



Meeting of Riverina Water County Council

The meeting will be held in the Riverina Water Board Room,
91 Hammond Ave, Wagga at 3:00pm on Tuesday, 24 August
2021

Meeting Agenda

Live Streaming of Council Meetings

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

Acknowledgement of Country

Livestreaming of Meeting

Apologies

Declaration of pecuniary and non-pecuniary interests

Confirmation of Minutes

Minutes of Board Meeting 30 June 2021

Correspondence

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R1 Oath or Affirmation of Office by Councillor Dan Hayes

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary Cr Hayes was recently elected by Wagga Wagga City Council to be a Member of the Board of Riverina Water County Council. All Board Members are required to take an oath of office or make an affirmation of office

RECOMMENDATION that it be noted that Councillor Dan Hayes has taken an oath of office or made an affirmation of office.

Report

It is advised that the Local Government Act, 1993 states:

1. A councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected
2. The oath or affirmation may be taken or made before the Chief Executive Officer of the council, an Australian legal practitioner or a Justice of the Peace and is to be in the following form:

Oath

I, Dan Hayes, swear that I will undertake the duties of the office of councillor in the best interests of the people of Riverina Water County Council and Riverina Water and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993, or any other Act to the best of my ability and judgment.

Affirmation

I, Dan Hayes, solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Riverina Water County Council and Riverina Water and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

3. A councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as councillor (other than the first meeting of the council after the councillor is elected to the office or a meeting at which the councillor takes the oath or makes the affirmation) until the Councillor has taken the oath or made the affirmation.

4. Any absence of a councillor from an ordinary meeting for the council that the councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the council.
5. Failure to take an oath of office or make an affirmation of office does not affect the validity of anything done by a councillor in the exercise of the councillor's functions
6. The Chief Executive Officer must ensure that a record is kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise)

Financial Implications

The allowance payable to Cr Hayes is provided for in the Delivery Plan and 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.

R2 Riverina Water Audit Risk & Improvement Committee Annual Report 2020-21

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary This report covers activities of the Riverina Water ARIC from 1 July 2020 to 30 June 2021, and is provided to the Board as a requirement under the reporting obligations contained within the ARIC Charter

RECOMMENDATION that Council receive the report from the Riverina Water Audit, Risk & Improvement Committee (ARIC) as presented by the ARIC Chair, Mr David Maxwell.

Report

The following annual report for the Riverina Water Audit Risk & Improvement Committee (ARIC) was reviewed by the Committee at its meeting of 21 July 2021 for presentation to the next Board meeting. The ARIC Chair, Mr David Maxwell, will be present to address the Board.

RIVERINA WATER COUNTY COUNCIL AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT Year ended 30 June 2021

This Report is made in accordance with clause 6 of the Committee's Charter and covers the financial year just ended, incorporating the Chairman's report on the management of risks and internal controls pursuant to clause 7.3.

The Committee is an advisory committee appointed pursuant to section 355 of the Local Government Act 1993 and the terms and conditions of the Audit Risk & Improvement Committee Charter. The Committee reviewed the Charter in November 2019 and the revised Charter was adopted by Council on 18 December 2019.

Committee meetings during the period

The Committee met on 22 July 2020, 16 November 2020, 10 March 2021 and 12 May 2021 (all ordinary meetings) and 16 September 2020 (special meeting to consider the draft Annual Financial Statements). Attendances at meetings have included telephone and Zoom where appropriate.

Committee membership during the period:	Meetings attended
<i>Independent External Members</i>	
David Maxwell (Chairperson)	5
Bryce McNair	5
<i>Councillors</i>	
Clr Yvonne Braid, OAM	2
Clr Tim Koschel	2

Also attended

General Manager, Andrew Crakanthorp	5
Director Engineering, Bede Spannagle	1
Manager Corporate Services, Emily Tonacia	5
Manager Human Resources & Governance, Simon Thomson	2
Governance & Records Officer, Wendy Reichelt	2
Accounting Officer, Kate Pellow	1
Executive Assistant, Melissa Donges / Melissa Vincent	5

Internal Audit and External Audit Representatives have also attended as required.

During the year Clr Yvonne Braid OAM retired as Council's delegate and we thank her for her contribution over her many years of membership. We welcomed Clr Tim Koschel as her replacement.

Reporting lines

The Committee reports to the Board after each meeting in the form of minutes and provides an annual report of activities undertaken each year.

Based on feedback received during the review of the Committee's operations, the Chairman has commenced providing a summary of the matters considered at each meeting with information additional to the formal minutes. We thank the Board members and staff who responded to the survey covering the Committee's operations.

The Committee Chairman will take the opportunity to formally present this report to the Board, and to answer any questions Board members may have on the role and operations of the Committee.

Approach of the Committee

The Committee takes what may broadly be described as a "risk management" approach which includes:

- annually reviewing the Lead Organisational Critical Issues List and Internal Audit Universe
- monitoring the risk exposure of Council
- reviewing the level of resources allocated to internal audit and the scope of its authority
- reviewing the scope of internal audit plans and the effectiveness of the function
- reviewing reports of internal audit and the extent to which Council and management react to matters raised by internal audit
- facilitating liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs

- critically analysing and following up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised
- identifying and referring specific projects or investigations deemed necessary through the Chief Executive Officer, internal auditor and the Council as appropriate
- addressing issues brought to the attention of the Committee that are within the parameters of its terms of reference
- considering and recommending any changes to the Committee's Charter and the Internal Audit Charter.

External Audit operations during the period

At its special meeting held 16 September 2020 the Committee reviewed the draft Annual Financial Statements for the year ended 30 June 2020 and directed questions to the external auditors in attendance and to Council's Manager Corporate Services. The Committee reported to the Board that it knew of no matter that would prevent Council from executing the certificates required by section 413 of the Local Government Act.

The Committee has also reviewed all correspondence from the external auditor in relation to the external audit and has not identified any specific matter to which it wishes to draw the attention of the Council. The major items of correspondence were:

- Audit Reports 2020
- Report on the Conduct of the Audit 2020
- Engagement Closing Report 2020
- Interim Management Letter 2021

The external auditors verbally advised that they would not issue a Final Management Letter as there were insufficient substantive matters to report. The Committee commends Ms Emily Tonacia, Director Corporate Services, and her staff on the patently high standard of preparation of the Annual Financial Statements leading to the external auditor's decision.

Internal Audit operations during the period

Internal Audit services have been provided by National Audits Group as external contract suppliers of internal audit services. Internal Audit has an independent contract status within Council and reports administratively to the Chief Executive Officer and functionally to the Committee. The Committee recommended that this contract be extended pending further information on the revised arrangements scheduled to commence after the next elections.

The Committee has considered Internal Audit Reports on the following matters:

- Fleet Management
- Management Accounting

➤ Procurement

Internal and external reports usually include recommendations for improvements to Council procedures – not all of which are necessarily appropriate to an organisation of Council's size - designed to minimise the exposure to various risks. Management may or may not accept all recommendations in full, nominating a responsible officer and a timeframe for completion.

The Committee reviews the reports, recommendations and management comments in detail, and satisfies itself that management's proposed actions are appropriate and adequate for the Council, and that the proposed timeframes are realistic, particularly in relation to staff resources available.

The Committee then monitors management actions in relation to issues raised in previous reports, and at need will report to the Chairman or direct to the Board on any matters causing concern. During the year under review, there have been no matters that the Committee has considered reporting in this manner.

We acknowledge that implementation of the recommendations requires the commitment of significant resources, particularly at senior officer level.

Other Reports referred to the Committee

The following other reports have been referred to, and considered by, the Committee. There are no specific matters relating to these that the Committee wishes to draw to the attention of Council.

- RWCC Annual Report
- Statewide Mutual Benchmarking
- Fraud & Corruption Prevention Control – policy & plan
- Legislative Compliance Register
- Statecover Self-Audit Report 2020
- Integrated Water Management Plan Strategy
- Cyber Security
- Impact of new Accounting Standards – AASB 1059
- IT Penetration Testing

The Committee follows up the completion of any specific recommendations that have been agreed to by management.

Risk Management & Internal Controls

In relation to conventional financial internal controls, the external auditor's decision to dispense with a final management letter provides its own recommendation. These controls are sound and operating effectively with only minor lapses.

Work is continuing on the review of the Risk Register, effectively amounting to a full rewrite. This is a major task and will take some time to reach fruition. In the meantime the Committee continues to take a more active role in "scoping" internal audit assignments, both to improve targeting of assignments to specific areas of risk, and to reduce the number and range of recommendations that require the attention of senior staff.

The Committee also reviews the minutes of the WHS Committee to assess the manner in which the risks associated with workplace operations are being addressed.

Enterprise Resource Planning / Digital Transformation

A project of this magnitude carries a multitude of risks and it is the responsibility of management to manage and control them. At each meeting the Committee receives a summary of the current risk profile and is briefed on current progress.

Other Committee Operations

In February 2021 Wendy Reichelt attended a workshop at which a Principal Policy Officer foreshadowed further consultation on the arrangements consequent on the 2016 amendments to the Local Government Act for ARICs. This consultation was to take place in "early 2021", with the framework to be released and regulations and guidelines made in "mid 2021". The framework was stated to commence in "March 2022", with full compliance required by "March 2027".

At the time of writing nothing further has been heard, nor has the foreshadowed consultation for "early 2021" taken place. As it appears that there will be at least some transition period, until further information is received the Committee will continue to operate as if there are no changes pending. However, such matters as the scheduled review of the Committee's Charter will be deferred until the situation is clarified.

Staff

The Committee wishes to formally record its appreciation for the ready and willing assistance it has received from the Chief Executive, Andrew Crakanthorp, and staff. At the risk of being fulsome, we would particularly like to acknowledge Emily Tonacia and Wendy Reichelt.

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.

R3 Audit Risk & Improvement Committee minutes 21 July 2021

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Riverina Water Audit Risk & Improvement Committee (ARIC) met on 21 July 2021. The minutes of this meeting are attached.

RECOMMENDATION that Council review and note the minutes of the Riverina Water Audit Risk & Improvement Committee meeting of 12 May 2021.

Report

The Riverina Water Audit Risk & Improvement Committee (ARIC) met on 12 May 2021. The minutes of this meeting are now presented to the Board for review. It should be noted that these minutes have been approved by the Chairperson of the ARIC but will not be formally adopted by the Committee until their next ordinary meeting in November (the September meeting is dedicated to the consideration of the 2020/21 financial statements only).

The ARIC Annual Report will be presented separately to the Board as an agenda item in this business paper.

› **R3.1** **2021-07-21 ARIC Meeting Minutes - 21 July 2021.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.

Minutes of the Audit, Risk and Improvement Committee held on Wednesday 21 July 2021

The meeting of the Riverina Water County Council Audit, Risk and Improvement Committee was declared open at 1:56pm.

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)
Tim Koschel
Bryce McNair (via zoom)

In Attendance

Andrew Crakanthorp	Chief Executive Officer
Emily Tonacia	Director Corporate Services
Melissa Vincent	Executive Assistant to the CEO
Matt Knox	National Audits Group
Wendy Reichelt	Governance and Records Officer
Grace Hemley	Project Manager, FLOW Project

On behalf of the Committee, the Chairman congratulated Emily Tonacia on her appointment to Director Corporate Services (DCS) role.

Apologies

Steve Prowse National Audits Group

21/031 RESOLVED:
On the Motion of Councillors B McNair and T Koschel

That the apology from Steve Prowse be received.

CARRIED

3 Declaration of interests

Nil

4 Minutes of Previous Meetings

4.1 Minutes of the Riverina Water Audit, Risk and Improvement Committee Meeting held on Wednesday 12 May 2021

21/032 **RESOLVED:**

On the Motion of Councillors T Koschel and B McNair

That the minutes of the Audit, Risk and Improvement Committee meeting of 12 May 2021, having been circulated and read by Members, were confirmed as a true and accurate record of the proceedings.

CARRIED

The meeting adjourned at 2:02pm due to technical issues associated with maintaining the Zoom link

The meeting recommenced at 2:05pm

5 External Audit

5.1 Ongoing External Audit Arrangements

21/033 **RESOLVED:**

On the Motion of Councillors B McNair and T Koschel

That the Audit, Risk and Improvement Committee receive and note the report detailing that the NSW Audit Office have re-appointed Crowe Audit as their Audit Service Provider for Riverina Water for the years ending 30 June 2022 and 30 June 2023.

CARRIED

5.2 NSW Auditor General Financial Audit report May 2021

21/034 **RESOLVED:**

On the Motion of Councillors B McNair and T Koschel

That Audit, Risk and Improvement Committee note the NSW Auditor-General's Financial Audit report for the year ended 30 June 2020.

CARRIED

6 Internal Audit

6.1 Internal Audit progress report July 2021

21/035 **RESOLVED:**

On the Motion of Councillors T Koschel and B McNair

That the Audit, Risk and Improvement Committee note the progress report to the end of June 2021 from National Audits Group.

CARRIED

6.2 Executive Officer Legislative Compliance - Internal Audit Engagement Letter

21/036 **RESOLVED:**

On the Motion of Councillors B McNair and T Koschel

That Audit, Risk and Improvement Committee note that the Executive Officer Legislative Compliance internal audit has commenced in line with the attached internal audit engagement letter.

CARRIED

7 Other Reports

7.1 Governance & Risk Report

21/037 **RESOLVED:**

On the Motion of Councillors T Koschel and B McNair

That the Audit, Risk and Improvement Committee note the information contained within the Governance and Risk report to 8 July 2021.

CARRIED

7.2 Digital Transformation Status Update

21/038 RESOLVED:
On the Motion of Councillors T Koschel and B McNair

That Audit, Risk and Improvement Committee receive and note:

- a) The update in relation to the digital transformation project; and
- b) The current project risk register.

CARRIED

Grace Hemley left the meeting at 2:39pm

8 Chief Executive Officer (CEO) Confidential Report

The CEO gave a verbal update to the Committee

21/039 RESOLVED:
On the Motion of Councillors T Koschel and B McNair

That the Chief Executive Officer's report be received.

CARRIED

Matt Knox and Wendy Reichelt left the meeting at 2:45pm

The Director Corporate Services provided a verbal update to the Committee on Information and Communications Technology matters that have recently arisen at Council.

21/040 RESOLVED:
On the Motion of Councillors T Koschel and B McNair

That the ICT report be received

CARRIED

Matt Knox and Wendy Reichelt joined the meeting at 3:12pm

9 Riverina Water Work Health and Safety Committee minutes

9.1 WHS Committee Minutes Receipt

21/041 RESOLVED:
On the Motion of Councillors T Koschel and B McNair

That the minutes of the Riverina Water Work Health and Safety Committee meeting of 22 June 2021, having been circulated and read by Members, were noted.

CARRIED

10 Committee Operations

10.1 Audit Outcomes - Management Action Plan

21/042 RESOLVED:

On the Motion of Councillors B McNair and T Koschel

That the Audit, Risk and Improvement Committee note that the management action plan arising from internal and external audits will be uploaded into Pulse, with a report provided to the next operational meeting of the Committee in November 2021.

CARRIED

10.2 Audit Risk & Improvement Committee Action Register

21/043 RESOLVED:

On the Motion of Councillors T Koschel and B McNair

That the Audit, Risk and Improvement Committee note the progress of the matters contained within the action register dated 8 July 2021.

CARRIED

10.3 Proposed Internal Audit Schedule - 2021 - 2022

21/044 RESOLVED:

On the Motion of Councillors T Koschel and B McNair

That the Audit, Risk and Improvement Committee:

- a) Receive and note the report on the internal audit schedule, including the extract from the reviewed enterprise risk register
- b) Confirm that the internal audits to be undertaken for the 2021/22 financial year are:
 - Project Management;
 - Property Management (including maintenance and security of land and buildings)
- c) The Committee noted that ICT could also be considered in the context of earlier discussions during the meeting and in reference to the table attached to report 6.1 in the agenda

CARRIED

10.4 Draft Audit Risk & Improvement Committee Annual Report 2020-21**21/045 RESOLVED:**

On the Motion of Councillors B McNair and T Koschel

That the Audit, Risk and Improvement Committee's annual report, as amended by this meeting, be adopted and presented to the Board by the Chairman of the Committee at the Board's next meeting.

CARRIED

Bryce McNair expressed he always felt the organisation was well run and thanked Management, especially Emily Tonacia, for their handling of the issues that have arisen in the last few weeks.

This concluded the meeting of the Riverina Water County Council Audit, Risk and Improvement Committee which rose at 3:52pm

R4 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 June and July 2021.

RECOMMENDATION that Council receive and note the report detailing external investments for the months of June and July 2021.

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 June 2021 and July 2021 respectively as follows:

- › **R4.1** **Investment Report - June 2021** [↓](#) 
- › **R4.2** **Investment Report - July 2021** [↓](#) 

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 30/06/2021

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits								
AMP	17/07/2020	367	19/07/21	A-2	1.00	8.051%	\$2,500,000.00	\$2,500,000.00
BOQ	6/05/2021	732	08/05/23	A-2	0.49	8.051%	\$2,500,000.00	\$2,500,000.00
Auswide Bank	8/07/2019	735	12/07/21	A-2	2.05	4.831%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	7/07/2020	365	07/07/21	A-1+	0.95	6.441%	\$2,000,000.00	\$2,000,000.00
MyState Bank	28/10/2020	365	28/10/21	A-2	0.65	3.220%	\$1,000,000.00	\$1,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	BBB+	1.86	6.441%	\$2,000,000.00	\$2,000,000.00
AMP	30/03/2020	548	29/09/21	A-2	1.85	6.441%	\$2,000,000.00	\$2,000,000.00
AMP	14/09/2020	365	14/09/21	A-2	0.60	3.220%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/01/2021	370	01/02/22	A-1+	0.42	6.441%	\$2,000,000.00	\$2,000,000.00
BOQ	18/06/2021	368	21/06/22	A-2	0.40	4.831%	\$1,500,000.00	\$1,500,000.00
Auswide Bank	27/02/2020	546	26/08/21	A-2	1.75	8.051%	\$2,500,000.00	\$2,500,000.00
BOQ	17/08/2020	730	17/08/22	BBB+	0.95	4.831%	\$1,500,000.00	\$1,500,000.00
BOQ	14/10/2020	729	13/10/22	BBB+	0.80	6.441%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	730	08/06/23	AA-	0.60	6.441%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	1099	11/06/24	AA-	0.75	8.051%	\$2,500,000.00	\$2,500,000.00
						91.78%	\$28,500,000.00	\$28,500,000.00
Cash Deposit Account								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.30
National Australia Bank				A-1+	0.17	8.220%	\$2,552,393.13	\$2,552,393.13
						8.22%	\$2,552,393.43	\$2,552,393.43
TOTAL INVESTMENTS						100.00%	\$31,052,393.43	\$31,052,393.43
Cash at Bank								\$343,883.74
TOTAL FUNDS								\$31,396,277.17

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)	\$2,653,331.76
	Plant Replacement	\$1,413,547.08
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
		<u>\$7,295,128.84</u>
Unrestricted Funds		\$24,101,148.33
TOTAL FUNDS		\$31,396,277.17

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

Report

The investment portfolio increased by \$960,584.40 for the month. The increase was due to income in June being higher than expenditure.

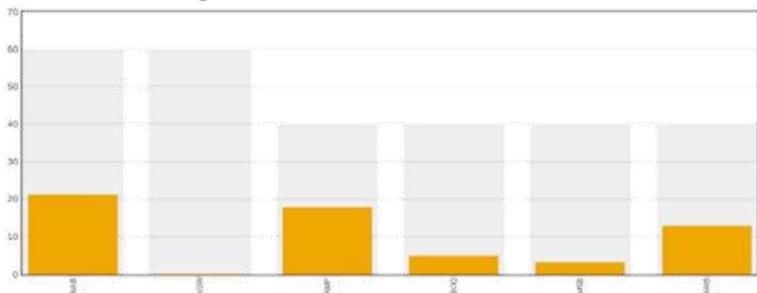
Portfolio Performance

For the month of June, the portfolio (excluding cash) provided a return of +0.09% (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.

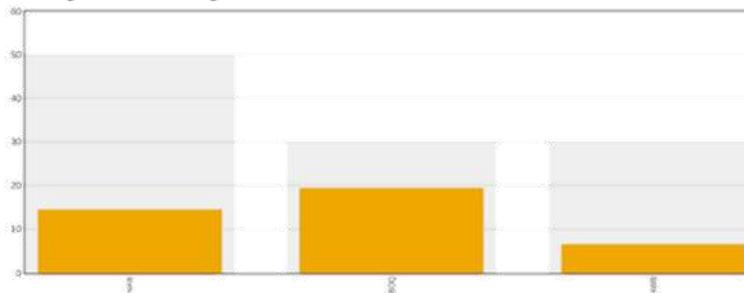
Counterparty Compliance

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

Short-term Holdings



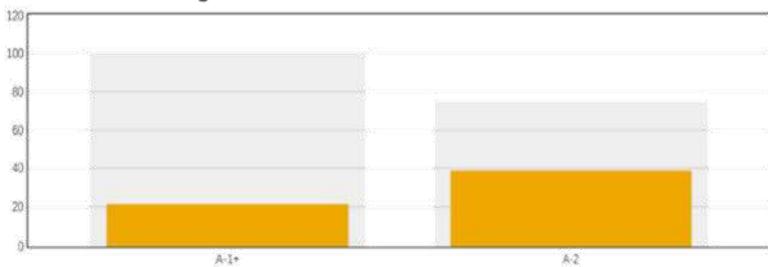
Long-term Holdings



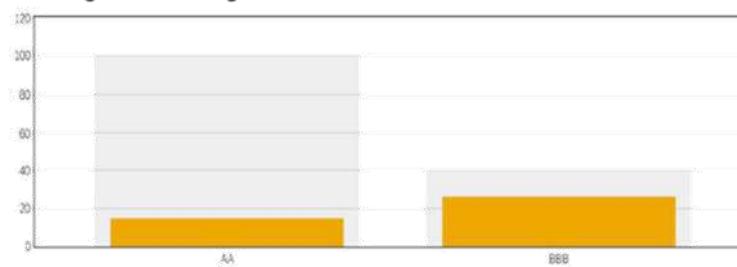
Credit Quality Compliance

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

Short-term Holdings

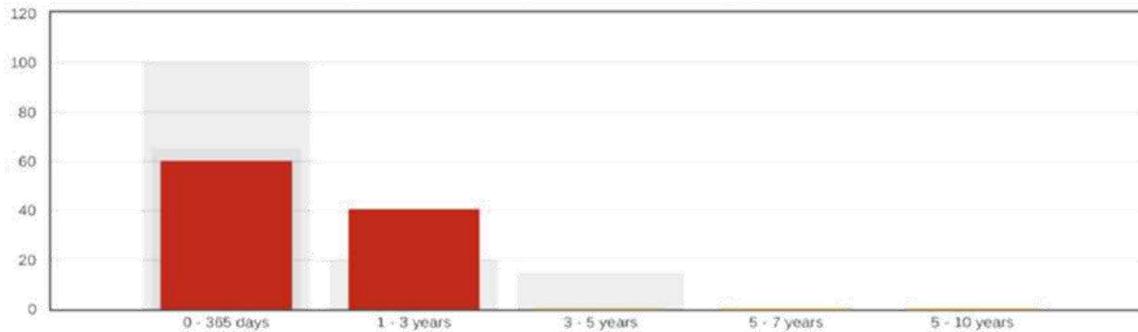


Long-term Holdings



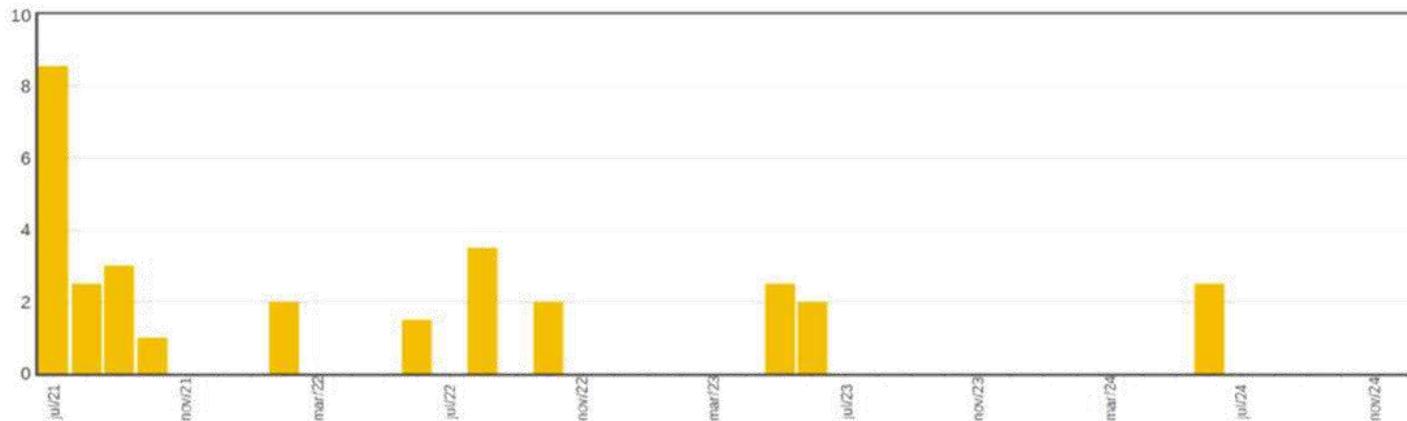
Term to Maturity

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 31/07/2021

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits								
AMP	19/07/2021	365	19/07/22	A-2	0.75	8.605%	\$2,500,000.00	\$2,500,000.00
BOQ	6/05/2021	732	08/05/23	A-2	0.49	8.605%	\$2,500,000.00	\$2,500,000.00
ING	21/07/2021	365	21/07/22	A-2	0.45	5.163%	\$1,500,000.00	\$1,500,000.00
BOQ	7/07/2021	365	07/07/22	A-2	0.39	6.884%	\$2,000,000.00	\$2,000,000.00
MyState Bank	28/10/2020	365	28/10/21	A-2	0.65	3.442%	\$1,000,000.00	\$1,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	BBB+	1.86	6.884%	\$2,000,000.00	\$2,000,000.00
AMP	30/03/2020	548	29/09/21	A-2	1.85	6.884%	\$2,000,000.00	\$2,000,000.00
AMP	14/09/2020	365	14/09/21	A-2	0.60	3.442%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/01/2021	370	01/02/22	A-1+	0.42	6.884%	\$2,000,000.00	\$2,000,000.00
BOQ	18/06/2021	368	21/06/22	A-2	0.40	5.163%	\$1,500,000.00	\$1,500,000.00
Auswide Bank	27/02/2020	546	26/08/21	A-2	1.75	8.605%	\$2,500,000.00	\$2,500,000.00
BOQ	17/08/2020	730	17/08/22	BBB+	0.95	5.163%	\$1,500,000.00	\$1,500,000.00
BOQ	14/10/2020	729	13/10/22	BBB+	0.80	6.884%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	730	08/06/23	AA-	0.60	6.884%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	1099	11/06/24	AA-	0.75	8.605%	\$2,500,000.00	\$2,500,000.00
						98.10%	\$28,500,000.00	\$28,500,000.00
Cash Deposit Account								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.30
National Australia Bank				A-1+	0.17	1.902%	\$552,518.76	\$552,518.76
						1.90%	\$552,519.06	\$552,519.06
TOTAL INVESTMENTS						100.00%	\$29,052,519.06	\$29,052,519.06
Cash at Bank								\$1,784,120.74
TOTAL FUNDS								\$30,836,639.80

CERTIFICATE

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



E Tonacia

MANAGER CORPORATE SERVICES

Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,653,331.76
	Plant Replacement	\$1,413,547.08
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
		\$7,295,128.84
Unrestricted Funds		\$23,541,510.96
TOTAL FUNDS		\$30,836,639.80

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

Report

The investment portfolio decreased by \$559,637.37 for the month. The decrease was due to income in July being lower than expenditure.

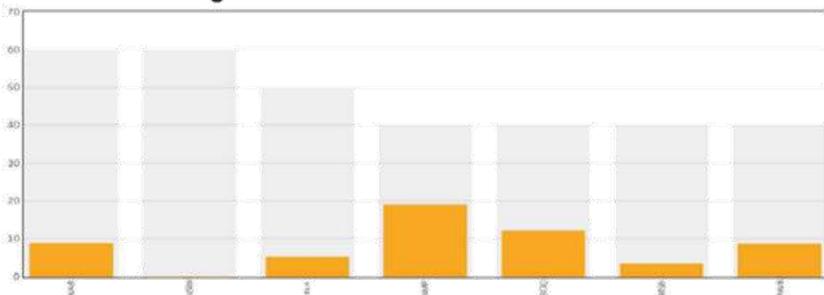
Portfolio Performance

For the month of July, the portfolio (excluding cash) provided a return of +0.89% (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.

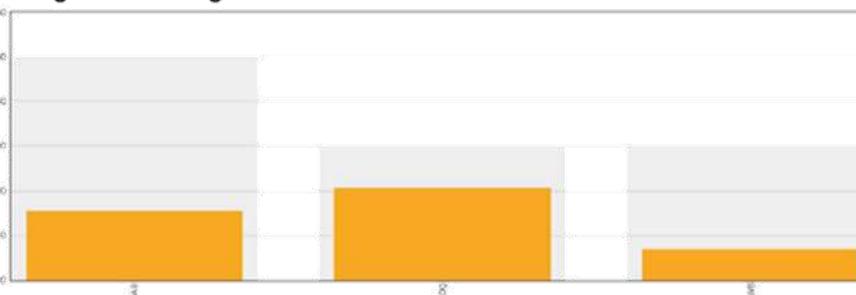
Counterparty Compliance

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

Short-term Holdings



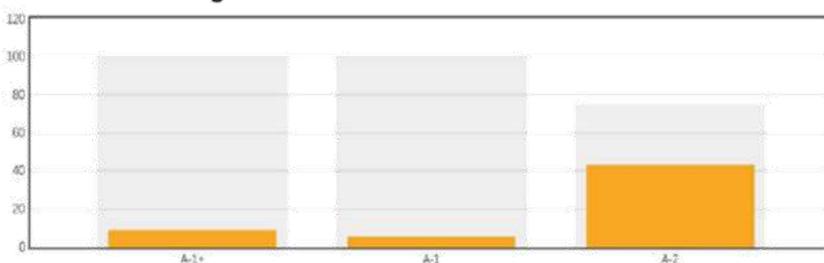
Long-term Holdings



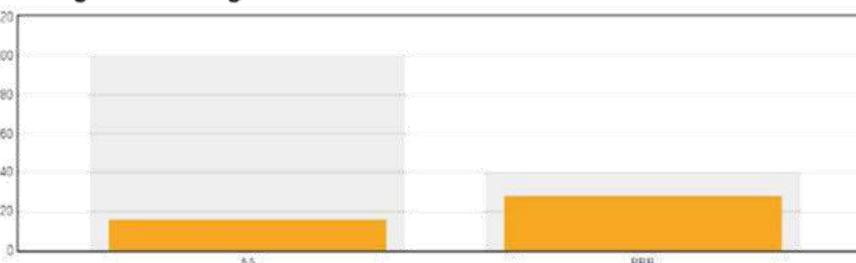
Credit Quality Compliance

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

Short-term Holdings

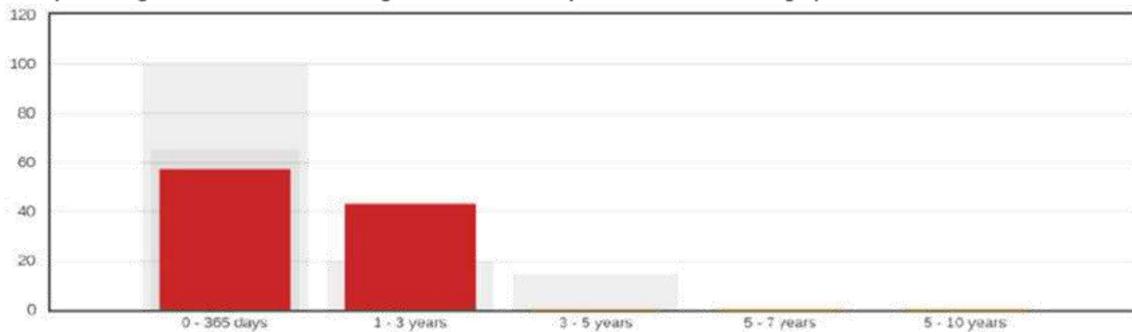


Long-term Holdings



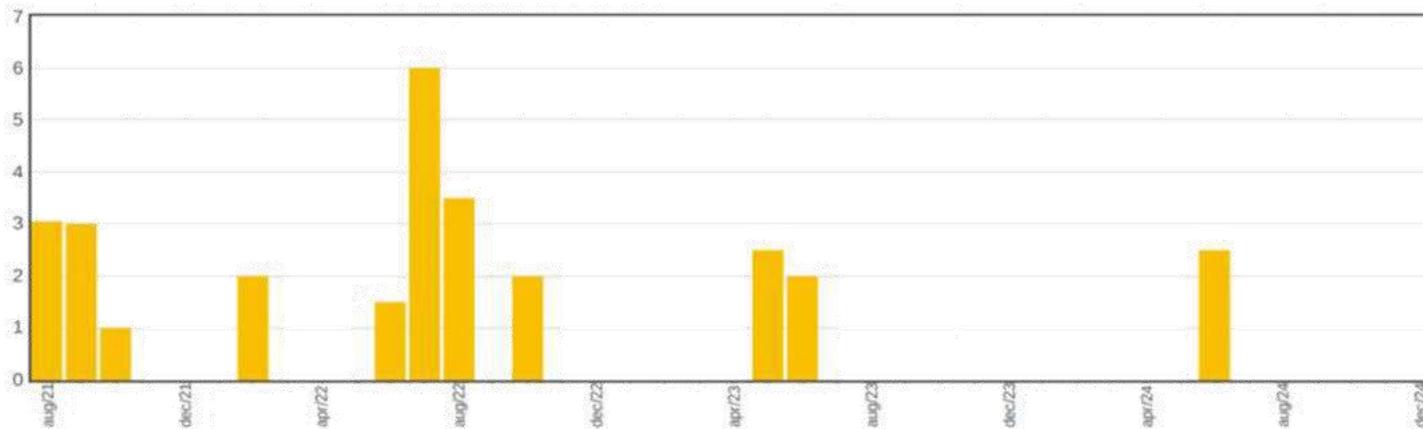
Term to Maturity

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



Maturity Cashflow

When investments will mature over time



R5 Financial Statements 2020/2021

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary Council's Financial Statements and Special Purpose Financial Reports for 2020/21 have been completed and are ready to be forwarded to the Audit Office of New South Wales

RECOMMENDATION that:

- a) Council's Draft Financial Statements be referred to audit by Council's auditors being the Audit Office of New South Wales
- b) Council make a resolution in accordance with Section 413(2c) that the annual financial report is in accordance with:
 - i. the Local Government Act 1993 (as amended) and the Regulations made there under
 - ii. the Australian Accounting Standards and professional pronouncements
 - iii. the Local Government Code of Accounting Practice and Financial Reporting
 - iv. presents fairly the council's operating results and financial position for the year
 - v. accords with Council's accounting policies and other records
 - vi. that Council is not aware of any matter that would render this report false or misleading in any way
- c) Council adopt the above mentioned statement and that the Chairperson, a Councillor, Chief Executive Officer and Responsible Accounting Officer be authorised to complete the 'Statement by Members of the Council' in relation to Council's 2020/21 Financial Statements and Special Purpose Financial Reports and be attached thereto
- d) The Chief Executive Officer be delegated the authority to issue the audited Financial Statements immediately upon receipt of the Auditor's Reports, subject to their being no material changes or audit issues
- e) Council present the final audited Financial Statements and Auditor's Report to the public at its ordinary meeting to be held 26 October 2021.

Report

Council's Financial Statements and Special Purpose Financial Reports for 2020/2021 have been completed and are ready to be forwarded to Council's Auditors.

Under the provisions of Section 412(2c) of the Local Government Act 1993, the Financial Statements and Special Purpose Financial Reports shall be accompanied by a statement made in accordance with a resolution by Council, signed by two Councillors, Chief Executive Officer and Responsible Accounting Officer along the lines of recommendations (b) above.

Following receipt of the Auditor's Report, it will be necessary to give public notice for a period of at least seven days prior to the adoption of the Financial Statements.

It is anticipated that the Auditor's Report will be submitted to Council's Ordinary Meeting on 27 October 2021. Council's Annual Report for 2020/2021 can be adopted at the same meeting.

- › **R5.1** **Statement by Councillors and Management - GPFS** [↓](#) 
- › **R5.2** **Statement by Councillors and Management - SPFS** [↓](#) 

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.

Riverina Water County Council

General Purpose Financial Statements

for the year ended 30 June 2021

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the *Local Government Code of Accounting Practice and Financial Reporting*.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 24 August 2021.

Clr G Verdon
Chairperson

Clr
Councillor

Mr A Crakanthorp
Chief Executive Officer

Ms E Tonacia
Responsible Accounting Officer

Riverina Water County Council

Special Purpose Financial Statements

for the year ended 30 June 2021

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government *Code of Accounting Practice and Financial Reporting*,
- the NSW Office of Water *Best-Practice Management of Water and Sewerage Guidelines*.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and accord with Council's accounting and other records.
- Present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 24 August 2021.

Clr G Verdon
Chairperson

Clr
Councillor

Mr A Crakanthorp
Chief Executive Officer

Ms E Tonacia
Responsible Accounting Officer

R6 Financial Position as at 30 June 2021

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary The unaudited Financial Statements as of 30 June 2021 are finalised and submitted for examination by Council.

RECOMMENDATION that:

- a) The unaudited 2020/2021 Financial Statements be received
- b) Council endorses the proposed changes to internal cash restrictions to be reflected in the 2020/2021 Financial Statements, being that:
 - i. Income from Council's high security water licences is restricted annually to fund future water license purchases should they be required.

Report

Financial Position

The unaudited 2020/21 Financial Statement are submitted for examination by Council.

The anticipated Operating Result for 2020/21 is a surplus of \$4,773,000. The revised estimate was for a surplus of \$3,989,000.

The variance from the final Operating Result to Council's original budget is largely contributable to electricity costs. Cost in relation to power were lower than anticipated due to reduced production of water because of lower demand. This resulted in the budget for electricity costs being underspent by \$839,502. An adjustment for water sales was done as part of the March 2021 Quarterly Budget Review. An adjustment to the anticipated electricity costs was not made at this time due to uncertainty around the impact.

Restricted Cash

Council currently holds 1,286ML in marketable water licences for strategic use in the future. These licences are currently leased out via a broker due to Council not requiring them in the short to medium term. This arrangement generates lease income annually. It is proposed this income is restricted as received to assist fund any future purchases of water entitlements should they be required.

The balance as of 30 June 2021 will be \$332,520 calculated from the annual amount received for the 2021 financial year.

-) **Draft Primary General Purpose Financial Statements 2020/21 (to be loaded to The Hub under separate attachment)**

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.

R7 Overdue Debtors - June 2021

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary Details of overdue debtors at 30 June 2021 have been provided for Council's information.

RECOMMENDATION that Council receive and note the report on overdue debtors for the period ended 30 June 2021.

Report

Following are details of balances of outstanding debtors as of 30 June 2021. Comparative figures for the 2020 financial year have also been provided.

Debtor Category	June 2021		June 2020	
	Overdue \$	% Annual Revenue	Overdue \$	% Annual Revenue
Water Billing	\$738,883	3.03%	\$764,224	2.55%
Sundry	\$63,832	1.52%	\$62,370	1.75%
TOTAL	\$801,715	2.81%	\$826,594	2.47%

The current key performance indicator for overdue amounts is a target of <5%. The outstanding balances reflect very well on the actions of staff in working with customers to minimise outstanding accounts whilst respecting the financial hardship that some of our customer's experience.

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.

R8 CAPEX Budget Results 2020/21

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary Council's capital expenditure for the 2020/21 financial year has been finalised and is presented for information.

RECOMMENDATION that Council receive and note the report on the final capital expenditure budget result for the 2020/21 financial year

Report

The attached table summarises Council's capital expenditure budget result for 2020/21.

› **R8.1** **2020/21 Capital Expenditure** [↓](#) 

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.

2020/21 CAPITAL EXPENDITURE

Description	2021/21 Current Budget	Commitments	Actual Expenditure	Budget Remaining (incl commital)
	\$	\$	\$	\$
MANAGEMENT				
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS				
Administration Office	100,000	7,965	79,976	12,059
Depot Buildings	1,094,567	33,988	267,745	792,834
Access, Parking and Landscaping	2,284,271	167,183	1,647,019	470,070
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	3,478,838	209,136	1,994,739	1,274,963
PLANT & EQUIPMENT				
IT Equipment	244,500	13,050	103,916	127,534
Office Furniture & Equipment	16,600	0	14,423	2,177
Working Plant & Vehicle Purchases	1,549,847	666,292	807,081	76,474
Fixed Plant Tools & Equipment	35,000	0	25,141	9,859
Telemetry & Control Systems Upgrade	458,782	84,003	457,838	-83,058
Radio Communications Upgrade/Replacements/Improvements	0	1,440	7,977	-9,417
Energy Efficiency & Cost Minimisation	415,740	109,178	144,575	161,987
SUB-TOTAL PLANT & EQUIPMENT	2,720,469	873,962	1,560,951	285,555
INTANGIBLES				
Software	457,200	175,498	161,506	120,195
Water Licences	270,000	0	272,268	-2,268
SUB-TOTAL INTANGIBLES	727,200	175,498	433,774	117,928
TOTAL MANAGEMENT	6,926,507	1,258,596	3,989,465	1,678,446
SOURCES				
Bores-renew/refurbish/decommission	344,005	0	296,092	47,913
TOTAL SOURCES	344,005	0	296,092	47,913

Description	2021/21 Current Budget	Commitments	Actual Expenditure	Budget Remaining (incl comital)
	\$	\$	\$	\$
TREATMENT PLANTS				
Aeration Tower Replacements	95,659	0	95,659	-0
Aeration Tower Covers	489,627	878	505,936	-17,186
Specific Treatment Plant improvements	30,000	8,932	19,236	1,832
Treatment Plant refurbishments	2,829,028	346,757	1,083,113	1,399,159
TOTAL TREATMENT PLANTS	3,444,314	356,566	1,703,944	1,383,805
PUMPING STATIONS				
Pump Stations Renewal/Refurbish/Upgrade	130,000	0	24,305	105,695
TOTAL PUMPING STATIONS	130,000	0	24,305	105,695
RESERVOIRS				
General Improvements	10,000	0	3,138	6,862
New/Replacement Reservoirs	599,900	169,136	262,290	168,474
Reservoirs - Refurbish	155,019	0	155,364	-345
Reservoirs - Upgrade Ladders and Access	10,000	5,600	2,464	1,936
Reservoir Hatches Magflows	40,795	0	57,174	-16,379
Asset demolition	175,000	1,818	21,321	151,860
TOTAL RESERVOIRS	990,714	176,554	501,751	312,408
MAINS, SERVICES & METERS				
MAINS				
System Improvements	1,440,000	38,888	1,213,222	187,890
Reticulation for Developers (including other extensions)	860,000	-1,360	624,296	237,064
Renew Reticulation Mains	1,805,000	2,827	1,650,762	151,411
Renew Trunk Mains	1,390,000	11,786	1,075,912	302,302
SUB-TOTAL MAINS	5,495,000	52,141	4,564,192	878,667
SERVICES				

Description	2021/21 Current Budget	Commitments	Actual Expenditure	Budget Remaining (incl comital)
	\$	\$	\$	\$
Service Connections, new including Meters	550,000	403	508,123	41,474
Renew Services	230,000	3,000	236,451	-9,451
SUB-TOTAL SERVICES	780,000	3,403	744,574	32,023
METERS				
Water meters replacement	200,000	871	208,008	-8,878
Remote metering	125,000	0	117,024	7,976
Water Filling Stations Upgrade	85,000	0	30,529	54,472
Water Filling Stations New	25,000	0	21,202	3,798
SUB-TOTAL METERS	435,000	871	376,762	57,367
TOTAL MAINS, SERVICES & METERS	6,710,000	56,414	5,685,529	968,057
TOTALS	18,545,540	1,848,131	12,201,085	4,496,324

R9 Operational Plan - Performance Targets

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary This report provides an update on the extent to which Council is achieving its performance targets.

RECOMMENDATION that the report detailing the progress towards the objectives set out in the 2020/2021 Operational Plan as at 30 June 2021, be received and noted.

Report

In accordance with the provisions of Section 407 of the Local Government Act 1993, below is the progress achieved in the year for the various Key Performance Indicators set out in the 2020/2021 Operational Plan.

Services to be provided

Measure	Key Performance Indicator	Progress to 30 June 2021
Service satisfaction rating revealed in annual customer survey	>4 (out of 5)	4.46
Water quality satisfaction rating revealed in annual customer survey	>4 (out of 5)	4.14 (average for five water quality indicators)

Capital Works

Measure	Key Performance Indicator	Progress to 30 June 2021
Projects completed from Capital Work Program	Target >85%	76%

Demand Management

Measure	Key Performance Indicator	Progress to 30 June 2021
Peak day demand (weekly average)	<65ML	79.75ML (week commencing 18 January 2021)

HR and Work Health & Safety

Measure	Key Performance Indicator	Progress to 30 June 2021
Number of days lost through injury	0 or < previous period	Days lost in 2019/20 was 50 Days lost in 2020/21 was 56
Cost of workplace injuries	Reduction in Workers Comp Insurance premium	The premium for 2020/21 was \$213,921.88 the estimated premium for 2021/22 is \$311,239.25
Percentage of sick leave to ordinary hours worked	< State or LG sector average (less than 3.5%)	2021 is 3.6%
Total hours worked compared to lost time through workplace injury and illness	IISI < previous period	The Index in 2019 was 201.36. The index in June 2020 was 158.87
No of employees undertaking training and development	All required training is current 100% of training completed	88 employees completed training 85% of work force applied for training, 40% completed
Total planned overtime hours compared to ordinary hours	< same quarter previous year	1%

Equal Employment Opportunity

Measure	Key Performance Indicator	Progress to 30 June 2021
Number of complaints lodged	Target = Nil	Nil
Percentage of women returning from maternity leave	Target = 100%	N/A

Environmental Protection and Efficiency

Measure	Key Performance Indicator	Progress to 30 June 2021
---------	---------------------------	--------------------------

Power used per megalitre of water produced	833 KWh/ML	841KWh/ML
Carbon emissions per megalitre of water produced	0.74 T/ML	0.76 Tonnes CO2/ML

Charges and Fees

Measure	Key Performance Indicator	Progress to 30 June 2021
Level of water accounts overdue compared to water sales for previous 12 months	Target <5%	3.03%
Level of sundry debtor accounts overdue compared to debtors raised for previous 12 months	Target <5%	1.52%

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.

R10 Revoted Budget - 2021/2022

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary After reviewing the status of the 2020/2021 Operational Plan, it is recommended that \$3,025,877 should be revoted into the 2021/2022 capital expenditure budget due to projects not yet being completed. Management have also reviewed the 2021/2022 approved capital budget against the uncompleted works for 2021 and propose to reduce the program by \$8,066,479.

RECOMMENDATION that Council:

- a) Revote Capital budget totalling \$3,025,877 from the 2020/2021 budget to be included in the 2021/2022 budget.
- b) Endorse the proposed capital budget adjustments in relation to the 2021/2022 budget totalling a reduction of \$8,066,479.
- c) Note capital budget items committed to be spent prior to 30 June 2021, totalling \$1,742,288 will be carried forward to the 2021/2022 budget.

Report

Budget Revotes

After reviewing the status of the 2020/2021 Operational Plan with management, it is recommended that \$3,025,877 should be revoted into the 2021/2022 budget due to the projects not yet being completed.

The items are listed as follows:

Project #	Description	Revote
228	Refurbishment of Operations Office - Urban	\$728,754
155	Levee protection stage 2 Hammond Ave - Urban	\$15,000
314	Murrumbidgee River Bank Stabilisation	\$28,942
315	Marshalls Creek Bank Stabilisation	\$29,712
287	Forge & Copland Street Development	\$50,000
345	Willans Hill Low Level Res Land Purchase	\$161,200
51	Computer Equipment - Urban	\$26,000
217	Bulgary Aeration Cover	\$1,599

137	WTP stage 1 - Urban	\$836,019
292	WTP Roads	\$160,515
293	Footpaths and covered walkways	\$100,000
294	Landscaping	\$103,312
321	Bomen pump station	\$46,264
323	Waterworks Building Demolition	\$21,524
301	Estella Pump Station	\$65,000
205	Main Low Level Reservoir 2x11ML	\$45,168
401	Humula Reservoir Replacement	\$21,434
402	Walbundrie Reservoir #2	\$13,905
403	Oura Reservoir Replacement	\$28,974
329	Humula Steel (Abandoned) Reservoir	\$12,964
330	Morundah Steel (Abandoned) Reservoir	\$18,245
332	Red Hill No.1 Steel (Abandoned) Reservoir	\$113,135
275	Low Level Reservoirs Pipework	\$70,011
254	Renew Trunk Mains - Non-Urban	\$14,690
337	Brucedale Rising Main - Trunk Mains Replacement	\$313,507

2021/22 Capital Expenditure Budget Adjustments

Council at its June meeting adopted a capital budget totalling \$24.2m. This budget has been reviewed in light of this report recommending revotes of \$3.025m and a carry forward budget of \$1.742m.

Council has set a performance benchmark of achieving 85% completion of its capital budget. To allow that benchmark to be met an adjustment to the number of projects planned to be undertaken is required. After reviewing the status of uncompleted works of 30 June 2022 still to be completed, and the proposed revotes, management are recommending the following reductions totalling \$8,066,479 be made to the adopted 2021/2022 budget.

The delay of these works will be reviewed in line with the 2022/23 budget as part of the development of the 2022/23 Operational Plan.

Project #	Description	Reduction
71	Administration Office	\$150,000
228	Refurbishment of Operations Office	\$520,000
132	Redevelopment of The Rock Depot	\$1,116,479
316	Solar Pilot Plant	\$3,100,000
265	West Wagga Fluoridation Plant	\$140,000
411	Humula Well WTP	\$80,000
412	Tarcutta WTP	\$10,000
99	Urana WTP replacement	\$1,300,000
415	Reservoir Mixers	\$55,000
418	Decommission 10MG open reservoir	\$565,000
274	The Rock Reservoir South	\$300,000
419	The Gap and/or Currawarna Reservoirs Duplication	\$150,000
423	The Rock Res - offtake to reservoir mains	\$80,000
26	Reticulation for Developers - Urban	\$200,000
425	Yerong Creek, 100mm oPVC	\$150,000
427	Koorringal CC 100mm	\$150,000

Budget Carry Forward

For the information of Council, the following budget items totalling \$1,742,288 will be carried forward to the 2021/2022 budget. The expenditure was committed to be spent prior to 30 June 2021.

Project #	Description	Carry Forward
71	Administration Office	\$7,965
228	Refurbishment of Operations Office - Urban	\$1,691
132	Depot Building The Rock- Non-Urban	\$10,301
340	Awning on stores building	\$21,996
155	Levee protection stage 2 Hammond Ave - Urban	\$13,928
314	Murrumbidgee River Bank Stabilisation	\$12,985

315	Marshalls Creek Bank Stabilisation	\$15,803
156	Koorungal Road Property Purchase	\$121,467
50	Computer Server Replacements -Urban	\$13,050
54	Plant & vehicle replacements	\$666,292
57	West Wagga WTP & Bores Control System Upgrade	\$1,630
133	Radio Telemetry SCADA Upgrade	\$44,785
316	Solar Pilot plant - East Wagga	\$109,178
311	ERP Development and Implementation	\$175,498
178	Online & Remote Monitoring	\$8,932
137	WTP stage 1 – Urban	\$238,268
292	Water Treatment Plant – Roads	\$49,171
205	Main Low Level Reservoir 2x11ML	\$7,038
401	Humula Reservoir Replacement	\$74,318
402	Walbundrie Reservoir #2	\$78,880
274	The Rock Reservoir South	\$8,900
117	Reservoirs- upgrade ladders and access	\$5,600
329	Humula Steel (Abandoned) Reservoir	\$1,818
275	Low Level Reservoirs Pipework	\$31,965
276	WW WTP 600mm DI CL Koorungal Rd	\$7,770
338	Simkin/Churchill/Sherwood - Trunk Mains Replacement	\$11,785
36	Service Connections, new – Urban	\$403
17	Water meters replacement - Urban	\$871

Financial Implications

The proposed budget adjustments will reduce the 2021/2022 capital expenditure budget by \$3,298,314 resulting in a total proposed capital expenditure budget of \$20,912,749 for the 2022 financial year.

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.

R11 FLOW Update

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary At the April meeting of the board, Council resolved to further negotiate and enter a contract with Infor Global Solutions (ANZ) Pty Ltd (Infor) for the supply of Council's new Enterprise Resource Planning (ERP) solution. This report provides the board with a progress update on the implementation.

RECOMMENDATION that Council receive and note the update on the implementation of Council's new Enterprise Resource Planning (ERP) solution.

Report

Implementation Planning Study

At the April meeting of the board, Council resolved to further negotiate and enter a contract with Infor Global Solutions (ANZ) Pty Ltd (Infor) for the supply of Council's new Enterprise Resource Planning (ERP) solution. The contract negotiated between Riverina Water and Infor was broken up into two implementation phases, being:

Stage 1 – Inception Phase 'Implementation Planning Study'

Stage 2 – Subsequent System Implementation

The software contract period was specified for a period of five (5) years from the date on which Stage 2 commences, allowing Riverina Water to only incur costs in relation to the Software as a Service (SaaS) from when the actual software implementation commences.

The Board were made aware at the February 2021 of the risks associated with the contract, and the decision to introduce an 'Inception Phase' to allow for an Implementation Planning Study (IPS) to the contract. The objective of this phase was to assess all configuration and implementation work required to enable the software solution to operate in accordance with the Contract Specifications and subsequently agreed specifications.

Riverina Water management and staff undertook the IPS from May to July, with a key focus to allow for preliminary design & conceptualisation of all elements of the implementation between Riverina Water & Infor. The IPS was an extremely valuable exercise with the key functional, technical and project management outputs being delivered which provided Riverina Water with a very robust and clearly defined way forward. As part of the functional deliverables Riverina Water was able to identify components and modules of the solution that were not necessary for operations or fit for purpose. These services were able to be removed prior to final contract signing resulting in a significant cost saving for Council.

The IPS was also a great opportunity not only for both internal team building, but also building relationships with the Infor team. Noting this will be a significant partnership moving forward and we expect to have a strong relationship with Infor into the future this was extremely valuable.

At the conclusion of the IPS all contractual and commercial agreements were agreed and finalised based on the outcomes. The contract was signed, with Phase 2 commencing, on July 27, 2021.

Project "Flow"

During the IPS period, management took the opportunity to commence work around internal communications and activities for staff, with a particular focus on awareness and change management. The project, and subsequent system, was renamed to FLOW – our new cloud-based co-worker, here to provide a new flow for Riverina Water, a digital flow. Naming the system is a great way to encourage engagement from the staff and build familiarity. In parallel to celebrate the naming of the system and signing of contract – donuts were distributed to all staff, labelled 'Flow-Nuts'.

Governance structures including a project steering committee and the project team have been established with ramp up activities now underway for an official kick off Stage 2 of the project set for Wednesday 25 August.

Onwards & Upwards

As part of Stage One, a detailed project plan was developed and agreed upon for Stage Two (implementation). Stage Two will run in three phases:

Phase 1 will encompass the rollout of

- Customer & Billing with a focus on:
 - Meter to Cash
 - Property Services
 - Credit Management
 - Customer Service
- Community Development & Regulatory (CDR) with a focus on:
 - Notice of Works
 - Application for Water Supply
- Finance with a focus on:
 - Record to Report
 - Project creation to maintenance
 - Cash forecasting to reconciliation
 - Source to settle
 - Plan to inventory
 - Reconciliation to close
- Assets with a focus on:
 - Set up of Asset register & attributes

Following on from Phase 1 additional areas will be added to support the above implemented modules. These additional areas include management reporting in terms of finance and works management & also advanced asset management regarding the asset stream.

Regular project reporting is provided through to the Project Steering Committee, the Executive team and to the Audit, Risk & Improvement Committee. Going forward Council will be provided with updates at key stages along the implementation journey.

Financial Implications

Council was able to reduce the overall project cost by approximately \$100,000 as a result of the Implementation Planning Study.

Risk Considerations

Projects	
Accept	Council will accept risk relating to projects by choosing options most likely for successful delivery with a reasonable degree of protection.

R12 Social media and media report: April-June 2021

Organisational Area Corporate Services

Author Josh Lang, Community Engagement Officer

Summary Each quarter, social media and media data is reported to the Board.

RECOMMENDATION that Council receive and note the report.

Report

During this quarter, Riverina Water's total social media audience grew by 78 to 3935. There were 40,051 impressions, 2459 post engagements and 632 link clicks across all channels in the reporting period.

Best-performing content included draft fees and charges for 2021-22, flow testing in North Wagga, an item which profiled our cadet engineer and ice pigging.

In terms of media coverage, there were a number of articles regarding grants or donation-funded projects that highlighted Riverina Water's contribution.

Facebook	
Number of posts	31 (23.58 posts per week, previous period: 3.38)
Total page likes	2192 (Previous period: 2174)
New page likes	+18 (Previous period: +22)
Videos	2092 views
Private messages	5
Total reach for all posts (reach is number of people who saw each post at least once)	23,375 (Previous period: 69,442)
Average reach per post	754 (previous period: 1578)
Total post engagements (post clicks, reactions, shares and comments)	1816 (previous period: 2743)
Average post engagements	58.5 (previous period: 62.3)

Top organic post: Flow testing	Reach: 2096 Post clicks (any click excluding comments, likes and shares): 156 Engagements (reactions, comments and shares): 179
Lowest organic post – Maintenance Operator role	Reach: 95 Post clicks (any click excluding comments, likes and shares): 0 Engagements (reactions, comments and shares): 2
Facebook - advertising	
Number of advertisements	1
Content	<ul style="list-style-type: none"> • Delivery Plan/Operational Plan public exhibition
Total post reach (paid and organic combined)	3054
Average reach per post	N/A

Comparison page audiences

Water utility	Page established	Current audience	Last quarter	Growth this quarter	Growth last quarter
Sydney Water	August 2011	38.7k	37.3k	+1400	+400
Water Corporation	Nov 2010	19.6k	19.1k	+500	+400
Seqwater	June 2011	17k	16.3k	+700	+1000
WaterAid Australia	Nov 2009	14.6k	14k	+600	+100
Melbourne Water	June 2009	12.1k	11.9k	+200	+200
SA Water	Oct 2010	12k	11.8k	+200	+400
City of Wagga Wagga	Dec 2015	11.9k	11.7k	+200	+400
Unity Water	Oct 2012	10.3k	10.2k	+100	+200
Visit Wagga Wagga	Dec 2011	10k	9.3k	+700	+300
Greater Western Water (Western	Oct 2012	8.6k	6.4k	2.2k	Nil

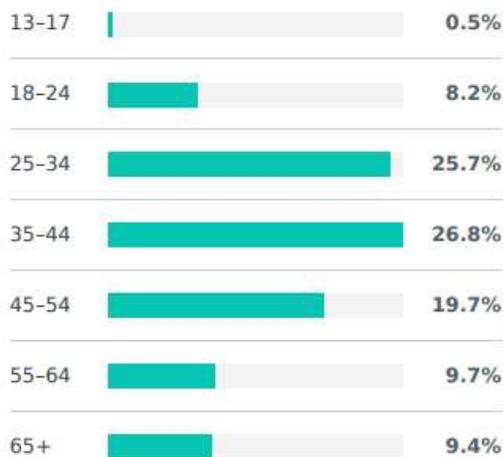
Water & City West Water merged this quarter)					
TasWater	Oct 2017	8.2k	7.9k	+300	+200
South East Water Melbourne	August 2011	5.9k	5k	+900	+100
Hunter Water	Nov 2017	5.7k	5k	+700	+200
Gippsland Water	Feb 2014	4.4k	3.8k	+600	Nil
Lower Murray Water	May 2014	4.3k	4.3k	Nil	+100
Riverina Local Land Services	April 2012	4.2k	3.8k	+400	+100
Federation Council	May 2015	3.3k	2.8k	+500	+ 200
North East Water	August 2013	2.4k	2.4k	Nil	Nil
Fusion Wagga	August 2013	2.3k	2.3k	Nil	Nil
Greater Hume Council	June 2012	2.2k	2.1k	+100	+100
Riverina Water	Sep 2018	2192	2174	+22	+25
Lockhart Shire Community	April 2014	2.1k	2k	+100	+100
Goldenfields Water	Jan 2018	2k	1.8k	+200	Nil
Visit Lockhart Shire	Sep 2011	1.7k	1.7k	Nil	-100
Wannon Water	March 2017	1.4k	1.3k	+100	+100
East Gippsland Water	August 2011	1.2	968	Nil	+200
Central Tablelands Water	June 2016	689	641	N/A	N/A
Rous County Council	21 May 2020	476	376	N/A	N/A

Facebook growth overview and audience snapshot

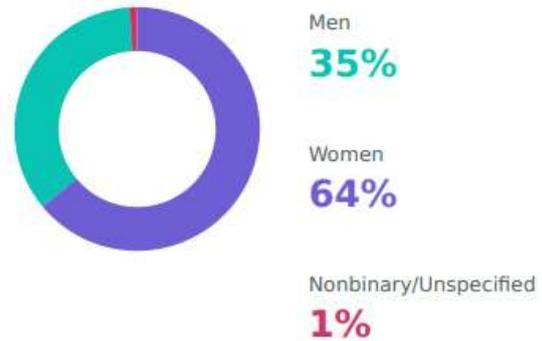


Audience Metrics	Totals	% Change
Fans	2,192	↗0.83%
Net Page Likes	17	↘34.62%
Organic Page Likes	25	↘28.57%
Paid Page Likes	0	→0.00%
Page Unlikes	8	↘11.11%

Audience by Age



Audience by Gender



Women between the ages of **35-44** appear to be the leading force among your fans.

Audience Top Countries



Audience Top Cities



Other social media channels

Instagram	
Number of posts	22 (Previous period: 37)
Total followers	980 (Previous period: 952)
New followers	+28 (Previous period: +49)
Impressions	3464 (Previous period: 3464)
Total post likes (not including video views)	145 (Previous period: 197)
Total engagements	149 at a rate of 4.3 per cent per impression
Top post – Ice pigging	Likes: 11 Impressions: 205

Twitter	
Number of tweets	2 (Previous period: 34)
Total followers	172 (Previous period: 169)
New followers	+3 (Previous period: +10)
Total Tweet impressions (impressions are the number of times users saw a Tweet)	3.6k(Previous period: 7k)
Average engagement rate (total number of clicks, retweets, replies, likes and follows divided by the total number of impressions)	1.4 per cent (Previous period: 1.6 per cent)
Average impressions per Tweet	164.1 (Previous period: 199.5)
Top tweet based on engagement rate – Water stations at NRL game in Wagga	Impressions: 134 Engagements: 6 Engagement rate: 4.5%

LinkedIn	
Number of posts	10 (Previous period: 16)
Total followers	591 (Previous period: 560)
New followers	+31 (Previous period: +30)
Total post impressions (this is number of people who saw each post once)	7601 (Previous period: 7395)
Average impressions per post	760.1 (Previous period: 462)
Top post – Ice pigging	Impressions: 608 Reactions: 35 Engagement rate per impression: 5.8%

Other digital platforms

Website	
Users	6.5k (Previous period: 6.5k)
Page views	27,973 (Previous period: 29,919)
Most viewed pages	<ul style="list-style-type: none"> • Homepage – 5190 • Make a payment – 1896 • Current vacancies – 1413 • Your bill – 1186
Session duration	00:02:36 (Previous period: 00:02:23)
Top devices	Desktop – 62.7 per cent Mobile – 34.29 per cent Tablet – 3.54 per cent

Google search
Where customers view our organisation on Google: <ul style="list-style-type: none"> • Listing on search – 7.84k (previous 7.08k) • Listing on maps – 19.8k (previous 28.3k)

Summary of media performance

Content and coverage	
Media releases	2
Media opportunities	N/A
Media coverage	6

Details of media coverage

This includes known media coverage from enquiries, media opportunities or releases only.

Date	Media outlet	Coverage/topic
29/4/21	Daily Advertiser	Grant funding of Marrambidya Festival
7/5/21	Daily Advertiser	Grant funding of St Alban's church roof
26/5/21	Daily Advertiser	Geosmin/water quality
28/5/21	Daily Advertiser	PFAS, East Wagga
22/6/21	Daily Advertiser	Sponsorship of SOACT Tenx10 fest
30/6/21	ABC Riverina	Kapooka PFAS – no impact to water sources

Financial Implications

Nil

Risk Considerations

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

R13 2021-22 Community Grants Program

Organisational Area Corporate Services

Author Josh Lang, Community Engagement Officer

Summary The 2021-22 Community Grants Program timeframe needs to be amended due to the delayed Local Government elections

RECOMMENDATION that Council:

- a) Endorse the new timeframe for the 2021-22 program set out in the report
- b) Endorse the amended program guidelines
- c) Receive a further report in February 2022 to determine assessment panels

Report

At the 28 April 2021 meeting, the Board endorsed the timeframe for the 2021-22 Community Grants Program, with applications to open in November 2021 after the Local Government elections and the appointment of the new Board.

Due to the further delay of the Local Government elections until December 2021, the timeframe for the 2021-22 program has been amended and is now submitted for the Board's consideration and approval.

The proposed timeframe is:

- › January 27 2022: Applications open
- › February 25: Applications close
- › February Board Meeting: Report to Board meeting to determine assessment panels
- › February 25 to April: Application administration and eligibility checks by staff, grant assessment
- › April Board Meeting: Awarding of grants

Along with the grants timeframe, the program guidelines have been reviewed and updated.

Riverina Water will again offer \$500,000 in funding, with \$200,000 allocated for Wagga City and \$100,00 for Lockhart, Greater Hume and Federation councils.

In line with feedback and based on the type of applications and requests Council received over the past two programs, changes to the category funding amounts and thresholds is recommend.

These include:

- › Community Projects and Facilities: Increase minimum amount from \$2500 to \$5000

- › Arts and Culture: Increase maximum amount from \$7500 to \$10,000
- › Increasing the Arts and Culture funding pool and lowering the Water Conservation funding pools for each Local Government Area

The change in funding pools for these two categories is due to low interest in the Water Conservation category over the past two years; and significant interest in Arts and Culture projects.

The funding pools for these two categories have been swapped from 2020-21 to 2021-22 for each Local Government Area. The 2021-22 funding allocation in detail is as per the below table.

	Wagga City	Greater Hume	Federation	Lockhart
Community projects and facilities	\$110,000	\$55,000	\$55,000	\$55,000
Arts and culture	\$50,000	\$25,000	\$25,000	\$25,000
Water conservation	\$40,000	\$20,000	\$20,000	\$20,000

Other changes to the guidelines include:

- › Overall simplifying of the document
- › Clarified that projects do not need to be infrastructure-based in Community Projects and Facilities and Water Conservation; for example, they can be for initiatives, programs or for education (water conservation)
- › Based on a number of enquiries last year, specify that Rural Fire Services are eligible to apply. (RFS Brigades have previously not been eligible)

As previously endorsed by the Board, the Community Grants Program will be reviewed by the new Board next year. The above amendments to the guidelines aim to improve the program and determine if better outcomes can be delivered through the proposed changes.

In addition, an increased focus will be placed on the acquittal phase of projects, particularly to leverage the media exposure and acknowledgement that Council receives for funding the project.

- › **R13.1** **2021-22 Community Grants Program draft guidelines** [↓](#) 

Financial Implications

The 2021-22 Community Grants Program is fully funded in Council's 2021/22 Delivery Plan.

Risk Considerations

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



**Riverina Water 2021-22
Community Grants
Program guidelines**

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1 | Overview

Program timeline

- › **Applications open**
9am, Thursday 27 January 2022
 - › **Applications close**
9am, Friday 25 February 2022
 - › **Assessment of applications and administration**
25 February to April 2022
 - › **Approval of grants allocations**
Riverina Water board meeting
April 2022
 - › **Notification to successful applicants**
May 2022
 - › **Deadline for project completion**
April 2023
 - › **Deadline for project acquittal report**
May 2023
- LATE APPLICATIONS WILL
NOT BE PROCESSED**

Grant categories and funding

Grant category	Minimum and maximum funding per category
Community projects and facilities	\$5000-\$20,000
Arts and culture	\$2000-\$10,000
Water conservation	\$1000-\$10,000

Grant funding allocations per local government area (LGA)

	Wagga City	Greater Hume	Federation	Lockhart
Community projects and facilities	\$110,000	\$55,000	\$55,000	\$55,000
Arts and culture	\$50,000	\$25,000	\$25,000	\$25,000
Water conservation	\$40,000	\$20,000	\$20,000	\$20,000

2 | Introduction

Riverina Water is a county council and operates under the provisions of the Local Government Act 1993.

We supply safe and reliable drinking water to more than 73,000 people.

Our footprint spans more than 15,000 square kilometres across four local government areas – Wagga Wagga, Lockhart and parts of Greater Hume and Federation councils.

We are offering \$500,000 in funding as part of our Community Grants Program for eligible organisations – including local non-profit community groups, schools and educational institutions.

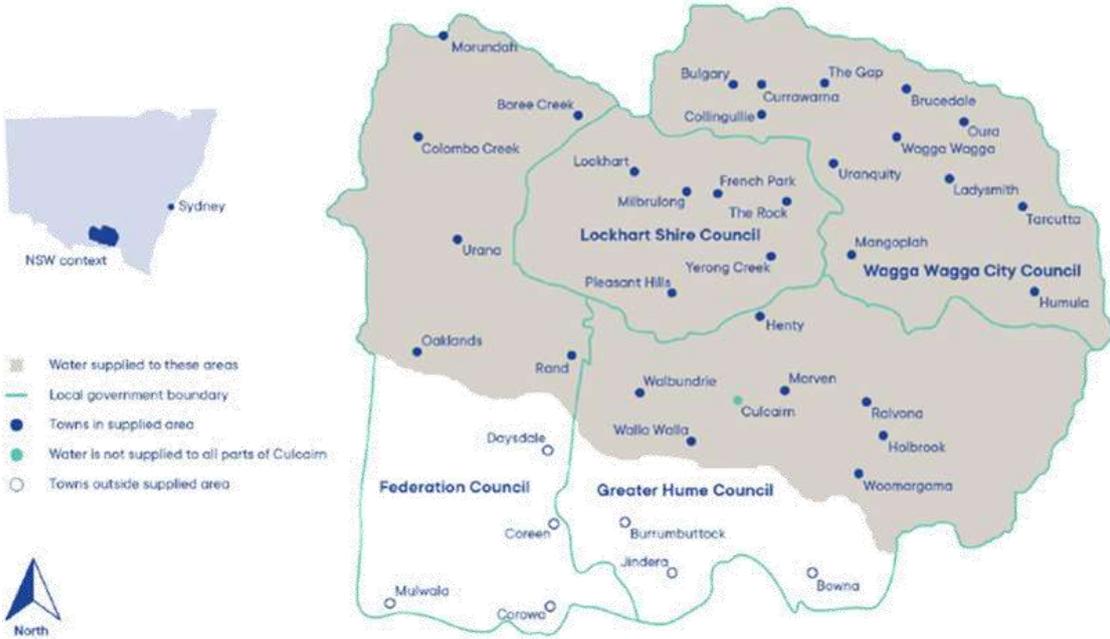
This program aims to support a wide range of community projects and activities that enhance life for people within our supply area.

Funding has been allocated for each council area as per the table on the previous page.

Grant projects must be delivered in our supply area. Please note we do not supply water to most parts of Culcairn.



Riverina Water supply area



3 | Community Projects and Facilities

The aim of the Community Projects and Facilities category is to provide financial assistance for projects, services and initiatives that enhance life for residents in our supply area.

Funding range available
Minimum \$5000
Maximum \$20,000

Category eligibility requirements

Projects must:

- › Demonstrate evidence of in-kind support and/or financial contribution
- › Provide at least one quote for goods and services towards the project
- › Can start within six months of the grants being made available and complete by the deadline in the program overview

Projects must do two of the following:

- › Provide opportunities for social connection
- › Increases pride in First Nations culture
- › Increase community pride in neighbourhoods
- › Demonstrate a multi-use or shared capability across two or more user groups
- › Enhance existing facilities

Please note

Projects should be accurately costed and be accompanied by relevant, quotes, plans and approvals.

A risk assessment may be required for your project. If your application is approved, we will request completion of this document for your project before releasing grant funding.

Applicants must provide written owner's consent for works/projects to be carried out if applicant is not the landowner.

See "Eligibility" for more information on exclusions and ineligible projects

4 | Arts and Culture

The aim of the Arts and Culture category is to provide financial assistance for artworks, projects and initiatives that enhance life for communities in our supply area.

Funding range available

Minimum \$2000

Maximum \$10,000

Category eligibility requirements

This grant category provides funding for:

- › Local artists to develop new artworks
- › Groups and organisations to provide developmental workshops for local artists
- › Provide opportunities to grow creative industries

Individual artists can apply if they are sponsored by an incorporated organisation.

Applications must include examples of previous work eg resume, images or video of artworks/installations or workshops

Projects must:

- › Demonstrate evidence of in-kind support and/or financial contribution
- › Provide at least one quote for goods and services towards the project
- › Can start within six months of the grants being made available and complete by the deadline in the program overview

Please note

Projects should be accurately costed and be accompanied by relevant plans and approvals.

For events, a copy of public liability insurance to the value of \$20M is required by successful applicants before release of funding.

Funding for public art sculptures/arts must include delivery and installation of the art within the public space.

A risk assessment may be required for your project. If your application is approved, we will request completion of this document for your project before releasing grant funding.

Applicants must provide written owner's consent for works/projects to be carried out if the applicant is not the landowner

See "Eligibility" for more information on exclusions and ineligible projects.

5 | Water Conservation

The aim of the Water Conservation category is to provide financial assistance for projects and initiatives that promote water wise behaviour and/or conserve water through efficiency improvements in our supply area.

Funding range available

Minimum \$1000

Maximum \$10,000

Category eligibility requirements

Projects must:

- › Demonstrate how the project can reduce water usage in the short and/or long term
- › Demonstrate evidence of in-kind support and/or financial contribution
- › Provide at least one quote for goods and services towards the project
- › Can start within six months of the grants being made available and complete by the deadline in the program overview

Projects must do one or more of the following:

- › Promote and/or educate community members about responsible water usage
- › Enhance existing water infrastructure through water saving initiatives
- › Harvest rainfall for community purposes

Please note

Projects should be accurately costed and be accompanied by relevant plans and approval.

A risk assessment maybe required for your project. If your application is approved, we may request completion of this document for your project before releasing grant funding.

Applicants must provide written owner's consent for works/project to be carried out if applicant is not the landowner.

See "Eligibility" for more information on exclusions and ineligible projects.

6 | Eligibility

Applications can be made by:

- › Incorporated not-for-profit community organisations
- › Preschool, primary and high schools
- › Council committees, constituted under section 355 of the Local Government Act
- › Rural Fire Services

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

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

Projects without other funding from local government councils will be more favourably considered.

Eligible applicants must be located in the Riverina Water supply area (see map on page 4) and/or projects must also be delivered in the Riverina Water supply area. Projects that satisfy both of these criteria will be more favourably considered.

- › Please note we do not supply water to most parts of Culcairn. Only projects within the supply area are eligible.

Riverina Water will not fund projects by:

- › Individuals or groups of individuals (with the exception for individual artists, who may apply if they are sponsored by an incorporated organisation)
- › Unincorporated organisations
- › Organisations without an ABN
- › For-profit commercial organisations
- › Local Government Councils; excluding council committees constituted under section 355 of the Local Government Act (please note Councils may auspice)
- › A university or technical college

Auspice and sponsoring organisations

Organisations that are not incorporated may seek a sponsoring organisation to auspice their application eg your local Council.

Individual artists must have a sponsoring organisation.

Any Section 355 Committee that is successful in receiving funding should invoice Riverina Water via their Council.

Details of the sponsoring organisation and proof of it will auspice must be supplied in your application,

Previous grants program recipients

Grant recipients from previous Community Grant Programs may still apply, noting:

- › preference may be given to applicants without incomplete projects;
- › previous grants must be acquitted before any new funding is released;
- › the project funded by the 2021/22 program must still be completed within the specified timeframe

7 | Application and project advice

- › Before completing an application, become familiar with the guidelines and relevant category specific criteria
- › Applicants can apply once per category. Applicants can apply for more than one category for different projects. The same project or application cannot be submitted multiple times, with the exception of projects that span more than one LGA; noting each will be assessed individually.
- › Projects must benefit residents, service organisations or groups in the Riverina Water supply area
- › Gather quotes for your project
- › Contact your local council to determine if a DA approval or exemption is a requirement of your proposed project
- › Projects must be ready to start within six months of funding being made and be completed by the program deadline
- › Applications must be submitted online and will only be considered if all mandatory documentation is provided
- › Projects may be subject to an audit following the receipt of an acquittal report

Government information (Public Access) Act

The Government Information (Public Access) Act 2009 (GIPA Act) applies to documents in the possession of Riverina Water. In response to requests made in accordance with the Act, in some circumstances copies of grant applications may be released, subject to the deletion of exempt material.

8 | How to apply

Step 1 Read the information

- › Read the Community Grants Program guidelines

Step 2 Prepare and research

- › Visit rwcc.nsw.gov.au/grants and access the Apply online application platform and start your application. Save as you go and refer to the Apply help guide.
- › Compile your compulsory support documentation as required. This could include:
 - Obtaining quotes
 - Developing your budget, including what volunteer labour or donated materials (in-kind) support or a cash contribution your organisation will make to the project
 - Obtaining relevant building or other approvals if necessary
 - Most recent financial statement
 - Demonstrate past projects that show your organisation has capacity to deliver

Step 3 Complete and submit

- › Complete all questions
- › Review and edit your application
- › Your application will not be successfully submitted unless you have addressed all required questions and attached all supporting documents
- › Submit by the application deadline. Late applications will not be accepted.

9 | Exclusions

- › Projects outside the Riverina Water supply area
- › Projects requesting retrospective funding for monies that have already been spent on works completed
- › Projects that are unlawful or irresponsible
- › Projects that have not submitted mandatory documentation
- › Funds that will be distributed to other persons/organisations in the form of a donation, gift or prize
- › Funds that will contribute to organisational running costs i.e. wages, insurances, rent, administration
- › Works that are the responsibility of government bodies
- › Recurring of ongoing expenditure (eg annual maintenance costs)
- › Funding to undertake studies or investigations
- › Funding for the development or provision of commercial ventures
- › Costs for the provision of services and support activities not related to the proposed project
- › Payment for development approval, project planning and management costs that total more than 5 per cent of the funding requested
- › Ongoing maintenance
- › Purchase of items that are not a fixture in the building

10 | Financial information

Applicants must provide accurate financial information as part of the submission process, such as a statement of income and expenditure.

It is important to demonstrate that your application is financially viable, and the project can be successfully delivered within the budget specified.

Please prepare your financial information carefully as errors could impact the success of your project.

Please include the value of in-kind support from your group or organisation including labour. This means you need to determine the value of materials, services and assistance that will be donated or provided to the project free-of-charge.

If you have trouble working out these costs, you can obtain a quote for a similar material or service and use it as a guide.

11 | Help

Applicants who require additional support completing an application can email community@rwcc.nsw.gov.au.

You will receive a response generally within 48 hours within business hours. Alternatively, please call Riverina Water on 6922 0608 and ask to speak to the Community Engagement Officer.

If your question is of a technical nature or regarding your account (forgotten password etc), please contact Apply through the support function on the grants application website.

We recommend you complete your application as soon as possible to ensure you don't incur any technical or computer errors. Riverina Water will not be responsible if you are unable to lodge your grant application by the deadline.

Please be advised that Riverina Water does not correct errors in applications or supporting material. Eligible applications and any supporting material are assessed as submitted.

12 | Application checklist

- Read the guidelines carefully
- Plan and research what is required to undertake the project and to complete the application requirements
- Complete an online application and save the application as you go
- Allow ample time to complete your application— avoid leaving it to the last minute
- Develop your budget and gather quotes
- Compile compulsory supporting documents
- Provide evidence of DA approval/exemption or pending status for your project
- Develop your budget and gather quotes
- Ask a friend to read and review your application
- Compile compulsory supporting documents
- Contact Apply if you need technical help
Ask a friend to read and review your application
- Contact Apply if you need technical help
- Press submit to send your application before the due date

13 | Supporting documentation

The following documentation is mandatory for applicants. Please attach:

- › A copy of the organisation's most recent annual report and/or financial statements
- › Or a letter from a sponsoring incorporated entity indicating its willingness to support (auspice) the proposed project if the applicant is not legally incorporated. For more information regarding the definition of a legally incorporated entity, please see fairtrading.nsw.gov.au
- › Confirmation of your application is a registered not-for-profit organisation with the Department of Fair Trading and/or Australian Charities and Not-for-profits Commission (ACNC)
- › A minimum of one quote must be provided for goods, equipment, supplies and services
- › Letter or Bank Statement confirming cash contribution of applicant towards project
- › Gain Landowner consent in writing. The letter must state approval for proposed project to be carried out

14 | Submitting your application online

Applicants must complete an online application using the Apply application platform, accessible via rwcc.nsw.gov.au/grants

Refer to the Apply help guide for technical help when submitting your application,

- › Once you have completed your application, click the 'review and submit' button. This will alert you to any changes or corrections that need to be made to your application before it can be submitted. You will not be able to submit your application until all the required questions are completed
- › After you have submitted your application you will receive an email within a few minutes.

Please check your junk mail if you don't receive an email. If it's not there, contact Apply support for help.

- › You can also confirm your application was submitted via the applicant view in Apply
- › To see your application and/or download a PDF copy, hit the view button in Apply after submission
- › Late applications cannot be submitted and will not be accepted

15 | Assessment process

Once you have submitted your application, you will receive an email confirming receipt of your application.

Your submitted application is kept confidential and its contents will not be disclosed to any person outside the application and assessment process (except in instances covered on page 10)

Your application will be assessed by a panel made up of Riverina Water board member/s and a nominated representative from each constituent council.

Successful applications will be recommended to the Riverina Water board meeting in April 2022.

Once approved by the board, all applicants will be notified of the result of their application as soon as possible.

16 | Assessment criteria

The Community Grants Program is a competitive application process. Applications are assessed against grant specific criteria.

Riverina Water cannot support applications that do not meet the eligibility criteria or the assessment criteria. This includes failure to attach compulsory documents, budgets or information.

Assessment panels may recommend part funding. The decision is carefully considered with the view of maintaining the integrity of the proposal.

The assessment panels decide which grants are approved considering the application assessment, supporting documents provided, availability of grant funds and whether funding a project aligns to the assessment criteria.

The assessment panel decision recommended for approval is final and there will be no review of decisions of unsuccessful applications.

At the full discretion of the Riverina Water board, if any categories or localities are not fully subscribed, Riverina Water reserves their right to reallocate any unallocated funding to either areas or categories that have been oversubscribed.

17 | Notification of application outcomes

If you are successful, you will receive formal notification about your application and an email of approval from Riverina Water, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with Riverina Water.

18 | Successful recipient conditions

If your application is successful, you will be required to do the following:

- › Supply any other documents per your approval letter as requested by Riverina Water
- › Funding may not be used for any purpose other than for which it is granted, without the written permission of Riverina Water
- › Riverina Water will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs
- › You may be required to undertake a risk assessment and provide this to Riverina Water. Please liaise directly with third parties eg property owners in regard to this. The risk assessment does not form part of the application process but may be required as part of project delivery
- › Acknowledge, by execution of the funding agreement that, Riverina Water is not in any way liable for any incident arising out of the use of the funds provided under the program
- › Funding will not be paid until all requested information has been supplied
- › Recognise Riverina Water as a sponsor of the organisation, project and/or activity by placing Riverina Water's logo on all promotional/ advertising materials, by acknowledging Riverina Water's support in all media coverage, including social media and publicity and in all publications relating to the successful project
- › Riverina Water may visit you during the project period or at the completion of your project to review your compliance with the grant agreement. Riverina Water may also inspect your records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit
- › It is the responsibility as the applicant to notify us if anything is likely to affect your project or organisation. We need to know of any key changes to your organisation or its business

activities, particularly if they affect your ability to complete your project, carry on business and pay debts due

- › Comply with any special conditions that may be attached to the funding offer noting the amount of financial assistance offered may vary from that requested
 - › Issue Riverina Water with a tax invoice for the grant amount, plus GST, if applicable. Riverina Water will pay the grant plus GST, subject to receipt of a valid tax invoice.
 - › Upon execution of the funding agreement, and receipt of a valid tax invoice, Riverina Water will pay 90 per cent of the grant amount to your nominated bank account. The remaining 10 per cent will be paid on completion of the grant acquittal form and associated documents
 - › Provide a copy of the organisation's Certificate of Currency for Public Liability
- Insurance for \$20M as a minimal insured amount (for projects with a public activity component only). For more information, please contact your insurer
- › Applicants are required to submit an acquittal form at the completion of the project
 - › Applicants are advised that Riverina Water is not in any way liable for any incident arising out of the use of the grant funding provided under this grant program. By signing the funding agreement, applicants acknowledge this condition
 - › A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:
 - Real (or actual)
 - apparent (or perceived)
 - potential

19 | Tax obligations

As the applicant, if you are registered for the Goods and Service Tax (GST), we will add GST to your grant payment, where applicable. You are required to notify us if your GST registration status changes during the project period.

If you are not registered for GST, we will only pay the grant amount approved. Applicants will need to be aware of their GST position and any impacts this may have on their project and cash flow.

If you are successful, we will require you to send us a tax invoice for the grant amount, plus GST, where applicable. We will pay 90 per cent of this invoice to your nominated bank account with the remaining 10 per cent being paid when we received your acquittal documentation (see section 18).

Grants are assessable for income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek help from the Australian Taxation Office. We do not provide advice on tax.

20 | Acquittals

Recipients must acquit funds using an online form provided for this purpose. To demonstrate the expenditure of funds granted the following will need to be provided with the acquittal report –

- › Copies of receipts/invoices
- › Photos or video files
- › Media releases including social media posts
- › Advertising and promotional features

Acquittals must be submitted past the deadline. If acquittals are not received, Riverina Water will not consider future applications from the applicant or release the remaining 10 per cent of the approved grant funding.

Any unexpended funds must be returned to Riverina Water.

21 | Frequently asked questions

How many applications can I submit?

Applicants can apply once per category. Applicants can apply for more than one category for different projects. The same project or application cannot be submitted multiple times.

What is in-kind?

In-kind is a contribution of goods, commodities or services instead of money.

Where can we access the application forms?

Applications can only be made via the Apply application platform.

Will late applications be accepted?

No. If you are having problems submitting your application, you should contact Apply for technical support before closing date and in time to seek help.

How important is my project location?

This is very important. Each application must accurately identify the project location within our supply area.

Do we need to provide quotes?

One quote per budget item must be provided and uploaded as supporting documentation to your application. Quotes must align with and substantiate information provided in the project budget. Failure to provide all quotes will impact assessment of your application.

Should my grant application be inclusive of GST?

No, all quotes gathered for your project budget may include GST. The budget section of the application will require you to insert quotes excluding GST. At the time of funding release, if the successful applicant is registered to pay GST, an additional 10 per cent on top of the grant amount will be paid. If the successful applicant is not registered to pay GST, you will be paid the grant amount only.

Do I need to finish the application in one go?

No, applications may be saved, revisited and edited before being submitted.

If our application is successful, how do we receive the funds?

In summary, once we have received your executed funding agreement and a valid tax invoice for the full amount of the grant (plus GST, where applicable), we will pay 90 per cent of the funds to your nominated bank account. The remaining 10 per cent will be paid to your bank account, following receipt of your acquittal documentation and successful acquittal of your project.

Am I eligible if I live in Culcairn?

We do not supply water to most parts of Culcairn. Grants projects must be for our supply area. See section: Eligibility.

R14 Recision of Policy 1.7 Gifts & Benefits and adoption of a Gifts & Benefits Procedure

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary To avoid confusion in more than one policy document relating to gifts and benefits, it is proposed to rescind Policy 1.7 Gifts & Benefits, and replace it with a Gifts and Benefits Procedure.

RECOMMENDATION that Council

- a) rescind Gifts & Benefits Policy 1.7; and
- b) endorse a new Gifts and Benefits Procedure to support Council's Code of Conduct Policy 1.1

Report

The Code of Conduct Policy 1.1 was adopted by the Board in October 2020, aligning it to the Office of Local Government Circular 20-32 dated 14 August 2020. The updated policy contained amendments made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from councils.

To ensure that the Code of Conduct Policy 1.1 takes precedence as the policy document regarding gifts and benefits, it is proposed that the existing Policy 1.7 Gifts & Benefits is rescinded, and is replaced with a Gifts & Benefits Procedure to support the Code of Conduct.

The Riverina Water Policy Framework (adopted by management in 2019 and updated in April 2021) states that:

If a government policy or legislation is prescriptive in that the council requirement is simply to implement that policy or legislation, an additional council policy may not be required. In this case, the requirement may be to create an overarching plan or strategy, or a comprehensive procedure with accompanying supporting documentation. (sec 5.1 Needs Analysis)

The proposed Gifts & Benefits Procedure supports the Code of Conduct Policy 1.1 and identifies the way gift and benefits are managed at Riverina Water. The Gifts & Benefits Procedure has been reviewed by the executive leadership team who have endorsed its submission to the Board for approval.

Unlike many of Riverina Water procedures, which are approved by management, rather than the Board, the attached procedure is submitted to the Board for endorsement as it is proposed to replace an existing policy (attached).

- › R14.1 **Gifts and Benefits - Policy 1.7.pdf** [↓](#) 
- › R14.2 **Gifts and Benefits Procedure.docx** [↓](#) 

Financial Implications

N/A

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

RIVERINA WATER COUNTY COUNCIL GIFTS AND BENEFITS POLICY

POLICY REFERENCE NUMBER:		POL 1.7	
Original publication date		24 October 2012	
Revision number	Issue Date	Approved	Approval date
0	24 Oct 2012	Res: 12/149	24 Oct 2012
Name Changed from 5.23 on 22/11/13			
1	15 Oct 2014	Res: 14/129	15 Oct 2014
2	26 Oct 2016	Res: 16/186	26 Oct 2016
<p>This document is to be reviewed once every Council term. Next review date: October 2020</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

Council is committed to preventing corruption in all its forms. One form of corruption that can seriously damage the credibility of an organisation is bribery.

Council recognises that gifts and benefits of nominal value are frequently offered and accepted and that there is little risk of harm in permitting this to occur. However, the Policy also recognises that on occasions, gifts and benefits are offered to influence the attitudes or decisions of Council officials in favour of the giver. In this case the gifts or benefits must be regarded as bribes and the giving and acceptance of them is a criminal offence.

1.1 Policy Objectives

The purpose of this policy is to establish guidelines for dealing with gifts and benefits and establish transparent processes so that the integrity and independence of the individual and the Council is not compromised.

The objectives of this policy are to:

- explain gifts and benefits, including token gifts and benefits and gifts and benefits of value
- provide clear guidelines on how to deal with gifts and benefits
- ensure that Council officials understand and meet their obligations under Council's *Code of Conduct and Conflicts of Interest Policy* so as not to be compromised or appear to be compromised because of a gift or benefit
- demonstrate that Council has a fair, transparent and accountable mechanism for dealing with gifts and benefits

1.2 Scope of Policy

This policy applies to all Council Officials as defined within this policy.

This policy does not deal with political donations and gifts that are dealt with under the *Environmental Planning and Assessment Act 1979*.

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

1.3 Definitions

Benefit A non-tangible item of value (e.g. a new job or promotion, preferential treatment or access to confidential information) that one person or organisation confers on another. Some examples include:

- Tickets to sporting events or other entertainment;
- use of facilities such as a gymnasium or holiday home;
- free or discounted travel, Frequent Flyer points;

Bribery	Is defined as receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behaviour in that office, and to incline that person to act contrary to the known rules of honesty and integrity.
Council Official	An individual who carries out public official functions or acts in the capacity of a public official. These include Councillors, members of staff, members of Council committees, conduct reviewers and delegates of Council.
Corruption	The abuse of public office (ie public trust) for private or personal advantage.
Cumulative Gifts	A series of small gifts, each of which is of minimal value, may have an aggregate value that exceeds Council's stipulated nominal value. Such circumstances need to be treated in the same way as gifts which exceed nominal value.
Delegate of Council	A person or body, and the individual members of that body, to whom a function of Council has been delegated.
Nominal Value	A value that usually does not create a sense of obligation in the receiver that will influence, or appear to influence, the exercise of his or her official duties. For the purpose of this Policy, Council has determined that \$50 is the maximum nominal value of any gift or benefit.
Gift	
Gift of influence	A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.
Gift of gratitude	A gift offered to an individual or agency in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions would be considered gifts of gratitude.
Token Gifts	Items of minimal value that are given in gratitude for services provided such as speaking at a conference or training seminar, end of year functions or local social or cultural events. Some examples of token gifts include: <ul style="list-style-type: none"> • Modest bottle of wine • Chocolates • Ties/scarves • Stationery - pens or diaries • Coffee mugs, coasters - tie pins • Clothing – caps T-shirts, Polo's etc.

Ceremonial Gift	An official gift from one agency to another agency e.g. commemorative plaque from an overseas delegation. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation. Although these gifts may sometimes be offered to express gratitude, the gratitude usually extends to the work of several people in the agency, and therefore the gift is considered to be for the agency, not a particular individual.
Gift register	An official agency record that details gifts and benefits received by staff and how they were managed.
Official duties	The work done by a public official as defined by relevant or governing legislation (and regulations), the official's position description or lawful directions given by a supervisor.
Staff	All employees of Riverina Water County Council (full-time, part-time, temporary or casual). It also includes, for the purposes of this policy only, all volunteers and contractors (who principally provide their labour).

1.4 Legislative Context

Corruptly receiving a gift or benefit is an offence under both the common law and NSW legislation.

(1) Crimes Act 1900 (NSW)

Section 249B(1) of the Crimes Act 1900 (NSW) creates an offence if any employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. This also pertains to receiving benefits for showing favour or disfavour to any person in relation to their official duties.

(2) Local Government Act 1993

Section 440 of the Act requires that councils adopt a code of conduct. The section states that serious corrupt conduct, of which bribery is an example, may lead to the dismissal or temporary suspension from office of a Councillor or of a staff member.

(3) Independent Commission Against Corruption Act 1988 (ICAC Act)

Under s11 of the ICAC Act, the General Manager has a duty to inform the ICAC about any matter that he or she suspects on reasonable grounds concerns or may concern corrupt conduct.

1.5 Related Documents

- Code of Conduct
- Conflicts of Interest Policy
- Statement of Business Ethics
- Anti-fraud and Corruption Policy

- Good Governance Policy

1.6 Code of Conduct

Gifts and Benefits are dealt with under clause 8 of the *Code of Conduct (Personal Benefit)*. This policy expands on the provisions of the Code of Conduct and establishes a procedure for disclosing and, where necessary, surrendering certain gifts and benefits.

PART 2: POLICY CONTENT

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/scratchie 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 returned (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 eg 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.

2.2.9 Conflicts of Interest

Consideration should also be given by Council officials as to whether or not acceptance of a gift or benefit is, or could be perceived to be, a conflict of interest. Council's Code of Conduct and Conflicts of Interest Policy should be applied in these circumstances.

2.2.10 Gifts or benefits that become the property of Council

The General Manager has the discretion to dispose of gifts or benefits, deemed to be those of the Council, in an appropriate manner. Such disposal may be by way of:

- Holding an auction with all proceeds going to a charity which provides services to the local community;
- Donating such goods to a charity that provides services to the local community;
- Sharing the gift or benefit amongst all staff for the purposes of performing Council operations (e.g. a computer printer that could be networked);

- Holding a fundraiser with the gifts or benefits as prizes.
- In the case of tickets to local functions of a token value, offer the tickets to staff and where responses exceed the number of tickets, conduct a draw.



Gifts & Benefits Procedure

GC001

Gifts and Benefits are dealt with under Part 6 of the Code of Conduct (Policy 1.1) – Personal Benefit. The purpose of this Gifts & Benefits Procedure is to establish a common understanding of the process of disclosing gifts and benefits offered or received. This procedure applies to all staff.

There are risks associated with the acceptance of any gift or benefit in the course of your work. Even if there is no intention on the behalf of the gift giver to inappropriately influence your behaviour or decision making, the receiving of a gift or benefit may create a perception of compromise on behalf of Riverina Water, and is, therefore, discouraged.

Definitions

Benefit	A non-tangible item of value that one person or organisation confers on another
Bribe	A gift or benefit offered to or solicited by a council official to influence that person to act in, or decide in, a certain way
Cash-like gifts	Include gift vouchers, credit cards, debit cards with credit on them, pre-payments, lottery tickets, memberships not available to the public or broad class of persons
Council	Riverina Water County Council (also referred to as Riverina Water)
Council officer	Includes all members of the board, employees, contractors, volunteers, committee members and other council delegates
Corruption	The abuse of public office for private or personal advantage
Gift	An item of value which one person or organisation presents to another
Gift register	An official record that details gifts and benefits received by staff and how they are managed
Hospitality	Provision of meals, refreshments and other forms of entertainment
Immediate family	A spouse, partner, child, parent, grandparent, grandchild, or sibling of an immediate family member
Nominal or token value	Goods, services or benefits that have a value less than \$100 (GST inclusive)



General Rules

- a) No offers of money or cash-like gifts, regardless of the amount, may be accepted
- b) No gifts or benefits of more than nominal value may be accepted by you in the course of your work
- c) If a gift or benefit is offered in the course of your duties, and you feel you cannot reasonably refuse, all such items become the property of Riverina Water, and are to be recorded in the Gift Register
- d) There may be very limited circumstances where to refuse a gift could cause cultural or other offence to the giver. In these rare cases, it may be necessary to accept the gift, but it is to be immediately listed on the Gift Register and the gift surrendered to the CEO office.
- e) As an employee of Riverina Water, you should take all reasonable steps to ensure that your immediate family members are not the recipients of gifts and benefits that could be perceived to be an attempt to influence your decisions or behaviour.

What to do

When Offered	Response
1. Money or a cash-like gift (of any amount)	The offer must be refused , and the incident immediately reported to your supervisor, manager or the CEO
2. A gift of nominal value estimated to be less than \$10	You may accept the gift , but you must notify your supervisor or manager. You will be required to complete the Gift Register declaration form.
3. A gift of nominal value estimated to be between \$10 - and \$100	<p>In the first instance, refuse the offer.</p> <p>If you receive the gift (for example via another person, courier or mail) or accept the gift, you must notify your supervisor or manager and fill in a Gift Register declaration form. The gift becomes the property of Riverina Water and the CEO determines what is to be done with the gift.</p> <p>If you did not accept the gift, you are still required to fill in the Gift Register declaration form as a record of the offer.</p>
4. A gift with a value over \$100	<p>The offer must be refused.</p> <p>If you do receive a gift (for example via another person, courier or mail), you must notify your supervisor or manager and fill in a gift declaration form. The gift becomes the property of Riverina Water and the CEO determines what is to be done with the gift.</p>



	If you did not accept the gift you are still required to fill in the Gift Register declaration form as a record of the offer.
5. More than one gift from the same person or organisation that adds up to more than \$100 in a 12 month period	The offer must be refused. You must notify your supervisor, manager or the CEO about the offer, even if you have refused the gift. If you feel you must accept the gift , ensure you notify your supervisor or manager and fill in a Gift Register declaration form.
6. A gift or benefit of any value during a tender period where the giver is tendering or closely affiliated with a tenderer	The offer must be refused. You must notify your supervisor, manager or the CEO about the offer.
7. An invitation to attend an event as a representative of Riverina Water	You must obtain approval of your manager, Director or the CEO to attend
8. An invitation to attend an event as a staff member of Riverina Water, but not in any official capacity	This could include golf days, corporate tents at racing carnivals, Christmas parties etc, not organised by Riverina Water or member councils. These are considered "gifts in kind" and must be managed through the Gifts and Benefits register by completing a gift declaration form.
9. Tickets or gifts /benefits as part of a sponsorship arrangement	In the first instance, refuse the offer. If you receive or accept the gift , you must notify your supervisor or manager and fill in a Gift Register declaration form. The gift becomes the property of Riverina Water and the CEO determines what is to be done with the gift.
10. Prizes offered at conferences, training events etc	You may accept the prize , but as you are attending as a member of Riverina Water, that prize is considered council property, and is to be declared by completing a Gift Register declaration form. The CEO will determine what is to be done with the item/s
11. A bribe	You must refuse anything that can be construed as a bribe. If you believe that you have been offered a bribe, make notes immediately after, setting out as clearly as possible what has occurred, including the following: <ul style="list-style-type: none"> • Date time and place of incident • To whom the offer was made and by whom • What was said • What the response to the offer was • If there were witnesses and if so, who



	<ul style="list-style-type: none"> • Any other relevant details • Sign and date the notes • If possible, have the witness/es sign and date also <p>A manager or the CEO is then to be notified, and given a copy of the notes. (A copy of the notes should be retained by you.)</p> <p>The role of the CEO: In the case of a suspected bribe, the CEO must notify the ICAC (under Sec 11 of the ICAC Act) and police, if deemed appropriate.</p>
<p>12. Recognition or thank you gift</p>	<p>You may accept the gift. If you have received a thank you gift personally while undertaking duties on behalf of Riverina Water, you need to complete a Gift Register declaration form. The CEO will determine what is to be done with the gift. Exceptions to this will be items of nominal value (for example, from a grateful customer), that can be shared, such as a box of chocolates. Even in this instance, however, ensure your manager has been notified.</p>

What happens to the gift when it is declared and becomes the property of Riverina Water?

The CEO has the authority to decide on what happens to gifts once they are declared and become the property of Riverina Water. Disposal methods include giving away an item or items at an end of year staff function (in the form of a lucky door prize or similar).

The Gift Register

This is currently managed by Governance. A declaration form is available from the Intranet under Forms. A Gift Register declaration is to be filled in as soon as possible after receiving or being offered a gift. This should be completed and forwarded on to the Governance team, who will ensure that the CEO reviews and determines what will happen with the gift.



Procedure number	GC001
Responsible area	Governance
Approved by	
Approval date	
Legislation or related strategy	Local Government Act 1993
Documents associated with this policy	Code of Conduct Policy 1.1 Gift Register declaration form – Maqjq 74564
Procedure history	This procedure is new and replaces Gifts & Benefits Policy 1.7 which was rescinded by the Riverina Water County Council Board on XX
Review schedule	Every 4 years unless procedure, Code of Conduct or legislation changes before that time

R15 Revised Internal Reporting (Protected Disclosures) Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary Attached is the revised Internal Reporting (Protected Disclosures) Policy 1.11 for review and adoption

RECOMMENDATION that Council review and adopt the Internal Reporting (Protected Disclosures) Policy 1.11 as attached to this report.

Report

The current Protected Disclosures Policy was due for review in October 2020 however was moved into 2021-2022 to allow the new board time to review. As this policy is part of a suite of compliance training under development however, it has been necessary to review it now as some of the information contained within the current policy is out of date.

The revised Internal Reporting (Protected Disclosures) Policy is attached for review and adoption. As the Policy is already in existence and the changes will not directly impact the public, it is suggested that this policy does not need to go on public exhibition prior to adoption.

› **R15.1 Internal Reporting Protected Disclosures Policy 1.11.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.



Internal Reporting (Protected Disclosures)

Purpose

The purpose of this policy is to establish Riverina Water County Council's position on the reporting of wrong-doing, and to create a common understanding of the internal reporting system for members of staff, board members and any other council officials, to confidently report wrongdoing without fear of reprisal. This policy sets out how reports of wrongdoing will be dealt with by Riverina Water, and is designed to complement normal communication channels between supervisors and staff.

Members of staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a matter in accordance with this policy and the Public Interest Disclosures Act 1994 (PID Act).

Policy Statement

The reporting of suspected wrongdoing is seen as vital to Riverina Water County Council's integrity.

Riverina Water County Council will not tolerate corrupt conduct, maladministration, the serious and substantial waste of resources, mismanagement of information and contravention of local government pecuniary interest (matters covered under the PID Act).

Riverina Water has a responsibility to establish and maintain a working environment that encourages members of staff, board members and any other Riverina Water public officials to report wrongdoing and support them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and workplace conflict.

Scope

This policy applies to all staff, board members and any other public official of Riverina Water County Council.

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The internal reporting system under this policy is not intended to be used for staff grievances, which should be raised through the standard grievance procedures under Section 9 of the Riverina Water County Council Enterprise Award.

Definitions

Board member	Councillor who represents their member council on the Riverina Water County Council board
Harass	To subject someone to hostile or prejudicial remarks or actions; pressure or intimidate
Reporter	Someone who reports wrongdoing
Reprisal	The act of punishing someone for an action or injury – can also be called workplace revenge which is the general action of purposeful retaliation within the workplace
Public Official	Under the PID Act, a Riverina Water public official is defined as: Permanent employees, whether full time or part time; temporary or casual employees; Board Members; consultants; individual contractors working for RWCC; employees of contractors providing services to and on behalf of RWCC; other people who perform public official functions whose conduct & activities could be investigated by an investigating authority, including volunteers
Staff – member of staff	Permanent employees, whether full time or part time; temporary or casual employees
Victimise	Single someone out for cruel or unjust treatment
Wrongdoing	Behaviour or action that is wrong (not permissible)

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Roles and Responsibilities

The role of staff and board members

Staff and board members play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Riverina Water public officials are obliged to:

- ◇ Report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- ◇ Assist with dealing with the report, if requested to do so, including supplying information, cooperating with any investigation and maintaining confidentiality
- ◇ Treat any staff member or person dealing with a report of wrongdoing with courtesy and respect; and
- ◇ Respect the rights of any person who is the subject of a report of wrongdoing

All Riverina Water public officials must not:

- ◇ Make false or misleading reports of wrongdoing; or
- ◇ Victimise or harass anyone who has made a report

The behaviour of all staff and board members involved in the internal reporting process must adhere to the Code of Conduct Policy 1.1. A breach of the Code of Conduct may result in disciplinary action.

To ensure that Riverina Water complies with the PID Act and deals with all reports of wrongdoing properly, all staff and board members with roles outlined below and elsewhere in this policy, will receive training on their responsibilities, where appropriate.

The role of the Chief Executive Officer (CEO)

The Chief Executive Officer has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, thereby ensuring that Riverina Water complies with the PID Act.

The CEO can receive reports from staff, board members and other public officials, and has a responsibility to:

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- ◇ Assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- ◇ Deal with reports made under the Code of Conduct in accordance with the Code of Conduct Policy 1.1
- ◇ Ensure there are strategies in place to support reporters, protect reporters from reprisal, and manage workplace conflict that may arise in relation to a report
- ◇ Make decisions following any investigation, or appoint an appropriate decision-maker
- ◇ Take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified
- ◇ Refer actual and suspected corrupt conduct to the Independent Commission Against Corruption (ICAC); and
- ◇ Refer any evidence of a reprisal offence under section 20 of the PID Act to the Police or ICAC

Disclosures Coordinator

The Disclosures Coordinator has a central role in Riverina Water's internal reporting procedure. The Disclosures Coordinator can receive and assess reports and is the primary point of contact once a report has been received.

The Disclosures Coordinator has a responsibility to:

- ◇ Assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the Chief Executive Officer)
- ◇ Deal with reports made under the Code of Conduct in accordance with the Code of Conduct Policy 1.1
- ◇ Coordinate Riverina Water's response to a report
- ◇ Acknowledge reports and provide updates and feedback to the reporter

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- ◇ Assess whether it is possible and appropriate to keep the reporter's identity confidential
- ◇ Assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- ◇ Where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer who is the subject of the report
- ◇ Ensure Riverina Water complies with the PID Act
- ◇ Provide six monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act

Disclosures Officers

Disclosures Officers are points of contact within the internal reporting system. They can provide advice about the procedure and this policy, receive reports of wrongdoing, and assist staff to make reports as required.

Disclosures Officers have a responsibility to:

- ◇ Document in writing any reports received verbally, and have the document signed and dated by the reporter
- ◇ Make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- ◇ Discuss with the reporter any concerns they may have about reprisal or workplace conflict; and
- ◇ Carry out preliminary assessment and forward reports to the Disclosures Coordinator or CEO for full assessment

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Chairperson

The Chairperson can receive reports from staff, board members and other public officials about the Chief Executive Officer.

Where the Chairperson receives such reports, the Chairperson has a responsibility to:

- ◇ Assess the reports to determine whether or not they should be treated as a public interest disclosure (PID), and to decide how they will be dealt with
- ◇ Deal with reports made under the Code of Conduct in accordance with the Code of Conduct Policy 1.1
- ◇ Refer reports to an investigating authority if this is appropriate or required
- ◇ Liaise with the Disclosures Coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- ◇ Refer actual or suspected corrupt conduct to ICAC; and
- ◇ Refer any evidence of a reprisal offence under section 20 of the PID Act to the police or ICAC

Coordinators and Supervisors

Coordinators and supervisors play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Coordinators and supervisors should be aware of this policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- ◇ Encourage staff to report known or suspected wrongdoing within the organisation, and support staff when they do
- ◇ Identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy

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- ◇ Implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report; and
- ◇ Notify the Disclosures Coordinator or CEO immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the CEO, notify the Chairperson.

What should be reported?

Suspected wrongdoing within Riverina Water or any activities or incidents seen that are believed to be wrong, should be reported.

Reports about the five categories of serious misconduct (corrupt conduct maladministration, serious and substantial waste, government information contravention (breach of GIPA Act) and local government pecuniary interest contravention), which otherwise meet the criteria of a public interest disclosure, will be dealt with under the PID Act and in accordance with this Internal Reporting Policy.

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in accordance with the relevant policies and legislation. This may include:

- ◇ Harassment or unlawful discrimination
- ◇ Practices that endanger the health or safety of staff or the public

Riverina Water will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

Reporting Categories under the PID Act

Corrupt Conduct

Corrupt conduct is defined in sections 8 and 9 of the Independent Commission Against Corruption Act 1988. The definition provided in these sections is intentionally broad. Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example, this could include:

- The improper use of knowledge, power or position for personal gain or the advantage of others
- Acting dishonestly or unfairly, or breaching public trust

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- o Bribery, theft, fraud, misuse of resources

Serious maladministration

Maladministration is defined in section 11 of the PID Act as conduct that involves action or inaction of a serious nature that is either:

- o Contrary to law (other than a legal technicality)
- o Unreasonable, unjust, oppressive or improperly discriminatory
- o Based wholly or partly on improper motives

An example of serious maladministration may be refusing to grant a person approval for reasons that do not relate to the merits of their application. When considering whether a matter is of a serious nature, there is a need to consider the severity, frequency or impact on the community and the public sector generally.

Serious and substantial waste of public money

A serious and substantial waste of public money is any uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a loss of public funds or resources.

Serious and substantial waste can be:

- o Absolute – where the waste is regarded as significant
- o Systemic – where the waste indicates a pattern that results from a weakness within the organisation's systems
- o Material – where the waste is about Riverina Water's expenditure or a particular item of expenditure, or is to such an extent that it affects Riverina Water's capacity to perform its primary functions

Examples could include the purchase of unnecessary or inadequate goods and services, or ongoing overstaffing in a particular area.

Failure to comply with GIPA

This is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act).

Some examples are:

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- o Intentionally overlooking documents that are clearly covered by a request to access information
- o Destroying, concealing or altering records to prevent them from being released
- o Knowingly making decisions that are contrary to the GIPA Act
- o Directing another person to make a decision that is contrary to the GIPA Act

Local Government pecuniary interest contravention

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. The onus is on board members, council delegates, council staff and other people to determine whether they are affected by the pecuniary interest provisions in relation to a matter under consideration by the council.

Under the *Local Government Act 1993* obligations relating to pecuniary interests include lodging disclosure of interest returns, disclosing pecuniary interests at board meetings and leaving the meeting while the matter is discussed. Allegations or complaints concerning possible breaches of the pecuniary interest provisions of the *Local Government Act 1993* are to be made to the Office of Local Government for assessment and any necessary action.

Assessment of reports

All reports of wrongdoing will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure (PID).

The Disclosures Coordinator is responsible for assessing reports, in consultation with the Chief Executive Officer where appropriate. All reports will be assessed on the information available to the Disclosures Coordinator at the time. It is up to the Disclosures Coordinator to decide whether an investigation should be conducted and how that investigation should be carried out. In assessing a report, the Disclosures Coordinator may decide that the report should be referred elsewhere or that no action is to be taken on the report.

When will a report be treated as a public interest disclosure (PID)?

Riverina Water will treat a report as a PID if it meets the criteria for such under the PID Act. These are:

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- ◇ The report must be made by a public official
- ◇ The report must be about one of the five categories of serious wrongdoing – corrupt conduct, serious maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- ◇ The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing; and
- ◇ The report must be made to one of the following:
 - A person nominated to receive disclosures on behalf of Riverina Water (i.e. reporting officer, Reporting Coordinator)
 - The Chief Executive Officer, or, in the case of a report against the CEO, the Chairperson; or
 - An external investigating authority named in the PID Act

The internal report is NOT a PID when the report:

- ◇ Questions the merits of government policy (including local government policy)
- ◇ Is made solely or substantially with the motive of avoiding dismissal or other disciplinary action

Staff are encouraged to report general wrongdoing to their supervisor. However, the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this Policy.

Reporting a public interest disclosure

The following positions are the only people within Riverina Water who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below.

Disclosures Coordinator – Director Corporate Services

Disclosures Officers

WHS Officer

Human Resource Officer/s

Governance and Records Officer

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Chief Executive Officer

Riverina Water Board Chairperson

If a report involves a board member, it should be made to the Chief Executive Officer or to an external reporting body. If a report relates to the Chief Executive Officer, it should be made to the Chairperson or to an external reporting body.

Who can receive a public interest disclosure outside of Riverina Water?

Staff and board members are encouraged to report wrongdoing within Riverina Water, but a public interest disclosure can also be made to:

- An investigating authority, or
- In limited circumstances, a member of parliament or a journalist

Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff, board members and other public officials can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example, a report about either the Chief Executive Officer or the Chairperson.

The relevant investigating authorities for Riverina Water are:

- ◇ ICAC — for reports about corrupt conduct
- ◇ the Ombudsman — for all PID reports
- ◇ the Information Commissioner — for disclosures about a breach of the GIPA Act; and
- ◇ the Office of Local Government— for disclosures about local councils.

The relevant investigating authority should be contacted for advice about how to make a disclosure to them.

The investigating authority may discuss with Riverina Water any reports they receive. Every effort will be made to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome.

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Appropriate support and assistance will be provided to staff or board members who report wrongdoing to an investigating authority.

The contact details for external investigating authorities that a reporter can make a public interest disclosure to or seek advice from are:

Independent Commission Against Corruption

Toll Free: 1800 463 909

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

NSW Ombudsman

Toll free: 1800 451 524

Email: pid@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament or a journalist must have already made the same report to one of the following:

- ◇ the Chief Executive Officer;
- ◇ a person nominated in this policy, including the Chairperson for reports about the Chief Executive Officer; or
- ◇ an investigating authority.

Additionally, Riverina Water or the investigating authority that received the initial report must have either:

- ◇ decided not to investigate the matter;
- ◇ decided to investigate the matter, but not completed the investigation within six months of the original report;
- ◇ investigated the matter but not recommended any action as a result; or
- ◇ not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

If wrongdoing is reported to a Member of Parliament or a journalist, to be protected under the PID Act it will need to be proved that there are reasonable grounds for

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believing that the disclosure is substantially true, and that it is in fact substantially true.

Other external reporting

If wrongdoing is reported to a person or authority that is not listed above, or a report is made to a Member of Parliament or journalist without following the steps outlined above, the individual will not be protected under the PID Act. This may mean they will be in breach of legal obligations or the Code of Conduct for disclosing confidential information.

For more information about reporting wrongdoing outside of Riverina Water, contact the Disclosures Coordinator or the NSW Ombudsman's Public Interest Disclosures Unit.

How to make a report

A report of wrongdoing can be made verbally or in writing. Reporters are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Riverina Water's Internal Reporting Form located on the intranet is also available for staff to use to make a report.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

Can a report be anonymous?

There will be some situations where a reporter may not want to be identified when making a report. Although these reports will still be dealt with, it is in the best interest of the reporter to identify themselves. This allows Riverina Water to provide the reporter with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

It is important to understand that an anonymous disclosure may not prevent a reporter from being identified by the subject/s of the report or their colleagues. If Riverina Water does not know who made the report, it is very difficult to prevent any possible reprisal should others identify them.

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Feedback to staff who report wrongdoing

When a report is made, the Disclosures Coordinator will contact the reporter to confirm that the report has been received. They will also advise the timeframe for further updates; and the name and contact details of any other people who can provide further information to the reporter.

After a decision is made about how the report will be dealt with, an acknowledgment letter will be sent, providing:

- ◇ information about the action that will be taken in response to the report;
- ◇ the likely timeframes for any investigation or other action; and
- ◇ information about the internal and external resources or support services available.

This information will be provided within ten (10) working days and no later than forty five (45) days from the date the report is made. The Disclosures Coordinator will also advise whether the report is to be treated as a public interest disclosure and provide a copy of this policy at that time, as required by the PID Act.

Progress updates

While the report is being investigated, the reporter will be given:

- ◇ information about the progress of the investigation or other enquiries and reasons for any delay;
- ◇ advice of any decision by Riverina Water not to proceed with the matter; and
- ◇ advice if it is necessary for the reporter's identity to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

Feedback

Once the matter has been finalised, the reporter will be given:

- ◇ enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to the disclosure and any problem that was identified; and



- ◇ advice about whether they are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

Maintaining confidentiality

Riverina Water understands reporters may want their identity and the fact they have made a report to remain confidential. They may feel that this will help to prevent any reprisal action being taken against them for reporting wrongdoing. Where possible, Riverina Water will take steps to keep the identity of the reporter, and the fact they have reported wrongdoing, confidential.

If confidentiality cannot be maintained, Riverina Water will develop a plan to support and protect the reporter from reprisal in consultation with them.

It is important that reporters only discuss their report with those responsible for dealing with it. This will include the Disclosures Coordinator and the Chief Executive Officer, or in the case of a report about the Chief Executive Officer, the Disclosures Coordinator and the Chairperson.

Any staff or board member involved in the investigation or handling of a report, including witnesses, are required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

Managing the risk of reprisal and workplace conflict

Riverina Water will not tolerate any reprisal against staff, board members or any other public official who report wrongdoing or who are believed by others to have reported wrongdoing.

When a staff member or board member reports wrongdoing, Riverina Water will undertake a thorough risk assessment to identify the risk of detrimental action in reprisal for reporting, as well as related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Riverina Water may:

- ◇ proactively remind staff at team meetings about the seriousness of workplace bullying and harassment and the consequences for this
- ◇ relocate the reporter or the staff member who is the subject of the allegation within the current workplace

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- ◇ transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified; or
- ◇ grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

Whilst it is hoped that the workplace remains free of harassment and bullying, the other courses of action should not be seen as punishment and will only be taken in consultation with the reporter.

Protection against reprisals

If a public interest disclosure is made in accordance with the PID Act, the reporter will not be subject to any liability, and no action, claim or demand can be taken against the individual having made the public interest disclosure. The individual will not have breached any confidentiality or secrecy obligations and will have the defence of absolute privilege in defamation.

It is important for public officials to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Riverina Water has reasonable grounds to take such action.

Penalties can be imposed on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:

- ◇ injury, damage or loss
- ◇ intimidation or harassment
- ◇ discrimination, disadvantage or adverse treatment in relation to employment
- ◇ dismissal from, or prejudice in, employment; or
- ◇ disciplinary proceedings

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A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action.

Taking detrimental action in reprisal is also a breach of the Code of Conduct which may result in disciplinary action. In the case of board members, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993*.

Responding to allegations of reprisal

If it is believed that detrimental action has been or is being taken against an individual in reprisal for reporting wrongdoing, the relevant supervisor, the Disclosures Coordinator or the Chief Executive Officer must be notified immediately. In the case of an allegation of reprisal by the Chief Executive Officer, the Chairperson should be notified.

All supervisors must notify the Disclosures Coordinator or the Chief Executive Officer if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the Chief Executive Officer, the Chairperson can alternatively be notified.

If Riverina Water becomes aware of or suspects that reprisal has been taken against a person who has made a disclosure, Riverina Water will:

- assess if the reprisal allegation warrants investigation, ensuring this is conducted by a senior and experienced member of staff; and
- take all steps possible to stop that activity should it be determined that reprisal is occurring

Support for those who report wrongdoing

Riverina Water will make sure that staff who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process.

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the Disclosures Coordinator.

Riverina Water has an established Employee Assistance Program (EAP). The EAP service provides staff with confidential counselling, coaching and support for workplace and personal

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issues. Staff are encouraged to make an appointment with the EAP should they feel this would be helpful for them.

Sanctions for making false or misleading statements

Riverina Water will not support staff, board members or other public officials who wilfully make false or misleading reports. It is a criminal offence under the PID Act to wilfully make a false or misleading statement as a public interest disclosure. Such conduct may also be a breach of the Code of Conduct resulting in disciplinary action. In the case of board members, disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993*.

The rights of persons who are the subject of the report

Riverina Water is committed to ensuring staff or board members who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person who is the subject of a report confidential, where this is practical and appropriate.

The subject of a report will be advised of the allegations made against them at an appropriate time and before any adverse findings. At this time they will be:

- ◇ advised of the details of the allegation;
- ◇ advised of their rights and obligations under the relevant related policies and procedures;
- ◇ kept informed about the progress of any investigation;
- ◇ given a reasonable opportunity to respond to any allegation made against them; and
- ◇ told the outcome of any investigation, including any decision made about whether or not further action will be taken against them.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Riverina Water. The fact of the allegations and any investigation will remain confidential unless otherwise agreed to by the subject officer.



More information

More information about public interest disclosures is available from the Disclosures Coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

Policy Implementation

Upon adoption, this policy and the reporting forms will be presented to all staff at their regular meetings. Those staff that have been identified within this policy as being Reporting Officers, will be trained in their role and the reporting procedure. The policy and associated reporting forms will be published to the Intranet.

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 Chief Executive Officer.

References

The following documents have assisted in the development of this Policy:

Model Internal Reporting Policy (local government) – NSW Ombudsman

Public Interest Disclosures Guideline C2 – NSW Ombudsman

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Policy number	1.11
Responsible area	Chief Executive Office
Approved by	
Approval date	
Legislation or related strategy	Public Interest Disclosures Act 1994 Public Interest Disclosures Regulation 2011 Local Government Act 1993 Anti-Discrimination Act 1997 Fair Work Act 2009 Independent Commission Against Corruption Act 1988 Ombudsman Act 1974 NSW Government Information (Public Access) Act 2009 (GIPA) Privacy & Personal Information Protect Act NSW 1998 (PIPPA) Riverina Water Council Enterprise Award
Documents associated with this policy	Code of Conduct – Policy 1.1 Fraud & Corruption Prevention – Policy 1.14 Fraud & Corruption Prevention Plan – 1.14(a) Related Parties Disclosures – Policy 1.28 Gifts & Benefits Policy – Policy 1.07

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Policy history

Original policy adopted 14 Dec 2012 – Res 12/176

15 Oct 2014 – Res 14/131

26 Oct 2016 – Res 16/190 (Policy name Protected Interest Disclosures)

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

R16 Board member expenses and facilities policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Board Member Expenses and Facilities Policy 1.10 has been on public exhibition and is now presented to the board for adoption

RECOMMENDATION that Council adopt the updated Board Member Expenses and Facilities Policy 1.10, noting that no submissions were received during the public exhibition period

Report

The Board member expenses and facilities Policy 1.10 has been reviewed and was presented to the June 2021 Board meeting for review prior to going on public exhibition.

There were no submissions received during the public exhibition period. The final policy is now presented to the board for consideration and adoption.

› **R16.1 Policy 1.10 Board members expenses and facilities.docx** [↓](#) 

Financial Implications

There are financial implications associated with the implementation of the Policy including the reimbursement of expenses for Board members their partners, and the provision of equipment to the incoming Board members to allow them to meet their obligations. These costs are provided for in the Operational Plan & Delivery Program.

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 expenses and facilities policy

Purpose

The purpose of this policy is to ensure there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by members of the Riverina Water County Council board. The policy also ensures that the facilities provided to assist board members to carry out their duties are reasonable.

Scope

All expenses provided under this policy will be for a purpose specific to the functions of a Riverina Water board member including the chairperson. Allowances for general expense are not permitted under this policy.

Expenses not explicitly addressed in this policy will not be paid or reimbursed.

Definitions

Term	Definition
accompanying person	Means a spouse, partner or other person who has a close personal relationship with, or provides carer support to, a board member
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Riverina Water to support board members undertaking official business
Act	Means the <i>Local Government Act 1993 (NSW)</i>
Board	The appointed governing body of Riverina Water County Council – the board
Board member	A councillor from a Riverina Water member council that has been appointed to the board of Riverina Water County Council who is not suspended - includes the chair
CEO	Means the Chief Executive Officer of Riverina Water County Council and includes their delegate or authorised representative
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy

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Code of Conduct	Means the Code of Conduct Policy 1.1
Council	Riverina Water County Council, also referred to in this policy as Riverina Water
DCS	Means the Director Corporate Services of Riverina Water County Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
official business	Means functions that the chair or board members are required or invited to attend to fulfil their legislated role and responsibilities for Riverina Water or result in a direct benefit for council and/or for the Riverina Water service area, and includes: <ul style="list-style-type: none"> • meetings of the board and committees of the whole • meetings of committees facilitated by Riverina Water • official functions hosted or sponsored by Riverina Water • meetings, functions, workshops and other events to which attendance by a board member has been requested or approved by the board
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a board member or the chair
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

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PART A - EXPENSES

1.0 Payment of Expenses – General Provisions

1.1 General expenses

This policy sets levels of expenses and facilities to realistically account for costs incurred by board members and the chairperson independent of the level of their annual fees.

1.2 Allowances and expenses

The Local Government Remuneration Tribunal annually determines the minimum and maximum limit of fees payable to the chairperson and board members.

The board will review the fees and expenses paid to or facilities provided for the chairperson and members in June each year and determine the amounts to be paid for the ensuing year. The annual fee for the chairperson and board members will be paid in monthly instalments in arrears.

Vehicle expenses to official council functions by car will be determined by the rates provided in the Council's Award and will be paid monthly in arrears. This will be applicable to board members that do not reside in the Local Government Area where the function is being held.

Where a board member ceases to be the chairperson, the fee to be paid will be calculated on a daily basis for the proportion of the month that the board member remained the chairperson. Similarly, where a board member is elected chairperson, the fee to be paid will be calculated on a daily basis for the proportion of the month in which the board member became chairperson.

1.3 Reimbursement and reconciliation of expenses

Actual expenses incurred by board members in carrying out civic duty are only reimbursed upon the production of appropriate receipts, tax invoices and other documentation. Expenses and costs incurred must be in accordance with the requirements of this policy and any fringe benefit guidelines.

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2.0 Payment of Expenses – Specific expenses

2.1 General travel arrangements and expenses

- 2.1.1 All travel by board members should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 2.1.2 If required, Riverina Water will endeavour to make a council vehicle available for the use of board members for official business. Where this is not possible, an allowance will be paid for use of private vehicles.
- 2.1.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 2.1.4 Board members will be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars. This includes reimbursement:
- for public transport fares
 - for the use of a private vehicle or hire car
 - for parking costs for board and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 2.1.5 Board members seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook are to be provided if requested to support travel claims.

2.2 Travel expenses not paid by Riverina Water

The driver of the vehicle is personally responsible for all traffic or parking fines incurred while travelling in private or Council-owned vehicles and should abide by Council's Safe Driving Policy. Riverina Water will not pay any traffic or parking fines or administrative charges for road toll accounts.

2.3 Overseas travel expenses

Overseas travel should be avoided unless direct and tangible benefits can be established for Riverina Water and the local community. Travel must be approved on an individual trip basis.

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Board members seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full board meeting prior to travel.

The details to be included in the business paper are: the board member undertaking the trip; purpose of the trip and expected benefits. The duration, itinerary and approximate costs should also be provided. The report should also include any inherent risks that might be associated with the trip.

Retrospective reimbursement of overseas travel expenses is not allowed unless prior authorisation of the travel has been obtained.

Details of overseas travel is included in council's annual report and board members are strongly encouraged to report on their overseas travel to a full meeting of the board following the trip.

2.4 Interstate or long-distance intrastate travel

Board members planning any interstate and long-distance intrastate travel must obtain the approval of the CEO prior to travel.

2.5 Air Travel

For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

For interstate and intrastate journeys by air, the class of air travel is to be economy class, unless an option of premium economy is available and has been approved by the CEO.

Bookings for approved air travel are to be made through the CEO's office.

For air travel that is reimbursed as council business, board members will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

2.6 Accommodation and meals

In circumstances where it would introduce undue risk for a board member to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by

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the CEO. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the board member lives more than 50 kilometres from the meeting location.

Council will reimburse costs for accommodation and meals while board members are undertaking prior-approved travel or professional development outside the Riverina Water area.

The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

The daily limits for accommodation and meal expenses outside Australia are to be determined in advance.

2.7 Refreshments for council-related meetings

Appropriate refreshments will be available for board meetings, committee meetings, board member briefings, approved meetings and engagements, and official council functions as approved by the CEO.

As an indicative guide for the standard of refreshments to be provided at council related meetings, the CEO must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

2.8 Professional development

Council will set aside funding annually in its budget to facilitate professional development of board members through programs, training, education courses and membership of professional bodies as required.

In the first year of a new board term, Riverina Water will provide an induction program for all board members which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to any ongoing professional development funding.

Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the board member's duties, the board member actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

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Approval for professional development activities is subject to a prior written request to the CEO.

All travel, accommodation and training fees, as well as approved incidental expenses will be met by Riverina Water.

2.9 Conferences and seminars

Board members may be required to represent Riverina Water from time to time at seminars and conferences.

Decisions regarding attendance at conferences and seminars will be made at board meetings. All travel, accommodation and seminar/conference fees, as well as incidental expenses, will be met by Riverina Water. Arrangements are normally made by the Executive Assistant.

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences.

Council will also meet the reasonable cost of meals when they are not included in the conference fees. Receipts of purchases are required for reimbursement. Costs for alcohol are not reimbursed. If meals are included in the conference, claims for meals at other venues will not be paid.

2.10 Spouse and partner expenses

There may be limited instances where certain costs incurred by the board member on behalf of their spouse, partner or accompanying person are properly those of the board member in the performance of their functions. An accompanying person is a person who has a close personal relationship with the board member, and /or provides carer support to the board member. Requests for spouse, partner or accompanying person expenses should be submitted to the CEO for review and approval if deemed appropriate.

Travel expenses, any additional accommodation expenses, and the cost of partner/accompanying person tours etc are the personal responsibility of board members.

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2.11 Attendance at dinners and other non-council functions

Consideration will be given to meeting the cost of board member's attendance at dinners and other non-council-related functions which provide briefings to board members from key members of the community, politicians and business. Approval to meet expenses will only be given when the function is relevant to Riverina Water's interests.

No payment will be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party or some other private benefit.

2.12 Information and communications technology (ICT) expenses

Council will reimburse board members for expenses associated with the use of appropriate ICT devices and services in the course of their council business. Claims are to be supported by receipts.

2.13 Carer expenses

Riverina Water will reimburse the reasonable cost of carer arrangements for board members who are the principal carer of a child or elderly, disabled and/or sick immediate family member to enable them to undertake their council obligations.

In the event of caring for an adult person, board members will need to provide suitable evidence to the CEO that reimbursement is applicable. This may take the form of advice from a medical practitioner.

2.14 Home office expenses

A board member may be reimbursed for reasonable costs for consumables such as printer ink cartridges used in the course of their formal duties.

3.0 Insurances

In accordance with Section 382 of the Local Government Act, council is insured against public liability and professional indemnity claims. Members of the board are insured on this Policy.

Insurance protection is only provided if a claim arises out of or in connection with the board member's performance of his or her duties, or exercise of his or her functions as a board member. All insurances are subject to any limitations or conditions set out in the policies of insurance.

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Council will pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.

Appropriate travel insurances will be provided for any board member travelling on approved interstate and overseas travel on council business.

4.0 Legal assistance

4.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a board member defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the board member
- a board member defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the board member
- a board member for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the board member.

4.2 In the case of a Code of Conduct complaint made against a board member, legal costs will only be made available where the matter has been referred by the CEO to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the board member.

4.3 Legal expenses incurred in relation to proceedings arising out of the performance by a board member of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a board member has done during his or her term in office. For example, expenses arising from an investigation as to whether a board member acted corruptly would not be covered by this section.

4.4 Council will not meet the legal costs:

- of legal proceedings initiated by a board member under any circumstances
- of a board member seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a board member performing their role as a member of the board.

4.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a board meeting prior to costs being incurred.

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PART B - FACILITIES

5.0 General Provision of Facilities

Board members are provided with access and use of the following to discharge their official duties:

- Access to a room suitably furnished for use by all board members
- Access to a motor vehicle for the purpose of attending conferences, seminars, official functions or meetings outside of Wagga Wagga
- Use of Riverina Water photocopiers, telephones, computers, fax and associated equipment in the course of undertaking official business

5.1 Accessible facilities

- 5.1.1 Council encourages wide participation and interest in membership of the board. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing- impaired board members and those with other disabilities.
- 5.1.2 Transportation provisions outlined in this policy will also assist board members who may be unable to drive a vehicle.
- 5.1.3 In addition to the provisions above, the CEO may authorise the provision of reasonable additional facilities and expenses in order to allow a board member with a disability to perform their official duties.

5.2 Stationery

Board members will be provided with business cards and name badge for official business.

5.3 ICT Equipment

Board members will be issued with an iPad for official use. IT support will be provided to enable board members to conduct their official business including the receiving and reading of business papers.

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5.4 Return or retention of ICT equipment

5.4.1 All equipment supplied under this policy is to be relinquished immediately upon a board member or chairperson ceasing to hold office or at the cessation of their civic duties.

5.4.2 Should a board member or chairperson desire to keep any equipment allocated by council, then this policy enables the board member to make application to the CEO to purchase any such equipment. The CEO will determine an agreed fair market price or written down value for the item of equipment.

5.4.3 The prices for all equipment purchased by board members under Clause 5.3.2 will be recorded in Council's annual report.

5.5 Administrative support

The chairperson will be provided administrative support in relation to official correspondence.

5.6 Sustenance/Meals

Board members will, at the discretion of the CEO, be provided with a meal and/or refreshments in conjunction with their attendance at board meetings, or at any official ceremony or gathering authorised by the board, or the chairperson, or in carrying out their council responsibilities, including meetings with residents, customers or guests of Riverina Water.

PART C - PROCESSES

5 Approval, payment and reimbursement arrangements

Expenses are only to be incurred by board members in accordance with the provisions of this policy.

Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

Approval for the following may be sought after the expense is incurred:

- local travel relating to the conduct of official business
- carer costs

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Approval of board members to attend conference and other council business that involves travel and/or accommodation should be, where possible, approved by a full meeting of the board. If this is not possible, the approval should be given jointly by the chairperson and the CEO.

If the chairperson requires approval to travel outside of council meetings, it should be given jointly by the deputy chairperson, or another board member, if the deputy chairperson is unavailable, and the CEO.

5.5 Direct payment

Council may approve and directly pay expenses. Requests for direct payment must be submitted to the CEO or DCS for assessment against this policy, with sufficient information and time to allow for the claim to be assessed and processed.

5.6 Reimbursement

All claims for reimbursement of expenses incurred must be supported by appropriate receipts and/or tax invoices and be submitted to the CEO or DCS.

The supporting documentation should be dated and show details of the nature of the transaction if possible. Expenses claimed but not supported with receipts will not be paid, unless authorised by the CEO.

5.7 Timeframe for reimbursement claims

Unless otherwise specified in this policy, board members must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time may not be approved.

5.8 Reimbursement to council

If council has incurred an expense on behalf of a board member that exceeds reasonable incidental private use or is not provided for in this policy, the board member will be invoiced for the expense.

Alternatively, the CEO may deduct the amount from the board member's allowance.

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5.9 Disputes

If a board member disputes a determination under this policy, the board member should discuss the matter with the CEO. If the board member and the CEO cannot resolve the dispute, the board member may submit a notice of motion to a board meeting seeking to have the dispute resolved.

Policy Implementation and reporting

This policy will be published on Riverina Water's website and internally on the intranet.

Council will report on the provision of expenses and facilities to board members as required in the Act and Regulations.

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.

Alleged breaches of this policy will be dealt with by following the processes outlined for breaches for the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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Policy number	1.10
Responsible area	CEO - Governance
Approved by	Riverina Water Board -
Approval date	
Legislation or related strategy	Local Government Act 1993, sections 252 and 253 Local Government (General) Regulation 2005, clauses 217 and 403 Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW 2009 Code of Conduct Policy 1.1
Documents associated with this policy	Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities Local Government Circular 05-08 legal assistance for Councillors and Council Employees.
Policy history	Original publication date: August 1997 Reviewed annually from 2005 – 2016 Last review date (Review 13): October 2016 – Res 16/189
Review schedule	4 years (once per board term)

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

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END OF POLICY STATEMENT

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R17 Extension of ARIC Committee

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The tenure of the members of the Riverina Water Audit, Risk & Improvement Committee (ARIC) was previously been extended by Council to October 2021. Due to a further delay in the Local Government elections, it is proposed that the existing committee members be offered a further extension until 30 June 2022, to enable the new Board adequate time to appoint new committee members.

RECOMMENDATION that Council:

- a) Extend the tenure for the Audit, Risk & Improvement Committee members to 30 June 2022
- b) Extend the term of the Audit, Risk & Improvement Committee Chairperson to 30 June 2022
- c) Extend the term of the current Board representative and their alternate to 4 December 2021.
- d) Note that a letter will be sent to the current committee members offering an extension to their current contract until 30 June 2022
- e) Note that a further report will be presented to the February 2022 meeting of the Board outlining the process for the selection of a new Committee and appointment of a Board representative to the Committee

Report

Council previously resolved that the tenure of the current Riverina Water Audit, Risk & Improvement Committee (ARIC) members was to be extended to October 2021 (Council resolution 20/085). Due to the ongoing Covid situation however, the local government elections have again been delayed to 4 December 2021. This report recommends that an extension to the tenure of the current Committee be offered until 30 June 2022 to allow the new Council Board adequate time to appoint a new Committee.

The current committee members are David Maxwell (who is also the current Chairperson), and Bryce McNair. The Board Committee representative is Clr Tim Koschel, with Clr Koschel's alternate being Clr Tony Quinn.

The Committee is next scheduled to meet in September 2021 for a special purpose meeting to review Councils Annual Financial Statements. Ordinary meetings are then scheduled for November 2021, March 2022 and May 2022. The first meeting of the new Committee will be July 2022.

Should Council endorse the recommendations outlined in this report, an offer of extension until 30 June 2022 will be sent to the existing Committee members.

The ARIC Charter states that one Board member is to be appointed to the committee for a one- year term and may be reappointed subject to Office of Local Government guidelines. A report will be presented to the February 2022 meeting of the Board outlining the process for the selection of a representative from the new Council Board.

Financial Implications

All costs in relation to Council's internal audit function are budgeted within the 2021/22 Operation 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.

R18 Lost Time Injury Statistics 2020/21 - July-June Period

Organisational Area Chief Executive Officer

Author Joe Mansour, WHS officer

Summary This report presents information on Lost Time Injury statistics for the July/June period of the 2020/2021 financial year.

RECOMMENDATION that Council receive and note the statistics report for Lost Time Injuries for the July / June period of 2020/21 financial year.

Report

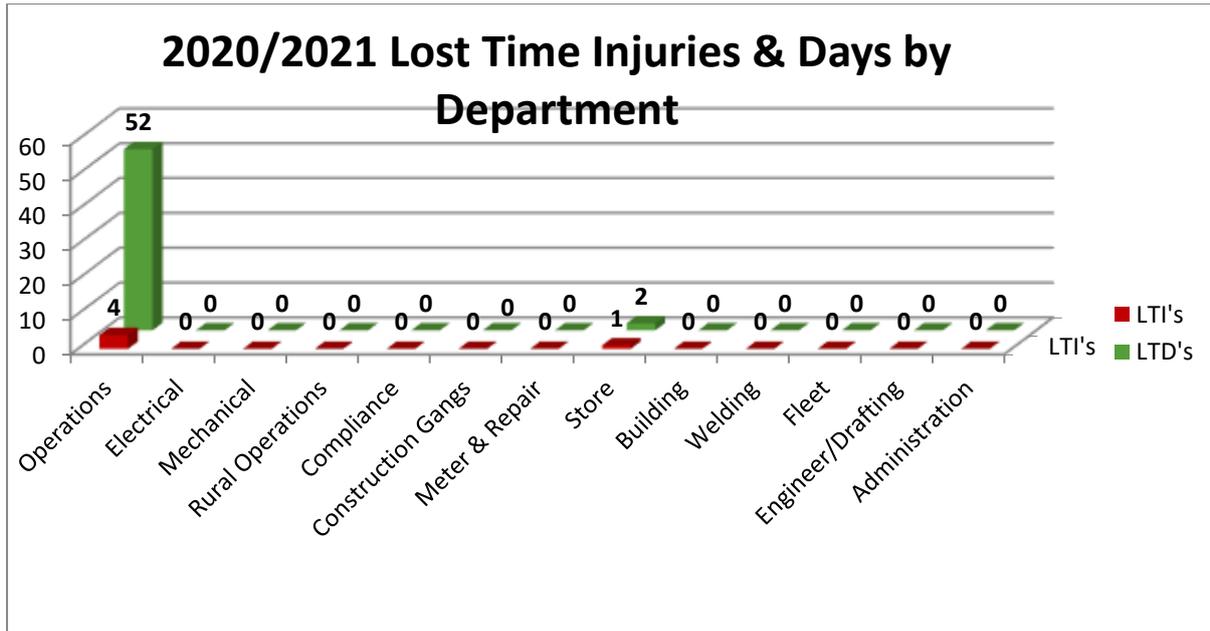
Date of Injury	Claim Status	Return to Work Date	Lost Time Injury (Days off work)	No of Days Lost (Premium impacting)
11/08/2020	CLOSED	24/11/2020	7	7
28/10/2019	CLOSED	11/11/2019	10	10
15/08/2019	CLOSED	16/08/2019	10	10
26/09/2019	CLOSED	8/10/2019	8	8
Total			35	35

Other WHS Statistics for the financial year:

Lost Time Days (LTD's) - 54

No of Current/Open Workers Compensation Claims – 5 (Two Legacy claims, three open claims)

Total No of Workers Compensation Claims lodged this financial year - Nil



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 Goldenfield Water County Council Customer Handover

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary This report provides an update on a decision by Council in 2013 to commence consultation with customers within the Riverina Water area, supplied from the Goldenfields Water source, with a view to transferring those customers to Goldenfields Water County Council on 1 July 2014.

RECOMMENDATION that Council endorse the attached Community Engagement Plan – Handover of Goldenfields Water Customers.

Report

Both Riverina Water and Goldenfields Water supply a number of customers within the other Councils supply area. In August 2013 Council resolved to “*commence consultation with customers within the Riverina Water area, supplied from the Goldenfields Water source, with a view of transferring these customers to Goldenfields Water County Council on 1st July 2014*”.

The transfer of such customers is yet to take place. Discussions on the matter took place during 2020 and senior staff from both Council's agreed to commence the transfer process.

Initially it is proposed to transfer 20 of the customers to Goldenfields Water. These customers have connection from the trunk main operated by Goldenfields Water. Agreement to transfer these customers has been reached with Goldenfields Water. An agreement to transfer the remaining 17 customers (representing 18 connections) is yet to be reached and is more challenging. These particular customers are on (multiple) Riverina Water owned spur lines and supplied from the truck main operated by Goldenfields Water. Negotiations with Goldenfields Water are ongoing in this regard.

Inconsistencies and management difficulties are associated with this situation include:

- Significant differences between Riverina Water's Fees and Charges and the actual cost charged by Goldenfields Water, to supply water to these customers
- 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

› **R19.1 Community Engagement Plan - Goldenfields Water Customers** [↓](#) 

Financial Implications

Some costs will be incurred as part of the engagement with the community. These will be met from the community engagement budget. In the long term, Council will incur less costs associated with the customers as currently Council is charged more by Goldenfields Water than we charge the 38 customers.

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.



Community Engagement Plan – Goldenfields Water Customer Handover

Project overview and purpose

Both Riverina Water and Goldenfields Water supply a number of customers technically within the other's supply area.

Thirty-seven customers (38 connections) have been identified for transfer over to Goldenfields Water, along with any associated infrastructure.

In the short term, it is proposed to transfer 20 service connections – who are directly supplied from the Goldenfields Water "Gumly to Temora" trunk main.

The remaining 18 connections (on the 5 spur lines) are the subject of further discussions between both Councils.

Purpose and promise:

- › Build capacity: We will keep affected customers informed and engaged throughout the process
- › Inform decisions: We will listen and work with the identified customers to address any issues and minimise impacts during the handover

Key stakeholders

Please note this is customer-focused for the handover process, and not a comprehensive list of all stakeholders involved in the wider project.

Stakeholder	Notes
Identified Customers for handover	While identified as a group, each customer/property will be treated individually and have the opportunity to be involved
Goldenfields Water	Project partner. To be advised and kept up to date with any communication and engagement activities; and be provided with information resources
Riverina Water Board	The Board, and particularly those of the relevant constituent council City of Wagga Wagga, must be informed and

Prepared by: J Lang



updated so they can effectively share information with community members if required.

Riverina Water staff

Keeping relevant staff updated through internal communication will take place, particularly for those involved with the project and customer service functions

Key messages

- › Riverina Water will transition customers and relevant infrastructure over to Goldenfields Water by January 2022.
- › Riverina Water is currently subsidising the cost of water supply for these customers and is proposing to continue to assist customers over a transition period up until June 2023
- › Riverina Water and Goldenfields Water continue to work closely to ensure service levels for the customers are maintained at their current standard

Communications and engagement methods

Recommended tools and techniques for the customers to be transitioned to Goldenfields Water are:

- › Information session held in the local area (presentation and one-on-one conversations)
- › Fact sheets
- › Letters/direct mail
- › Telephone and/or property visits as required

Risks

Risk	Mitigation
Lack of awareness of the changes	Riverina Water will contact residents directly by mail to ensure every effort is made to create awareness
Concern over difference in water charges between	Riverina Water currently purchases water at a higher rate from Goldenfields Water and then charges these customers at its lower rate. Riverina Water is proposing to subsidise water

Prepared by: J Lang



Riverina Water and Goldenfields Water

costs for a fixed term to assist in customers making the transmission. This will be clearly communicated to customers

December 2021 (or earlier if completed)

Advise residents of next steps (eg connection)/close the loop. Media/social media to promote completed works.

Timeline

When	Action
September 2021	Customers to be advised formally by letter.
September 2021	Information session to be held
October 2021	Customers to be advised handover is underway via letter
October 2021	It is suggested Goldenfields Water keep customers advised of Riverina Water's subsidy throughout the transition period

Budget and materials

Potential costs for information session including venue and catering, to be funded from the Community Engagement budget.

Materials required:

- › Letters and fact sheets (internal printing only)
- › Venue and associated materials for information session

Approval

Plan approved by:

Chief Executive Officer

Andrew Crakanthorp 4 June 2021

Prepared by: J Lang

R20 Local Government New South Wales - 2021 Water Management Conference

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary The Local Government New South Wales Water Management has again be rescheduled and will now be in Narrabri from 9 February to 11 February 2022

RECOMMENDATION that

- a) Council be represented at the Local Government New South Wales 2022 Water Management Conference
- b) Nominations of Board Members to attend be called by the CEO at the first meeting of the incoming Board in with one Board Member to be appointed as Council's delegate
- c) The CEO and Director of Engineering or their nominees attend as observers

Report

The Local Government New South Wales Water Management Committee has advised that the 2021 Conference that was scheduled to be in Narrabri on 29 September to 1 October 2021, will now be held in Narrabri from 9 February to 11 February 2022 and be hosted by Narrabri Shire Council.

Council at its meeting in February this year resolved:

- a) *Council be represented at the Local Government New South Wales 2021 Water Management Conference*
- b) *The Chairman or his nominee attend as a delegate*
- c) *Nominations of other Board Members to attend be called*
- d) *The General Manager and Director of Engineering or their nominees attend as observers*

Councillors Koschel, Quinn and Conkey expressed interest in attending the conference

COVID19 has since then impacted the dates of the conference.

This report seeks to confirm that the current Council support representation at the 2022 Conference so that planning for accommodation and travel can occur.

The timing of the conference is challenging to say the least – especially for County Councils. Council will likely have to hold its first meeting of the new Board in mid to late January for the reasons outlined earlier in a report in this business paper.

The CEO – Andrew Crakanthorp and Manager Operations – Jason Ip, are both planning on attending the conference.

Whilst the Program is still to be finalised, areas of focus for next year's conference include:

- Applying lessons learned from drought, fire, flood and COVID
- Water security in a changing climate – understanding the options
- Water quality and supply for rural, remote and aboriginal communities
- Town water risk reduction
- Governance and risk management
- A water workforce for the future

The conference is of benefit to Riverina Water as a way of keeping abreast of challenges and initiatives in the management of water, as well as an opportunity to network with other councils.

The 2020 conference was held as a virtual conference with Cr Verdon and the Director Engineering attending as Council's delegate.

Travel details will be finalised once attendees are confirmed. Accommodation has been secured for 5 rooms in Narrabri.

Financial Implications

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

Risk Considerations

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

R21 Resignation of Deputy Chairperson

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary Councillor Paul Funnell resigned as a Councillor of Wagga Wagga City Council (WWCC) recently and Councillor Dan Hayes has been elected by WWCC as a member to the Board of Riverina Water County Council

RECOMMENDATION that Council:

- a) note the resignation Councillor Paul Funnell and wish him well for the future
- b) congratulate Cr Dan Hayes on his election to the Board of Riverina Water County Council

Report

Councillor Paul Funnell resigned as a Councillor for the Council of the City of Wagga Wagga effective 2 July 2021. Cr Funnell was also a Board Member and Deputy Chairperson of Riverina Water. His resignation as a Councillor of WWCC also triggered his resignation as a Board Member with Riverina Water.

WWCC conducted a ballot for the election of a replacement delegate to the Board of Riverina Water on 9 August. Councillor Dan Hayes was elected to the position of Board Member for Riverina Water County Council.

Councillor Funnell resigned for health related reasons and Council wishes him well for the future in this regard.

In accordance with the Local Government Act, Council has written to the NSW Office of Local Government advising of the change to the membership of the Board of Riverina Water.

Cr Hayes met with the CEO and senior staff on 12 August and undertook an inspection of the Council site at 91 Hammond Avenue. Cr Hayes will take the Oath or Affirmation of Office as the first item of business at the August meeting of the Board.

Council has traditionally elected a person to the position of Deputy Chairperson. On this occasion and in light of the fact that there are only two more meetings of Council (including this meeting) in term of the current Board, it is not proposed to elect a Deputy Chairperson. However, this is a matter for the Board to consider. Should the Board wish to elect a Deputy Chairperson, that can be arranged to occur at this meeting. Council would need to resolve to have an election and then resolve the method of election (which would be dependent on the number of verbal nominations received).

Financial Implications

There are no financial implications associated with the replacement of Board members and the monthly allowance will be paid to Councillor Hayes monthly in arrears commencing 9 August 2021.

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.

R22 Board Meeting Schedule 2021 and 2022

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary The impact of COVID19 has implications for the scheduled meetings of Council in October and December 2021 and February 2022. This report provides an update and recommendations in relation to these meetings. This report also proposes a revised commencement date and time for the October meeting.

RECOMMENDATION that Council:

- a) Commence reschedule its October meeting to Tuesday 26 October at 3pm and advertise the change in date and time;
- b) Advertise the cancellation of the Board meeting scheduled for 16 December 2021
- c) Set the meeting date and time for the inaugural meeting of the incoming Board to be 9.30am, Wednesday 2 February 2022
- d) Write to the four constituent Council's requesting that they elect their delegate(s) at the first meeting of the incoming Council's in 2022.

Report

The State Government recently changed the date of the 2021 local government elections and this impacts the meeting schedule for the remainder of 2021 and also into 2022.

The term of the current Board has been extended to Saturday 4 December, the date for the deferred local government elections. The final meeting of the current Board is now proposed to be brought forward to Tuesday 26 October. In discussions with the Chairperson this report proposes that Council open the Wagga Wagga Water Treatment Plant on that day at 1.30pm, and then have the Board meeting from 3pm. The "end of term dinner" will be rescheduled to 5.30pm on Tuesday 26 October – which will allow visitors to inspect the new WTP. The opening of the Pat Brassil AM Room will be held in 2022.

Dr Joe McGirr has agreed to open the Water Treatment Plant and past board members and the previous general manager as well as Mayors and general managers of our constituent Councils will be invited.

The change in the date for October meeting is suggested by virtue of the fact that RivJO will be holding their October meeting in Canberra on Thursday 28 and Friday 29 October and that the Chairperson and CEO will travel to Canberra on the afternoon of the 27 October.

The scheduled meeting of the Board for the 15 December will not take place. The NSW Office of Local Government has advised that the declaration of the election results will likely

occur on 22 or 23 December 2021. The four constituent Councils are required by the Act to have their first Council meeting within three weeks of the declaration of the poll. Wagga Wagga City Council has resolved to have its first meeting on 10 January 2022. It is likely that the three other constituent Councils will also meet during that week.

This report proposes that Council write to its constituent Councils requesting that they elect their delegate(s) to the Board of Riverina Water County Council at their first meeting (which has been past practice for all four Councils)

Should that occur, Council staff will be able to make arrangements for the first meeting of the incoming Board of Riverina Water County Council in early February 2022. Following the previous meeting schedule of having Board meetings on the fourth Wednesday of every second month produces the (inappropriate) date of January 26, 2022. This report therefore proposes Wednesday 2 February 2022 at 9.30am as the time and date for the meeting.

That meeting would then consider a report regarding the meeting schedule for the remainder of 2022, and likely commencing on Wednesday 23 February. The meeting on 2 February would also elect the Chairperson and Deputy Chairperson for a two-year term. Having the meeting on February 2 would also minimise the period of time that Council does not have an elected Chairperson.

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.

R23 RAAF PFAS Update

Organisational Area Operations

Author Jason Ip, Manager Operations

Summary This report is an update on the Per- and poly-fluoroalkyl substances (PFAS) that have been identified in the Lachlan Aquifer, upstream of the East Wagga Bore field. It was originally estimated that the travel time to East Wagga Bores was conservatively 55 years. Latest positive PFAS testing results (February 2020) at a sentinel bore (supposedly outside the affected zone) now indicate the potential impacts of PFAS may be sooner.

RECOMMENDATION that Council receive and note the report.

Report

In February 2020, PFAS was detected at a sentinel bore installed under the original RAAF PFAS Management Action Plan (PMAP). This sentinel bore was supposedly outside the affected zone between Gumly Gumly swamp and East Wagga bore field.

A new sentinel bore was installed in September 2020 between the affected sentinel bore and Council's East Wagga bore field and no PFAS has been detected to date.

During 2020, Riverina Water was developing its 30-Year Integrated Water Cycle Management (IWCM) Strategy and identified the knowledge gap regarding a revised timeframe before PFAS affects the East Wagga bore field (as the original estimated time of 55 years was no longer valid).

In October 2020, RAAF indicated to Riverina Water they were reluctant to rerun the groundwater modelling to determine a revised timeframe before PFAS affected the East Wagga bore field, relying on the results of the new sentinel bore to provide adequate lead-time to Riverina Water to implement contingencies. This was not considered satisfactory in the context of Council's IWCM requirements.

Various unsuccessful attempts were made by Riverina Water to seek clarification from the NSW Environmental Planning Authority (EPA) and the NSW Department Primary Industry & Environment (DPIE) regarding management of the affected groundwater.

In March 2021, Riverina Water finally received formal responses from NSW EPA and NSW DPIE which highlighted the lack of coordination within and between each State agencies, and an apparent stalemate with the Commonwealth Department of Defence.

Riverina Water took the opportunity to refer this matter to the newly formed Town Water Risk Reduction Program (TWRRP) initiated under the Draft NSW Water Strategy. A strong and

positive response was received and in June 2021, Riverina Water hosted a 'kickoff meeting' that was coordinated by the TWRRP team. Attendees included:

- Mr Andrew Crakanthorp, CEO, Riverina Water
- Mr Bede Spannagle, Director Engineering, Riverina Water
- Mr Jason Ip, Manager Operations, Riverina Water
- Ms Corrie Ford, Unit Head Regulatory Operations Metro North, EPA
- Ms Jessica Creed, Unit Head Regulatory Operations Regional West, EPA
- Mr Tony Burns, Senior Environmental Health Officer, Murrumbidgee & Southern NSW Public Health Unit, NSW Health
- Ms Erin Cini, Director Town Water Risk Reduction Program, DPIE Water
- Mr Warwick Brown, Senior Project Officer Water Operations, DPIE Water
- Mr Pat Freeman, Water & Sewage Treatment Officer, DPIE Water
- Mr Prem Kumar, Lead Hydrogeologist, DPIE Water
- Ms Jess Beckwith, Hydrogeologist, DPIE Water

The outcomes from this meeting were positive and reassuring:

- The meeting provided better clarity regarding responsibility, coordination and expectations between state agencies in managing the PFAS risks to the ground water resource (to which Riverina Water is recognised as one of many users)
- NSW EPA will coordinate the revision RAAF's PMAP with other state agencies and Riverina Water. The revised PMAP is expected soon.
- DPIE reiterated that all remediation actions and associated funding is the responsibility of Defence (as the polluter). Note: This is a change in approach from their original position where Riverina Water was expected to contribute to the rebuild/calibration and rerunning of the groundwater model.

With better collaboration and coordination between NSW EPA, NSW DPIE and NSW Health, Riverina Water will continue to monitor and contribute to the management of PFAS risk to its groundwater source. Ongoing independent PFAS sampling will continue at the new sentinel bore together at our East Wagga bore sites in the meantime.

Financial Implications

No financial implications

Risk Considerations

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

R24 Land Matters - Red Hill Reservoirs 1 & 2, Land Parcel Consolidation

Organisational Area Operations

Author Jason Ip, Manager Operations

Summary Council intends to extend power supply from an existing electricity metering point at Red Hill Reservoir No.1 (Lot 17 DP226258) to Red Hill Reservoir No.2 (Lot 12 DP1263304). Essential Energy prohibits electricity lines to traverse across differing land parcels, irrespective if both are owned by the same owner. The most cost effective option to provide power supply to Red Hill Reservoir No.2 is to consolidate both adjacent parcels into one.

RECOMMENDATION that Council approves the consolidation of Red Hill Reservoir No.1 (Lot 17 DP226258) and Red Hill Reservoir No.2 (Lot 12 DP1263304) into a single land parcel.

Report

Red Hill Reservoir No.1 is currently supplied electricity via a dedicated electricity meter located on Lot 17 DP226258. The meter provides power to a number of electronic magflow water meters, reservoir level sensors and a remote telemetry unit.

Red Hill Reservoir No.1 is scheduled to be demolished and equipment transferred to Red Hill Reservoir No.2, requiring power supply to be extended from Lot 17 DP226258 to Lot 12 DP1263304.

Essential Energy Service Rules states:

- Rule 2.2.2 Underground Services – The route should not cross an adjoining property. If there is no alternative, a suitable easement must be obtained.
- Rule 3.2.4 Overhead Services – A route crossing an adjoining property is only acceptable providing a suitable easement is obtained over the property.

Option 1: Crossing adjoining property(s) with appropriate electricity easements to relocate the existing metering point to Red Hill Reservoir No.2 would require:

1. Electricity easements from Essential Energy's network to be surveyed & created on Crown Land, providing Crown Land grants permission, estimated \$5,000 (including GST)
2. High voltage overhead lines to be extend to Red Red Hill Reservoir No.2 in a dedicated electricity easement, estimated \$10,000 (including GST)

3. A new electricity metering point at Red Hill Reservoir No.2, estimated \$8,000 (including GST)

TOTAL ESTIMATED COSTS: \$23,000 (including GST)



Alternatively,

Option 2: Extend a new electricity submains from the existing electricity metering point to Red Hill Reservoir No.2, within the same (consolidated) property.

The scope of works for Option 2 would require:

- Consolidation both reservoir parcels into one, estimated \$2,000 (including GST)
- Extension of an electrical submain from the existing electricity metering point to Red Hill Reservoir No.2., estimated \$10,000 (including GST)
- TOTAL ESTIMATED COSTS: \$12,000 including GST)

Recommendation:

Council adopts Option 2 requiring consolidation of Red Hill Reservoir parcels (No.1 & No. 2) into a common parcel, to minimise cost to supply electricity to Red Hill Reservoir No.2.

Financial Implications

Marginal financial impacts on the organisation. This matter relates to governance with respect to delegation of land matters being approved by council

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.

R25 Efficiency Review - Riverina Water & Culcairn Water Supply (Greater Hume Council)

Organisational Area Operations

Author Jason Ip, Manager Operations

Summary In accordance with the Proclamation that created Riverina Water County Council, a report has been prepared which "reviews the relative efficiencies and economies of the functions of headworks, distribution and reticulation of water in the town of Culcairn"

RECOMMENDATION that Council approve the submission of the attached report to the Minister for Water.

Report

As part of Riverina Water's Proclamation, Council is required to undertake a review of the "relative efficiencies and economies of the functions of headworks, distribution and reticulation of water in the town of Culcairn", "as compared with undertaking those functions by the County Council" and report the finding to the Minister. This report addresses the requirements of the ministerial proclamation and is the first report produced in accordance with the proclamation.

Riverina Water engaged Atom Consulting to undertake the review to ensure a level of independence in the review findings.

The efficiency review considered financial aspects, corporate activities and scheme specific activities. In undertaking the review, Atom Consulting was provided with data from Riverina Water and data from the NSW Department Planning, Industry and Environment. Gaps in available data or assumptions made during the analysis are noted where relevant in the report. Where data was either insufficient or not provided, no analysis has been presented in the report

Please refer to attached report "Efficiency Review – Riverina Water and Culcairn", August 2021, prepared by Atom Consulting

Financial Implications

The recommendation does not impact on Council's financial position

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.

R26 Works Report covering June 2021

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 – 30 June 2021.

RECOMMENDATION that the Works Report covering June 2021 be received and noted

Report

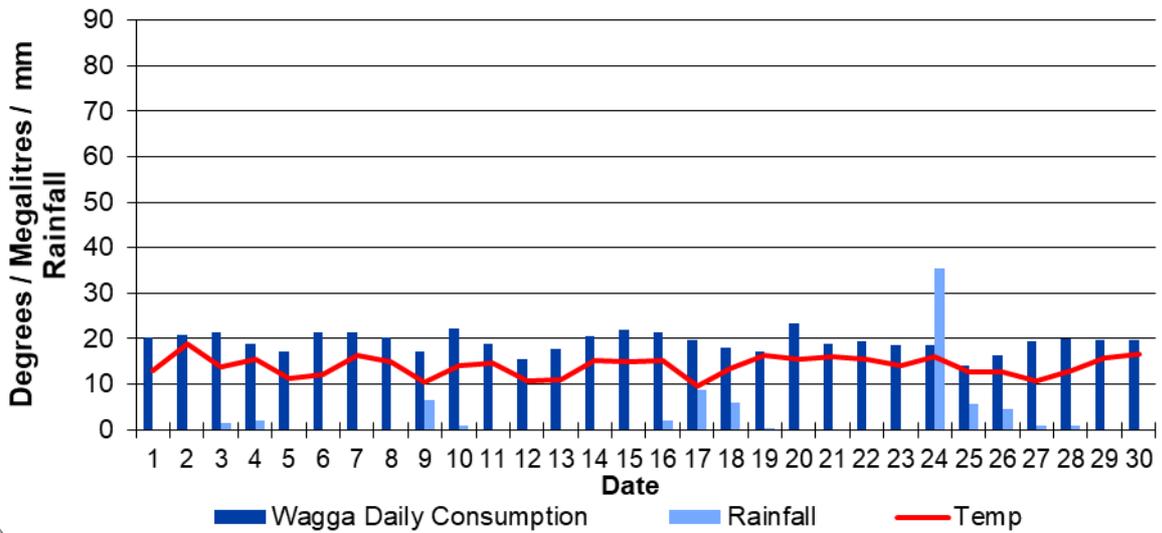
This report provides an overview of water usage, connections, maintenance and water quality matters from 1 – 30 June 2021

Water Sourced and Used

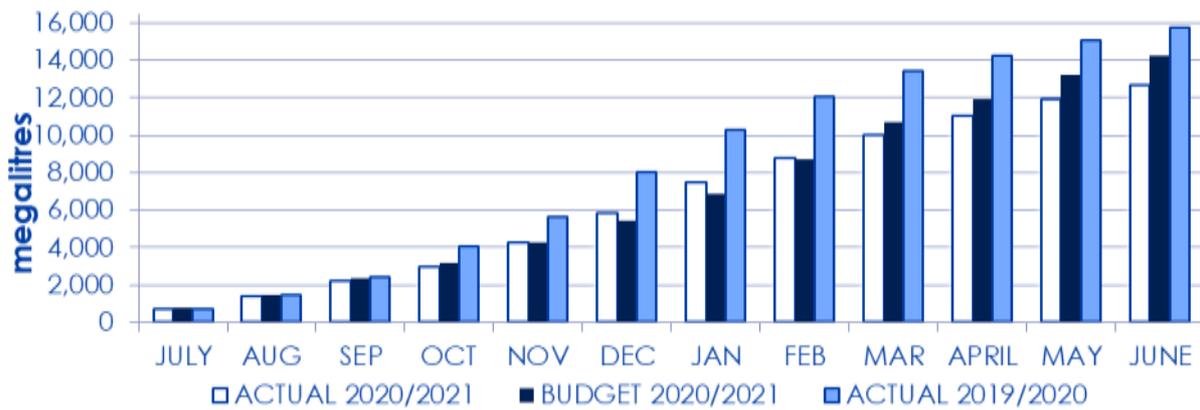
	2019	2020	2021
Rainfall	45.0	55.2	75.4
Wet days	14	13	13
Water sourced June 2021 (MI)			
North Wagga bores	165.88	155.94	153.63
West Wagga bores	74.07	129.22	186.73
East Wagga bores	354.98	377.15	320.74
Murrumbidgee River	106.57	0.00	15.60
Sub Total	701.50	662.31	676.70
Bulgary bores	18.90	21.81	24.29
Urana source	0.00	0.00	0.00
Ralvona bores	12.82	14.75	15.16
Walla Walla bores	0.00	0.00	0.00
Goldenfields Water Supply System	2.26	2.74	1.63
Sub Total	33.98	39.30	41.08
Woomargama	0.80	0.86	0.69
Humula	0.28	0.40	0.44
Tarcutta	2.33	2.25	2.95

	2019	2020	2021
Oura	1.61	1.45	1.54
Walbundrie / Rand	1.84	2.18	1.96
Morundah	0.43	0.38	0.46
Collingullie	3.68	3.53	4.25
Sub Total	10.97	11.05	12.29
Totals	746.45	712.66	730.07
Water used June 2021 (MI)			
East Bomen	20.26	11.59	20.79
Estella	38.83	47.07	51.15
North Wagga	66.66	74.66	68.40
Wagga Wagga – low level	100.14	93.72	85.50
Wagga Wagga – high level	293.32	294.19	292.60
Wagga Wagga – Bellevue level	38.77	39.69	39.66
Sub Total	557.98	560.92	558.10
Ladysmith system	3.17	2.61	3.23
Brucedale scheme	27.97	21.07	12.89
Currawarna scheme	16.98	6.92	7.80
Rural Southern trunk main system	71.3	66.19	62.59
Rural Western trunk main system	25.24	21.90	32.79
Sub Total	144.64	118.69	119.30
Holbrook	12.84	14.69	15.03
Woomargama	0.80	0.86	0.69
Humula	0.28	0.40	0.44
Tarcutta	2.23	2.35	2.85
Oura	1.61	1.45	1.54
Walbundrie / Rand	1.84	2.18	1.96
Morundah	0.56	0.36	0.41
Collingullie	3.40	3.80	4.03
Sub Total	23.56	26.09	26.95
Totals	726.18	705.70	704.35

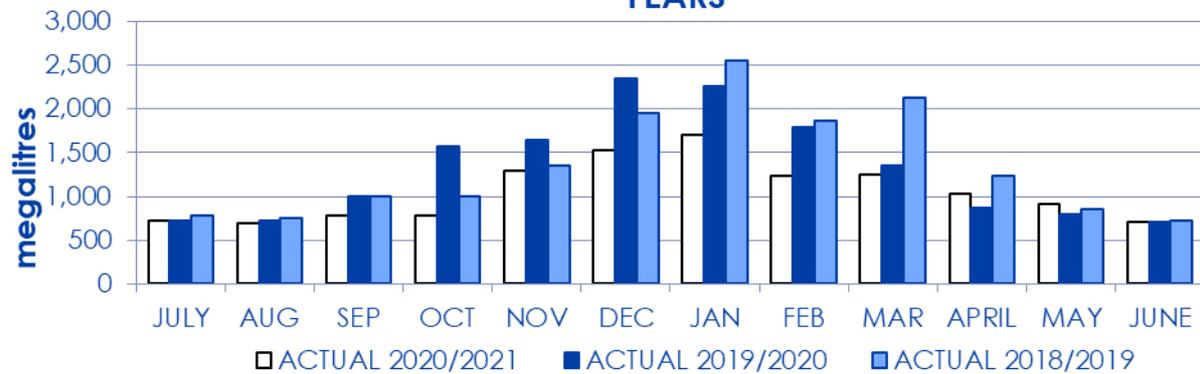
DAILY WATER USED, WAGGA WAGGA, June 2021

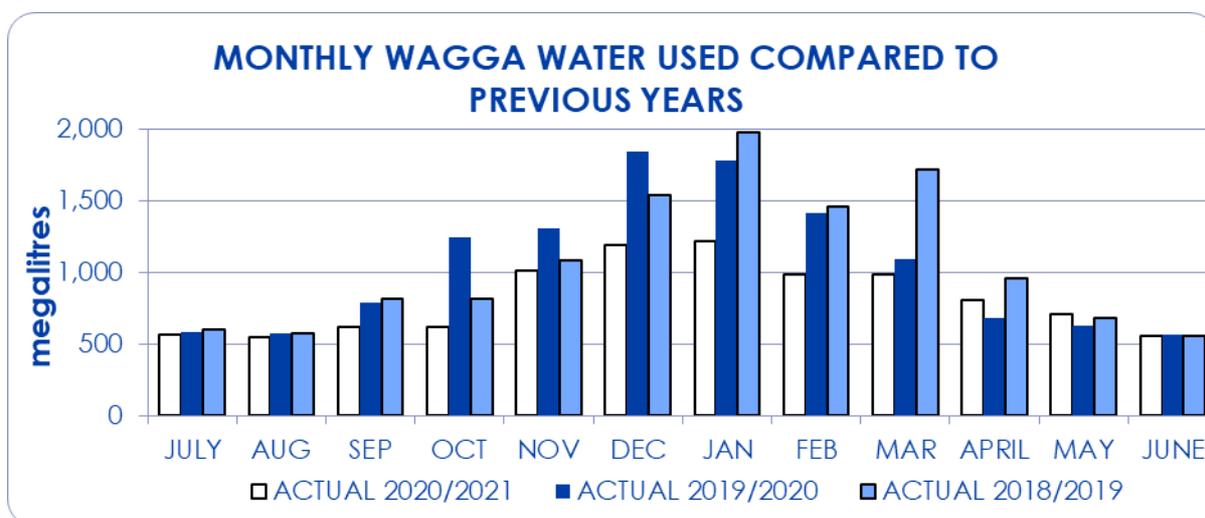
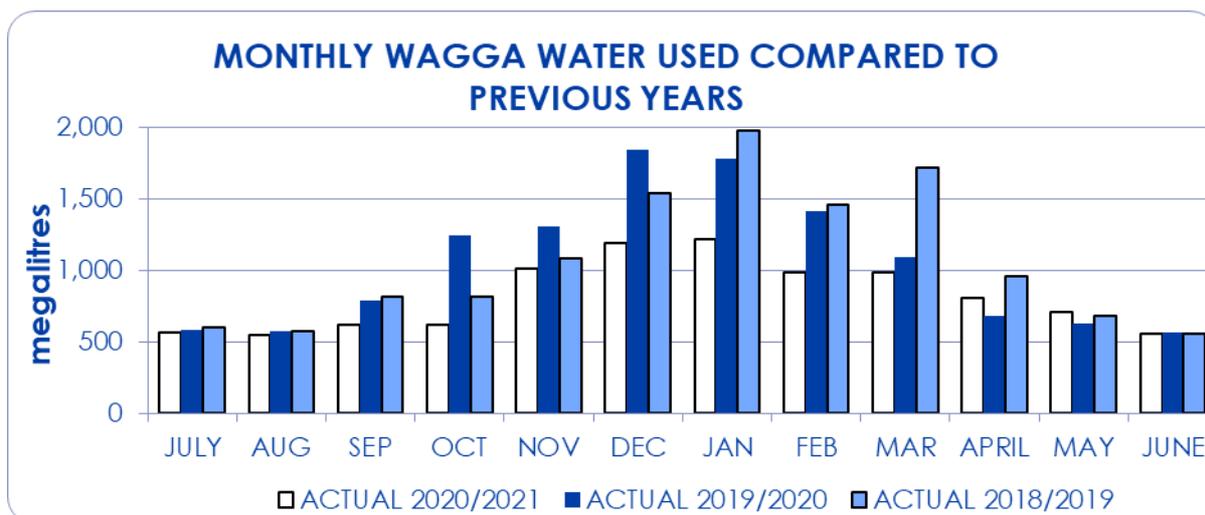


TOTAL CUMULATIVE WATER USED 2020/2021



MONTHLY TOTAL 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
Wagga Wagga	22	1	6	22	11	1				59	3	10
Wagga Wagga			2	6	7					21	1	6
Forest Hill										3		
North Wagga			2	1						1		
Estella										1		

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Koorringal				3						7		1
Turvey Park	2			1	1					5		
Lake Albert	1		2	1	1	1				6	1	3
Ashmont				3						2		
Tolland				1						2		
Mt Austin				1	1					2	1	
Bourkelands				1						3		
Tatton	2			2								
Glenfield					1					5		
Lloyd	3											
Springvale	1			2								
East Wagga		1										
Boorooma	2											
Gobbagombalin	11									1		
Gumly Gumly												
Brucedale					1	1				1		
Oura				1		1					1	
San Isidore		1			2					1	2	1
Tarcutta				1	1							
Lockhart				3						1		
Milbrulong										1		
Pleasant Hills										1		
The Rock						1				2		
Uranquinty						2				1		

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Henty	1			1		2				4	4	
Holbrook										4		
Morven				1								
Walla Walla				1								
Woomargama	1				1							
Oaklands										1		
Rand										3		
Urana				1								
TOTAL	24	2	6	31	16	8	0	0	0	79	10	11

Water System Repairs

Wagga Wagga								
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
4/6/2021	Undurra Drive	Glenfield Park	150 AC	Tree Roots	No		0	3
7/6/2021	Karoom Dr (off Pinaroo)	Glenfield Park	150 BPVC	Pipe Failure – not specified	Yes		0	5
25/6/2021	23 Castlereagh Ave	Mount Austin	100 AC	Pipe Failure – ground movement	No		30	15
28/6/2021	108 Peter St	Wagga Wagga	100 CI	Pipe Failure – not specified	Yes		0	8
30/6/2021	5 Lockyer St	East Wagga	150 BPVC	T/Band Broken/Leaking	No		8	5

Rural								
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
7/6/2021	County Boundary Rd	Milbrulong	80 PVC	Pipe Failure – ground movement	Yes		0	24
11/6/2021	Humphries Lane	The Rock	63 PE	Pipe Failure – ground movement	Yes		0	32
11/6/2021	Humphries Lane	The Rock	63 PE	Pipe Failure – ground movement	Yes		0	25
17/6/2021	Urana Rd	Bidgeemia	100 BPVC	Pipe Failure – ground movement	No		4	89
18/6/2021	Urana Rd	Bidgeemia	100 BPVC	Pipe Failure – ground movement	No		4	16
21/6/2021	23 Cummins Dr	San Isidore	100 WPVC	Pipe Failure – not specified	Yes		0	5
22/6/2021	32 Market Street	Walla Walla	100 AC	Pipe Failure – ground movement	No		0	23
24/6/2021	Urana Rd	Bidgeemia	100 WPVC	Pipe Failure – ground movement	No		0	45
24/6/2021	Plums Line	The Rock	100 BPVC	Pipe Failure – ground movement	No		0	34
24/6/2021	Downside	Brucedale	100 WPVC	T/Bank Broken/Leading	No		0	0
24/6/2021	Vincent's Rd	The Rock	100 BPVC	Pipe Failure – ground movement	No		4	21
15/6/2021	Urana Rd	Bidgeemia	100 BPVC	Pipe Failure – ground movement	No		1	156

Water Quality Complaints

RHS	Date	Location	Problem	Action Taken
58168	2.06.21	32 Urana St, The Rock	dirty water and low pressure	Flushed mains and service, Cl 0.9 mg/L, Turbidity 3.6 NTU, pressure 39-meter head flow 60L/sec.
58178	3.06.21	14 Juniper Pl, Forest Hill	strong chemical smell	Water checked, no odour detected, F Cl 1.4 mg/L, turbidity 0.3 NTU, all within ADWG.
58316	11.06.21	25 Paldi Pl, Wagga	black floaty bits in water	Water checked, Turbidity 0.6 NTU, F Cl 0.9mg/L and pH 7.1 all within ADWG. Customer to check internal plumbing.
58317 58331	15.06.21	14 Juniper Pl, Forest Hill	strong chemical smell, concerned about PFAS	Sample taken, check for PFAS. No odour or strong chemical taste detected. Turbidity 0.9 NTU, F Cl 1.4mg/L and pH 7.6, all within ADWG. Customer to check internal plumbing.
58412	29.06.21	38 Patamba St, Koorungal	cloudy water, getting eczema	Water checked, Turbidity 1.1 NTU, F Cl 1.4mg/L Total Hardness 115mg/L, CaCO3 50 mg/L and pH 7.8 all within ADWG. Filter on kitchen tap causing air in water (cloudiness.) Customer to check internal plumbing.
58429	30.06.21	25 Paldi Cres, Glenfield Park	dirty water and low pressure	Changed meter, faulty check valve, water now clear.
58430	30.06.21	64-66 Lingari Dr, Lloyd	discoloured water	Flushed main at dead end until 3 NTU.

New water mains laid

Location	Project	63		100		150		200		300	
		PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL	
Plums Road	Mains extension		30								

Replacement of Existing Mains

Location	Project	32	63	100		150	200	200	250		450	600
		PE	OPVC	DICL								
Boree Creek	Upgrade				190							
Locks Lane	Upgrade				318							

Alleyinside	upgrade				1722							
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Other Construction

Location or Project	Work done
Gregadoo Road	100mm service and meter
Wagga Depot	Work for new garden
Low level Main	Locations for new 600mm main
Wagga Depot	Lay sewer main

Major Repairs / Overhauls

Nil

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	12
Estella Farrer Road	52
Forest Hill Elizabeth Avenue	70
Glenfield Red Hill Road	48
Henty Olympic Way	3
Holbrook Millswood Road	18
Lake Albert Plumpton Road	20
Lockhart Napier Road	28
Pleasant Hills Manson St	5
The Rock	20
Urana Federation Way	10
Yerong Creek Finlayson	6

Fleet Disposals

Vehicle No	Description	Vehicle Type	Make & Model	Year	KMs	Method	Price (ex GST)
360	Meters	Dual Cab Ute	ISUZU	2016	122067	Auction	\$26,136

Fleet Acquisitions

Vehicle No	Tenders received	Accepted Tenderer	Vehicle type	Make/Model	Price ex GST
438	1 as per LGP Price	Wagga Motors	CC Tray	Isuzu D-Max LS dual cab tray	\$38,690.91
431	1 as per LGP price	Toyota MH	Forklift	Toyota Forklift	\$53,632.00
442	1 as per LGP price	Wagga Motors	Ute	Isuzu D-Max dual cab Ute	\$40,360.00

Major Capital Projects Progress (over \$100,000)

	On track
	Behind schedule
	Unlikely this Financial Year

Description	2020/21 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Administration Office			
Administration Office	\$100,000	\$87,941	Planned work completed
Depot Buildings			
Refurbishment of Operations Office – Urban	\$879,786	\$151,032	Planned external building work was not due to difficulty in obtaining trades required to undertake work.
Depot Building The Rock – Non-Urban	\$134,781	\$48,930	Construction Certificate approved.
Awning on stores building	\$30,000	\$29,830	Design 80% complete.
Re-use of super nantent non-potable water on Hammond Ave site	\$50,000	\$0	
Land and Buildings for Admin, Depot and Workshops			
Access, Parking and Landscaping			

Description	2020/21 Budget	Actual & Committed to Date	Comments
Levee protection Stage 2 Hammond Ave – Urban	\$75,000	\$49,784	Only minor sealing work still to be completed.
Murrumbidgee River Bank Stabilisation	\$50,000	\$21,058	Consultant engaged and aerial surveying of site completed.
Marshalls Creek Bank Stabilisation	\$50,000	\$20,288	Consultant engaged and aerial surveying of site completed.
Kooringal Road purchase	\$133,604	\$129,701	completed.
Forge & Copland Street Development	\$304,467	\$1,426	Preliminary design continuing
Willans Hill Low level reservoir land purchase	\$161,200	\$0	Engaged surveyor to prepare plan of acquisition survey. Department of Education requested to get the new land valuation from Valuer General office. Engaged solicitor for compulsory acquisition.
45 Kooringal Road purchase	\$1,500,000	\$1,506,311	completed.
PLANT AND EQUIPEMENT			
IT Equipment			
Computer Server Replacement – Urban	\$105,500	\$44,078	Underspend of approx. \$60k due to allocation of operational IT expenses.
Computer Equipment – Urban	\$139,000	\$72,888	\$40k underspend due to some items being under budget and a reprioritisation of purchases. \$26k is requested to be revoted due to rollout of portable devices being behind due to delay in resources.
Working Plant and Vehicle Purchases			
Routine plant and vehicle replacements	\$1,549,847	\$1,473,373	Ongoing
Telemetry and Control Systems Upgrade			

Description	2020/21 Budget	Actual & Committed to Date	Comments
Radio Telemetry SCADA Upgrade	\$320,000	\$357,588	Ongoing
Remote telemetry units and radio upgrade project	\$137,152	\$182,623	
Energy Efficiency and Cost Minimisation			
Solar Pilot plant – East Wagga	\$415,740	\$253,753	Waiting on EE to provide Connection Investigation Response (CIR). NGH have commenced ACHA (Aboriginal Cultural Heritage Assessment) and expressions of interest closed.
SOURCES			
Bores – Renew / Refurbish / Decommission			
Wagga Bore Motor Replacement (132kW)	\$75,000	\$28,126	
Bulgary Bore 3B - Reline & Riseless	\$180,000	\$174,217	Completed
Ralvona Bore 2B – Riserless upgrade	\$60,000	\$70,106	
TREATMENT PLANTS			
Aeration Tower Covers			
Ralvona Aeration Tower	\$95,659	\$95,659	Second tower will be installed once the concrete tank has been replaced. Demolition of existing tank and reconstruction of new tank
East Wagga Aeration Basin cover – Urban	\$28,500	26,821	Completed
Bulgary Aeration Cover	\$63,226	\$61,627	Shade cloth cover installed. Complete.

Description	2020/21 Budget	Actual & Committed to Date	Comments
Ralvona Aeration Cover	\$60,000	\$70,608	Steel frame galvanised. Installation will be delayed while tank being replaced.
West Wagga Aeration Roof Replacement / Cover	\$337,124	\$345,876	Roof installation completed. Shade cloth walls being made.
Treatment Plant Refurbishments			
WTP stage 1 – Urban	\$1,714,626	\$878,608	Work on other minor defects progressing with Cadet Engineer assisting. Contractor engaged to fabricate and install Lamella access. Received preliminary design from Hunter H2O for filtered water flow meter, working with consultant to finalise the solution.
Roads	\$473,763	\$313,248	Waiting for final design drawings to be issued by Consultant. Commenced construction of the Raw Water Crane pad. Landscaping commenced.
Footpaths and Covered Walkways	\$100,000	\$0	Design incorporated in Roads project
Landscaping	\$110,000	\$6,688	Design incorporated in Roads project
Bomen Pump Station	\$50,000	\$3,736	Work done on developing system curve with flow tests
North Wagga WTP Fluoride Plant Replacement	\$50,000	\$0	
Tarcutta Iron Filter Replacement	\$55,000	\$52,938	
Tarcutta CWS tank replacement	\$140,000	\$102,165	Earthworks for pad completed. Construction delayed due to contractor being Sydney based.
Urana WTP replacement – Non-Urban	\$83,651	\$62,224	Continuing Western Region Strategic Planning.

Description	2020/21 Budget	Actual & Committed to Date	Comments
PUMPING STATIONS			
Estella Pump Station	\$120,000	\$16,007	Ongoing
RESERVOIRS			
New / Replacement Reservoirs			
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$200,000	\$154,832	Completed
Glenoak Res 4.5ML – Construction	\$25,000	\$23,049	Completed
Humula Reservoir Replacement 2x 100kL with 1x 150kL	\$150,000	\$128,566	Earthworks for pad completed. Construction delayed due to contractor being Sydney based
Walbundrie Reservoir #2 1x100kL with 150kL replacement	\$150,000	\$136,095	Earthworks for pad completed. Construction delayed due to contractor being Sydney based.
The Rock Reservoir South	\$24,900	\$11,340	Land matters problematic.
Oura Reservoir Replacement 2x100kL with 700kL replacement	\$50,000	\$21,026	Preliminary design for reservoir pad completed including excavation plan & size
Demolition work			
Humula Steel (Abandoned) Reservoir	\$20,000	\$7,036	Demolition work on hold. Landowner have made an offer to purchase the land and steel tank. Solicitor engaged to prepare contract.
Red Hill No.1 Steel (Abandoned) Reservoir	\$115,000	\$1,865	Contractor engaged to demolish tank. Riverina Water staff to undertake meter relocation and electrical work prior to demolition.
Mongoplah (abandoned) reservoirs x 2 demolition	\$20,000	\$12,484	Completed

Description	2020/21 Budget	Actual & Committed to Date	Comments
Morundah Steel (Abandoned) Reservoir	\$20,000	\$1,755	Contractor engaged to demolish tank and work will commence at the same time as Red Hill 2 to reduce costs. Contract awarded to Victorian Contractor, may be delayed by COIVD restrictions.
Waterworks Buildings demolition	\$30,000	\$719	Disconnection and isolation of electrical switchboards has commenced. Planning and electrical work in 21/22 with demolition in 22/23.
MAINS			
System Improvements			
System Improvements – Urban	\$150,000	\$130,779	Complete
Low Level Reservoirs Pipework	\$300,000	\$229,989	Stage 1 complete.
WW WTP 600mm DICL Koorungal Road	\$40,000	\$19,952	Completed – initial planning.
Estella PH and Res	\$830,000	\$785,951	Completed
Estella to CSU 450mm DICL	\$70,000	\$86,590	Complete
Reticulation for Developers (including other extensions)			
Reticulation for Developers – Urban	\$800,000	\$619,353	Complete
Reticulation for Developers – non urban	\$60,000	\$3584	Complete
Renew Reticulation Mains			
Renew Reticulation Mains – Non-Urban	\$200,000	\$218,495	Completed
Renew Reticulation Mains – Urban	\$300,000	\$174,828	Completed
The Gap / Brucedale System – Non-Urban	\$150,000	\$164,163	Completed

Description	2020/21 Budget	Actual & Committed to Date	Comments
Heydon Avenue, 250m 100mm DICL	\$100,000	\$87,142	Completed
Cox Avenue, Forest Hill, 600m 100mm DICL	\$210,000	\$209,189	Completed
Doigs Lane, 6.1km 63mm PE	\$70,000	\$70,100	Completed
Duke of Kent	\$185,000	\$195,928	Completed
Vincents Road Extension, The Rock – 100mm	\$190,000	\$168,384	Completed
Bidgeemia Rd Extension – 100mm	\$400,000	\$364,361	Completed
Renew Trunk Mains			
Renew Trunk Mains – Urban	\$200,000	\$220,676	Completed
Renew Trunk Mains – Non-Urban	\$300,000	\$285,310	Completed
Brucedale Rising Main – Trunk Mains Replacement (Sturt Highway, 4km 300mm DICL)	\$800,000	\$486,493	In progress work to continue next FY.
Simkin/Churchill/Sherwood – Trunk Main Replacement	\$70,000	\$69,500	Completed – designs only
The Rock Chaplins Lane	\$20,000	\$20,577	Completed
750mm pipeline replacement at Willans Hill	\$300,000	\$198,467	Design being finalised. Commenced site clearance and ordered most of the pipes and fittings. Continue into next FY.
SERVICES			
Service Connections, new including Meters			
Service Connections, New – Urban	\$400,000	\$379,979	Complete
Renew Services			

Description	2020/21 Budget	Actual & Committed to Date	Comments
Renew Services – Urban	\$200,000	\$212,040	Complete
METERS			
Water Meters Replacement			
Water meters replacement – Urban	\$150,000	\$143,484	Complete
Remote Metering			
Meter upgrades	\$100,000	\$99,954	Complete

Financial Implications

Nil

Risk Considerations

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

R27 Works Report covering July 2021

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 – 31 July 2021

RECOMMENDATION that the Works Report covering July 2021 be received and noted

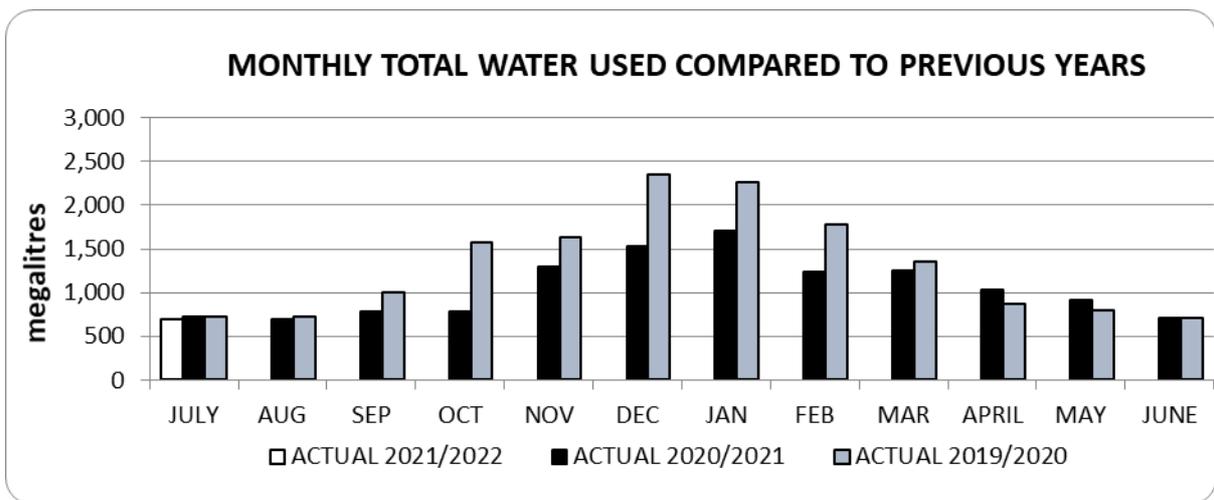
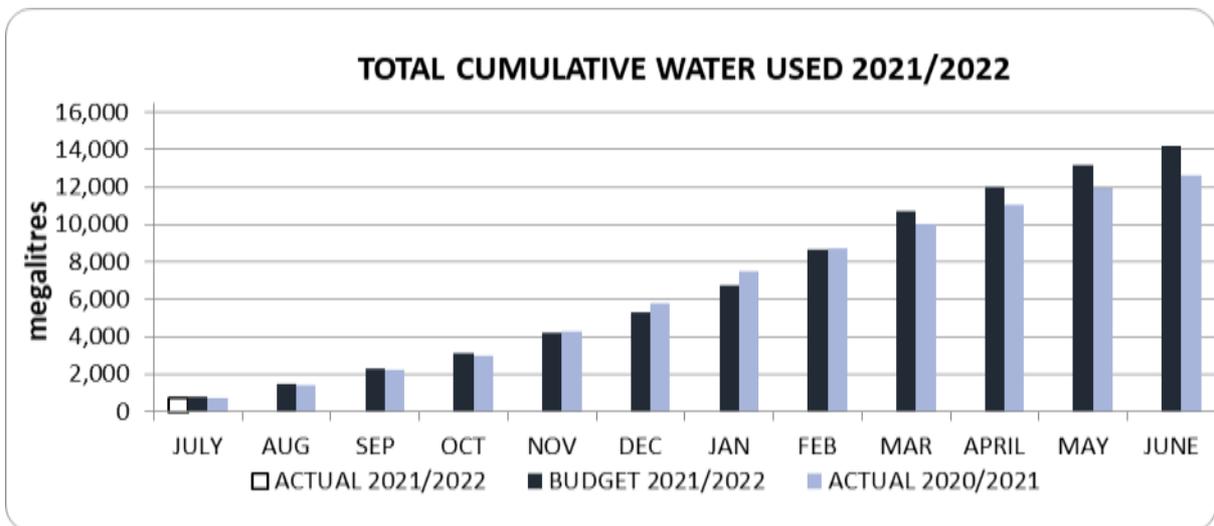
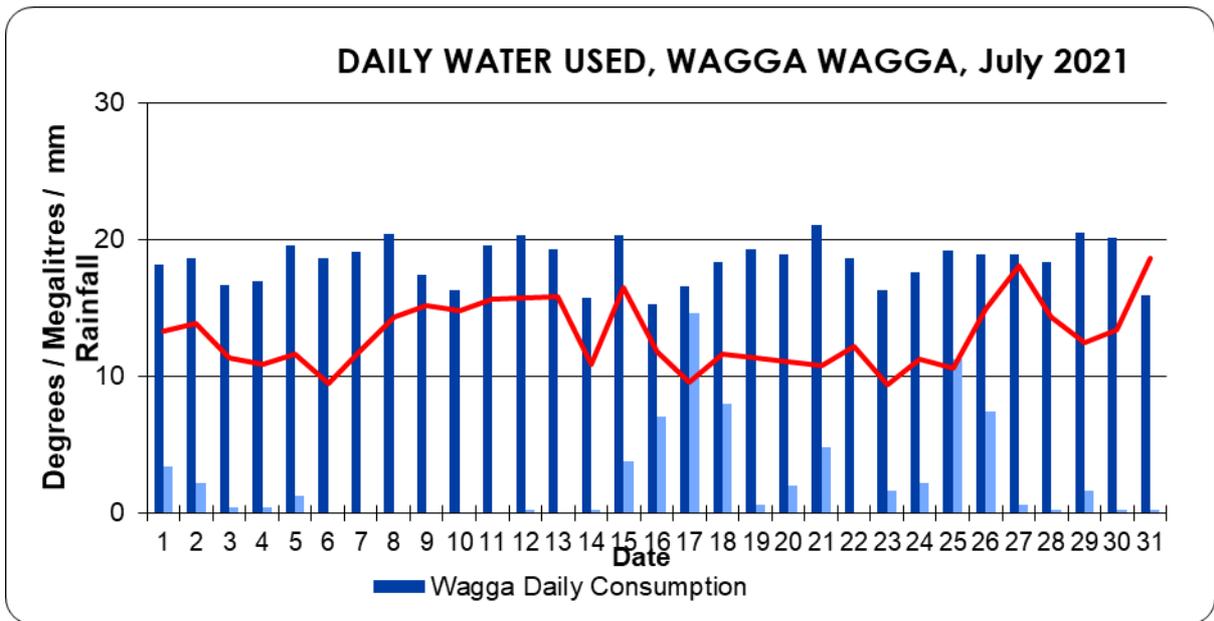
Report

This report provides an overview of water usage, connections, maintenance and water quality matters from 1 – 31 July 2021

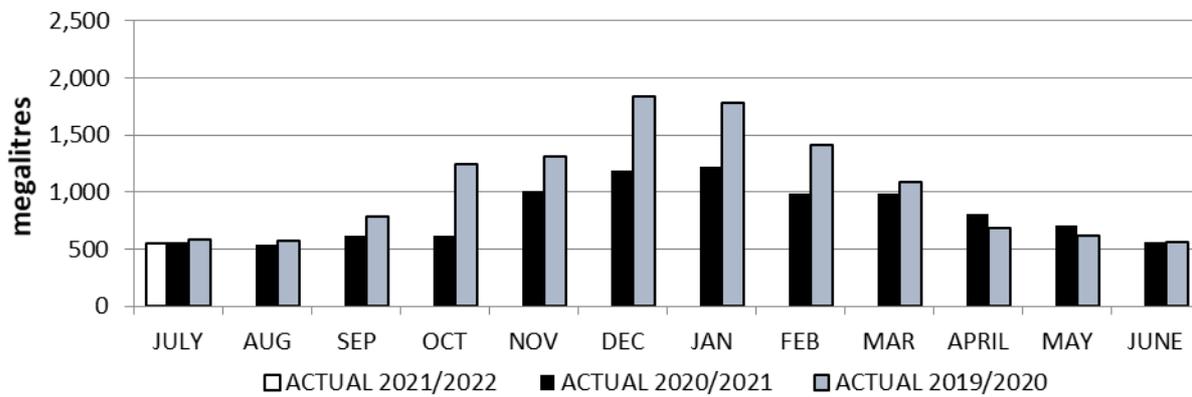
Water Sourced and Used

	2019	2020	2021
Rainfall	22.6	26.0	72.0
Wet days	15	16	23
Water sourced July 2021 (MI)			
North Wagga bores	173.21	164.48	152.15
West Wagga bores	79.83	326.79	186.90
East Wagga bores	323.00	162.53	324.92
Murrumbidgee River	136.43	39.00	0.00
Sub Total	712.47	692.80	663.97
Bulgary bores	18.77	24.40	22.57
Urana source	0.00	0.00	0.00
Ralvona bores	13.92	13.83	14.01
Walla Walla bores	0.00	0.00	0.00
Goldenfields Water Supply System	2.01	0.00	0.67
Sub Total	34.70	38.23	37.25
Woomargama	0.83	0.80	0.85
Humula	0.58	0.37	0.13
Tarcutta	2.45	2.19	2.32
Oura	1.75	1.59	1.56
Walbundrie / Rand	1.54	2.14	1.94

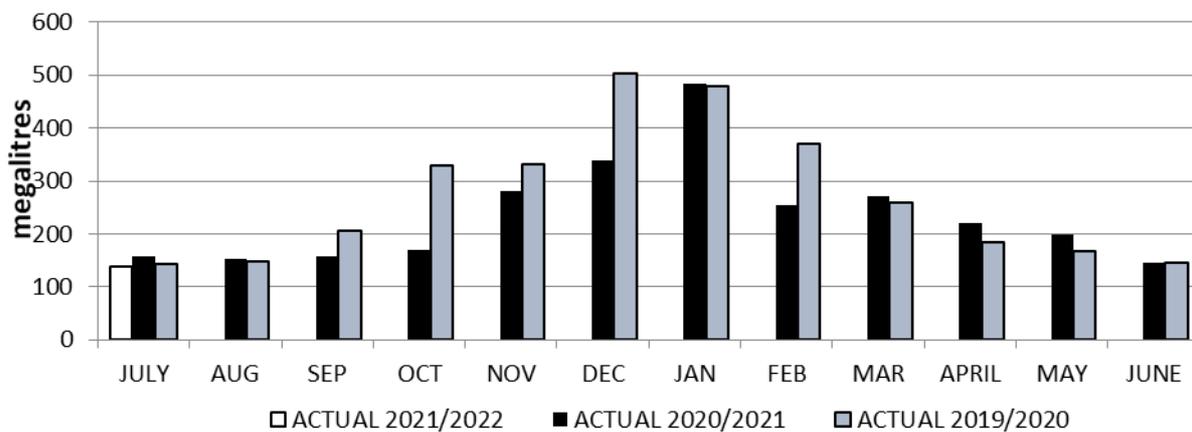
	2019	2020	2021
Morundah	0.43	0.39	0.60
Collingullie	2.67	6.94	4.55
Sub Total	10.25	14.42	11.95
Totals	757.42	745.45	713.17
Water used July 2021 (MI)			
East Bomen	20.14	25.11	16.79
Estella	54.19	47.08	48.65
North Wagga	79.52	69.41	72.34
Wagga Wagga – low level	104.02	98.52	84.10
Wagga Wagga – high level	292.75	287.74	289.30
Wagga Wagga – Bellevue level	35.72	39.77	43.30
Sub Total	586.34	567.63	554.48
Ladysmith system	2.92	2.60	2.58
Brucedale scheme	12.23	18.34	10.95
Currawarna scheme	6.97	7.42	8.95
Rural Southern trunk main system	71.2	75.48	63.27
Rural Western trunk main system	24.76	26.50	27.37
Sub Total	118.08	130.34	113.12
Holbrook	13.95	13.77	13.99
Woomargama	0.83	0.80	0.85
Humula	0.58	0.37	0.13
Tarcutta	2.40	2.23	2.44
Oura	1.75	1.59	1.56
Walbundrie / Rand	1.54	2.14	1.94
Morundah	0.44	0.33	0.38
Collingullie	2.67	5.89	4.33
Sub Total	24.16	27.12	25.62
Totals	728.58	725.09	693.22



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
Wagga Wagga	24		1	7	6	8				54	9	1
Wagga Wagga	1			3	2	1				11	5	1
Forest Hill					1					2		
North Wagga										2		

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
Estella										1	1	
Koorinal				1		1				2		
Turvey Park			1							10		
Lake Albert	2			1	2					9	1	
Ashmont				1		3				4		
Tolland				1	1	1				5	1	
Mt Austin						1				3		
Glenfield	1					1				4		
Lloyd	1											
Springvale										1		
East Wagga	1											
Boorooma											1	
Gobbagombalin	18											
Brucedale						1						
Euberta				1								1
San Isidore					1							
The Gap						1				2		
Lockhart	1											
Milbrulong				2								
Bidgeemia	1											
The Rock	1					1						
Uranquinty											1	
Yerong Creek						1				1		
Henty										1		

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Holbrook	1			1						3		
Walla Walla			14	3						5	1	
Woomargama				1								
Rand				1						1		
TOTAL	27	0	15	16	7	12	0	0	0	67	11	2

Water System Repairs

Wagga Wagga								
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
5/7/2021	24 McCoullough Dr	Tolland	100 AC	Pipe Failure – not specified	No		0	5

Rural								
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
16/7/2021	Gap Hill to Coolamon Rd	Brucedale	100 BPVC	Leaking collar	No		15	5
19/7/2021	Pleasant Hills Halls Creek Intersection	Pleasant Hills	63 PE	Pipe Failure – not specified	No		30	2
19/7/2021	Lockhart Rd	The Rock	200 BPVC	Pipe Failure – ground movement	No		32	46

Water Quality Complaints

RHS	Date	Location	Problem	Action Taken
58455	5/07/2021	69 Eldershaw Rd, Forest Hill	Brown water	Flushed area
58460	5/07/2021	184 Cummins Rd, Lake Albert	Dirty water	Flushed main
58472	2/07/2021	82 Cummins Drive, San Isidore	Air in water	Flushed water
58520	1/07/2021	14 Juniper Place, Forest Hill	Strong chemical smell	Tasted and smelt from 3 different employees, Free Cl 1.25mg/L, turbidity 0.88 NTU, Total Cl 1.38mg/L.
58631	19/07/2021	1 Bradley Place, Tolland	Water quality- bad smell, taste and light brown in colour	Consumers garden tap at meter reads 4.81 NTU after flushing.
58699	22/07/2021	59 Inglis Street, Lake Albert	Brown water, problem started last night	Gal pipe work on consumers side of the meter band (explained to customer)
58708	21/07/2021	8 Depazzi Close, Wagga Wagga	Water turned off today, now has very dirty water	Flushed main

Replacement of Existing Mains

Location	Project	32		63		100		150	200		250		450		600
		PE	OPVC	DICL											
Gurwood St	Mains replacement			218											
Low Level Reservoir	Mains replacement														270
Olympic Hwy Brucedale	Mains replacement										248				
Sly's Lane Bidgeemia	Mains replacement		200												
Alleyside	Mains replacement				462										

Other Construction

Location or Project	Work done
Walla Services	Service replacements
College Ave Wagga Wagga	100mm Fire service & 80mm Metered Service

Major Repairs / Overhauls

Facility	Work done
West Wagga bore no1	Remove for maintenance
North Wagga bore no3	Remove for maintenance
Wagga Water Treatment Plant raw water pump no3	Remove for maintenance
Bulgary Fluoride pump	Overhaul

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	9
Estella Farrer Road	18
Forest Hill Elizabeth Avenue	12
Glenfield Red Hill Road	24
Henty Olympic Way	6
Holbrook Millswood Road	1
Lake Albert Plumpton Road	22
Lockhart Napier Road	13
The Rock	6
Urana Federation Way	1
Yerong Creek Finlayson	3

Fleet Disposals

Nil

Fleet Acquisitions

Nil

Major Capital Projects Progress (over \$100,000)

	On track
	Behind schedule
	Unlikely this Financial Year

Description	2020/21 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Administration Office			
Carpark – Admin building	\$60,000	\$0	
Administration Office	\$200,000	\$15,511	Revisiting layout and workstation locations to accommodate additional staff from restructure.
Depot Buildings			
Refurbishment of Operations Office – Urban	\$1,040,000	\$24,614	Options being considered to undertake stage 1 works following poor response to Request For Quotes (RFQs) last financial year.
Depot Building The Rock – Non-Urban	\$1,216,479	\$3,630	Construction certificate approved.
Awning on stores building	\$30,000	\$22,664	Design 95% complete.
Re-use of super nantent non-potable water on Hammond Ave site	\$50,000	\$0	

Land and Buildings for Admin, Depot and Workshops			
Access, Parking and Landscaping			
Levee protection Stage 2 Hammond Ave – Urban	\$0	\$13,928	Only minor sealing work still to be completed.
Murrumbidgee River Bank Stabilisation	\$0	\$12,985	Consultant engaged and aerial surveying of site completed.
Marshalls Creek Bank Stabilisation	\$0	\$15,803	Consultant engaged and aerial surveying of site completed.
Koorungal Road purchase	\$260,000	\$121,495	completed.
Forge & Copland Street Development	\$10,000	\$947	Project charter completed for masterplan. Preliminary design continuing.
45 Koorungal Road purchase	\$0	\$1,500	completed.
Land behind Masters – Profinance	\$800,000	\$0	Contracts exchanged. Settlement due in August
Asset Demolition			
Millswood (Abandoned) Reservoir x2	\$50,000	\$0	
Bomen No. 1 Steel (Abandoned) Reservoir	\$50,000	\$0	
PLANT AND EQUIPEMENT			
IT Equipment			
Computer Server Replacement – Urban	\$38,000	\$13,050	Yet to commence – commitment from 2021.
Computer Equipment – Urban	\$162,928	\$10,814	Commenced IT equipment replacement program.
Working Plant and Vehicle Purchases			
Routine plant and vehicle replacements	\$960,000	\$669,223	Ongoing
Telemetry and Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$250,000	\$110,061	Ongoing

Remote telemetry units and radio upgrade project	\$100,000	\$10,276	Ongoing
Radio Communication Upgrade/Replacements/Improvements			
Radio Communication	\$68,000	\$1,440	Ongoing
Energy Efficiency and Cost Minimisation			
Solar Pilot plant – East Wagga	\$3,200,000	\$115,285	Waiting on EE to provide Connection Investigation Response (CIR). NGH have commenced ACHA (Aboriginal Cultural Heritage Assessment) and expressions of interest closed.
INTANGIBLES			
Water Licences			
ERP Development and Implementation	\$3,205,932	\$202,793	On track – contract signed and order to be raised in August.
SOURCES			
Bores – Renew / Refurbish / Decommission			
Tarcutta Bore 5 Replacement (WTP site)	\$350,000	\$0	
Sourceworks Metering (governance)	\$40,000	\$0	
Switchboards Improvements/Replacements	\$30,000	\$0	
TREATMENT PLANTS			
Aeration Tower Replacements			
Ralvona Aeration Basin Replacement	\$115,000	\$19,831	Steel frame galvanised. Installation will be delayed while tank being replaced.
Specific Treatment Plant Improvements			
Tarcutta WTP Levee protection	\$25,000	\$0	

Treatment Plant Refurbishments			
WTP stage 1 – Urban	\$2,035,374	\$258,350	Work on other minor defects progressing with Cadet Engineer assisting. Contractor engaged to fabricate and install Lamella access. Received preliminary design from Hunter H2O for filtered water flow meter, working with consultant to finalise the solution.
Roads	\$0	-\$70,488	Waiting for final design drawings to be issued by Consultant. Commenced construction of the Raw Water Crane pad. Landscaping commenced.
Footpaths and Covered Walkways	\$0	\$0	Design incorporated in Roads project
Landscaping	\$0	\$25,341	Design incorporated in Roads project
West Wagga WTP Fluoride Plant Replacement	\$140,000	\$0	
North Wagga WTP Fluoride Plant Replacement	\$120,000	\$0	
Tarcutta Iron Filter Replacement	\$36,750	\$0	
Tarcutta CWS tank replacement	\$0	\$59,567	Committal from 2020/2 to be accommodated by budget revote
Tarcutta Manganese Filter Replacement	\$80,000	\$0	
Humula Well WTP	\$80,000	\$0	
Urana WTP replacement – Non-Urban	\$1,500,000	\$104	Continuing Western Region Strategic Planning.
Woomagama WTP	\$224,000	\$0	
PUMPING STATIONS			
Estella Pump Station Power Upgrade	\$0	\$237	Design and quotations completed in 2020/21. Budget revote of \$65k required to complete works

Wagga CWS – Bomen pump Station	\$50,000	\$0	Work done on developing system curve with flow tests
Pleasant Hills Pump Station Refurbishment	\$90,000	\$0	
RESERVOIRS			
General Improvements			
Reservoir Mixes – Urban & Non Urban	\$55,000	\$0	
Reservoir Access Security Enclosures & Cameras	\$20,000	\$0	
New / Replacement Reservoirs			
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$0	\$11,480	Completed. Remaining budget to be used for land acquisition.
Humula Reservoir Replacement 2x 100kL with 1x 150kL	\$0	\$83,470	Earthworks for pad completed. Construction delayed due to contractor being Sydney based
Walbundrie Reservoir #2 1x100kL with 150kL replacement	\$0	\$80,133	Earthworks for pad completed. Construction delayed due to contractor being Sydney based
Oura Reservoir Replacements 2x100kL with 700kL replacement	\$0	\$430	Earthworks for pad completed. Construction delayed due to contractor being Sydney based
The Rock Reservoir South	\$300,000	\$9,044	Refer to confidential report.
Low Level Reservoirs – Land Matters	\$160,000	\$0	For acquisition of reservoir site from Department of Education.
Decommission 10Mg open reservoir	\$565,000	\$0	Relocation of stockpile following environmental approvals.
The Gap/Currawarna Reservoirs Duplication	\$150,000	\$0	
Reservoirs – Upgrade Ladders and Access			
Reservoirs – upgrade ladders and access – Urban	\$30,000	\$0	

Reservoirs – upgrade ladders and access – Non-Urban	\$60,000	\$5,600	
Reservoir Hatches Magflows			
Reservoir Magflow – Non-Urban	\$25,000	\$34	
MAINS			
System Improvements			
System Improvements – Urban	\$150,000	\$4,930	In progress
System Improvements – Non-Urban	\$50,000	\$0	??
Low Level Reservoirs Pipework	\$0	\$120,666	??
WW WTP 600mm DI/CL Koorringal Road	\$100,000	\$8,234	??
Estella PH and Res	\$0	\$2,366	
Eldershaws Rd, The Gap	\$150,000	\$0	??
Cooedong Lane, 230m 100mm DI/CL	\$100,000	\$0	??
Bolton Park	\$200,000	\$0	??
The Rock res offtake to Reservoir	\$80,000	\$0	??
Koorringal Road, Christian College	\$320,000	\$0	??
Reticulation for Developers (including other extensions)			
Reticulation for Developers – Urban	\$808,000	\$64,134	In progress
Reticulation for Developers – non urban	\$60,600	\$0	
Renew Reticulation Mains			
Renew Reticulation Mains – Non-Urban	\$200,000	\$2,818	In progress
Renew Reticulation Mains – Urban	\$300,000	\$23,616	In progress

Yerong Creek, 100mm oPVC	\$150,000	\$0	??
Athol St 100mm DICL	\$400,000	\$39	??
Koorringal CCC 100mm	\$150,000	\$0	??
Renew Trunk Mains			
Renew Trunk Mains – Urban	\$200,000	\$1	??
Renew Trunk Mains – Non-Urban	\$0	\$73,455	
Olympic Highway – Trunk Mains Replacement	\$800,000	\$17,557	In progress
Simkin/Churchill/Sherwood – Trunk Main Replacement	\$0	\$11,785	Completed – designs only
Urana – Corowa (Oaklands)	\$250,000	\$14	??
Olympic Highway Henty to Jennings Lane	\$500,000	\$0	??
Renew Rail Crossings	\$25,000	\$0	
SERVICES			
Service Connections, new including Meters			
Service Connections, New – Urban	\$500,000	\$31,175	In progress
Service Connections, New – Non Urban	\$50,000	\$6,955	??
Renew Services			
Renew Services – Urban	\$300,000	\$10,028	In progress
Renew Services – Non-Urban	\$30,000	\$15,699	??
METERS			
Water Meters Replacement			
Water meters replacement – Urban	\$150,000	\$2,191	In progress

Water meters replacement – Non-Urban	\$50,000	\$1,052	??
Remote Metering			
Remote Metering – Non-Urban	\$25,000	\$0	In progress
Estella – The Gap (Pin Gulley Road) Magflow (Solar)	\$25,000	\$0	
Water Filling Stations New			
WFS – Non-Urban	\$25,000	0	

Financial Implications

Nil

Risk Considerations

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

R28 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.

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.

› **R28.1 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, 16 August 2021
1:58:00 PM
Date From:
Date To:

Division:
Committee:
Officer:

Meeting	Date	Officer	Title	Target
Board Meeting 18/10/2018	18/10/2018	Spannagle, Bede	PFAS matter	
Resolution				
Resolution not found - no minutes document				
Notes For Action				
30 Nov 2020 11:20am Spannagle, Bede - Historical				
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.				
21 Apr 2021 2:02pm Vincent, Melissa				
20/4/2021 Senior staff have meet with DPIE staff regarding further pursuing issue.				
16 Aug 2021 1:55pm Vincent, Melissa				
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	
Resolution				
Resolution not found - no minutes document				
Notes For Action				
30 Nov 2020 11:20am Spannagle, Bede - Historical				
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.				
21 Apr 2021 2:02pm Vincent, Melissa				
20/4/2021 Meeting with Profinance, land matters expected to be resolved first quarter 2022.				
16 Aug 2021 1:56pm Vincent, Melissa				
Negotiations are progressing subject to construction of stormwater infrastructure				

Meeting	Date	Officer	Title	Target
Board Meeting 30/06/2021	30/06/2021	Bichani, Anjane	Humula Steel Tank and Land Matters	14/07/2021
Resolution				
21/066 RESOLVED: On the Motion of Councillors V Keenan and T Quinn				
That Council:				
<ol style="list-style-type: none"> 1) Dispose of (by selling) the redundant steel reservoir and land in Lot 1 DP520078 at Downfall Road Humula. 2) Delegate authority to the CEO to dispose of (sell) the land. 3) Affix Council's Common Seal to documents as required. 				
CARRIED				
Notes For Action				
16 Aug 2021 1:57pm Vincent, Melissa				
Council's Lawyers are proceeding with the sale of the land on behalf of Council				

CONF-1 The Rock Reservoir Land Acquisition

Organisational Area Engineering

Author Tamarin Taylor, Project Officer and Greg Vidler, Manager Projects

Summary Purchase of Land for future operational requirements.

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

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

CONF-2 Chief Executive Officer Annual Performance Review for the period ending 30 June 2021

Author Councillor - Chairperson Greg Verdon

Summary To advise the Board of the outcome of the Chief Executive Officer's (CEO) Annual Performance Review for the year ending 30 June 2021 conducted by the Performance Review Panel on 9 August 2021.

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

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