the meeting

5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clause 5.33 – 5.37 reflect section 236 of the Regulation

5.38 Recording of meetings may be disposed of in accordance with the *State Records Act 1998*

### **Attendance of the chief executive officer (CEO) and other staff at meetings**

5.39 The CEO is entitled to attend, but not to vote at, a meeting of the board or a meeting of a committee of the council of which all of the members are board members.

**Note: Clause 5.39 reflects section 376(1) of the Act.**

5.40 The CEO is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.40 reflects section 376(2) of the Act.**

5.41 The CEO may be excluded from a meeting of the board or a committee while the board or committee deals with a matter relating to the standard of performance of the CEO or the terms of employment of the CEO

**Note: Clause 5.41 reflects section 376(3) of the Act.**

5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the CEO.

5.43 The CEO and other council staff may attend meetings of the board and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the CEO.

## **6. The chairperson**

### **The chairperson at meetings**

6.1 The chairperson, or at the request of or in the absence of the chairperson, the deputy chairperson (if any) presides at meetings of the board.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the chairperson and the deputy chairperson (if any) are absent, a member elected to chair the meeting by the members present presides at a meeting of the board.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### **Election of the chairperson in the absence of the chairperson and deputy chairperson**

- 6.3 If no chairperson is present at a meeting of the board at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
  - (a) by the CEO or, in their absence, an employee of the council designated by the CEO to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the CEO nor a designated employee is present at the meeting, or if there is no CEO or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
  - (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### **Chairperson to have precedence**

- 6.9 When the chairperson rises or speaks during a meeting of the board:
  - (a) any board member then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every member present must be silent to enable the chairperson to be heard without interruption.

## **7. Order of business for ordinary board meetings**

- 7.1 The general order of business for an ordinary meeting of the board shall be:
  - 01 Opening meeting
  - 02 Acknowledgement of country

03 Apologies and applications for a leave of absence or attendance by audio visual link by board members

04 Confirmation of minutes

05 Disclosures of interests

06 Chairperson minute(s)

07 Reports of committees

08 Reports to the board

09 Notices of motions/Questions with notice

10 Confidential matters

11 Conclusion of the meeting

- 7.2 The order of business as fixed under clause 7.1 may be altered for a particular meeting of the board if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: Part 12 allows the board to deal with items of business by exception.**

- 7.3 Despite clauses 9.20 – 9.30, only the mover of a motion referred to in clause 7.2 may speak to the motion before it is put.

## 8. Consideration of business at board meetings

### Business that can be dealt with at a board meeting

- 8.1 The board must not consider business at a meeting of the board:
- (a) unless a board member has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the members in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 8.2 Clause 8.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the board, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 8.9, is a matter or topic put to the meeting by way of a chairperson minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 8.3 Despite clause 8.1, business may be considered at a meeting of the board even though due notice of the business has not been given to the members if:

- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the board before the next scheduled ordinary meeting of the board.
- 8.4 A motion moved under clause 8.3(a) can be moved without notice. Despite clauses 9.20–9.30, only the mover of a motion referred to in clause 8.3(a) can speak to the motion before it is put.
- 8.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 8.3(b).

### **Chairperson minutes**

- 8.6 A chairperson's minute, when put to a meeting, takes precedence over all business on the board's agenda for the meeting.
- 8.7 A recommendation made in a chairperson minute put by the chairperson is, so far as it is adopted by the board, a resolution of the board.
- 8.8 A chairperson's minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the board before the next scheduled ordinary meeting of the board
- 8.9 Where a chairperson's minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the chairperson minute does not identify a funding source, the board must defer consideration of the matter, pending a report from the CEO on the availability of funds for implementing the recommendation if adopted.

### **Staff reports**

- 8.10 A recommendation made in a staff report is, so far as it is adopted by the board a resolution of the board.

### **Reports of committees of council**

- 8.11 The recommendations of a committee of the council are, so far as they are adopted by the board, resolutions of the board
- 8.12 If in a report of a committee of the council distinct recommendations are made, the board may make separate decisions on each recommendation.

## Questions

- 8.13 A question must not be asked at a meeting of the board unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 8.14 A board member may, through the chairperson, put a question to another member about a matter on the agenda.
- 8.15 A board member may, through the CEO, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the CEO at the direction of the CEO.
- 8.16 A board member or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a board member or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the board
- 8.17 Board members must put questions directly, succinctly, respectfully and without argument.
- 8.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a board member or council employee.

## 9. Rules of debate

### Motions to be seconded

- 9.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 9.2 A board member who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 9.3 If a board member who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to members, the member may request the withdrawal of the motion when it is before the board.
- 9.4 In the absence of a board member who has placed a notice of motion on the agenda for a meeting of the board:
  - (a) any other member may, with the leave of the chairperson, move the motion at the meeting, or

- (b) the chairperson may defer consideration of the motion until the next meeting of the board.

### **Chairperson's duties with respect to motions**

- 9.5 It is the duty of the chairperson at a meeting of the board to receive and put to the meeting any lawful motion that is brought before the meeting.
- 9.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 9.7 Before ruling out of order a motion or an amendment to a motion under clause 9.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 9.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

### **Motions requiring the expenditure of funds**

- 9.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the board must defer consideration of the matter, pending a report from the CEO on the availability of funds for implementing the motion if adopted.

### **Amendments to motions**

- 9.10 An amendment to a motion must be moved and seconded before it can be debated.
- 9.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the board and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 9.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 9.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before the board at any one time.
- 9.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 9.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

- 9.16 An amendment may become the motion without debate or a vote where it is accepted by the member who moved the original motion.

### **Foreshadowed motions**

- 9.17 A board member may propose a foreshadowed motion in relation to the matter the subject of the original motion before the board, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 9.18 Where an amendment has been moved and seconded, a board member may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the board at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

### **Limitations on the number and duration of speeches**

- 9.20 A board member who, during a debate at a meeting of the board, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 9.21 A board member, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 9.22 A board member must not, without the consent of the board, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 9.23 Despite clause 9.22, the chairperson may permit a board member who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the member to make a statement limited to explaining the misrepresentation or misunderstanding.
- 9.24 Despite clause 9.22, the board may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 9.25 Despite clauses 9.20 and 9.21, a board member may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no member expresses an intention to speak against it, or
  - (b) if at least two (2) members have spoken in favour of the motion or amendment and at least two (2) members have spoken against it.
- 9.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 9.25. A seconder is not required for such a motion.
- 9.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 9.20.
- 9.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 9.29 All board members must be heard without interruption and all other members must, unless otherwise permitted under this code, remain silent while another member is speaking.
- 9.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 10. Voting

### Voting entitlements of board members

- 10.1 Each board member is entitled to one (1) vote.
- Note: Clause 10.1 reflects section 370(1) of the Act.**
- 10.2 The person presiding at a meeting of the board has, in the event of an equality of votes, a second or casting vote.
- Note: Clause 11.2 reflects section 370(2) of the Act.**
- 10.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at board meetings

- 10.4 A board member who is present at a meeting of the board but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 10.5 If a board member who has voted against a motion put at a board meeting so requests, the CEO must ensure that the member's dissenting vote is recorded in the council's minutes

- 10.6 The decision of the chairperson as the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) board members rise and call for a division.
- 10.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The CEO must ensure that the names of those who vote for the motion and those who vote against it are recorded in the board's minutes for the meeting.
- 10.8 When a division on a motion is called, any board member who fails to vote will be recorded as having voted against the motion in accordance with clause 10.4 of this code.
- 10.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the board may resolve that the voting in any election by members for chairperson or deputy chairperson is to be by secret ballot.
- 10.10 All voting at board meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of members who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

## 11. Committee of the whole

- 11.1 The board may resolve itself into a committee to consider any matter before the board.

**Note: Clause 11.1 reflects section 373 of the Act.**

- 11.2 All the provisions of this code relating to meetings of the board, so far as they are applicable, extend to and govern the proceedings of the board when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 9.20–9.30 limit the number and duration of speeches.**

- 11.3 The CEO or, in the absence of the CEO, an employee of the council designated by the CEO, is responsible for reporting to the board the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 11.4 The board must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the board's minutes. However, the board is not taken to have adopted the report until a motion for adoption has been made and passed.

## 12. Dealing with items by exception

- 12.1 The board or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 12.2 Before the board or committee resolves to adopt multiple items of business on the agenda together under clause 12.1, the chairperson must list the items of business to be adopted and ask board members to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 12.3 The board or committee must not resolve to adopt any item of business under clause 12.1 that a board member has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 12.4 Where the consideration of multiple items of business together under clause 12.1 involves a variation to the order of business for the meeting, the board or committee must resolve to alter the order of business in accordance with clause 8.3.
- 12.5 A motion to adopt multiple items of business together under clause 12.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 12.6 Items of business adopted under clause 12.1 are to be taken to have been adopted unanimously.
- 12.7 Board members must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 12.1 in accordance with the requirements of the council's Code of Conduct.

## 13. Closure of board meetings to the public

### Grounds on which meetings can be closed to the public

- 13.1 The board or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
  - (a) personnel matters concerning particular individuals (other than board members),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,

- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, board members, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's Code of Conduct.

**Note: Clause 13.1 reflects section 10A(1) and (2) of the Act.**

- 13.2 The board or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 13.2 reflects section 10A(3) of the Act.**

### **Matters to be considered when closing meetings to the public**

- 13.3 A meeting is not to remain closed during the discussion of anything referred to in clause 13.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the board or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 13.3 reflects section 10B(1) of the Act.**

- 13.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 13.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the board or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 13.4 reflects section 10B(2) of the Act.**

- 13.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 13.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 13.1.

**Note: Clause 13.5 reflects section 10B(3) of the Act.**

13.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the board or committee concerned, or to board members or to employees of the council, or
  - (ii) cause a loss of confidence in the board or committee.

**Note: Clause 13.6 reflects section 10B(4) of the Act.**

13.7 In deciding whether part of a meeting is to be closed to the public, the board or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 13.7 reflects section 10B(5) of the Act.**

### **Notice of likelihood of closure not required in urgent cases**

13.8 Part of a meeting of the board, or of a committee of the council, may be closed to the public while the board or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 13.1, and
- (b) the board or committee, after considering any representations made under clause 13.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 13.8 reflects section 10C of the Act.**

### **Representations by members of the public**

13.9 The board, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 13.9 reflects section 10A(4) of the Act.**

13.10 A representation under clause 13.9 is to be made after the motion to close the part of the meeting is moved and seconded.

13.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 13.9, members of the public must first make an application to the council in the approved form. Applications must be received by

midday of the Monday preceding the board meeting before the meeting at which the matter is to be considered.

- 13.12 The CEO (or their delegate) may refuse an application made under clause 13.11. The CEO or their delegate must give reasons in writing for a decision to refuse an application.
- 13.13 No more than four (4) speakers are to be permitted to make representations under clause 13.9.
- 13.14 If more than the permitted number of speakers apply to make representations under clause 13.9, the CEO or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the board. If the speakers are not able to agree on whom to nominate to make representations under clause 13.9, the CEO or their delegate is to determine who will make representations to the board.
- 13.15 The CEO (or their delegate) is to determine the order of speakers.
- 13.16 Where the board or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 13.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than four (4) speakers to make representations in such order as determined by the chairperson.
- 13.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

### **Expulsion of non-members from meetings closed to the public**

- 13.18 If a meeting or part of a meeting of the board or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a board member and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 13.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

### **Obligation of board members attending meetings by audio-visual links**

- 13.20 Board members attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

### **Information to be disclosed in resolutions closing meetings to the public**

- 13.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 13.21 reflects section 10D of the Act.**

### **Resolutions passed at closed meetings to be made public**

- 13.22 If the board passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 13.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 13.22 during a part of the meeting that is webcast.

## **14. Keeping order at meetings**

### **Points of order**

- 14.1 A board member may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 14.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 14.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the board member raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 14.4 The chairperson, without the intervention of any other board member, may call any member to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 14.5 A board member who claims that another member has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 14.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the board.
- 14.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 14.8 A board member can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 14.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 14.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 14.11 A board member commits an act of disorder if the member, at a meeting of the board or a committee of the council:
  - (a) contravenes the Act or any regulation in force under the Act, the Regulation or this code, or
  - (b) assaults or threatens to assault another board member or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the board or the committee, or addresses or attempts to address the board or the committee on such a motion, amendment or matter, or
  - (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's Code of Conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the board or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation**

- 14.12 The chairperson may require a board member:
- (a) to apologise without reservation for an act of disorder referred to in clauses 14.11(a), (b), or (e), or
  - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 14.12 reflects section 233 of the Regulation**

**How disorder at a meeting may be dealt with**

- 14.13 If disorder occurs at a meeting of the board, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The board, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of board members.

**Expulsion from meetings**

- 14.14 All chairpersons of meetings of the board and committees of the council are authorised under this code to expel any person including any board member, from a board or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 14.15 Clause 14.14, does not limit the ability of the board or a committee of the council to resolve to expel a person, including a board member, from a board or committee meeting, under section 10(2)(a) of the Act.
- 14.16 A board member may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the board for having failed to comply with a requirement under clause 14.12. The expulsion of a board member from the meeting for that reason does not prevent any other action from being taken against the board member for the act of disorder concerned.

**Note: Clause 15.16 reflects section 233(2) of the Regulation**

- 14.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the board for engaging in or having engaged in disorderly conduct at the meeting.
- 14.18 Where a board member or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

- 14.19 If a board member or a member of the public fails to leave the place where a meeting of the board is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the board member or member of the public from that place and, if necessary, restrain the board member or member of the public from re-entering that place for the remainder of the meeting.

#### **How disorder by board members attending meetings by audio-visual link may be dealt with**

- 14.20 Where a board member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the board member's audio-link to the meeting for the purposes of enforcing compliance with the code.
- 14.21 If a board member attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the board member's audio-visual link to the meeting.

#### **Use of mobile phones and the unauthorised recording of meetings**

- 14.22 Board members, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the board and committees of the council.
- 14.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the board or a committee of the council without the prior authorisation of the board or the committee.
- 14.24 Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 14.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 14.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## **15. Conflicts of interest**

- 15.1 All board members and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the board and committees of the council in accordance with the council's Code of Conduct. All declarations of conflicts of interest and how the conflict of

interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

- 15.2 Board members attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's Code of Conduct. Where a board member has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the board member's audio-visual link to the meeting must be suspended or terminated and the board member must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the board or committee, or at any time during which the board or committee is voting on the matter.

## 16. Decisions of the board

### Board decisions

- 16.1 A decision supported by a majority of the votes at a meeting of the board at which a quorum is present is a decision of the board.

**Note: Clause 16.1 reflects section 371 of the Act.**

- 16.2 Decisions made by the board must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering board decisions

- 16.3 A resolution passed by the board may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 16.3 reflects section 372(1) of the Act.**

- 16.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 16.4 reflects section 372(2) of the Act.**

- 16.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

**Note: Clause 16.5 reflects section 372(3) of the Act.**

- 16.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) board members if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 16.6 reflects section 372(4) of the Act.**

- 16.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 16.7 reflects section 372(5) of the Act.**

- 16.8 The provisions of clauses 16.5–16.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 16.8 reflects section 372(7) of the Act.**

- 16.9 A notice of motion submitted in accordance with clause 16.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 16.10 A motion to alter or rescind a resolution of the board may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the board.

**Note: Clause 16.10 reflects section 372(6) of the Act.**

- 16.11 Subject to clause 16.7, in cases of urgency, a motion to alter or rescind a resolution of the board may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three(3) board members is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the board before the next scheduled ordinary meeting of the board.

- 16.12 A motion moved under clause 16.11(b) can be moved without notice. Despite clauses 9.20–9.30, only the mover of a motion referred to in clause 16.11(b) can speak to the motion before it is put.

- 16.13 A motion of dissent cannot be moved against a ruling by the chairperson under clause 16.11(c).

### **Recommitting resolutions to correct an error**

- 16.14 Despite the provisions of this Part, a board member may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the board's resolution, or
- (b) to confirm the voting on the resolution.

- 16.15 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 16.14(a), the board member is to propose alternative wording for the resolution.

- 16.16 The chairperson must not grant leave to recommit a resolution for the purposes of clause 16.14(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 16.17 A motion moved under clause 16.14 can be moved without notice. Despite clauses 9.20–9.30, only the mover of a motion referred to in clause 16.14 can speak to the motion before it is put.
- 16.18 A motion of dissent cannot be moved against a ruling by the chairperson under clause 16.14.
- 16.19 A motion moved under clause 16.14 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 17. After the meeting

### Minutes of meetings

- 17.1 The council is to keep full and accurate minutes of the proceedings of meetings of the board.

**Note: Clause 17.1 reflects section 375(1) of the Act.**

- 17.2 At a minimum, the CEO must ensure that the following matters are recorded in the board's minutes:
  - (a) the names of board members attending a board meeting, and whether they attended the meeting in person or by audio-visual link
  - (b) details of each motion moved at a board meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.

- 17.3 The minutes of a board meeting must be confirmed at a subsequent meeting of the board.

**Note: Clause 17.3 reflects section 375(2) of the Act.**

- 17.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 17.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 17.5 reflects section 375(2) of the Act.**

- 17.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 17.7 The confirmed minutes of a board meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### **Access to correspondence and reports laid on the table at, or submitted to, a meeting**

- 17.8 The board and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 17.8 reflects section 11(1) of the Act.**

- 17.9 Clause 17.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 17.9 reflects section 11(2) of the Act.**

- 17.10 Clause 17.8 does not apply if the board or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 17.10 reflects section 11(3) of the Act.**

- 17.11 Correspondence or reports to which clauses 17.9 and 17.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### **Implementation of decisions of the council**

- 17.12 The CEO is to implement, without undue delay, lawful decisions of the board.

**Note: Clause 17.12 reflects section 335(b) of the Act.**

## **18. Council committees**

### **Application of this Part**

- 18.1 This Part only applies to committees of the council whose members are all board members.

### **Council committees whose members are all board members**

- 18.2 The board may, by resolution, establish such committees as it considers necessary.

- 18.3 A committee of the council is to consist of the chairperson and such other board members as are elected by the members or appointed by the board
- 18.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of board members as the board decides, or
  - (b) if the board has not decided a number – a majority of the board members of the committee.

### **Functions of committees**

- 18.5 The board must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

### **Notice of committee meetings**

- 18.6 The CEO must send to each board member, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 18.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### **Attendance at committee meetings**

- 18.8 A committee member (other than the chairperson) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 18.9 Clause 18.8 does not apply if all of the members of the board are members of the committee.

### **Non-members entitled to attend committee meetings**

- 18.10 A board member who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the board member is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

## **Chairperson and deputy chairperson of council committees**

- 18.11 The chairperson of each committee of the council must be:
- (a) the chairperson, or
  - (b) if the chairperson does not wish to be the chairperson of a committee, a member of the committee elected by the board, or
  - (c) if the board does not elect such a member, a member of the committee elected by the committee.
- 18.12 The board may elect a member of a committee of the council as deputy chairperson of the committee. If the board does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 18.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 18.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

## **Procedure in committee meetings**

- 18.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the board or the committee determines otherwise in accordance with this clause.
- 18.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the board or the committee determines otherwise in accordance with clause 20.15.
- 18.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

## **Closure of committee meetings to the public**

- 18.18 The provisions of the Act and Part 13 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the board to the public.
- 18.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the board. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

- 18.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 19.19 during a part of the meeting that is webcast.

### **Disorder in committee meetings**

- 18.21 The provisions of the Act and this code relating to the maintenance of order in board meetings apply to meetings of committees of the council in the same way as they apply to meetings of the board.

### **Minutes of council committee meetings**

- 18.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- a) the names of board members attending a meeting and whether they attended the meeting in person or by audio-visual link
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 18.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of board members who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 18.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 18.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 18.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 18.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 18.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 19. Irregularities

19.1 Proceedings at a meeting of a board or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any board member or committee member, or
- (c) any defect in the election or appointment of a board member or committee member, or
- (d) a failure of a board member or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a board or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 19.1 reflects section 374 of the Act**

## 20. Definitions

the Act	the <i>Local Government Act 1993</i>
act of disorder	an act of disorder as defined in clause 14.11 of this code
amendment	In relation to an original motion, means a motion moving an amendment to that motion
audio recorder	Any device capable of recording speech
audio-visual link	Means a facility that enables audio and visual communication between persons at different places
business day	any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	In relation to a meeting of the board – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 17.11 of this code
this code	the council's adopted <i>Code of Meeting Practice</i>
committee of the council	a committee established by the board in accordance with clause 18.2 of this code (being a committee consisting only of board members) or the board when it has resolved itself into committee-of-the-whole under clause 11.1
council official	Has the same meaning it has in the <i>Model Code of Conduct for Local Councils in NSW</i>
day	calendar day
division	a request by two members under clause 10.7 of this code requiring the recording of the names of the members who voted both for and against a motion
foreshadowed amendment	a proposed amendment foreshadowed by a board member under clause 9.18 of this code during debate on the first amendment
foreshadowed motion	a motion foreshadowed by a board member under clause 9.17 of this code during debate on an original motion
open voting	voting on the voices or by a show of hands or by a visible electronic voting system or similar means

planning decision	a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	an order issued under section 438A of the Act
quorum	the minimum number of board members or committee members necessary to conduct a meeting
the Regulation	the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	the period beginning 1 July and ending the following 30 June

## 21. Policy details

Policy number	Policy 1.02
Responsible area	Chief Executive Office
Approved by	Riverina Water board –
Approval date	
Legislation or related strategy	Local Government Act 1993 Model Code of Conduct 2018 Procedures for the Administration of the Code of Conduct 2018
Documents associated with this policy	Policy 1.6 Conflict of Interest Policy 1.3 Good Governance Policy 1.14 Fraud & Corruption Prevention Policy 1.28 Related Parties Disclosure
Policy history	Amended 26 Aug 2020 (Res 20/081) 26 June 2019 Resolution No 19/86 Replaces Code of Meeting Practice 2017 Res 17/136 Amended 24 February 2022 via resolution number XX/XXX

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

## R7 Media Policy 1.29

### Organisational Area Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** The Riverina Water Media Policy 1.29 is presented to the Board for review and adoption

**RECOMMENDATION** that Council adopt the revised Media Policy 1.29 noting that the policy will now have a review period of 4 years.

### Report

Riverina Water's Media Policy 1.29 was last reviewed in October 2020 and adopted by the Board in February 2021. The Policy was next due to be reviewed in October 2021.

The policy has now been reviewed with minor changes to wording, but no material changes to the intent of the policy. Management has determined that all policies will have a review period of 4 years, unless there is a legislative requirement to review them more frequently, or if the matter is such that it requires a more frequent review.

It should be noted that this policy refers to media only but does not include a policy position on the use of social media. Staff are guided by an internal social media usage policy, and the Office of Local Government are currently developing a model social media policy that will apply to board members and other council officials. This policy will be adapted to Riverina Water and presented to the Board for endorsement once finalised.

As this is more an internal guidance policy, it is not deemed necessary for the policy to go on public exhibition.

› **R7.1 Media Policy Review 2022.docx** [↓](#) 

### Financial Implications

No financial implications

### 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.



## Media Policy 1.29

### Purpose

The purpose of this policy is to outline the responsibilities of council officials with regard to interactions with the media.

### Policy Statement

Communicating with the community via the media is an important part of achieving council's broader objectives and commitment to transparency.

This policy provides a clear framework for facilitating media enquiries and the process for authorising council officials to represent Riverina Water by making public comment.

Media agencies are an important partner in reaching customers and the community, and this policy is designed to facilitate that process in an efficient manner.

### Scope

This policy applies to board members, staff, council committee members and contractors of Riverina Water.

### Definitions

Council officials      Board members, staff, council committee members and contractors of Council

Media	All print, broadcast and digital mediums accessible to the public
Authorised spokesperson	Council officials who are permitted to make comment to a journalist or media organisation as per this policy.
Media enquiry	Any request for comment or information by the media

### Data and document control

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**Author: Community Engagement Officer**

**Version 1.0**

**Last revised date 1/12/2021**

**Next scheduled review: February 2026**



## Principles

Any comment to a journalist or member of a media organisation is to be consistent with Council's Code of Conduct and accurately reflect the values and decisions of Riverina Water.

Only an authorised spokesperson may be interviewed by the media or provide approved responses.

### Authorisation

The Chairperson, CEO and Directors are council's authorised spokespersons.

Other staff and representatives may be authorised by the CEO and/or relevant Director as a spokesperson to comment in the media on behalf of Riverina Water.

### Facilitation of interactions with the media

Council's Community Engagement Officer is the primary contact for all media agencies.

Staff who are directly approached by a media agency should refer the journalist or media organisation to contact Council's Community Engagement Officer.

### Commitment to providing information

Media enquiries will be facilitated as soon as possible, dependent on the complexity of the request and availability of council officials to comment.

Council will not comment on certain matters such as confidential items, an investigation in process or matters not in the public interest. If required, the issue may be subjected to the public interest test *Government Information (Public Access) Act 2009 (GIPA Act)* to determine what information should/can be released, or information may be withheld to avoid potential defamation/privacy breaches.

## Policy Implementation

Council officials will be made aware of the protocols set out in this policy and it will be available on the staff intranet and Riverina Water's website.

Media agencies are encouraged to follow this policy's principles so as to ensure a response to their enquiry in an efficient and effective manner.

### **Data and document control**

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**Next scheduled review: February 2026**

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## 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	Policy 1.29
Responsible area	Corporate Services
Approved by	Riverina Water Board
Approval date	
Legislation or related strategy	Defamation Act 2005 Copyright Act 1968 Local Government Act 1993 Government Information (Public Access) Act 2009
Documents associated with this policy	Community Engagement Strategy Code of Conduct Policy 1.01 Privacy Policy 1.20 Social Media Usage Internal Policy 4.11
Policy history	Approved by Riverina Water Board February 2021 Resolution number 21/01
Policy Review	Every 4 years (next review due Nov 2025)

Policy details may change prior to review date due to legislative or other changes, therefore

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**Version 1.0**

**Last revised date 1/12/2021**

**Next scheduled review: February 2026**



this document is uncontrolled when printed. This policy will be revised following the commencement of a new Board.

## **END OF POLICY STATEMENT**

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### **Data and document control**

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**Author: Community Engagement Officer**

**Version 1.0**

**Last revised date 1/12/2021**

**Next scheduled review: February 2026**

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## R8 Acknowledgment of Country Policy 1.29

### Organisational Area Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** The Acknowledgment of Country Policy 1.29 is due for review. It is presented here for review and adoption by Council.

**RECOMMENDATION** that Council adopt the reviewed Policy 1.29 Acknowledgment of Country

### Report

Management will be reviewing all public policies over the first twelve month period of the Board. At a minimum this review will include reformatting into the new policy template, as well as determining if the policy is still required, or whether a procedure or similar is more appropriate. It should be noted that most Riverina Water public policies are overdue for review, due to the delay in the local government elections.

Presented in this report is the Acknowledgment of Country Policy, 1.29 which has been reformatted with more contemporary wording. It is recommended that council adopt this policy without the need for it to go on public exhibition as the stated purpose of the policy is to set out guiding principles for Riverina Water County Council, its management and staff. Our adopted Policy Framework explains when a policy should go on public exhibition.

*Although there is no definition of "local policy" in the Local Government Act, it is clear from the context of Part 3 of Chapter 7 that this part of the Act (regarding policies on public exhibition) only encompasses a local policy concerning approval and orders under Chapter 7. It does not extend to all policies that a council might adopt.*

*The Local Government Act does require some policies to be publicly notified or exhibited prior to adoption by council, such as a policy concerning councillors' expenses or facilities, or a statement of council's revenue policy (which is to be contained in the draft operational plan). Notwithstanding this, there may be some public policies that the CEO, or the board, may determine should be placed on public exhibition for comment/feedback prior to finalisation and adoption.*

A further report regarding the proposed development of a "Reconciliation Action Plan" will be prepared in the coming months as step towards strengthening Council's commitment in this area.

› **R8.1 Acknowledgment of Country Policy 1.29.docx** [↓](#) 

### Financial Implications

There are no budgetary implications associated with the adoption of this policy

### Risk Considerations

Reputation	
Averse	Council is averse to taking risks that may adversely impact its reputation.



## Acknowledgment of Country Policy 1.16

### Purpose

The purpose of this policy is to set out guiding principles for Riverina Water County Council, its management and staff in observing the appropriate protocols for the acknowledgement of Wiradjuri people at the commencement of board meetings, committees of council and official functions.

### Policy Statement

An Acknowledgement of Country is a means by which all people can show respect for the Wiradjuri and First Nations culture and heritage and the ongoing relationship the traditional custodians have with their land.

### Scope

This policy applies to the Chairperson, Deputy Chairperson, Board Members, CEO, Directors and staff when conducting board meetings, committee meetings of council or official functions of Riverina Water.

### Principles

By incorporating Acknowledgement of Country at the opening of board meetings, committee meetings of council and appropriate official functions we are able to:

- Recognise and pay respect to First Nations People, cultures and heritage
- Communicate First Nations' cultural practices to the broader community to promote respect and understanding
- Demonstrate that First Nations' cultures are living through maintenance and practice of ceremonies and protocols
- Acknowledge First Nations people's unique position which can assist in building relationships and partnerships

#### Data and document control

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**Author:** Community Engagement Officer

**Version** 3.0

**Last revised date** 1/12/2021

**Next scheduled review:** February 2025

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## Policy Implementation

An Acknowledgement of Country takes place at board meetings, committees of council and official functions, and by choice is available for other meetings or events.

For official functions, Riverina Water may consider a Welcome to Country and/or other ceremonies.

Riverina Water's preferred statement for Acknowledgment of Country at Riverina Water is:

*Riverina Water acknowledges the traditional custodians of the land, the Wiradjuri people, and pays respect to Elders past, present and emerging and extends our respect to all First Nations Peoples in our supply area*

## 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	Policy 1.29
Responsible area	CEO
Approved by	
Approval date	
Legislation or related strategy	N/A
Documents associated with this policy	Code of Conduct Policy 1.01 Code of Meeting Practice Policy 1.02
Policy history	Original 25 August 2020 10/107
<b>Data and document control</b>	
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Author: Community Engagement Officer	Version 3.0 Last revised date 1/12/2021 Next scheduled review: February 2025



Review 27 February 2013 13/14

Review 22 February 2017 17/13

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Review Schedule	Every 4 years (next review due Nov 2025)
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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**

<b>Data and document control</b>	
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<b>Author: Community Engagement Officer</b>	<b>Version 3.0</b>
	<b>Last revised date 1/12/2021</b>
	<b>Next scheduled review: February 2025</b>

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# R9 Board member access to information and premises Policy 1.09

## Organisational Area Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** Policy 1.09 Board member access to information and premises is submitted to the Board for review and adoption

**RECOMMENDATION** that Council review and adopt Board member access to information and premises Policy 1.09

## Report

All public policies are being reviewed to enable the Board to review them in the first year of their term. Policies that impact on customers or stakeholders or that are legislated to be advertised for public exhibition, will be subject to a public exhibition period. Other policies will not be required to go through this process unless deemed appropriate by management and/or the Board.

The reviewed Board member access to information and premises Policy 1.09 is now presented to the Board for adoption. It is proposed that this policy does not need to go on public exhibition for feedback prior to adoption as it mainly relates to internal interaction between Board members and staff.

› **R9.1 Policy 1.9 Board member access to information and premises.docx** [↓](#) 

## Financial Implications

There are no financial implications associated with this report.

## 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.



## Board member access to information and premises

### Purpose

This policy establishes the protocols to be followed so that access to Riverina Water County Council (Riverina Water) information and staff by board members is facilitated through appropriate channels.

It also provides direction regarding board members' access to council offices.

### Policy Statement

Board members must have access to information and staff in order to ensure the smooth functioning of the council. Riverina Water is committed to cooperation and collaboration between council staff and board members and makes a clear distinction between enquiries of a civic and of a personal nature.

### Scope

This policy applies to all board members of Riverina Water, and to all employees, contractors and volunteers working on behalf of Riverina Water in whatever capacity.

### Definitions

Board member	Councillor who represents their member council on the Riverina Water board
Documents	Files and correspondence; public registers; development and other applications
GIPA	<i>Government Information (Public Access) Act 2009</i>
Open access information	Information that is to be proactively released to the public. Includes policy documents, disclosure logs, register of government contracts

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Public Contact staff	Staff who directly have dealings with members of the public and customers – most often customer service staff
Public Officer	Officer nominated by the CEO to deal with requests from the public concerning the council's affairs including assistance to gain access to public documents of the council

## 1 Access to Information

### 1.1 Board member open access to information

Section 6(1) of the Government Information (Public Access) Act 2009 (GIPA) provides that the council must make government information that is open access information publicly available. Open access information is made available through council's website or it may be viewed by appointment during office hours. Appointments can be made through the office of the Chief Executive Officer (CEO).

The Public Officer is responsible for ensuring that members of the public and board members can gain access to the documents that are deemed open access.

### 1.2 Right of access to information

The CEO must provide board members with information sufficient to enable them to carry out their civic functions.

A board member may request the CEO to provide them with access to a document or other record of council relating to a matter which is, or is to be, or has been, under consideration of the Board. Board members are entitled to access all files, records or other documents where that document is identified as open access under GIPA or to a matter currently before the Board.

Information provided to a particular board member in the performance of their civic duties must also be available to any other board member who requests it.

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Board members who have a personal (as distinct from civic) interest in a document of council has the same rights as any other person. Board members can request access to other documents of the council by making an application under GIPA.

### **1.3 Refusal of access to documents**

Where the Public Officer determines to refuse access to a document sought by a board member, they must act reasonably in reaching their decisions, and they must take into account whether or not the document is required by the board member to perform their civic duty. The Public Officer must then give the option of applying for the documents under GIPA. If access is still refused, the Public Officer must state the reasons for the decision as specified under the provisions of GIPA.

Board members will not be provided with access to staff records.

### **1.4 Responsibility/Accountability**

Board members must not release information about a third party except in accordance with the provision of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Information on personal information and access can be obtained in the Riverina Water Privacy Management Plan, and the Public Officer can also provide advice.

In regard to information obtained in their capacity as a council officer, board members must:

- Only access council information needed for council business
- Not use council information for private purposes
- Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from information to which they have by virtue of their office or position with council, and
- Only release council information in accordance with established council policies and procedures and in compliance with relevant legislation

### **1.5 Use and security of confidential information**

Board members must maintain integrity and security of confidential documents or information in their possession, or for which they are responsible.

In addition to their general obligations relating to the use of council information, board members must:

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- Protect confidential information
- Only use confidential information for the purpose it is intended to be used
- Not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or any other person
- Not use confidential information with the intention to cause harm or detriment to the council or any person or body; and
- Not disclose any information discussed during confidential sessions of a Board meeting

## **1.6 Right of Review**

If a board member is concerned about a refusal to provide information, they should firstly raise the matter with the CEO (or the Chairperson if it was the CEO who refused to provide the information) and refer to the Code of Conduct Policy 1.01

For refusal of access under GIPA, a board member may ask for an internal review, or an external review by the NSW Information Commissioner. For more information contact the NSW Privacy Commission.

## **2 Interaction between board members and staff**

### **2.1 During board and council committee meetings**

Board members at board and council committee meetings can ask questions of other board members by going through the Chairperson, ask questions of council staff by going through the Chairperson and then the CEO, and bring forward Notices of Motions, Questions on Notice and matters of urgency where relevant notice has been provided and procedure followed (see Code of Meeting Practice Policy 1.02).

As defined by the Code of Meeting Practice, board members may put a question through the Chairperson to the CEO at a board meeting, to ask a member of staff to clarify a matter that is before the Board.

### **2.2 Access to staff outside Board meetings**

The CEO is responsible to the Board for the performance of all staff and day to day management of the council. Therefore, it is appropriate that all requests for information and approaches to staff on matters not generally available to the public, and which are outside

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the forum of Board and committee meetings, be directed to the CEO or to person(s) nominated by the CEO.

Persons nominated by the CEO include the Director Engineering and the Director Corporate Services. Only the CEO and Directors can provide advice to board members and any other officer nominated by the CEO and/or Directors, from time to time.

Requests for actions, services or maintenance may be made by contacting the Council Office or in writing and submitting it to the CEO. Staff should ensure that all requests form part of Council records for as long as required.

When a detailed report is required, a Notice of Motion should be lodged with Council and the CEO must include the Notice of Motion in the Business Paper for the next meeting of the Board.

If a board member is concerned about any refusal to provide information, the matter should be raised with the CEO. If the board member is still dissatisfied, they should request the information by way of a Question on Notice to the Board.

Board members who have lodged a Development Application or connection request must not discuss their application with members of staff unless the relevant Manager, Director or CEO is present. All enquiries must be directed through the CEO or Director. Discussions must be documented.

Board members (including the Chairperson) should not approach members of staff directly for information or advice, other than public contact staff or the Executive Assistant to the CEO, and then only for routine administrative matters.

The Chairperson may communicate with council staff in the course of fulfilling their responsibilities as Chairperson, and the CEO is responsible for keeping the Chairperson informed of all matters relevant to those responsibilities.

Staff members are not to approach board members directly other than for routine administrative matters. Any other contact with board members must be arranged through the CEO or their delegate.

Staff members are not to lobby board members on policy issues.

Board members must not attempt to direct or influence staff as to the performance of their work.

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Board members must not request staff to undertake work of a personal nature for them or any other person.

### **3 Access to council offices**

As a board member of Riverina Water, board members are entitled to have unimpeded access to all public areas and the Pat Brassil AM Meeting Room.

Board members who are not in pursuit of their civic duties only have the same rights of access to council buildings and premises as any other member of the public.

Board members may not enter staff only areas unless with the permission of the CEO or Directors.

Interactions between board members and staff are required to be respectful and courteous and in line with the Code of Conduct Policy 1.01

### **Policy Implementation**

This policy will be reviewed once every council term and is included in board member induction. Managers are to ensure their staff are aware of this policy and to discuss any matters arising from this policy if, and when, they occur.

### **Non Compliance**

Board members and staff are responsible for ensuring that any breaches of this policy are reported to the CEO.

Where the breach relates to the conduct of a board member, the CEO is responsible for immediately reporting the matter to the Chairperson. Where the breach related to the conduct of the Chairperson, the CEO is responsible for reporting this matter to the Board.

Where the breach relates to the conduct of staff, the CEO is responsible for taking appropriate disciplinary action if the breach is proven.

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**Next scheduled review Nov 2025**

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**Policy number****1.09**

Responsible area

Governance

Approved by

Approval date

Legislation or related strategy

Local Government Act 1993

Local Government Regulations 2021

Documents associated with  
this policy

Code of Conduct Policy 1.1

Code of Meeting Practice Policy 1.02

Good Conduct and Administrative Practice  
Guidelines for Councils (NSW Ombudsman)The Government Information (Public Access) Act  
2009 (NSW) - GIPAPrivacy and Personal Information Protection Act  
1998 – PPIPA

State Records Act 1996

Policy history

Vers 2 – Oct 2016 (Res 16/188)

Vers 1 – Oct 2014 (Res 14/130)

Original adopted 24 Oct 2012 (Res 12/148)

Review schedule

Every 4 years. Next review Nov 2025

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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**END OF POLICY STATEMENT**

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# R10 Board Member Training and Development Policy 1.08

## Organisational Area Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** Policy 1.08 Board Member Training and Development is submitted to the Board for information prior to going on public exhibition.

## RECOMMENDATION that Council:

- a) Review the Board Member Training and Development Policy 1.08
- b) Note that the Board Member Training and Development Policy 1.08 will be placed on public exhibition following the February 2022 Board meeting and a further report will be provided to the April meeting of the Board for adoption.

## Report

All public policies are being reviewed to enable the Board to review them in the first year of their term.

The reviewed Board Member Training and Development Policy 1.08 is now presented to the Board for review. It is a requirement that this Policy goes on public exhibition.

Accordingly, the policy will go on public exhibition for feedback and a further report with any feedback received will be submitted to the April meeting of the Board, prior to its adoption.

› **R10.1 Policy 1.08 - Board member training and development.docx** [↓](#) 

## Financial Implications

Provision for any Board member training and development in line with the policy will be made within the relevant years Operational Plan.

## 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.



# Board Member Training and Development

## Purpose

The aims of the policy are to:

- Ensure Board Members have equal access to training and educational opportunities; and
- Ensure Board Members have the opportunity to maintain their knowledge and skill base to contemporary standards and expectations.

## Policy Statement

Council will develop and adopt a Training and Development Plan each year to ensure that training activities available to all Board Members contributes to the achievement of the strategic and good governance objectives of Riverina Water County Council.

## Scope

This policy applies to all elected representatives (Board Members) of Riverina Water County Council.

## Legislative Context

Board Members are bound by the Local Government Act 1993 and the Local Government Regulations 2021, together with a number of other statutory instruments including the State Records Act 1998 and the Privacy and Personal Information Protection Act (PPIPA) 1998.

## Principles

### 1.1 Collection of information to determine training and development needs

Council will collect information regarding the development and training needs of Board Members in a number of ways, including:

- Surveys and questionnaires
- Board Member feedback
- Observations during Board meetings and workshops

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Author: CEO

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Last revised date Feb 2022

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Such information will be collected prior to the close of each financial year in order to draft a training plan for the subsequent year.

## **1.2 Training and Development Plan**

It is recognised that Board Members will have training provided by their constituent council and this information will be considered when drafting the Training Plan for Riverina Water. Emphasis will be given in the Training Plan to the training needs of new Board Members elected to Riverina Water County Council following a general council election.

The training and educational opportunities made available to Board Members will include content which specifically relates to Board Members' legislative and governance roles and functions. Accordingly, the following components will be included at an introductory level in post-election induction sessions, as well as in more detail in at least one training session during the term of the Board:

- Role and responsibilities of Board Members
- Relationship between Board Members, the CEO and members of staff
- Meeting procedures
- Conflict of interest
- Code of conduct
- Good governance
- Strategic planning
- Media skills (as required)

Additional development areas will be assessed as they arise and incorporated into the annual Training Plan. Where urgent training is required, this will be accommodated in addition to planned development sessions, and Board Member availability.

## **1.3 Delivery of Training and Development Plan**

A range of delivery methods will be used including:

- In-house workshops, seminars and information briefing sessions using guest speakers and trainers as appropriate
- Attendance at workshops, seminars and conferences offered by organisations such as Local Government Learning Solutions, Australian Local Government Association, Local Government Professionals Australia, and other private providers that offer an opportunity for Board Members to gain relevant skills



- Distribution of training material and discussion papers for information
- On-line training delivery

#### **1.4 Annual Budget Allocation**

A budget allocation will be provided to support the training and development activities undertaken by Board Members and expenditure will be reported on a quarterly and annual basis.

#### **1.5 Reporting on the annual Training and Development Plan**

The CEO will maintain data pertaining to training and development undertaken by Board Members each financial year. This data is required by legislation to be published in Council's Annual Report.



<b>Policy number</b>	<b>1.08</b>
Responsible area	Governance
Approved by	Riverina Water Board
Approval date	TBA
Legislation or related strategy	Local Government Act 1993 Local Government Regulations 2021 State Records Act 1998 Privacy and Personal Information Protection Act (PPIPA) 1998
Documents associated with this policy	Board Member Expenses and Provision of Facilities Policy 1.10
Policy history	Reviewed Oct 2016 (Res 16/187) Adopted 24 Oct 2012 –(Res 12/147)
Review schedule	Every 4 years (once per council term). Next review scheduled for Dec 2025

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:** CEO

**Version**4

**EDRMS #**

**Last revised date** Feb 2022  
**Next scheduled review** Feb2026

# R11 Draft Assistance for Undetected Water Leaks Policy

## Organisational Area Corporate Services

**Author** Josh Lang, Customer & Communications Team Leader

**Summary** Riverina Water has developed a draft policy in order to support customers who have received a high bill after an undetected leak

### RECOMMENDATION that Council:

- a) Endorse the draft policy and place it on public exhibition until 31 March 2022 invite public submissions on the draft policy during that period
- b) Receive a further report following the public exhibition and submission period:
  - i. Addressing any submissions made in respect of the proposed policy
  - ii. Proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period.

### Report

Riverina Water has historically provided varying levels of support to customers who have received a large bill due to an undetected leak on an ad-hoc basis.

The draft Assistance for Undetected Water Leaks Policy aims to formalise this process to:

- Provide clarity for customers and staff on the types of assistance that can be provided
- Provide a clear process for application and eligibility requirements
- Align Riverina Water's approach with best practice in the water industry

An undetected leak is defined in the draft policy as when there is no visible sign of water loss, and both the fault and/or loss could not have been reasonably identified prior to the customer receiving their quarterly bill.

The draft policy clearly sets out the types of leaks that are both eligible and ineligible, and the requirement for leaks to be repaired by a licensed plumber to access financial support.

If adopted, the policy would be accompanied with an online application form; and a report made to the Board annually to summarise the leak assistance provided each financial year.

### › R11.1 Draft undetected leak policy [↓](#)

### Financial Implications

Implementing the draft policy would result see reduction in revenue; however, it would now be measured unlike the current ad-hoc financial assistance.

### 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.



# Assistance for Undetected Water Leaks Policy

## Purpose

Provide a consistent and clear approach to how Riverina Water can financially support customers who have been impacted by undetected leaks.

## Policy Statement

Riverina Water is not responsible for plumbing beyond the water meter. However, where possible Council tries to support those customers who may have been impacted by an undetected leak at their property.

Undetected leaks are typically discovered due to an unexplained increase in usage in the next quarterly billing cycle. This policy details the process and criteria to be eligible for assistance on your water account.

The objectives of this policy are to:

- Maintain a consistent outcome for all Riverina Water customers
- Provide members of the public with the criteria that must be met when applying for assistance following an undetected leak

## Scope

This policy is relevant to all Riverina Water County Council customers who own a residential or commercial property within our supply area.

## Definitions

- **Undetected Leak:** An undetected leak is where there is no visible sign of water loss, and both the fault and/or loss could not have been reasonably identified prior to Riverina Water issuing you an account.
- **Licensed Plumber:** Any individual wishing to perform any type of commercial, industrial or residential draining, plumbing, or gas fitting work in New South Wales must possess a plumbing license issued by New South Wales Fair Trading. NSW plumbing licences are limited to water, sanitary and sewerage plumbing only.

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- **Similar consumption:** Comparing a customer's water consumption with both previous quarters and the same period in previous years.
- **Assistance:** A reduction in an eligible customer's bill when it is recalculated following an undetected water leak.

## Principles

Applications for assistance following an undetected leak are to be submitted via the undetected leak assistance form on Riverina Water's website or by requesting a copy by contacting Council Administrative Offices in Hammond Avenue, Wagga Wagga.

Applicants will only be successful if the undetected leak assistance form is completed in full, all required information is enclosed and the request meets the eligibility criteria.

In exceptional circumstances, Riverina Water may provide support to an illegible applicant at the discretion of the Director Corporate Services.

To be eligible for assistance, applications must meet and address all the criteria as outlined on the undetected leak assistance form.

Riverina Water customers are required to provide evidence from a licensed plumber once the leak has been repaired (copy of tax invoice will be suffice).

Riverina Water will not accept applications for assistance when the high consumption is caused due to a leak that can be discovered within the property. For example, leaking tap, toilet cistern, dishwasher or washing machine.

Further information on eligibility and ineligibility is as follows:

### Applications must meet the following criteria:

- The fault must be repaired by a licensed plumber
- The application for assistance must be submitted within 30 days of the due date shown on your bill
- No previous assistance for an undetected leak has been granted to the owner/s of the property within the last three years

### Applications may be denied in instances where:

- Water is found seeping, spraying, pooling, bubbling, running, flowing, gushing etc.
- There is dampness on the surface, in walls or floors

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- There is additional or unusual growth of grass or vegetation
- The loss of water was the result of faulty plumbing fixtures (that is, taps, toilet cisterns, hot water services, cattle troughs, sprinkler or irrigation systems)
- The property is connected via a non-standard water service
- The leak is due to a known or recurring issue
- The fault was repaired by someone other than a licenced plumber

Riverina Water will provide the Tier 1 assistance to successful applicants as per the following table. Assistance beyond Tier 1 will be dependent on the individual circumstances of the leak as assessed by Riverina Water.

Support tier	Assistance provided
Tier 1	Recalculating up to two quarters of the bill based on typical consumption from previous years
Tier 2	Recalculating a bill up to two quarters based on the lower tariff for some or all consumption (for stepped tariff customers)
Tier 3	Other support dependant on exceptional circumstances or financial hardship as at the discretion of the Director Corporate Services

Riverina Water will report the total amount of assistance provided to customers to the Board at the conclusion of each financial year.

### Non-Compliance

Non-compliance with the adopted policy may be considered a breach under Council's Code of Conduct. As such, any suspected or known non-compliance will be reported to the Chief Executive Officer.

Customers found to be dishonest in an application for an undetected leak may have future applications denied.

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Policy number	TBD
Responsible area	Corporate Services
Approved by	Resolution number TBD
Approval date	TBD
Legislation or related strategy	N/A
Documents associated with this policy	Adopted Fees & Charges
Policy history	Nil

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:	Version
EDRMS #	Last revised date
	Next scheduled review

# R12 Annual customer survey

## Organisational Area Corporate Services

**Author** Josh Lang, Customer & Communications Team Leader

**Summary** Riverina Water wishes to not undertake the customer survey to ensure it aligns with the Business Activity Strategic Plan 2022-32

**RECOMMENDATION** that Council endorse not undertaking a customer survey for 2021-22 financial year

## Report

Council is required to undertake an annual customer survey, which typically collects data about satisfaction levels with services to ensure service standards are maintained and continually improved.

Historically, results have returned consistently high levels of satisfaction with customer service and water quality.

Riverina Water is currently developing its Business Activity Strategic Plan 2022-32. This is a significant piece of work that will define the four-year Delivery Programs and one-year Operational Plans moving forward.

This will include new key performance indicators (KPIs) that will need to be reported against.

It is proposed to not undertake a customer survey in 2021-22 as it will not align with the new strategy and as such, will not assist with improving services or offer value to customers and the organisation.

The 2022-23 survey will incorporate the finalised Business Activity Strategic Plan; and will assist in establishing benchmarks for reporting against the new KPIs into the future.

## Financial Implications

The survey is outsourced to specialist research organisations at a typical cost of \$20,000 to \$30,000, which will not be expended this financial year.

## 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.

# R13 2021-22 Community Grants Program assessment panels

## Organisational Area Corporate Services

**Author** Josh Lang, Customer & Communications Team Leader

**Summary** A board member and alternative from each constituent Council are required to be members for the Community Grants Program assessment panels

### RECOMMENDATION that Council:

- a) Receive and note the report
- b) Nominate Board members and an alternate as required to Community Grants Program assessment panels
- c) Authorise the CEO to make changes to the assessment panel members due to unavailability or conflict of interest to be made at his discretion, should that be required.

### Report

Applications for Riverina Water's 2021-22 Community Grants Program opened on 27 January and close at 9am, 25 February 2022.

Following the close of applications, the assessment process is as follows:

- › From 25 February: Administrative work and checking applications for eligibility and documentation
- › 7 March: Begin individual online assessment
- › 20 March: Individual online assessment closes
- › From 28 March: In-person panel assessments
- › 27 April Board Meeting: Assessment outcomes endorsed, successful and unsuccessful recipients to be advised of result

These dates may change depending on availability of panel members, COVID-19 or the volume of grant applications to be assessed.

As described above, the assessment process involves the establishment of panels for each Local Government Area (LGA).

The assessment panel for each LGA includes:

- › The Chairperson of Riverina Water

- › One Constituent Council staff member
- › One Constituent Council Board member
- › Alternates in case of conflict of interest or unavailability

In the case of Federation and Lockhart council, there is an alternate staff representative in lieu of a Board member as Cr Driscoll and Cr Bourke will sit on the Lockhart and Federation panels respectively.

Depending on the number of applications, there can be quite some time involved in assessing the applications (which is done online by panel members and prior to the in-person meeting of the panel). As a guide, the duration of the meetings of the panels for Federation, Greater Hume and Lockhart Council's are generally up to three hours, with the panel meeting for Wagga Wagga City Council taking up to six hours.

The recommendations of the panels are included in a report to the full Board of Riverina Water in April this year.

### **Financial Implications**

Nil

### **Risk Considerations**

<b>Community Partnerships</b>	
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.

# R14 Work Health & Safety Constitution

## Organisational Area Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** The Riverina Water Work Health & Safety Committee Constitution has been revised and is presented to the Board for adoption.

**RECOMMENDATION** that Council adopt the Riverina Water County Council Work Health and Safety Constitution dated February 2022.

## Report

The role of the Riverina Water County Council Work Health & Safety Committee is to provide a forum for consultation on the management of health and safety across the whole workforce, not just one workgroup.

The Riverina Work Health & Safety Committee have recently reviewed their constitution to ensure it remains current. The quorum of the committee has been reduced from a minimum of 5 HSC members to 4 (minimum of 1 employer representative and 3 employee representatives).

The Committee and Council's Executive Management Team have now endorsed the constitution dated February 2022 and have recommended that it be presented to the Board for adoption.

› **R14.1 Reviewed Constitution WHSC Feb 2022.docx** [📄](#) 

## Financial Implications

Recommendations of the Committee are considered by the Executive Management Team who will consider financial implications at the time of implementing any committee recommendations.

## 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.



# Constitution

## Riverina Water County Council Work Health & Safety Committee

### 1. Aims and function of the committee

According to NSW Work Health & Safety Legislation the role of work health and safety committees (WHSC) is to provide a forum for consultation on the management of health and safety across the whole workforce, not just one workgroup.

#### 1.1 Work health & safety committees should:

- Facilitate cooperation between the PCBU and the workers in instigating, developing and carrying out measures designed to ensure the health and safety of workers;
- Assist in developing standards, rules and procedures relating to WHS.

#### 1.2 The Riverina Water County Council (Riverina Water) work health and safety committee representatives (WHSRs) functions will include, but are not limited to, the following:

- Consult with the workgroup they represent on work health and safety issues
- Assist in the promotion of a safe working environment and safe systems of work
- Assist with the review of health and safety policies, procedures and WHS management systems for the council's place of work
- To make recommendations to the council as it thinks appropriate to ensure the health and safety of all employees, contractors, customers and any visitors who enter council property
- To assist with resolving matters of health and safety in the workplace
- Receiving suggestions, complaints and reports from any employee, contractor or customer of the council, and consider such at the next regular meeting, unless the matter is such that the Chair considers that a special or emergency meeting is warranted. This will be provided that reasonable attempts have been undertaken to resolve the safety issue within the relevant department prior to bringing it to the committee.
- The WHSC may investigate the circumstances of a workplace incident, or may appoint a working group of its members or one of its members to investigate such circumstances

### 2. Composition

#### 1.1 The Work Health & Safety Committee (WHSC) comprises eight (8) members.

- Six (6) employee elected Work Health & Safety Representatives (WHSRs)



- Two (2) management appointed representatives

**1.2** The six (6) employee representatives are made up from these workgroups:

- Two representatives from Operations (1 electrical/fitting and 1 Filtration Plant/Water Quality)
- One representative from the Water Depot
- One representative from Trades (Mechanics/Builders/Welders)
- One representative from the Rural Operations and Rural Works
- One representative from Corporate Services and Engineering

**1.3** In addition to the official members of the WHSC, the WHS Officer and a representative from People & Culture, are required to attend meetings as advisors. Their role will be to give advice, participate in discussions and provide information. This information to include, but not be limited to, injury statistics, legislative requirements or general safety information. The WHS Officer and People & Culture representative will not take part in any voting on committee issues.

### **3. Elections**

**2.1** All committee representatives will be appointed as per current NSW Work Health & Safety legislation for a period of three years.

**2.2** The employee representatives will elect one of their members to be Chair and convenor of the WHSC.

**2.3** All employee positions will be declared vacant every three years and nominations called to fill those positions.

**2.4** In the event of a casual vacancy of an employee representative, the Chair may appoint someone from the same workgroup to fill the vacancy for the balance of the predecessor's term on the committee.

### **4. Training of Committee members**

WHILST It is not a legislative requirement for members of the WHSC to undertake training. If any WHSC member(s) request training, council must provide those members with appropriate training to undertake their role.

### **5. Meetings**

**3.1** The Chair will convene a meeting of the WHSC at least every two months. Special or emergency meetings can be called at any time the Chair so directs, or at the request of three or more committee members.



- 3.2** Meetings are to be conducted following agreed meeting procedures.
- 3.3** A special or emergency meeting may be accepted to be in lieu of the regular meeting if a majority of the WHSC representatives so agree.
- 3.4** An agenda and any associated documents are to be circulated at least one week prior to the meeting. The agenda must be authorised by the Chair prior to distribution.
- 3.5** Items required for the agenda must be submitted at least 10 days prior to any scheduled regular meeting.
- 3.6** Anyone other than the WHSC representatives and the WHS Officer and People & Culture representative who wishes to attend a meeting must gain permission from the Chair to do so ahead of that meeting. If permitted to attend, they may be invited to participate in discussions, but cannot take part in any decision making.
- 3.7** A minimum of four WHSC members (minimum of 1 management representative and 3 employee representatives) will be required to form a quorum at any meeting.
- 3.8** A member of the committee may be elected to act as minute taker; or a non-committee member will be permitted to sit in on meetings in the role of minute taker. This person is not to take part in any decision making.

## **6. Minutes**

- 4.1** The minute taker will take and prepare an accurate record of the proceedings of each meeting.
- 4.2** The Chair will table the minutes for confirmation and acceptance at the next meeting.
- 4.3** A copy of the minutes will be distributed to all WHSC members within five working days of the meeting, and a copy will be published to the intranet and a copy emailed to staff once reviewed by the committee members. If any member of staff does not have access to the intranet or email, a hard copy should be made available in lunchrooms.
- 4.4** Minutes of previous meetings will be available to any Riverina Water staff member on request.
- 4.5** Minutes of the WHSC are provided to the Riverina Water Audit Risk & Improvement Committee (ARIC) for information.

## **7. Amendments to the Constitution**

Any proposal to amend the constitution may be moved at a convened normal meeting.



**8. Constitution Review**

The WHSC constitution will be reviewed every three years.

**Document Details**

Responsible area	CEO - WHS
Approved by	
Approval date	
Legislation or related strategy	Work Health & Safety Act 2011
Documents associated with this policy	WHS Policy 4.3
History	Last reviewed April 2019
Review schedule	3 years – Feb 2025

# R15 Adoption of SCC Constitution

**Organisational Area** Chief Executive Officer

**Author** Andrew Crakanthorp, Chief Executive Officer

**Summary** The Constitution for the Staff Consultative Committee is overdue for review and adoption by Council. This report attached the revised and updated Constitution which has been reviewed and agreed to by both the Committee and the Executive Management Team

**RECOMMENDATION** that Council adopt the Riverina Water County Council Staff Consultative Committee Constitution dated February 2022

## Report

The Enterprise Award for Riverina Water requires that Council have an effectively functioning Staff Consultative Committee (SCC). The purpose of the SCC is to provide a forum for consultation between Council and its employees to achieve:

- Co-operation in Award implementation
- Effective and productive workplace reforms
- Enhanced efficiency and productivity of the Council
- Enhanced career opportunities for employees and more fulfilling, varied and better paid work.

The SCC also complements the role of management and provides broadened expertise and an opportunity for differing views to be provided to the organisation. It is an advisory body that makes recommendations to the CEO.

The Constitution of the SCC was last reviewed in 2015 and is overdue for review and endorsement by Council. The Constitution is attached for the information of the Board and provides further information including the functions of the SCC.

The Constitution was originally endorsed as an internal policy. In this review the document type has been changed from an internal policy to a constitution as per the Riverina Water Policy Framework. It still carries the intent of a binding internal document.

The changes made to the Constitution relate to the membership provisions (which reflect the current organisation structure).

› **R15.1 DRAFT Internal Policy 1.4 Staff Consultative Committee Constitution 2022.docx**



## Financial Implications

There are no financial implications associated with the report or the operation of the SCC.

**Risk Considerations**

<b>Corporate Governance And Compliance</b>	
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.



# Staff Consultative Committee Constitution

## 1. Name

The name of the consultative committee shall be the Riverina Water County Council Staff Consultative Committee.

## 2. Purpose

2.1 The purpose of the Staff Consultative Committee is to provide a forum for consultation between Council and its employees to achieve:

- Co-operation in Award implementation
- Effective and productive workplace reforms
- Enhanced efficiency and productivity of the Council
- Enhanced career opportunities for employees and more fulfilling, varied and better paid work.

2.1 The Staff Consultative Committee is to complement the role of management and provide broadened expertise and an opportunity for differing views to be provided to the organisation.

2.2 It is an advisory body that makes recommendations to the CEO.

## 3. Functions

3.1 The functions of the members of the Staff Consultative Committee include;

- Submitting relevant items on behalf of constituents (ie employees and employer)
- Consulting with and representing the interests of constituents
- Providing explanations to constituents of items recorded in the minutes
- Positively supporting the decisions of the committee

3.2 The function of the Staff Consultative Committee is to provide recommendations to the CEO on various matters, including:

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- Implementation of the Award
- Training
- Performance management systems
- Hours of work
- Job redesign
- Workplace design
- Communication and education mechanisms
- Review relevant policies and procedures
- Salary systems
- Project teams/work groups
- Organisational culture
- Organisational structure
- Local government reform

**4. Recommendations**

- 4.1 It is intended that the Consultative Committee will make recommendations based on consensus after consulting with employees.
- 4.2 If it is not possible to arrive at a consensus on a particular item, the recommendation to the CEO shall note the dissenting views.

**5. Membership**

The Committee comprises the following representation

**5.1 Employee Representatives**

Rural- rural operations, rural works	1 elected
Office- Engineering and Administration	1 elected
Works – gangs, stores, compliance, meter readers,	1 elected
Trades – fleet, builders and welders	1 elected
Operations – WTP operators, Water Quality, fitters, electricians	1 elected

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## 5.2 Union Representatives

USU delegate	1 nominated by Union
ETU delegate	1 nominated by Union
LGEA delegate	1 nominated by Union

## 5.3 Management Representatives

3 nominated by the CEO

5.4 All members of the consultative committee will undergo appropriate training and education to effectively understand and participate in the consultative committee.

## 6. Election of Employee Representatives

6.1 Each of the employee representatives, as constituted in Clause 5.1, shall be elected, and may be removed, by the Riverina Water County Council employee membership of the workgroup they represent.

6.2 Term of office shall be 2 years, with eligibility for re-election.

6.3 Casual vacancies for periods greater than 3 months shall be filled by an election conducted by the Riverina Water County Council employee membership.

## 7. Membership Period

The year will end on June 30th. Elections are to be held during May every second year.

## 8. Appointment of Management Representatives

The CEO shall appoint the Management representatives on the Committee.

## 9. Chairperson

9.1 The Committee at its June/July meeting shall elect one of its members as Chairperson.

9.2 The Chairperson will:

- Approve agendas
- Approve meeting minutes
- Preside at all meetings
- Ensure that all decisions of the Committee are implemented

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9.3 The Committee shall elect a Deputy Chairperson, who will, in the absence of the Chairperson, take on the role of chairperson.

9.4 The term of office for Chairperson and Deputy Chairperson will be for 1 year.

9.5 The Chairperson and Deputy Chairperson shall alternate between employee and management representatives.

9.6 When a Chairperson is a management representative the Deputy Chairperson shall be an employee representative and vice versa.

9.7 The Committee may remove the Chairperson and/or Deputy Chairperson from their respective offices if they fail to hold the confidence of the Committee. This may only be done with a majority agreement from a secret ballot conducted by the CEO.

## 10. Secretary

10.1 The Committee at its June/July meeting shall elect one of its members as a Secretary who shall be responsible for preparing meeting agendas, notices of meetings and ensuring, in consultation with the Chairperson, that all decisions are carried out. The term of office shall be for 1 year.

10.2 Minutes shall be taken by the Secretary or by a Minutes Secretary allocated to the Committee by the CEO. The Minutes Secretary shall have no role in the Committee apart from the minutes and clerical support.

10.3 The Committee may remove the Secretary from office if the person fails to hold the confidence of the Committee. This may only be done with a majority agreement from a secret ballot conducted by the CEO.

## 11. Support Services

The General Manager shall provide a meeting place and clerical assistance for the Committee and ensure that the Committee has adequate resources to investigate and report on its tasks.

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## 12. Sub - Committees

12.1 The Consultative Committee may appoint one or more sub-committees to address particular tasks.

12.2 Sub-committees have the power to co-opt but not engage or employ special advisers.

12.3 A Quorum of a sub-committee shall be 3 members.

## 13. Meetings

13.1 Meetings shall be held on a regular basis as determined by the Committee. The Committee shall regulate the time and place of its meeting.

13.2 The meetings shall be conducted in accordance with Riverina Water County Council's Staff Consultative Committee Meeting Procedure.

13.3 A special meeting of the Committee may be called, with at least 24 hours' notice, by the Chairperson or any three members.

13.4 Quorum for meetings of the Committee shall be a simple majority of members (being a minimum of 5 with a minimum of 3 employee representatives, and 2 employer representatives).

13.5 The Agenda shall be distributed to members at least 7 days prior to the meeting.

13.6 Minutes shall be prepared and distributed as soon as possible after each meeting but no later than five (5) days following a meeting and shall be placed on staff notice boards at all convenient workplaces.

## 14. Information and Advice for Committee

14.1 The Committee shall have access to all information within Council's resources and records which are necessary for it to effectively discharge its responsibilities, provided that such information does not breach the confidentiality between Council and employees.

14.2 The Committee may request reports or information from the CEO on specific matters, provided such reports do not breach the confidentiality between Council and employees.

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14.3 The Committee shall be bound to maintain confidentiality when advised by the chairperson.

14.4 Where it is necessary to obtain confidential information about an employee it is necessary for the employee to grant permission prior to obtaining any such information.

**15. Attendance of Non-Members**

The Committee may, at the Chairperson's discretion, allow non-member observers and advisers to attend meetings of the Committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

**16. Employee Representatives' Communication with Constituents**

Employee representatives on the Committee shall have reasonable time allowed to discuss with employees recommendations of the Committee which directly affect such constituents.

**17. Reporting to the Board**

The CEO shall report to Council all recommendations of this Committee as set out in the Minutes and certified by the Chairman and Secretary.

**18. Changing the Constitution**

The Constitution may only be amended upon recommendation of the Committee and endorsement by the CEO and the Board.

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<b>Constitution Name</b>			Riverina Water Staff Consultative Committee Constitution
<b>Responsible area</b>			CEO
<b>Constitution Review</b>			This document is be reviewed every 2 years Next Review date: Feb 2024
<b>Approval date</b>			TBA
<b>Legislation or related strategy</b>			Not Applicable
<b>Documents associated with this constitution</b>			Not Applicable
<b>Constitution history</b>			Original – 17 December 1997 Version 1 – 22 June 2011 (Res:11/64) Name Change from IP 4.7 – 26 November 2013 Version 2 – 12 December 2014 (Res: 14/168) Version 3 - 2 September 2015 (Res: 15/122) (Policy 1.4)

Constitution 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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# R16 Review of Take Home Vehicle Policy

**Organisational Area** Chief Executive Officer

**Author** Andrew Crakanthorp, Chief Executive Officer

**Summary** Council has had a Policy relating to those vehicles which are driven to and from work (by staff) for many years. The Policy has been reviewed and is presented for consideration and adoption by Council

**RECOMMENDATION** that Council adopt the Riverina Water County Council Take Home Vehicle Internal Policy dated February 2022.

## Report

In 2017 Council management considered issues relating to staff who are both on-call and who are frequently required to under work after normal hours. Following discussion with the Staff Consultative Committee, the policy was created and serves both Council and staff effectively.

The purpose of the Policy is to achieve the following outcomes:

- Manage the risks associated with the operation of the fleet
- Manage the fleet in an equitable and cost-effective manner, providing best value for money.
- Provide employee benefits to assist in the task of attracting and retaining talent
- Provide a clear policy on to and from work use to certain designated staff that may be called on for work duties after hours or have the vehicle allocated to them to drive to and from the workplace.

The Policy has not been amended significantly from its previous with the changes being in titles only.

The Policy is required to be endorsed by the Board as the Policy authorises the (continued) use of Council owned (public) assets.

› **R16.1 Policy - Take Home Vehicles** [↓](#) 

## Financial Implications

There are twelve staff who have entered into the agreement who are paying \$12.50 a week for the arrangement.

**Risk Considerations**

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



# INTERNAL POLICY – Take Home Vehicles

## Purpose

Through this policy, Council aims to achieve the following outcomes:

- Manage the risks associated with the fleet
- Manage the fleet in an equitable and cost-effective manner, providing best value for money.
- Provide employee benefits to assist in the task of attracting and retaining talent
- Provide a clear policy on to and from work use to certain designated staff that may be called on for work duties after hours or have the vehicle allocated to them to drive to and from the workplace.

## Scope

This policy applies to all Riverina Water employees that have been allocated a Council-owned work vehicle to drive to and from work from their residence. Council reserves the right to remove the vehicle from the employee for any breaches of this policy and agreement, providing a reasonable notice period has been given. This policy does not apply to leaseback vehicles' role or function.

## Principles

### 1. Fees for Take Home Vehicles

Employees may be granted use of a Council motor vehicle subject to the conditions of use and the adopted formula for fee calculation (this being a flat rate applicable to all employees applicable under the policy):

19.65km estimate per day round trip commute

x 9 days/fortnight = 176.85 kms x 26 fortnights = 4598.10 km per year.

Per km rate of 11.61\* cents per km = \$533.84 per annum (after tax)

\$533.84/52 weeks = \$10.27 per week + GST

= \$11.30 per week (after tax)

\*Average cost for fuel on the range of vehicles last year.

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Pro-rata rates would apply in a job-share or permanent part-time arrangement. This fee would not apply to any employee whilst listed on the on-call roster or any employee acting in a higher-grade duty situation. Refer to Appendix A – annualised rates.

The weekly fee is to be adjusted annually, on the first pay period commencing on or after 1 July, in line with movements in the Annual CPI Transportation Index as at the previous 31 December.

The weekly fee will be annualised based on work arrangements (ie on- call). Annualised examples are attached in Appendix A.

## 2. Condition of Take Home Vehicle Use

- 2.1. The vehicle is to be driven only by Council employees or other authorised persons conducting authorised Council business. Council employees and persons involved in conducting authorised Council business only are permitted to be passengers in the vehicle.
- 2.2. Any other passengers or drivers must be approved with prior consent from either the Director or CEO.
- 2.3. Proof of current eligible driver's licence applies in all circumstances.
- 2.4. To and from use is granted on the basis that the vehicle will be available during working hours for use by other Council employees as required and must be available at all times for use by Council on demand.
- 2.5. Council reserves the right to withdraw the take home use of the vehicle with any employee in the event of any failure to comply with the conditions of use, or in the event of any misuse of the vehicle by the employee.
- 2.6. The take home vehicle use may be terminated: -
  - 2.6.1. by 12 months' written notice by Riverina Water, or 1 months' notice by the employee;
  - 2.6.2. by Riverina Water in the event of the employee's position changing or finishing;
  - 2.6.3. by Riverina Water in the event of the employee not complying with the conditions of the Policy.
- 2.7. Vehicles are not to be used for the carriage of goods or materials for private purposes or use by the employee.

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- 2.8. Take home vehicle use is restricted to within the boundaries of Riverina Water County Council, with the exception of previous approved arrangements.
- 2.9. Each take home vehicle will be fitted with two Council logos, one on each side of the vehicle unless exemption is provided in writing by the CEO.

### 3. Driving to and from the employee's work premises

The employee shall drive the vehicle on the most direct route to and from their workplace to their residence. The employee is not to break the journey for private purposes.

An employee may deviate from the direct route when dropping off or picking up another Council employee after periods of leave, RDO's and shift change overs (On Call Rosters) and other authorised council- related business. Other minor or infrequent usage may be approved in writing by the Director or the CEO.

- 3.1. Driving of vehicles to functions when the employee is on the On-call roster is permissible to expedite attendance at emergencies. These rosters must be maintained and up- to-date and be in the possession of the manager.
- 3.2. The vehicle is to be returned to the Fleet Supervisor or is to be reallocated within the department where the vehicle normally operates, should the employee be on leave for any more than two days, (this includes rostered days off, sick leave, annual leave, maternity, parental, paternity and worker's compensation leave)
- 3.3. If an employee is found to be driving a Council motor vehicle whilst under the influence of alcohol or a prohibited drug and is involved in an accident and convicted of an offence, all costs incurred will be recoverable from the employee.
- 3.4. In any related Council disciplinary proceedings where it is established that alcohol or any illegal or recreational drugs were a factor, termination of employment will be considered. Such punishment would be in addition to whatever civil or criminal penalties might result.

### 4. Care, Cleaning, Maintenance and Security of Vehicle

The employee who is allocated a vehicle under this policy is responsible for ensuring:

- 4.1. The overnight security of the vehicle and which is off the road. The vehicle must be locked, placed undercover (if possible) and security systems (if any) activated.
- 4.2. Any tools or other equipment stored in the load area of the vehicle must be adequately secured to prevent the possibility of theft.

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- 4.3. No keys (to Council vehicles, property or plant) are to be left in the vehicle.
- 4.4. The proper care, cleaning and maintenance of the vehicle and in ensuring that normal running items such as petrol, oil, and battery, radiator and tyre pressures are checked weekly and or as per any Council policies relating to the maintenance and upkeep of Council Vehicles.
- 4.5. Organising scheduled services as per the vehicle owner's manual through the Fleet Supervisor.
- 4.6. No person smokes in the vehicle.
- 4.7. Where damage to a take home vehicle is occasioned through misuse or neglect, the total cost of the loss or repairs (including insurance excess) may have to be met by the employee. In each case the matter will be determined in light of the prevailing circumstances by the CEO who will be the final arbitrator in any dispute which may arise.
- 4.8. Any defects found on a Council-owned plant item/vehicle are reported to Council's Fleet Supervisor prior to driving the vehicle. Council workshop employees will determine if the vehicle/plant item can be driven or not and what course of action is to be taken.
- 4.9. Any required documented pre-start checks are performed.

## 5. Sign On

Employees are required to sign a copy of the Policy Agreement Form stating that they agree to abide by the Council Take Home Vehicle Use policy.

## 6. Observations of Road Rules

All drivers of Council vehicles and plant are to observe the current and relevant Road Rules and are responsible for any fines incurred for breaches of traffic laws.

## 7. Breakdown and Emergencies

Any breakdowns, faults or other mechanical defects are to be immediately reported to Council's Fleet Supervisor and/or own supervisor and the maintenance and repair of such defects shall be attended to as soon as possible.

## 8. Vehicle Accident Procedure

Refer to Councils Motor Vehicle Accident procedures PE021

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**9. Council Rights**

- 9.1. Notwithstanding any conditions contained within this Agreement, Council reserves its right to amend or vary the Agreement.
  
- 9.2. Where a position within Council has been identified as requiring a vehicle to be available for operational purposes (including for other employee positions in the department) consideration may be given for the provision of a leaseback or take home vehicle.
  
- 9.3. Council reserves the right to install suitable tracking devices on vehicles for operational and/or safety reasons.

**10. Exceptions**

Nil

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## APPENDIX A

### Standard Employee – deducting annual leave

48 weeks x fee (inclusive of GST)	/26 pay periods	= annualised rate per fortnight
48 weeks x \$11.30 per week	/26 pay periods	= \$20.86 per fortnight (after tax)
		= \$542.36 per year (after tax)

### Works Ganger on call – deducting annual leave + on call 1 week in 4

(48 weeks – (48 weeks/4 employees))	= 36 weeks x fee(inclusive of GST)/26 pay periods	= annualised rate per fortnight
36 weeks x \$11.30	/26 pay periods	= \$15.65 per fortnight (after tax)
		= \$406.90 per year (after tax)

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#### Electricians – deducting AL + On Call 1 week in 5 (for 15 weeks)

(48 weeks – (15 weeks/5 employees))	= 45 weeks x fee(inclusive of GST)/26 pay periods	= annualised rate per fortnight
45 weeks x \$11.30	/26 pay periods	= \$19.56 per fortnight (after tax)
		= \$508.56 per year (after tax)

#### Rural Ganger on call employee – deducting annual leave + on call 1 week in 4 + otherwise unavailable 1 week in 4

(48 weeks – (15 weeks/5 employees))	= 45 weeks x fee(inclusive of GST)/26 pay periods	= annualised rate per fortnight
45 weeks x \$11.30	/26 pay periods	= \$19.56 per fortnight (after tax)
		= \$508.56 per year (after tax)

#### Policy Reference Number : 3.18

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<b>Policy number</b>	IP 3. 18
<b>Responsible area</b>	Manager Projects
<b>Documents associated with this policy</b>	Code of Conduct Policy 1.01 3.1 Safe Driving 3.23 Mobile Phone Use Policy 3.24 Loss of Licence Policy 3.5 Alcohol and other Drugs Policy PE021 Motor Vehicle Accident Procedure
<b>Policy history</b>	Original – February 2017 Name changed 26/11/2013 from 3.2 Version 1 – Last revised October 2017 Version 2 – Last revised November 2019 This document is to be reviewed every two years. Next review date: October 2024.

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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# R17 Goldenfields Water County Council customer transfer

**Organisational Area** Chief Executive Officer

**Author** Andrew Crakanthorp, Chief Executive Officer

**Summary** Riverina Water has progressed discussions with Goldenfields Water to transition a number of customers to Goldenfields Water on 1 July 2022

**RECOMMENDATION** that Council:

- a) Receive and note the report
- b) Receive and note the updated Community Engagement Plan

## Report

In August 2021, Council received a report to progress the transfer of a number of customers within Riverina Water's supply area that are supplied by Goldenfields Water.

Currently, Riverina Water is charged for the usage by Goldenfields Water and on-charges the customers. In addition to effectively subsidising these customers due to the difference in water charges between the two County Councils; this creates a number of other issues, including:

- Riverina Water has no control of water quality being supplied to these customers by Goldenfields Water
- Confusion of asset ownership and maintenance responsibilities, especially regarding services directly supplied from the Gumly-Temora pipeline (for example tapping bands and water service pipework)
- Coordination of planned maintenance work requiring notification of supply interruptions to customers supplied directly/indirectly from Gumly-Temora pipeline
- Control and regulation of pressure reduction valves that can impact on each utilities services during peak and non-peak times.
- Response to unplanned outages and water quality issues

This matter dates back a number of years, with a previous report to dated August 2013 endorsing the transfer process begin, which did not take place.

Following the August 2021 report, staff have been working closely with Goldenfields Water to prepare the transfer of 20 customers that are connected to Goldenfields Water's trunk main.

Preparation works will be taking place from March, with both County Councils to co-fund the works. There is a cost to upgrade the pressure reduction valves and install new (digital)

meters, which has been calculated to be \$50,000. Each Council is contributing 50% to this cost.

Customers will receive their final bill from Riverina Water on 30 June 2022 before becoming Goldenfields Water customers from 1 July. Both County Councils will jointly contact customers to advise them of the works, the transfer timeframe and a pricing support model that is being developed to support them during the transition.

Goldenfields Water is proposing a stepped increase over three years, with Riverina Water to contribute a fixed amount in the first 12 months.

The second stage of the customer transfer involves another 17 customers (representing 18 connections) and requires ongoing negotiations as these customers are on (multiple) Riverina Water-owned spur lines and supplied from the truck main operated by Goldenfields Water.

### **Financial Implications**

The expenditure of up to \$25,000 will be added to the 2021/22 Operational Plan when the works are complete by way adjustment in the March Quarterly Budget Review

### **Risk Considerations**

<b>Corporate Governance And Compliance</b>	
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.

## R18 Lost Time Injury Statistics 2021/22 - July-January Period

**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 2021/2022 financial year.

**RECOMMENDATION** that Council receive and note the statistics report for Lost Time Injuries for the period July 2021 to January 2022.

### Report

Date of Injury	Claim Status	Return to Work Date	Lost Time Injury (Days off work)	No of Days Lost (Premium impacting)
21/04/2016	OPEN	1/09/2021	60	* Nil (please see notes below)
27/09/2020	CLOSED	6/10/2021	5	5
<b>Total</b>			<b>65</b>	<b>5</b>

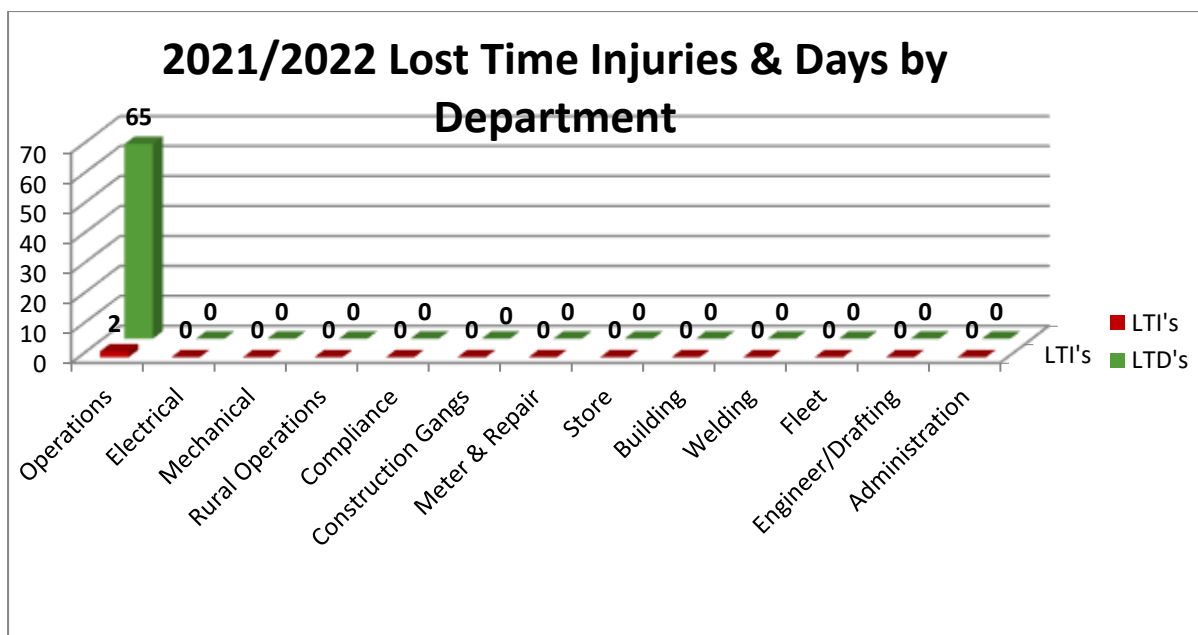
\* This claim is not premium impacting due to the original claim opening more than three years prior to the 2021/2022 financial year. The member of staff underwent surgery to replace a damaged knee.

### Other WHS Statistics for the financial year:

Lost Time Days (LTD's) - **65 days**

No of Current/Open Workers Compensation Claims – **Three claims (two legacy claims, one open claim)**

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

## R19 Oura LAND MATTERS

### Organisational Area Engineering

**Author** Anjaneer Beechani, Engineer

**Summary** The existing reservoirs (2 x 100kL) at Oura have reached the end of their service life. Both reservoirs are leaking and need to be replaced and upgraded with two (2) 600kL reservoirs to accommodate future demand. The proposed reservoirs require additional 1247m<sup>2</sup> of land adjacent to the existing reservoir site. Site investigations, concept design of proposed reservoirs pad and valuation are completed. The property owner has agreed to the compensation from valuation report and signed consent for Riverina Water to progress with construction activities.

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### RECOMMENDATION that Council:

1. Purchase additional land by agreement with the property owner, Lot 10 as shown in the attached unregistered plan, for the replacement of Oura reservoirs.
2. Delegate authority to the General Manager to purchase the land in accordance with the Local Government Act 1993, and classify the land as operational, upon acquisition.
3. Affix Council's Common Seal to documents as required.

### Report

#### Background:


The existing reservoirs (2 x 100kL) at Oura have reached the end of their service life. Both reservoirs are leaking and need to be replaced and upgraded to accommodate future demands. Reservoir sizing analysis based on IWCM (Integrated Water Cycle Management) demands (for a 30 year planning horizon) has identified the need to upgrade Oura reservoir total capacity to 1.2ML. The recommendation is to construct two (2) 600kL tanks staged over time as demand increases.

The existing reservoir site at Oura is a 30m x 20m rectangle and there is a 5m wide easement over the pipeline to the reservoir site. In order to construct two x 600kL tanks, an additional 1247m<sup>2</sup> of land (as shown in the attached plan) is required. This will enable the new reservoir to be built without taking the existing reservoir offline.

The old reservoir will then be demolished before the second 600kL is required.

### Current Status:

The proposal for Oura reservoirs replacement has been discussed with the property owner who has provided consent to progress with site investigations and a valuation. Site survey and geotechnical report confirm that the site is suitable for the proposed construction. The valuation report recommended compensation of \$12,500 (excl. GST) for the additional land. The property owner has agreed to the compensation offered and signed a consent letter allowing Riverina Water to progress with construction activities.

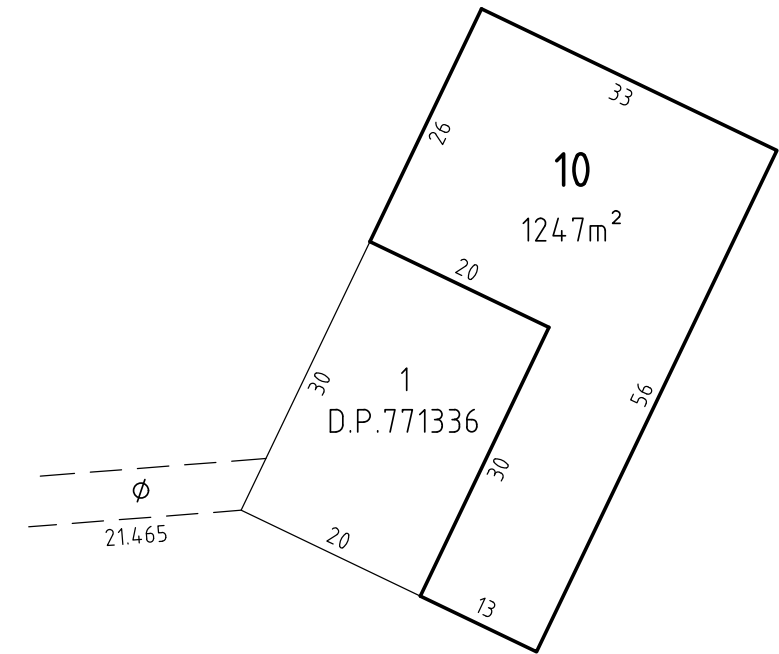
› **R19.1**      **Lot 2 DP 771336 unregistered plan** [↓](#) 

### **Financial Implications**

There are funds in the 2021/22 Operational Plan for the purchase of the land and construction purposes.

### **Risk Considerations**

<b>Service Delivery</b>	
Accept	Where a minor disruption will be outweighed by long-term benefits, Council will accept risks that could adversely impact delivery of services or effective management of assets, infrastructure or projects for short periods.



The diagram illustrates a street intersection with the following details:

- Streets:** JARVIS STREET and ADAMS STREET.
- Vehicle Counts:**
  - 46 vehicles on Jarvis Street (D.P. 751423).
  - 349 vehicles on Adams Street (D.P. 751423).
- Intersection Point:** Labeled with coordinates (0, 165) and (0, 17).
- Flow and Distances:**
  - Flow from Jarvis Street to Adams Street is labeled  $\phi$ .
  - Flow from Adams Street to Jarvis Street is labeled  $\phi$ .
  - Distance from intersection to a point on Jarvis Street is 14.11 P.O.
  - Distance from intersection to a point on Adams Street is 758.8 P.O.
  - Distance from intersection to a point on a side street is 10.21.
  - Distance from intersection to a point on a side street is 153.21.

Ø EASEMENT FOR PIPELINE AND  
ACCESS 5 WIDE VIDE D.P.771336

DP

## R20 NSW Department of Primary Industries & Environment Concurrence - Riverina Water County Council Integrated Water Management Strategy

**Organisational Area** Operations

**Author** Jason Ip, Manager Operations

**Summary** The NSW Department of Primary Industries and Environment (DPIE) have issued their concurrence to Riverina Water's Integrated Water Cycle Management (IWCM) Strategy. DPIE considers the Strategy to be consistent with the Best Practice Management of Water Supply and Sewerage Guidelines 2007 and IWCM Checklist 2019.

**RECOMMENDATION** that Council receive and note the report.

### Report

The IWCM Strategy is a requirement under NSW DPIE's Best Practice Management (BPM) Framework for all NSW Local Water Utilities. The process also generates two primary strategic 30-year planning documents being:

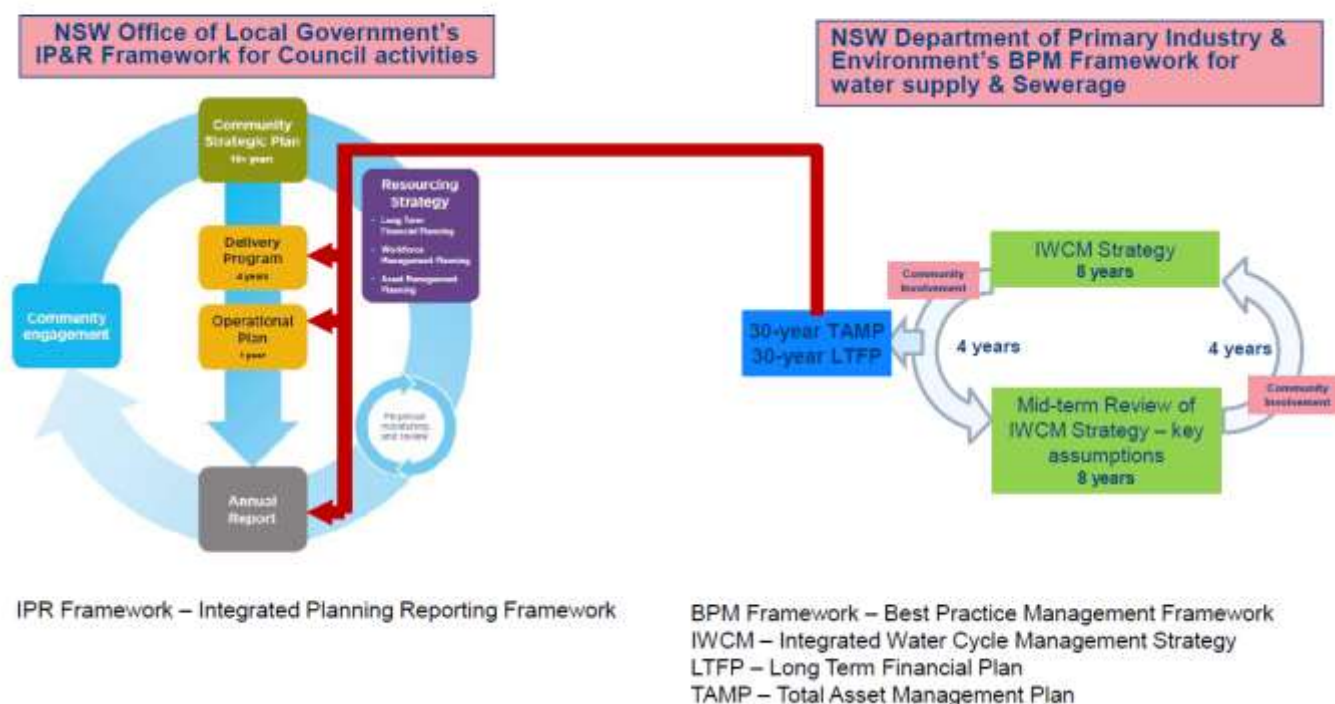
- 30-Year Total Asset Management Plan (TAMP)
- 30-Year Long Term Financial Plan (LTFP)

In addition, a supporting management plan is also required as part of this process:

- Drought Management and Emergency Response Contingency (DMERC) Plan

The IWCM Strategy is required to be developed every 8-years and reviewed mid-term (i.e., every 4 years), and the two primary documents are incorporated into NSW Office of Local Government's (OLG's) Integrated Planning and Reporting (IP&R) Framework.

## Interaction of IP&R Framework and the IWCM Strategy



The project commenced in September 2019 with the development of IWCM Issues Paper, three Project Reference (Stakeholder) Group meetings were held which informed the development of an options / scenarios report and a final draft IWCM Strategy that was publicly exhibited. The project concluded in June 2021 with Council's adoption of the final draft.

NSW DPIE's concurrence to IWCM Strategy noted that the Drought Management and Emergency Response Contingency (DMERC) Plan is yet to be developed (currently in progress), and several important issues require ongoing investigation, such as:

- Improving understanding of the secure yield of RWCC's multiple groundwater sources and surface water sources
- Assessment of the Wagga (Bomen) Special Activation Precinct (SAP) water demand implications on RWCC's water supply scheme
- Monitoring and managing the risks posed by poly-fluoroalkyl substances (PFAS) in the Lachlan aquifer in collaboration with DPIE Water

Attainment of NSW DPIE's concurrence of Riverina Water's IWCM Strategy is a significant milestone and reflects well on Council. It demonstrates to Riverina Water's regulators that its sustainably managing its operations to provide affordable, safe and reliable water supply services over the next 30 years.

### › R20.1 Letter DPIE Water Concurrence with Riverina Water IWCM Strategy [↓](#)

**Financial Implications**

Nil

**Risk Considerations**

<b>Corporate Governance And Compliance</b>	
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.



Andrew Crakanthorp  
Chief Executive Officer  
Riverina Water County Council  
PO Box 456  
WAGGA WAGGA NSW 2650

Our ref: DOC21/33047

23 December 2021

Dear Mr Crakanthorp

### **DPIE Water concurrence – Riverina Water County Council Integrated Water Management Strategy**

Thank you for the considerable effort taken to develop the Riverina Water County Council (RWCC) Integrated Water Management (IWCM) Strategy (the Strategy) and for seeking DPIE Water concurrence to the Strategy.

DPIE Water considers the Strategy to be consistent with the Best Practice Management of Water Supply and Sewerage Guidelines 2007 and IWCM Checklist 2019. DPIE Water has reviewed the Strategy and confirms concurrence, noting that the Drought Management and Emergency Response Contingency Plan is yet to be developed and RWCC will forward a copy of the plan to the Department once prepared.

The Strategy identifies issues and risks that require further investigation to determine what future actions might need to be taken, including:

- Improving understanding of the secure yield of RWCC's multiple groundwater sources and surface water sources. DPIE Water notes that the Department has developed guidance to assess the secure yield of town water schemes dependent on groundwater and regulated surface water sources, available at: <https://www.industry.nsw.gov.au/water/water-utilities/best-practice-mgmt/iwcm/town-water-security-analysis>.
- Ongoing assessment of the Wagga Wagga Special Activation Precinct's (SAP) water demand and its service level implications on RWCC's water supply scheme. This is to occur as the precinct's development progresses and the types of industrial activity and their water demands are better known.
- Monitoring and managing the risks posed by poly-fluoroalkyl substances (PFAS) in the Lachlan aquifer in collaboration with DPIE Water.

Given the significance of the issues and risks identified in the Strategy, the Department suggests that RWCC keep the Department updated on implementation of the Strategy on an annual basis. Annual review is considered to be good business practice to support adaptive planning and to ensure that the total asset and financial management plans remain current with a 30-year outlook and the pricing of services is reflective of the commitments in the plans. This process would also provide opportunities for ongoing collaboration with DPIE Water to monitor the risks and issues identified in the Strategy, identify any emerging risks, and assist in the development of response measures.

DPIE Water staff will continue to provide technical assistance and work collaboratively with RWCC to ensure continued best-practice implementation of the Strategy. Please do not hesitate to contact your regional representative or Mr Peter Ledwos, Regional Manager Water Utilities South, in the



first instance should you have any queries or require further assistance. Mr Ledwos can be contacted via email at [peter.ledwos@dpie.nsw.gov.au](mailto:peter.ledwos@dpie.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'M' followed by a horizontal line.

Michael Blackmore  
**Director Water Utilities**  
**Water Operations, DPIE Water**

## R21 Net Zero Emissions Policy Adoption

### Organisational Area Engineering

**Author** Christopher Moosbrugger, Project Engineer

**Summary** This report presents the Net Zero Emissions Policy that was on public exhibition

### RECOMMENDATION that Council:

- a) Note the submissions received in response to the exhibition of the Draft Net Zero Emissions Policy
- b) Adopt the Net Zero Emissions Policy

### Report

The Net Zero Emissions Policy continues the work of the Net Zero Roadmap (attached) that was presented at the 30 June 2021 council meeting. In summary the net zero roadmap showed that 95% of Riverina Water's emissions come from grid supplied electricity usage, with the majority of the remainder emissions comprising fuel to operate Council plant and equipment. The road map showed that the technology already exists that would allow Riverina Water to offset the majority (>95%) of its emissions at a cost neutral price. The Net Zero Emissions Policy formalises the information and the commitment to change by the year 2030.

The draft policy that was placed on exhibition is attached.

The policy received one positive and one negative response.

The positive response commended Riverina Water on setting the target, creating the policy and roadmap.

The negative response included a variety of claims and information that are considered irrelevant to the policy. The claims include:

- only being presented because Riverina Water has fallen for the conspiracy of manmade climate change.
- contributing to an increase Australia's national security risk.

Relevant feedback will be addressed during the design of the infrastructure to deliver on the commitments of the policy. Examples include;

- Energy storage presenting toxic contamination risk to water ways - risks will be evaluated during the design stage, if there is a leakage risk for energy storage the equipment would be banded.

- Fire and other risks – infrastructure will be designed to Australian Standards and in most cases specifications will be at a higher level due to the nature of the installation (critical infrastructure).

After reviewing the responses Riverina Water does not recommend any changes to the attached Net Zero Emissions Policy.

› **R21.1**      **Net Zero Roadmap** [↓](#) 

› **R21.2**      **Net Zero Policy** [↓](#) 

### Financial Implications

Any future capital works will be based on a cost neutral business case and prioritised on a benefit cost ratio. Capital costs will be approved as part of each year's operations plan.

### 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.

# Riverina Water County Council

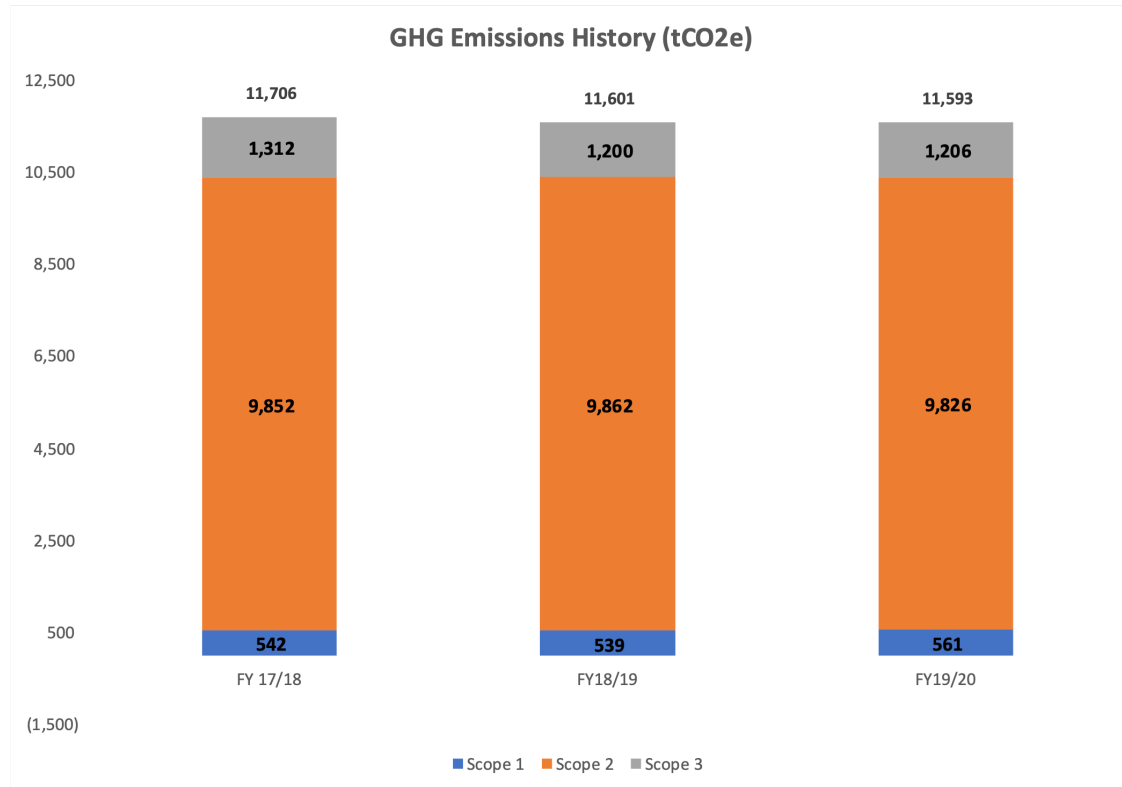
## Pathway to net zero

### Roadmap presentation

26 May 2021



# Carbon footprint history and methodology



**Baseline = FY 19/20**

## Footprint steady in time

- Slight increase in diesel
- Slight decrease in electricity

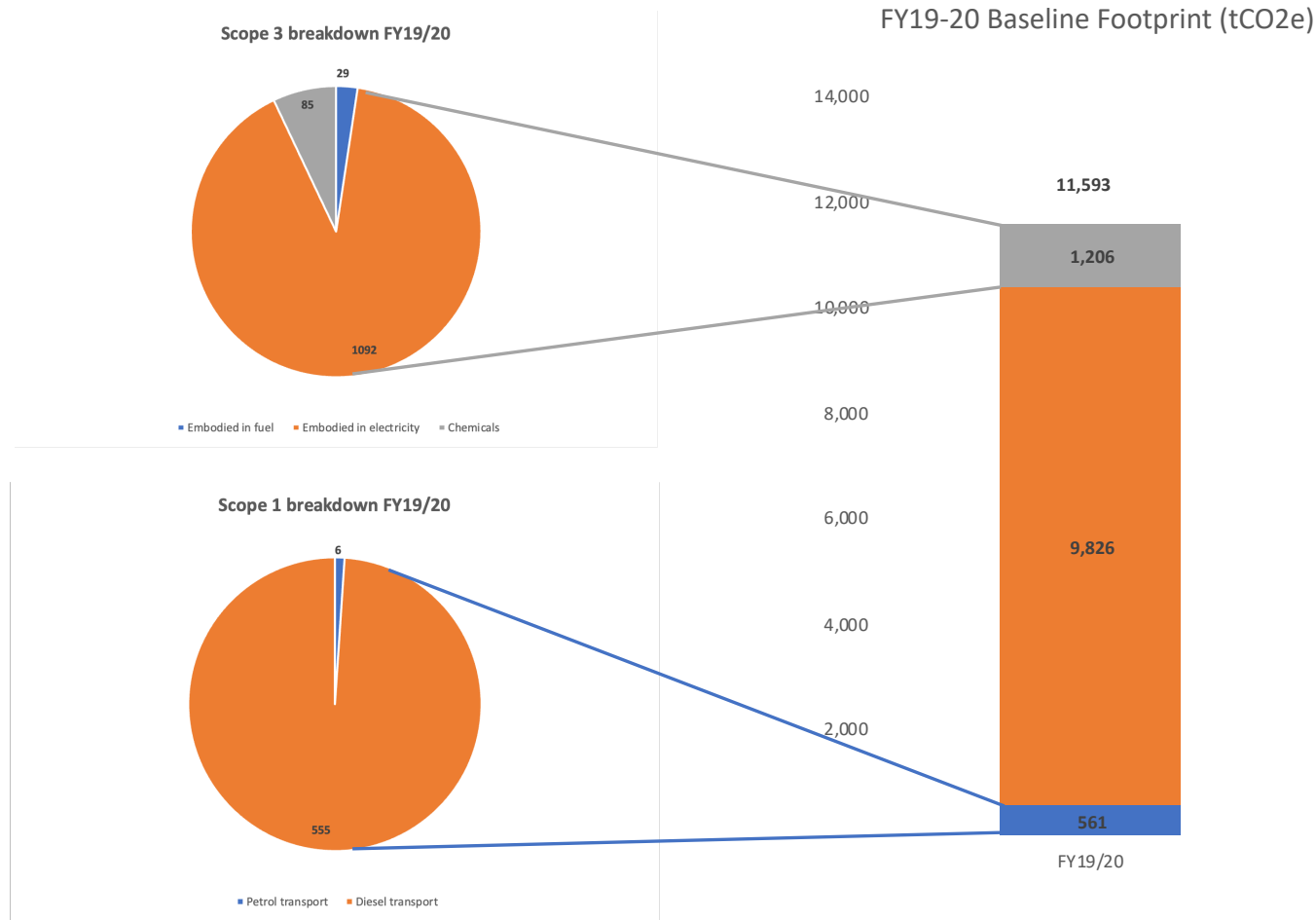
## Scope 3 includes:

- Chemicals estimated with data from FY14/15
  - pro rata based on water production

## Missing Scope 3 items to incorporate in future:

- Waste

# Baseline carbon footprint: agreed baseline FY19/20



- 11.6ktCO2e
- Electricity scope 2+3 is >95% total
- Fuel use is most of the rest

Missing from Scope 3:

- Waste

Refrigerant emissions considered non-material

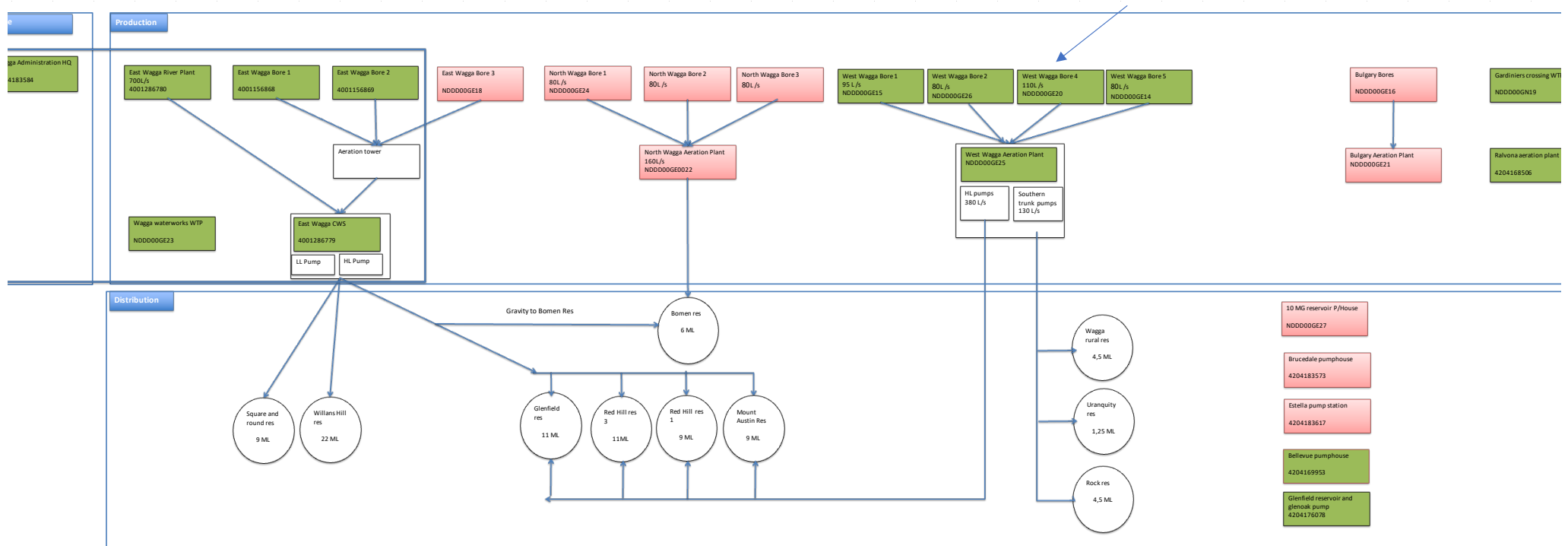
- only use AC in a few offices

# Action area 1 : electricity use

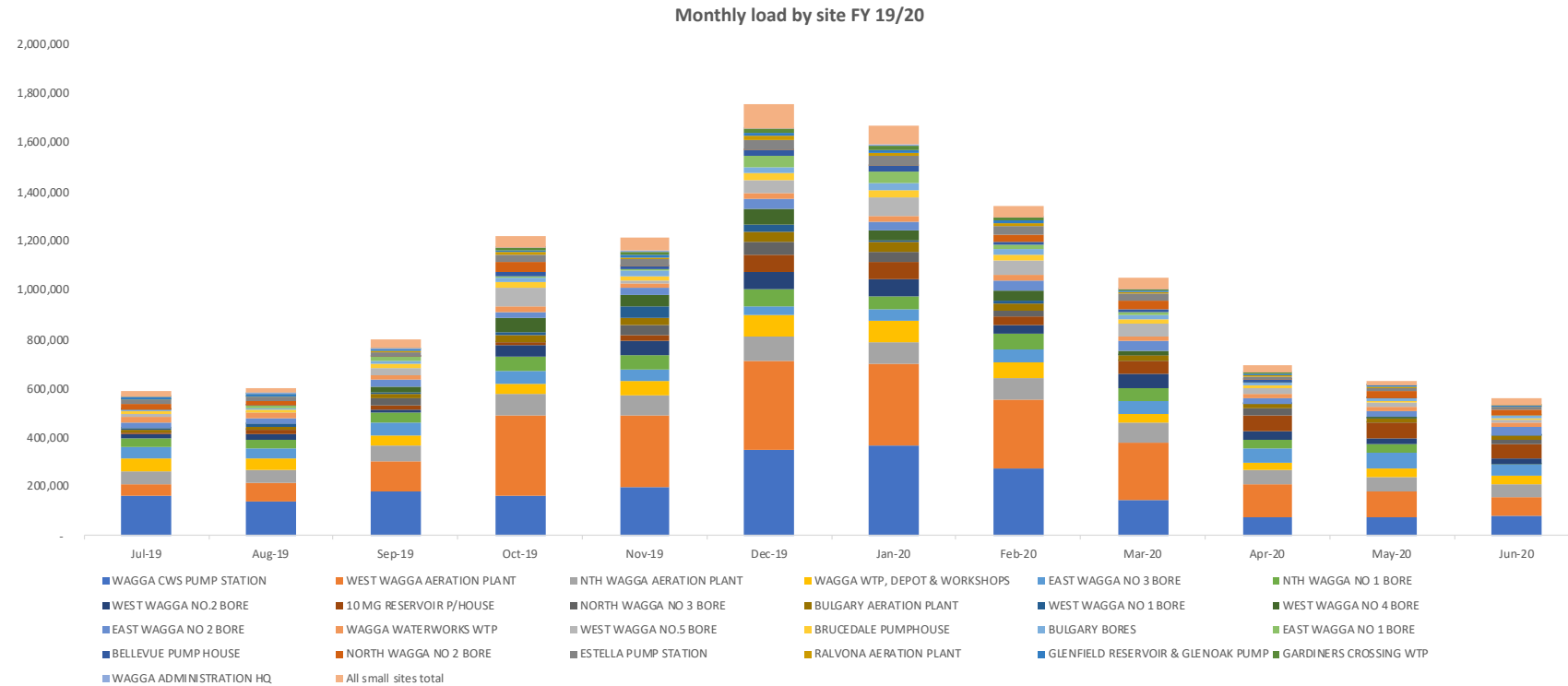
6 sites in East Wagga + 10 other sites with higher impact: ~62% of the electricity consumption

West Wagga supplies the same reservoirs as East Wagga:

- load reduces if East Wagga production increases



# Action area 1 : electricity use – by site through the year



High seasonality of the load with summer bias,  
also changes significantly in drought/non-drought years

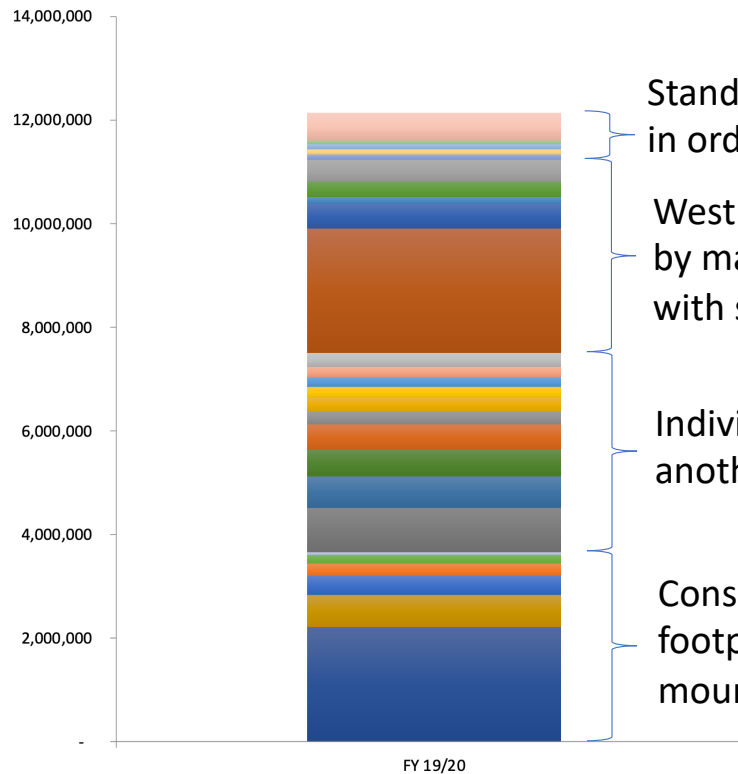


# Action area 1 : electricity use – by site

## RWCC plans transition to almost 100% locally-supplied renewable electricity

Electricity load (kWh) baseline year by site

All small sites total  
 GARDINERS CROSSING WTP  
 GLENFIELD RESERVOIR & GLENOAK PUMP  
 RALVONA AERATION PLANT  
 BELLEVUE PUMP HOUSE  
 WEST WAGGA NO.5 BORE  
 WEST WAGGA NO 4 BORE  
 WEST WAGGA NO 1 BORE  
 WEST WAGGA NO.2 BORE  
 WEST WAGGA AERATION PLANT  
 ESTELLA PUMP STATION  
 NORTH WAGGA NO 2 BORE  
 BULGARY BORES  
 BRUCEDALE PUMPHOUSE  
 BULGARY AERATION PLANT  
 NORTH WAGGA NO 3 BORE  
 10 MG RESERVOIR P/HOUSE  
 NTH WAGGA NO 1 BORE  
 EAST WAGGA NO 3 BORE  
 NTH WAGGA AERATION PLANT  
 WAGGA ADMINISTRATION HQ  
 EAST WAGGA NO 1 BORE  
 WAGGA WATERWORKS WTP  
 EAST WAGGA NO 2 BORE  
 WAGGA WTP, DEPOT & WORKSHOPS  
 WAGGA CWS PUMP STATION



Stand alone solar for remaining smaller sites  
in order to achieve near-zero grid load

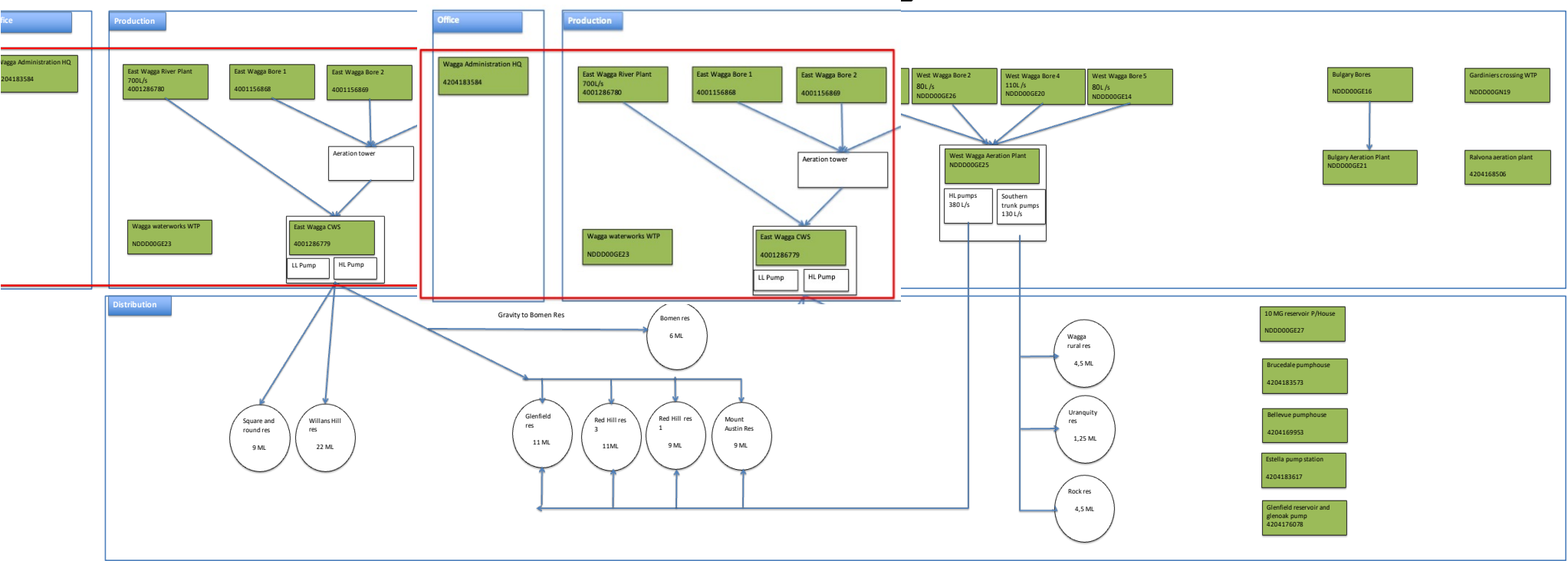
West Wagga sites: load reduces and shifts to sites below  
by maximising production at East Wagga plant (supplied  
with solar)

Individual PV systems for 10 further sites – representing  
another 30% of total footprint

Consolidate 6 sites in East Wagga – 30% of current  
footprint but will increase – and supply with large ground-  
mounted solar PV/battery

# East wagga 6 sites – renewable energy

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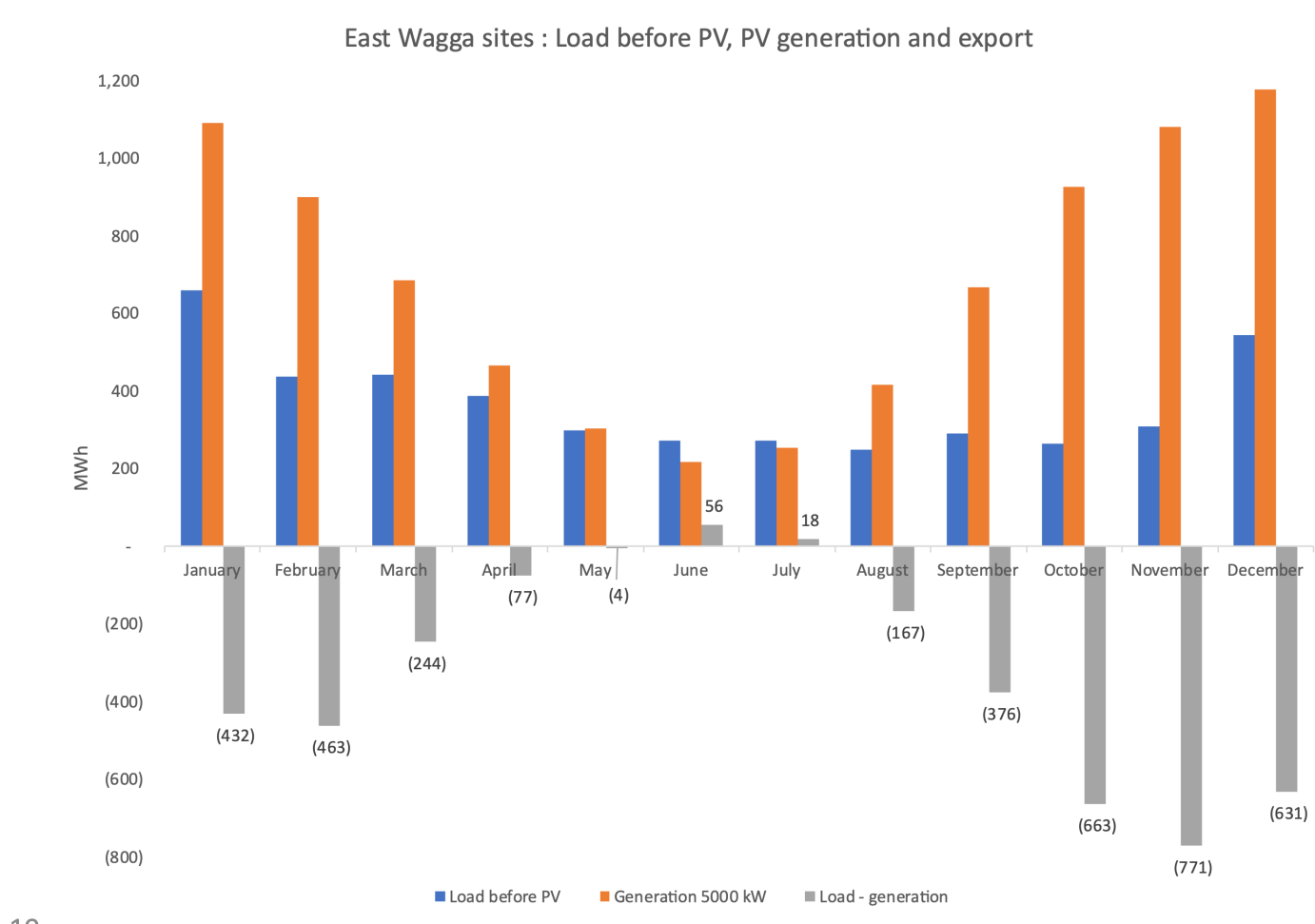




# Potential solar farm location



# East Wagga 6 sites: load vs solar energy balance



## With 5000kW solar PV installed

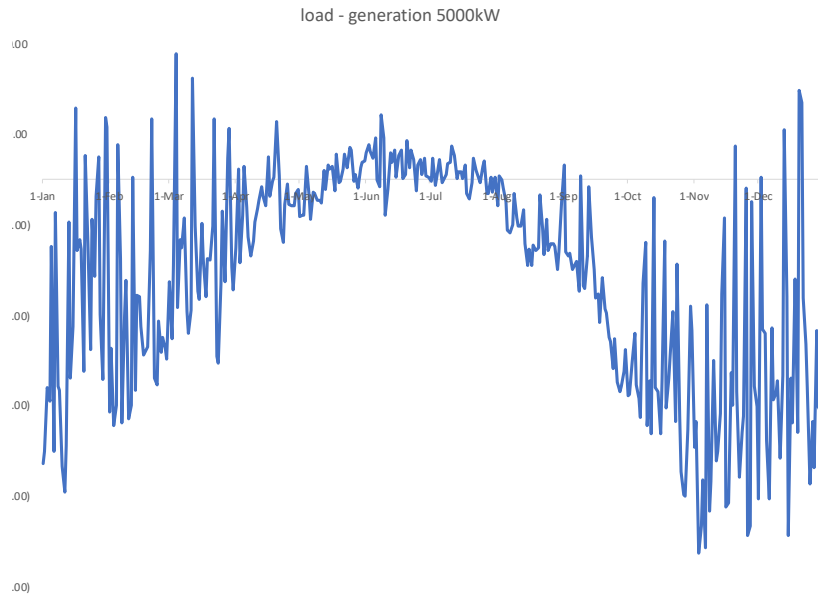
*If all production could be shifted to daylight hours...*

- Enough generation to power baseline water production with exports for 10 months
- Winter months will still need electricity from the grid

Total generation MWh	8,176
Total load before PV MWh	4,421
Export MWh	3,755 (45%)

# Example solar installation for East Wagga

Size of a 5000kW ground-mount installation  
in East Wagga and daily load balance

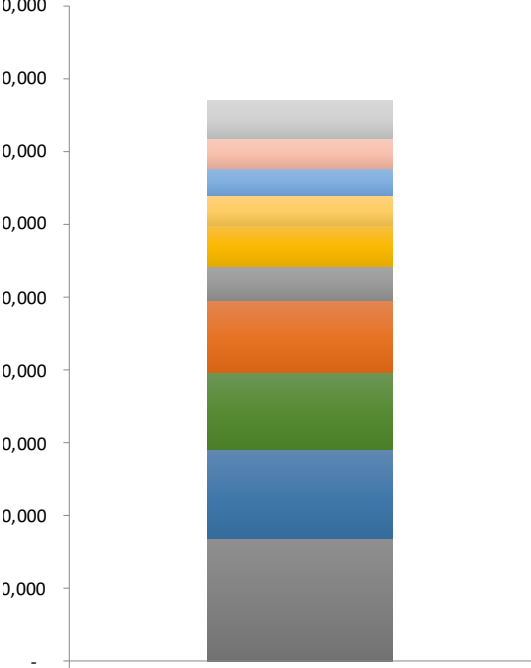


If it could be installed for less than **~\$8M**, such a system would pay back the investment cost in **less than 9 years**, ie before 2030. We regard this abatement as cost-neutral or cost-negative over the timeframe of the roadmap

(Payback could be improved by not surrendering LGCs in the first few years, eg. a strategy of 100% renewable by 2025)

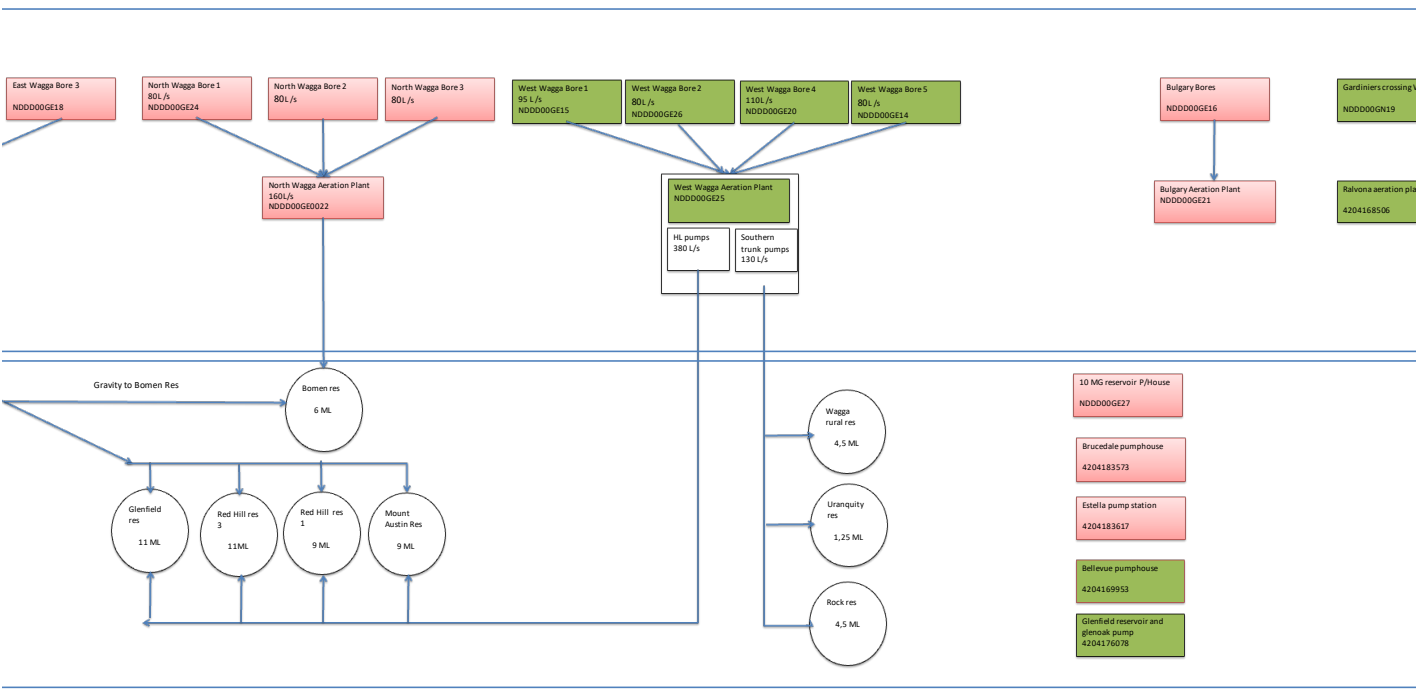
# 10 other sites with significant electricity loads

Electricity load (kWh) baseline year by site

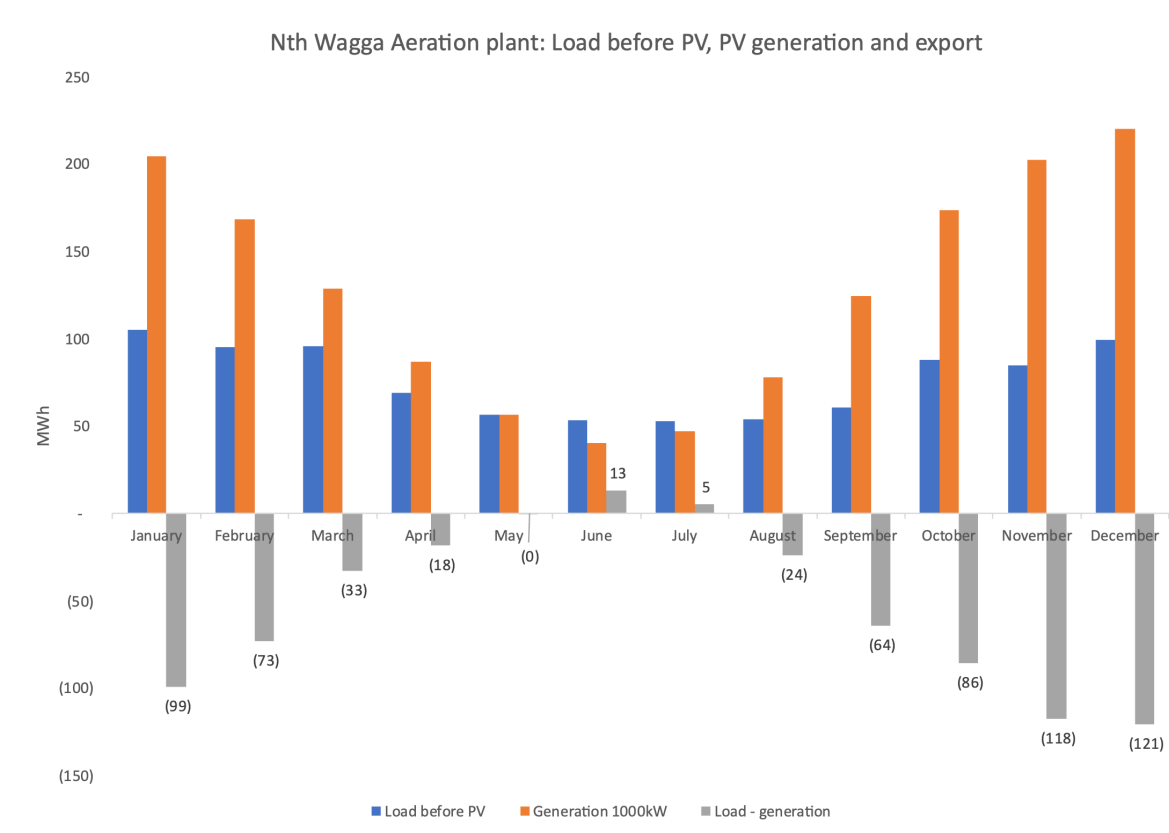


FY 19/20

- NTH WAGGA AERATION PLANT
- EAST WAGGA BORE 3
- NTH WAGGA NO 1 BORE
- 10 MG RESERVOIR P/HOUSE
- NORTH WAGGA NO 3 BORE
- BRUCEDALE PUMPHOUSE
- BULGARY AERATION PLANT
- BULGARY BORES
- NORTH WAGGA NO 2 BORE
- ESTELLA PUMP STATION



# Example – North Wagga aeration plant– solar



## With 1000kW installed

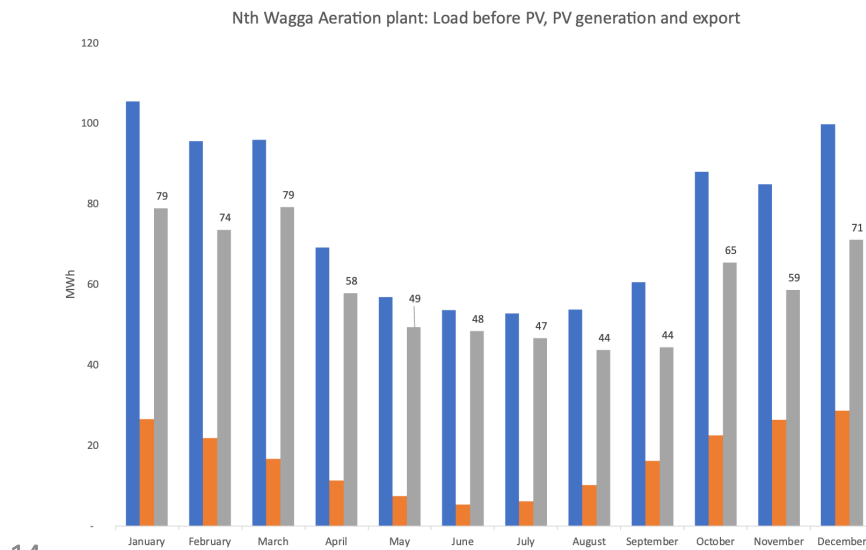
- Enough production with exports for 10 months
- Some months will still need electricity from the grid

Total generation MWh	1,533.1
Total load before PV MWh	916
Export MWh	617 (40%)

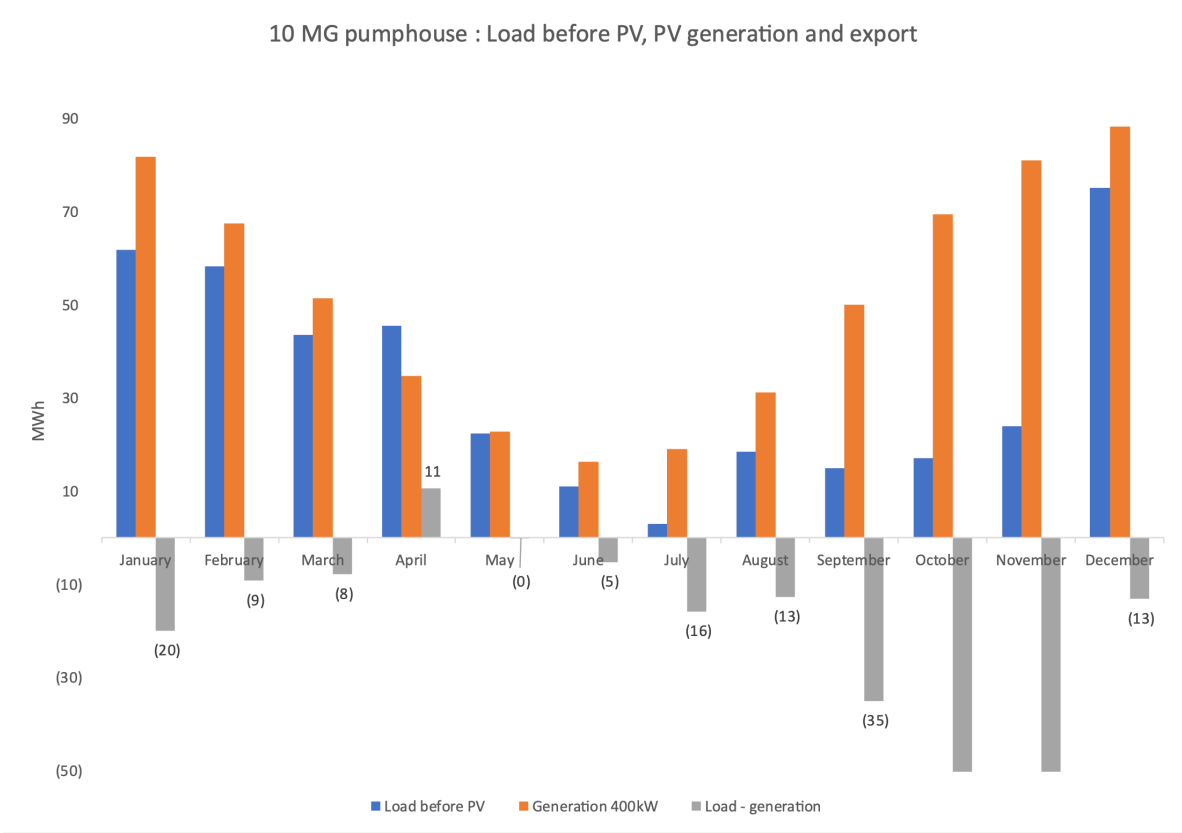
# Example solar installation – North Wagga AP

Indicates size of a 130kW ground-mount installation at North Wagga aeration plant. This size system reduces grid load by 22% only (if load redistributed to ensure no export)

Even though 1000kW is an appropriate scale for the energy use of the site, the space available will limit this to a smaller-scale installation... unless adjacent land is available?



# Example - 10 MG pumphouse – solar



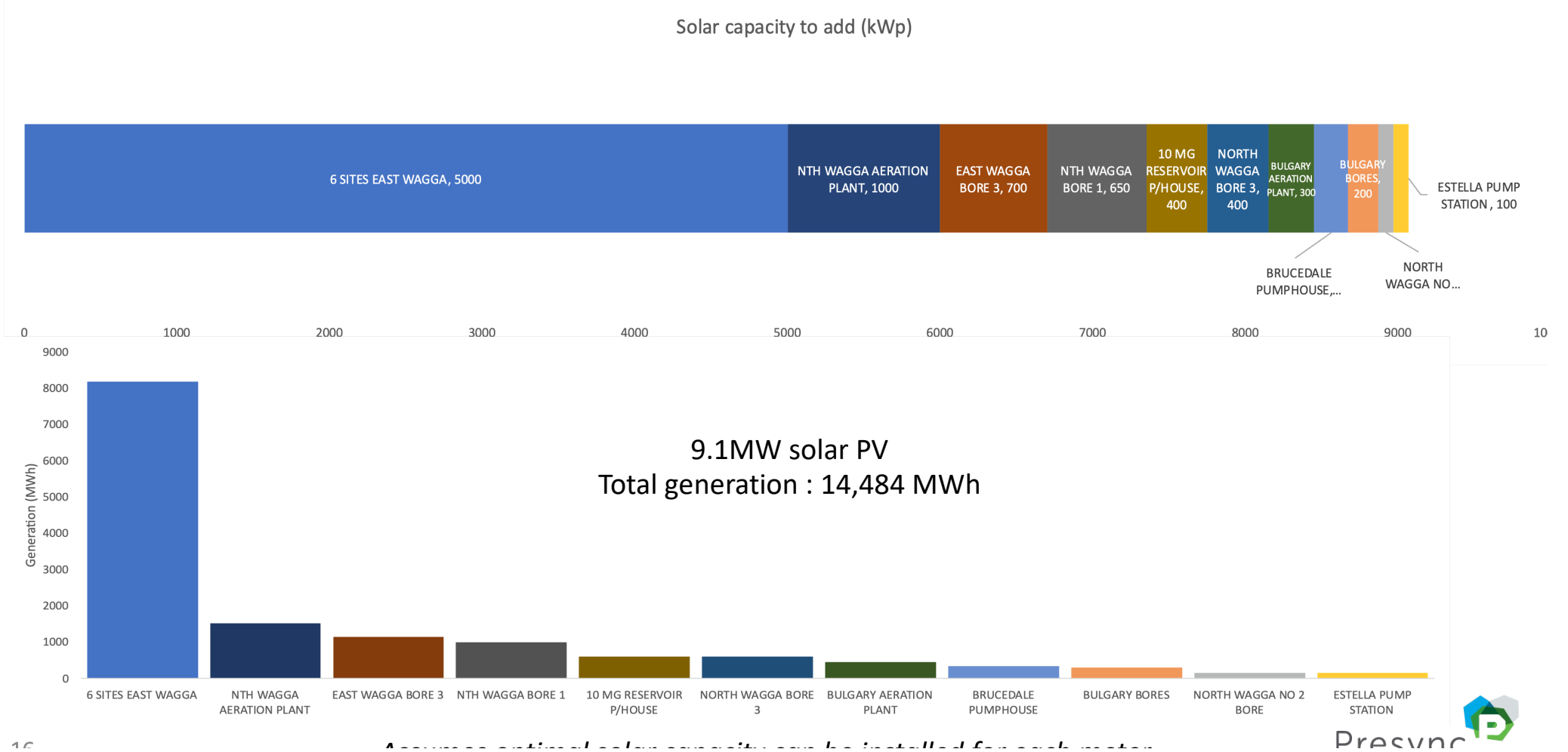
## With 400kW installed

- Enough production with exports for 11 months
- Some months will still need electricity from the grid

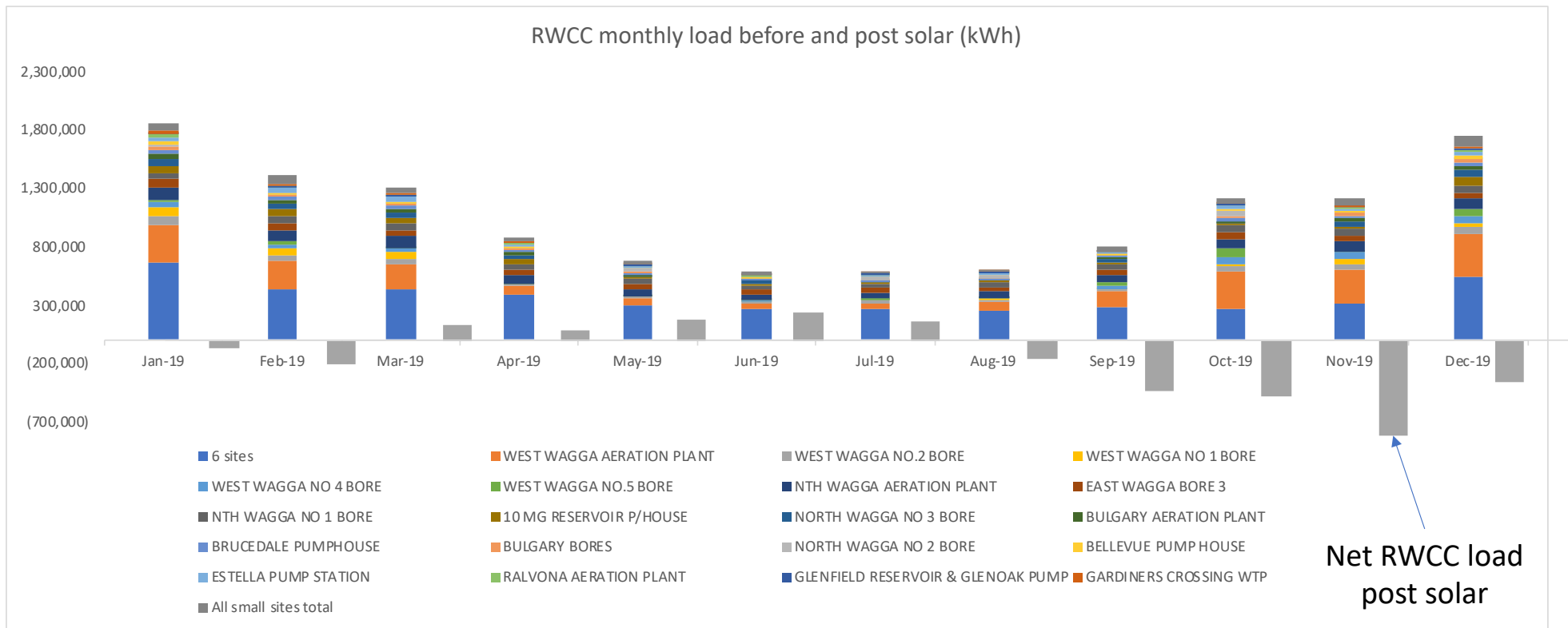
Total generation MWh	613
Total load before PV MWh	395
Export MWh	218 (35%)



# Onsite solar by site



# Impact of all modelled solar on total RWCC load

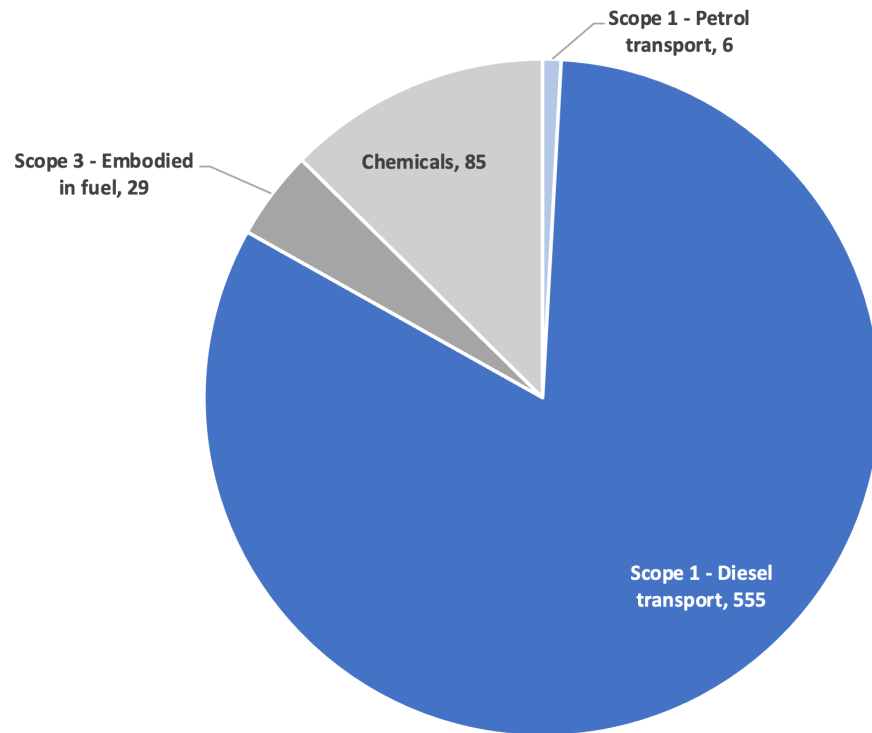


Current annual load = 12.9GWh  
 Expected solar generation = 14.5GWh  
 Solar surplus = 1.6GWh

*With modelled solar RWCC would become ~112% renewable – LGC*

# Breakdown of predicted remaining emissions after 100% renewable electricity achieved

Emissions other than electricity with no interventions



**Footprint 675tCO<sub>2e</sub> : 6% of baseline**

Locally-supplied electricity also reduces scope 3 emissions from electricity transmission and distribution

- Though some grid load remains even if net grid load is negative; ~0.7GWh with modelled solar
- Which represents ~62tCO<sub>2e</sub> scope 3 emissions
- Small compared to Scope 1 and potential solar oversupply

**Chart illustrates the challenges beyond electricity...**

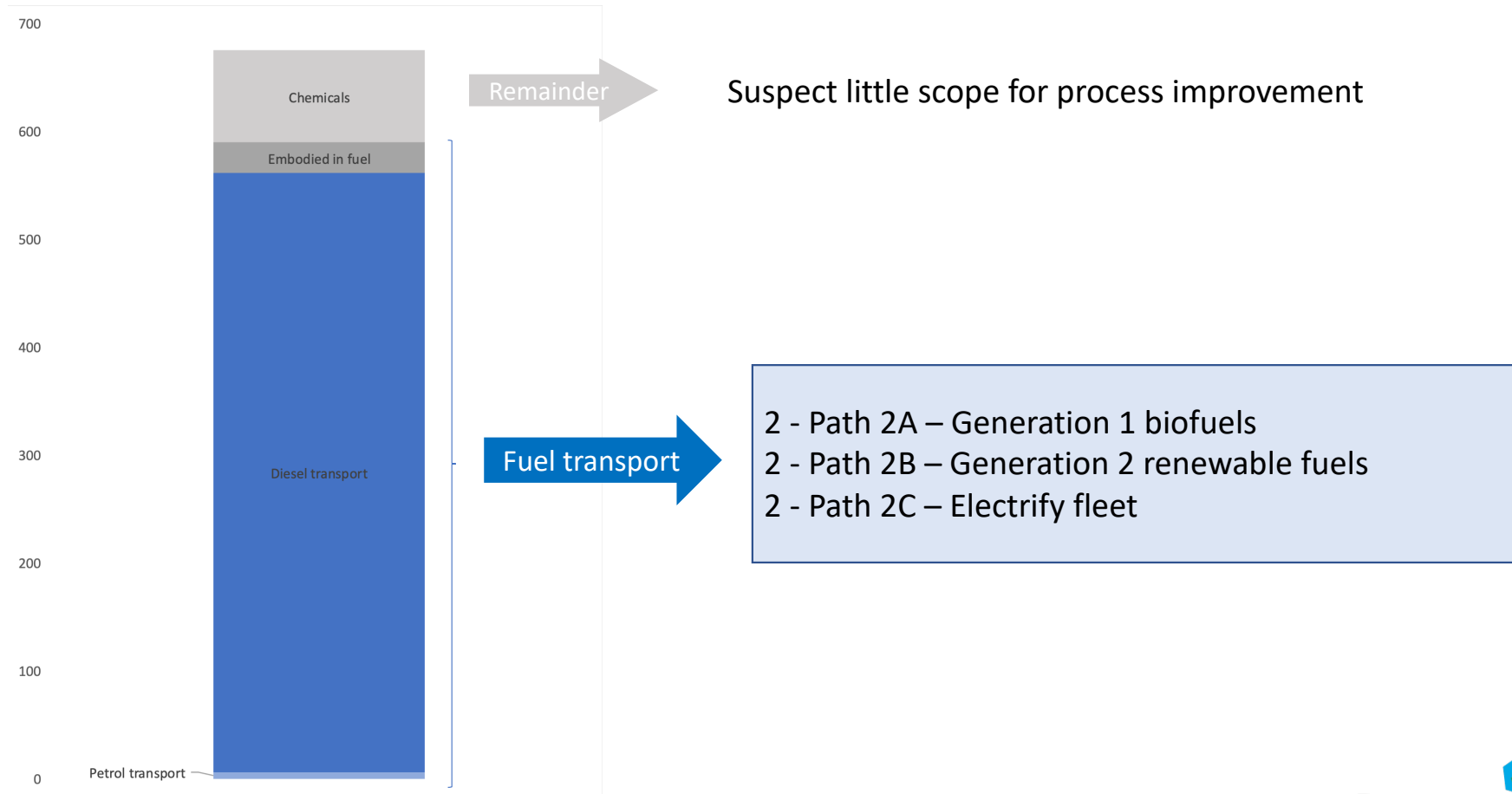
## Fuel (77%)

- Replace with renewable liquid fuel or electrify vehicles

## Chemicals (13%)

- Few available options, though consider embodied emissions during procurement

# Action plan to achieve net zero beyond electricity



# Action area 2: Reduce fuel use

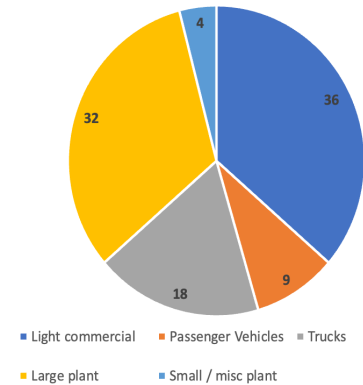
Fleet size is 45 passenger vehicles, 50 heavy vehicles/plant

- diesel use is higher than petrol (204kl diesel vs 2.5kl petrol)

## Options:

- Reduce: more efficient equipment
  - Suspect little scope for process improvement reducing in material fuel savings
  - **Recommendation:** Procure most efficient vehicle; include as criterion in future procurement
- Replace fossil fuels with renewable fuels
  - **Intervention 2A** – source biofuels, usually as blends with mineral fuel
    - Little penetration of E10 blend in petrol purchase
    - No current usage of biodiesel blends
  - **Intervention 2B** - source renewable fuels (derived from biomass/waste); drop-in replacement
- Electrify equipment
  - **Intervention 2C** - progressively replace fleet with electric vehicles
    - Would replace Scope 1 emissions with 100% renewable electricity

RWCC fleet breakdown



# Intervention 2A – Gen 1 biofuels

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- First generation biofuels have some sustainability issues
  - May use food crops or compete for agricultural land/water (particularly ethanol)
  - Inferior to mineral fuels so need more for same energy output
- However they are zero-rated for scope 1 emissions
  - The reality may be worse than the accounting: eg. E10 petrol often contains <10% ethanol
- Petrol:
  - Increasing to 100% E10 would save very little tCO<sub>2</sub>e annually (<1)
  - Though is **approximately cost neutral**, with lower E10 price counteracted by slightly increased volumes
    - Due to lower energy density
- Diesel:
  - No current use of biodiesel, generally unavailable at fuel stations
  - Biodiesel, usually used as blend stock with mineral diesel, typically manufactured from waste food oils and animal fats
    - Availability more widespread last decade, but declined since 2017 due to high costs for feedstock (such as tallow) and low world oil prices
    - The largest biodiesel producer, Australian Renewable Fuels (ARF), closed in early 2016 although production capacity remains
    - Australian production of biodiesel is estimated at only 40ML in 2017 and 2018 having peaked at 400ML in 2014
    - Suppliers include Park, Benzoil, Biodiesel Industries Aust (Maitland)
  - May be possible to negotiate B20 supply with a fuel supplier, or require this for outsourced transport
  - If RWCC's diesel use were able to be switched 100% to B20, scope 1 emissions would fall by **~111tCO<sub>2</sub>e** (19.8%)
    - allowing for a 2% increase in fuel consumption due to the fuel's lower energy intensity
    - Price history of B20 indicates a typical 10c/l premium for B20 meaning an annual cost increase approaching \$20,440
    - So **abatement cost would be around \$200/tCO<sub>2</sub>e**
  - Recommend requiring use of (at least) B20 in future transport contracts

# Intervention 2B – Gen 2 renewable fuels

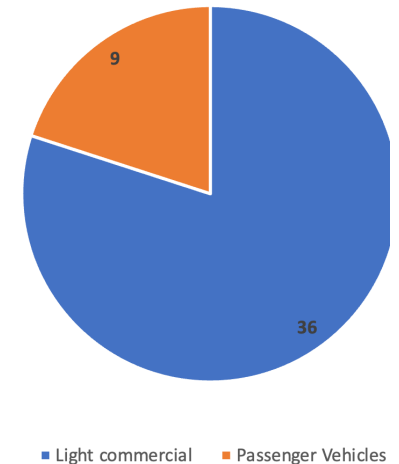
- Whilst biodiesel is a slightly-inferior blendstock, second-generation biofuels are an improvement over mineral fuels and suitable for 100% drop-in replacement
- **Renewable Diesel**, usually derived from biomass or waste, is superior to biodiesel but impossible to obtain at scale in Australia at present
- This is actually an industry incubation challenge requiring a combination of demand, technology, investment and policy, so will not be quickly or easily solved
- Recent ARENA/CEFC report finds:
  - Australia is overly dependent on imported fossil liquid fuels,
  - but well positioned to develop a thriving biofuel industry, and
  - that to contribute its share of the projected global average in 2060, Australia needs to increase its biofuel production by a factor of 40 to approximately 20 gigalitres per year.
- Some pilot plants have been developed, particularly by Licella and Southern Oil, and a feasibility study by Boral, many with some level of ARENA funding
- When developed at scale should be comparable cost to current mineral diesel
  - Potential low-cost abatement
  - Hopefully available later in the 2030 roadmap timeframe
- This is a national challenge/opportunity
  - Demand and support from all levels of government will help achieve transition to renewable liquid fuels



# Intervention 2C – Electrify fleet

- EVs remove scope 1 fuel, reduce fuel and maintenance cost by ~80%
- Applicable to own fleet and outsourced transport
- Scope 1 emissions from vehicles switched to EV go to zero
  - Electricity scope 2 should also become zero, so major emissions reduction
  - Electricity scope 3 rises slightly
- Over the term of the roadmap we expect cost savings by converting light vehicles to EVs
- Conversion of the entire fleet would save the entire petrol scope 1 footprint of 561tCO<sub>2</sub>e (plus the associated scope 3 addition)
- EV conversion may currently be high-cost abatement due to higher capital cost
  - Higher utilisation (fewer vehicles, same km) would lower this
- But net cost should quickly reduce and, we expect, become negative-cost abatement by 2025
- We recommend gradual fleet EV transition, particularly at end of lease of each current vehicle
- This can be accelerated as model availability improves, and capital cost reduces
- Hopefully federal/state incentives will assist with both issues

RWCC light vehicle breakdown



# Heavy vehicle electrification

## Emergence of heavy electric vehicle :

- Trucks (examples in Australia with SEA electric)
  - Available in Australia SEA 500 EV (Hino chassis)
  - Or retrofit SEA-Drive to a cab chassis
- Backhoe, trencher, excavator hopefully available later in the 2030 roadmap timeframe
  - Electric retrofits of similar vehicles already being undertaken, eg. by 3ME in Newcastle



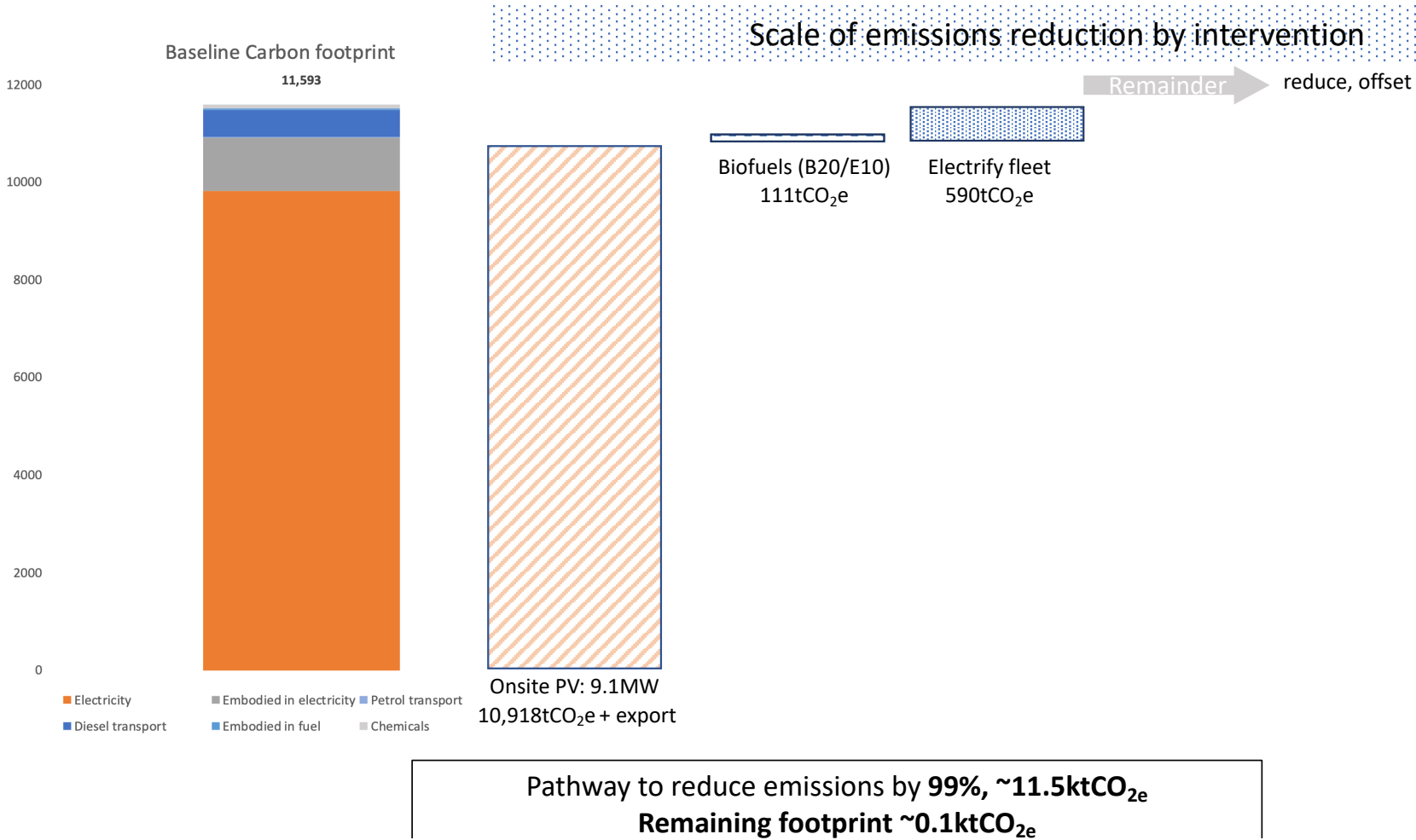
Beyond carbon benefits, electrification improves efficiency, reduces brake wear, noise, harmful diesel emissions, and brake wear particulates - source of urban PM10 pollution

# Final step – offset remaining emissions

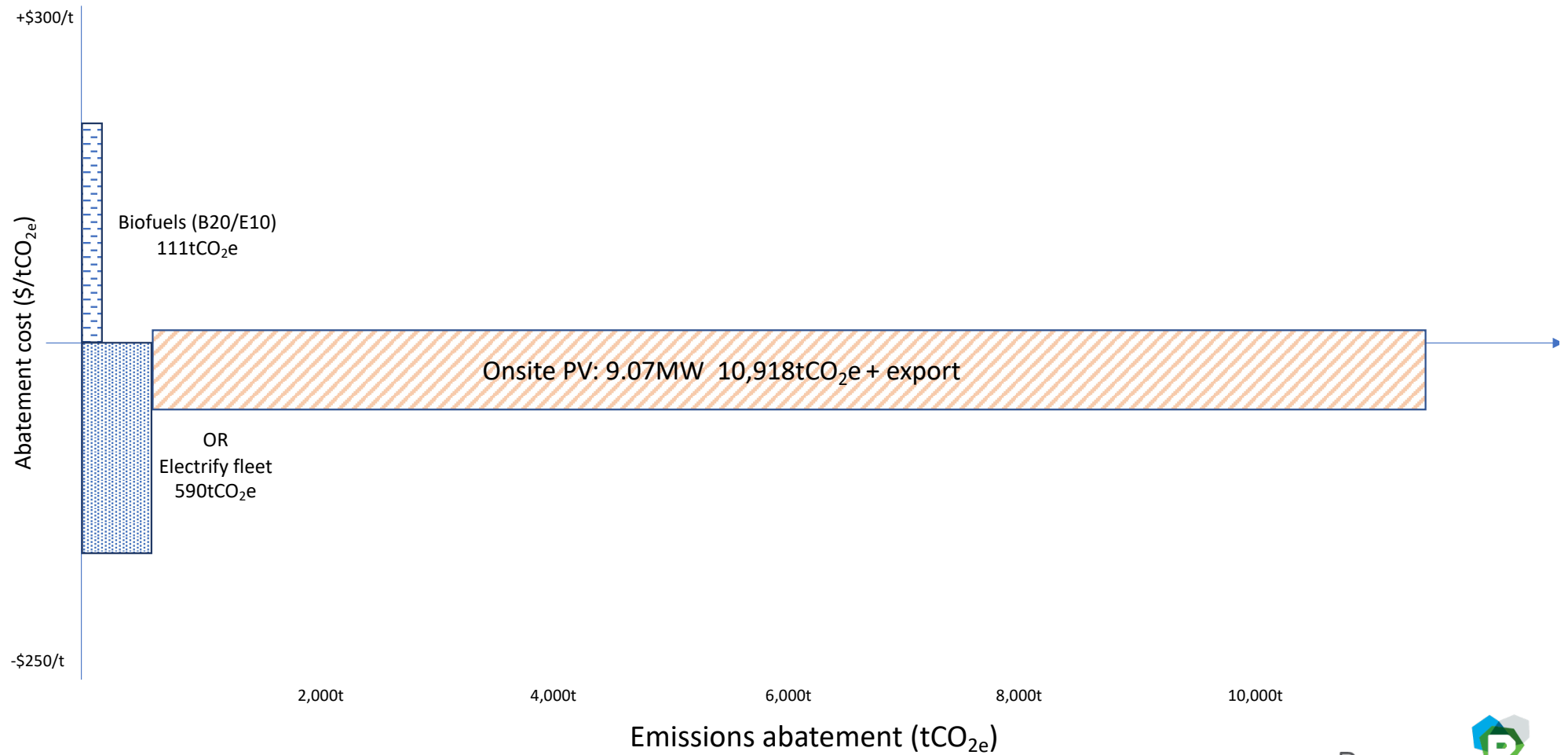
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- Even at the end of the roadmap process, a small level of emissions will remain, particularly:
  - Chemicals,
  - Waste (no data)
- This small volume of offsets can be offset with credits compliant with the federal Climate Active program
- RWCC could become Climate Active certified at any point in the roadmap
  - Though should follow through on all emissions reduction opportunities regardless

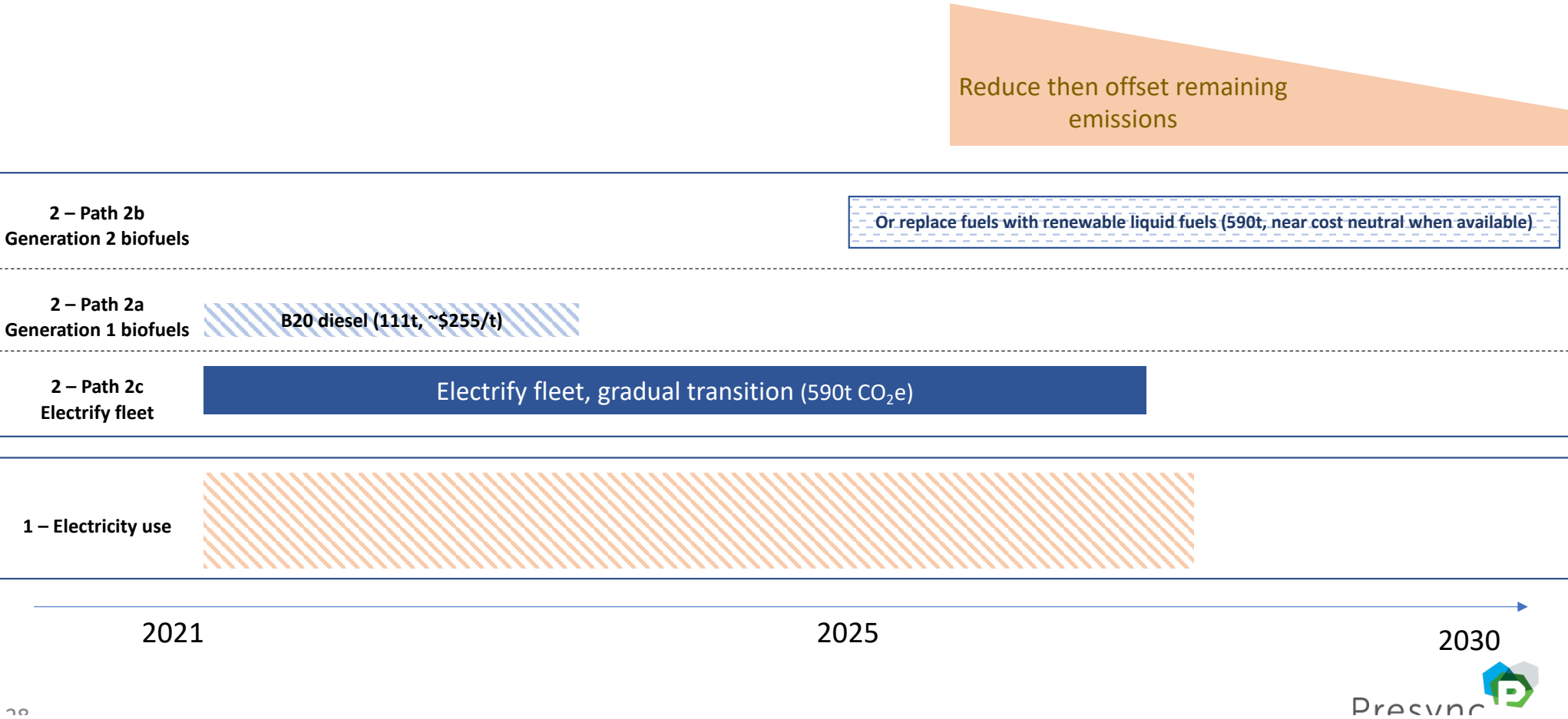
# Summary of action options in context



# Marginal abatement cost curve



# The net zero roadmap



# Recommendations

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## Electricity

- Your plan to more than offset your entire grid electricity load is ambitious, but would take RWCC 94% of the way to net zero
  - Significant engineering and load shifting required to make use of solar in daylight hours
  - Battery storage would ease the load shifting task but comes at significant extra cost, avoid if possible
  - Would need solar installed on adjacent land to power some sites
  - Payback may be possible before 2030, and would be improved if LGC revenue received until 2025

## Fleet

- Procure most efficient vehicle; include as criterion in future procurement
- Use E10 petrol and biodiesel blends and, in future, renewable liquid fuels where possible
- But electrification over time is by far the better solution

## Remainder

- Water treatment chemicals: explore lower-carbon opportunities during procurement
- Offsets: last resort but a small volume may be needed to achieve net zero

Thank you





# Net Zero Emissions Policy

## Purpose

This policy sets out the rationale, target and actions for Riverina Water to reach net zero greenhouse gas (GHG) emissions by 2030. It is intended to embed emission reductions into all relevant areas of Council decision-making.

## Policy Statement

Riverina Water is committed to eliminating our contribution to climate change by cutting our GHG emissions.

This involves a three-step process:

1. Setting a 2030 net zero emissions target.
2. Developing a net zero roadmap to set out how we will meet our target.
3. Implementing the roadmap's actions throughout relevant strategies and plans to inform all relevant decision-making and procurement.

## Scope

This policy applies to the greenhouse gas emissions from Riverina Water operations, which are broken into:

- **Scope 1** refer to direct emissions from sources located within RWCC designated boundary (e.g. diesel fuel used in RWCC vehicles)
- **Scope 2** emissions occur as a result of the use of grid-supplied electricity imported into the boundary area.
- **Scope 3** emissions occur outside the boundary as a result of activities taking place within the boundary (e.g. use of chemicals, some inputs to electricity)

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## Definitions

There are many technical terms used in the discussion of emission reductions. Please refer to the glossary at the end of this document for a comprehensive list of terms.

## Principles

Our climate is changing. The CSIRO<sup>1</sup> tells us that Australia's climate has warmed on average by 1.44°C<sup>2</sup> since national records began in 1910. The primary cause of climate change is the release of GHG emissions from human activities, such as the burning of fossil fuels (coal, oil and natural gas), agriculture and land clearing. This is leading to a range of changes including an increase in the frequency of extreme heat events, changes to rainfall patterns, and an increase in extreme fire weather.

### Context of NSW Government and other councils with net zero targets.

The New South Wales Government has released Net Zero Plan Stage 1: 2020-2030<sup>3</sup> which is the foundation for NSW's action on climate change and goal to reach net zero emissions by 2050. Within this policy framework, the Department of Planning Industry and Environment's (DPIE) Sustainability Advantage program is engaging with councils throughout NSW to develop Net Zero 2030 Road Maps. Riverina Water's work with Sustainability Advantage underpins the Net Zero Road Map that will guide us to achieve the 2030 target.

### Why we must we act

We have a responsibility to current and future generations to cut our greenhouse gas (GHG) emissions to do our part to prevent further climate change.

### What we must do

Riverina Water must reduce our GHG emissions to reach net zero emissions by 2030. This will bring Council ahead of the requirements set out in the Paris Agreement of 2015.

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<sup>1</sup> <https://www.csiro.au/en/research/environmental-impacts/climate-change/State-of-the-Climate/Report-at-a-Glance>

<sup>2</sup>  $\pm 0.24^{\circ}\text{C}$

<sup>3</sup> <https://www.environment.nsw.gov.au/topics/climate-change/net-zero-plan>

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### How we will do it

We have established a baseline of current annual operational emissions and have developed a roadmap that identifies our largest sources of emissions and how to cut them to net zero by 2030. The road map focuses on three key areas:

1. Electricity
2. Fleet
3. Remaining emissions.

Riverina Water's emissions baseline for FY2019/20 is 11.6ktCO<sub>2</sub>e.

Of this, electricity Scope 2 and Scope 3 accounts for over 95% of the total.

Fuel use makes up most of the remainder.

### Policy Implementation

The road map sets out a series of actions for Riverina Water to undertake during this decade. Some actions are relatively easy and can happen quickly. Other actions will require technology developments and reductions in implementation costs before they are viable.

Key actions in the road map include the following:

#### Electricity

Riverina Water

- Will transition to almost 100% locally supplied renewable electricity
- Investigate solar installation on adjacent land to power some sites
- Explore shifting load and use of battery storage to make use of solar

#### Fleet

- Procure the most efficient vehicles available
- Use E10 petrol and biodiesel blends for internal combustion engine vehicles
- Use renewable liquid fuels when available in the future
- Electrification of the vehicle fleet over time

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## Remainder

- Explore procurement of lower-carbon water treatment chemicals
- Purchase carbon offsets: it is acknowledged that this is a last resort, but a small volume may be needed to achieve net zero

<b>Policy number</b>	<b>1.30</b>
Responsible area	Chief Executive Officer
Approved by	Riverina Water Board
Approval date	
Legislation or related strategy	Net Zero Roadmap
Documents associated with this policy	Policy 1.13 Risk Management Policy 1.19 Purchasing Policy 3.1 Asset Management Asset Management Strategy Asset Management Plan Policy 3.2 Asset Purchase and Disposal Policy 5.0 Environmental Riverina Water Management Plan Riverina Water Strategic Business Plan and Resource Strategy Four-year capital works program Asset Register
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Policy 3.19 Lease for Private Use of Motor Vehicles  
Integrated Water Cycle Management (IWCM)  
Plan

Policy history	New
Review schedule	2 Years

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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## GLOSSARY

Term	Definition
Carbon neutral	Where the net carbon emissions associated with an activity or entity are equal to zero because emissions have been reduced and offset units cancelled to fully account for all emissions. [See also net-zero emissions]
Carbon offsets	Activities that reduce greenhouse gas emissions or remove greenhouse gases from the atmosphere to compensate for emissions produced elsewhere. One tonne of offsets is equivalent to one tonne of CO <sub>2</sub> equivalent. There are various types and qualities of offsets, depending on the methodologies used to create them. In Australia, credible offsets are accredited under the Climate Active Carbon Neutral Standard (formerly National Carbon Offset Standard (NCOS)). Some offsets have additional social or environmental benefits.
Climate	Average weather (or, more specifically, the mean and variability of variables such as temperature, precipitation and winds) over a time period ranging from months to thousands of years to millions of years.
CO <sub>2</sub> e	Carbon dioxide equivalent – the standard unit for measuring carbon footprints, essentially converting all greenhouse gases into equivalent units of carbon for ease of communicating the scale of potential warming
Greenhouse gas (GHG)	Greenhouse gases are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of terrestrial radiation emitted by the Earth's surface, the atmosphere itself, and by clouds. Water vapour (H <sub>2</sub> O), carbon dioxide (CO <sub>2</sub> ), nitrous oxide (N <sub>2</sub> O), methane (CH <sub>4</sub> ) and ozone (O <sub>3</sub> ) are the primary greenhouse gases in the Earth's atmosphere.
Liability risk	Risks associated with contributing to, or not acting to address, climate change risks.
Low carbon	A state where carbon emissions are reduced compared to a previous baseline, through energy efficiency and renewable energy projects. Implementing low carbon initiatives is the first step towards achieving a net zero emissions target.
Mitigation	Climate change mitigation includes action we take globally, nationally and individually to limit changes caused in the global climate by human activities. Mitigation activities are designed to reduce greenhouse gas emissions and/or increase the amounts of greenhouse gases removed from the atmosphere by greenhouse sinks (AdaptNSW).
Net zero emissions	A state where any emissions of greenhouse gases generated are counterbalanced by the removal of greenhouse gases from the atmosphere. In practice this means reducing emissions as far as possible, then offsetting the remainder through activities such as tree planting, soil management and carbon capture and storage.

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Term	Definition
Paris Agreement	At the 21st session of the Conference of the Parties ('COP21') to the UNFCCC (see definition below) held in Paris in 2015, the world agreed to a global goal to limit average temperature increases to 'well below 2°C' and pursue efforts to keep warming below 1.5°C above pre-industrial levels. A total of 176 Parties have ratified the Paris Agreement, including Australia, which officially did so on 10 November 2016. All signatory countries are to set emissions reduction targets from 2020 and review their targets every five years to build ambition over time, informed by a global stocktake.
PPA	A Power Purchase Agreement (PPA) is a long-term agreement for an energy buyer to purchase a quantity of electricity generated by an off-site renewable energy project, such as a solar or wind farm.
Science-Based Targets (SBT)	Measurable and actionable environmental targets that allow cities, regions, companies to align their actions with societal sustainability goals and the biophysical limits that define the safety and stability of the earth's systems.
Scopes 1, 2 and 3 emissions	The concept of scopes categorises emissions sources for the purposes of carbon accounting and reporting to improve transparency and avoid the double-counting of emissions. Three scopes are defined in carbon accounting:
Scope 1	Emissions are direct emissions from sources located within a designated boundary (e.g. natural gas combusted in homes and factories within an LGA)
Scope 2	Emissions occur as a result of the use of grid-supplied electricity (or from heat, steam, and/or cooling) imported into the boundary area
Scope 3	Emissions occur outside the boundary as a result of activities taking place within the boundary (e.g. landfill gas emissions from tips outside the LGA caused by waste generated from households and businesses within the LGA).

## END OF POLICY STATEMENT

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## R22 Works Report covering January 2022

### Organisational Area Engineering

**Author** Bede Spannagle, Director of Engineering

**Summary** This report provides an overview of water usage, connections, maintenance and water quality matters from 1<sup>st</sup> to the 31st January 2022.

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

### Report

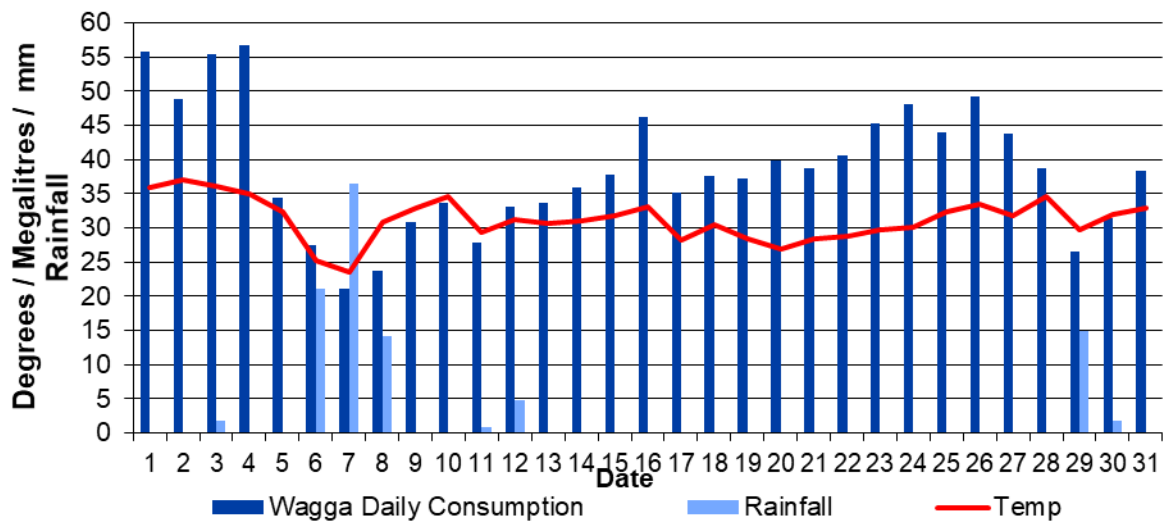
This report provides an overview of water usage, connections, maintenance and water quality matters from 1st to 31st January 2022.

#### Water Sourced and Used

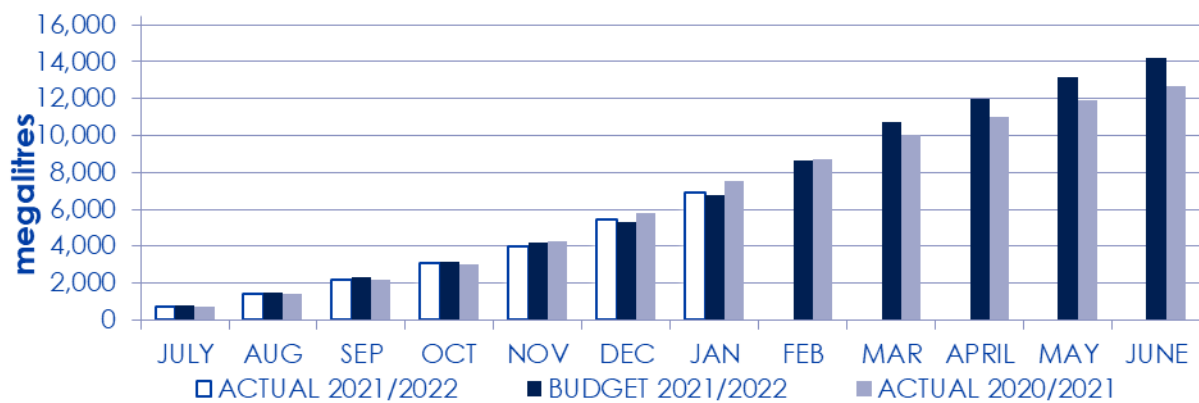
	2020	2021	2022
Rainfall	13.0	83.0	79.4
Wet days	8	5	9
<b>Water sourced January 2022 (MI)</b>			
North Wagga bores	277.33	262.19	267.31
West Wagga bores	665.34	603.33	315.85
East Wagga bores	565.50	265.82	396.25
Murrumbidgee River	588.35	702.00	371.11
<b>Sub Total</b>	<b>2,096.52</b>	<b>1,833.34</b>	<b>1,350.52</b>
Bulgary bores	62.57	66.15	51.31
Urana source	15.70	17.48	7.20
Ralvona bores	39.95	33.45	26.57
Walla Walla bores	41.36	36.80	21.14
Goldenfields Water Supply System	7.63	4.37	6.70
<b>Sub Total</b>	<b>167.21</b>	<b>158.25</b>	<b>112.92</b>
Woomargama	2.82	1.96	1.59
Humula	0.89	0.89	0.50
Tarcutta	5.74	5.39	5.35
Oura	6.70	6.87	6.26

	2020	2021	2022
Walbundrie / Rand	6.14	5.58	7.73
Morundah	1.37	1.72	1.08
Collingullie	12.00	11.73	8.65
<b>Sub Total</b>	<b>35.66</b>	<b>34.14</b>	<b>31.16</b>
<b>Totals</b>	<b>2,299.39</b>	<b>2,025.73</b>	<b>1,494.60</b>
<b>Water used January 2022 (MI)</b>			
East Bomen	30.83	32.50	27.38
Estella	187.01	165.03	126.88
North Wagga	120.13	98.24	77.30
Wagga Wagga – low level	243.83	204.48	173.14
Wagga Wagga – high level	1,031.27	890.92	637.46
Wagga Wagga – Bellevue level	173.72	156.71	115.50
<b>Sub Total</b>	<b>1,786.79</b>	<b>1,547.88</b>	<b>1,157.66</b>
Ladysmith system	12.16	10.76	7.31
Brucedale scheme	43.54	22.70	29.76
Currawarna scheme	24.20	24.34	17.19
Rural Southern trunk main system	244.0	216.69	147.12
Rural Western trunk main system	78.70	83.82	57.85
<b>Sub Total</b>	<b>402.56</b>	<b>358.31</b>	<b>259.23</b>
Holbrook	39.92	32.89	26.68
Woomargama	2.82	1.96	1.59
Humula	0.89	0.89	0.50
Tarcutta	5.84	5.76	5.20
Oura	6.70	6.87	6.26
Walbundrie / Rand	6.14	5.58	7.73
Morundah	1.29	1.55	1.08
Collingullie	12.92	10.98	7.99
<b>Sub Total</b>	<b>76.52</b>	<b>66.48</b>	<b>57.03</b>
<b>Totals</b>	<b>2,265.87</b>	<b>1,972.67</b>	<b>1,473.92</b>

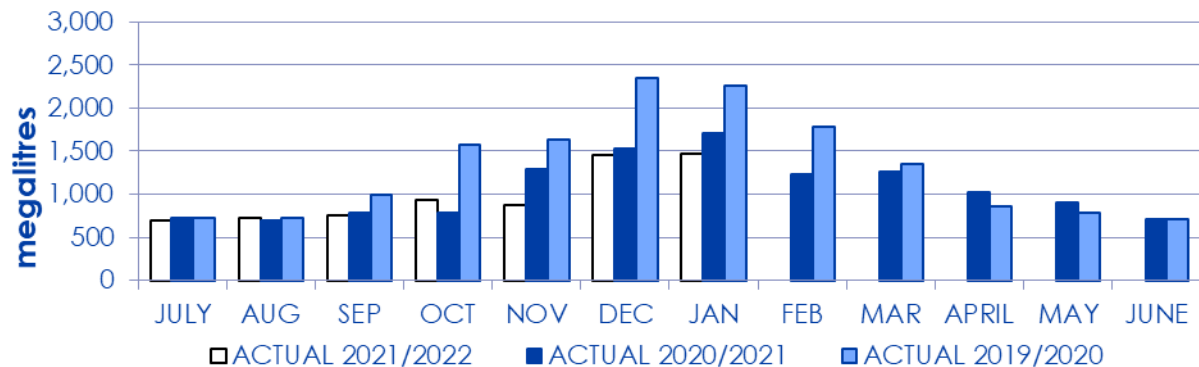
### DAILY WATER USED, WAGGA WAGGA, January 2022



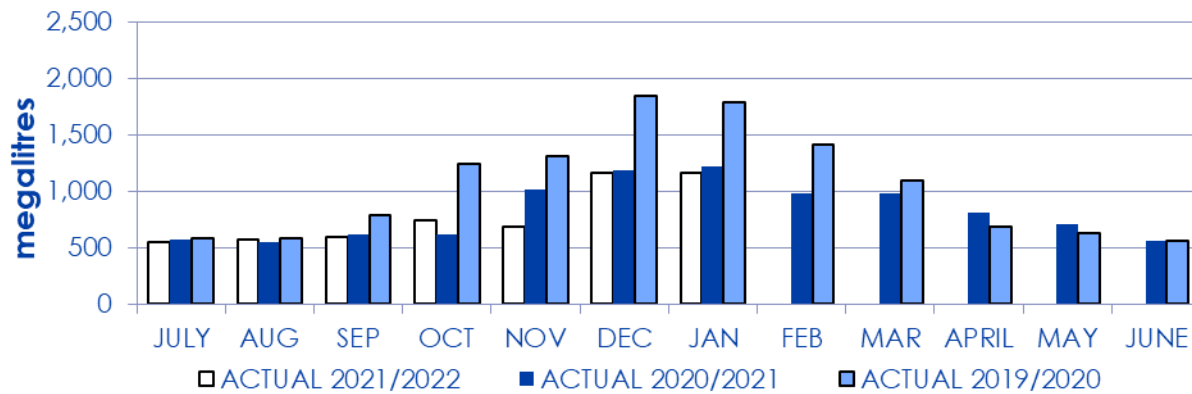
### TOTAL CUMULATIVE WATER USED 2021/2022



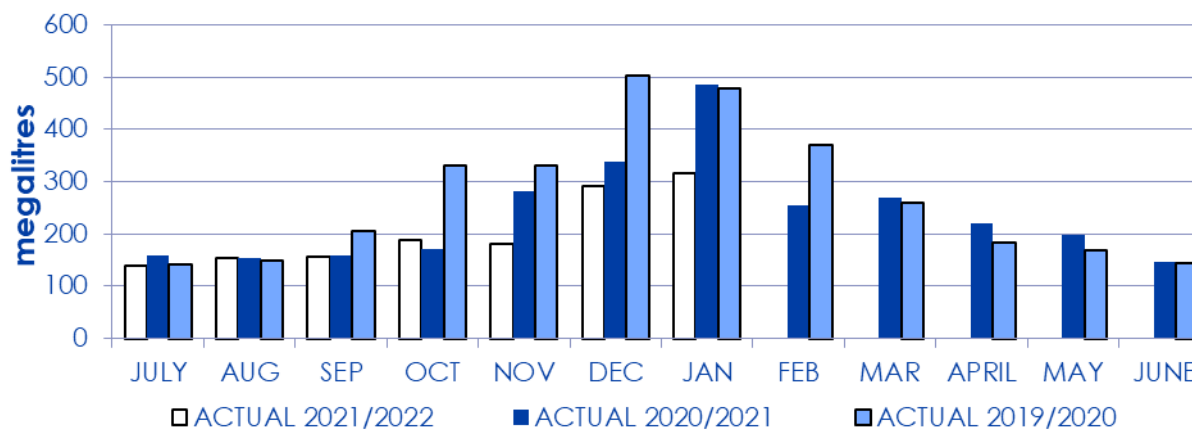
### MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



### 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
<b>Wagga Wagga</b>	<b>16</b>	<b>12</b>	<b>6</b>	<b>24</b>	<b>13</b>	<b>4</b>				<b>57</b>	<b>4</b>	
Wagga Wagga	3	3	1	5	4	1				12	2	
Forest Hill						1				4	1	
North Wagga				1	2					1		
Bomen	1	4										
Estella				1						1		
Koorringal	1		2	1						4		
Turvey Park				2		1				4		

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
Lake Albert	1			2	1	1				9	1	
Ashmont			1	2						5		
Tolland				3						3		
Mt Austin	1		2	2	1					4		
Bourkelands				1						1		
Tatton		1			1							
Glenfield				1	1					6		
Lloyd	1	1			2							
Springvale	1	2										
East Wagga		1		1	1							
Boorooma				1								
Moorong										1		
Gobbagombalin	5			1						2		
Gumly Gumly	2											
Mt Pleasant						1						
Currawarna	1											
Humula				1								
Ladysmith										1		
Oura					1							
San Isidore					1							
Tarcutta										1		
Collingullie										1		
Tootal				1						1		
Lockhart						1				1	1	
Pleasant Hills						1					1	
The Rock				2								
Uranquinty						1						
Yerong Creek						1						
Culcairn										2		
Henty	2			2						3		
Holbrook				1		1				3		
Walla Walla	1			1		2					1	
<b>TOTAL</b>	<b>20</b>	<b>12</b>	<b>6</b>	<b>31</b>	<b>15</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69</b>	<b>7</b>	

## Water System Repairs

Wagga Wagga								
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
5/1/2022	511 Koorungal Rd	Koorungal	100 WPVC	Pipe failure (not specified)	Yes		0	5
7/1/2022	242 Lake Albert Rd	Lake Albert	100 AC	Pipe failure (not specified)	Yes		0	2000
13/1/2022	296 Lake Albert Rd	Koorungal	100 AC	Pipe failure (not specified)	Yes		0	5
20/1/2022	North of 25 Karoom Drive	Glenfield Park	150 BPVC	Pipe failure (not specified)	Yes		0	3
30/1/2022	15 Chifley Cres	The Gap	63 PE	Pipe failure (not specified)	Yes		0	5

Rural								
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
4/1/2022	Humphreys Lane	The Rock	63 PE	Leaking collar	No		0	0
4/1/2022	2366 Sturt Hwy	Collingullie	50 PVC	T/Band Broken/Leaking	Yes		0	9
5/1/2022	Browley Street 4	Morundah	100 AC	Pipe failure – ground movement	Yes		0	14
6/1/2022	The Rock Lockhart Rd	French Park	200 BPVC	Pipe failure – ground movement	No		8	450
9/1/2022	Humphreys Lane	The Rock	63 PE	Leaking collar	No		3	20
11/1/2022	75 O'Connor Street	Uranquinty	100 BPVC	T/Band Broken/Leaking	No		0	16
11/1/2022	Fowlers Lne	Walbundrie	63 PE	Pipe failure – ground movement	Yes		0	13
12/1/2022	County Boundary Rd	Milbrulong	80 PVC	Pipe failure – ground movement	Yes		0	12

13/1/2022	9 Sirius Way	Gumly Gumy	150 BPVC	Leaking SS clamp	No		5	2
13/1/2022	66 Uranquinty St	Uranquinty	100 BPVC	Pipe failure – ground movement	No		0	9
15/1/2022	432 Doigs Lane	Osbourne	63 PE	Leaking collar	No		3	3
18/1/2022	Humphreys Lane	The Rock	63 PE	Leaking collar	No		4	3
18/1/2022	Cnr Holloway Road and Shepherds Siding Road	Bruce Dale	32 PVC	Leaking Collar	No		0	1
25/1/2022	Collingullie The Rock Rd	Collingullie	100 WPVC	Pipe failure (not specified)	Yes		0	0
26/1/2022	The Rock Rd	Collingullie	100 WPVC	Pipe failure (not specified)	Yes		0	0
28/1/2022	Cobden Lne	The Gap	63 PE	Pipe failure (not specified)	Yes		0	2
30/1/2022	Vincent's Rd	The Rock	100 BOVC	Leaking SS Clamp	No		6	100000
31/1/2022	Cobdens Lne	The Gap	63 PE	Pipe failure (not specified_	Yes		0	2

#### Water Quality Complaints

RHS	Date	Location	Town	Request details	Action Taken
60543	5/1/22	35 Hargrave Ave	Lloyd	Copper in water stains pool (pics of light brown stain) & dirty water	Supplied copper results for 2021, turbidity 0.7NTU, F Cl 1.2mg/L, pH 7.8. All within ADWG
60544	5/1/22	6 Hargrave Ave	Lloyd	Water filter dirty. Wants filters to last longer.	Turbidity 1.6NTU, F Cl 1.2mg/L, pH 7.7. All within ADWG
60550	7/1/22	3/15 Broad St	Wagga	Water is yellow. Not drinkable.	Flushed service
60555	7/1/22	7 Incarnie Cres	Wagga	Brown water.	Flushed service

60557	7/1/22	3 Yabtree St	Wagga	Dirty water after mains break	Was clear when I got there owner happy with that.
60563	4/1/22	2 Ayre St	Lake Albert	Dirty water. Replace hot water, dirty water in toilet. Currently untenanted.	Flushed service
60567	5/1/22	35 Hargrave Ave	Lloyd	Discoloured water	entered in RHS twice
60568	5/1/22	13 William St	Nth Wagga	Dirty water	All settled down now
60569	6/1/22	25 Paldi Cres	Glenfield Park	Dirty water	Water is all clear now, owner happy
60578	10/1/22	21 Norfolk Ave	Lake Albert	Black particles/flakes in water	Flushed meter
60585	5/1/22	94 Marah St	Nth Wagga	Water quality	All settled down now
60599	12/1/22	65 Milbrulong Rd	Lockhart	Cloudy water runs clear slowly, no odour. Owner boils water. Recently connected.	All sorted. Only air from new line that they ran 1.8m.
60614	7/1/22	The Esplanade, Freer & Macleay Sts	Wagga	Dirty water complaints	Break in Forsyth St - flushed mains
60656	2/1/22	3 Eugene Ave	San Isidore	Very dirty water	Showed owner the problem is his old gal pipe. Been there a few times, but he doesn't listen.
60736	20/1/22	20 Short St	Oura	Discoloured water	Flushed meter until below 3.57NTU, only required minimal flush
60739	24/1/22	55 Mason St	East Wagga	Strong smell in water, not chlorine.	Flushed out water main and service
60753	25/1/22	11 Sullivan Ave	Wagga	Brown water from taps.	Took meter out and flushed service line
60801	31/1/22	22 Wellington Ave	Tatton	Strong chlorine taste	Water tested and all fine. Free chlorine 1.23ppm, Total chlorine 1.44ppm

### New water mains laid

Location	Project	63	100		150		200		300	
		PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
Windmill Lane	Mains Extension	1200								
PCYC	Mains Extension				250					
Koorinal Rd	New Main					210				

### Replacement of Existing Mains

Location	Project	32	63	100		150	200	200	250		300	600
		PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL	DICL	DICL
Windmill Lane	Upgrade			24	180							
Brushwood Road	Upgrade				396							

### Other Construction

Location or Project	Work done
Edward Street	100mm Fire Service

### Major Repairs / Overhauls

Facility	Work done
Nil	

### Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	257
Estella Farrer Road	82
Forest Hill Elizabeth Avenue	38
Glenfield Red Hill Road	63
Henty Olympic Way	5
Holbrook Millswood Road	31

Lake Albert Plumpton Road	111
Lockhart Napier Road	21
Pleasant Hills Manson Street	9
The Rock	26
Urana Federation Way	6
Yerong Creek Finlayson	17

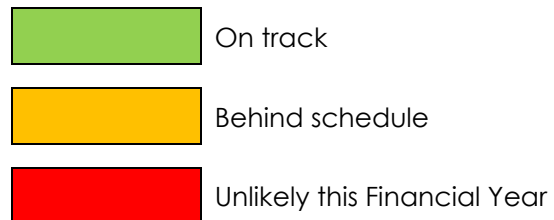
#### Fleet Disposals

Nil

#### Fleet Acquisitions

Nil

Major Capital Projects Progress (over \$100,000)



Description	2020/21 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Administration Office</b>			
Carpark – Admin building	\$60,000	\$21,645	Design to relocate disabled carpark and remark spaces in progress.
Administration Office	\$57,965	\$21,211	Seeking quotes for additional workstation on the adopted layout.
<b>Depot Buildings</b>			
Refurbishment of Operations Office – Urban	\$1,250,445	\$391,480	Contract for windows commenced and site installation 50% complete. Fabrication completed for Roof A modifications and painting commenced. Air Conditioning platform completed. Contract awarded for rendering and planned to commence in Feb.
Depot Building The Rock – Non-Urban	\$110,301	\$9,372	Site preparation work to commence in March.
Awning on stores building	\$51,996	\$11,274	Design and fabrication drawings complete.

Description	2020/21 Budget	Actual & Committed to Date	Comments
Re-use of supernatant non-potable water on Hammond Ave site	\$50,000	\$104	
<b>Land and Buildings for Admin, Depot and Workshops</b>			
<b>Access, Parking and Landscaping</b>			
Levee protection Stage 2 Hammond Ave – Urban	\$28,928	\$26,516	Only minor sealing work still to be completed.
Murrumbidgee River Bank Stabilisation	\$41,927	\$14,212	Assessment report received and under review.
Marshalls Creek Bank Stabilisation	\$45,515	\$15,803	Combined with Murrumbidgee River Bank Stabilisation project
Koorinal Road purchase	\$381,928	\$386,802	Completed.
Forge & Copland Street Development	\$60,000	\$947	Concept design options completed and will be presented to stakeholders in February.
45 Koorinal Road purchase	\$0	\$1,500	Complete
Willans Hill Low Level Res Land Purchase	\$161,200		Compulsory land acquisition in progress.
Koorinal Land Purchase (Profinance Lot 2)	\$800,000	\$726,712	Complete
<b>Asset Demolition</b>			
Millswood (Abandoned) Reservoir x2	\$50,000	\$0	
Bomen No. 1 Steel (Abandoned) Reservoir	\$50,000	\$0	Planning will commence in February however intend to defer demolition until 22/23 to combine with Red Hill demolition to reduce cost.
<b>PLANT AND EQUIPEMENT</b>			
<b>IT Equipment</b>			

Description	2020/21 Budget	Actual & Committed to Date	Comments
Computer Server Replacement – Urban	\$51,050	\$15,375	Commenced server replacement program.
Computer Equipment – Urban	\$188,928	\$22,403	Commenced IT equipment replacement program. Delay in program due supply issues.
<b>Working Plant and Vehicle Purchases</b>			
Routine plant and vehicle replacements	\$1,626,292	\$1,004,734	Ongoing
<b>Telemetry and Control Systems Upgrade</b>			
Radio Telemetry SCADA Upgrade	\$362,785	\$156,060	Ongoing
Remote telemetry units and radio upgrade project	\$100,000	\$156,671	Ongoing
<b>Radio Communication Upgrade/Replacements/Improvements</b>			
Radio Communication	\$0	\$1,440	Completed
<b>Energy Efficiency and Cost Minimisation</b>			
Solar Pilot plant – East Wagga	\$209,178	\$198,480	Cost benefit analysis being undertaken for single axis tracking system. Engaged consultant to undertake variation to investigate option for grid forming system. Waiting for . Nghenvironment to compile report and provide fee proposal for permit to work application to DPIE.
<b>INTANGIBLES</b>			
<b>Water Licences</b>			
ERP Development and Implementation	\$3,381,430	\$2,416,187	Order raised – project on track.
<b>SOURCES</b>			

Description	2020/21 Budget	Actual & Committed to Date	Comments
<b>Bores – Renew / Refurbish / Decommission</b>			
Tarcutta Bore 5 Replacement (WTP site)	\$300,000	\$0	
Sourceworks Metering (governance)	\$40,000	\$0	Woomargama Spear Points made INACTIVE and not required to be certified
Switchboards Improvements/Replacements	\$15,000	\$0	
<b>TREATMENT PLANTS</b>			
<b>Aeration Tower Replacements</b>			
Ralvona Aeration Basin Replacement	\$115,000	\$70,647	Construction of pad for tank completed. Approximately 2m of unsuitable material was removed and replaced with engineered fill. Liaising with Tank Construction contractor for suitable timing of siteworks.
<b>Specific Treatment Plant Improvements</b>			
Tarcutta WTP Levee protection	\$25,000	\$0	
Online & Remote Monitoring	\$23,932	\$8,932	Ongoing
<b>Treatment Plant Refurbishments</b>			
WTP stage 1 – Urban	\$3,109,661	\$470,445	Lamella access complete apart from some minor work. Fluoride dosing system not working properly. Testing planned for route cause analysis. Hydro pneumatic tank system installation commenced. Tender documents prepared for O&M manuals and drawings.
Roads	\$209,686	\$50,810	Obtained quotes for actuating eastern access gate and cantilevering main access gate. Tender documentation 90%

Description	2020/21 Budget	Actual & Committed to Date	Comments
			complete, verifying staging of works with other activities on-site including modifying existing storm water, reinforced concrete box culvert installation and HV electrical line/easement to power plant from Solar farm.
Footpaths and Covered Walkways	\$100,000	\$7,255	Fabrication underway for chemical building walkway.
Landscaping	\$103,312	\$82,379	No further progress.
North Wagga WTP Fluoride Plant Replacement	\$120,000	\$0	
Tarcutta Iron Filter Replacement	\$2,962	\$0	Certified design for access walkway and ladders completed
Tarcutta CWS tank replacement	\$80,000	\$85,609	Concrete tank has been constructed. Contractor to return in February to complete handrail, hatches and ladders.
Tarcutta CWS Access Ladder	\$33,788	\$11,020	
Tarcutta Manganese Filter Replacement	\$80,000	\$0	
Western Strategy and Urana WTP replacement	\$10,000	\$31,757	EOI letter issued to landowners along proposed route and closes in March. Waiting on confirmation of munitions factory proceeding and the site location. Waiting for hire pump delivery to complete raw water pipeline testing. Has been delayed due to covid related transport issues.
Woomagama WTP	\$224,000	\$12,155	Consultant report received and reviewing treatment process and risks
<b>PUMPING STATIONS</b>			
Estella Pump Station Power Upgrade	\$80,000	\$81,056	Completed

Description	2020/21 Budget	Actual & Committed to Date	Comments
Wagga CWS – Bomen pump Station	\$50,000	\$0	On hold
Pleasant Hills Pump Station Refurbishment	\$90,000	\$0	Preliminary hydraulic review completed
<b>RESERVOIRS</b>			
<b>General Improvements</b>			
Reservoir Access Security Enclosures & Cameras	\$20,000	\$1,371	Draft design Red Hill Reservoir 1 enclosure completed for consultation with stakeholders.
<b>New / Replacement Reservoirs</b>			
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$52,206	\$17,944	Completed. Remaining budget to be used for land acquisition.
Humula Reservoir Replacement 2x 100kL with 1x 150kL	\$95,752	\$99,744	Concrete tank has been constructed. Contractor to return in February to complete handrail, hatches and ladders.
Walbundrie Reservoir #2 1x100kL with 150kL replacement	\$92,785	\$112,694	Concrete tank has been constructed. Contractor to return in February to complete footbridge, handrail, hatches and ladders.
Oura Reservoir Replacements 2x100kL with 700kL replacement	\$28,974	\$4,982	See detailed report.
The Rock Reservoir South	\$8,900	\$11,449	Correspondence received from land owners solicitor requesting information. Information provided. Another independent valuation is being undertaken.
Low Level Reservoirs – Land Matters	\$160,000	\$10,533	Acquisition of reservoir site from Department of Education in progress.
Decommission 10Mg open reservoir	\$0	\$20,115	Ngh environmental prepared application for Aboriginal Heritage Impact Permit (AHIP). Application under review.

Description	2020/21 Budget	Actual & Committed to Date	Comments
			Geotechnical report and tender specifications for filling open reservoir being amended to allow alternate design to meet performance criteria.
<b>Reservoirs – Upgrade Ladders and Access</b>			
Reservoirs – upgrade ladders and access – Urban	\$30,000	\$0	
Reservoirs – upgrade ladders and access – Non-Urban	\$65,600	\$5,600	
<b>Reservoir Hatches Magflows</b>			
Reservoir Magflow – Non-Urban	\$25,000	\$1,039	
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements – Urban	\$150,000	\$4,930	In progress
System Improvements – Non-Urban	\$50,000	\$2460	Not yet commenced.
Low Level Reservoirs Pipework	\$101,946	\$169,627	Complete
WW WTP 600mm DICL Koorringal Road	\$107,770	\$106,454	Complete
Estella PH and Res	\$0	\$1,269	Project completed. Minor committed costs carried over.
Eldershaws Rd, The Gap	\$150,000	\$77,119	Complete.
Cooedong Lane, 230m 100mm DICL	\$100,000	\$3,273	Not yet commenced.
Bolton Park	\$200,000	\$39,151	Not yet commenced.
Koorringal Road, Christian College	\$320,000	\$40,447	In progress

Description	2020/21 Budget	Actual & Committed to Date	Comments
<b>Reticulation for Developers (including other extensions)</b>			
Reticulation for Developers – Urban	\$608,000	\$620,669	In progress
Reticulation for Developers – non urban	\$60,600	\$349,746	In progress. Major works undertaken at The Rock for stormwater project.
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains – Non-Urban	\$200,000	\$93,380	In progress
Renew Reticulation Mains – Urban	\$300,000	\$42,980	In progress
Athol St 100mm DICL	\$400,000	\$167,576	Stage 1 completed. Stage 2 to be undertaken.
<b>Renew Trunk Mains</b>			
Renew Trunk Mains – Urban	\$400,000	\$302,486	In progress
Renew Trunk Mains – Non-Urban	\$14,690	\$12,281	In progress
Olympic Highway – Trunk Mains Replacement	\$913,507	\$312,294	In progress
Simkin/Churchill/Sherwood – Trunk Main Replacement	\$11,785	\$11,736	Completed – designs only.
Urana – Corowa (Oaklands)	\$250,000	\$90,971	Not yet commenced.
Olympic Highway Henty to Jennings Lane	\$500,000	\$0	Not yet commenced.
Western Region Network Design	\$190,000	\$29,391	
Renew Rail Crossings	\$25,000	\$0	Not yet commenced.
<b>SERVICES</b>			
<b>Service Connections, new including Meters</b>			

Description	2020/21 Budget	Actual & Committed to Date	Comments
Service Connections, New – Urban	\$500,403	\$457,305	In progress
Service Connections, New – Non Urban	\$50,000	\$49,076	In progress
<b>Renew Services</b>			
Renew Services – Urban	\$300,000	\$74,780	In progress
Renew Services – Non-Urban	\$30,000	\$61,597	In progress, replacement of services in Walla Walla causing over expenditure
<b>METERS</b>			
<b>Water Meters Replacement</b>			
Water meters replacement – Urban	\$150,871	\$66,955	In progress
Water meters replacement – Non-Urban	\$50,000	\$1,482	In progress
<b>Remote Metering</b>			
Remote Metering – Non-Urban	\$25,000	\$2,206	In progress, Oura trial site.
Estella – The Gap (Pine Gulley Road) Magflow (Solar)	\$25,000	\$0	Not yet commenced.
<b>Water Filling Stations New</b>			
WFS – Non-Urban	\$25,000	\$22,066	In progress, Rand and Ralvona sites commenced.

### Financial Implications

Nil

**Risk Considerations**

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

## R23 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 Council.

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**RECOMMENDATION** that the report detailing the status of the active resolutions of Council be received.

### Report

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

› **R23.1 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: Monday, 14 February  
2022 9:35:20 AM**

Meeting	Date	Officer	Title	Target
Board Meeting 18/10/2018	18/10/2018	Spannagle, Bede	PFAS matter	
<b>Resolution</b>				
Resolution not found - no minutes document				
<b>Notes For Action</b>				
<b>30 Nov 2020 11:20am Spannagle, Bede - Historical</b>				
27/2/19 - No further updates are available at this stage				
21/8/19 - A verbal briefing will be provided to Council at this meeting				
30/10/19 - A report on this matter is included in this business paper				
18/12/19 - A report on this matter will be provided when new information is presented to Council. Councils Manager Operations attends the regular meeting of the Project Committee.				
<b>21 Apr 2021 2:02pm Vincent, Melissa</b>				
20/4/2021 Senior staff have meet with DPIE staff regarding further pursuing issue.				
<b>16 Aug 2021 1:55pm Vincent, Melissa</b>				
Further updates will be provided as information comes to hand				

Meeting	Date	Officer	Title	Target
Board Meeting 18/10/2018	18/10/2018	Spannagle, Bede	Purchase of Land for Storage and Potential Access	
<b>Resolution</b>				
Resolution not found - no minutes document				
<b>Notes For Action</b>				
<b>30 Nov 2020 11:20am Spannagle, Bede - Historical</b>				
27/2/19 - A surveyor is commencing the preparation of plans to enable a subdivision application to be submitted and approved. Following the approval of the subdivision contracts will be exchanged. Settlement expected in 2019/20				
23/4/19 - The plan of survey of the land to be purchased has been completed. The current owner is responsible for lodging a subdivision application and this process has commenced. Exchange of the contracts will occur when the subdivision DA is approved. Settlement expected in 2019/20				
26/6/19 - Exchange of the contracts took place in June and settlement is expected in this calendar year.				
21/8/19 - The plan of survey of the land to be purchased has been completed. The current owner is responsible for lodging a subdivision application and this process has commenced. Exchange of the contracts took place in June and settlement is expected in this calendar year. The current owners have been asked to redirect a stormwater pipe that directs stormwater on to the land to be acquired prior to settlement taking place.				
18/12/19 - Exchange of the contracts took place in June and settlement is expected in the first quarter of 2020. Settlement is taking longer than anticipated				
20/2/20 - The current owners have been asked to redirect a stormwater pipe that directs stormwater on to the land to be acquired prior to settlement taking place. Settlement is now planned for 2021 and the contract has been amended to reflect that.				
<b>21 Apr 2021 2:02pm Vincent, Melissa</b>				
20/4/2021 Meeting with Profinance, land matters expected to be resolved first quarter 2022.				
<b>16 Aug 2021 1:56pm Vincent, Melissa</b>				
Negotiations are progressing subject to construction of stormwater infrastructure				

Meeting	Date	Officer	Title	Target
Board Meeting 30/06/2021	30/06/2021	Bichani, Anjanee	Humula Steel Tank and Land Matters	14/07/2021
<b>Resolution</b>				
<b>21/066 RESOLVED:</b> On the Motion of Councillors V Keenan and T Quinn  <b>That Council:</b> <ol style="list-style-type: none"> <li>1) Dispose of (by selling) the redundant steel reservoir and land in Lot 1 DP520078 at Downfall Road Humula.</li> <li>2) Delegate authority to the CEO to dispose of (sell) the land.</li> <li>3) Affix Council's Common Seal to documents as required.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p>				
<b>Notes For Action</b>				
<b>16 Aug 2021 1:57pm Vincent, Melissa</b>				
Council's Lawyers are proceeding with the sale of the land on behalf of Council				

OUTSTANDING ACTIONS REPORT				Printed: Monday, 14 February 2022 9:35:20 AM
Meeting	Date	Officer	Title	Target
Board Meeting 24/08/2021	24/08/2021	Crakanthorp, Andrew	Goldenfield Water County Council Customer Handover	7/09/2021
Resolution				
<p><b>21/092      RESOLVED:</b>  On the Motion of Councillors V Keenan and D Hayes</p> <p><b>That Council endorse the attached Community Engagement Plan – Handover of Goldenfields Water Customers.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>				
Notes For Action				
<p><b>14 Feb 2022 7:48am Vincent, Melissa</b>  Report updating progress included in Business Paper for meeting on 24 February 2022</p>				
Meeting	Date	Officer	Title	Target
Board Meeting 26/10/2021	26/10/2021	Beechani, Anjanee	Willans Hill Land Matters	9/11/2021
Resolution				
<p><b>21/118      RESOLVED:</b>  On the Motion of Councillors D Meyer OAM and T Koschel</p> <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1.    Proceed with the compulsory acquisition of the land described as:</b> <ol style="list-style-type: none"> <li><b>1.    Lot 1 in unregistered plan of acquisition of Lot 22 in Deposited Plan 835331 (plan attached);</b></li> <li><b>2.    Proposed easement for Pipeline 6 wide marked T in the unregistered plan (plan attached).</b></li> </ol> <p><b>for the purpose of the construction of water supply infrastructure and associated access in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</b></p> </li> <li><b>2.    Council make an application to the Minister and the Governor for approval to acquire:</b> <ol style="list-style-type: none"> <li><b>1.    Lot 1 in unregistered plan of acquisition of Lot 22 in Deposited Plan 835331;</b></li> <li><b>2.    Proposed easement for Pipeline 6 wide marked T in the unregistered plan.</b></li> </ol> <p><b>by compulsory process under Section 186(1) of the of the Local Government Act.</b></p> </li> <li><b>3.    That the land upon acquisition be classified as operational land in accordance with the Local Government Act.</b></li> <li><b>4.    Delegate authority to the Chief Executive Officer to purchase the land and establish the pipeline easements under compulsory acquisition process.</b></li> </ol> <p style="text-align: right;"><b>CARRIED</b></p>				
Notes For Action				
<p><b>14 Feb 2022 9:34am Vincent, Melissa</b>  Council staff have commenced the acquisition process and are awaiting advice from the NSW Government in relation to Aboriginal artefacts found on the site</p>				

OUTSTANDING ACTIONS REPORT				Printed: Monday, 14 February 2022 9:35:20 AM
Meeting	Date	Officer	Title	Target
Board Meeting 26/10/2021	26/10/2021	Moosbrugger, Christopher	Net Zero Emissions Policy Adoption	9/11/2021
<b>Resolution</b> 21/119 <b>RESOLVED:</b> On the Motion of Councillors D Hayes and Y Braid OAM  <b>That Council note:</b>  a)    The Net Zero Emissions Policy; b)    That the policy will be placed on public exhibition; and c)    That a further report will be provided to the February 2022 Board meeting regarding any feedback provided during the exhibition period and including a recommendation to adopt  <div>CARRIED</div>				
<b>Notes For Action</b> 14 Feb 2022 7:49am Vincent, Melissa Report included in Business Paper for meeting on 24 February 2022				

# M1 Minutes of Audit, Risk and Improvement Committee held on 10 November 2021

**Organisational Area** Corporate Services

**Author** Wendy Reichelt, Governance & Records Officer

**Summary** The 10 November 2021 minutes of the Riverina Water ARIC are presented to the Board for review and endorsement of the recommendations contained within those minutes.

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**RECOMMENDATION** that Council endorses the recommendations contained in the minutes of the Audit, Risk and Improvement Committee meeting held on 10 November 2021.

## Report

The Audit, Risk and Improvement Committee met on 10 November 2021. The minutes of the meeting are attached. It should be noted that these have been reviewed by the Chair of the committee and circulated to the committee members but are to be formally adopted by the committee at their next meeting scheduled for 23 March 2022.

› **M1.1 Audit, Risk and Improvement Committee Minutes 10 November 2021** [↓](#) 

# Minutes of the Audit, Risk and Improvement Committee held on Wednesday 10 November 2021

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**The meeting of the Riverina Water County Council Audit, Risk and Improvement Committee was declared open at 9:39am.**

## 1 Acknowledgment of Country

I acknowledge the Wiradjuri people who are the Traditional Custodians of this Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Community members present.

## 2 Attendance and Apologies

### Present

David Maxwell (Chairperson)  
Bryce McNair  
Tim Koschel

### In Attendance

Andrew Crakanthorp  
Melissa Vincent  
Stephen Prowse  
Wendy Reichelt

Chief Executive Officer  
Executive Assistant to the CEO  
National Audits Group  
Governance and Records Officer

### Apologies

Emily Tonacia  
Grace Hemley

Director Corporate Services  
Flow Project Manager

## 3 Declaration interests

Nil

## 4 Minutes of Previous Meetings

### 4.1 Minutes of the Riverina Water Audit, Risk and Improvement Committee Meeting held on Wednesday 21 July 2021

**21/048 RESOLVED:**

On the Motion of Councillor T Koschel and B McNair

**That the minutes of the Audit, Risk and Improvement Committee meeting of 21 July 2021, having been circulated and read by Members, were confirmed as a true and accurate record of the proceedings.**

**CARRIED**

### 4.2 Minutes of the Riverina Water Audit, Risk and Improvement Committee Meeting held on Wednesday 15 September 2021

**21/049 RESOLVED:**

On the Motion of B McNair and Councillor T Koschel

**That the minutes of the Audit, Risk and Improvement Committee meeting of 15 September 2021, having been circulated and read by Members, were confirmed as a true and accurate record of the proceedings.**

**CARRIED**

## 5 External Audit

### 5.1 Application for Payment of Pensioner Concession Subsidy

**21/050 RESOLVED:**

On the Motion of B McNair and Councillor T Koschel

**That Audit, Risk and Improvement Committee:**

- a) **receive and note the Independent Auditor's Report on the Application for Payment of Pensioner Concession Subsidy.**
- b) **adopt a policy of taking note only of the auditors reports directly associated with the annual financial statements and any other qualified reports**

**CARRIED**

## 6 Internal Audit

### 6.1 Internal Audit Status Report November 2021

#### 21/051 RESOLVED:

On the Motion of Councillor T Koschel and B McNair

**That the Audit, Risk and Improvement Committee note the status report to the end of October 2021 from National Audits Group.**

**CARRIED**

### 6.2 Internal Audit - Executive Officer Legislative Compliance

#### 21/052 RESOLVED:

On the Motion of Councillor T Koschel and B McNair

**That the Audit, Risk and Improvement Committee:**

- a) Review the report on the internal audit – Executive Officer Legislative Compliance
- b) Note that the management actions arising from this audit will be uploaded into Pulse and actioned appropriately

**CARRIED**

## 7 Other Reports

### 7.1 Governance and Risk Report

#### 21/053 RESOLVED:

On the Motion of B McNair and Councillor T Koschel

**That the Audit, Risk and Improvement Committee note the Governance and Risk Report to 1 November 2021.**

**CARRIED**

### 7.2 Audit Actions Progress Report November 2021

#### 21/054 RESOLVED:

On the Motion of Councillor T Koschel and B McNair

**That the Audit, Risk and Improvement Committee review the progress of agreed management actions arising from recommendations from external and internal audits submitted to the Committee.**

**CARRIED**

### 7.3 Risk Management Action Plan

#### 21/055 RESOLVED:

On the Motion of B McNair and Councillor T Koschel

That the Audit, Risk and Improvement Committee:

- a) note the draft Risk Management Action Plan (RMAP) for 2021-22; and
- b) note that the RMAP will be entered into Pulse for ongoing monitoring and reporting
- c) commend the Governance and Records Officer and other staff on the initiative

**CARRIED**

### 7.4 ERP Implementation - Project Update

#### 21/056 RESOLVED:

On the Motion of Councillor T Koschel and B McNair

That the Audit, Risk and Improvement Committee receive and note:

- a) The update in relation to the ERP replacement project; and
- b) The current project risk register.

**CARRIED**

### 7.5 StateCover Self Audit Report 2021

#### 21/057 RESOLVED:

On the Motion of B McNair and Councillor T Koschel

That Audit, Risk and Improvement Committee

- a) Review the StateCover self-audit report 2021;
- b) Note the proposed Management Action Plan arising from the StateCover Self-audit Report
- c) Note that once reviewed, the Management Action Plan will be entered into Pulse for monitoring and review
- d) note that the changes in Council staff involved in completing the Self Audit has resulted in a corrected position for Council which has identified additional areas for improvement.

**CARRIED**

## 8 Chief Executive Officer (CEO) Confidential Report

The Chief Executive Officer gave a verbal update to the Committee.

### 21/058 RESOLVED:

On the Motion of Councillor T Koschel and B McNair

**That the Chief Executive Officer's report be received.**

**CARRIED**

## 9 Riverina Water Work Health and Safety Committee minutes

### 9.1 WHS Committee Minutes Receipt

#### 21/059 RESOLVED:

On the Motion of B McNair and Councillor T Koschel

**That the minutes of the Riverina Water Work Health and Safety Committee meeting of 14 October 2021, having been circulated and read by Members, be received**

**CARRIED**

## 10 Committee Operations

### 10.1 Meeting actions register update

#### 21/060 RESOLVED:

On the Motion of Councillor T Koschel and B McNair

**That the Audit, Risk and Improvement Committee note the progress of the matters contained within the meeting actions register dated 3 November 2021.**

**CARRIED**

### 10.2 ARIC Forward Meeting Plan

#### 21/061 RESOLVED:

On the Motion of B McNair and Councillor T Koschel

**That the Audit, Risk and Improvement Committee:**

- a) Note the changes proposed by the Chairperson and review a revised meeting plan at its meeting in February**

**CARRIED**

*Councillor Tim Koschel left the meeting at 11:46am*

**10.3 New Risk Management and Internal Audit Framework for Councils and Joint Organisations**

**21/062 RESOLVED:**

On the Motion of B McNair and D Maxwell

**That Audit, Risk and Improvement Committee:**

- a) Receive and note the report; and endorse the preparation of a submission signed jointly by the Chairperson of the ARIC and the CEO, taking into account the comments and concerns expressed during the meeting.

**CARRIED**

**This concluded the meeting of the Riverina Water County Council Audit, Risk and Improvement Committee which rose at 11:59am**