



Meeting of Riverina Water County Council

The meeting will be held in the Pat Brassil AM Meeting Room,
91 Hammond Ave, Wagga Wagga at 9:30am on
Wednesday 24 August 2022.

Meeting Agenda

Live Streaming of Council Meetings

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

Statement of Ethical Reminders

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

Acknowledgement of Country

Livestreaming of Meeting

Apologies

Declaration of pecuniary and non-pecuniary interests

Confirmation of Minutes

Minutes of Board Meeting 22 June 2022

Correspondence

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R1 Riverina Water Audit Risk & Improvement Committee Annual Report 2021-2022

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary This report covers activities of the Riverina Water ARIC from 1 July 2021 to 30 June 2022 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 Riverina Water Audit Risk & Improvement Committee Annual Report has been reviewed by the committee members and endorsed to be presented to the Board. The ARIC Chair, Mr David Maxwell, will be present at the meeting to take any questions in relation to this report or any other matters relating to the Audit Risk & Improvement Committee operations.

RIVERINA WATER COUNTY COUNCIL AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT (prepared by David Maxwell)

Year ended 30 June 2022

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

The Committee is an advisory committee appointed by Council pursuant to section 355 of the Local Government Act 1993 and the terms and conditions of the Audit Risk & Improvement Committee Charter.

Committee meetings during the period

The Committee met on 21 July 2021, 10 November 2021, 23 March 2022 and 5 May 2022 (all ordinary meetings) and 15 September 2021 (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 Tim Koschel	3
Clr Georgie Davies	2
<i>Also attended</i>	
CEO, Andrew Crakanthorp	5
Manager Corporate Services, Emily Tonacia	3
Governance & Records Officer, Wendy Reichelt	4
Accounting Officer, Kate Pellow / Genevieve Taylor	2
Executive Assistant, Melissa Vincent	5
Grace Hemley (Flow Project Manager) and Internal Audit and External Audit Representatives have also attended as required.	

Following the appointment of the new Board, Clr Georgie Davies replaced Clr Tim Koschel as our Board member. Council is in the process of appointing an additional independent member which is expected to meet the new requirements for Audit, Risk & Improvement Committees when these come into effect.

Reporting lines

The Committee reports to the Board after each meeting in the form of minutes together with the Chairman's summary report of the meeting proceedings and provides an annual report of activities undertaken each year.

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 Audit Risk & Improvement 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 CEO, 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 15 September 2021 the Committee reviewed the draft Annual Financial Statements for the year ended 30 June 2021 and directed questions to Council's Director Corporate Services, Accounting Officer, and the external auditors in attendance. 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 Board. The major items of correspondence were:

- Audit Reports 2021
- Report on the Conduct of the Audit 2021
- Engagement Closing Report 2021
- Annual Engagement Plan 2022

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.

Many subsidy programs are now requiring the Auditor-General to issue separate reports – often for an additional fee – to support individual subsidy claims, and this was the case with the pensioner concession subsidy. The Committee has adopted the approach that it is only concerned with the auditors' reports directly associated with the financial statements, and any other reports that contain a qualified opinion.

Internal Audit operations during the period

Internal Audit services have been provided by National Audits Group as external contract suppliers. Internal Audit has an independent contract status within Council and reports administratively to the CEO and functionally to the Committee.

The Committee considered the Internal Audit Report on *Executive Officer Legislative Compliance* which, in the opinion of the Committee, did not raise major issues. Other assignments scheduled for the year – *Property Management* and *Project Management* – were delayed for a combination of reasons involving staff and audit contractor timings.

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. Where management adopts an improvement initiative, a responsible officer is appointed, and a date set 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 Board Chair 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. In recognition of this, the Committee acceded to management's request that the internal audit program be reduced to enable staff to clear previous recommendations.

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 the Board.

- RWCC Annual Report
- Statecover Self-Audit Report 2021
- Statecover GM Annual Report

- Statewide Continuous Improvement Program – Claims Management
- JLT Risk Report 2021
- New Public Interest Disclosures (PID) Bill 2021

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.

During the year the Committee reviewed the Enterprise Risk Management Framework and Plan. Work is continuing 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 way 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

As referred to above, where management has accepted recommendations, or developed an action plan, in response to any report received by Council, the Committee monitors progress with implementation and ascertains the reasons for any delays. We view this as an area where we can provide assurance to the Board that agreed improvements are being effectively executed.

The continuing delay on the implementation of the 2016 amendments to the Local Government Act for ARICs continues to be a source of frustration. A second round of consultations was conducted in late 2021 and the amended proposals were a significant improvement on the originals.

The Committee, and Council's Governance & Records Officer, Wendy Reichelt, are trying to position the Council so that the transition to the new requirements will be as smooth as possible, but without information on the details and timeframe this involves a significant amount of guesswork. Your CEO, Andrew Crakanthorp, and the Committee will keep the Board informed as new information is received.

Staff

The Committee wishes to formally record its appreciation for the ready and willing assistance it has received from the CEO, Andrew Crakanthorp, and staff.

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.

R2 List of Investments

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary This report details the status of Riverina Water's investment portfolio for the months of June 2022 and July 2022.

RECOMMENDATION that Council receive and note the report detailing external investments for the months of June 2022 and July 2022.

Report

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

- › **R2.1 Investment Report - June 2022** [↓](#) 
- › **R2.2 Investment Report - July 2022** [↓](#) 

Financial Implications

Not applicable.

Risk Considerations

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

Monthly Investment Report as at 30/06/2022

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits								
ING	21/07/2021	365	21/07/22	A-2	0.45	4.918%	\$1,500,000.00	\$1,500,000.00
ING	23/06/2022	730	22/06/24	A-2	4.40	6.557%	\$2,000,000.00	\$2,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	A-2	1.86	6.557%	\$2,000,000.00	\$2,000,000.00
BOQ	17/08/2020	730	17/08/22	A-2	0.95	4.918%	\$1,500,000.00	\$1,500,000.00
AMP	29/09/2021	365	29/09/22	A-2	0.80	6.557%	\$2,000,000.00	\$2,000,000.00
AMP	19/07/2021	365	19/07/22	A-2	0.75	8.196%	\$2,500,000.00	\$2,500,000.00
BOQ	23/09/2021	364	22/09/22	A-2	0.42	3.278%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	23/09/2021	733	26/09/23	A-1+	0.63	4.918%	\$1,500,000.00	\$1,500,000.00
AMP	14/09/2021	730	14/09/23	A-2	0.75	3.278%	\$1,000,000.00	\$1,000,000.00
BOQ	6/05/2021	732	08/05/23	A-2	0.49	8.196%	\$2,500,000.00	\$2,500,000.00
BOQ	7/07/2021	365	07/07/22	A-2	0.39	6.557%	\$2,000,000.00	\$2,000,000.00
BOQ	21/06/2022	365	21/06/23	A-2	0.40	4.918%	\$1,500,000.00	\$1,500,000.00
BOQ	14/10/2020	729	13/10/22	A-2	0.80	6.557%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	730	08/06/23	A-1+	0.60	6.557%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	1099	11/06/24	A-1+	0.75	8.196%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	2/03/2022	364	01/03/23	A-1+	0.53	4.918%	\$1,500,000.00	\$1,500,000.00
						95.08%	\$29,000,000.00	\$29,000,000.00
Cash Deposit Account								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.30
National Australia Bank				A-1+	0.17	4.925%	\$1,502,329.40	\$1,502,329.40
						4.93%	\$1,502,329.70	\$1,502,329.70
TOTAL INVESTMENTS						100.00%	\$30,502,329.70	\$30,502,329.70
Cash at Bank								\$992,211.98
TOTAL FUNDS								\$31,494,541.68

CERTIFICATE

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



E Tonacia

MANAGER CORPORATE SERVICES**Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,425,499.63
	Plant Replacement	\$1,142,112.41
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
	Water Licences	\$332,520.00
		<u>\$7,128,382.04</u>
Unrestricted Funds		\$24,366,159.64
TOTAL FUNDS		\$31,494,541.68

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

Report

The investment portfolio decreased by \$832,161.55 for the month. The decrease was due to income in June being lower than expenditure.

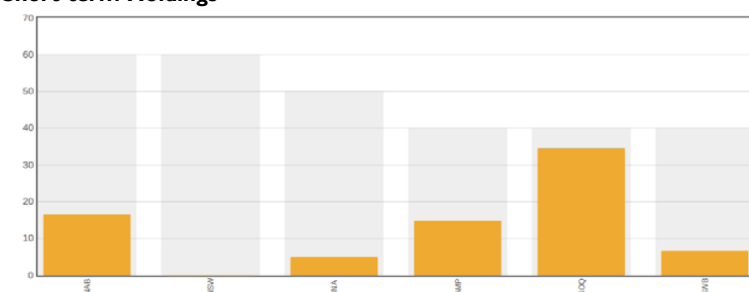
Portfolio Performance

For the month of June, the portfolio (excluding cash) provided a return of +0.07% (actual), easily outperforming the benchmark Ausbond Bank Bill Index return by +0.05% (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.

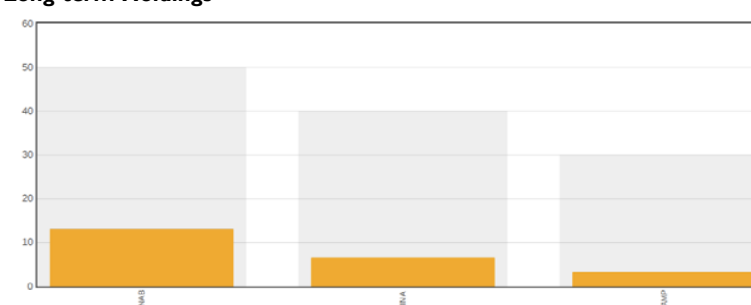
Counterparty Compliance

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

Short-term Holdings



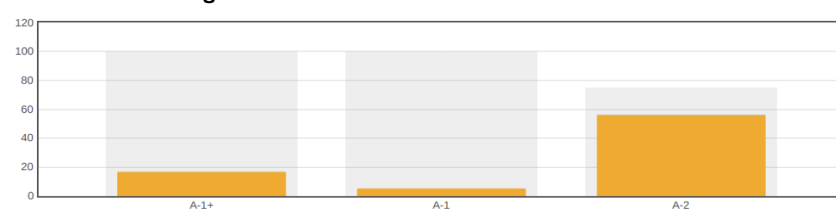
Long-term Holdings



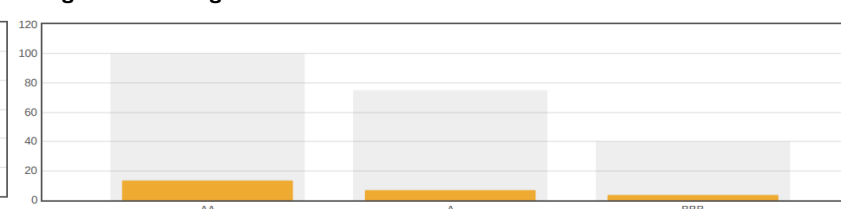
Credit Quality Compliance

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

Short-term Holdings

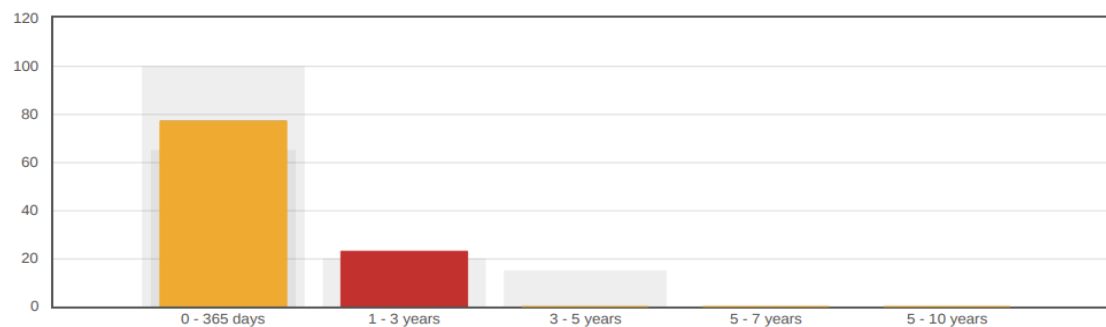


Long-term Holdings



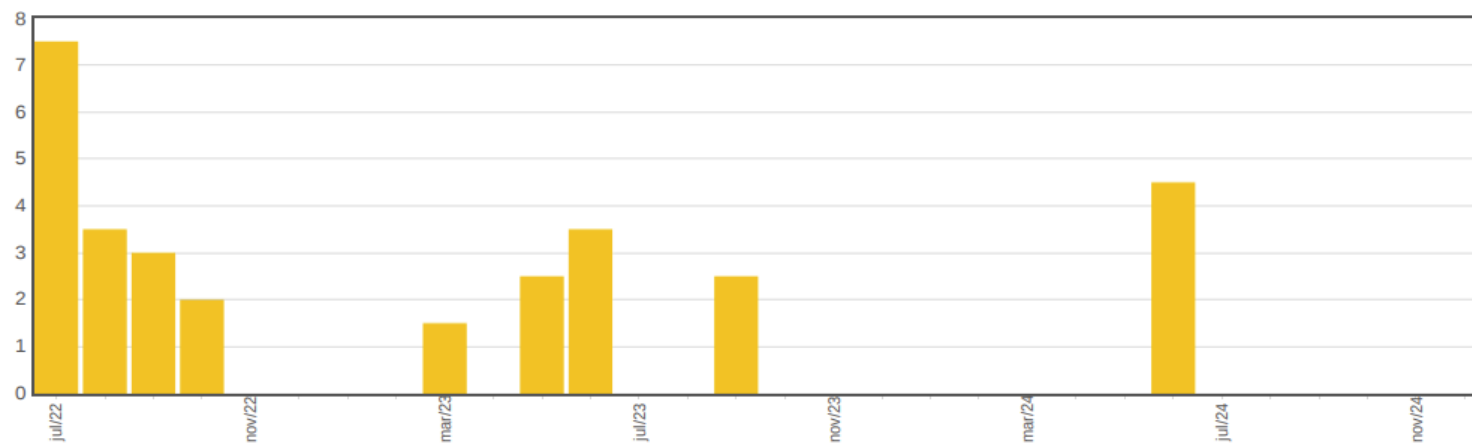
Term to Maturity

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 31/07/2022

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits								
ING	23/06/2022	730	22/06/24	A-2	4.40	6.483%	\$2,000,000.00	\$2,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	A-2	1.86	6.483%	\$2,000,000.00	\$2,000,000.00
Australian Unity Bank	8/07/2022	731	08/07/24	A-2	4.24	6.483%	\$2,000,000.00	\$2,000,000.00
Australian Unity Bank	25/07/2022	731	25/07/24	A-2	4.34	8.104%	\$2,500,000.00	\$2,500,000.00
BOQ	25/07/2022	365	25/07/23	A-2	4.07	8.104%	\$2,500,000.00	\$2,500,000.00
BOQ	17/08/2020	730	17/08/22	A-2	0.95	4.862%	\$1,500,000.00	\$1,500,000.00
AMP	29/09/2021	365	29/09/22	A-2	0.80	6.483%	\$2,000,000.00	\$2,000,000.00
BOQ	23/09/2021	364	22/09/22	A-2	0.42	3.241%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	23/09/2021	733	26/09/23	A-1+	0.63	4.862%	\$1,500,000.00	\$1,500,000.00
AMP	14/09/2021	730	14/09/23	A-2	0.75	3.241%	\$1,000,000.00	\$1,000,000.00
BOQ	6/05/2021	732	08/05/23	A-2	0.49	8.104%	\$2,500,000.00	\$2,500,000.00
BOQ	21/06/2022	365	21/06/23	A-2	0.40	4.862%	\$1,500,000.00	\$1,500,000.00
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National Australia Bank	8/06/2021	730	08/06/23	A-1+	0.60	6.483%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/06/2021	1099	11/06/24	A-1+	0.75	8.104%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	2/03/2022	364	01/03/23	A-1+	0.53	4.862%	\$1,500,000.00	\$1,500,000.00
						97.24%	\$30,000,000.00	\$30,000,000.00
Cash Deposit Account								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.30
National Australia Bank				A-1+	0.17	2.757%	\$850,446.46	\$850,446.46
						2.76%	\$850,446.76	\$850,446.76
TOTAL INVESTMENTS						100.00%	\$30,850,446.76	\$30,850,446.76
Cash at Bank								\$371,617.82
TOTAL FUNDS								\$31,222,064.58

CERTIFICATE

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



E Tonacia

MANAGER CORPORATE SERVICES**Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,425,499.63
	Plant Replacement	\$1,142,112.41
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
	Water Licences	\$332,520.00
		<u>\$7,128,382.04</u>
Unrestricted Funds		\$24,093,682.54
TOTAL FUNDS		\$31,222,064.58

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

Report

The investment portfolio decreased by \$272,477.10 for the month. The decrease was due to income in July being lower than expenditure.

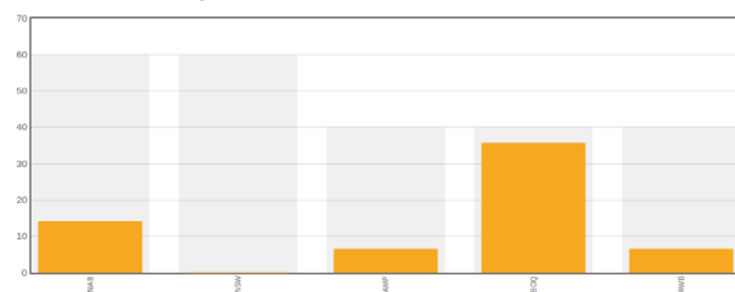
Portfolio Performance

For the month of July, the portfolio (excluding cash) provided a return of +0.14% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.12% (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.

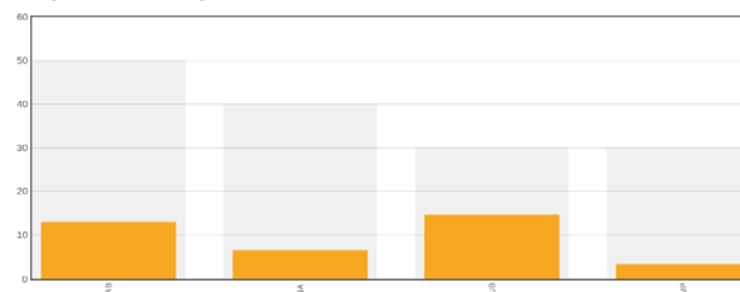
Counterparty Compliance

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

Short-term Holdings



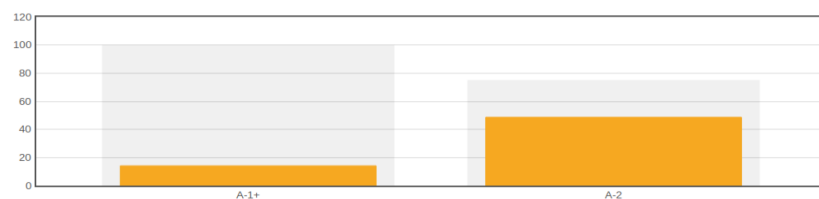
Long-term Holdings



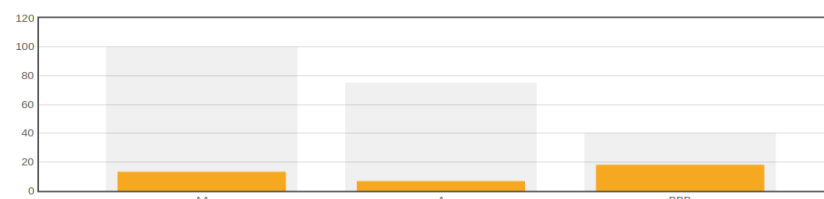
Credit Quality Compliance

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

Short-term Holdings

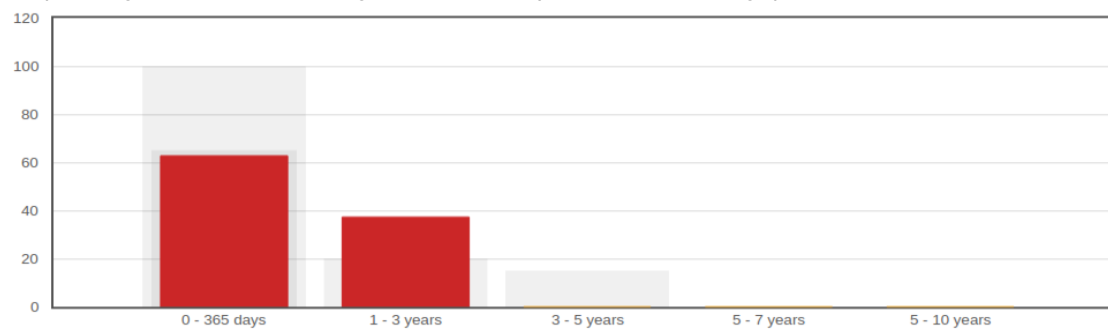


Long-term Holdings



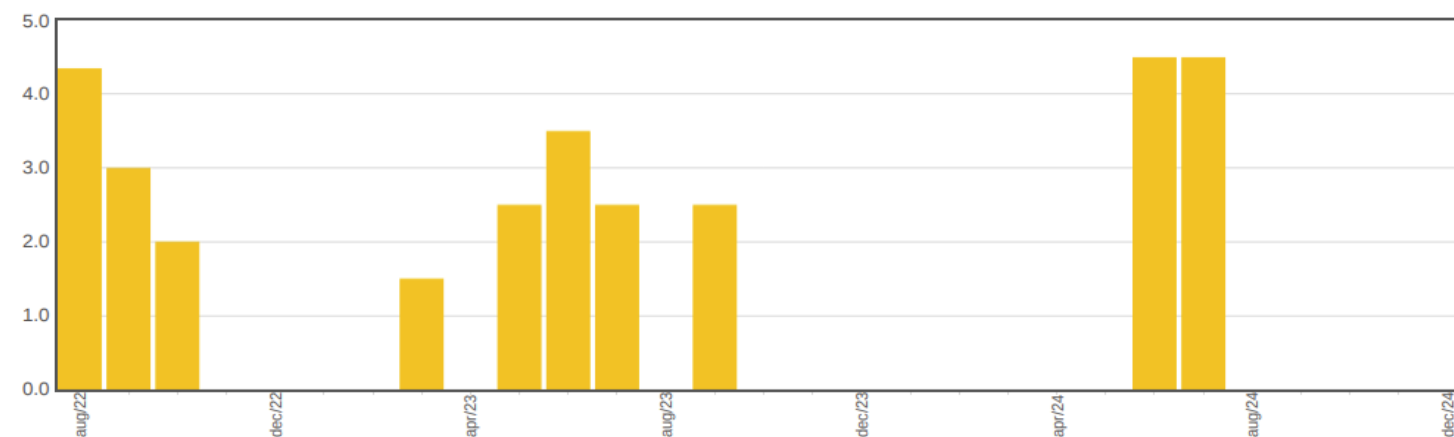
Term to Maturity

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



Maturity Cashflow

When investments will mature over time



R3 Financial Statements 2021/2022

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary Riverina Water's Financial Statements and Special Purpose Financial Reports for 2021/22 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 makes a resolution in accordance with Section 412(2c) that the annual financial report:
 - i. is in accordance with the Local Government Act 1993 (as amended) and the Regulations made there under.
 - ii. is in accordance with the Australian Accounting Standards and professional pronouncements.
 - iii. is in accordance with 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. is in accordance 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 adopts the above-mentioned statement and that the Chairperson, Deputy Chairperson, Chief Executive Officer and Responsible Accounting Officer be authorised to complete the 'Statement by Members of the Council' in relation to Council's 2021/22 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; and
- e) Council presents the final audited Financial Statements and Auditor's Report to the public at its ordinary meeting to be held 26 October 2022.

Report

Council's Financial Statements and Special Purpose Financial Reports for 2021/2022 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 the Chairperson and Deputy Chairperson, 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 26 October 2022. Council's Annual Report for 2021/2022 can be adopted at the same

- › **R3.1** **Statement by Councillors and Management - GPFS** [!\[\]\(644ad7d112788482bbde38833226c3c9_img.jpg\)](#) 
- › **R3.2** **Statement by Councillors and Management - SPFS** [!\[\]\(9b9ea68c3e9bff089a5f04f86a863972_img.jpg\)](#) 

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.

Riverina Water County Council

General Purpose Financial Statements

for the year ended 30 June 2022

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 T Koschel
Chairperson

Clr D Meyer OAM
Deputy Chairperson

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 2022

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 2022.

Clr T Koschel
Chairperson

Clr D Meyer OAM
Deputy Chairperson

Mr A Crakanthorp
Chief Executive Officer

Ms E Tonacia
Responsible Accounting Officer

R4 Financial Position 30 June 2022

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary The unaudited Financial Statements as of 30 June 2022 are finalised and submitted for examination by Council.

RECOMMENDATION that Council receive and note the 2021/2022 Financial Statements.

Report

The unaudited 2021/22 Financial Statement are submitted for examination by Council.

The Draft Primary General Purpose Financial Statements 2021/22 will be loaded to The Hub under a separate attachment and will include commentary on the draft operating result and any major variations to the adopted budget.

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.

R5 Revoted Budget - 2022/23

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary After reviewing the status of the 2021/22 Operational Plan, it is recommended that \$4,671,733 should be revoted into the 2022/23 capital expenditure budget due to projects not yet being completed.

RECOMMENDATION that Council:

- a) revote capital budget totalling \$4,671,733 from the 2021/22 budget to be included in the 2022/23 budget; and
- b) note capital budget items committed to be spent prior to 30 June 2022, totalling \$2,669,590 will be carried forward to the 2022/23 budget.

Report

Budget Revotes

After reviewing the status of the 2021/22 Operational Plan with management, it is recommended that \$4,671,733 should be revoted into the 2022/23 budget due to the projects not yet being completed. The items are listed as follows:

Project #	Description	Revote Amount
Land & Buildings		
228	Refurbishment of Operations Office	\$113,327
132	Depot Building – The Rock	\$47,237
313	Re-use of super natant non-potable water on Hammond Ave site	\$48,660
314	Murrumbidgee River Bank Stabilisation	\$26,997
315	Marshalls Creek Bank Stabilisation	\$26,712
287	Forge & Copland Street Development	\$10,000
345	Willans Hill Low Level Res Land Purchase	\$161,200
346	Koorinal Land Purchase (Lot #2)	\$10,000
435	West Wagga Security Cameras and Gate Automation	\$72,409

Plant & Equipment

50	Computer Server Replacements	\$50,540
51	Computer Equipment	\$126,906

Intangibles

311	ERP Development and Implementation	\$113,697
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Sources

410	Sourceworks Metering	\$40,000
214	Bores-renew/refurbish/decommission	\$9,000

Water Treatment Plant

404	Ralvona Aeration Basin Replacement	\$16,739
218	Ralvona Aeration Cover	\$58,112
320	Tarcutta WTP levee protection	\$25,000
137	Wagga Wagga Water Treatment Plant	\$2,575,354
292	WW WTP - Roads	\$84,299
293	WW WTP - Footpaths & Covered Walkways	\$52,975
294	WW WTP - Landscaping	\$18,939
321	Bomen Pump Station	\$45,125
295	North Wagga WTP Fluoride Plant Replacement	\$120,000
328	Tarcutta Manganese Filter Replacement	\$80,000
219	Woomagama WTP	\$209,896

Pumping Stations

414	Pleasant Hills Pump Station Refurbishment	\$90,000
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Reservoirs

418	Decommission 10MG open reservoir	\$110,920
329	Humula Steel (Abandoned) Reservoir	\$10,000
406	Millswood (Abandoned) Reservoir x2	\$50,000
407	Bomen No.1 Steel (Abandoned) Reservoir	\$50,000

Mains, Services & Meters

431	Western Region Network Design	\$144,894
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240	Renew Rail Crossings	\$25,000
43	Remote metering - Non-Urban	\$22,794
430	Estella - The Gap (Pine Gulley Road) Magflow (Solar)	\$25,000

Budget Carry Forward

For the information of Council, the following budget items totalling \$2,669,590 will be carried forward to the 2022/2023 budget. The expenditure was committed to be spent prior to 30 June 2022.

2022/23 Capital Expenditure Budget Adjustments

After reviewing the status of uncompleted works of 30 June 2022 still to be completed, and the proposed revotes, management are currently reviewing the adopted 2022/23 capital works program in detail in line with capacity and intend to bring an adjustment to Council at the ordinary October meeting, as part of the September Quarterly Budget Review.

Financial Implications

The proposed budget adjustments will increase the 2022/23 capital expenditure budget by \$7,341,322 resulting in a total proposed capital expenditure budget of \$28,422,828 for the 2023 financial year.

As highlighted above there will be a proposed reduction to this amount as part of the September Quarterly Budget Review Statement.

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.

R6 Overdue Debtors - June 2022

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary Details of overdue debtors as of 30 June 2022 have been provided for Council's information.

RECOMMENDATION that Council receive and note the report on overdue debtors for the period ended 30 June 2022.

Report

Following are details of balances of outstanding debtors as of 30 June 2022. Comparative figures for the 2021 financial year have also been provided.

Debtor Category	June 2022		June 2021	
	Overdue \$	% Annual Revenue	Overdue \$	% Annual Revenue
Water Billing	\$771,426	3.23%	\$738,883	3.03%
Sundry	\$51,808	0.83%	\$63,832	1.52%
TOTAL	\$823,234	2.74%	\$802,715	2.81%

The current key performance indicator for overdue amounts is a target of <5%.

The outstanding balances reflect very well on the actions of staff 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.

R7 CAPEX Budget Results 2021/22

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary Capital expenditure (CAPEX) for the 2021/22 financial year has been finalised and is presented for Council's information.

RECOMMENDATION that Council receive and note the report on the final capital expenditure budget result for the 2021/22 financial year.

Report

The attached report summarises Council's capital expenditure budget result for 2021/22. Total expenditure excluding commitments represented 65.8% of the adopted budget and that percentage increases to 75.7% when commitments are included.

Whilst the percentage is less than the 85% target set by previous boards, the expenditure of \$14.01m in 2021/22 was a good outcome following on from expenditure in 2020/21 of some \$14.6m in CAPEX. These results are pleasing in the context of business interruptions presented by COVID19 and staff seeking to take accrued leave.

› **R7.1 21/22 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.

2021/22 CAPITAL EXPENDITURE

Project #	Description	Current Budget \$	Committal \$	Actual \$	Budget Remaining \$
	MANAGEMENT				
	LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS				
	Administration Office	117,965	1,091	54,186	62,687
	Depot Buildings	1,422,020	566,000	654,343	201,677
	Access, Parking and Landscaping	1,592,737	26,874	1,071,856	494,007
	Asset Demolition	100,000	0	0	100,000
	SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	3,232,722	593,965	1,780,384	858,372
	PLANT & EQUIPMENT				
	IT Equipment	239,978	10,879	51,653	177,446
	Office Furniture & Equipment	15,000	0	17,012	-2,012
	Working Plant & Vehicle Purchases	1,626,292	290,978	935,662	399,652
	Telemetry & Control Systems Upgrade	464,415	66,502	400,540	-2,627
	Radio Communications Upgrade/Replacements/Improvements	0	0	0	0
	Energy Efficiency & Cost Minimisation	237,118	104,456	143,801	-11,139
	SUB-TOTAL PLANT & EQUIPMENT	2,582,803	472,815	1,548,669	561,319
	INTANGIBLES				
	Software	3,381,430	1,551,309	1,716,425	113,697
	Water Licences	45,000	0	43,051	1,949
	SUB-TOTAL INTANGIBLES	3,426,430	1,551,309	1,759,476	115,645
	TOTAL MANAGEMENT	9,241,955	2,618,089	5,088,529	1,535,337
	SOURCES				
	Bores-renew/refurbish/decommission	374,000	10,430	1,138	362,432
	TOTAL SOURCES	374,000	10,430	1,138	362,432
	TREATMENT PLANTS				
	Aeration Tower Replacements	115,000	0	98,261	16,739
	Aeration Tower Covers	121,599	97	63,962	57,540
	Specific Treatment Plant improvements	63,932	0	26,472	37,460
	Treatment Plant refurbishments	4,221,197	34,427	1,061,876	3,124,895
	TOTAL TREATMENT PLANTS	4,521,728	34,524	1,250,570	3,236,634
	PUMPING STATIONS				
	Pump Stations Renewal/Refurbish/Upgrade	226,000	150	86,507	139,343

Project #	Description	Current Budget \$	Committal \$	Actual \$	Budget Remaining \$
	TOTAL PUMPING STATIONS	226,000	150	86,507	139,343
	RESERVOIRS				
	General Improvements	20,000	0	9,073	10,927
	New/Replacement Reservoirs	438,617	49,222	305,078	84,318
	Reservoirs - Upgrade Ladders and Access	95,600	0	5,600	90,000
	Reservoir Hatches Magflows	25,000	0	1,475	23,525
	Asset demolition	224,912	4,718	163,276	56,918
	TOTAL RESERVOIRS	804,129	53,940	484,502	265,687
	MAINS, SERVICES & METERS				
	MAINS				
	System Improvements	979,746	6,923	760,867	211,956
	Reticulation for Developers (including other extensions)	1,218,600	13,640	1,494,524	-289,564
	Renew Reticulation Mains	700,000	0	544,280	155,720
	Renew Trunk Mains	1,754,982	199,267	1,234,342	321,372
	SUB-TOTAL MAINS	4,653,328	219,830	4,034,013	399,484
	SERVICES				
	Service Connections, new including Meters	800,403	4,500	933,329	-137,426
	Renew Services	330,000	9,000	170,626	150,374
	SUB-TOTAL SERVICES	1,130,403	13,500	1,103,955	12,948
	METERS				
	Water meters replacement	200,871	9,268	86,037	105,566
	Remote metering	50,000	0	2,206	47,794
	Water Filling Stations New	45,000	0	38,754	6,246
	SUB-TOTAL METERS	295,871	9,268	126,997	159,606
	TOTAL MAINS, SERVICES & METERS	6,079,602	242,598	5,264,965	572,038
	TOTALS	21,247,414	2,959,731	12,176,212	6,111,471

R8 Annual Hospital Allowance

Organisational Area Corporate Services

Author Emily Tonacia, Director Corporate Services

Summary Historically Council has provided an exemption to access charges and annual charge allowance to all hospitals in its supply area. The allowance provided is a reduction in water usage charges which is determined by the total patient numbers. Under Section 558 of the Local Government Act 1993, a Council may exempt a public hospital from payment of water supply special rates. Where a public hospital is exempt from payment of water supply special rates, they are provided with 300 litres per day for each resident that is in the hospital free of charge. Council has the ability under Section 558 to revoke or alter an exemption at any time.

RECOMMENDATION that:

- a) Council discontinue providing private and public hospitals in the Riverina Water supply area with an exemption for the payment of an access charge from 1 July 2022 in accordance with Section 558(5) of the Local Government Act;
- b) Council discontinues providing an annual allowance for public and private hospitals in the Riverina Water supply area from 1 July 2022 in accordance with Section 558(5) of the Local Government Act; and
- c) Council writes to the public and private hospitals that currently receive the allowance to advise of the changes.

Report

Historically Riverina Water has provided an annual allowance to all hospitals (public and private) in its supply area by crediting the hospital 120 litres of usage per inpatient, per day of being hospitalised for the year. In addition, these hospitals are also exempt from paying an access charge.

Section 558 of the Local Government Act 1993 (the Act) states:

What land and bodies may be exempted from water supply special rates and sewerage special rates?

(1) A council **may** exempt the following from payment of water supply special rates and sewerage special rates—

- (a) a public reserve,
- (b) a public hospital,

(c) a public charity,

(d) land—

(i) that is unoccupied, and

(ii) that is not supplied with water from a council water pipe and is not connected to a council sewer, and

(iii) that the council has determined is unsuitable for the erection of a building because it is liable to flooding or tidal inundation or liable to be affected by a coastal hazard,

(e) land that, in the opinion of the council, it is impracticable, having regard to the physical features of the land or any unusual cost that may be incurred, to supply with water or connect to the sewer.

(2) A council may exempt from payment of water supply special rates land that is within 225 metres of a gravitation or rising water main and that is not connected to the main.

(3) A council may exempt from payment of sewerage special rates land that for the time being is not rateable in respect of the water supply special rate.

(4) A public hospital that is exempt from payment of water supply special rates is to be supplied with water, and a public charity that is so exempt may be supplied with water, on the following conditions—

(a) there is to be supplied free of charge—

(i) in the case of a public hospital—300 litres per day (or such greater quantity as the council may determine) for each person resident in the hospital, and

(ii) in the case of a public charity—140 litres per day (or such greater quantity as the council may determine) for each person resident in an institution conducted by the public charity,

(b) for the purposes of this provision—

(i) an inmate is taken to be resident, and

(ii) the number of persons resident is the average number of persons resident during the year preceding the period in respect of which charges would be payable, and

(iii) the general manager may, at any reasonable time, require the production of the records of the public hospital or public charity to verify the average number,

(c) the supply is to be through a meter,

(d) any quantity of water in excess of that which may be supplied free of charge is to be paid for at the charge fixed by the council for excess water.

(5) The council may revoke or alter an exemption.

Management is unable to locate any resolution of the Board where it was determined that both private and public hospitals within the Riverina Water supply area are exempt from the payment of special rates, and in addition provided with an allowance of 120 litres per patient, per day. Upon further investigation it was identified this practice was carried forward from when Riverina Water operated as Southern Riverina County Council, and no evidence for the basis of 120 litres per patient, per day can be identified.

In accordance with part (b)(ii) of Section 558 of the Act, Riverina Water staff annually request hospitals to advise the average daily inpatient numbers to assist with the calculation of the annual allowance.

A summary for the allowances for the past five years for each hospital is provided below:

Hospitals	2022	2021	2020	2019	2018
Wagga Base Hospital	\$23,102.75	\$22,637.59	\$25,564.60	\$28,555.08	\$24,504.08
Calvary Hospital	\$9,332.47	\$14,963.83	\$17,152.96	\$15,027.78	\$16,083.36
Urana Hospital	\$1,696.81	\$1,534.75	\$4,168.01	\$4,156.62	\$4,099.68
Lockhart Hospital	\$1,631.55	\$1,598.70	\$2,848.46	\$3,511.28	\$830.80
Henty Hospital	\$1,109.45	\$1,087.12	\$2,725.24	\$2,717.79	\$2,680.56
Holbrook Hospital	\$2,479.96	\$2,430.52	\$5,054.52	\$4,095.14	\$2,920.08
Total	\$39,353.99	\$44,252.51	\$57,513.79	\$58,063.69	\$51,118.56

Each year the allowance offsets any additional payments required for water usage for each hospital, meaning generally payments to Riverina Water are not required.

Section 558 of the Act only extends to Public Hospitals in the Riverina Water supply area. It is recommended that should Council wish to continue providing the allowance to the Private Hospitals in the Riverina Water supply area, that it does so under Section 356 of the Act which states:

Can a council financially assist others?

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

(3) However, public notice is not required if--

(a) the financial assistance is part of a specific program, and

(b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and

(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and

(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work

Riverina Water does not provide this allowance to any other organisation, including public charities. Enquiries with other Councils in NSW have identified that Riverina Water appear to be the only Council in the State applying the rebate.

Noting the financial impact, and the ability for Council under Part 5 of the Act to revoke or alter the exemption, it is recommended that Council revoke the exemption and subsequently cease providing the annual allowance to both public and private hospitals in the Riverina Water supply area.

The Board discussed the matter at both the June 2022 ordinary meeting, and a subsequent workshop regarding the allowance held on Thursday 4th August 2022. The benefits and disadvantages of the annual allowance were discussed, and it was agreed that the recommendation be presented to the ordinary meeting in August, with two additional recommendations for Council's consideration. Those optional recommendations are provided below:

Optional Recommendation 1:

- a) Council commences providing public hospitals in the Riverina Water supply area with an exemption for the payment of an access charge and subsequent annual allowance from 1 July 2022 in accordance with Section 558(5) of the Local Government Act, being 300 litres per day per resident.
- b) Council discontinues providing an exemption for the payment of an access charge and subsequent annual allowance for private hospitals in the Riverina Water supply area from 1 July 2022 in accordance with Section 558(5) of the Local Government Act; and
- c) Council writes to the public and private hospitals that currently receive the allowance to advise of the changes.

Optional Recommendation 2:

- a) Council commences providing public hospitals in the Riverina Water supply area with an exemption for the payment of an access charge and subsequent annual allowance from 1 July 2022 in accordance with Section 558(5) of the Local Government Act, being 300 litres per day per resident.

- b) Council commences providing an exemption for the payment of an access charge and subsequent annual allowance for private hospitals in the Riverina Water supply area at the rate of 300 litres per day per resident, from 1 July 2022 in accordance with Section 356 of the Local Government Act.
- c) That Council provide public notice of its intention to provide financial assistance to private hospitals by providing an exemption for the payment of an access charge and subsequent annual allowance for private hospitals in the Riverina Water supply area at the rate of 300 litres per day per resident, from 1 July 2022 in accordance with Section 356 of the Local Government Act: and
- d) Council writes to the public and private hospitals that currently receive the allowance to advise of the changes.

Pending the agreed resolution, it is the intention of management to provide a written update to hospitals within the supply area of the outcome and resolution made to ensure clarity.

Financial Implications

The recommendation will increase annual water usage on average by approximately \$52,717 per annum. Board members can access further information via the slides to the Board workshop which are on The Hub.

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.

R9 Operational Plan - Performance Targets

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

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 2021/2022 Operational Plan as at 30 June 2022, 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 2021/2022 Operational Plan.

Services to be provided

Measure	Key Performance Indicator	Progress to 30 June 2022
Service satisfaction rating revealed in annual customer survey	>4 (out of 5)	4.72
Water quality satisfaction rating revealed in annual customer survey	>4 (out of 5)	4.37 (average for five water quality indicators)

Capital Works

Measure	Key Performance Indicator	Progress to 30 June 2022
Projects completed from Capital Work Program	Target >85%	57.3% excluding commitments and 69.4 including commitments

Demand Management

Measure	Key Performance Indicator	Progress to 30 June 2022
Peak day demand (weekly average)	<65ML	62.2ML (week commencing 4 January 2022)

HR and Work Health & Safety

Measure	Key Performance Indicator	Progress to 30 June 2022
Number of days lost through injury	0 or < previous period	Days lost in 2020/21 was 56 Days lost in 2021/22 was 65
Cost of workplace injuries	Reduction in Workers Comp Insurance premium	The premium for 2021/22 is \$311,239.25, the estimated premium for 2022/23 is \$251,934.79
Percentage of sick leave to ordinary hours worked	< State or LG sector average (less than 3.5%)	2022 is 4.1%
Total hours worked compared to lost time through workplace injury and illness	IISI < previous period	The Index in 2021/22 was 163.39. The index in June 2020 was 201.36
No of employees undertaking training and development	All required training is current 100% of training completed	45 employees completed training 68% of work force applied for training, 61% completed
Total planned overtime hours compared to ordinary hours	< same quarter previous year	0.80%
No. of incidents requiring notification to the NSW SafeWork	0 or < previous period	1

Equal Employment Opportunity

Measure	Key Performance Indicator	Progress to 30 June 2022
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 2022
Power used per megalitre of water produced	833 KWh/ML	757KWh/ML
Carbon emissions per megalitre of water produced	0.74 T/ML	0.62 Tonnes CO2/ML

Charges and Fees

Measure	Key Performance Indicator	Progress to 30 June 2022
Level of water accounts overdue compared to water sales for previous 12 months	Target <5%	3.23%
Level of sundry debtor accounts overdue compared to debtors raised for previous 12 months	Target <5%	0.83%

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 Review of Organisation Structure

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary This report is produced in accordance with a requirement of the Local Government Act 1993 which requires that a Council review its organisation structure within 12 months of any ordinary election. No change to the organisation structure is proposed.

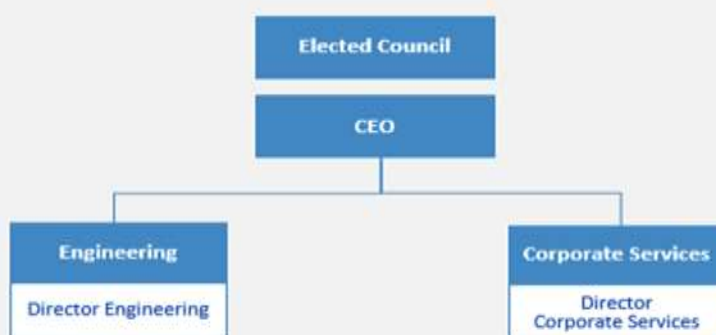
RECOMMENDATION that Council

- (a) endorse the organisation structure as referenced in the body of the report, noting no changes to the organisation structure as adopted by Council in April 2021.
- (b) Endorse the existing practice of an annual traineeship/apprenticeship program in the future and subject to the approval of the Operational Plan from year to year

Report

As referenced above there is a statutory requirement for Council to review its organisation structure. Section 333 of the Local Government Act states: "The organisation structure may be re-determined under this Part from time to time. The council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council".

ORGANISATIONAL CHART – Two Director View



The structure below Director level remains unchanged and is fully funded in the current Delivery Plan and Operational Plan. Work has commenced on the Workforce Plan 2022, and this will be presented to the Council prior to June 2023.

No changes to the organisation structure adopted by Council in April 2021 are proposed.

Apprenticeship, Traineeship and Cadetship Program

In recent years, Council has established a traineeship/apprenticeship program which targets school leavers seeking a career in local government. The program has proven extremely effective for Riverina Water and the staff involved. The recommendation seeks to formalise this program to ensure its continuity.

Each year, Council offers some positions (information in the table below) to motivated and enthusiastic candidates with a passion to engage in higher education and qualifications through workplace-based learning (on-the-job learning), structured training, and formal assessments.

The benefits of employing and training apprentices, trainees and cadets are to:

- Contribute to increasing skills base and offering opportunities to the community.
- Meet our current and future workforce needs- Some of Council's trainees and apprentices have had the opportunity to apply for a permanent role in Council after their traineeship/apprenticeship program.

In addition, Council received funding in the form of a wage subsidy of up to 50% of the wages paid as an incentive for taking on apprentices and trainees hired on or before 30 June 2022. While it is not certain that the federal government will renew the wage subsidy program in the future, the wages offered to these groups of employees have been budgeted as part of Council's annual budget and planning review.

Council currently engages the following traineeship, apprenticeship, and cadetship positions:

Directorate	
Corporate Services	Engineering
1x ICT Trainee	1 Apprentice mechanic
1X Customer Service Trainee	2x Apprentice electrician
	2x Maintenance operator
	2x Cadet Engineer

Financial Implications

There are no financial implications associated with endorsing the organisation structure. The recurrent costs of running the apprentice/trainee/cadet programs are already included in the Delivery Plan and Operational Plan.

Risk Considerations

Human Resources/People Management	
Accept	Council will accept risks in developing its Human Resources program/s to ensure attraction of the most suitable applicants for positions and retention and development of staff.

R11 Council Meeting Schedule 2023

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary This report proposes dates and locations for meetings of the Board of Riverina Water County Council during 2023

RECOMMENDATION that Council endorse the schedule of Council meeting dates for 2023 as follows:

- Wednesday 22 February
- Wednesday 26 April in Greater Hume Council area
- Wednesday 28 June
- Wednesday 23 August
- Wednesday 25 October
- Wednesday 13 December

Report

Council's Code of Meeting Practice provides that Council shall meet at least six times each year, on a bi-monthly basis. Council meeting dates have traditionally been held on the fourth Wednesday of February, April, June, August, October and December each calendar year and commence at 9:30am.

In accordance with the above schedule, the requisite dates for 2023 are:

- Wednesday 22 February
- Wednesday 26 April in Greater Hume Council area
- Wednesday 28 June
- Wednesday 23 August
- Wednesday 25 October
- Wednesday 13 December

The October meeting is usually also subject of a report to Council suggesting a change of date that is normally in response to the timing of the LGNSW Annual Conference.

The scheduled meeting for December 2023 falls on 27 December. This report proposes that the December Council meeting be held on Wednesday 13 December, followed by lunch at a venue to be arranged.

Financial Implications

There are no financial implications associated with setting the dates for the Council meetings in 2023. The costs of convening the meetings are funded via budget allocations in the 2022/23 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.

R12 Local Government NSW Annual Conference

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary The Local Government NSW Annual Conference is being held at the Crowne Plaza Hunter Valley from Sunday 23 October to Tuesday 25 October 2022 and this report recommends the appointment of the Chairperson as Council's voting delegate at the conference.

RECOMMENDATION that Council:

- a) Approve the attendance of the Chairperson and the CEO at the 2022 LGNSW Annual Conference to be held in the Hunter Valley from 23-25 October 2022
- b) elect Councillor Tim Koschel as Council's voting at the Conference

Report

The Local Government NSW (LGNSW) Annual Conference will be held at the Crowne Plaza Hunter Valley from Sunday 23 October to Tuesday 25 October 2022. The Conference includes the debate and resolution of motions setting the LGNSW advocacy agenda for the next twelve month period.

Motions for the Conference will close on 29 August 2022 and in accordance with a previous Council resolution the following motion and supporting notes have been submitted to the conference.

Motion: *That Local Government NSW lobby the NSW Government to undertake due consideration of the need to consider the impact of any legislative changes on County Councils and convey the frustration of County Council's that often the impact on County Council's is not considered and has negative unintended consequences for County Councils.*

Note From Council:

The NSW Government makes amendments to the Local Government Act and other Acts which impact on local government on a regular basis. The government typically engages with the sector and LGNSW as part of the legislative reform process. From time to time, changes are made to legislation with no regard of the impact on County Councils. An example were the recent changes to the Local Government (General) Regulation that allowed Councils to permit Councillors to attend meetings remotely by audio-visual link. Due to the wording of the Regulation, County Councils were not afforded the same discretion and had to meet in person. A further example some years ago related to the term of Mayors

which was extended to two years. At the time, the Act was not changes to allow the Chairperson of County Councils to also be two years. Lobbying by LGNSW on behalf of County Council' recently secured an amendment of the Act to allow two-year terms. County Councils are also at the moment lobbying the NSW Department of Planning for County Councils to be recognized in planning legislation for the purposes of mandating that significant DA's be referred to County Councils as part of the development assessment process.

The 2021 Conference did not proceed, and Council was represented at the 2022 Special Conference in Sydney earlier this year via the attendance of Chairperson Koschel, Councillor McKinnon and the CEO (observers).

Provided in this [link](#) is the 2022 LGNSW Annual Conference Program.

As is past practice, Council will invite councillors and senior staff from the four constituent Councils to a dinner on the night that the conference dinner is not held. Whilst yet to be confirmed, Councillors McKinnon, Bourke and Quinn are likely to be at the conference given their leadership roles with their respective Council's which ensures good representation for Riverina Water at the conference.

Reservations for two representatives to attend (together with accommodation at the venue) were made in early 2022. In accordance with the rules of the Association, Council can nominate one voting delegate to the conference.

The Business Paper for the Conference, including motions, will be forwarded to members at least one week prior to the Conference.

Financial Implications

The costs of being represented at the conference will be funded from the travelling expenses budget for 2022/23 and are expected to be \$1500 per attendee

Risk Considerations

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

R13 Riverina Joint Organisation

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary Riverina Joint Organisation and REROC are continuing to discuss the proposed formation of one organisation to undertake the functions currently delivered/provided by both organisations. This report provides an update on the outcome of the second workshop and emerging options.

RECOMMENDATION that Council provide its support to the offer by Wagga Wagga City Council to maintain the RivJO at the sole cost of Wagga Wagga City Council.

Report

Council at its meeting in August 2020 resolved to discontinue its membership of REROC at the end of the 2020/21 financial year and confirmed its commitment to remaining an associate member of Riverina Joint Organisation (RiverinaJO). Council has since that time, been an active member of RiverinaJO with the Chairperson and CEO attending meetings.

Two workshops have now been held and progress on reaching agreement is proving difficult to obtain. There are ten Council's involved in the workshops with eight of the Council's having membership of both REROC and Riverina JO. Wagga Wagga City Council and Riverina Water are members of only Riverina JO.

The following Councils have indicated their support for one organisation using the JO structure and responsibilities:

- Cootamundra Gundagai Regional Council
- Wagga Wagga City Council (WWCC)
- Lockhart Shire Council
- Riverina Water County Council

The following Councils have indicated their support for one organisation using the ROC structure and responsibilities:

- Greater Hume Council
- Junee Shire Council
- Goldenfields Water County Council
- Coolamon Shire Council
- Temora Shire Council

Bland Shire Council favours the ROC model but also wants a JO to operate as offered by Wagga City Council (see further information below and the attached letter from WWCC)

A possible solution to the impasse has been provided by WWCC as outlined in the attached letter. This report recommends that Council support the proposal by WWCC to maintain the RivJO at the sole cost of WWCC. The advantages of this proposal are outlined in the letter from WWCC.

The proposal is attractive to management of Riverina Water as it provides a vehicle by which Riverina Water can have formal access to the NSW Government and engage on strategic issues which the RivJO is mandated to undertake. In addition, there would be a cost saving to Riverina Water of \$10,000 per annum.

Whilst the attached letter indicates that all Council's would have one vote, it is expected that this would not include Riverina Water as our membership is classified as "Associate Status" by the legislation. What is attractive however is the opportunity for the CEO to have a vote at the proposed GMAC meetings and be able to influence the items appearing on the agenda for the RivJO meetings.

The second workshop also briefly discussed the concept of Riverina Water making the same offer as has been made by WWCC, however this would come at some cost to Riverina Water and the workloads could not be absorbed by existing staff.

› R13.1 Letter from Mayor Wagga Wagga City Council [↓](#)

Financial Implications

Pending the outcomes of the discussions and subsequent decision by both organisations, there could be no additional financial and operational costs for Council (if one entity is formed). Alternatively, should the proposal by WWCC to maintain the RivJO receive support, Council would likely receive a financial windfall by not having to pay membership to be a member of the RivJO.

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.



OFFICE OF THE MAYOR

CITY OF WAGGA WAGGA

19 July 2022

Cr Tim Koschel - Chairperson
Riverina Water
PO Box 456
WAGGA WAGGA NSW 2650

admin@rwcc.nsw.gov.au

Dear Tim

Re: One Organisation Discussions

I refer to the discussions we have been having in relation to the Riverina Joint Organisation (RivJO) of councils and the REROC.

I confirm the submissions which were made at the meeting by Wagga Wagga City Council (WWCC) to the effect that we do not seek to be part of the REROC but recognise the value that it holds to other Councils in terms of securing funding for operational programs and projects and delivering those projects on behalf of the Councils.

On the basis that REROC is used and funded by other Councils which seek to be involved in the joint delivery of operational programs, WWCC makes the offer of maintaining the RivJO at the sole cost of WWCC.

This proposal is based on the understanding that WWCC would use the resources it currently has available to maintain the function of the RivJO. This would include provision of the following:

- Office space and meeting space
- Vehicle use
- Governance
- Finance and accounting
- Audit requirements both annual audit and internal audit requirements
- IT and communication
- Catering for meetings
- Human Resources

To give a guide as to what WWCC sees as the outputs from the Joint Organisation, the strategic scope of work for the Joint Organisation would include the following:

- Health Services
- Economic Development
- Regional Planning
- Visitor Economy
- Specialist Staffing
- Industry
- Air Transport

Civic Centre
Cnr Baylis & Morrow Streets
PO Box 20 Wagga Wagga NSW 2650
Ph: (02) 6926 9111
mayor@wagga.nsw.gov.au

- Air Transport
- Rail
- Housing
- Freight Infrastructure

Each member Council including WWCC would have one vote.

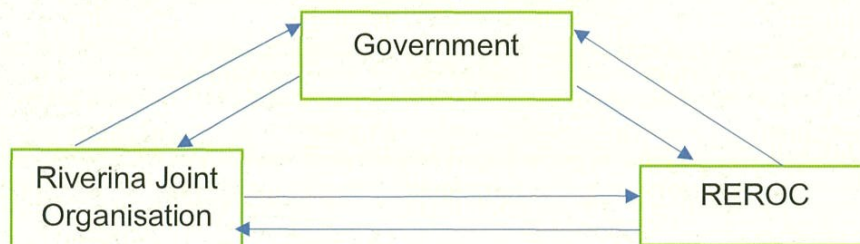
For functioning of the RivJO, WWCC asks that the common model of a General Managers Advisory Committee (GMAC) and a Board be adopted. The preparation of the business for the Board is undertaken by a committee of all General Managers having a single vote.

The business paper for the Board is prepared from the outcomes of the GMAC meeting. Each Mayor or delegate has one vote at the RivJO Board meeting.

WWCC would commit to this model including financing for a period of two years.

In the final year, the Councils can form a view about whether it is effective or not and can determine a way forward from that point.

Hopefully this initiative can be seen as successful for the future of the region. That is the aim of WWCC in putting it forward.



I ask that you pass this correspondence to your General Manager for discussion.

Yours faithfully

Cr Dallas Tout
Mayor



The Council of the
City of Wagga Wagga

R14 Proposed Riverina Water Reconciliation Action Plan

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary This report seeks Council's endorsement of the development of a Reconciliation Action Plan for Riverina Water.

RECOMMENDATION that Council develop a draft Reconciliation Action Plan for Council's further consideration.

Report

At its heart, reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians. Reconciliation Australia have created a Reconciliation framework which is based and measured on five (5) dimensions. Those dimensions are:

- Historical acceptance
- Race relations
- Equality and equity
- Institutional integrity, and
- Unity

The development, adoption and implementation of a Reconciliation Action Plan (RAP) is an important step that Riverina Water can take on the journey of reconciliation.

The development of a RAP is a priority in the recently adopted Riverina Water Business Activity Strategic Plan 2022.

The development of a RAP will enable Riverina Water to contribute to reconciliation by:

- Building and encouraging relationships between Aboriginal and Torres Strait Islander peoples, communities, organisations and the broader Australian community
- Fostering and embedding respect for the world's longest surviving cultures and communities
- Develop opportunities with Council to improve socio-economic outcomes for Aboriginal and Torres Strait Islander peoples and communities.

Wagga Wagga City Council adopted its first RAP in 2021 with the stated intent of “providing a framework to demonstrate Council's commitment to our Wiradjuri and First Nations community members”

Reconciliation Action Plans are developed under the guidance and approval of Reconciliation Australia, who are the lead body for reconciliation in Australia. Reconciliation Australia was established in 2001 and is an independent not-for-profit organisation which promotes and facilitates reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Reconciliation Australia focuses on influencing organisations, people and policies.

The development of a Reconciliation Action Plan is a staged collaborative partnership with Reconciliation Australia. Once Council completes the registration process and pays the development fee of \$1,500 (paid annually while the plan is being developed), Reconciliation Australia will provide a series of templates and resources which contain minimum required actions and deliverables. These resources ensure that Council's draft Reconciliation Action Plan meets Reconciliation Australia's standards for accreditation.

Once the draft Reconciliation Plan is submitted to Reconciliations Australia, a Reconciliation Action Plan Officer from Reconciliation Australia will review the draft document in line with the Reconciliation Action Plan requirements and will provide Council with strategic feedback. Reconciliation Australia details that Council should expect a minimum of two (2) to three (3) rounds of feedback, with a standard time frame of three (3) to four (4) weeks per review. After the review process is completed, Reconciliation Australia will formally endorse Council's Reconciliation Action plan and will publish the document on the Reconciliations Australia website, www.reconciliation.org.au.

Once Council received formal endorsement, the Reconciliation Action Plan is officially accredited by Reconciliation Australia and Council will be recognised as a member of the Reconciliation Action Plan network. Council will then be required to report to Reconciliation Australia by September each year, through the Reconciliation Action Plan impact measurement questionnaire and ensure that progress is publicly reported to our external stakeholders. It is anticipated that the development of Council's Reconciliation Action Plan will take two (2) years.

Financial Implications

There is an initial application fee of \$1500 associated with registering with Reconciliation Australia who provide support to Council in developing the RAP. This amount can be met from the adopted subscriptions budget .

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.

R15 Accounting Treatment of Rural Fire Services ("Red Fleet") Assets

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary Council has been requested by LGNSW to lend its support to a campaign relating to the financial accounting treatment of Rural Fire Service (RFS) mobile assets known as the 'Red Fleet'.

RECOMMENDATION that:

1. Council writes to the local State Member The Hon. Joe McGirr, Member for Wagga Wagga, the Treasurer the Hon Matt Kean MP, Minister for Emergency Services and Resilience the Hon Stephanie Cook MP and the Minister for Local Government Wendy Tuckerman MP:
 - a) Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
 - b) Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is vested in, under the control of and the property of the RFS; and
 - c) Amending s119 of the Rural Fires Act 1997 so that the effect is to make it clear that RFS assets are not the property of councils.
2. Council writes to the Shadow Treasurer Daniel Mookhey MLC, the Shadow Minister for Emergency Services Jihad Dib MP, the Shadow Minister for Local Government Greg Warren MP, the Greens Spokesperson for Local Government Jamie Parker MP and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties Robert Borsak MLC, Emma Hurst MLC and Mark Latham MLC:
 - a) Advising Members of Riverina Water's position, including providing copies of correspondence to NSW Government Ministers; and
 - b) Seeking Members' commitments to support NSW Councils' call to amend the Rural Fires Act 1997 as set out in correspondence.
3. Council promotes these messages via its digital and social media channels and via its networks.
4. Re-affirms its complete support of and commitment to local RFS brigades noting that Councils action is entirely directed towards the NSW Government's nonsensical

position that rather than being owned and controlled by local brigades, RFS assets are somehow controlled by councils, which councils consider to be a cynical financial sleight of hand abdicating the NSW Government's responsibilities at the cost of local communities.

5. That Council affirms its support to Local Government NSW (LGNSW) and requests LGNSW continue advocating on Council's behalf to get clarification once and for all from the State Government about the accounting treatment of RFS assets.

Report

This report proposes that Council support the local government campaign on the financial accounting treatment of Rural Fire Service (RFS) mobile assets known as the 'Red Fleet'.

A long-standing dispute over the accounting treatment of the Red Fleet has come to a head with the Auditor-General's 2021 Report on Local Government on 22 June 2022. The Audit Report reemphasises the State Government determination that RFS assets are the "property" of councils and must be recorded in Council's financial statements with Council required to therefore absorb all depreciation costs.

The *Audit Office Local Government Report* has reinforced the notion that RFS mobile and other fire-fighting assets can somehow be deemed to be council assets and applies more pressure on councils and the Office of Local Government (OLG) to conform with this determination, despite the fact that councils do not have effective management or control of these assets.

Councils across the State and Local Government NSW (LGNSW) refute this determination. Councils do not have any say in the acquisition, deployment or disposal of these assets. Comparable assets held by Fire & Rescue NSW (FRNSW) and the State Emergency Service (SES) are not vested anywhere other than with the organisations that purchase, use, maintain and dispose of them.

Councils and LGNSW have also raised concerns that the requirement breaches Australian Accounting Standards. The State Government's own *Local Government Accounting Code of Accounting Practice and Financial Reporting* provides for councils to determine whether to record RFS assets on their books as council assets. This position has been confirmed by the Secretary of the Department of Planning and Environment in his letter to the Auditor-General dated 7 June 2022, presented in Appendix 1 on page 47 of the 2021 Local Government Audit Report.

Council notes advice from LGNSW that many councils are refusing to comply with the Auditor General's instructions. Councils remained firm in 2021, resisting pressure to record RFS assets with the majority (68), choosing not to record the RFS mobile assets in accordance with the *Local Government Accounting Code*. This was the same number of councils as in 2020. LGNSW is encouraging councils to continue resisting pressure from the Audit Office and

make their own determinations notwithstanding overtures that ongoing non-compliance with the Auditor General's instructions may result in future qualified financial reports.

The latest Audit Report has made further impositions on (Council) by:

- recommending Council undertakes a stocktake of RFS assets and records the value in Council's financial statements;
- warning that if a Council does not recognise the assets, it will be found non-compliant and will have a high risk finding reported; and
- calling on the NSW Department of Planning and Environment (OLG) to intervene where councils do not recognise rural firefighting equipment.

The Government's blanket determination is not only nonsensical, but also inconsistent with the treatment of the comparable assets of other emergency service agencies such as Fire & Rescue NSW (FRNSW) and the State Emergency Service (SES). There is no rational reason for maintaining this anomaly.

LGNSW has been advocating this position on councils' behalf and has written to the NSW Treasurer the Hon. Matt Kean MP, Minister for Emergency Services, the Hon. Steph Cooke MP, Minister for Local Government the Hon. Wendy Tuckerman MP and the Auditor-General, Ms Margaret Crawford to express the local government sector's strong objection to the NSW Government's determination, applied by the Auditor-General, that RFS assets are the property of councils for accounting purposes and amend the *Rural Fires Act 1997*.

LGNSW has advised it will continue its advocacy efforts on councils' behalf and is asking all affected councils in NSW to consider adopting a resolution advising the Audit Office that Council will not carry out the RFS stocktakes on behalf of the NSW Government, and will not record RFS assets on Council's financial statements.

Financial Implications

There are no financial implications associated with Council endorsing the recommendation.

Risk Considerations

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

R16 Lost Time Injury Statistics July 2021 - June 2022

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 2021/2022 financial year.

RECOMMENDATION that Council receive and note the statistics report for Lost Time Injuries for the period July 2021 to June 2022.

Report

Date of Injury	Claim Status	Return to Work Date	Lost Time Injury (Days off work)	No of Days Lost (Premium impacting)
21/04/2016	CLOSED	1/09/2021	60	*Nil (please see notes below)
27/09/2021	CLOSED	5/10/2021	5	5
8/06/2021	OPEN	8/06/2022	0	0
Total			65	5

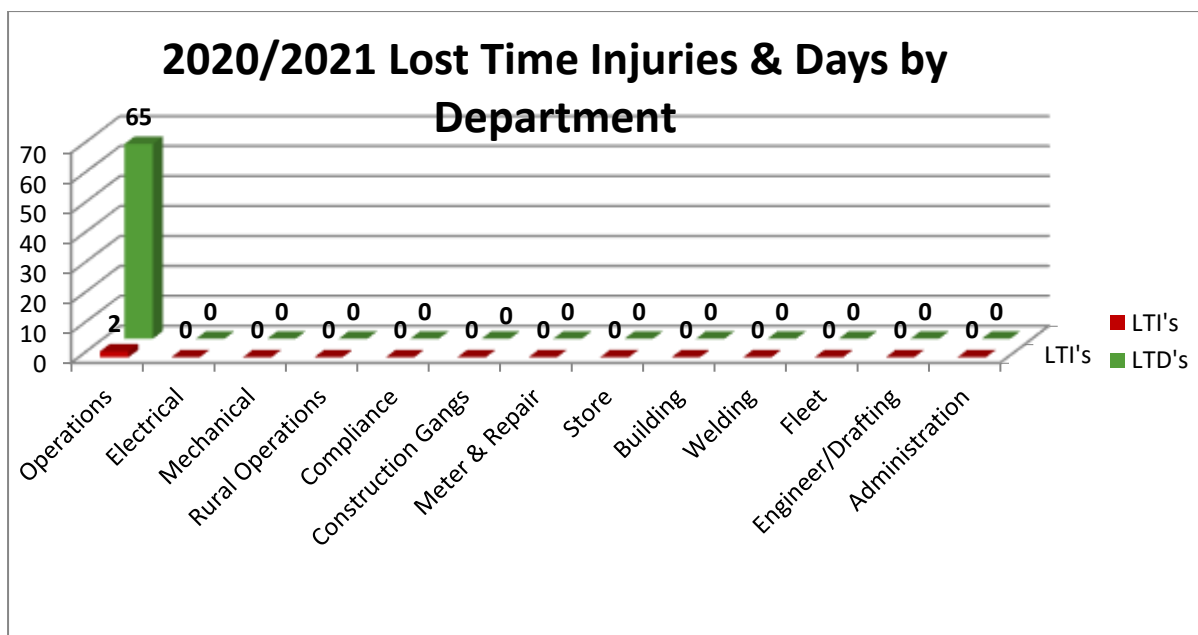
*This claim is not premium impacting due to the original claim lodgement date of more than three years prior to the 2021/2022 financial year. The employee underwent surgery to replace a knee.

Other WHS Statistics for the financial year:

Lost Time Days (LTD's) - **65 days**

No of Current/Open Workers Compensation Claims – **Three claims (two legacy claims, one open claim)**

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



Financial Implications

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

Risk Considerations

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

R17 Rescission of Policies

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary This report recommends the rescission of three policies: Policy 2.1 Mains Construction; Policy 1.12 Access and Equity and Policy 2.8 Water Billing Hardship. The report outlines the reasons for the recommendation to rescind each policy.

RECOMMENDATION that Council:

- a) Rescind Policy 2.1 Mains Construction;
- b) Rescind Policy 1.12 Access and Equity; and
- c) Rescind Policy 2.8 Water Billing Hardship.

Report




The review of public policies continues in line with a stated aim of having a review conducted by the Board within the first 12 months of its term.

This report recommends the rescission of three policies following management review for the reasons outlined below.

Mains Construction Policy 2.1: This policy was originally a council resolution in 1979 (well before Riverina Water existed). It was a way of ensuring that costs of water supply facilities in new subdivisions and land development were apportioned appropriately. This policy is outdated and now covered by the Development Service Charge (DSC) and the annual Fees and Charges which are adopted each year. It is therefore recommended that Mains Construction Policy 2.1 be rescinded.

Access and Equity Policy 1.12: The contents of this policy are better aligned to Customer Service as the information contained within the policy sits within a Customer Charter. The Customer Charter is being reviewed this year, and as such any relevant information from the policy will be incorporated into this document. Some other information within the policy will also sit within the Disability Inclusion Action Plan (DIAP) which is to be developed by end of the year. It is therefore recommended that the Access and Equity Policy 1.12 be rescinded.

Water Billing Hardship Policy 2.8: As per the report to the June 2022 Board meeting, Riverina Water has reviewed its debt recovery policy. The Debt Management and Hardship Policy reflects the Office of Local Government's Debt Management and Hardship Guidelines sets out the reasonable approach that Riverina Water will follow in response to overdue accounts and how Riverina Water can support customers that are having difficulty paying their account. As the Debt Management and Hardship Policy now encompasses the Water Billing Hardship Policy it is recommended that the Water Billing Hardship Policy 2.8 be rescinded.

- › R17.1 **Mains Construction - Policy 2.1.pdf** [↓](#) 
- › R17.2 **Access and Equity - Policy 1.12.pdf** [↓](#) 
- › R17.3 **Water Billing Hardship Policy 2.8.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.



POLICY REGISTER

INTERNAL POLICY

MAINS CONSTRUCTION

POLICY REFERENCE NUMBER:		POL 2.1	
Original publication date		May 1998	
Revision number	Issue Date	Approved	Approval date
0	1979	79/3433	22 nd August 1979
Name changed 26/11/13 from 1.4			
This document is to be reviewed every 2 years. Next review date: xxxxxxxxxxxx			
RESPONSIBLE OFFICER		General Manager	

Origin – MAY 1998 - Council Res. 79/3433 – 22/8/1979

Name changed 26/11/13

Water supply facilities in new subdivisions or land development.

- a) Where water mains of a particular size are required to serve a subdivision or development, the developer is required to meet the full cost of such mains and associated facilities. The minimum size in urban areas is generally 100mm diameter.
- b) Where for system improvement purposes, not related to the development, RWCC installs pipes of greater capacity than would otherwise be required, then the additional cost is not charged to the developer.



POLICY REGISTER

POLICY

ACCESS AND EQUITY

POLICY REFERENCE NUMBER:		POL 1.12	
Original publication date		14 December 2012	
Revision number	Issue Date	Approved	Approval date
0	14 Dec 2012	Res:12/171	14 Dec 2012
NAME CHANGED 22/11/13 FROM 5.28			
1		Res: 16/222	9 Dec 2016
This document is to be reviewed every 4 years. Next review date: December 2020			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

Council is committed to provision of water services having due regard to the cultural and linguistic diversity and the needs of people with disability within the constituent local government areas serviced by Riverina Water County Council.

1.1 Policy Objectives

- 1) To recognise and value the diversity of the community.
- 2) To provide for community participation in decisions relating to Council's water service programs and policies.
- 3) To foster communication and community understanding so that the rights and responsibilities of all people are recognised.
- 4) To provide disability access to its office associated facilities and workplace.

1.2 Scope of Policy

Applies to all residents and ratepayers within the constituent local government areas serviced by Riverina Water County Council.

The provisions of this policy relate to access to water supply services, policies and communications relating to this function.

1.3 Definitions

Access means that any individual who is entitled to water supply services from Riverina Water County Council will, regardless of cultural or linguistic difference or disability, be able to receive such service within the standards and in the time frames provided by Council.

Equity means that Council resources will be allocated so that all who are entitled to a water supply service will have equal opportunity to benefit from that entitlement at the standard and in the timeframe proposed by Council.

Access and equity are about ensuring that all people have the opportunity to gain access to water supply services and facilities provided by Council, regardless of their race, culture, religion, language, age, gender or disability.

1.4 Legislative Context

STATUTORY POSITION

The legislative requirements that govern Council in this regard are:

The Local Government Act 1993 (Section 8)

Specifies that a Council's Charter includes providing directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community, with due regard to the cultural and linguistic diversity of its community.

MULTICULTURAL NSW ACT 2000

This Act:

- (a) promotes the equal rights and responsibilities of all the people of New South Wales within a cohesive and multicultural society in which:
 - (i) individuals share a commitment to New South Wales and to Australia, and
 - (ii) diversity is regarded as a strength and an asset, and
 - (iii) English is the common language, and
- (b) recognises and values the different linguistic, religious and ancestral backgrounds of the people of New South Wales.

Commonwealth Disability Discrimination Act 1992

The objects of the Act that relate most to Council are:

- to eliminate, as far as possible, discrimination against persons on the grounds of disability in the areas of work, accommodation, education, access to premises, clubs and sport; the provision of goods, facilities, services and land; and the administration of Commonwealth laws and programs
- to promote recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.

Anti-Discrimination Act 1977 (NSW)

This Act prohibits discrimination at work, racial vilification, sexual harassment, sex discrimination, transgender discrimination, homosexuality discrimination, marital status discrimination, disability discrimination, compulsory retirement discrimination, HIV/AIDS vilification or age discrimination.

Council is bound under this Act in three main areas of work

- the service Council provides to the community and the way in which the water supply services are provided
- how Council runs meetings and makes decisions
- Council employment practices

1.5 Related Documents

- Good governance Policy
- Code of Conduct

1.6 Responsibilities

It is the responsibility of all Council Officers to abide by the intent of this policy.

1.7 Review procedures

Policy to be reviewed every four 4 years following Council elections

PART 2: POLICY CONTENT

2.1 Policy Statement

Council will ensure that:

- resources are fairly distributed
- the communities within the Riverina Water County Council constituent local government areas have opportunity for input into decisions relating to water supply program development and service delivery
- the rights and responsibilities of all consumers are recognised AND
- Water supply services and programs are effectively targeted to meet the needs of all members of the community.

Implementation

To ensure that this policy is implemented across Council, reference to this policy will be made in procedural documents that guide the day to day operations of staff.



POLICY REGISTER

WATER BILLING HARDSHIP POLICY

POLICY REFERENCE NUMBER:		POL 2.8	
Original publication date		August 2013	
Revision number	Issue Date	Approved	Approval date
1	28 th August 2013	13/109	28 August 2013
2		15/187	11 December 2015
3		17/100	28 June 2017
<p>This document is to be reviewed once per Council term.</p> <p>Next review date: August 2021</p>			
RESPONSIBLE OFFICER		Manager Corporate Services	

PART 1: INTRODUCTION

1.1 Objective

- To ensure consistency, fairness, integrity and confidentiality of all proceedings for both the debtor and the Council
- To provide a process for consideration and assistance to consumers suffering genuine financial hardship
- To fulfil the statutory requirements of the Local Government Act, 1993 (the Act) with respect to the recovery of water billing charges
- To maximise the collection of water charges payable to Council

1.2 Scope of Policy

This policy applies to consumers claiming hardship in respect to water billing accounts within the area serviced by Riverina Water County Council.

Established procedures provide for customer service staff to negotiate an arrangement for payment of water charges where customers advise that payment in full cannot be made by the due date. These arrangements are made by telephone or at the counter and are negotiated with the aim of recovering all arrears and the current water consumption account within the financial year where possible.

This policy will apply in circumstances where customers are unable to comply with these arrangements, due to hardship.

1.3 Definitions

“Hardship” - is recognised by Council as “the state of someone who is identified by either themselves or an independent accredited financial Counsellor as having the intention, but not the financial capacity, to make the required payments within the timeframe detailed within any account issued by Council”. Where a debtor falls within this definition Council may apply this policy.

1.4 Policy / Legislative Context

Local Government Act 1993
 Local Government (Rates & Charges) Regulation 1993
 Policy 2.9 Debt Recovery
 Customer Service Charter

PART 2- : POLICY

2.0 Statement

Riverina Water County Council acknowledges that customers can, for various reasons, fail to pay for water charges when they become due and payable. It is not Council's intention to cause hardship to any customers through debt recovery procedures. Council will seek to work with the customer to make suitable arrangements to clear the debt where possible.

External debt collection action is seen as a last resort when all other arrangements and considerations have failed.

2.1 Hardship Provisions

Provision is made under Section 564 of the Local Government Act 1993 for Council to accept payment of water accounts due and payable in accordance with an agreement made with the person.

Arrangements are to be negotiated with the aim of recovering all arrears and the current water consumption account within the financial year where possible.

Where a customer defaults on an approved arrangement for payment, recovery action will recommence from the stage which had been reached prior to the latest arrangement being made. This may include restriction or disconnection of the water supply to the property covered by this arrangement.

2.3 Application Process

Options Available for Relief

Applications under this policy shall be based on one of the following options;

- a. Extension of time to make payment in full of arrears of the account beyond the due dates, or
- b. An arrangement for periodic payment of the account by instalments that go beyond the due dates

Eligibility

To qualify for relief from water charges the following must apply before consideration:

- a. The applicant must be the registered owner or a legally recognised interested party to the property;
- b. The property for which the financial hardship application applies must be the principal place of residency of the applicant/s
- c. Agreement that any arrangement is subject to a Direct Debit commitment

2.4 Information Required

Applications for financial hardship must be made in writing and accompanied by supporting documentation which must include (but is not limited to):-

- i. Reasons why the customer is unable to pay the water account when it becomes due and payable
- ii. Details of income and expenditure
- iii. In circumstances where the applicant is receiving advice from a recognised financial Counsellor, financial planner or community funded counselling/support service provider a letter from the provider shall also be attached to this application.

2.5 Determination of Applications

Applications for relief under this policy, where the determination relates solely to an extension of time to make payment in full or an arrangement for periodic payments, will be assessed on their merits and determined against:

- (a) Whether hardship exists based on the evidence; and if so
- (b) The scope of relief given

In special circumstances interest charges may be suspended for the period of the arrangement.

The application will be determined by the Customer Service Administrator and/or Manager Corporate Services. Any applicant who is dissatisfied with a determination by the abovementioned officers, may request that the General Manager review the decision.

Non-adherence to the terms of the agreement reached between Council and the customer will result in hardship consideration being reversed. It is the responsibility of the customer to advise Council of any change to their circumstances.

A periodic review of approved hardship agreements will be undertaken every 6 months.



Riverina Water County Council

APPLICATION FOR RELIEF; WATER BILLING HARDSHIP

Please provide additional information on separate sheets if necessary.

PLEASE ANSWER ALL QUESTIONS RELEVANT TO YOU IN **BLOCK** LETTERS, TICKING APPROPRIATE BOXES

RWCC Customer Details

Name: *	Water Account: *
Address: *	Date: *
Postal Address: *	Phone: *
City/Town: *	Post Code: * Phone 2: *
Email: _____	

1. Pensions and Benefits:

A. Do you receive any pensions or benefits?	Yes	No
B. Do you have a current Pensioner Card issued by the Commonwealth Government, or a Gold Card issued by the Department of Veterans Affairs?	Yes	No

***If Yes; Please complete a Riverina Water Pension Rebate Application Form if you are not already claiming a Pension Rebate with Riverina Water.**

2. Property Details:

A. Is this property your principal residence?	Start Year: _____	Yes	No
B. Are there people living at the property? (detail below)		Yes	No
Sole Owner			
My spouse and myself:	Spouse Name _____		
Myself and the following people:	Name _____		
(if children, please note ages)	Name _____		
	Name _____		
	Name _____		
Life Tenant			
C. Share of ownership: _____ %	Evidence of Ownership is attached:	Yes	No
D. Do you own (fully or partially) any other land or buildings?		Yes	No
If yes, list addresses: _____			

3. Financial Hardship:

A. What is the cause of financial hardship?	_____
B. How long have you been in hardship?	_____
C. Please state gross WEEKLY income below: (Allow for wage/salary from employment, pensions and benefits, compensation, insurance, retirement payments, spousal income, rent, family allowance, and interest)	

--	--

D. Please provide name and current balance of all bank, credit union or building society accounts you hold:

	\$
	\$
	\$

E. Please provide details of WEEKLY outgoings: (Allow for rent/ home loan, other loans and hire purchase, health costs, council rates and charges, and other bills such as gas, phone, electricity)

F. Proposed Payment Arrangement (Please circle): a separate payment arrangement form will need to be signed if hardship is approved

Amount: \$	Weekly	Fortnightly	Monthly
Proposed end date of arrangement:			

G. Please note or attach any additional information that may assist with your application.
Number of attached pages:

Notes:

4. Customer Authorisation

I hereby declare that the information provided in this application is true and correct.

Signature: Date:

Please return application form to:	Riverina Water PO Box 456 WAGGA WAGGA NSW 2650	or Fax to 02 6921 2241
------------------------------------	--	------------------------

Office Use Only

Approved:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Period Commencing:	1/ / 20
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Registered:	XXXXXXXXXX	Processed:	XXXXXXXXXX
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R18 Debt Management and Hardship Policy

Organisational Area Corporate Services

Author Josh Lang, Customer and Communications Team Leader

Summary Policy 2.09 Debt Management and Hardship is presented to the Board for adoption following a public exhibition period

RECOMMENDATION that Council adopt Policy 2.09 Debt Management and Hardship, noting no public submissions were received during the exhibition period.

Report

The Debt Management and Hardship Policy sets out the reasonable approach that Riverina Water will follow in response to overdue accounts and to recover outstanding payments; and how Riverina Water can support customers that are having difficulty paying their account.

The draft policy was placed on public exhibition for 28 days, with no submissions received. The community and customers were made aware of the opportunity to make a submission through Riverina Water's social media channels, website, and print advertising.

A separate report will recommend the rescission of the Water Billing Hardship Policy, as it is now encompassed in this policy.

› **R18.1 Draft Debt Management and Hardship Policy 2022.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.



Debt Management and Hardship Policy

Purpose

The Debt Management and Hardship Policy sets out the reasonable approach that Riverina Water will follow in response to overdue accounts and to recover outstanding payments; and how Riverina Water can support customers that are having difficulty paying their account.

As a local water utility, Riverina Water relies on payment of water accounts to ensure continuous service to the community; and that it is in the community interest to recover arrears and related interest, costs and expenses.

Policy Statement

Riverina Water will seek to recover outstanding debts owed when reasonable efforts to support customers or sundry debtors to meet their obligations for payment have been exhausted.

Riverina Water will consider individual cases of genuine financial hardship and is committed to engaging with its customers to limit the unreasonable use of legal action in recovering arrears.

Scope

This policy applies to all parties that owe monies to Riverina Water, including but not limited to water account holders, consumers, and sundry debtors.

Definitions

Term	Meaning
External Debt Recovery Agent	An agency and/or law firm engaged by Riverina Water to recover amounts that are overdue.

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Hardship	Difficulty in paying an account due to a change in circumstances (for example; loss of income, illness, loss from an accident, natural disaster or emergency, family violence).
Overdue bill/account	An account that has an amount that is unpaid after the due date specified on the issued bill.
Sundry Debtor	An account raised for goods or services provided separate to Council's potable water supply.
Water Flow Restriction "Restriction"	Water flow restriction involves reducing the maximum water supply to the property at the water meter, by inserting a flow restriction device. A small amount of water is supplied for health and hygiene purposes. Permitted under regulation 144 of the Local Government (General) Regulation 2005
Water Disconnection "Disconnection"	Disconnection involves stopping the supply of water to the property by removing or locking the meter or disconnecting the service from the main so that supply is no longer available. Permitted under regulation 144 of the Local Government (General) Regulation 2005

Application of Policy

Riverina Water is committed to:

- Issuing accurate and timely bills
- Always treating customers fairly and with courtesy
- Providing options to ensure customers maintain access to essential water services for health and hygiene
- Ensuring customers have access to payment assistance and other support options

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Customers are required to:

- Pay their bills promptly within their account terms
- Notify Riverina Water if they are unable to pay before the due date
- Agree and commit to a suitable payment plan, or other payment assistance
- Provide notification if their financial situation changes

Payment and debt management of water accounts

Riverina Water issues water bills to property owners, unless it has previously been arranged in writing that accounts should be directed to managing agents or tenants.

Payment of water accounts is due four weeks from the date of account issue.

Customers should be aware that a water flow restrictor may be installed anytime from when an account is four weeks overdue.

Interest will be charged on water accounts at the current maximum rate set by the NSW Office of Local Government.

Riverina Water will engage with its customers in arrears to obtain payment to satisfy their account and prevent avoidable escalation of the debt recovery processes and the use of legal action.

When a water account is overdue and the customer has not made contact, Riverina Water will adhere to the following debt management process:

- If an account has not been paid by the due date, issue a final reminder notice
- If the account remains unpaid, a restriction notice is issued at the property
- Following this, water supply will be restricted and a notice of left at the property. A restrictor removal fee will be applied to the account in line with Riverina Water's Fees and Charges.
- Riverina Water may provide its external debt recovery agent with details of outstanding accounts at any time

Once a water flow restrictor is installed, payment must be received in full before it is removed. This amount includes the fee payable for the removal of the restrictor as per Riverina Water's Fees & Charges.

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Riverina Water will not restrict water supply where it is known that the resident is a registered kidney dialysis patient or has another medical condition requiring continuous access to unrestricted water supply.

Disconnection from the water supply network is at Riverina Water's discretion as a last resort. It may be used in situations including, but not limited to, meter tampering, or unauthorised removal or damage to a restrictor. Vacant properties with unpaid accounts may be disconnected and left notice of disconnection following the same process above in lieu of restriction.

If the account remains unpaid, Riverina Water reserves the right to commence legal action. Riverina Water will recover legal costs and expenses incurred in the process of debt recovery where it is legally able to do so.

Riverina Water will not instigate legal action against any person who has evidenced genuine financial hardship and who is willing to enter into and comply with an affordable, approved payment arrangement.

Payment arrangements

Customers can contact Riverina Water for payment assistance options; including a payment arrangement or a payment extension.

Payment arrangements will be entered into based on its affordability for the customer and if the arrangement can suitably service the debt.

If a customer fails to meet the terms of an agreed payment plan, Riverina Water may cancel the arrangement and proceed with other debt management options.

Riverina Water, at its discretion, may withdraw or require changes to the arrangement.

Riverina Water will not instigate legal action against any person who is complying with an affordable, approved payment arrangement.

Hardship

Riverina Water recognises that any debt management procedures need to consider individual cases of genuine financial hardship.

Riverina Water recognises that hardship can arise from a temporary change in circumstances such as loss of income, illness, loss from an accident, natural disaster or

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emergency, family violence or financial impact due to externalities. Long term hardship can arise from the above or can relate to the challenge of managing living costs with a low or fixed income such as a pension.

Riverina Water is committed to engaging with its customers to limit the unreasonable use of legal action in recovering arrears. Riverina Water will not instigate legal action against any person who is currently experiencing evidenced genuine financial hardship.

As part of any application for payment relief under financial hardship the customer must confirm the nature of the hardship and the estimated time the hardship will be experienced. Evidence confirming the ratepayer's hardship status must accompany the application.

The Director Corporate Services will determine the appropriate payment relief that can be offered to a customer in proven financial hardship.

If the customer continues to experience hardship after the period agreed to in the original application, a new application must be made. In such circumstances Riverina Water may require up to date personal financial information to confirm the ratepayer's continuing hardship.

Riverina Water, at its discretion, may withdraw any hardship concession.

Support services

Riverina Water will refer customers facing financial hardship to the following:

- Moneysmart.gov.au: <https://moneysmart.gov.au/managing-debt>
- Legal Aid NSW: <https://www.legalaid.nsw.gov.au/get-legal-help/find-a-service>
- Community legal centres NSW: <https://www.clcnsw.org.au/find-legal-help>

Sundry debtors

Payment of sundry debtor accounts is due two weeks from the date of invoice issue.

If an invoice has not been paid by the due date:

- A statement is sent at the end of the month
- If the account remains unpaid, a final reminder notice is sent
- If the account remains unpaid, Riverina Water reserves the right to suspend credit account and associated services and/or commence legal action, which may result in further charges being added to the customer's account

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Making a complaint

If customers believe that a bill is incorrect or there is an unresolved dispute with Riverina Water about a bill, they should contact Riverina Water in the first instance. If a customer feels that Riverina Water hasn't adequately responded, matters can be escalated to the Office of Local Government or the Ombudsman.

Policy number	Policy 2.09
Responsible area	Corporate Services
Approved by	Resolution number xx/XXX
Approval date	XX XXXXX 2022
Legislation or related strategy	Local Government Act 1993 Local Government (General) Regulation 2021 Water Management Act 2000 Water Management (General) Regulation 2018
Documents associated with this policy	Office of Local Government Debt Management and Hardship Guidelines 2018 Undetected Water Leaks Assistance Policy
Policy history	First adopted 20 July 2014 Reviewed 18 March 2015 Reviewed 22 June 2016
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Reviewed 22 June 2022, consolidating the
previous Debt Recovery Policy and Water Billing
Hardship Policy

Policy details may change prior to review date due to legislative or other changes, therefore
this document is uncontrolled when printed. This policy will be revised following the
commencement of a new Board.

END OF POLICY STATEMENT

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R19 Related Party Disclosures Policy 1.28

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The reviewed Policy 1.28 Related Party Disclosures Policy is submitted to Council for review and adoption.

RECOMMENDATION that Council adopt Policy 1.28 Related Party Disclosures

Report

Policy 1.28 Related Party Disclosures has now been reviewed by management as part of the public policy review schedule. It has been moved into the new report template format and reviewed for both currency and accuracy of process.

It is recommended that the Board review and adopt Policy 1.28 Related Party Disclosures, noting that public exhibition of the policy is not required.

› **R19.1 Related Party Disclosures Policy 1.28.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.



Related Party Disclosures

Purpose

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Riverina Water County Council (Council) to achieve compliance with AASB 124 - Australian Accounting Standard 124 Related Party Disclosures. The Standard ensures that Council's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions with them.

Policy Statement

Council will prepare and report related party disclosures in accordance with Australian Accounting Standard requirements. To do this, Council will:

- Identify related party relationships, related party transactions and ordinary citizen transactions
- Identify information about the related party transactions for disclosure
- implement a system to identify and capture related party transactions with related parties.
- Identify the circumstances in which disclosure of the items in the first two points above are required and
- Determine the disclosures to be made about those items in the General-Purpose Financial Statements for the purpose of complying with AASB 124

Scope

This policy applies to those who have authority and responsibility for planning, directing and controlling the activities of Council and entities controlled by Council, including elected Board Members, the CEO, Directors, and close family members who can be expected to influence or be influenced by the aforementioned key management persons.

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Definitions

AASB 124

Australian Accounting Standard 124 Related Party Disclosures

Close members of the family of a person	<p>Those family members who may be expected to influence, or be influenced by, your dealings with Riverina Water County Council, including:</p> <ul style="list-style-type: none"> • your children and spouse or domestic partner • children of your spouse or domestic partner • dependants of yourself or your spouse or domestic partner.
Compensation	<p>All employee benefits (as defined in AASB 119 'Employee Benefits'). Employee benefits are all forms of consideration paid, payable or provided by Riverina Water, or on behalf of Riverina Water, in exchange for services rendered to council. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity.</p> <p>Compensation includes:</p> <ul style="list-style-type: none"> • short-term employee benefits, such as wages, salaries and Centrelink contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the reporting period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees • post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care • other long-term employee benefits, including long-service leave, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the reporting period, profit-sharing, bonuses and deferred compensation • termination benefits

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Control	The exposure, right or ability to affect variable returns through the exercise of power.
Director	<ul style="list-style-type: none"> a person who is a director under the Corporations Act a person who, regardless of the name that is given to the position, is appointed to the position of member of the governing body, council, commission or authority.
Jointly controlled entity	<p>Typically when you and/or any close family members exercise effective control (whether singularly or combined) through the shareholding and/or voting power in the entity. Examples of entities controlled or jointly controlled by you and/or any close family members could be:</p> <ul style="list-style-type: none"> A company where you and/or close family members control more than 50% of the voting power A company where you have a 30% shareholding and your spouse has a 30% shareholding A company where you have a 40% shareholding and the remaining shareholding is widely dispersed A partnership of two people where your spouse is one of the partners A superannuation fund self-managed by you or your spouse (including through a corporate trustee) <p>Examples of entities not controlled or jointly controlled by you and/or any close family members could be:</p> <ul style="list-style-type: none"> A company where you have a 25% shareholding and your spouse has a % shareholding A partnership of three people where your spouse is one of the partners A large consultancy practice with multiple partners where your son is a partner Blind trusts

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Key Management Personnel (KMP)	Person(s) having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. Specifically, KMP of Council includes the Chairperson, Councillors, the General Manager and Director of Engineering. Other persons may be considered KMP of Council if they meet the definition requirements. Persons acting in a KMP position will not be considered KMP unless they meet the definition requirements or are acting for a period of more than five consecutive weeks.
Materiality	The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, Council will utilise \$10,000 as the threshold for materiality.
Related Party	<p>A person or entity that is related to the entity that is preparing its financial statements ('reporting entity').</p> <p>A person or a close member of that person's family is related to a reporting entity if that person:</p> <ul style="list-style-type: none"> • has control or joint control over the reporting entity • has significant influence over the reporting entity • is a member of the key management personnel of the reporting entity or of a parent of the reporting entity. <p>For further detail on conditions that apply to related parties see AASB 124. In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form</p>
Related party transaction	Transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
Senior Position	Any person employed (permanent or temporary) as a 'General Manager or Other Senior Staff' under the <i>Local Government Act 1993</i> (or equivalent legislation) anytime during the financial year.

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Significant Influence	The power to participate in the financial and operating policy decisions of an entity but is not control or joint control of those policies.
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Principles

1. AASB 124 Disclosure Requirements

1.1 Disclosures

To comply with AASB 124 Council will make the following disclosures in its General Purpose Financial Statements:

- a) Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.
- b) Key management personnel (KMP) compensation in total and for each of the following categories:
 - a. Short-term employee benefits;
 - b. Post employment benefits;
 - c. Other long-term benefits; and
 - d. Termination benefits
- c) The information specified in Section 1.2 for related party transactions with the following persons during the period covered by the Financial Statement:
 - a. Council subsidiaries;
 - b. Entities who are associates of Council or of a Council subsidiary;
 - c. Joint ventures in which Council or a Council subsidiary is a joint venturer;
 - d. Council's KMP
 - e. Other related parties (as per definition)
- c) The information specified in Section 1.2 for related party transactions with the following persons during the period covered by the Financial Statement:

The notification requirement above does not apply to:

- 1. Related party transactions that are transactions in common with the general public, not assessed as being material (eg water rates); and

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2. For Board members, expenses incurred and facilities provided to a Board member during the financial year, and the Board Member Expenses and Facilities Policy, the particulars of which are contained in council's annual report.

1.2 Information to be disclosed

Council must disclose all material and significant Related Party Transactions in its annual financial statements. Disclosures shall include:

- (1) The nature of the related party relationship
- (2) Information about transactions and outstanding balances including:
 - (a) The amount of the transactions
 - (b) The amount of outstanding balances, including commitments, and :
 - (i) Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) Details of any guarantees given or received;
 - (c) Provisions for doubtful debts related to the amount of outstanding balances; and
 - (d) The expenses recognised during the period in respect of bad or doubtful debts due from related parties

1.3 Materiality and Significance

Related Party Transactions that are to be disclosed if they are of a material and significant nature include, but not limited to:

- a) Purchases or sales of goods
- b) Purchases or sales of property and other assets
- c) Rendering or receiving of services
- d) Leases
- e) Settlement of liabilities on behalf of Council or by Council on behalf of the related party
- f) Quotations and/or tender; and

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g) Commitments.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- a) Significance of transactions in terms of size
- b) Whether the transaction was carried out on non-market terms
- c) Whether the transaction is outside normal day-to-day business operations, such as purchase and sale of assets
- d) Whether the transaction is disclosed to regulatory or supervisory authorities
- e) Whether the transaction has been reported to senior management; and
- f) Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

All transactions involving Related Parties will be captured and reviewed to determine materiality and significance.

3.2 Related Party Disclosure Form

At least 30 days before a specified notification period, the Director Corporate Services will provide KMP with a Related Party Disclosure Form (Attachment 2) and Privacy Collection Notice (Attachment 1).

3.3 Suspected Related Party Transactions

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure to the Director Corporate Services for consideration and determination.

3.4 Other Notifications

The notification requirements in Section 3 are in addition to the notifications a KMP must comply with:

- (a) For councillors, the Code of Conduct, and

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- (b) Senior Executive Officers who are KMP, the Code of Conduct, and
- (c) The disclosure of interests in a written return pursuant to Section 450A of the Local Government Act 1993 and Local Government (General) Regulation 2005.

2. Information Privacy

2.1 Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a Government Information (Public Access) Act 2009 (GIPA Act) application:

- (a) information (including personal information) provided by a KMP in a related party disclosure; and
- (b) personal information contained in a register of related party transactions.

2.2 When Consent is Required

Except as specified in the policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of a related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

2.3 Permitted Recipients

The following persons are permitted to access, use, and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section 6.4:

- (a) KMP for information about themselves
- (b) Officers of Riverina Water's Corporate Services Department responsible for maintaining related party information and preparing financial reports (normally the Responsible Accounting Officer)
- (d) Professional Conduct Reviewers
- (e) an Auditor of Council (including an Auditor from the NSW Auditor General's Office)

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g) other Council Officers as delegated by the CEO.

2.4 Permitted Purpose

A person specified in Section 6.3 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- (a) to assess and verify a notified related party transaction
- (b) to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions
- (c) to comply with the disclosure requirements of AASB 124
- (d) to verify compliance with disclosure requirements of AASB 124.

3. Government Information (Public Access) Act (GIPA Status)

3.1 No Public Inspection

The following documents are not open to or available for inspection by the public:

- (a) related party disclosures provided by a KMP; and
- (b) a register of related party transactions.

3.2 Not GIPA – accessible

A GIPA application seeking access to:

- (a) a document or information (including personal information) provided by KMP in a related party disclosure; or
- (b) personal information contained in a register of related party transactions;

will be refused on the grounds the document contains information for which there is an overriding public interest against disclosure, pursuant to Section 14 of the GIPA Act.

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Non Compliance

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

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Attachment 1

Privacy Collection Notice: Related Party Disclosures by Key Management Personnel

Purpose of Collection, Use and Disclosure

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures July 2015* (AASB 124).

Related parties include Council's key management personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly own.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council's disclosure requirements under AASB 124, please refer to Council's Related Party Disclosure Policy.

Notifications by Key Management Personnel

1. Why are we doing this?

The Australian Accounting Standards Board extended the scope of Australian Accounting Standard AASB 124 *Related Party Disclosures* (AASB 124) to include not-for-profit public sector entities.

All public sector entities will be required to disclose related party transactions and outstanding balances in their annual financial statements, in the same way as for-profit public sector and private sector entities. For not-for-profit public sector entities, these requirements apply from the annual financial reporting period beginning 1 July 2016.

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This will mean that every NSW public sector entity will need to disclose, in their annual financial statements, 'material' transactions and balances outstanding with:

- Key Management Personnel (KMP)
- Close family members of KMP, and
- Entities controlled/jointly controlled by KMP or their close family members

The notification form has been developed to enable compliance with AASB 124 disclosure requirements.

2. What information will be collected?

This notification requires each KMP to:

- Provide details of relationships with close family members, and entities controlled/jointly controlled by yourself and/or your close family members; and
- Answer questions aimed at:
 - a. Understanding the types of transactions:
 - Each KMP and/or
 - Close family members of the KMP and/or
 - Entities controlled/jointly controlled by the KMP or close family members

may have entered into with Riverina Water County Council during the year.

- b. Identify outstanding balances at year end involving Riverina Water County Council and the KMP/their close family member/controlled or jointly controlled entities.

You will not be required to provide information about transactions that are 'in common with the general public'. This includes Water Rates on properties you own, that are not material.

If you have answered 'yes' to any of the questions in Attachment 3, you will need to provide further details about each transaction.

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This notification will require you to declare that the information provided is accurate and complete to the best of your knowledge. It will also require you to ask your close family members about their activities with Riverina Water County Council.

Where you have disclosed information in the notification relating to a family member, he/she will need to consent to the provision of information. To demonstrate their consent, each family member mentioned in the notification will need to complete and sign the consent form at Attachment 5. The form should be returned along with the rest of the notification.

3. Notification process

Any person who was a KMP at any time between 1 July and 30 June each year is to complete and return the notification form by 14 July for the previous financial year.

The notification should be returned to the Director Corporate Services at the Administration Building, 91 Hammond Ave, Wagga Wagga.

4. How the information provided is used

Not all information provided in the certificate will be disclosed in the financial statements. This is because the accounting standards require entities to disclose only 'material' related party transaction and outstanding balances. Materiality is subject to professional judgement and goes beyond the dollar value of the transactions/balance.

Further information provided might be incorporated into disclosures that aggregate a number of transactions, rather than disclosed separately.

The notification requests disclosure of all known transactions with Riverina Water County Council during the period covered by the notification. If you are unsure whether a close family member or a controlled/jointly controlled entity has had transactions with Riverina Water County Council, we *strongly recommend* you include their details in the notification for completeness.

Due to the sensitive nature of collected information, a secure process will be in place to:

- Review, assess and filter the information provided; and
- Maintain confidentiality of the information

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Attachment 2

KMP – Notification for 1 July 20__ to 30 June 20__

1. Close Family Members

Please provide details of all your close family members. Please refer to **Definitions** for clarification.

First Name	Last Name	Date of Birth	Relationship to You

2. Entities controlled/jointly controlled by yourself and/or your close family members

Please provide details of all entities controlled/jointly controlled by either yourself or your close family members. Please refer to **Definitions** for clarification.

Entity Name	ABN / ACN	Nature of Interest

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Attachment 3

KMP – Notification for 1 July 20__ to 30 June 20__

Please complete the following table to the best of your knowledge. If you are unsure whether a close family member or a controlled/jointly controlled entity had transactions with Riverina Water County Council, we *strongly recommend* you include their details for completeness. If you answer 'yes to any of these questions, please complete Attachment 4. For clarification of definitions, please refer to **Definitions**.

#	Question	Question Response		KMP Sign Off
		YES	NO	
	During the stated period, in respect of Riverina Water:			
1	Were any of your close family members employed in a senior position?			
2	Did you/a close family member/any entity controlled/jointly controlled by you and/or a close family member have any transaction or arrangement on terms or conditions that were more favourable than those entered into at an arm's length?			
3	Did you/a close family member/ any entity controlled/jointly controlled by you and/or close family member receive any grants, subsidies, ex-gratia payments or loans?			
4	Did you/a close family member/ any entity controlled/jointly controlled by you and/or close family member have any debts forgiven or partially forgiven?			

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5	Did you/a close family member/ any entity controlled/jointly controlled by you and/or close family member provide or receive any collateral, guarantee indemnity or commitment?			
6	Did you/a close family member/ any entity controlled/jointly controlled by you and/or close family member enter into any contractual agreements to purchase, sell, lease or transfer assets and licences, or to provide, purchase or transfer goods and services with a total contract value greater than \$10,000 (ex GST)?			
7	Are there any outstanding balances above \$10,000 (ex GST) brought forward from a transaction or arrangement entered into prior to 1 July 2016, between you/a close family member/any entity controlled/jointly controlled by you and/or a close family member and Riverina Water County Council?			

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Attachment 4

Transactions for 1 July 20__ to 30 June 20__

Please complete the table below for each individual transaction that has, or may have, occurred during the stated period; and outstanding balances brought forward from previous financial years that are still outstanding.

If you are unsure of the transaction we *strongly recommend* that you include them in the table for completeness. Where you are unsure please state that you are unsure. If additional space is required, please insert additional pages.

	Transaction 1	Transaction 2	Transaction 3
Type of transaction Please provide details and nature of the transaction. <i>Example of types of transactions:</i> <ul style="list-style-type: none"> • <i>Employment</i> • <i>Provision of goods or services</i> • <i>Purchase, sale or transfer of property, other assets or licenses</i> • <i>Leasing arrangement</i> • <i>Provision of guarantee or collateral</i> • <i>Settlement of liabilities</i> • <i>Outstanding balance brought forward from previous financial year</i> 			
Is the transaction/outstanding balance directly between you and Riverina Water County Council? Yes / No			

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If not, please provide details of the related party, their relationship with you, and Riverina Water County Council involved <i>Please include person's name / entity name and ABN, relationship with person / entity</i>			
Transaction Amount for the Financial Year (ex GST)			
Total Agreed / Contracted Amount (if extends beyond financial year) (ex GST)			
Terms and Conditions of the Transaction <i>Please provide details of the significant terms and conditions including whether it is secured, and the nature of the consideration to be provided in settlement</i>			

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Attachment 5

KMP DECLARATION and SIGN OFF

I have made inquiries of my close family members and to the best of my knowledge, the information provided in this Notification is complete and accurate for the period 1 July 20____ to 30 June 20____. I understand this information is collected for the purpose of preparing note disclosures for inclusion in the financial statements of Riverina Water County Council.

Signed: _____

Name: _____

Title: _____

Date: _____

CLOSE FAMILY MEMBERS – CONSENT FORM

(to be completed by each family member whose information is disclosed in this questionnaire. If additional copies of the form are required, please make copies for each close family member)

I authorise Riverina Water County Council to provide personal information about me in respect of transactions between me, or entities controlled / jointly controlled by me, and Riverina Water County Council.

For the purposes of s26(2) of the Privacy and Personal Information Protection Act 1998, I hereby consent to Riverina Water County Council collecting, using and disclosing my personal information for the purpose of meeting its financial reporting obligations.

Signed: _____

Name: _____

Date: _____

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**Policy number****1.28**

Responsible area

Corporate Services

Approved by

Approval date

Legislation or related strategy

Local Government Act 1993

Local Government (General Regulation) 2021

Privacy & Personal Information Protection Act
1998

Government Information (Public Access) Act 2009

Accounting Standard AASB 124 July 2015

Documents associated with
this policy

Code of Conduct Policy 1.01

Board Member Expenses and Facilities Policy 1.10

Privacy Policy 1.20

Corruption Prevention and Fraud Control Policy
1.14

Policy history

Adopted 26 April 2017 Res 17/61

Review schedule

Every 4 years

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

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END OF POLICY STATEMENT

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R20 Water Restrictions Policy 2.6

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The reviewed Water Restriction Policy 2.6 is presented to the Board for review and will be placed on public exhibition prior to adoption

RECOMMENDATION that Council:

- a) Endorse the reviewed Water Restrictions Policy and place it on public exhibition for 28 days inviting public submissions on the policy during that period
- b) Receive a further report following the public exhibition and submission period:
 - i. Addressing any submissions made in respect of the reviewed policy
 - ii. Proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further review

Report

As part of the Board review of all public policies the Water Restrictions Policy is now presented for review. There have been no material changes made to this policy since its last review and adoption in 2019. However, given that this impacts all users within the Riverina Water service area, it is felt important that it is placed on public exhibition for any feedback.

The final policy will be presented to the October meeting of the Board for endorsement following this public exhibition period.

› **R20.1 Water Restrictions Policy** [↓](#) 

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.



Water Restrictions

Purpose

1. To protect the ongoing security of the water supply during periods of drought or any other crisis involving the interruption or supply constraint of Council's water supply.
2. To provide guidelines for the management and implementation of water restriction levels.
3. To raise community awareness of water conservation and water restrictions.

Policy Statements

1. The CEO and Director Engineering are delegated authority to implement and revoke water restrictions.
2. The CEO and Director Engineering are delegated authority to issue exemptions from water restrictions.
3. Applications for exemptions must be applied for in writing.
4. All levels of restrictions will be subject to appropriate trigger points, detailed below.
5. If deemed necessary, a non-compliance letter will be issued in the first instance followed by a final warning letter for a second non-compliance. If a consumer fails to abide by the first two written requests, restriction devices or fines for non-compliance of restrictions will be considered.
6. The operation of restrictions and water consumption will be closely monitored and this policy reviewed as necessary.

Scope

This policy provides guidance on the five levels of water conservation measures and restrictions that may be implemented during peak water consumption periods, supply outages or periods of drought, to reduce demand on the water supply system and/or to ensure the continuity of water supply.

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Principles

Stage 1 Permanent water conservation measures

Trigger point

Commencement of daylight saving time in NSW regardless of current weather conditions. Restriction to remain in force for a minimum of the daylight savings period or extended further into April/May if water consumption remains high (>70 ML/day).

DOMESTIC water services

Garden watering. The use of fixed hoses, sprays and fixed sprinkler systems between the hours of 10am-5pm each day is prohibited.

The use of hand-held hoses is allowed.

Swimming pools (Private). No restrictions.

Hosing paved areas. No restrictions.

Washing of motor vehicles. No restrictions

PUBLIC/COMMERCIAL water services

Public gardens, Sports grounds, Nurseries, Bowling greens. The use of fixed hoses, sprays and fixed sprinkler systems between the hours of 10am-5pm each day is prohibited.

The use of hand-held hoses is allowed.

Washing of motor vehicles. No restrictions.

Water cartage. No restrictions (Metered standpipes only).

Automatic flush toilets. No restrictions.

Hosing paved areas. No restrictions

INDUSTRIAL water services

No restrictions.

Stage 1 Actions

Public awareness campaign to commence.

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Non-compliance letter to be issued for repeat offenders.

No implementation of non-compliance fines unless active repeat offences following at least 2 non-compliance letters being issued.

Stage 2 Restrictions

Trigger point

Average daily rolling weekly usage exceeds 90ML per day or weekly consumption above 600ML.

DOMESTIC water services

Garden watering. The use of fixed hoses, sprays and fixed sprinkler systems permitted between 7pm and 7am.

The use of hand- held hoses to water gardens allowed at any time.

Swimming pools (Private). No initial fill, topping up only.

Hosing paved areas. No washing down of any hard surfaces unless it is required as a result of an accident, fire, health hazard or other emergency.

Washing of motor vehicles. Washing of cars with hoses allowed if not on hard surface.

PUBLIC/COMMERCIAL water services

Public gardens, Sports grounds, Nurseries, Bowling greens. The use of fixed hoses, sprays and fixed sprinkler systems between 7pm and 7am.

The use of hand- held hoses to water gardens allowed at any time.

Washing of motor vehicles. No restrictions.

Water cartage. No restrictions (Metered standpipes only).

Automatic flush toilets. No restrictions.

Hosing paved areas. No washing down of any hard surfaces unless it is required as a result of an accident, fire, health hazard or other emergency.



INDUSTRIAL water services

No restrictions.

Stage 2 Actions

Increased public awareness campaign.

Implementation of non-compliance for all consumers will commence. Fines based on Council's current fees and charges.

Stage 3 Restrictions

Trigger point

Current daily consumption continues to exceed 90ML per day or 600ML per week, and/or Council's allocation of water is reduced by up to 20%.

DOMESTIC water services

Garden watering. The use of fixed hoses, sprays allowed between 7pm and 7am on an odds and evens system, based on the house/property address.

The use of hand- held hoses allowed only between the hours of 7pm and 7am daily.

Swimming pools (Private). Topping up only

Hosing paved areas. No washing down of hard surfaces unless it is required as a result of an accident, fire, health hazard or other emergency.

Washing of motor vehicles. The washing of cars is prohibited unless at a commercial car wash.

PUBLIC/COMMERCIAL water services

Public gardens, Sports grounds, Nurseries, Bowling greens. The use of fixed hoses, sprays allowed between 7pm and 7am on an odds and evens system based on the house/property address.

The use of hand- held hoses to water gardens allowed at any time.

Washing of motor vehicles. The washing of cars is prohibited unless at a commercial car wash.



Water cartage. From Council's fixed standpipes only

Automatic flush toilets. No restrictions.

Hosing paved areas. No washing down of hard surfaces unless it is required as a result of an accident, fire, health hazard or other emergency.

INDUSTRIAL water services

No restrictions.

Stage 3 Actions

Further increase in public awareness through all forms of media communication

Non-compliance strictly enforced.

Stage 4 Restrictions

Trigger point

Current daily consumption continues to exceed 90ML per day or 600ML per week, and/or Council's allocation of water is reduced by between 20% and 50%.

DOMESTIC water services

Garden watering. The use of fixed hoses, sprays and fixed sprinkler systems is prohibited.

The use of hand- held hoses allowed only between the hours of 7pm and 7am daily.

Swimming pools (Private). Topping up only

Hosing paved areas. No washing down of hard surfaces unless it is required as a result of an accident, fire, health hazard or other emergency.

Washing of motor vehicles. The washing of cars is prohibited unless at a commercial car wash.

PUBLIC/COMMERCIAL water services

Public gardens, Sports grounds, Nurseries, Bowling greens. The use of fixed hoses, sprays and fixed sprinkler systems between 7pm and 7am on an odds and evens system based on the property address.



The use of hand-held hoses to water gardens allowed at any time.

Washing of motor vehicles. The washing of cars is prohibited unless at a commercial car wash.

Water cartage. From Council's fixed standpipes only

Automatic flush toilets. No restrictions.

Hosing paved areas. No washing down of hard surfaces unless it is required as a result of an accident, fire, health hazard or other emergency.

INDUSTRIAL water services

No external watering of lawns or gardens.

Stage 4 Actions

Increase public awareness through all forms of media communication.

General engagement with high volume users.

Strict adherence to non-compliance orders.

The use of flow restrictors for repeated non-compliance.

Stage 5 Restrictions

Trigger point

Council's allocation of water is reduced by more than 50%.

DOMESTIC water services

Garden watering. The use of fixed hoses, sprays and fixed sprinkler systems is prohibited.

The use of hand- held hoses prohibited.

The use of watering cans or buckets allowed only between the hours of 7pm and 7am daily.

Swimming pools (Private). No topping up permitted at all.

Hosing paved areas. Washing down of hard surfaces prohibited.



Washing of motor vehicles. The washing of cars is prohibited unless at a commercial car wash

PUBLIC/COMMERCIAL water services

Public gardens, Sports grounds, Nurseries, Bowling greens. The use of fixed hoses, sprays and fixed sprinkler systems is prohibited

The use of hand-held hoses to water essential gardens/plants/grass allowed at any time.

Washing of motor vehicles. washing of cars is prohibited unless at a commercial car wash

Water cartage. From Council's fixed standpipes only

Automatic flush toilets. No restrictions.

Hosing paved areas. Washing down of hard surfaces prohibited

INDUSTRIAL water services

No external watering of lawns or gardens.

Stage 5 Actions

Increase public awareness of the situation. Daily updates of water consumption and mitigation measures. Direct engagement of high volume users with usage reduction strategies.

Strict adherence to non-compliance orders.

The use of flow restrictors for repeated non-compliance.

Policy Implementation

Policy to be published on Riverina Water website

**Policy number****2.6**

Responsible area

Engineering

Approved by

Approval date

Legislation or related strategy

Water Management Act 2000, and Local Government Act 1993

Documents associated with this policy

Riverina Water – Prices, Fees and Charges

Policy history

Vers 2 Adopted 27 Feb 2019 – Res 19/15

Vers 1 Adopted 22 Nov 2013 (name and number change only)

Original published in Riverina Water Management Plan 2007/2008

Review schedule

Every 4 years

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

END OF POLICY STATEMENT

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Author: Engineering**EDRMS #****Version 3****Last revised date 3 Aug 2022****Next scheduled review Aug 2026**

R21 Asset Management Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The Asset Management Policy has been reviewed and is submitted to the Board for adoption

RECOMMENDATION that Council adopt the Asset Management Policy

Report

The Asset Management Policy 3.1 has been reviewed by management as part of the public policy review. This has been placed into the new policy template and been renumbered as Policy 2.00 in line with the new naming and numbering conventions. Minor changes have been made regarding related documents, to maintain currency in the policy.

It is not felt necessary to place this policy on public exhibition as it does not directly impact customers or external stakeholders.

Asset Management Policy 2.0 is now presented to the Board for adoption.

› **R21.1 Asset Management Policy** [↓](#) 

Financial Implications

Nil

Risk Considerations

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



Asset Management

Purpose

The purpose of this policy is to outline a framework that provides for the sustainable management of Council's water supply infrastructure to ensure it meets the current and future planned needs of its consumers. This policy sets the broad framework for undertaking infrastructure asset management in a structured and coordinated way. It outlines why and how asset management will be undertaken. It provides a clear direction for asset management and defines key principles that underpin asset management for Council.

Policy Statement

The ability of Riverina Water to deliver water at the appropriate quality and quantity is reliant on the effective operation, maintenance and replacement of the existing assets and the development of new assets.

Riverina Water will rely on a robust asset management system to successfully manage its assets. The system will be reviewed annually and audited as required.

Scope

This policy applies to all infrastructure assets owned or maintained by Council for the purpose of water supply.

Riverina Water is committed to applying the key principles outlined within this policy to effectively manage its infrastructure assets throughout their lifecycle.

Definitions

Infrastructure Assets	Includes all components of the water reticulation network, plant and building assets owned or managed by Council.
Life Cycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.

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Asset Register	A record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction and technical.
Useful Life	The period over which a depreciable asset is expected to be used.
Asset Management Plan	A plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

Background

Riverina Water County Council (Riverina Water) is responsible for the water supply functions within the local government areas of Wagga Wagga City Council, Lockhart Shire Council, and parts of Greater Hume Council and Federation Council areas.

There are currently some 34,000 service connections within a service area of approximately 15,400 sq. kms.

Riverina Water core assets include:

- ☐ Sources
- ☐ Water Treatment Plants
- ☐ Pumping Stations
- ☐ Distribution Mains
- ☐ Reservoirs
- ☐ Land & Buildings
- ☐ Plant & Equipment

These assets are listed in detail within Council's Asset Management Plan and Council's Asset Register.



Principles

1. Financial Sustainability

Council is committed to delivering financial sustainability by making decisions that lead to cost effective management of its asset base, by focusing on asset renewal, rationalising under-utilised assets and limiting asset expansion unless justified.

The principles supporting this policy are:

- ☐ Providing a level of service to the community that is affordable and responds to changing community needs
- ☐ Ensuring asset condition and development meets the future needs of the communities served by Riverina Water County Council.
- ☐ Identifying funding to support and maintain necessary infrastructure development and maintenance.

The Riverina Water Long Term Financial Plan demonstrates the financial sustainability of the organisation and its ability to meet the funding of the Asset Management Plan. The aim of an asset management plan is to provide, operate and maintain physical assets over the whole life cycle to achieve the required levels of service at least cost, while still satisfying statutory, regulatory and sustainability requirements.

When the “reason” for and “resources” available to asset management change (as a result of changes in community priorities), Council's asset management plans will be modified to suit. The asset management plans will be reviewed over time with improved information on assets (condition and costs) and as asset condition changes over time.

2. Environmental Sustainability

Riverina Water assets will continue to support the community and protect the environment now and in the future. Riverina Water will review its Strategic Business Action Plan on an annual basis to ensure that sufficient funding is available to achieve a sustainable asset management strategy and plan.

3. Strategic Alignment

Riverina Water reviews the levels of service for its consumers through its strategic planning process. The Integrated Water Cycle Management (IWCM) strategy and Total Asset



Management Plan (TAMP), together with this policy will ensure that the adopted levels of service are achieved. This asset management planning process is part of the Riverina Water Business Activity Strategic Plan which also satisfies the Integrated Planning and Reporting, and Best-Practice Management requirements.

4. Integration of Asset Strategy and Planning

This asset management policy sets out the framework, goals and objectives for Riverina Water service delivery. It also sets the context for asset management systems and identifies key performance measures and timeframes.

This policy is supported by the IWCM strategy and the TAMP. The purpose of the IWCM strategy is to detail where Riverina Water is currently positioned with regard to asset management, its future targets for asset management and the means to achieve these targets. This information is set out in Section 1 of Riverina Water's TAMP.

The TAMP establishes the following for each Asset Category and sub category:

- Levels of service – specifies the services and levels of service to be provided by Council
- Future demand – how this will impact on future service delivery and how this is to be met.

The Business Activity Strategic Plan is an integral part of this strategy, as it is linked with the rolling 30 year capital works program and includes forecasting of necessary renewal investment.

5. Managing Levels of Service

Riverina Water uses a large asset base to deliver water supply services to residential, rural, industrial, commercial and municipal customers in the Riverina Region. The water supply system is critical to the development, the economic viability and the way of life of the community.

Riverina Water assets will continue to deliver the levels of service adopted by Riverina Water and accepted by the community.

Riverina Water County Council reviews the levels of service for its consumers through its strategic planning process. The IWCM strategy and TAMP , together with this policy will ensure that the adopted levels of service are achieved.



6. Value for Money

Riverina Water will maximise value for money over the asset life cycle. This objective will also involve development of fees and charging regimes that will ensure acceptable cost recovery of assets provided.

7. Community Consultation and Feedback

The asset management policy, IWCM strategy and TAMP will all be included in Riverina Water community consultation activities, providing opportunity for community input.

Policy Implementation

This policy will be implemented through the IWCM and TAMP.

Non Compliance

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



Policy number	2.00
Responsible area	Engineering
Approved by	Riverina Water Board
Approval date	
Legislation or related strategy	NSW Local Government Act 1993 NSW Local Government Regulations 2021 NSW Water Management Act 2000 Water Act 1912 Integrated Planning and Reporting Framework
Documents associated with this policy	IWCM Strategy incorporating the TAMP
Policy history	Reviewed 30 Jan 2018 – Res 28 Feb 2018 (known as Policy 3.1) Adopted 14 Dec 2012 – Res 12/176
Review schedule	Every 4 years – next review Aug 2026

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

END OF POLICY STATEMENT

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R22 Smoke Free Environment Policy

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The revised Smoke Free Environment Policy is presented to the Board for adoption.

RECOMMENDATION that Council adopt Smoke Free Environment Policy 3.02

Report

The Smoke Free Environment Policy has now been reviewed as part of the public policy review program. Much of this policy remains unchanged, except for an inclusion of vaping (e-cigarettes) into the provisions of the policy. The number of the policy has been changed to 3.02 in line with the policy numbering and naming convention.

There is no requirement to place this policy on public exhibition as it relates to activity on council premises and in council vehicles.

› **R22.1** **Smoke-Free Environment Policy.docx** [↓](#) 

Financial Implications

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

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.



Smoke Free Environment Policy

Purpose

This policy is to protect the health of Council employees, contractors, visitors and Board Members by eliminating exposure to environmental tobacco smoke in and around all Riverina Water buildings, facilities and vehicles.

The objectives of this policy are:

- Specify places where smoking and vaping is not permitted in the workplace
- Outline the responsibilities of staff including managers, directors, and CEO
- Promote a smoke free workplace policy in recruitment and training of new employees
- Provide assistance for staff wishing to quit smoking
- Authorise placement of "No Smoking" signs

Scope

This policy shall apply to all employees, Board Members, contractors and visitors to Riverina Water buildings, worksites, facilities and vehicles.

Definitions

Environmental Tobacco Smoke (ETS)	is a combination of exhaled mainstream smoke (smoke breathed out by smoker) and side-stream smoke (smoke that drifts from the burning end of a cigarette)
Smoking	In this policy refers to cigarette smoking and vaping
Vaping	Inhaling and exhaling vapour containing nicotine and flavouring produced by a device designed for this purpose (can also be known as e-cigarettes)

Principles

1. General Principles

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Author: Governance

EDRMS #124477

Version 1

Last revised date

Next scheduled review: 2026



Riverina Water has a duty of care under NSW WHS legislation to provide a safe and healthy workplace. This obligation extends to all buildings, amenities, and motor vehicles.

Smoking and vaping are known to be a contributory factor in many serious and fatal illnesses such as cancer. However, exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people's smoke (environmental tobacco smoke). Passive smoking can affect smokers and non-smokers.

Research indicates that there is no safe level of exposure to environmental tobacco smoke and prolonged exposure is known to increase the risks of lung cancer and heart disease, as well as the incidence of sore throats, nasal symptoms, asthma attacks and other chest illnesses

The dangers of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking. (Source: NSW Department of Health Facts Sheet at www.health.nsw.gov.au)

2. Policy Provisions

i. Specific Requirements

In order to comply with Council responsibilities under the Work, Health and Safety legislation the following requirements are established under this policy;

1. Smoking and vaping are prohibited in all Riverina Water buildings, facilities, plant and vehicles (including hire vehicles and vehicles privately used under the council leaseback scheme);
2. There is no provision for the designation of smoke-permitted rooms or areas in or adjacent to buildings controlled by Riverina Water
3. It is the responsibility of staff, contractors, visitors or Board Members smoking outside buildings to ensure, as far as practicable, that they are not within ten meters of open windows, doorways, or air conditioning inlets, and that cigarette butts are fully extinguished and disposed of in a suitable receptacle.
4. It is the responsibility of smokers to ensure that they do not expose any other persons in the work environment to the smoke from their cigarettes.
5. Non-smoking staff shall not put themselves at risk by willingly exposing themselves to cigarette smoke.
6. All new employees will be informed of the smoke free environment policy at commencement of employment and at induction training for new staff.

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ii. 2.2.2 Programs to assist in quitting smoking

Riverina Water will provide assistance to any member of staff or Board Member who wishes to stop smoking or vaping. This assistance is available by contacting the People & Culture team at Riverina Water. This assistance will include provision of anti-smoking and anti-vaping aids and associated information.

iii. 2.2.3 Responsibilities

Riverina Water

Under this policy Riverina Water will:

- Provide support and encouragement for staff and Board Members to "Quit" the smoking and vaping habit.
- Not discriminate on the grounds of a person's smoking or vaping preferences.
- Consult with staff when reviewing this policy.

Managers and Supervisors

Under this policy Managers and Supervisors will:

- Ensure a quick response to any reports of policy breaches:
- Monitor that smoking and vaping are only undertaken in areas permitted under this policy.

All staff

Under this policy have the following obligations:

- All staff are responsible for ensuring that a smoke free environment is maintained by compliance with the provisions of this policy and reporting any incidents which breach these provisions.
- Staff are expected to advise visitors and contractors of the smoke-free environment policy
- Staff who fail to consider the safety of others at work by not complying with this smoke free policy will be subject to disciplinary action in accordance with the Riverina Water County Council Enterprise Award 2022 and internal procedures.



Policy Implementation

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

Policy number	3.02
Responsible area	CEO
Approved by	
Approval date	
Legislation or related strategy	NSW Work Health and Safety Act (WHS) 2011 NSW Work Health and Safety (WHS) Regulations 2017
Documents associated with this policy	Riverina Water Work Health and Safety Policy 3.04
Policy history	January 2009 October 2010 February 2015 – Res 15/19 (25 February 2015) June 2015 – Res 15/87 (24 June 2015) February 2017 – Res 17/19 (22 February 2017)
Review schedule	Every 4 years. Next review date August 2024.

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

R23 Adoption of Backflow Prevention Policy 2.1

Organisational Area Chief Executive Officer

Author Andrew Crakanthorp, Chief Executive Officer

Summary The Backflow Prevention Policy 2.1 is presented to the Board for adoption following a period of public exhibition.

RECOMMENDATION that Council adopt the Backflow Prevention Policy 2.1, noting no public submissions were received during the exhibition period.

Report

As per the report to the June 2022 Board meeting, Riverina Water has reviewed its Backflow Prevention Policy 2.1.

The Backflow Prevention Policy 2.1 applies to council staff and Riverina Water customers and exists to prevent contamination entering the water supply system from private water systems. The policy outlines the compliance requirements for relevant property owners.

› **R23.1 Backflow Prevention Policy 2.1.docx** [↓](#) 

Financial Implications

Nil

Risk Considerations

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



POLICY REGISTER

Backflow Prevention Policy			
POLICY REFERENCE NUMBER:			POL 2.1
Original publication date 2002			
Revision number	Issue Date	Council resolution	Council meeting date
2	June 2013	Res 13/78	26 June 2013
3	Oct 2015	Res 15/152	28 Oct 2015
4	Oct 2017	Res 17/171	25 Oct 2017
This document is to be reviewed every four years. Next review date: July 2021			
RESPONSIBLE OFFICER		Director of Engineering	

PART 1: INTRODUCTION

1.1 Policy Purpose

This policy has been developed to protect the quality of Riverina Water County Council water supply and deals with the risk of contamination by backflow from customers' connections back into Riverina Water's potable water distribution and reticulation systems.

1.2 Policy Objective

The objective of this Policy is to:

- Provide clear guidelines to assist Council staff in making determinations relating to protecting the potable water supply via backflow prevention.
- Provide information to members of the public, plumbers and other stakeholders about the selection and installation of backflow prevention devices and the Council's role in backflow prevention.
- Ensure that non-complying properties are brought into line with the requirements of this Council Policy, Plumbing Code of Australia and the Australian Standard AS 3500.1.
- Ensure that a backflow register and records are maintained.
- Ensure containment devices are provided and that these devices are equal to or greater than the downstream hazard.
- Ensure annual testing is carried out by a qualified person and is added to the Council backflow register.
- Investigate non-compliance and ensure enforcement of this policy.

1.3 Policy Scope

This policy applies to all new and existing customers and properties connected to, or wishing to connect to, the Riverina Water County Council water supply systems.

1.4 Reference Documents

- Plumbing Code of Australia
- Australian and New Zealand Standards AS/NZS 3500.1:
- Plumbing and Drainage Act 2011

PART 2: POLICY CONTENT

2.1 Backflow Prevention Installation and Compliance

Riverina Water requires the installation of backflow prevention devices at all property connections, including but not limited to, residential, rural, commercial and industrial properties. This is done to prevent contamination and backflow of contaminants into the water supply distribution and reticulation systems.

Below outlines the types of registered backflow devices, identification of hazard rating, Riverina Water County Council's responsibilities, the customers' responsibilities as well as the management of non-compliance.

2.2 Registered Backflow Devices

Compliant backflow prevention shall be achieved with the following registered devices:

Registered Device	Definition
Registered Break tanks	A tank system specifically designed for backflow prevention registered by, or on behalf of a regulatory authority, for inspection and maintenance
Registered Air Gaps	<p>A device or system installed for backflow prevention registered by, or on behalf of, a regulatory authority for inspection and maintenance.</p> <p>Air gap for a water supply system is specifically defined as the unobstructed vertical distance through the free atmosphere between the lowest opening of a water service pipe (or fixed outlet) supplying water to a fixture or receptacle and the highest possible water level of that fixture or receptacle</p>
Testable Reduced Pressure Zone Device	A device to prevent backflow caused by back siphonage or backpressure in a water reticulation system that incorporates two independently operating force loaded non-return valves. These automatically drain to waste whenever the pressure in the system (between the upstream and downstream non-return valves) drops to less than 14 kPa below the pressure at the inlet to the upstream non-return valve
Double check valve assembly	A device to prevent backflow caused by backpressure, which has two independently operating force loaded non-return valves and incorporates specific test points for in-service testing

2.3 Identification of Hazard Ratings:

The three degrees of cross-connection hazards are as follows:

Hazard Rating	Definition
High Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, has the potential to cause death
Medium Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, could endanger health
Low Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, is a nuisance but does not endanger health or cause injury

2.4 Roles and Responsibilities for Backflow Prevention

Riverina Water's Responsibilities:

- Riverina Water shall install non-testable backflow prevention devices on new residential water services up to and including 40mm services only. If determined so, the property owner may be responsible to provide a higher level of backflow protection under the Plumbing Code of Australia (PCA), and AS/NZS 3500:
- Riverina Water shall endeavour, when replacing or undertaking maintenance work, to install non-testable backflow prevention device on existing water services where one is not already fitted. This is up to and including 40mm services only. If determined so, the property owner may be responsible to provide a higher level of backflow protection under the Plumbing Code of Australia (PCA), and AS/NZS 3500:
- Riverina Water shall inform and educate consumers of the risks and hazards associated with backflow contamination, particularly consumers that require a higher degree of backflow prevention (i.e. other than a non-testable backflow prevention device).
- Riverina Water shall provide relevant training to staff to:
 - Identify potential hazards regarding backflow contamination;
 - Installation, commission and maintenance of backflow prevention devices; and,
 - Advise and educate consumers of the risks and hazards associated with backflow contamination.
- Council will advise customers of the date when the device must be tested by with test results forwarded to Council within 10 working days of testing the backflow prevention device.
- Riverina Water reserves the right to refuse water supply (under the Local Government Act 1993) to new and existing water services that do not comply with Council's Backflow Prevention Policy.

Customers Responsibilities:

- The customer is responsible for installation of the appropriate backflow prevention devices including containment protection, on their property that has a high or medium hazard rating.
- Ensuring the type and installation of backflow prevention devices that are to be installed on properties are in accordance the Plumbing Code of Australia and AS/NZS 3500:.
- Ensuring satisfactory operation of all registered backflow device(s)
- The property owner is responsible for ensuring annual testing of all registered backflow device(s) by a licensed plumber with appropriate backflow accreditation in accordance with the National Code of Australia, AS/NZS 3500: and Plumbing and Drainage Act 2011.
- Ensuring testable backflow prevention devices that are to be commissioned and tested are done so by a licensed plumber with appropriate backflow prevention accreditation. A Notice of Work (NoW) must be issued by Riverina Water prior installation of any backflow prevention device. The testable device must be registered with Riverina Water.
- Backflow prevention devices for irrigation and watering systems shall comply with the Plumbing Code of Australia and AS3500:

Terms referenced in the above document are defined below:

Referenced Terms	Definition
Accredited Backflow Prevention Plumber	A licensed plumber who has completed a TAFE NSW backflow prevention course
Backflow Prevention Containment Device	A device to prevent the reverse flow of water from a potentially polluted source, into the drinking water supply system
Individual Protection	Installing a backflow prevention device at the point where the water pipes connect to a fixture or appliance
Licensed Plumber	A plumber with a license issued by the NSW Office of Fair Trading

R24 LAND MATTERS Charles Sturt University, Wagga Wagga pipeline Easement

Organisational Area Engineering

Author Anjanee Beechani, Engineer

Summary Riverina Water have constructed a dedicated water supply pipeline through Charles Sturt University's property from Estella pump station to the Estella reservoir. This pipeline was constructed in consultation with Charles Sturt University (property owner), over many years. This report formalises the creation of an easement over the pipeline.

RECOMMENDATION that Council:

- a) Establish an easement within Lot 2 DP 1253855 and Lot 5 DP1218378 as shown in the attached unregistered plan for water supply pipeline and right of access to water main.
- b) Delegate authority to the Chief Executive Officer (CEO) to establish easement for pipeline and right of access.
- c) Affix council's common seal to documents as required.

Report

Riverina Water have constructed a new water pipeline to the Estella Reservoir from the corner of Boorooma Street and Farrer Road as shown in the attached plan of proposed Water Easement. This pipeline was constructed in consultation with Charles Sturt University (property owner), over many years.

Survey and valuation were completed to establish easement. Total compensation agreed with **Charles Sturt University** is \$38,830.00 (exclusive of GST) and Council to reimburse owner's legal and valuation fees.

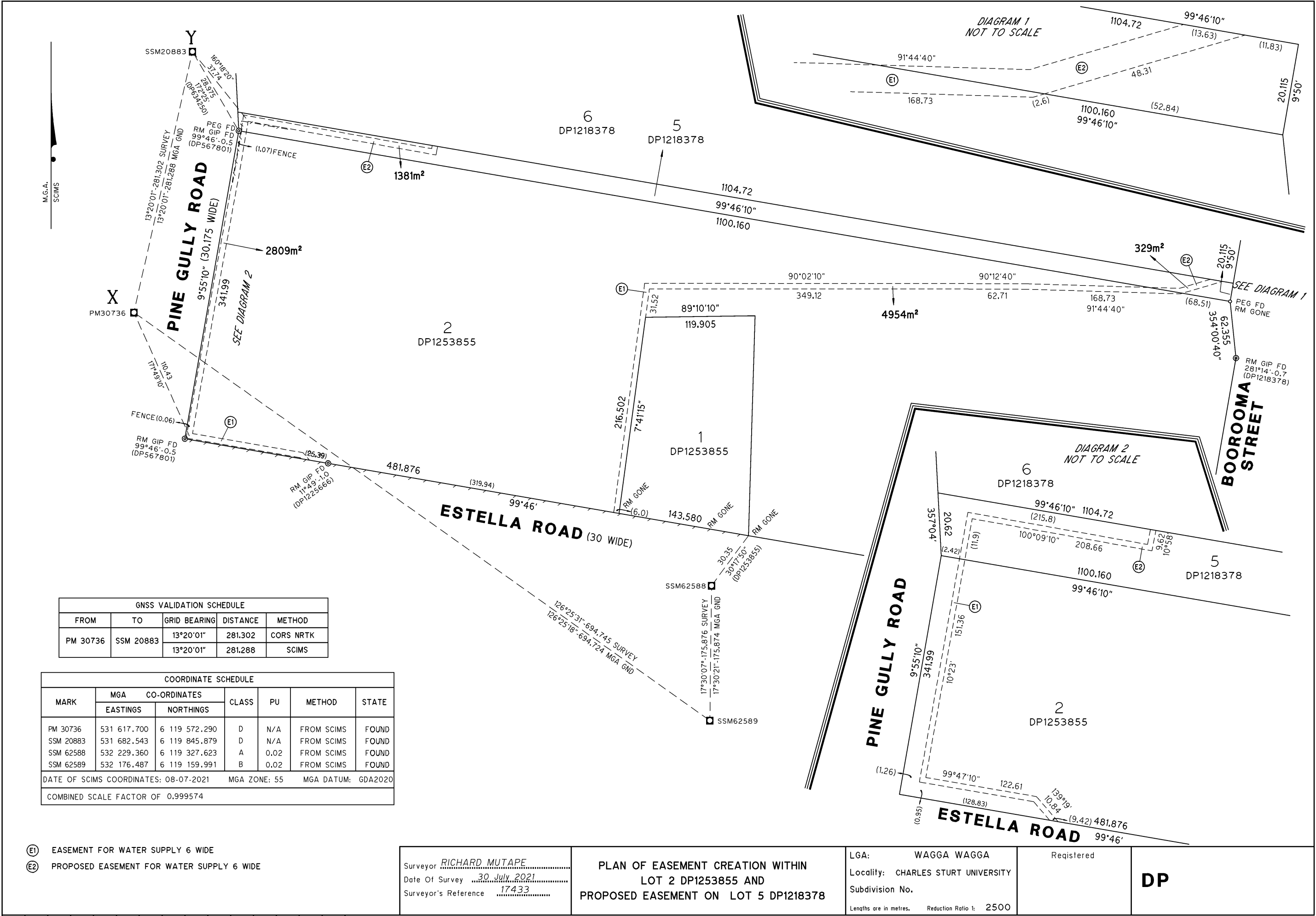
› **R24.1** **Survey Plan** [↓](#) 

Financial Implications

No financial implications. Budget available from System improvements, project 145.

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.



R25 Murray Darling Association 2022 Annual Meeting

Organisational Area Engineering

Author Bede Spannagle, Director of Engineering

Summary The Murray Darling Association 2022 National Conference & AGM is being held in Albury on 19-21 September 2022.

RECOMMENDATION that

- a) Riverina Water be represented at the Murray Darling Association 2022 National Conference and AGM.
- b) Cr Driscoll attend as a voting delegate.
- c) The Director Engineering attend as a Region 9 Committee member and Riverina Water representative.
- d) Nominations be called for other Board Members to attend.

Report

The Murray Darling Association (MDA) has advised that the 2022 National Conference and AGM will be held in Albury on 19-21 September 2022, hosted by Albury City Council.

Riverina Water is a member of Region 9 of the MDA, and has traditionally attended the National conference to represent Riverina Water's interests.

The Program has been finalised and is attached to this report.

The conference is of benefit to Riverina Water as a way of keeping abreast of the challenges and initiatives in the management of our source water, which comes entirely from the MDA catchment.

Motions from the different regions are also put to the AGM regarding governance and advocacy issues, which Riverina Water has a voting right.

It is proposed Cr Driscoll attends as the delegate for Riverina Water, and the Director Engineering attend as a representative of Riverina Water and committee member of Region 9 with the MDA.

Nominations from other interested Councillors are welcome.

Financial Implications

Attendance at the annual MDA National Conference is allowed for in the current 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.

R26 Works Report covering June 2022

Organisational Area Engineering

Author Bede Spannagle, Director of Engineering

Summary This report provides an overview of water usage, connections, maintenance and water quality from 1-30 June 2022.

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

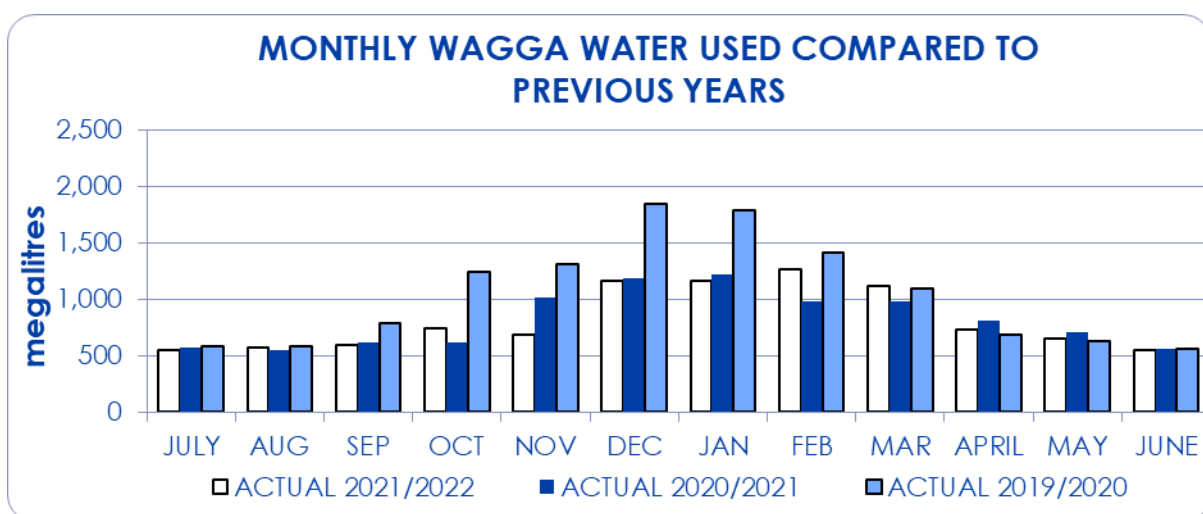
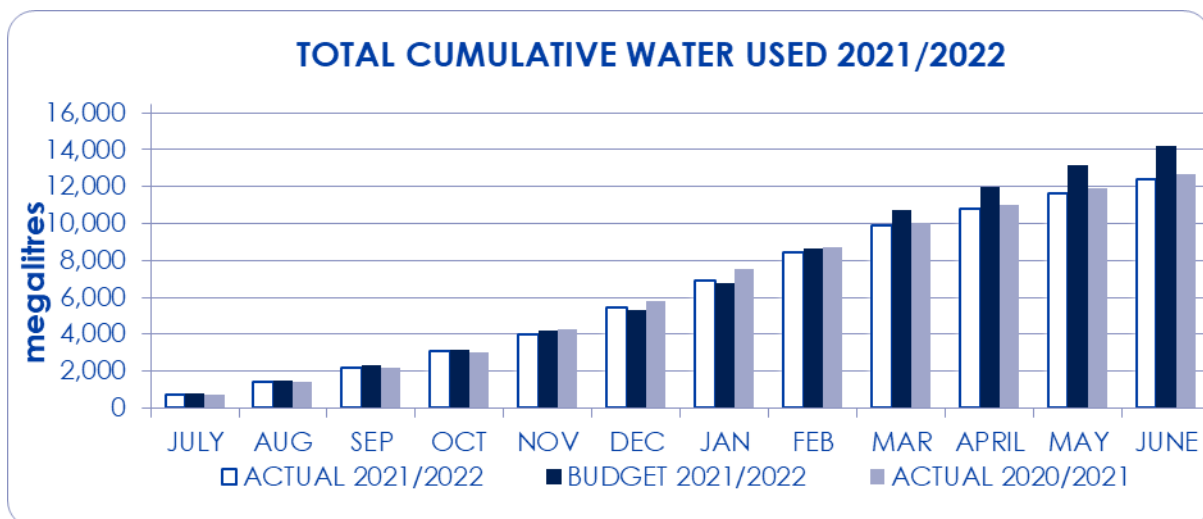
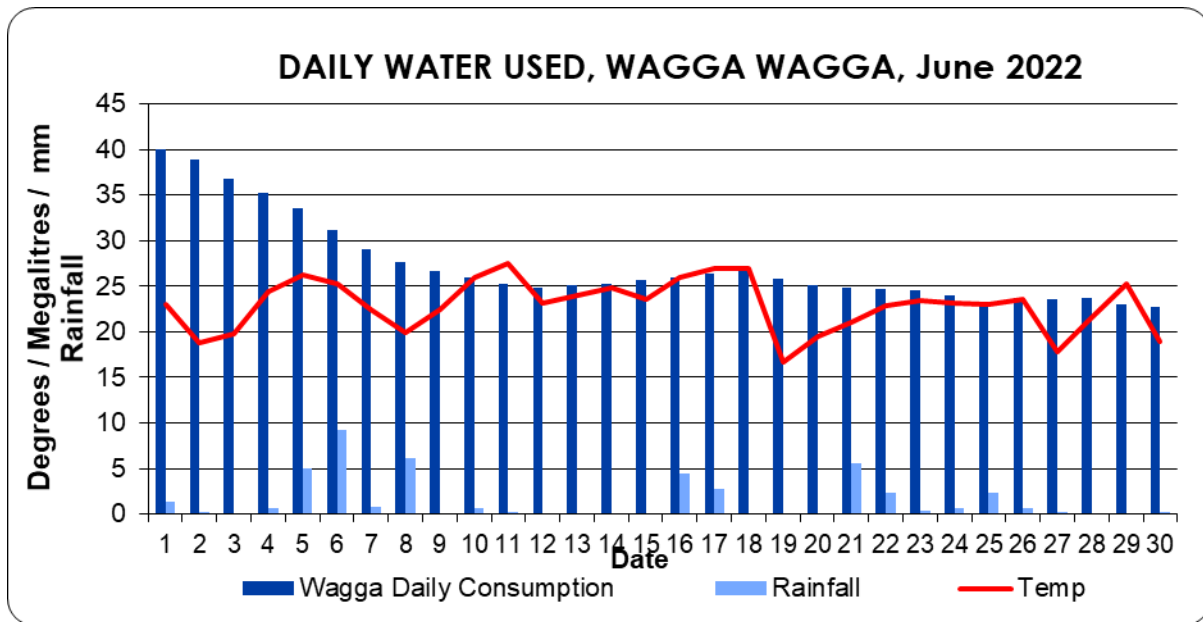
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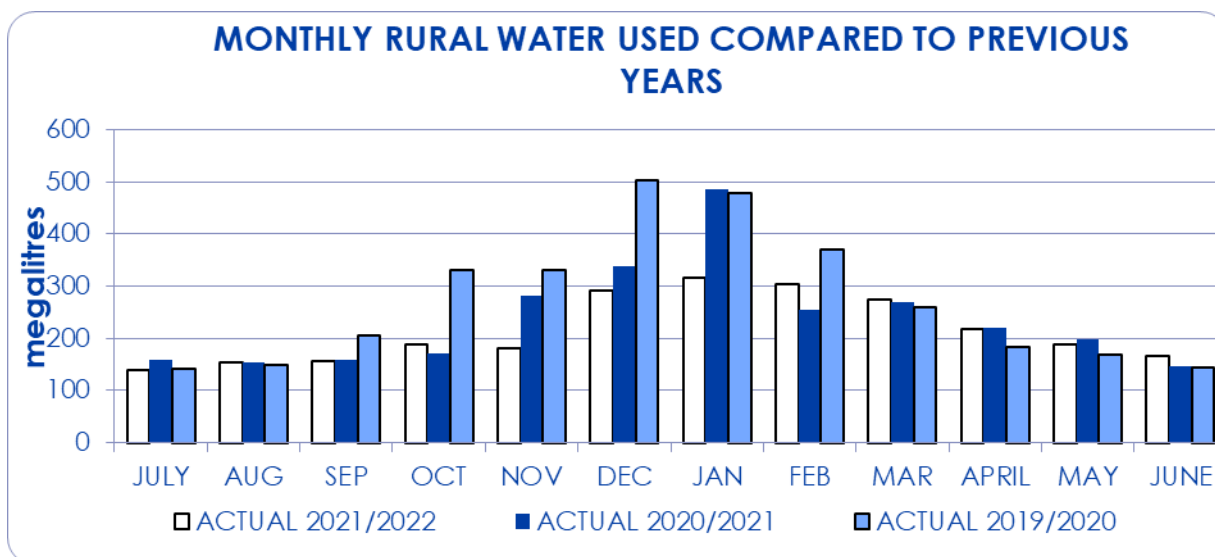
This report provides an overview of water usage, connections, maintenance and water quality matters from 1 – 30 June 2022.

Water Sourced and Used

	2020	2021	2022
Rainfall	55.2	75.4	43.6
Wet days	13	13	19
Water sourced June 2022 (MI)			
North Wagga bores	155.94	153.63	172.12
West Wagga bores	129.22	186.73	76.57
East Wagga bores	377.15	320.74	120.53
Murrumbidgee River	0.00	15.60	300.88
Sub Total	662.31	676.70	670.10
Bulgary bores	21.81	24.29	24.48
Urana source	0.00	0.00	0.00
Ralvona bores	14.75	15.16	19.93
Walla Walla bores	0.00	0.00	0.00
Goldenfields Water Supply System	2.74	1.63	2.40
Sub Total	39.30	41.08	46.81
Woomargama	0.86	0.69	0.84
Humula	0.40	0.44	0.52
Tarcutta	2.25	2.95	3.03
Oura	1.45	1.54	2.00

	2020	2021	2022
Walbundrie / Rand	2.18	1.96	2.45
Morundah	0.38	0.46	0.47
Collingullie	3.53	4.25	2.96
Sub Total	11.05	12.29	12.27
Totals	712.66	730.07	729.18
Water used June 2022 (MI)			
East Bomen	11.59	20.79	21.89
Estella	47.07	51.15	64.30
North Wagga	74.66	68.40	59.70
Wagga Wagga – low level	93.72	85.50	102.31
Wagga Wagga – high level	294.19	292.60	252.95
Wagga Wagga – Bellevue level	39.69	39.66	46.58
Sub Total	560.92	558.10	547.73
Ladysmith system	2.61	3.23	3.08
Brucedale scheme	21.07	12.89	24.92
Currawarna scheme	6.92	7.80	3.72
Rural Southern trunk main system	66.2	62.59	77.54
Rural Western trunk main system	21.90	32.79	24.48
Sub Total	118.69	119.30	133.74
Holbrook	14.69	15.03	20.01
Woomargama	0.86	0.69	0.84
Humula	0.40	0.44	0.52
Tarcutta	2.35	2.85	2.86
Oura	1.45	1.54	2.00
Walbundrie / Rand	2.18	1.96	2.45
Morundah	0.36	0.41	0.45
Collingullie	3.80	4.03	3.01
Sub Total	26.09	26.95	32.14
Totals	705.70	704.35	713.61





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	40	10	1	19	9	1				47	3	6
Wagga Wagga	3	4		7	1					3	1	4
Forest Hill										1		
Estella	1											
Koorringal	4									6		
Turvey Park				3	2					6		2
Lake Albert				1	1	1				3		
Ashmont	3			2						8	1	
Tolland	1	1								8		
Mt Austin			1	1						3		
Bourkelands				1	1					1		
Tatton				1						1		
Glenfield				2	1					6		
Lloyd	4			1								
Springvale					2						1	
East Wagga	2	5								1		
Boorooma	2											
Gobbagombalin	20				1							
Brucedale				1								
Ladysmith	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
San Isidore				1							1	
Tarcutta										3		
Collingullie											1	
Lockhart	3	1										
Mangoplah						1						
Milbrulong	1											
Pleasant Hills					1							
The Rock	1				1							
Uranquinty			1							1		
Culcairn			1			1						
Henty				1						2		
Holbrook	3									2		
Woomargama						1				1		
Oaklands	1											
Rand				1								
TOTAL	50	11	3	23	11	4	0	0	0	56	5	6

Water System Repairs

Wagga Wagga							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
2/6/2022	Springvale	80 AC	Pipe Failure (not specified)	Yes		0	3
3/6/2022	Springvale	80 AC	Pipe Failure (not specified)	Yes		0	3
5/6/2022	Wagga Wagga	100 C	Pipe Failure (not specified)	No		17	20
6/6/2022	Koorinal	100 AC	Pipe failure (not specified)	Yes		0	5
29/6/2022	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes		0	6

Rural							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
6/6/2022	Euberta	63 PE	Pipe Failure (not specified)	Yes		0	5
7/6/2022	Pleasant Hills	40 PVC	Pipe Failure – ground movement	Yes		0	8
8/6/2022	Urana	150 BPVC	Pipe Failure – ground movement	Yes		0	45
14/6/2022	Pleasant Hills	40PVC	Pipe Failure (not specified)	No		1	1
14/6/2022	The Rock	63 PE	Pipe Failure (not specified)	No		2	0
25/6/2022	Morven	150 AC	Pipe Failure – ground movement	No		10	776
30/6/2022	The Rock	150 CI	Leaking Gibault	Yes		0	0

Water Quality Complaints

Date	Town	Request details	Action Taken
6/06/2022	Glenfield Park	Brown water	Flushed service and delivered washing powder for clothes
9/06/2022	Lake Albert	Please flush the end hydrants in Butterbush, Ashford and Popular	Flushed water main
9/06/2022	Bourkelands		Flushed main
9/06/2022	Springvale	Dirty water	Flushed main
9/06/2022	Springvale	Dirty water	Flushed main
22/06/2022	The Rock	Dirty water yesterday and today.	Flushed main
27/06/2022	Pleasant Hills	Rex said he has air in line.	Flushed main and service
27/06/2022	Turvey Park	Water running red/brown.	Flushed main. Water dirty from fire truck filling from hydrant and dislodging sediment in main
27/06/2022	Turvey Park	Dirty water	Flushed main. Water stirred up from fire truck filling from hydrant.
28/06/2022	Wagga	Dirty water	Dirty water

New water mains laid

Location	Project	63	100		150		200		300	
		PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
Brunlea Park	New Subdivision						24			
Durack St	New main		100							
Cape St Milbrulong	New Main		240							
Fernliegh Rd	New Main		62							

Replacement of Existing Mains

Location	Project	50	63	100		150	150	200	300		375	
		PE	OPVC	DICL	OPVC	DICL	OPVC	OPVC	OPVC	DICL	DICL	DICL
Tarcutta St	Mains Replacement			240	6							
Olympic Highway	Mains up-Grade									24		
Oaklands	Mains Replacement						630					

Other Construction

Location or Project	Work done
Dangar Place East Wagga	100mm Fire Service
Houtman St East Wagga	100mm Fire Service

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	42
Estella Farrer Road	29
Forest Hill Elizabeth Avenue	7
Glenfield Red Hill Road	21
Henty Olympic Way	3
Holbrook Millswood Road	5
Lake Albert Plumpton Road	17

Lockhart Napier Road	10
Pleasant Hills Manson Street	3
The Rock	17
Urana Federation Way	2
Woomargama Murray Street	1
Yerong Creek Finlayson	4

Fleet Disposals

Nil

Fleet Acquisitions

Nil

Financial Implications

Nil

Risk Considerations

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

R27 Works Report covering July 2022

Organisational Area Engineering

Author Bede Spannagle, Director of Engineering

Summary This report provides an overview of water usage, connections, maintenance and water quality from 1-31 July 2022.

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

Report

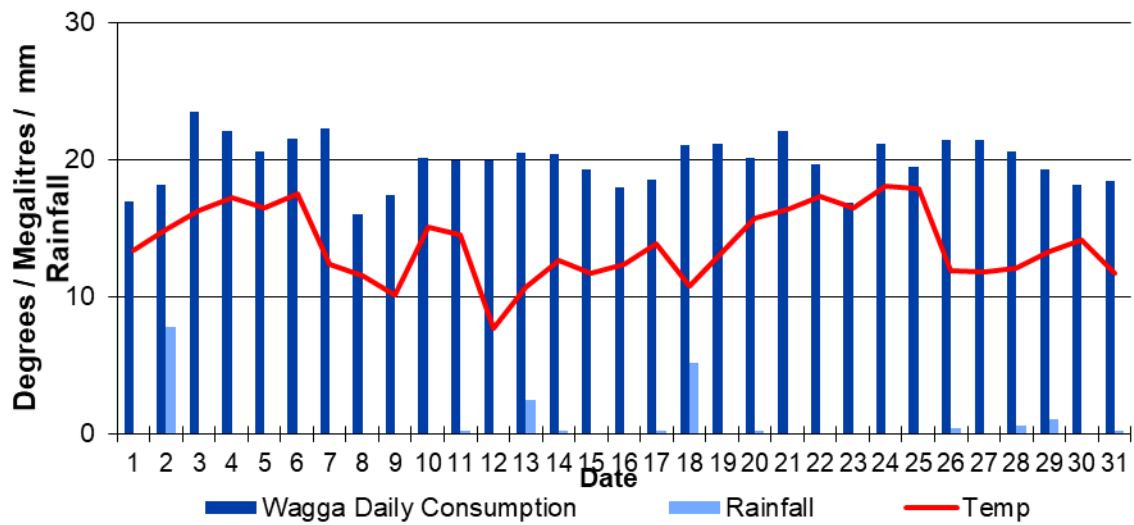
This report provides an overview of water usage, connections, maintenance and water quality matters from 1 – 31 July 2022.

Water Sourced and Used

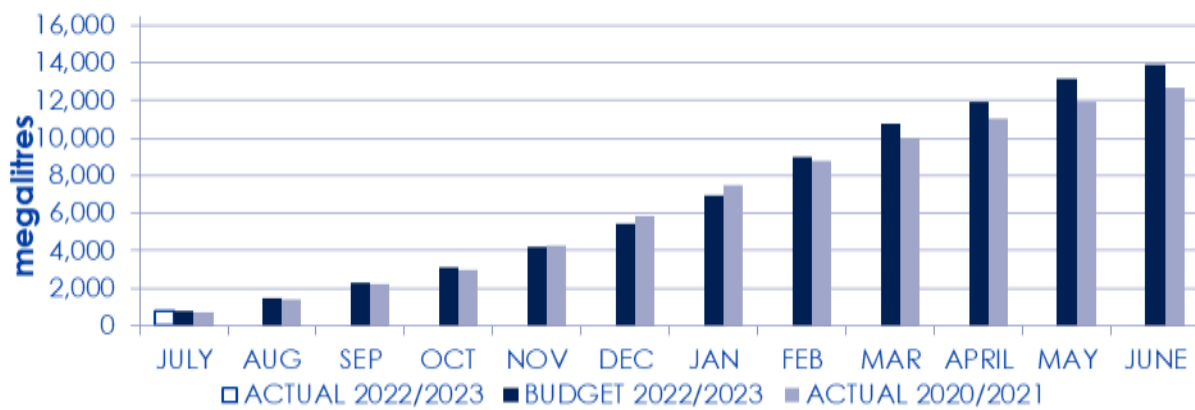
	2020	2021	2022
Rainfall	26.0	72.0	17.2
Wet days	16	23	11
Water sourced July 2022 (ML)			
North Wagga bores	164.48	152.15	173.20
West Wagga bores	326.79	186.90	83.47
East Wagga bores	162.53	324.92	106.58
Murrumbidgee River	39.00	0.00	370.57
Sub Total	692.80	663.97	733.82
Bulgary bores	24.40	22.57	23.11
Urana source	0.00	0.00	0.00
Ralvona bores	13.83	14.01	20.50
Walla Walla bores	0.00	0.00	0.00
Goldenfields Water Supply System	0.00	0.67	1.39
Sub Total	38.23	37.25	45.00
Woomargama	0.80	0.85	1.05
Humula	0.37	0.13	0.53
Tarcutta	2.19	2.32	3.45
Oura	1.59	1.56	2.01

	2020	2021	2022
Walbundrie / Rand	2.14	1.94	3.01
Morundah	0.39	0.60	0.42
Collingullie	6.94	4.55	3.56
Sub Total	14.42	11.95	14.03
Totals	745.45	713.17	792.85
Water used July 2022 (MI)			
East Bomen	25.11	16.79	22.56
Estella	47.08	48.65	68.56
North Wagga	69.41	72.34	59.82
Wagga Wagga – low level	98.52	84.10	107.47
Wagga Wagga – high level	287.74	289.30	296.89
Wagga Wagga – Bellevue level	39.77	43.30	41.39
Sub Total	567.63	554.48	596.69
Ladysmith system	2.60	2.58	7.89
Brucedale scheme	18.34	10.95	21.37
Currawarna scheme	7.42	8.95	5.13
Rural Southern trunk main system	75.5	63.27	81.89
Rural Western trunk main system	26.50	27.37	25.77
Sub Total	130.34	113.12	142.05
Holbrook	13.77	13.99	20.59
Woomargama	0.80	0.85	1.05
Humula	0.37	0.13	0.53
Tarcutta	2.23	2.44	3.13
Oura	1.59	1.56	2.01
Walbundrie / Rand	2.14	1.94	3.01
Morundah	0.33	0.38	0.38
Collingullie	5.89	4.33	3.06
Sub Total	27.12	25.62	33.76
Totals	725.09	693.22	772.50

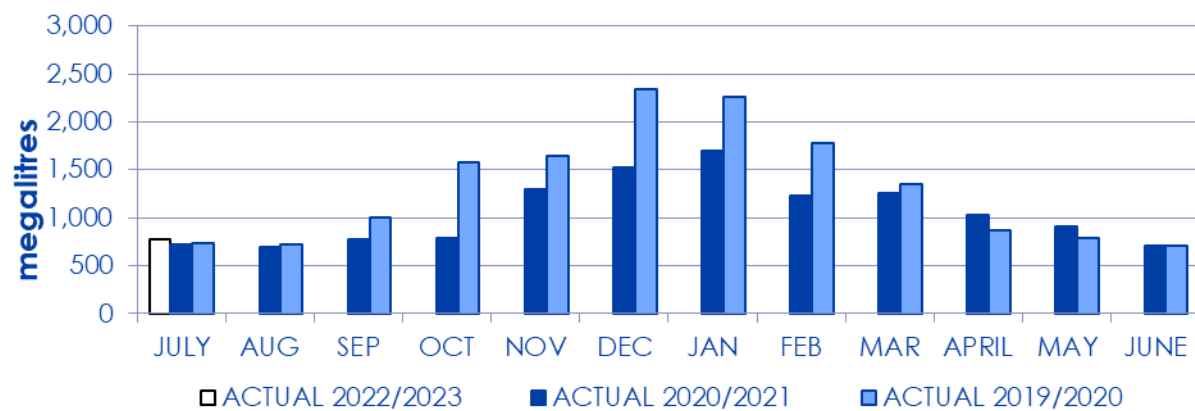
DAILY WATER USED, WAGGA WAGGA, July 2022



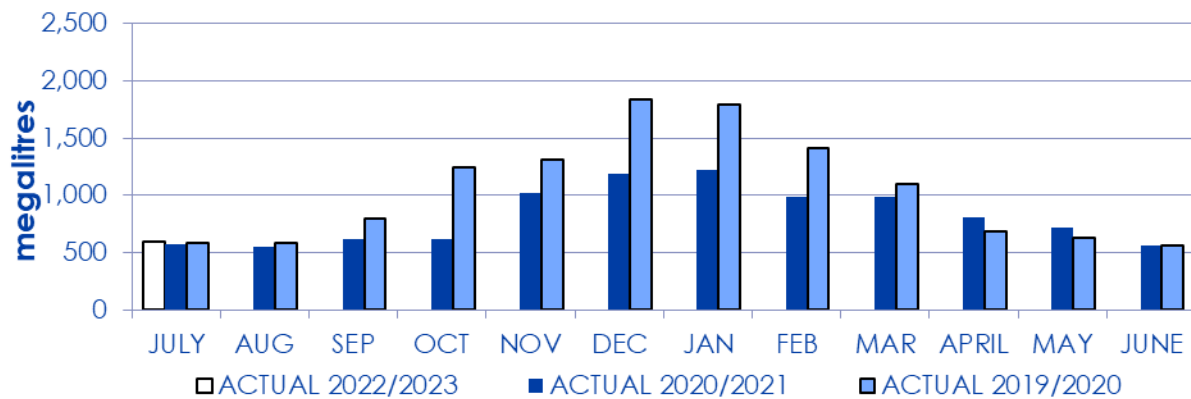
TOTAL CUMULATIVE WATER USED 2022/2023



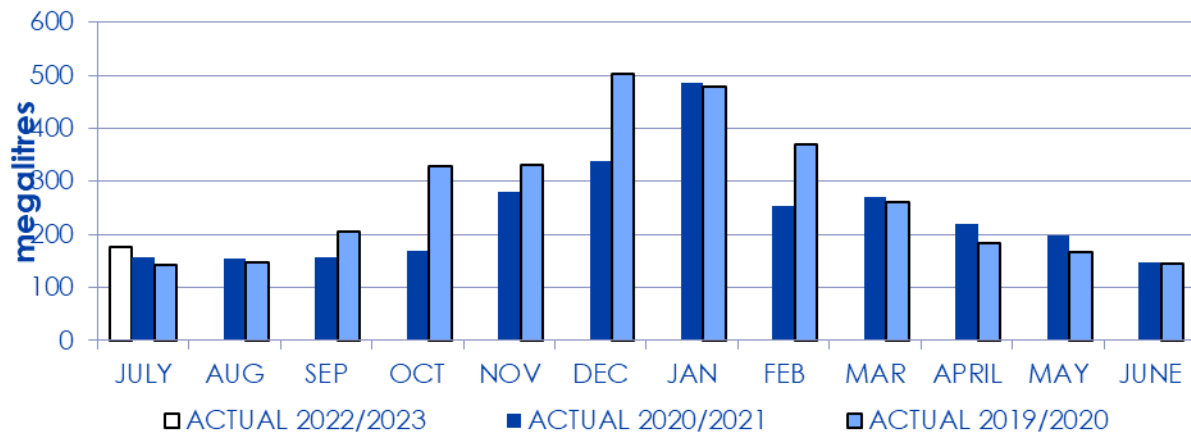
MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



New Service Connections, Repairs, Meters, Locations and Complaints

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga		3	1	4	2					9	6	
Forest Hill				2	1	1						
North Wagga				1						1		
Koorringal	1			1	1	1				11		
Turvey Park				2						2	1	
Lake Albert	2			1		1				7		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
Ashmont				2						7		
Tolland										5		
Mt Austin				1						8		
Bourkelands				1						1		
Tatton				1						3		
Glenfield										4		
Lloyd	2									1	1	
East Wagga						1				1	1	
Boorooma	2				3					1		
Gobgombalin	11					1						
Wagga Wagga	18	3	1	16	7	5				61	9	1
Bruce Dale					1	2						
Ladysmith											1	
San Isidore					1							
Lockhart	2		2	1		1						
The Rock	1			1						1		
Uranquinty	1			1						1		
Yerong Creek			1	2								
Culcairn										1		
Henty										2		
Holbrook					1					3	1	
Ralvona				1								
Walbundrie	1											
Walla Walla			1	1						2	1	
Woomargama						1						
Boree Creek										1		
Oaklands			1	1								
Rand					1							
TOTAL	23	3	6	23	11	9	0	0	0	72	12	1

Water System Repairs

Wagga Wagga							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
3/7/2022	Wagga Wagga	150 AC	Pipe Failure – ground movement	No		0	40
6/7/2022	Koorinal	100 AC	Pipe failure (not specified)	No		15	8
8/7/2022	Wagga Wagga	100 WPVC	Pipe failure (not specified)	Yes		0	5
11/7/2022	Lake Albert	100 AC	Pipe failure (not specified)	No		0	6
13/7/2022	Wagga Wagga	100 AC	Pipe failure (not specified)	Yes		0	5
15/7/2022	Wagga Wagga	100 CI	Pipe failure (not specified)	Yes		0	5
17/7/2022	Wagga Wagga	150 BPVC	T/Band Broken/Leaking	No		0	3
17/7/2022	Wagga Wagga	100 CI	Pipe failure (not specified)	No		0	5

Rural							
Date	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
4/7/2022	Culcairn	100 AC	Tree Roots	Yes		0	12
5/7/2022	Holbrook	100 AC	Pipe Failure – ground movement	No		30	49
6/7/2022	Pleasant Hills	40 PE	Leaking collar	No		0	12
7/7/2022	The Gap	32 PVC	Leaking collar	No		3	3
7/7/2022	Holbrook	100 AC	Leaking collar	No		20	89
7/7/2022	Euberta	63 PE	Pipe failure (not specified)	Yes		0	2
8/7/2022	The Rock	150 AC	Pipe failure – ground movement	Yes		0	38
8/7/2022	Pleasant Hills	63 PE	Pipe Failure – ground movement	No		0	23

9/7/2022	Pleasant Hills	63 PE	Leaking collar	No		0	89
11/7/2022	Milbrulong	40 PE	Pipe failure – ground movement	Yes		0	12
13/7/2022	Wulbundrie	63 PE	Pipe failure – ground movement	Yes		0	12
13/7/2022	Ladysmith	100 AC	Pipe failure (not specified)	Yes		0	3
15/7/2022	The Rock	63 PE	Pipe Failure – ground movement	No		3	12
19/7/2022	Ralvona	50 PVC	Pipe failure – ground movement	Yes		0	12
21/7/2022	The Rock	63 PE	Pipe failure – ground movement	Yes		0	9
24/7/2022	Collingullie	80 PVC	Pipe Failure (not specified)	No		6	5
25/7/2022	Brucedale	32 PVC	Pipe failure (not specified)	Yes		0	0

Water Quality Complaints

Date	Town	Request details	Action Taken
4/07/22	Koorinal	Noticed that water is light amber colour. Unable to drink, please fix asap.	Mains break in Koorinal area. Repaired and flushed.
12/07/22	Wagga	Water not quenching thirst	Advised that supply of water within ADWG
8/07/22	Rand	Taste issues	Tested pH 7.68, Turbidity 0.27NtU, Free Cl 0.98, Tasted water OK. All within ADWG.
4/07/22	Wagga	Brown water	All good water has come clear
13/07/22	Boorooma	Discoloured water	Tested Turbidity 0.51NTU, Colour 4HU, All within ADWG.
18/07/22	Holbrook	Want to know why is so much calcium build-up in the water at Holbrook.	Calcium 75mg/L. Explained all previous results were within ADWG.
25/07/22	Boorooma	Yellow water	Took meter off and flushed
26/07/22	Boorooma	Milky/cloudy water	Main has been flushed to clear and put on new water meter

25/07/22	San Isidore	Dirty water	Flushed mains
24/07/22	Forest Hill	Had dirty water for two days	Flushed mains until clean
27/07/22	Oura	Dirty water	Flushed
28/07/22	Bruce Dale	Discoloured & dirty water. Clears up and then goes brown.	This is Goldenfields water. Need to flush but cannot attend today, will early tomorrow morning
26/07/22	Boorooma	Yellow discoloured water	Main flushed
26/07/22	Boorooma	Yellow discoloured water with floaties	Mains flushed

New water mains laid

Location	Project	63	100		150		200		300	450
		PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
Brunslea Park	New Subdivision			36				48		
Estella Rd	New Main									18
Gurwood St	New main			31		66				
Leitches Lane	New Main	100								

Replacement of Existing Mains

Location	Project	50	63	100	150	150	200	300	375	
		PE	OPVC	DICL	OPVC	DICL	OPVC	OPVC	DICL	DICL
Cochrane St	Mains Replacement			280	12					
Olympic Highway	Mains up-Grade					6				
Oaklands	Mains Replacement					180				
Yerong Creek	Mains Upgrade				200					

Other Construction

Location or Project	Work done
Forsyth St	100mm Fire Service & 32mm Service
Fernleigh Rd	100mm Fire Service

Major Repairs / Overhauls

Facility	Work done
Koorringal Rd Burst main	Replaced 6m of 100 DICL

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	37
Estella Farrer Road	71
Forest Hill Elizabeth Avenue	67
Glenfield Red Hill Road	38
Henty Olympic Way	2
Holbrook Millswood Road	41
Lake Albert Plumpton Road	15
Lockhart Napier Road	12
Pleasant Hills Manson Street	20
The Rock	25
Urana Federation Way	12
Woomargama Murray Street	1
Yerong Creek Finlayson	2

Fleet Disposals

Vehicle No	Description	Vehicle Type	Make & Model	Year	KMs	Method	Price (ex GST)
380	Electrician	Extra cab with tray	Ford Ranger	2017	119,405	Auction	\$30,682
377	Fitters	Extra cab with tray	Holden Colorado	2017	90,036	Auction	\$30,227
404	Depot	Wagon	Holden Trailblazer	2019	93,463	Auction	\$34,773

368	Mechanic	Dual cab utility	Holden Colorado	2016	66,919	Auction	\$30,909
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Fleet Acquisitions

Nil

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: Thursday, 11 August 2022 2:30:17 PM

Meeting	Date	Officer	Title	Target
Board Meeting 26/10/2021	26/10/2021	Beechani, Anjane	Willans Hill Land Matters	9/11/2021
Resolution				

21/118 RESOLVED:
On the Motion of Councillors D Meyer OAM and T Koschel

That Council:

1. Proceed with the compulsory acquisition of the land described as:
 1. Lot 1 in unregistered plan of acquisition of Lot 22 in Deposited Plan 835331 (plan attached);
 2. Proposed easement for Pipeline 6 wide marked T in the unregistered plan (plan attached).

for the purpose of the construction of water supply infrastructure and associated access in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
2. Council make an application to the Minister and the Governor for approval to acquire:
 1. Lot 1 in unregistered plan of acquisition of Lot 22 in Deposited Plan 835331;
 2. Proposed easement for Pipeline 6 wide marked T in the unregistered plan.

by compulsory process under Section 186(1) of the Local Government Act.
3. That the land upon acquisition be classified as operational land in accordance with the Local Government Act.
4. Delegate authority to the Chief Executive Officer to purchase the land and establish the pipeline easements under compulsory acquisition process.

CARRIED

Notes For Action

14 Feb 2022 9:34am Vincent, Melissa

Council staff have commenced the acquisition process and are awaiting advice from the NSW Government in relation to Aboriginal artefacts found on the site.

11 August 2022. The NSW Government has provided approval for the relocation of the Aboriginal Artefacts The CEO has now signed paperwork allowing the matter to proceed to settlement.

Meeting	Date	Officer	Title	Target
Board Meeting 24/08/2021	24/08/2021	Taylor, Tamarin	The Rock Reservoir Land Acquisition	7/09/2021
Resolution				

21/105 RESOLVED:
On the Motion of Councillors D Meyer OAM and T Quinn

That Council:

- (a) approve the compulsory acquisition of Lot 1 in Deposited Plan 596611 to enable the future construction of The Rock Reservoirs
- (b) classify the land as operational as defined by the Local Government Act.
- (c) Delegate authority to the CEO to sign all documents relating to the compulsory acquisition

CARRIED

Notes For Action

19 Apr 2022 4:00pm Vincent, Melissa

The acquisition process is progressing as planned

OUTSTANDING ACTIONS REPORT

**Printed: Thursday, 11 August
2022 2:30:17 PM**

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

22/079

RESOLVED:

On the Motion of Councillors T Quinn and MH Henderson

That Council:

- a) Delegate authority to the CEO to progress a request to lease approximately 5900m² of Lot 1 DP 742224, Forge St, Wagga Wagga; and
- b) Receive a further report for approval to enter a lease with proposed terms

CARRIED**Notes For Action****14 Jun 2022 3:46pm Vincent, Melissa**

Discussions with the potential leesees are continuing and a report to the October meeting will be prepared

Meeting	Date	Officer	Title	Target
Board Meeting 22/06/2022	22/06/2022	Tonacia, Emily	Annual Hospital Allowance	6/07/2022
Resolution				

A motion was moved by Councillors J McKinnon and M Henderson

That:

- a) Council discontinues providing private and public hospitals in the Riverina Water with an exemption for the payment of an access charge from 1 July 2022 in accordance with Section 558(5) of the Local Government Act;
- b) Council discontinues providing an annual allowance for public and private hospitals in the Riverina Water supply area from 1 July 2022 in accordance with Section 558(5) of the Local Government Act; and
- c) Council writes to the public and private hospitals that currently receive the allowance to advise of the changes.

An AMENDMENT was moved by Councillor D Hayes and T Quinn

That:

- a) Council discontinues providing private hospitals in the Riverina Water supply area with an exemption for the payment of an access charge from 1 July 2022 in accordance with Section 558(5) of the Local Government Act;
- b) Council discontinues providing an annual allowance for private hospitals in the Riverina Water supply area from 1 July 2022 in accordance with Section 558(5) of the Local Government Act; and
- c) Council writes to the private hospitals that currently receive the allowance to advise of the changes.
- d) Council increase allowance to all public hospitals to 300kl per patient per day in accordance with Section 558(5) of the Local Government Act

During debate of the amendment a foreshadowed amendment was discussed.

LOST

An AMENDMENT was moved by Councillors D Meyer OAM and T Quinn

That the report on Annual Hospital Allowance lay on the table and bring a further report to the next meeting

22/089

RESOLVED:

On the Motion of Councillors D Meyer OAM and T Quinn

That the report on Annual Hospital Allowance lay on the table and bring a further report to the next meeting.**CARRIED****Notes For Action**

A workshop on the matter was held in early August and an updated report is included in this Business Paper

OUTSTANDING ACTIONS REPORT

Printed: Thursday, 11 August 2022 2:30:17 PM

Meeting	Date	Officer	Title	Target
Board Meeting 22/06/2022	22/06/2022	Lang, Josh	Draft Debt Management and Hardship Policy	6/07/2022
Resolution				
22/097 RESOLVED: On the Motion of Councillors T Quinn and D Meyer OAM That Council: <ul style="list-style-type: none"> a) Endorse the draft policy and place it on public exhibition for 28 days until 22 July 2022 and invite public submissions on the draft policy during that period b) Receive a further report following the public exhibition and submission period: <ul style="list-style-type: none"> i. Addressing any submissions made in respect of the proposed policy ii. Proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period. <p style="text-align: right;">CARRIED</p>				
Notes For Action				

Meeting	Date	Officer	Title	Target
Board Meeting 22/06/2022	22/06/2022	Morris, Austin	Backflow Prevention Policy 2.1	6/07/2022
Resolution				
22/105 RESOLVED: On the Motion of Councillors D Hayes and JM McKinnon That Council: <ul style="list-style-type: none"> a) review the amended Riverina Water Backflow Prevention Policy 2.1 b) note that the Backflow Prevention Policy will be placed on public exhibition for a period of 28 days following review by the Board; and c) note that following the exhibition period, the Backflow Prevention Policy 2.1 will be presented to the board for adoption at its meeting in August 2022. <p style="text-align: right;">CARRIED</p>				
Notes For Action				
There is a report in this business paper recommending adoption of the policy				

Meeting	Date	Officer	Title	Target
Board Meeting 22/06/2022	22/06/2022	Moosbrugger, Christopher	Tender for Specification W290 Commissioning & Final Documentation for the Wagga Wagga WTP	6/07/2022
Resolution				
22/111 RESOLVED: On the Motion of Councillors D Hayes and JM McKinnon That Council <ul style="list-style-type: none"> a) Accepts the Tender Submission from City Water Technology Pty Ltd under a lump sum contract for \$1,510,419.00 excl. GST, in accordance with Specification W290 and the terms of the contract of engagement. b) Authorise the CEO to execute the documents relating to the contract. <p style="text-align: right;">CARRIED</p>				
Notes For Action				
The contract was executed by the CEO in early August 2022				

M1 Minutes of Audit, Risk and Improvement Committee held on 14 July 2022

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary The minutes of the Audit Risk & Improvement Committee are provided to the Board for information and the recommendations contained within those minutes for endorsement

RECOMMENDATION that Council endorses the recommendations contained in the minutes of the Audit, Risk and Improvement Committee meeting held on 14 July 2022.

Report

The Audit, Risk and Improvement Committee met on 14 July 2022. The minutes of the meeting are attached. It should be noted that the minutes have been reviewed and approved by the Chair of the Committee but not as yet adopted by the Committee.

Also attached is the ARIC Chairperson report from July 2022. This report is written by the Chairperson following ARIC meetings to provide background information and context to the minutes.

- › **M1.1** **Audit, Risk and Improvement Committee Minutes 14 July 2022** [↓](#) 
- › **M1.2** **July 2022 Chair report** [↓](#) 

Minutes of the Audit, Risk and Improvement Committee held on Thursday 14 July 2022

The meeting of the Riverina Water County Council Audit, Risk and Improvement Committee was declared open at 9:34 am.

1 Acknowledgment of Country

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of this Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Community members present.

2 Attendance and Apologies

Present

David Maxwell (Chairperson)
Bryce McNair (via Teams)
Georgie Davies

In Attendance

Emily Tonacia
Bede Spannagle
Wendy Reichelt
Melissa Vincent

Director Corporate Services
Director Engineering
Governance and Records Officer
Executive Assistant to the CEO

Apologies

22/026 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That an apology for non-attendance be received from Mr Andrew Crakanthorp be received and noted.

CARRIED

3 Declaration interests

Nil

4 Minutes of Previous Meetings

4.1 Minutes of the Riverina Water Audit, Risk and Improvement Committee Meeting held on Thursday 5 May 2022

22/027 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That the minutes of the Audit, Risk and Improvement Committee meeting of 5 May 2022, having been circulated and read by Members, were confirmed as a true and accurate record of the proceedings.

CARRIED

The Chairman reported on the candidate interview for an additional independent member and the progress on readvertising the position.

5 External Audit

5.1 NSW Audit Office - Interim Management Letter 2022

22/028 RESOLVED:

On the Motion of B McNair and Councillor G Davies

That the Audit, Risk and Improvement Committee receive and note the interim audit management letter for 2022.

CARRIED

6 Internal Audit

Internal Audit items were held over to later in the meeting to allow Mr Stephen Prowse to join the meeting at 11:00am.

7 Other Reports

7.1 Safe and Secure Water Supply Management

22/029 RESOLVED:

On the Motion of B McNair and Councillor G Davies

That Audit, Risk and Improvement Committee receive and note the presentation provide by the Director Engineering.

CARRIED

7.2 NSW Audit Office - Local Government Sector Council Financial Statements Audits 2021

22/030 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That Audit, Risk and Improvement Committee receive and note the report.

CARRIED

7.3 FLOW Project Status Update

22/031 RESOLVED:

On the Motion of B McNair and Councillor G Davies

That Audit, Risk and Improvement Committee receive and note the status update on the FLOW Project.

CARRIED

The Chairman suspended standing orders at 11:00am.

Bede left the meeting at 11:00am.

Stephen Prowse joined the meeting at 11:04am via Teams.

Standing orders resumed at 11:06am

6.4 Internal Audit Status Report July 2022

22/032 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That the Audit, Risk and Improvement Committee note the progress status report from National Audits Group to 4 July 2022.

CARRIED

6.2 Internal Audit - Land and Buildings

22/033 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That the Audit, Risk and Improvement Committee:

- a) Review the final audit report for Land and Buildings provided by National Audits Group; and**
- b) Note that the management actions agreed in this report will be added to Pulse for monitoring and reporting following the July meeting**

CARRIED

6.3 Internal Audit Engagement Letters - Contractor Engagement and Management and Fringe Benefits Tax

22/034 RESOLVED:

On the Motion of B McNair and Councillor G Davies

That the Audit, Risk and Improvement Committee:

- a) Review and approve the scope for Contractor Engagement and Management audit as per National Audits Group engagement letter
- b) Review and approve the scope for Fringe Benefits Tax audit as per National Audits Group engagement letter

CARRIED

6.1 Internal Audit schedule 2023 - 2026

22/035 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That the Audit, Risk and Improvement Committee consider the recommendations from management on a possible 4-year audit program and approve the audit program as outlined in this report.

CARRIED

Stephen Prose left the meeting at 11:40am

7.4 Legislative Compliance Annual Report

22/036 RESOLVED:

On the Motion of B McNair and Councillor G Davies

That the Audit, Risk and Improvement Committee note the Legislative Compliance Annual Report as provided to the Committee up to end of June 2022.

CARRIED

7.5 Strategic Business Plan, Delivery Program and Operational Plan Update

22/037 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That Audit, Risk and Improvement Committee

- a. receive and note the adoption of the Strategic Business Plan 2022/23 – 2032/33, Delivery Program 2022/23 – 2025/26 and Operational Plan 2022/23.
- b. Committee will monitor the implementation of the plan.

CARRIED

7.6 WHS Committee Minutes April and June 2022

22/038 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That the Audit, Risk and Improvement Committee receive and note the WHS Committee minutes of April and June 2022.

CARRIED

7.7 Audit Actions Progress report July 2022

22/039 RESOLVED:

On the Motion of B McNair and Councillor G Davies

That the Audit, Risk and Improvement Committee review the progress of agreed management actions arising from recommendations from external and internal audits submitted to the Committee.

CARRIED

8 Chief Executive Officer Report – verbal

The Director Corporate Services gave a verbal update to the Committee.

22/040 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That the report by the Director Corporate Services be received.

CARRIED

9 Committee Operations

10.1 ARIC Actions Register July 2022

22/041 RESOLVED:

On the Motion of Councillor G Davies and B McNair

That the Audit, Risk and Improvement Committee note the progress of the matters contained within the meetings actions register dated 5 July 2022.

CARRIED

The Chairman advised that a draft Committee Annual report to Council would be circulated for approval out of session prior to presentation to the Board's August meeting.

This concluded the meeting of the Riverina Water County Council Audit, Risk and Improvement Committee which rose at 12:10pm

RIVERINA WATER COUNTY COUNCIL

AUDIT, RISK & IMPROVEMENT COMMITTEE

Chairman's Report – 14 July 2022

I reported on the candidate interview for the additional independent member of the Committee, and the progress for readvertising the position.

External Audit

The external auditor's letter to management arising from the interim audit was considered. The 3 items listed (2 of which were repeat items) all relate to IT controls which are not facilitated by Council's Authority system, and Council's ability to respond is limited. The Committee discussed whether manual controls could be instituted which would go some way towards resolving the matters although not providing a complete solution.

Internal Audit

Internal Audit Status Report

The regular report showing progress with current internal audit assignments was noted.

Assignment Report – Land & Buildings

This report made recommendations in 4 areas, 2 of which were rated as medium risk and 2 as low risk. The Committee will follow up the completion of management's proposed actions as part of its usual procedures.

Scope of Future Internal Audits

The Committee considered and approved the scope of the 2022/23 internal audit assignments relating to Contract Management and FBT.

Forward Internal Audit Schedule

The proposed internal audit schedule for the years 2023/24 to 2025/26 was approved, recognising that parts of this may be subject to change in response to changing future circumstances.

Other Reports

Safe and Secure Water Supply

As Chairman, I had previously informally raised the question as to how the Committee could be said to have satisfied itself that Council was successfully managing the risks associated with the provision of a safe and secure water supply. Bede Spannagle, Director Engineering, provided a very informative presentation on these processes, following which there was discussion on the type of annual summary report which would continue to provide this assurance.

NSW Audit Office Report

The Auditor-General's report to Parliament on NSW Local Government audits for 2020-21 was brought to our attention. There were no matters specifically relating to this Council that required our attention.

Flow Project Status Update

Emily Tonacia, Director Corporate Services, reported on progress with this major project. The Committee noted that some slippage had occurred, which was not unexpected to some members.

Legislative Compliance Annual Report

Council operates under a multitude of different Federal and State Acts of Parliament, Regulations, Codes and Guidelines, and it is important that management takes steps to ensure that all of these are complied with. The Committee annually receives a report summarising management's view of their level of compliance. There were no indications of significant breaches, although improvements are being made in some areas, including those associated with the Flow project.

Strategic Business Plan, Delivery Program and Operational Plan

Emily Tonacia, Director Corporate Services, provided a summary update of these items, adopted by Council at its June meeting.

WHS Committee Minutes

We review these minutes to obtain assurance that the various risks associated with WHS are being addressed by the body entrusted with this responsibility. The minutes of the April and June meetings were received and noted.

CEO Verbal Report

The purpose of this report is to inform the Committee of matters such as protected disclosures and the like, to the extent permitted by the relevant legislation.

Committee Operations

Audit Actions Follow-up Report

This report is a key component of the Committee's follow-up to ensure that improvements to processes agreed to by management are completed within a reasonable time. At the last meeting the Committee acknowledged the limited resources available to complete all of these and reduced the forward internal audit program accordingly. The Committee noted that some slippage had occurred but was otherwise comfortable with progress.

Committee Actions Register

This was received and noted.

Committee Annual Report to Council

I advised that a draft report would be circulated to members for approval out of session for me to present to the Board at its August meeting. This also provides an opportunity for all Board members to ask any questions they may have about the purpose and operations of the Audit, Risk & Improvement Committee generally.

David G Maxwell
Chairman

CONF-1 Independent member Riverina Water Audit Risk & Improvement Committee (ARIC)

Organisational Area Corporate Services

Author Wendy Reichelt, Governance & Records Officer

Summary This report outlines recruitment and recommends the appointment of a third independent member to the Riverina Water Audit Risk & Improvement Committee.

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 2022

Author Councillor Tim Koschel

Summary This report outlines the results of the Chief Executive Officer's Annual Review of performance conducted by the Council's Performance Review Panel on 8 August 2022. It should be read in conjunction with the Performance Agreement attached to this report.

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)