

# Meeting of Riverina Water County Council

The meeting will be held in the Riverina Water Board Room,  
91 Hammond Ave, Wagga at 9.30am on Wednesday 24  
June 2020

# Meeting Agenda

## Live Streaming of Council Meetings

Riverina Water advises that Council meetings are live streamed on Council's website [www.rwcc.nsw.gov.au](http://www.rwcc.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.

## Welcome to Country

## Apologies

## Declaration of pecuniary and non-pecuniary interests

## Confirmation of Minutes

### Minutes of Council Meeting 22 April 2020

## Correspondence

## Open Reports

R1	Financial Statements - List of Investments.....	4
R2	Draft Delivery Program 2020/21 – 2022/23 and Draft Operational Plan 2020/21 .....	11
R3	Determination of remuneration fees for Board members and Chairperson 2020/21 .....	64
R4	Determination of remuneration fees for independent members of the Riverina Water ARIC 2020/21 .....	66
R5	Performance Review - General Manager.....	68
R6	Contractual Conditions of Senior Staff .....	70
R7	Membership of Regional Organisations .....	72
R8	Local Government NSW 2020 Annual Conference .....	79
R9	Local Government New South Wales - 2020 Water Management Conference	81
R10	Community Grants Program 2020-21 guidelines .....	83
R11	2019/20 Donations and Sponsorships summary .....	107
R12	Donation to South Wagga Anglican Church .....	111
R13	Glenoak reservoir land matters.....	121
R14	Draft Assets and Infrastructure Naming Policy .....	135
R15	Adoption of Policy 2.6 Water Restrictions.....	140

## Questions and Statements

## Confidential Reports

CONF-1	Update on WTP contract.....	151
--------	-----------------------------	-----

# R1 Financial Statements – List of Investments

**Organisational Area** Corporate Services

**Author** Emily Tonacia, Manager Corporate Services

**Summary** The report details Council's external investments for April and May 2020

---

**RECOMMENDATION** that the report detailing Council's external investments for the months of April and May 2020 be received

## Report

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 30 April 2020 and 31 May 2020 as follows:

- › **R1.1 Investment Report – April 2020**
- › **R1.2 Investment Report – May 2020**

## Financial Implications

This report is financial by virtue of its subject matter and is critical to reporting to the board the status of investments placed by staff in accordance with the relevant investment policy. The report reflects favourably on the performance of Council's investments.

## Risk Considerations

Financial	
Avoid	Council will endeavour to ensure that Council's financial sustainability is protected at all times



### Monthly Investment Report as at 30/4/2020

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>								
AMP	18/07/2019	365	17/07/20	A-2	2.05	8.564%	\$2,500,000.00	\$2,500,000.00
Rural Bank	30/04/2019	372	06/05/20	A-2	2.48	8.564%	\$2,500,000.00	\$2,500,000.00
Auswide Bank	8/07/2019	735	12/07/21	A-2	2.05	5.138%	\$1,500,000.00	\$1,500,000.00
AMP	12/11/2019	366	12/11/20	A-2	1.65	3.425%	\$1,000,001.00	\$1,000,001.00
Bank Australia	5/07/2019	367	06/07/20	A-2	2.20	6.851%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	28/10/2019	366	28/10/20	A-1+	1.45	3.425%	\$1,000,000.00	\$1,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	A-2	1.86	6.851%	\$2,000,000.00	\$2,000,000.00
AMP	30/03/2020	548	29/09/21	A-2	1.85	6.851%	\$2,000,000.00	\$2,000,000.00
AMP	17/03/2020	181	14/09/20	A-2	1.80	3.425%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	8/07/2019	569	27/01/21	A-1+	1.85	6.851%	\$2,000,000.00	\$2,000,000.00
Auswide Bank	17/06/2019	731	17/06/21	A-2	2.22	5.138%	\$1,500,000.00	\$1,500,000.00
Auswide Bank	27/02/2020	546	26/08/21	A-2	1.75	8.564%	\$2,500,000.00	\$2,500,000.00
Auswide Bank	15/08/2019	368	17/08/20	A-2	1.80	5.138%	\$1,500,000.00	\$1,500,000.00
BOQ	14/10/2019	366	14/10/20	A-2	1.55	6.851%	\$2,000,000.00	\$2,000,000.00
						<b>78.78%</b>	<b>\$25,000,001.00</b>	<b>\$25,000,001.00</b>
<b>Cash Deposit Account</b>								
T Corp				A-1+	3.19	14.36%	\$4,193,579.49	\$4,193,579.49
						<b>14.36%</b>	<b>\$4,193,579.49</b>	<b>\$4,193,579.49</b>
<b>TOTAL INVESTMENTS</b>						<b>93.15%</b>	<b>\$29,193,580.49</b>	<b>\$29,193,580.49</b>
Cash at Bank								\$2,087,950.03
<b>TOTAL FUNDS</b>								<b>\$31,281,530.52</b>

#### CERTIFICATE

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



E Tonacia

MANAGER CORPORATE SERVICES

Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,134,234.16
	Asset Replacement	\$1,340,601.42
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$8,474,835.58
Unrestricted Funds		\$22,806,694.94
TOTAL FUNDS		\$31,281,530.52

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

Report

The investment portfolio increased by \$1,729,966.06 for the month. The increase was due to income in April being higher than expenditure.

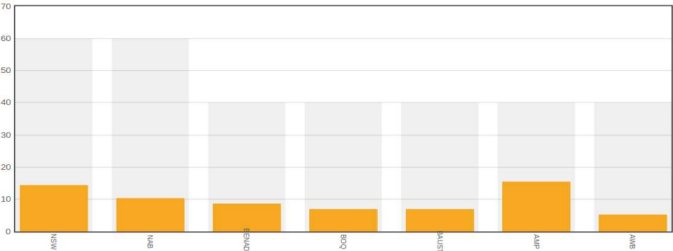
Portfolio Performance

For the month of April, the portfolio (excluding cash) provided a return of +0.16% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.11% (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.

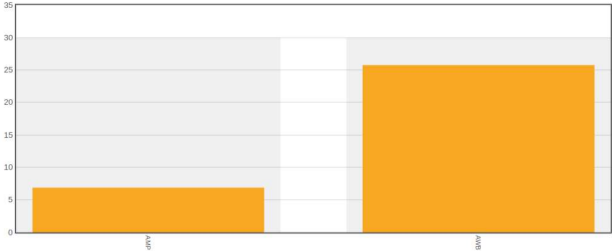
Counterparty Compliance

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

Short-term Holdings



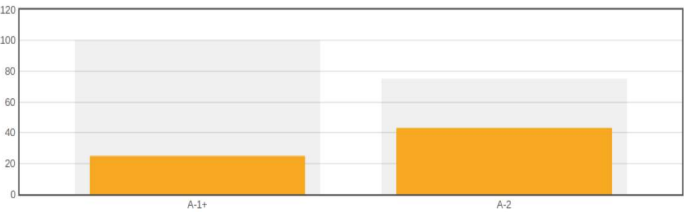
Long-term Holdings



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

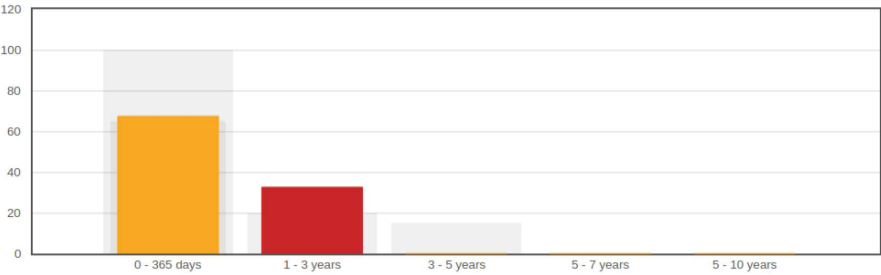


Long-term Holdings



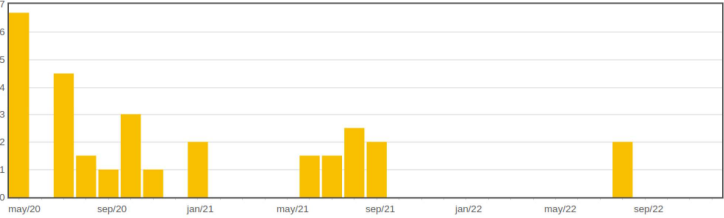
Term to Maturity

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 31/5/2020

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>								
AMP	18/07/2019	365	17/07/20	A-2	2.05	8.562%	\$2,500,000.00	\$2,500,000.00
BOQ	6/05/2020	365	06/05/21	A-2	1.40	8.562%	\$2,500,000.00	\$2,500,000.00
Auswide Bank	8/07/2019	735	12/07/21	A-2	2.05	5.137%	\$1,500,000.00	\$1,500,000.00
AMP	12/11/2019	366	12/11/20	A-2	1.65	3.425%	\$1,000,001.00	\$1,000,001.00
Bank Australia	5/07/2019	367	06/07/20	A-2	2.20	6.850%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	28/10/2019	366	28/10/20	A-1+	1.45	3.425%	\$1,000,000.00	\$1,000,000.00
Auswide Bank	15/08/2019	1096	15/08/22	A-2	1.86	6.850%	\$2,000,000.00	\$2,000,000.00
AMP	30/03/2020	548	29/09/21	A-2	1.85	6.850%	\$2,000,000.00	\$2,000,000.00
AMP	17/03/2020	181	14/09/20	A-2	1.80	3.425%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	8/07/2019	569	27/01/21	A-1+	1.85	6.850%	\$2,000,000.00	\$2,000,000.00
Auswide Bank	17/06/2019	731	17/06/21	A-2	2.22	5.137%	\$1,500,000.00	\$1,500,000.00
Auswide Bank	27/02/2020	546	26/08/21	A-2	1.75	8.562%	\$2,500,000.00	\$2,500,000.00
Auswide Bank	15/08/2019	368	17/08/20	A-2	1.80	5.137%	\$1,500,000.00	\$1,500,000.00
BOQ	14/10/2019	366	14/10/20	A-2	1.55	6.850%	\$2,000,000.00	\$2,000,000.00
						<b>78.77%</b>	<b>\$25,000,001.00</b>	<b>\$25,000,001.00</b>
<b>Cash Deposit Account</b>								
T Corp				A-1+	1.29	14.38%	\$4,198,021.95	\$4,198,021.95
						<b>14.38%</b>	<b>\$4,198,021.95</b>	<b>\$4,198,021.95</b>
<b>TOTAL INVESTMENTS</b>						<b>93.15%</b>	<b>\$29,198,022.95</b>	<b>\$29,198,022.95</b>
Cash at Bank								\$1,934,378.56
<b>TOTAL FUNDS</b>								<b>\$31,132,401.51</b>

## CERTIFICATE

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



E Tonacia

MANAGER CORPORATE SERVICES

## Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted	Employee Leave Entitlements (50% of ELE)	\$2,134,234.16
	Asset Replacement	\$1,340,601.42
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$8,474,835.58
Unrestricted Funds		\$22,657,565.93
<b>TOTAL FUNDS</b>		<b>\$31,132,401.51</b>

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

## Report

The investment portfolio decreased by \$149,129.01 for the month. The decrease was due to income in May being lower than expenditure.

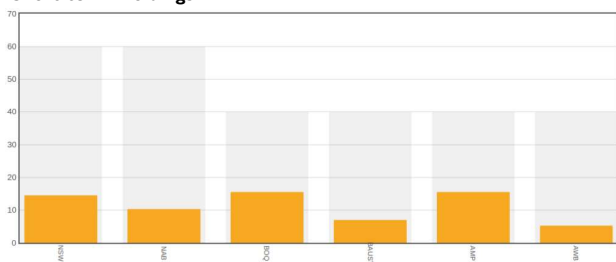
## Portfolio Performance

For the month of May, the portfolio (excluding cash) provided a return of +0.16% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.15% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

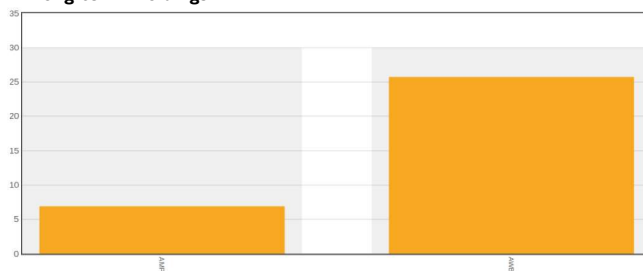
## Counterparty Compliance

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

### Short-term Holdings



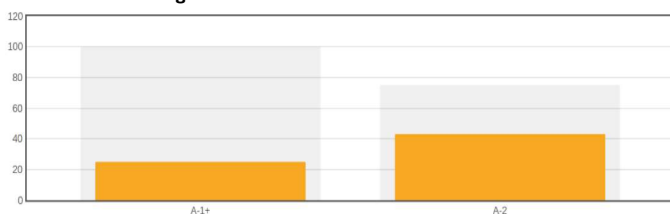
### Long-term Holdings



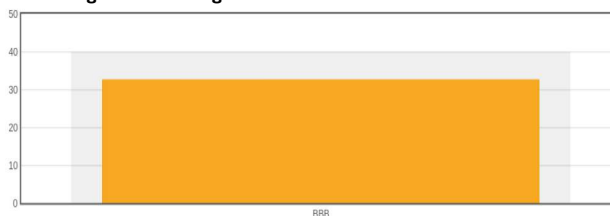
## Credit Quality Compliance

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

### Short-term Holdings

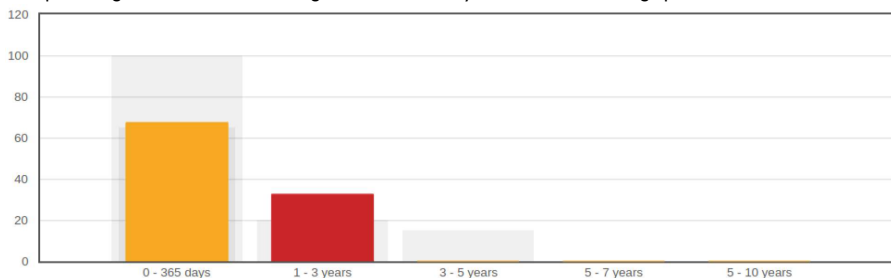


### Long-term Holdings



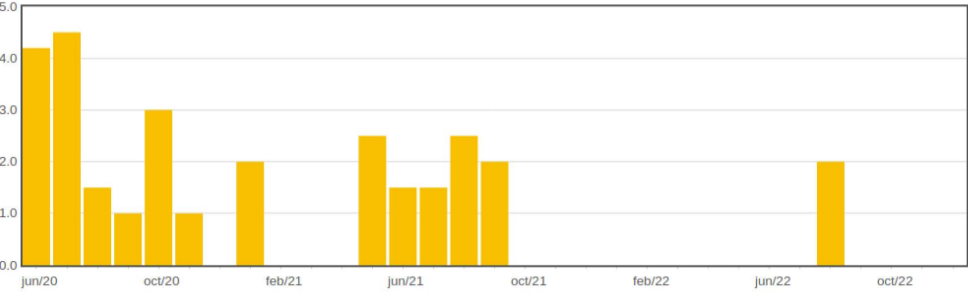
## Term to Maturity

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



**Maturity Cashflow**

When investments will mature over time



## R2 Draft Delivery Program 2020/21 – 2023/24 and Draft Operational Plan 2020/21

### Organisational Area Corporate Services

**Author** Emily Tonacia, Manager Corporate Services

**Summary** The draft revised delivery program 2020/21 to 2023/24 and draft Operational Plan for the period 1 July 2020 to 30 June 2021 is submitted for Council's adoption. In accordance with Sections 404 and 405 of the Local Government Act 1993, the draft plans were placed on public exhibition for 28 days. No public submissions were received.

---

### RECOMMENDATION that the

- a) Draft Revised Delivery Program 2020 – 2024 and Operational Plan 2020/2021, as exhibited, following close of public comments, be adopted as Council's Delivery Program 2020-2024 and Operational Plan 2020/2021, subject to the proposed changes listed in the body of this report
- b) Fees and charges be made for the 2020/2021 year, as outlined in the draft Operational Plan 2020/2021, subject to the proposed changes listed in the body of this report

### Report

Council placed its Draft Revised Delivery Program 2020 – 2024 and Draft Operational Plan 2020/2021 on exhibition on 27 April 2020. Submissions from the public were invited until 22 May 2020. No public submissions were received.

The draft Revised Delivery Program 2020 – 2024 and Operational Plan 2020/2021, as exhibited, following close of public comments, can now be adopted as Council's Delivery Program 2020 – 2024 and Operation Plan 2020/2021, subject to the following changes.

#### Fees & Charges

The Office of Local Government has determined, since exhibition of the Draft Revised Delivery Program 2020 - 2024 and Operational Plan 2020/2021 that the fee to be charged for a Certificate under Section 603 of the Local Government Act remain at \$85 for the 2021 Financial Year.

Given the current circumstances surrounding COVID-19, The Office of Local Government has also determined that the maximum interest chargeable on overdue accounts be 0% for the

period 1 July 2020 to 31 December 2020, and then returning to 7.5% for the period 1 January 2021 to 30 June 2021. The proposed changes to fees & charges are summarised below:

	<b>2019/20</b>	<b>2020/21</b>
Search/ Enquiry Fee – \$603 (as for property transfer)	\$85	\$85
Interest on Overdue Accounts		
Annual	7.5%	-
1 July 2020 – 31 December 2020	-	0%
1 January 2021 – 30 June 2021	-	7.5%

### Budget Summaries

A number of changes are necessary to the Draft Revised Delivery Program 2020 - 2024 and Operational Plan 2020/2021 in light of events that have occurred since it was placed on exhibition. These proposed inclusions are summarised below:

- The Solar Project was originally budgeted for as \$15,000,000 and to be funded 100% through loans. After a detailed analysis that occurred during public exhibition, this amounts is now \$23,300,000 (increase of \$8,300,000). This project will now be funded by a capital grant of \$7,300,000 and loan funding of \$7,500,000 in 2021/22 with the remainder of funding to be through operating surpluses and cash reserves.
- Wagga Wagga Water Treatment Plant project increase of \$1,022,000 in 2020/21.
- Bring forward of West Wagga Aeration Cover replacement of \$108,000 from 2027/28 to 2020/21.

The anticipated operating result for the 2020/2021 financial year remains at \$7,681,000.

## › **R2.1 Amended Revised Delivery Program & Operational Plan**

### **Financial Implications**

The board has discussed the financial implications of the likely impact of decisions made by the Board during their consideration of the draft Delivery Program and Operational Plan and associated workshops.

### **Risk Considerations**

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





**Riverina Water**  
**Revised Delivery Program**  
**2020/2021 – 2023/2024**  
**and Operational Plan**  
**2020/2021**

# Table of contents

<b>1. Introduction</b>	<b>4</b>		
<b>2. Guiding documents and plans</b>	<b>5</b>		
2.1 Integrated water cycle management plan and strategic business plan and resourcing strategy for water supply	5	6.2 Asset replacement – means of achieving	13
		6.3 Asset replacement – manner of assessing	13
		6.4 Wagga water treatment plant	13
<b>Principal activity</b>	<b>6</b>		
<b>3. Principal activity – services to be provided</b>	<b>7</b>	<b>7. Principal activity – sale of assets</b>	<b>14</b>
3.1 Services – objectives and targets	7	7.1 Sale of assets – objectives	14
3.2 Services – means of achieving	9	7.2 Sale of assets – means of achieving	14
3.3 Services – manner of assessment	10	7.3 Sale of assets – manner of assessing	14
3.4 Key performance indicators	10		
<b>4. Principal activity – capital works</b>	<b>11</b>	<b>8. Principal activity – business or commercial activities</b>	<b>14</b>
4.1 Capital works – objectives and targets	11		
4.2 Capital works – means of achieving	11	<b>9. Principal activity – human resources and work health and safety</b>	<b>15</b>
4.3 Capital works – manner of assessment	11	9.1 Human resources – goals and objectives 2020/2021	15
4.4 Key performance indicators	11	9.2 Human resources – means of achieving	16
<b>5. Principal activity – demand management</b>	<b>12</b>	9.3 Human resources – manner of assessing	17
5.1 Permanent conservation measures	12	9.4 Work health and safety goals and objectives 2020/2021	17
5.2 Pricing	12	9.5 Key Performance Indicators	19
5.3 Media and community promotions of demand management	12		
5.4 Measuring results	12	<b>10. Principal activity – equal employment opportunity</b>	<b>20</b>
5.5 Key performance indicators	12	10.1 Equal employment opportunity – objectives and targets	20
<b>6. Principal activity – asset replacement</b>	<b>13</b>	10.2 Equal employment opportunity – means of achieving	20
6.1 Asset replacement – objectives and targets	13	10.3 Equal employment opportunity – manner of assessing	20
		10.4 Key performance indicators	20

## **Environmental protection and efficiency**

**21**

<b>11. Environmental protection and efficiency</b>	<b>22</b>
11.1 Environmental protection – objectives and targets	22
11.2 Environmental protection – means to achieve	22
11.3 Environmental protection – manner of assessing	23
11.4 Key performance indicators	23

## **Finance and revenue**

**24**

<b>12. Finance and revenue – estimates: income and expenditure</b>	<b>25</b>
12.1 Notes on estimates of income and expenditure	25
12.2 Budget	26
<b>13. Finance and revenue – charges and fees</b>	<b>27</b>
13.1 Connection costs	27
13.2 Development servicing charge	27
13.3 Large service infrastructure contribution	28
13.4 Service connection fee	28
13.5 Service connection fees – multiple units	28
13.6 Service connection fees – rural connections	28

13.7 Reticulation mains construction and costs	28
13.8 Recommended fees	28
13.9 Availability and usage charges	33
13.10 Other charges	36

## **14. Finance and revenue – pricing policy**

**38**

## **15. Finance and revenue – charges for work on private land**

**39**

## **Appendices**

<b>A</b> Map of area served by Riverina Water	40
<b>B</b> Riverina Water – Wagga Wagga distribution scheme	41
<b>C</b> Riverina Water – Non-urban distribution scheme	42
<b>D</b> Riverina Water – Organisational structure	43
<b>E</b> Capital works plan – 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24	44
<b>F</b> Budgeted financial statements – 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24	47

# 1. Introduction

This Delivery Program and Operational Plan has been prepared in accordance with the requirements of the Local Government Act, 1993. It includes the proposed activities and financing of Riverina Water's activities for the year.

Riverina Water is responsible for the water supply functions within Lockhart, Wagga Wagga, part Greater Hume and part Federation local government areas.

Riverina Water is a Category 1 business as defined by the National Competition Policy.

In accepting this responsibility Riverina Water provides reticulated water to all urban and village areas within the County district. Water is also available to land within the rural area, where supply lines exist or can be laid at practical and economical recoverable cost.

Riverina Water provides a comprehensive service in the location, treatment, storage, movement and delivery of drinking quality water, and associated services.

This Revised Delivery Program is for the 4 years commencing July 2020 and the Operational Plan for the Year commencing July 2020. Both may be read in conjunction with Riverina Water Strategic Business Plan 2012.

## 2. Guiding documents and plans

The guiding documents which support this Delivery Program and Operational Plan are set out below.

- › Local Government Act 1993
- › Local Government (General) Regulation 2005
- › Best Practice Management Guidelines for Water Supply and Sewerage
- › Water Sharing Plans
- › Integrated Water Cycle Management Strategy 2011
- › Strategic Business Plan and Resourcing Strategy for Water Supply 2012
- › Code of Conduct
- › Asset Management Plan 2012
- › Demand Management Plan 2012
- › Workforce Plan 2020
- › Development Servicing Plan 2013
- › RWCC Guidelines to Determine Water Services Connections 2013
- › RWCC Guidelines to Determine Access to Water Supply 2013

There are also numerous Acts and regulations aimed at various parts of Council's operations.

### 2.1 Integrated water cycle management plan and strategic business plan and resourcing strategy for water supply

The NSW Office of Water (NOW) Guidelines for Best-Practice Management of Water Supply and Sewerage recommend the development of integrated water cycle management (IWCM) plans. The IWCM Plan is a foundation strategic planning document used for NSW water local government water utilities. It explores the integration of water supply, sewerage and stormwater so that water is used optimally. The IWCM identifies the future water supply assets required within the next 30 year projections, supported by a 30 year financial plan.

Council has commenced the review of both the Integrated Water Cycle Management Strategy (IWCM) 2011 and the Strategic Business Plan and Resourcing Strategy for Water Supply 2012.

NSW Public Works Advisory completed the IWCM Issues Paper and conducted an introductory Project Reference Group (PRG) meeting with key stakeholders in September 2019. Meeting was well represented by developers, regulators, key industrial customers and other local water utilities within council's water supply area.

The next phase includes presenting various options to stakeholders at the next PRG meeting, including changes to levels of service and impacts to Typical Residential Bill (TRB).

Other related business plans will later be updated to support the final IWCM Plan, such as:

- › Strategic Business Plan and Resourcing Strategy for Water Supply
- › Asset Management Plan
- › Demand Management Plan
- › Development Servicing Plan
- › Drinking Water Management Plan



# Principal activity



### 3. Principal activity – services to be provided

#### Goals

- › To provide water supply to customers in accordance with acceptable levels of service.
- › To build on a reputation as a leading utility service provider.
- › To offer a comprehensive service in the abstraction, treatment, storage, movement and delivery of water and associated services.
- › To achieve a substantial reduction in water use through demand management measures with a focus on outdoor use and the irrigation of turf.
- › To include demand reduction as an alternative to augmentation where systems are stressed.

#### 3.1 Services – objectives and targets

Reticulated water supply is to be available to all urban areas and villages within the County district, up to elevations that the reservoir systems can serve. It will also be available to land within the rural area, where supply lines exist or can be laid at a practical and economically recoverable cost.

The service connection and meter will be installed according to adopted procedures and will generally be located adjacent to or within the road reserve containing the water main. Urban domestic customers will normally be served with one meter per assessment.

#### Pressure and flow

Provide pressures between 12 and 120 metres head at the water meter when service has no flow.

Provide water to each connection at an available flow rate not less than:

Diameter of service pipe (mm)				
20	25	32	40	50
Minimum flow rate (litres per minute)				
20	35	60	90	160

Trickle feed option is on an economic basis case by case.

The minimum flow rate available for rural properties may be less where elevations or operational factors limit the supply. In some situations, the flow may be restricted to 11 kl/day. In such situations or where part of the land being serviced has elevation higher than the head available, approval may be granted for a private balance tank and pressure system to be installed at the owner's cost.

Direct pumping from Council water mains is not permitted.

#### Consumption restrictions in droughts

Water restrictions may be applied to encourage wise water use, to reduce excessive demand, or to conserve limited resource in time of drought.

Restrictions may also be applied at the request of NSW Office of Water or to comply with an adopted Water Sharing Plan.

The strategy will include a Level 1 Restriction during daylight savings, pricing (stepped tariff), targets for reduced demand, changes to irrigation 3.1 culture, regulations, information and rebates.

#### Interruptions to supply

##### Planned

Domestic customers will receive 24 hours written notice and industrial customers will receive 7 days' written notice.

##### Unplanned

Not to occur more than 2 times per year if lasting up to 12 hours.

Not to occur more than 5 times per year if lasting up to 5 hours.

#### Water for fire-fighting

Provide fire flows in reticulation systems in accordance with NSW Water Directorate Fire Flow guidelines.

A positive residual head should be maintained while supplying fire flow plus 75% of the design peak instantaneous demand.

Internal systems designed for fire-fighting purposes must recognise that direct pumping from Council water mains is not permitted.

## Potable water supply

Where it can be achieved, water quality should meet the 2011 Australian Drinking Water Guidelines, published jointly by the National Health and Medical Research Council (NHMRC) and the Natural Resource Management Ministerial Council. Some aesthetic or taste parameters may not be achieved at times in some village and rural areas.

## Response time

Response time is defined as time to have staff on site to commence rectification of problem after notification by public or Riverina Water County Council staff. Council aims to meet the following response times depending on priority.

**Priority 1** - defined as failure to maintain continuity or quality of supply to a large number of customers or to a critical use at a critical time.

1 hour (during working hours)

2 hours (after working hours)

**Priority 2** - defined as failure to maintain continuity or quality of supply to a small number of customers or to a critical user at a non-critical time.

3 hours (during working hours)

4 hours (after working hours)

**Priority 3** - defined as failure to maintain continuity or quality of supply to a single customer.

One working day.

**Priority 4** - defined as a minor problem or complaint, which can be dealt with at a time convenient to the customer and the water authority.

Within 2 weeks.

## Catastrophe

Any situation of this nature would prompt immediate action involving senior personnel and emergency services with the aim of containing and resolving the situation as quickly as possible.

## Customer complaints and enquiries of general nature

Respond to 95% of written complaints or inquiries within 10 working days.

Respond to 95% of personal complaints or inquiries within 1 working day.

(Source: Riverina Water Strategic Business Plan and Resource Strategy for Water Supply, 2012)

## Special customers

Certain customers may have special needs by virtue of specific health, commercial or industrial circumstances. Specific levels of service and associated charges should be negotiated with these customers.

## Customer relations

The most significant contributions to good customer relations are quality of service, good communication and responsive action.

Our customers consist of water users (most of the population and businesses), landowners, land developers, plumbers and builders.

All staff need to be empowered to deal with customers in a friendly and helpful manner. Staff who regularly have customer contact will receive appropriate training for their role.

*The Levels of Service (LOS) listed above are the primary driving force for RWCC's actions. These LOS will largely shape the objectives and requirements for operation, maintenance and provision of capital works within RWCC's water supply schemes. Achievement of target levels of service is the primary objective of the system.*

## Management of drinking water quality

As with many other NSW local water utilities, Riverina Water's management system for drinking water quality includes *NSW Health Drinking Water Monitoring Program Supplies*, *NSW Code of Practice for Fluoridation of Public Water Supplies*, and the *NSW Best-Practice Management of Water Supply and Sewerage Framework and Best Practice Management of Water Supply and Sewerage Guidelines*.

Further development of the ADWG (2011) provided a more structured risk-based approach to drinking water management and satisfies the requirement for a quality assurance program in the *Public Health Act 2010*.

The ADWG (2011) is structured into four general areas comprising of:

1. Commitment to drinking water quality management
  - › Commitment to management
2. System analysis and management
  - › Assessment of the water supply systems
  - › Preventative measures for drinking water
  - › Operational procedures and process control
  - › Verification
  - › Management of incidents and emergencies



3. Supporting requirements
  - › Training and awareness
  - › Community involvement
  - › Research and development
  - › Documentation and reporting
4. Review, evaluation and auditing
  - › Evaluating and audit
  - › Continual improvements

## 3.2 Services – means of achieving

Strategies / Actions	Measures
Monitor urban and rural per capita demands and determine if they significantly exceed the design peak demand levels of service.	Average kilolitres per quarter not exceeding design.
Manage demand effectively using a range of measures	Treated water consumption and water targets in MI per day
Regularly monitor urban and village growth, and augment supply as required in line with ten year plan, and current needs	Customer needs met
Maintain network analysis of Wagga urban water system	Staff updating model outputs.
Maintain the water supply infrastructure in good working order.	Some but infrequent breakdowns.
Monitor the operation of the water supply system to ensure continuity of supply.	Continuity of supply maintained.
Reinforce throughout the organisation that we are customer orientated. Maintain a request and complaint handling system that ensures both attention to the request and advice of action taken or to be taken.	Timely responses.
Use customer newssheets to disseminate information to customers. Utilise the local media when appropriate to increase awareness within the community. Meet with sectional or interest groups or invite them to meet with us to communicate and receive feedback on relevant issues.	Numerous media outlets used to advise customers on demand management and Senior staff attend various meetings as required.
Increase inspection and documentation of consumer pipework where there is potential for contamination from backflow.	Required protection devices in use and management systems maintained.

3.3 Services – manner of assessment

- › Carry out water sampling and testing to meet 2011 Australian Drinking Water Guidelines, monitor and act on test results.
- › Maintain a current register of testable backflow prevention devices required and installed, and monitor the testing frequency.
- › Record all information and calls concerning system failure, lack of supply, or water quality, and monitor response nature and time. Report monthly to General Manager, and to Councillors.

3.4 Key performance indicators

Service satisfaction rating revealed in annual customer survey:	> 4 (out of 5)
Water quality satisfaction rating revealed in annual customer survey:	> 4 (out of 5)

## 4. Principal activity – capital works

Capital Works that will allow Riverina Water to meet its mission and responsibility to customers and the community generally have been proposed for 2020/2021 and projected for the succeeding three years. These capital works are listed in the following two pages.

### 4.1 Capital works – objectives and targets

The objectives are to manage and carry out the capital works programme as effectively and efficiently as possible, so that each facility is brought into service at the appropriate time, within the financial year proposed.

### 4.2 Capital works – means of achieving

Each project that has been funded (from revenue, loans, reserves, subsidy or contributions) will be allocated to an appropriate staff member for coordination. Implementation is to be by means most appropriate to the need and circumstances. Items specifically identified for letting out to contract include:

- › Supply of pressure pipes, fittings and meters
- › Construction of reservoirs

- › Construction of water treatment plants
- › Painting of reservoirs
- › Supply of pumps and motors
- › Drilling of bores
- › Electrical distributions / control systems
- › Consultants' services.

### 4.3 Capital works – manner of assessment

The capital works schedule will be reviewed at not less than quarterly intervals, and progress monitored and reported to the General Manager. The successful and timely commissioning of each item and the actual cost compared to estimate will be monitored.

#### Capital works plan

Details of the Capital Works plan for 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24 are available in Appendix "E".

The Capital Works Program is in accordance with recently completed strategies and works over the next four years are prioritised using a Criticality Assessment. Overall estimated expenditure is in line with the adopted Strategic Business Plan and Resourcing Strategy and Financial Plan as summarised below.

#### Summary

	\$'000			
	2020/21	2021/22	2022/23	2023/24
<b>Management</b>	6,445	18,008	11,858	2,683
<b>Sources</b>	720	300	195	-
<b>Treatment</b>	5,153	1,370	1,650	565
<b>Pump stations</b>	210	340	80	30
<b>Reservoirs</b>	924	2,110	4,160	3,160
<b>Mains and services</b>	6,865	7,035	7,565	8,115

### 4.4 Key performance indicators

Projects completed from capital work program: Target > 85%

## 5. Principal activity – demand management

Riverina Water undertakes a number of demand management strategies to mitigate overall consumption and peak demand pressures on the system. Some strategies are permanent; others will be introduced as necessary, depending on demand and funding constraints.

### 5.1 Permanent conservation measures

The use of fixed hoses and sprinklers is prohibited between 10 am and 5 pm each day as a permanent conservation measure. This is aimed to reduce evaporative losses from sprinklers irrigating lawns and gardens. This will continue indefinitely with only a small cost in advertising and policing.

### 5.2 Pricing

The State Government's published Guidelines of Best-Practice Management of Water Supply and Sewerage promote specific water pricing structures which Riverina Water is obliged to follow.

In 2009/10, Riverina Water introduced a stepped pricing structure for water usage. A second (higher) price per kilolitre takes effect once water consumption exceeded 125 kl per quarter on individual parcels of land. In 2011/12 the step was reduced from 150 kl to 125 kl to send a stronger pricing signal to high water consumers. This higher tariff was cost neutral as the consumption reduced in tandem with the higher price. The reduction in per capita consumption will result in scope to redistribute the spare capacity to accommodate growth with existing infrastructure and under existing Water Access Licenses and Water Sharing Plans.

Pricing, apart from enforced restrictions, is the most effective of all demand management tools and must be used in conjunction with other measures which may require substantial funding, such as rebates.

2020/2021 water accounts will again include a bar graph showing the trend in the customers' water consumption over the previous 5 readings

### 5.3 Media and community promotions of demand management

Riverina Water gives strong support to the efficient use of water, by involvement with relevant programmes and through publicity in advertising and editorial contributions when water is featured in the regional press. Riverina Water contributes to Water Week displays in both equipment and personnel. Council staff are available to give advice on household plumbing, water use and leak detection.

A range of helpful and supportive fact sheets is available and on display at 91 Hammond Avenue and other locations, including Council's website. Leaflets to inform and assist customers with demand management may continue to be distributed with accounts.

### 5.4 Measuring results

Measuring the results of demand management measures is an imperfect science as other factors, and specifically the prevailing weather, can mask the trends in consumption.

One tool for tracking demand management will be the continuation of published weekly water targets for the Wagga Wagga urban area.

Trends in annual consumption will be tracked to gauge long term demand management results.

### 5.5 Key performance indicators

Peak day demand (weekly average)	< 65 MI
----------------------------------	---------

## 6. Principal activity – asset replacement

Asset replacement is funded within the Capital Works Programme, as detailed in this report. Asset replacement is in accordance with Council's Asset Management Plan 2012 and identified in the 2020 Integrated Water Cycle Management Plan.

### 6.1 Asset replacement – objectives and targets

- › To operate and maintain existing, and build new assets, at least life cycle cost, while meeting agreed levels of service.

- › To prioritise the replacement of assets and ensure existing assets are not augmented unnecessarily due to excessive and inappropriate customer usage.
- › To incorporate continuous improvement practices in all activities.
- › To minimize operational costs without adversely affecting performance. To minimize the impact and cost of breakdowns.
- › To ensure the system is capable of meeting needed levels of service, both current and future.
- › To provide required asset renewal and augmentation to a timetable that meets needs without over servicing.

### 6.2 Asset replacement – means of achieving

Strategies/Actions	Measures
Develop and maintain a rolling replacement plan for all assets with review every 4 years.	Program documented and executed.
Identify potential system capacity deficiencies and incorporate in Capital Works Programme.	Monitoring, pressure testing and failure analysis undertaken.
Maintain water network analysis programme to identify timetable of system improvements and extensions.	Network model calibrated and run.
Utilise Asset Register and associated technology and pipeline breakage history to determine the timing of mains replacement to minimise over all costs.	Pipe break definitions improved in reports.

### 6.3 Asset replacement – manner of assessing

- › Monitor reliability and performance of assets, using breakdown and failure recording referred to in Section 3.3
- › Monitor progress and cost of annual asset replacement programme, compared to capital works plan and estimates.
- › Follow the Asset Management Plan 2012 and identified in the 2020 Integrated Water Cycle Management Plan.

### 6.4 Wagga water treatment plant

Construction of the 55ML/day Wagga Water Treatment Plant was completed in June 2018.

The Lamella Clarifiers installed did not meet the specification and were replaced in February 2020.

The Plant is operational but there are defects from the construction contract that need to be rectified before the plant can be fully commissioned.

## 7. Principal activity – sale of assets

Assets which are not needed for current or future plans, and which can be disposed of for some return, should be sold. No major items in this category have been identified in the current plan.

### 7.1 Sale of assets – objectives

To realise a cash return or equivalent by disposal of unnecessary assets.

This will include:

- › disposal of plant and motor vehicles that are replaced.
- › disposal of scrap metal and other sundry items.

### 7.2 Sale of assets – means of achieving

- › monitor the plant and motor vehicle second hand market. Offer plant and vehicles for trade-in, sale by tender or public auction in order to provide the best financial return to Council.
- › scrap metal and other surplus sundry items may be made available for sale by written sealed offers.

### 7.3 Sale of assets – manner of assessing

- › sales of assets will be considered satisfactory where the most advantageous of all offers received is accepted.

## 8. Principal activity – business or commercial activities

Riverina Water is required to act as a successful business, under the provisions of the Local Government Act. Activities are conducted in accord with good business practice; however its actual commercial operations are currently limited to:

- (a) Water sampling and billing services for Gumly Gumly Private Irrigation District. This work is fully charged to the District, with the annual agreement currently under review following a recommendation by a recent internal audit.
- (b) Occasional installation or maintenance work on pipelines, water supply systems or chlorinators operated by other authorities or owners. This work is fully charged to the relevant owner.

## 9. Principal activity – human resources and work health and safety

Riverina Water recognises the value of staff, and the key role they play in serving customers and the community.

Riverina Water is continuing a structured safety management system so that we can achieve a consistently high standard of safety performance. In addition, it will serve to ensure Riverina Water meets the obligations of its internal WHS Policy and the relevant NSW WHS legislation.

### 9.1 Human resources – goals and objectives 2020/2021

- › To maintain an efficient, effective, safe and non-discriminatory working environment, which enables employees a high degree of job satisfaction.
- › To ensure workforce planning and employee development meets current and future organisational requirements.
- › To enhance workforce accessibility, capability and capacity through improved technology, communication and participation.

## 9.2 Human resources – means of achieving

Strategies/Actions	Measures
› Develop workforce capacity and capability through workplace learning and development	<ul style="list-style-type: none"> <li>› Workforce is skilled and equipped to undertake agreed roles – develop and improve workforce planning capability.</li> <li>› Training plan and budget is agreed and programed throughout the year.</li> <li>› Improved reporting and development of training plans.</li> </ul>
› Review and align job roles and skill requirements to workforce needs	› Agreement, recognition and understanding of employee contribution and participation organisation objectives – position descriptions.
› Improve workforce accessibility, culture and communication for employee engagement and workforce development	<ul style="list-style-type: none"> <li>› Contribute to the provision of a healthy and active workforce – Health and Wellbeing programs, return to work support, leadership development.</li> <li>› Implement methods and technologies that enhance skill development, flexibility and participation.</li> <li>› Continue to encourage management to review and implement any recommendations from Employee Climate Survey.</li> <li>› Utilise available technologies that improve and simplify communication and accessibility to information – Learning Management System, flexible learning and delivery, Online support and other technology.</li> </ul>
› Develop management and employee engagement	<ul style="list-style-type: none"> <li>› Enhance leadership develop opportunities and practices.</li> <li>› Employee participation in working parties and committees.</li> <li>› Engagement and actions adhere to the RWCC Enterprise agreement and agreed policy and procedures.</li> </ul>
› Workforce health and wellbeing	<ul style="list-style-type: none"> <li>› HR resources are simple, proactive and supportive of WHandS and workplace needs.</li> <li>› Contribute to a healthy and active workforce. Health and Wellbeing programs, return to work initiatives, EAP program, Fit to Work practises.</li> </ul>



## 9.3 Human resources – manner of assessing

Success of human resources activities is indicated by:

- › Training budget is aligned and implemented according to workforce and operational requirements both current and future – access to appropriate and organisationally aligned training opportunities.
- › Improvement in accessibility of skills development opportunities – online learning, flexible learning and recognition.
- › Human resource analytics are within acceptable measures – employee turnover, industrial disputes, absenteeism, training completion.
- › Employee engagement project outcomes and recommendations are embedded in planning and development.
- › Workplace and employee incidents are managed at source rather than escalated.
- › Human resources and payroll processing is manageable with allocated resources.
- › Policy and procedure enhancement.

## 9.4 Work health and safety goals and objectives 2020/2021

### 9.4.1 Objective/Goal

Riverina Water's WHS goal for 2020/2021 is to eliminate workplace risk through good safety management practices. Where elimination is not achievable/practical, all risks will be reduced to the lowest practicable level using the hierarchy of controls. Unsafe work practices are to be eliminated through a combination of safety management, updated Safe Work Method Statements and an improved safety culture.

Objectives	Means of achieving	Target/measure
Improve communication and consultation	<ul style="list-style-type: none"> <li>› Kit Kat team meetings</li> <li>› Regular face to face discussion between managers and staff</li> <li>› Provide timely and appropriate feedback on all WHS issues</li> <li>› HSC meetings to address issues raised and provide feedback</li> </ul>	<ul style="list-style-type: none"> <li>› 12 x monthly meetings held by all teams.</li> <li>› Regular manager attendance at team meetings.</li> <li>› Workgroup meetings held quarterly.</li> <li>› HSC bi-monthly meeting minutes and communication with workgroups.</li> </ul>
Elimination/reduction of workplace risks	<ul style="list-style-type: none"> <li>› Develop and implement a Risk Management Action Plan</li> <li>› Develop, monitor and review safe working practices and procedures including SWMS</li> <li>› Provide adequate resources (staff and equipment)</li> <li>› Regular workplace inspections and audits</li> <li>› Conduct audit and analysis of incidents and near misses</li> </ul>	<ul style="list-style-type: none"> <li>› RMAP activities at least 90% completion.</li> <li>› Procedures updated per schedule. SWMS reviewed and updated to reflect current and safe work methods.</li> <li>› Procedure/policy reviews at monthly team meetings.</li> <li>› Appropriate resources are allocated for the tasks required.</li> <li>› Audit and inspection schedule up to date.</li> <li>› Annual report of analysis. Register of all incidents to provide information/graphs.</li> </ul>
Raise the safety culture	<ul style="list-style-type: none"> <li>› Training of staff</li> <li>› Promotion of WHS responsibilities</li> <li>› Monitor and address WHS performance of staff and human error component of incident reports</li> <li>› Regular editions of Safety Newsflash</li> <li>› Annual Safety Breakfast – theme relevant to current or priority WHS issue/s.</li> </ul>	<ul style="list-style-type: none"> <li>› All staff trained to specified WHS requirements and levels.</li> <li>› All staff aware of their WHS role.</li> <li>› Human errors identified and addressed in incident reports. Reduced percentage of reports involving human error component.</li> <li>› Minimum of one Newsflash per month.</li> <li>› Annual safety breakfast held and feedback from employees discussed at HSC meeting.</li> </ul>

#### 9.4.2 Key performance indicators

### 9.5 Key performance indicators

Kpi	Target
Number of days lost through injury	› 0 or < previous period
Cost of workplace injuries	› Reduction in Workers Comp. Insurance premium
Percentage of sick leave to ordinary hours worked	› < State or LG sector average
Total hours worked compared to time lost through workplace injury and illness:	› IISI < previous period
No of employees undertaking training and development	› All required training is current
Total planned overtime hours compared to ordinary hours	› 100% percent of training plan completed
	› < same quarter previous year

# 10. Principal activity – equal employment opportunity

## 10.1 Equal employment opportunity – objectives and targets

To comply with standard requirements for Equal Employment Opportunity, so as to ensure all people are fairly treated in employment practices.

## 10.2 Equal employment opportunity – means of achieving

Implement and carry out the Equal Employment Opportunity policy and operational plan adopted by Council. A copy of the policy statement on the succeeding page summarises the principle provisions. Copies of the full Equal Employment Opportunity policy and Operational plan have been circulated throughout the office, works, depot and other workplace locations.

## 10.3 Equal employment opportunity – manner of assessing

Evaluation of the effectiveness will be carried out as detailed in the EEO Policy and Operational plan.

## 10.4 Key performance indicators

Number of complaints lodged:	Target = Nil
Percentage of women returning from maternity leave:	Target = 100%

# Environmental protection and efficiency



## 11. Environmental protection and efficiency

Unlike a general purpose council, Riverina Water County Council is not required to address the general state of the environment, however it is responsible for environmental protection in relation to all its works and activities. The movement and treatment of water, and the disturbance of soil during construction work must have due regard for environmental issues.

Carbon emissions are significant in our operations due to pumping and treatment processes and also fleet and plant operation.

### 11.1 Environmental protection – objectives and targets

Riverina Water draws on the surface and groundwater resource in the Murrumbidgee and Murray Valleys, and is bound by state statutes and policies, administered by the NSW Department of Environment and Heritage, and that Department's NSW Office of Water. It is essential that any water we return to the environment is of an appropriate quality.

It is also important that any water we produce and manage is governed to reduce related environmental impacts such as dry-land salinity. Over-watering in parts of Wagga Wagga will recharge groundwater and increase salinity issues closer to the river. Joint efforts with constituent councils are required to address such environmental impacts.

Any disturbance of the soil during pipe laying, or other water supply work is to be protected by recognised soil and water conservation practices during the project, and returned to a state equal or better than pre-existing on completion of the work.

Riverina Water aims to minimise the amount of electricity used, and thus contribute to programmes which reduce greenhouse gas emissions. Electricity usage is primarily based on water demands and programmes such as water demand management also contribute to reduction of greenhouse gas emissions per capita.

Council's fleet is almost exclusively diesel powered and this is considered to be the more practical and cost effective means of achieving environmental aims, when compared to petrol or hybrid vehicles.

Land and buildings owned by Riverina Water are to be cared for in an environmentally sustainable way.

Riverina Water aims to reduce wastage and make customers aware that water is a finite resource that the provision of water supply is costly, and that inefficient and wasteful practices should be eliminated.

### 11.2 Environmental protection – means to achieve

#### 11.2.1 Filtration plant effluent

Since the completion of Wagga's sludge and backwash treatment plant in 2005/06, Wagga's filtration plant discharges have been meeting its Environment Protection License (EPL) obligations for returned water into Murrumbidgee River.

Returned water from other filtration plants (Urana and Morundah) are treated and controlled via settling lagoon systems.

#### 10.2.2 Soil and water management

Courses on practical soil and water management have been completed. Practices such as site containment, storm flow and sediment control, and re-vegetation are undertaken wherever needed on work sites.

A sludge tanker and a vacuum unit are on hand and used in conjunction with under-boring, to eliminate any flow of muddy waters from the work site.

Continue close liaison with constituent councils on issues such as dry-land salinity and assist with the introduction of appropriate measures.

#### 10.2.3 Electricity use

Riverina Water will continue to work at reducing electricity consumption, by installing more efficient equipment and minimising power losses. This will assist the reduction in greenhouse gas emissions in NSW. The possible re-introduction of carbon trading schemes will also be monitored with regard to requirements on the water industry. For example, Riverina Water is a very large consumer of electricity and consumed 11.1GWh in 2016/17 and generated approximately 9.9 kilo tonnes of carbon dioxide. This is a reduction of 5% over 32 years and Riverina Water will continue in its efforts to reduce its carbon footprint.

Continuing improvement programmes include: power factor correction programs, solar site generation, and power wastage minimisation

#### 11.2.4 Native vegetation

An environmental project, to restore native vegetation and generally improve the river bank and Marshalls

Creek, at Council's Hammond Avenue property, has been completed in recent years. Further improvements will be deferred until detailed plans are developed which are consistent with the new treatment plant, new inlet works, bank stabilization and flood mitigation works.

### 11.2.5 Fleet

The replacement and purchase of vehicles will continue to consider environmental criteria. The performance and environmental benefits of the current diesel fleet will continue to be monitored.

The use of Electric and/or Hybrid vehicle options will be considered where cost effective and fit for purpose.

## 11.3 Environmental protection – manner of assessing

Strategies/Actions	Measures
Water returned to the environment from the filtration plant will be monitored for Environmental License compliance.	EPA standards achieved.
All field work-sites will be protected and restored to eliminate degradation.	No soil loss or siltation. Vegetation restored.
Soiled water from urban field site works will be returned for proper disposal.	No soiled water entering town drainage systems.
Electrical efficiency will be considered in infrastructure design and benefit costs assessments for existing installations to implement energy efficiency programmes.	Electrical efficiency taken into account. Suggested measures: Tonnes (CO <sub>2</sub> )/ ML, Tonnes (CO <sub>2</sub> )/number of connections.
Marshalls Creek environmental project to restore native vegetation and protect creek bed.	Native vegetation restored. Stable creek bed.
Fleet replacements to consider environmental criteria	

## 11.4 Key performance indicators

Strategies/Actions	Measures
Power used per megalitre of water produced	833 kWh/ML
Carbon emissions per megalitre of water produced	0.74 T/ML



# Finance and revenue





## 12. Finance and revenue – estimates: income and expenditure

The Forecast Operating Result for 2019/2020 indicates an Operating Surplus of \$10,864,000.

The Budgeted Operating Result for 2020/2021 indicates an Operating Result of \$7,680,000.

### 12.1 Notes on estimates of income and expenditure

#### 12.1.1 Financial Results and Projections

\$000	Forecast 2019/2020	Budget 2020/2021	Proposed 2021/2022	Proposed 2022/23	Proposed 2023/24
<b>Operating result</b>	10,864	7,681	15,004	7,088	7,899
<b>Increase/(decrease) net current assets</b>	(3,107)	(8,184)	846	(14,012)	(863)
<b>Net current assets</b>	32,438	24,254	25,100	11,088	10,225

#### Cost recovery

Water sales in 2006/07 reached a record level of 16,286 megalitres as the drought continued, 2010/11 saw a low of 10,010 megalitres due to wet weather. Over the last ten years the range has been 10,010 megalitres to 16,286 megalitres per annum. With our current level of funds, accepting some risk of a low sales year is not unreasonable, and from the trend analysis undertaken, water sales for 2020/2021 have been budgeted at 14,176 megalitres, the average water usage for the past 5 years.

NSW Office of Water (NOW) Best Practice Management of Water Supply guidelines have previously recommend, to encourage water conservation, high water residential customers should be subject to a stepped price increase of at least 50% for incremental usage above a level up to 600 kl/annum per household. Riverina Water had decreased this tariff step to 500 kl/annum. This is calculated on a monthly or quarterly basis, depending on the nature of the consumer.

The 2020/21 residential tariff for urban and non-urban has not been increased and remains at \$1.46 per kilolitre for the first 125 kilolitres per quarter then \$2.19 per kilolitre.

Residential Access Charges have again been retained at \$40.00 per quarter.

#### Capital works programme 2020/2021

This budget continues with the capital works programme as forecast in our Strategic Business Plan and Resourcing Strategy 2012, network modelling and more refined investigation reports, and a risk based criticality assessment. Striking the best balance between maintaining adequate infrastructure and what can be achieved in any one year with the resources allowed has always been difficult, and emphasis is placed on key projects and improving resourcing techniques to achieve delivery.

The 2020/21 capital works programme will be financed as follows:

	\$'000
a) Capital contributions	3,190
b) Revenue allocations	17,127
c) Loan funding and reserves	0
<b>Total</b>	<b>\$20,317</b>

#### **Restricted assets: cash and investment**

Assets recognised in the statement of financial position, the general purpose financial report, shall identify by way of note, those assets the uses of which are restricted, wholly or partially, by regulations or other externally or internally imposed requirements where those restrictions are relevant to assessments of the performance, financial position or financing and investing of the Council.

Council's cash and investment internal restriction included in Council's operational plan are:

A provision of 50% of the Employee Leave Entitlement has been made.

<b>Budgeted restricted cash and investment</b>	<b>\$'000</b>
Asset replacement	1,505
Sales fluctuations	5,000
Employee leave entitlements	2,134
Unexpended loans	-
Unrestricted cash and investments	11,678
<b>Estimate 30th June 2021</b>	<b>\$20,317</b>

Assumptions used in preparation of estimates

Other matters taken into consideration in the preparation of the estimates were:

- › An increase in wages and salaries of 3%
- › The trend in water sales over the previous 10 years has been analysed, and on this basis, sales have been budgeted on the average consumption of the past 5 years. The actual sales will be largely

dependent on seasonal weather conditions and continued success of Council's Demand Management Strategy.

- › The level of availability charges, water tariffs and miscellaneous charges outlined in Section 12 of this report for Urban and Non-Urban section of the fund has been utilised in the calculation of the estimated income for 2020/2021.
- › Tax equivalents, payment is included.

Dividend payments are not included in cost recovery.

## **12.2 Budget**

Financial statements summarising the anticipated result for 2019/2020 and projected budgets for 2020/21, 2021/22, 2022/23 and 2023/24 are included as Appendix "F".

## 13. Finance and revenue – charges and fees

### 13.1 Connection costs

Connection fees have two basic components – a development servicing charge (a contribution towards infrastructure based on the potential increase in demand on the system), and a Service Connection Fee (the (averaged) cost of physically installing the connection and meter). Land developers are also required to meet the reticulation costs.

### 13.2 Development servicing charge

The Development Servicing Plan (DSP) was prepared in accordance with New South Wales Office of Water (NOW) guidelines and adopted by Council in June 2013.

In accordance with the DSP, the Developer charge for 2020/2021 is \$5,053 per equivalent tenement. (E.T)

Equivalent tenement figures for developments will be determined in accordance with “Section 64 Determinations of equivalent tenements guidelines” published by the NSW Water Directorate.

In applying these guidelines the following multipliers will be used to determine Local E.T.'s:-

Development type	Local ET multiplier	DSP reference
Single residential	Recommended ET	Table 1
Multi residential	0.7 x Recommended ET	
Rural (Stock and domestic) up to 25mm service	Recommended ET (will typically be that for a large residential Lot > 2000m <sup>2</sup> )	Table 1
Rural (Stock and domestic) greater than 25mm service	$\frac{(\text{meter size})^2}{25^2} \times \text{Recommended ET}$	Table 1
Commercial/Industrial	0.7 x Recommended ET OR Assessed peak day demand ÷ 3.8 kl	Tables 2 and 3

The methodology to calculate the number of E.T.'s for a development is to primarily use the NSW Water Directorate guidelines, as referred to in this Operational Plan. However, it is only when these guidelines do not address the type of development is the alternate method used, where we assess peak day demands and divide by 3.8kl.

The developer charge for any newly created parcel of land or development will be based on a minimum of one E.T.

### 13.3 Large service infrastructure contribution

Prior to the Development Servicing Plan, there were minimum infrastructure charges set for larger service. The infrastructure charges have now been replaced by the E.T. based Development Servicing Charge (DSC).

Notwithstanding this, minimum assumed E.T.'s have been set for larger service sizes. The minimum DSC for a 100mm service will be calculated on the basis of 4 E.T.

For other service sizes refer to table at the end of Section 13.8.1.

### 13.4 Service connection fee

The average cost of physically connecting allotments in Wagga Wagga is \$1,390. The costs for larger services and rural services are set out in Section 13.8.2.

### 13.5 Service connection fees - multiple units

Multiple units will incur a development charge as per Section 13.2 above. The cost of the physical service will be \$1,390 for the first unit and \$278 for each additional unit connected to the same service, and \$1,390 for each free standing unit, with separate services. Riverina Water will determine the service size in consultation with the developer.

### 13.6 Service connection fees - rural connections

The service connection fee for rural connections is based on average installation costs and is set out in Section 13.8.2. The service connection fee is in addition to the development servicing charge.

Where water reticulation mains or spur lines need

upgrading or extending due to a new connection, an additional capital contribution is calculated on an individual basis.

### 13.7 Reticulation mains construction and costs

Land developers are required to meet the full cost of reticulation mains construction within the area being developed. Minimum reticulation main sizes will be 100mm diameter in residential areas and 150mm diameter in commercial/Industrial areas. Riverina Water will meet the additional cost of increased diameter pipes laid by Riverina Water to provide flow through the area to serve other land.

### 13.8 Recommended fees

The two connection cost components are documented in:-

- › Section 13.8.1 Development Servicing Charges, and
- › Section 13.8.2 Service Connection Fees.

#### 13.8.1 Recommended development servicing charges

##### Urban (residential) development servicing charge

**Note:** This charge is in addition to the applicable service connection fee.

Urban – including township and village – single residential lots	Tax	Cost per lot (based on lot size)		
		<450m2	450 - 2000m2	>2000m2
Lots where developers have prepaid the fees appropriate at time of development		Nil - (note only applies for a single residence on the lot)		
Lots (not prepaid) existing prior to 01/01/1994 and 2nd or subsequent services (only where availability fees are being paid)	N	1st Service - Nil - (note only applies for a single residence on the lot) 2nd and subsequent service based on \$5,053 per E.T.		
Lots (not prepaid) created since 01/01/1994	N	\$5,053	\$5,053	\$6,063

Urban - including township and village - multiple residential units	Price for multiple units	
Lots where developers have prepaid the fees	Nil - provided correct charges have been prepaid	
Lots (not prepaid) existing prior to 01/01/1994	N	Fee applicable for newly created lots less \$5,053
Lots (not prepaid) created since 01/01/1994		

Multi-residential lots (medium density 1-2 storey)	Developer charge per dwelling	
Dual occupancy – 1 Bedroom		
Dual occupancy – 2 Bedrooms	N	\$5,053 if lot size > 450m2 per dwelling
Dual occupancy – 3 or more Bedrooms		
Duplex – 1 Bedroom		
Duplex – 2 Bedrooms		Units priced, as below, if lot size <450m2 per dwelling
Duplex – 3 or more Bedrooms		
Units - 1 Bedroom	N	\$2,021
Units – 2 Bedrooms	N	\$3,032
Units – 3 Bedrooms	N	\$4,043

Multi-residential lots (high density >2 storey)	Developer charge per dwelling	
Multi storey apartments – 1 Bedroom	N	\$1,668
Multi storey apartments – 2 Bedrooms	N	\$2,527
Multi storey apartments – 3 or more Bedrooms	N	\$3,382

Note: The minimum developer servicing charge per lot is \$5,053

Urban - additional costs (to be read in conjunction with the DSP)		
Lots which require significant supply mains in advance of sequential development.	N	An amount calculated to recoup the cost of the supply main

## Rural development servicing charges

**Note:** These charges are in addition to the applicable service connection fee

The Development Servicing Charge for rural connections is based on E.T.'s determined from service size. The following charges relate to properties greater than 2000m<sup>2</sup>. For smaller rural properties divide the listed charge by 1.2

Rural location	Tax	Price per service connection				
		20mm	25mm	*32mm	*40mm	*50mm
		\$	\$	\$	\$	\$
Rural pipelines **	N	6,063	6,063	9,933	15,522	24,254

### Additional costs

\* The availability of a service connection greater than 25mm diameter is dependent on the capacity to supply within the reticulation network and must have Engineering Approval

\*\* If a tapping direct to Goldenfields Water County Council large diameter main is required, the customer must arrange this with GWCC. They will be a GWCC customer

**Note:** Due to limitations of existing reticulation a capital contribution towards upgrading may also be required for some rural connections, calculated on an individual basis.

## Commercial or industrial development servicing charges

**Note:** These charges are in addition to the applicable service connection fee

Development Servicing Charges for Industrial or Commercial developments are based on a charge of \$5,053 per E.T. (Equivalent Tenement).

For **Industrial Development**, E.T.'s will be calculated by one of the following 2 methods – whichever gives the Higher E.T.

**Method 1:** Use the Water Directorate Guidelines, and multiply the recommended E.T. value by a factor of 0.7.

**Method 2:** Where the Water Directorate Guidelines are silent about the particular type of development, calculate the E.T. by dividing the assessed peak day demand by 3.8 kilolitres. (e.g. a peak day demand of 19 kilolitres = 5 E.T.)

**Note:** At the time of subdivision, if no development type is specified, the Developer Servicing Charge will be based on 1 E.T. per Lot. The charges will then be re-assessed when the owner makes application for connection to the water supply.

For **Commercial Development**, E.T.'s will be calculated according to the Water Directorate Guidelines, in particular Table 2, and by multiplying the recommended E.T. Value by a factor of 0.7

### Note:

- (1) At the time of requesting a service connection, the applicable E.T.'s will be recalculated and credit will be given for any previously paid E.T.'s.
- (2) Notwithstanding all of the above, there will be a minimum Development Servicing Charge of \$5,053 per Lot, and the following minimum development servicing charges will apply to each service connection, based on service connection size.

Service size	Tax	<80mm	80mm	100mm (minimum 4 E.T.)	150mm	200mm
Minimum charge	N	\$5,053	\$12,936	\$20,212	\$45,475	\$80,845

## 13.8.2 Recommended service connection fees

### Urban service connection

**Note:** This fee is in addition to the Developer Servicing Charge

The following urban connection fees include the costs of providing a tapping from a water main, service pipe to property boundary and the corresponding size water meter, and in the case of 20mm and 25mm services a household tap adjacent to the meter.

Urban - including township and village - single residential/commercial/ industrial developments	Tax	Price per service connection for single unit				
		20mm	25mm	*32mm	*40mm	*50mm
Lots where developers have prepaid the fees appropriate at time of development	N	NIL	\$550	\$1,097	\$1,829	\$2,440

All other lots including 2nd or subsequent services	N	\$1,390	\$1,940	\$2,487	\$3,219	\$3,830
---	---	---------	---------	---------	---------	---------

\* The availability of a service connection greater than 25mm is dependent on capacity to supply with the reticulation network and must have Engineering Approval.

Urban - including township and village - multiple residential units		Price for multiple units					
		1 unit	2 units	3 units	4 units	5 units	Extra units
Lots where developers have prepaid the fees		No additional Service Connection Charge provided correct fees as per the following line have been paid					

All other lots including 2nd or subsequent services	N	\$1,390	\$1,668	\$1,946	\$22,224	\$2,502	\$278
---	---	---------	---------	---------	----------	---------	-------

These prices apply to multi-unit residential developments provided for by water connection(s) at any one time, and include the cost of bulk and individual meters. In the case of individual metering of strata units, the owner is responsible for internal plumbing required.

### Urban - additional costs

a) Where Baylis Street pavers need to be disturbed.	N	As per WWCC charges
b) Where the service requires a rail crossing and approval from the Railway Authorities	N	The fees and charges that rail authority imposes
c) Where the service connection generates other similar extraordinary costs	N	A fee assessed on a similar basis
Road underboring	N	\$127.00 per metre

## Rural service connection

The following rural service connection fees include the tapping, provision of service pipe for a distance not greater than 40 metres, and the water meter. The service connection and meter will generally be located adjacent to or within the road reserve containing the water main.

All plumbing work, including installations on private property must be carried out by a licensed plumber engaged by the customer. This includes the component of a service line beyond the 40 metres included in the fee.

Rural location	Tax	Price per service connection				
		20mm	25mm	*32mm	*40mm	*50mm
		\$	\$	\$	\$	\$
<b>Rural pipelines **</b>	N	1,585	2,138	2,673	3,422	4,063

**Walbundrie to Rand Pipeline  
Urangeline/Bidgeemia Rural  
Scheme and other rural schemes**

Refer to Engineering staff regarding availability and costing for these schemes

Some rural spur lines incur additional costs.  
Refer to Engineering or Customer Services Officer.

### Additional costs

Where the service requires a rail crossing and approval from the Railway Authorities	N	The fees and charges that rail authority imposes
Where the service connection generates other similar extraordinary costs	N	A fee assessed on a similar basis
Road underboring	N	\$127.00 per metre

\* The availability of a service connection greater than 25mm diameter is dependent on the capacity to supply within the reticulation network and must have Engineering Approval.

\*\* If a tapping direct to Goldenfields Water County Council large diameter main is required, the customer must arrange this with GWCC. They will be a GWCC customer.

**Note:** Due to limitations of existing reticulation a capital contribution towards upgrading may also be required for some rural connections, calculated on an individual basis.

## Large service connections

This is the actual cost of installing the service connection and will be determined on a case by case basis.



## 13.9 Availability and usage charges

The availability and usage charges as used in preparing the estimates are detailed in the following schedules.

### 13.9.1 Availability charges for 2020/21

for the Wagga Wagga Urban Area are the same level as the rural towns and villages.

#### Availability charge per property, residential, strata unit or customer

Domestic	GST	Per Quarter
Built upon or connected property	N	\$40
Each additional dwelling erected on each parcel of property	N	\$40
Vacant land not connected (within 225 metres or adjacent to a main) - urban only	N	\$17.50
Commercial/Industrial		
Built upon or connected property	N	\$45
Non-metered connected premises	N	\$90
Each additional strata unit	N	\$45
Other		
Government departments, including police stations, court houses, schools, staff housing, public offices, etc	N	\$45
Churches and similar "non-rateable" property	N	Usage charge only
Additional fee for separate fire service connected	N	\$45

\* Customers serviced through Goldenfields Water County Council will be charged at the relevant rate.

**Note:** A rural property comprises of all adjacent or adjoining land held under the one ownership.

### 13.9.2 Usage charges for 2020/21 are as follows:

Water Tariffs \$ per kilolitre	GST	2019/2020	2020/2021
<b>General tariff</b>			
All users (except as detailed below)	N		
First 125 kls per quarter		1.46	1.46
Balance per kilolitre per quarter		2.19	2.19
<b>Strata title units and flats</b>			
First 125 kls per quarter per unit	N	1.46	1.46
Balance per kilolitre per quarter		2.19	2.19
(For Strata complexes and Flats where units are not individually metered the total metered consumption will be evenly apportioned between units)			
<b>Industrial tariffs</b> for processing and manufacturing industries as well as livestock marketing centres with consistent year round usage connected since 01/07/2009			
First 41 kls per month	N	1.46	1.46
Balance above 42 kls per month		2.19	2.19
Balance above 3,000 kls per month		2.19	2.19
Applicable to large scale processing and manufacturing industries as well as livestock marketing centres with consistent year round usage and specifically approved by Council			
First 3,000 kls per month	N	1.46	1.46
Balance above 3,000 kls per month		1.46	1.46
<b>Commercial tariff</b>			
All users (except as detailed below)	N		
First 125 kls per quarter/41 kls per month		1.46	1.46
Balance per kilolitre per quarter		2.19	2.19
<b>Community facilities</b>			
Hospitals, Schools / TAFE / University	N	1.46	1.46
Parks and gardens, Council swimming pools			
<b>Non-potable water</b>			
First 125 kls per quarter	N	0.73	0.73
Balance per kilolitre per quarter		1.09	1.09
<b>Metred supply to standpipe</b> agents or constituent Councils	N	2.05	2.05

<b>Supply from fixed standpipe and water filling stations</b> (Minumum charge \$10.00 when via an Agent)	N	3.24	3.24
<b>Bulk supply</b> Application of this tariff will be at the discretion of the Council	N	1.46	1.46
<b>Primary producers tariff</b> Applicable to all rural services along Council's trunk mains	N	1.46	1.46
<b>Rebates</b>			
Eligible Pensioner		\$30.00 per quarter	
Kidney Dialysis Machine Users		20 kls per quarter	

\* Customers serviced through Goldenfields Water County Council will be charged at the relevant rate'.

**Note:** Water used for fire-fighting purposes will not be charged. If applicable, it is the responsibility of the customer to notify Council, in order for the necessary billing adjustments to be made.

**Note:** With regard to Industrial Tariffs, referred on the previous page, Consistent use is deemed to be when individual monthly consumption is between .75 and 1.25 times the average monthly consumption based on the previous 12 month rolling average.

## 13.10 Other charges

### 13.10.1 Sundry fees and charges

Sundry fees and charges	GST	2019/2020	2020/2021
Search/enquiry certificate fee - s603 (as for property transfer)	N	\$85	\$85
Fee for providing information in writing, including special meter reading	N	\$78	\$78
Formal GIPA access application	N	\$30.50	\$30.50
Formal GIPA processing Fee	N	\$65 per hour	\$65 per hour
Reconnection fee - requires new service fee	N	Appropriate connection fee	Appropriate connection fee
Reconnection fee - new service not required	N	\$173.50 + cost of meter if required	\$173.50 + cost of meter if required
Remove flow restricting device	N	\$173.50	\$173.50
Meter repairs - s636 LG Act	Y	\$112 per hour	\$112 per hour
Meter test deposit	N	\$76	\$76
Test fees for backflow prevention devices			
RPZ devices	N	\$116.50	\$116.50
Other devices	N	\$92.50	\$92.50
Leak detection ( Minimum 1 hour)	Y	\$112 per hour	\$112 per hour
Water main locating involving potting or excavation	N	\$112 per hour	\$112 per hour
Dishonoured payments fee	N	Relevant bank fee incurred	Relevant bank fee incurred
Interest on overdue accounts			
Annual		7.5%	-
1 July 2020 – 31 December 2020		-	0%
1 January 2021 – 30 June 2021		-	7.5%
Written quotation fee (refundable upon proceeding with work)	Y	\$0	\$85
Service call	Y	\$112 per hour	\$112 per hour
Plumbing permit including standard inspections	N	\$112	\$112

Additional plumbing inspection due to non-compliance	N	\$183	\$183
Non-compliance with water restrictions	N	\$258	\$258
Water filling station access	N	\$295	\$295
Replacement water filling station key	Y	\$60	\$60
Pressure and flow analysis application fee	N	\$180	\$180
Clearing of shrubs and small bushes	Y	\$112 per hour	\$112 per hour
Repair to damaged water main	N	Actual costs plus 20%	Actual costs plus 20%
Private works	Y	Actual costs plus 20% unless a fixed quotation	Actual costs plus 20% unless a fixed quotation
Print/copy A4 single sided black and white	Y	\$0.45	\$0.45
Print/copy A4 single sided colour	Y	\$2.50	\$2.50
Print/copy A3 single sided black and white	Y	\$0.95	\$0.95
Print/copy A3 single sided colour	Y	\$3.25	\$3.25
Copy of water notice	Y	\$11	\$11
Copy of financial data on properties	Y	\$10	\$10
Copy of 603 certificate administration	Y	\$11	\$11
Fee for reallocation of electronic payment	Y	\$10	\$10

### 13.10.2 Key performance indicators

Level of water accounts overdue compared to water sales for previous 12 months: Target < 5%

Level of sundry debtor accounts overdue compared to debtors raised for previous 12 months: Target < 5%

# 14. Finance and revenue – pricing policy

Riverina Water supports a pricing system, which is equitable and reflects the actual cost of the service provision over the long term. Cross-subsidisation between classes of customers is to be minimised, however some standardisation of pricing is necessary to avoid unreasonable charges for remote areas. The township and rural pricing of water was equalized in 2012/2013.

Service connection fees include a much wider differential, so that the non-urban areas meet additional costs related to the longer lengths of service lines required.

The pricing systems should be transparent, and understandable, and an excessive number of different tariffs is to be avoided.

The abandonment of rating and water allowances and the introduction of access (availability) and usage charges in 1994 was undertaken after a thorough examination of numerous pricing combinations.

To introduce a stepped (inclining block) tariff for all categories of consumers except certain community based facilities such as hospitals, education facilities, parks and gardens, primary producers and council swimming pools. All existing commercial and industrial users progressed to the full stepped tariff in 2013/2014, unless specifically exempted by Council.

The stepped tariff will also act as one of the incentives to conserve water.

This will be again reviewed in the future when other demand strategies have been developed according to Integrated Water Cycle Management Plan.

Strategies/Actions	Measures
Stepped tariff, subject to some concession for large year round users.	Stepped pricing applied.
New capital works are to continue to require capital contributions from developers. Specific works will be at full cost to the developer while headworks will be partly developer and partly water sales funded, as per the Development Servicing Plan.	Funding balance achieved.

## 15. Finance and revenue – charges for work on private land

Riverina Water County Council does not seek nor carry out significant amounts of work on private land, however occasionally it is of mutual benefit to do so.

When work for other parties or an individual is carried out, the charges are based on:

Preparation of a fixed quotation, or

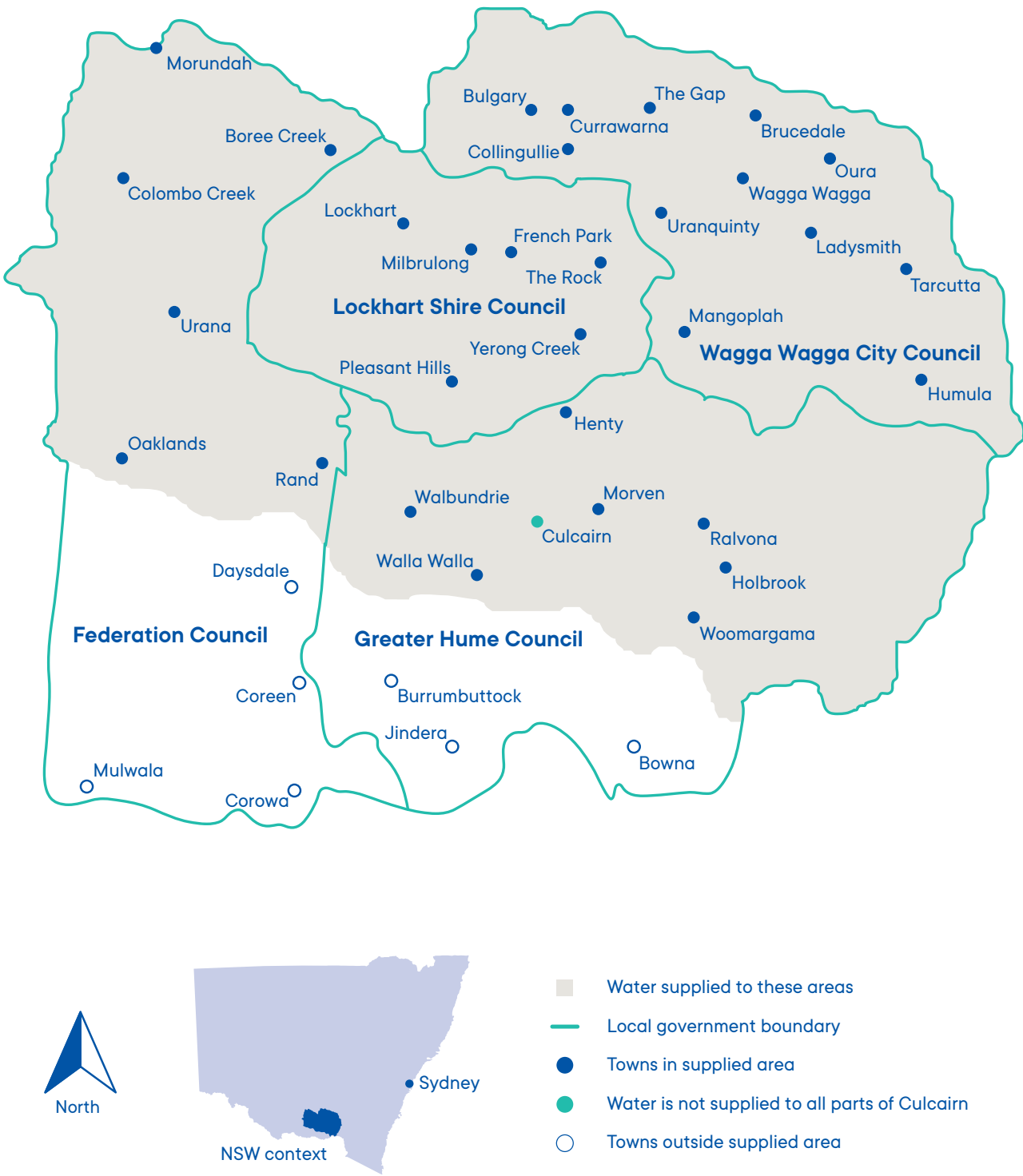
Actual costs including overheads + 20%

In both cases, charges include:

- › labour costs
- › labour overheads
- › engineering overheads
- › materials used
- › stores overheads
- › purchases and hired equipment
- › RWCC equipment hire

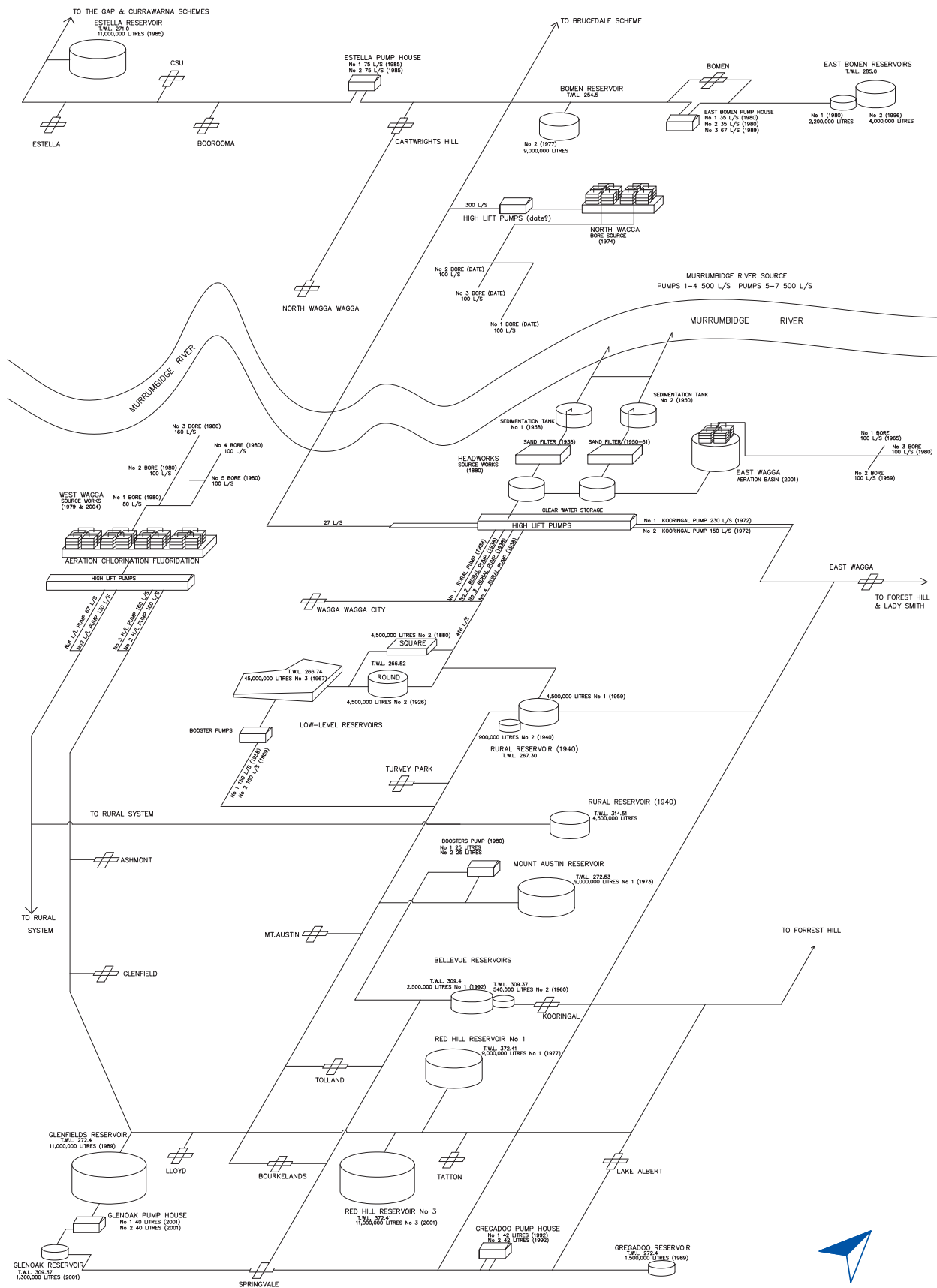
# Appendices

## Appendix A - Area of supply





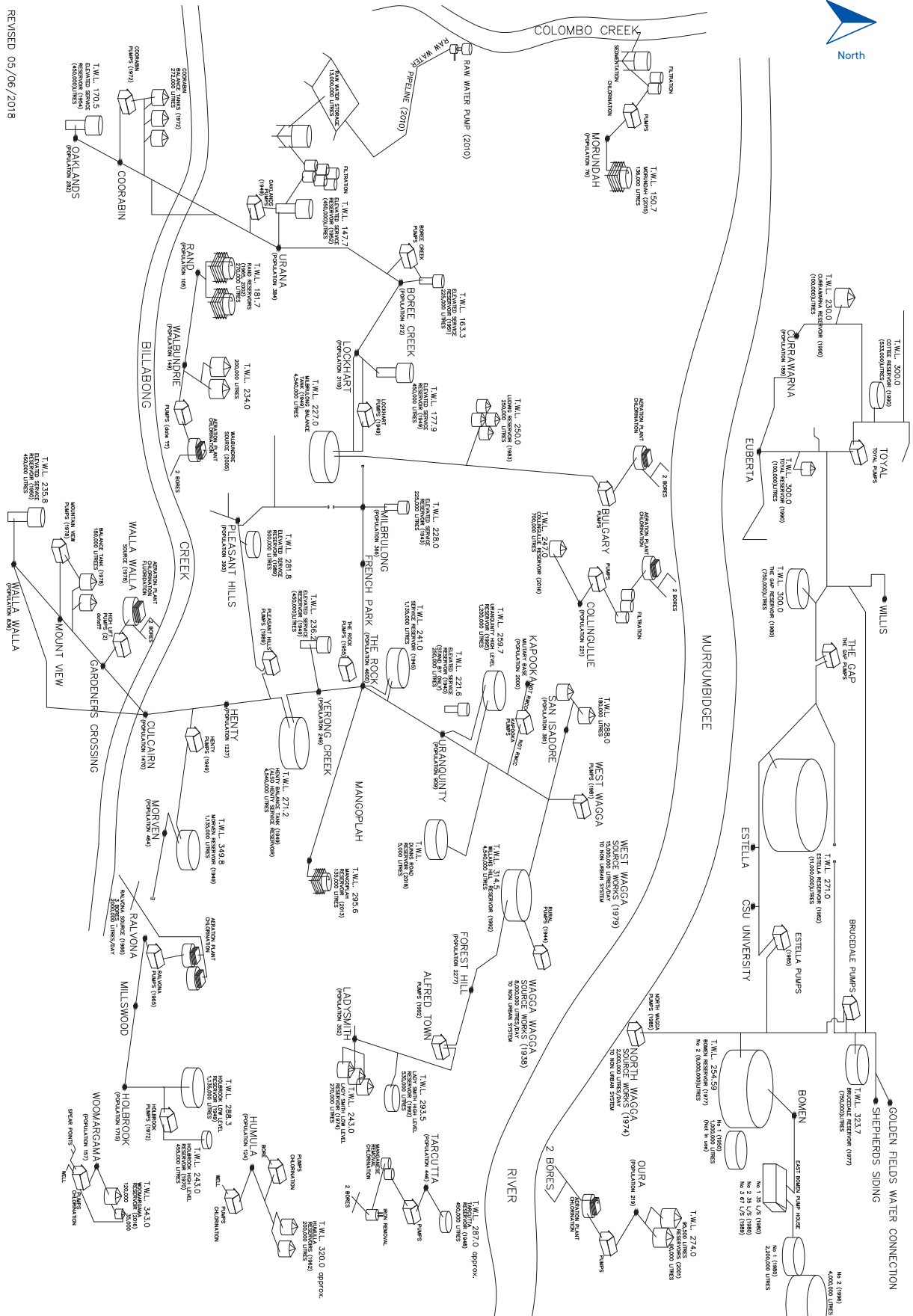
## Appendix B - Wagga Wagga distribution scheme



REVISED 05/06/2017

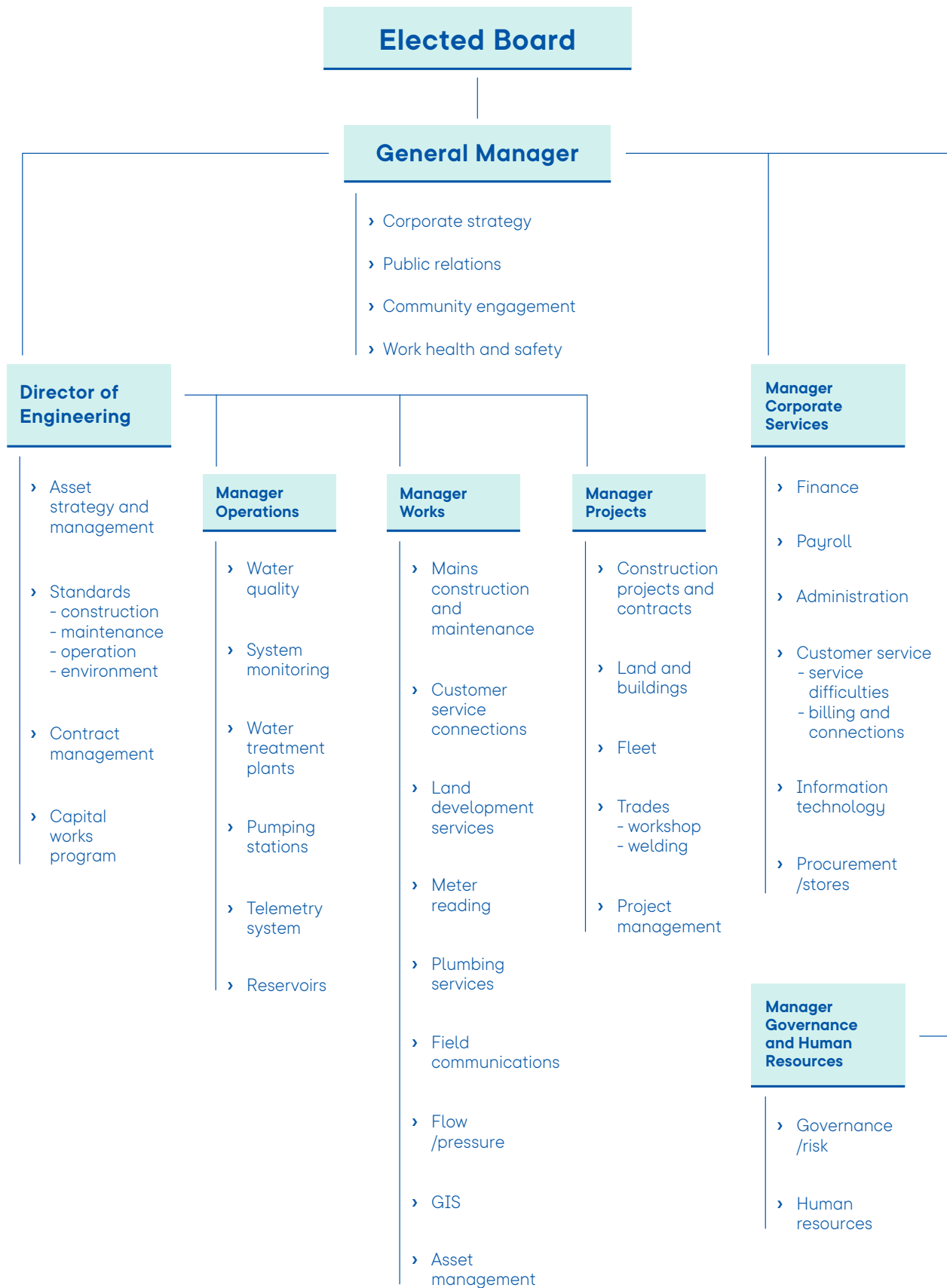


## Appendix C - Non-urban distribution scheme



REVISED 05/06/2018

## Appendix D - Organisational structure



## Appendix E - Capital works plan

Description	Current year		Projected years		
	2019/20 \$	2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$
<b>Management</b>					
<b>Land and buildings for admin, depots and workshops</b>					
Administration office	75,045	160,000	200,000	-	-
Depot buildings	488,740	1,250,000	1,500,000	150,000	150,000
Access, parking and landscaping	853,271	635,000	250,000	2,500,000	1,250,000
<b>Sub-total land and buildings for admin depots and workshops</b>	<b>1,417,056</b>	<b>2,045,000</b>	<b>1,950,000</b>	<b>2,650,000</b>	<b>1,400,000</b>
<b>Plant and equipment</b>					
It equipment	227,570	2,244,000	244,000	244,000	244,000
Office furniture and equipment	9,377	8,623	4,000	4,000	4,000
Working plant and vehicle purchases	1,372,013	1,130,000	960,000	935,000	985,000
Fixed plant tools and equipment	25,000	35,000	-	-	-
Telemetry and control systems upgrade	754,525	482,000	25,000	25,000	25,000
Radio communications Upgrade/replacements/improvements	94,939	-	25,000	-	25,000
Energy efficiency and cost minimisation	200,973	500,000	14,800,000	8,000,000	-
<b>Sub-total plant and equipment</b>	<b>2,684,397</b>	<b>4,399,623</b>	<b>16,058,000</b>	<b>9,208,000</b>	<b>1,283,000</b>
<b>Intangibles</b>					
Water licences	300,000	-	-	-	-
<b>Total management</b>	<b>4,401,453</b>	<b>6,444,623</b>	<b>18,008,000</b>	<b>11,858,000</b>	<b>2,683,000</b>
<b>Sources</b>					
Bores - renew/refurbish/decommission	90,000	715,000	300,000	195,000	-
Source works general improvements	21,166				
Switchboards improvements/replacements	-	5,000			
<b>Total sources</b>	<b>111,166</b>	<b>720,000</b>	<b>300,000</b>	<b>195,000</b>	<b>-</b>

Treatment plants					
Aeration tower replacements	25,000	60,000	-	-	-
Aeration tower covers	481,243	168,000	-	-	-
Specific treatment plant improvements	137,455	55,000	230,000	-	15,000
Treatment plant refurbishments	1,009,059	4,870,000	1,140,000	1,650,000	550,000
Laboratory facilities upgrade	6,236	-	-	-	-
<b>Total treatment plants</b>	<b>1,658,993</b>	<b>5,153,000</b>	<b>1,370,000</b>	<b>1,650,000</b>	<b>565,000</b>

Pumping stations					
Pump stations renewal/refurbish/upgrade	10,000	180,000	310,000	50,000	-
Pump and motor maintenance/replacements	75,892	30,000	30,000	30,000	30,000
<b>Total pumping stations</b>	<b>85,892</b>	<b>210,000</b>	<b>340,000</b>	<b>80,000</b>	<b>30,000</b>

Reservoirs					
General improvements	106,025	10,000	65,000	110,000	110,000
New/replacement reservoirs	6,992,567	670,000	1,950,000	4,000,000	3,000,000
Reservoirs - refurbish	31,000	70,000	-	-	-
Reservoirs - upgrade ladders and access	-	25,000	-	25,000	25,000
Reservoir magflows	56,000	39,000	25,000	25,000	25,000
Asset demolition	-	110,000	70,000	-	-
<b>Total reservoirs</b>	<b>7,185,592</b>	<b>924,000</b>	<b>2,110,000</b>	<b>4,160,000</b>	<b>3,160,000</b>

Mains, services and meters					
Mains					
System improvements	1,180,000	900,000	1,970,000	1,200,000	1,350,000
Reticulation for developers (including other extensions)	710,000	860,000	860,000	860,000	1,060,000
Renew reticulation mains	805,000	1,450,000	1,300,000	1,200,000	2,050,000
Renew trunk mains	909,143	2,225,000	1,475,000	2,875,000	2,075,000
<b>Sub-total mains</b>	<b>3,604,143</b>	<b>5,435,000</b>	<b>5,605,000</b>	<b>6,135,000</b>	<b>6,535,000</b>

Services					
Service Connections, new including Meters	450,000	550,000	550,000	550,000	550,000
Renew services	170,000	330,000	330,000	330,000	330,000
<b>Sub-total services</b>	<b>620,000</b>	<b>880,000</b>	<b>880,000</b>	<b>880,000</b>	<b>880,000</b>
Meters					
Water meters replacement	180,000	200,000	200,000	200,000	350,000
Remote monitoring	80,251	325,000	325,000	325,000	325,000
Water filling stations upgrade	51,369	-	-	-	-
Water filling stations new	25,000	25,000	25,000	25,000	25,000
<b>Sub-total meters</b>	<b>336,620</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	<b>700,000</b>
<b>Total mains, services and meters</b>	<b>4,560,763</b>	<b>6,865,000</b>	<b>7,035,000</b>	<b>7,565,000</b>	<b>8,115,000</b>
<b>Totals</b>	<b>18,003,859</b>	<b>20,316,623</b>	<b>29,163,000</b>	<b>25,508,000</b>	<b>14,553,000</b>

## Appendix F - Budgeted financial statements - 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24

Income statement	Current year		Projected years		
	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
<b>Income from continuing operations</b>					
<b>Revenue:</b>					
Rates and annual charges	5,046	5,117	5,117	5,117	5,117
User charges and fees	26,196	23,833	23,833	23,833	23,833
Interest and investment revenue	300	300	300	300	300
Other revenues	287	345	345	345	345
Grants and contributions provided for operating purposes	225	225	225	225	225
Grants and contributions provided for capital purposes	3,941	3,190	10,404	3,090	3,091
<b>Total income from continuing operations</b>	<b>35,995</b>	<b>33,010</b>	<b>40,224</b>	<b>32,910</b>	<b>32,911</b>
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	9,095	9,371	9,699	10,039	10,390
Borrowing costs	488	387	641	497	416
Materials and contracts	4,387	4,029	3,678	3,807	3,940
Depreciation and amortisation	6,100	6,350	6,464	6,581	6,699
Other expenses	5,061	5,193	4,739	4,900	3,567
<b>Total expenses from continuing operations</b>	<b>25,131</b>	<b>25,330</b>	<b>25,221</b>	<b>25,824</b>	<b>25,012</b>
<b>Operating result from continuing operations</b>	<b>10,864</b>	<b>7,680</b>	<b>15,003</b>	<b>7,086</b>	<b>7,899</b>
<b>Net operating result for the year</b>	<b>10,864</b>	<b>7,680</b>	<b>15,003</b>	<b>7,086</b>	<b>7,899</b>
<b>Net operating result before grants and contributions provided for capital purposes</b>	<b>6,923</b>	<b>4,491</b>	<b>4,600</b>	<b>3,998</b>	<b>4,809</b>

## Appendix F - Budgeted financial statements - 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24

Balance sheet	Current year		Projected years		
	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	25,482	17,718	18,359	4,756	3,808
Receivables	4,106	3,917	4,351	3,858	3,857
Inventories	2,851	2,619	2,391	2,474	2,561
<b>Total current assets</b>	<b>32,439</b>	<b>24,254</b>	<b>25,101</b>	<b>11,088</b>	<b>10,226</b>
<b>Non-current assets</b>					
Infrastructure, property, plant and equipment	372,038	386,004	405,048	423,975	431,829
Intangible assets	7,602	7,602	7,602	7,602	7,602
<b>Total non-current assets</b>	<b>379,640</b>	<b>393,606</b>	<b>412,650</b>	<b>431,577</b>	<b>439,431</b>
<b>Total assets</b>	<b>412,079</b>	<b>417,860</b>	<b>437,751</b>	<b>442,665</b>	<b>449,657</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Payables	1,314	1,308	1,253	1,292	1,204
Income received in advance	372	340	340	340	340
Borrowings	1,860	1,964	2,211	821	864
Provisions	4,406	4,406	4,406	4,406	4,406
<b>Total current liabilities</b>	<b>7,952</b>	<b>8,018</b>	<b>8,210</b>	<b>6,859</b>	<b>6,814</b>
<b>Non-current liabilities</b>					
Borrowings	5,399	3,434	8,128	7,307	6,443
<b>Total non-current liabilities</b>	<b>5,399</b>	<b>3,434</b>	<b>8,128</b>	<b>7,307</b>	<b>6,443</b>
<b>Total liabilities</b>	<b>13,351</b>	<b>11,452</b>	<b>16,338</b>	<b>14,166</b>	<b>13,257</b>
<b>Net assets</b>	<b>398,728</b>	<b>406,408</b>	<b>421,413</b>	<b>428,499</b>	<b>436,400</b>



Equity					
Retained earnings	146,241	153,922	168,926	176,014	183,913
Revaluation reserves	252,486	252,486	252,486	252,486	252,486
Council equity interest	398,727	406,408	421,412	428,500	436,399
<b>Total equity</b>	<b>398,727</b>	<b>406,408</b>	<b>421,412</b>	<b>428,500</b>	<b>436,399</b>

## Directory

### Headquarters

91 Hammond Avenue Wagga Wagga

### Postal address

PO Box 456 Wagga Wagga 2650

### E-mail

admin@rwcc.nsw.gov.au

### Web

www.rwcc.nsw.gov.au

### Telephone

(02) 6922 0608 (all hours)

### Office hours

8.30am to 4.30pm  
Monday to Friday

### Bank

National Australia Bank Ltd

### External auditors

NSW Audit Office

### Internal auditors

National Audits Group

### Emergency

Wagga Wagga

**(02) 6922 0608 (all hours)**

The Rock

**(02) 6922 0608 (all hours)**

Lockhart

**(02) 6922 0608 (all hours)**

Uranquinty

**(02) 6922 0608 (all hours)**

Urana/Oaklands

**(02) 6922 0608 (all hours)**

Culcairn/Holbrook/Walla Walla

**(02) 6922 0608 (all hours)**

## Customer information – payment facilities



### Telephone

Australia Post

Telephone Billpay



### Billpay

Please call **13 18 16** to pay your bill using your credit card, or register to pay using your savings or cheque account from your bank, building society or credit union. Please have your water account ready as you will be required to key in payment details. **Your Billpay code and reference number is located beside the Australia Post symbol on the front of your account.** This service is available 7 days a week, 24 hours per day. **(For the cost of a local call).**



### Credit cards

Ring the **13 18 16** number as listed above.



### To pay by the internet

[www.postbillpay.com.au](http://www.postbillpay.com.au)

(Access to this option is also available via Council's Internet site listed above).



### Bpay

Phone your participating Bank, Credit Union or Building Society to make this payment from your cheque, savings or credit card account. **Your Biller Code and Reference Number is located beside the BPAY symbol located on the front of your account.**



### Mail

Send cheques to PO Box 456, Wagga Wagga with the "tear off payment slip". Keep the top portion of the account (with details of cheque etc.) for your record. No receipts will be issued unless the whole of the account is returned with the cheque.



### In person

Bring your account with you to pay at Australia Post Shops or Post Offices anywhere throughout Australia. Riverina Water County Council office at 91 Hammond Avenue, Wagga Wagga.



## R3 Determination of remuneration fees for Board members and Chairperson 2020/21

**Organisational Area** Governance and Human Resources

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

**Summary** The Local Government Remuneration Tribunal has now determined council categories for the next 3 years, and set fees for 2020/21. This report advises that there will be no increase in Board member and Chairperson fees for 2020/21 as determined by the Tribunal.

---

**RECOMMENDATION** that the report on determination of remunerations fees for Board members and Chairperson for 2020/21 as set by the Local Government Remuneration Tribunal be noted

### Report

Section 239 of the Local Government Act 1993 (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to determine the categories of Councils and Mayoral offices at least once every three years. In accordance with the LG Act the Tribunal undertook a review of the categories and allocation of Councils into each of those categories as part of the 2020 review.

In reviewing the categories, the Tribunal examined a range of statistical and demographic data and considered the submissions of Councils and Local Government NSW (LGNSW). Having regard to that information, the Tribunal has determined to retain a categorisation model which differentiates Councils primarily on the basis of their geographic location, and the other factors including population, the sphere of the Council's economic influence and the degree of regional servicing. Riverina Water County Council's categorisation has not changed.

Following determination of the categories and allocation of Councils to those categories Section 241 of the LG Act states that annual fees are to be paid to councillors and chairpersons in accordance with those categories.

While the Tribunal is required to give effect to the Government's wages policy in the making of this determination, it is open to the Tribunal to determine an increase of up to 2.5% or no increase at all. Given the current economic and social circumstances, the Tribunal has determined that there be no increase in the minimum and maximum fees applicable to each existing category.

Council at its February 2018 meeting resolved (Res 18/11) that councillors' and chairperson's annual fee be set at 100% of the maximum allowable, as determined annually by the Tribunal. As Riverina Water has not changed its existing category, there will be no change to Board member and Chairperson fees for 2020/21.

#### Fees for general purpose and County Councils 2020/2021

Pursuant to s241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2020 are determined as follows:

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	27,640	40,530	169,100	222,510
	Major CBD	18,430	34,140	39,160	110,310
	Metropolitan Large	18,430	30,410	39,160	88,600
	Metropolitan Medium	13,820	25,790	29,360	68,530
	Metropolitan Small	9,190	20,280	19,580	44,230
General Purpose Councils - Non-metropolitan	Major Regional City	18,430	32,040	39,160	99,800
	Major Strategic Area	18,430	32,040	39,160	99,800
	Regional Strategic Area	18,430	30,410	39,160	88,600
	Regional Centre	13,820	24,320	28,750	60,080
	Regional Rural	9,190	20,280	19,580	44,250
	Rural	9,190	12,160	9,780	26,530
County Councils	Water	1,820	10,140	3,920	16,660
	Other	1,820	6,060	3,920	11,060

The member and chairperson fees are paid in monthly instalments in arrears.

#### Financial Implications

Nil

#### Risk Considerations

Corporate Governance and Compliance	
Avoid	Council will avoid risks relating to corporate governance and compliance including procedural/policy, legal and legislative compliance

## R4 Determination of remuneration fees for independent members of the Riverina Water ARIC 2020/21

**Organisational Area** Governance and Human Resources

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

**Summary** The Local Government Remuneration Tribunal has now determined set fees for 2020/21. Subsequently, this report recommends no increase in independent member and Chairperson fees for 2020/21 for the Riverina Water Audit Risk & Improvement Committee in line with that determination.

---

**RECOMMENDATION** that Riverina Water continue to pay remuneration to the two independent members of the Audit, Risk and Improvement Committee as follows:

- a) Chairperson \$464 per meeting
- b) Committee member \$347 per meeting

### Report

Whilst the draft Risk Management and Internal Audit Framework for local Councils in NSW signals possible significant increases in the fees to be paid to the independent members of Audit and Risk Committees, the finalised guidelines have not as yet been released.

Council last set meeting fees for the independent members of the Audit and Risk Committee in June 2019. The Local Government Remuneration Tribunal has recently determined a nil increase to Mayoral and Councillor fees for the 2020/21 year, with effect from 1 July 2020.

With that in mind, and following the logic from last year's determination of ARIC fees where they were increased in line with the Tribunal's determination for Councillor fees (by 2.5%), it is suggested there is no increase in fees for the independent members of the Audit and Risk Committee for 2020/21.

The current independent committee members bring to the Committee a great deal of knowledge and resources to undertake their respective duties and roles. The meeting times are estimated at two to three hours per meeting as required. At the present time the Chairperson is paid \$464 per meeting and the Committee Member is paid \$347 per meeting. It is proposed that there will be up to five meetings per year of the Audit and Risk Committee.

It is recommended that the fees for the independent members be reviewed annually, particularly in expectation of the final Internal Audit Framework which is expected sometime before June 2021.

### **Financial Implications**

Nil

### **Risk Considerations**

<b>Corporate Governance and Compliance</b>	
Avoid	Council will avoid risks relating to corporate governance and compliance including procedural/policy, legal and legislative compliance

## R5 Performance Review – General Manager

**Author**

**Councillor Greg Verdon**

**Summary**

The outcome of the General Manager Performance Review Committee meeting was presented to the Board in April. This report outlines the next step in the review process, being the annual review to be held on 10 August 2020.

---

**RECOMMENDATION** that this report be received and board members provide the Chairperson with any items for consideration by the Performance Review Committee (PRC) prior to 10 August 2020

**Report**

I advise Council that the General Manager's Annual Review has been scheduled for Monday 10 August 2020, at 9:00am at the Council Chambers. The review will be facilitated by Terrey Kiss from Blackadder Associates. Obviously, there is still uncertainty as to the method by which the review will be undertaken, and the facilitator will be in touch with the review committee closer to the date to make arrangements.

The following outlines the preparatory work for the review, and the procedure on the day.

Before the Meeting on 10 August 2020

1. The General Manager is asked to undertake a self assessment of achievements as per the Agreement and submit to the Chairperson.
2. The Chairperson provides the PRC with that self assessment. The PRC members are to provide comments as they see fit and rate each item. Each PRC member brings his/her marked copy of the Agreement to the meeting.
3. The General Manager is asked to provide a short list of projects for Part D – Annual Projects and Priorities, for consideration in the new Agreement. In addition, under Part E, he should advise of any proposed inclusions in his Personal Development Plan. The Chairperson also circulates these to the PRC members. The Chairperson compares these with the adopted Works Program for the forthcoming year.
4. The Chairperson advises all Councillors by Chairpersons Minute that the GM's review and formulation of a new Agreement will be considered by the PRC on 10 August and invites Councillors to submit any items for consideration by the PRC.

At the meeting on 10 August 2020

1. The PRC firstly receives a presentation from the GM on his self assessment. Questions may be asked of the GM during this presentation. The GM then leaves the meeting.



The PRC members consider the GMs self assessment and their own individual comments and ratings. A collective rating is achieved by consensus. The PRC agree on notations to form part of the final assessment. The PRC also discuss any changes to the employment conditions for the GM including a remuneration increase. The GM is asked to return to the meeting where the Chairperson/facilitator will inform him of the PRC views.

2. The PRC and the GM then discuss the new Agreement and the GMs suggested key projects. A draft new Agreement will then be determined.

#### After the meeting on 10 August 2020

1. The Chairperson reports to Council in Closed Session, that a review has taken place and provides a summary of the results. This is not to be seen as an opportunity to rake over the results. The General Manager should not be present when the Chairperson reports to Council.
2. The Chairperson also reports that a new Agreement is being prepared and asks Councillors for comments.
3. Any remuneration increase (apart from the SOORT increase allowed in the contract) is to be reported in Open Council.
4. Within 8 weeks after the meeting on 10 August 2020, the Chairperson will send to the GM a written statement with the conclusions of the GM's performance for the review period. As soon as possible after receiving the statement the Chairperson/PRC and the GM will sign off on the new agreement.

The General Manager, Mr Crakanthorp has entered into a five-year contract with Council which commenced on 10 January 2018. Mr Crakanthorp's performance is being assessed in accordance with the provisions of the contract.

### **Financial Implications**

Nil

### **Risks Considerations**

<b>Human Resources / People Management</b>	
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

## R6 Contractual Conditions of Senior Staff

**Organisational Area** General Manger

**Author** Andrew Crakanthorp, General Manager

**Summary** This report provides an annual update on the contractual conditions of the senior staff employed by Council.

---

**RECOMMENDATION** that the report on the contractual conditions of senior staff be received and noted

### Report

In accordance with Section 339 of the Local Government Act, the General Manager is required to report annually to Council on the contractual conditions of senior staff.

During the year 2019/2020 Council has continued to employ two senior staff, the General Manager, Mr Andrew Crakanthorp and the Director Engineering, Mr Bede Spannagle.

The General Manager entered into a five-year contract with Council which commenced on 10 January 2018. Mr Crakanthorp's performance has been assessed annually by the Council in accordance with the provisions of the contract. Mr Spannagle's contract has also been assessed annually (by the general manager) in accordance with the provisions of the contract.

The Director of Engineering was re-appointed to a five-year contract on 11 February 2019.

The Director of Engineering and the General Manager are both employed under the Current Standard Contract for Senior Staff, issued by the Office of Local Government.

### Financial Implications

There are no immediate financial implications associated with this report to Council. Both senior staff are employed on contracts, the cost of which is included in the annual Operational Plan of Council.

## 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.

## R7 Membership of Regional Organisations

### Organisational Area General Manager

**Author** Andrew Crakanthorp, General Manager

**Summary** In October 2018, Riverina Water accepted an invitation to become an associate member of the Riverina Joint Organisation (RivJO). Council is currently an associate member of the Riverina Eastern Regional Organisation of Councils (REROC) and RivJO. In April 2019 Council resolved to maintain membership of both organisations pending an independent review of the operations of REROC and RivJO. That independent review has now been completed and considered by the REROC and RivJO Boards.

---

**RECOMMENDATION** that Council reaffirm its associate membership to the Riverina Joint Organisation (RivJO) and support its ongoing existence

### Report

The REROC Board at its February 2018 meeting resolved to form the Riverina JO (RivJO) and continue the operation of REROC. The RivJO was proclaimed in May 2018 with the following member Councils:

- Bland
- Coolamon
- Cootamundra-Gundagai
- Greater Hume
- Junee
- Lockhart
- Temora

Riverina Water joined RivJO as an associate member as did Goldenfields Water.

Wagga Wagga City Council subsequently resolved to join RivJO in November 2019 and has since been an active member of RivJO.

The founding RivJO member councils have taken a cautious approach to the transition from REROC to the JO whereby REROC would continue to operate, and after a period of eighteen months (i.e. by 30 June 2020), an independent review of the operations of REROC and RivJO would be carried out.

Whilst no council appeared to support the continuation of both regional organisations in the longer term, the reasons for retaining REROC as a "back stop" were based on concerns regarding the cost of operating RivJO compared to REROC. JOs are constituted under the

Local Government Act and have many of the governance requirements (and costs) that apply to individual councils whereas REROC is an incorporated body registered under the Associations Incorporation Act.

Consequently, RivJO adopted a Charter that includes as its principal functions the minimum required by the Local Government Act i.e.

- 1) *"Establish strategic regional priorities for the joint organisation area and develop strategies and plans for delivering these priorities";*
- 2) *"Provide regional leadership for the joint Organisation area and to be an advocate for strategic regional priorities"; and*
- 3) *"Identify and take up opportunities for inter-governmental cooperation on matters relating to the Joint Organisation area".*

Whereas the RivJO was focused on strategic matters during this 'evaluation period', REROC continued to be responsible for the operational matters e.g. joint purchasing arrangements, resource sharing initiatives, collaborative projects etc.

The initial concerns regarding the cost of operating JOs were well founded as since that time all JOs across the State have repeatedly expressed concern regarding their financial viability. However, a letter co-signed by all JO Chairs from across NSW to the Minister for Local Government seeking ongoing funding for JOs has not yielded any positive results.

The concerns regarding the cost of operating JOs will only be exacerbated once amendments to the Local Government Act commence, mandating audit, risk and improvement committees, internal audit functions and risk management frameworks, as they will apply to JOs as well as councils.

The independent review commissioned by REROC and RivJO into the operation of both organisations has since been completed by consultants Morrison Low. The Morrison Low report identified six structural options for moving forward which are summarised below.

Option	Summary Structure	Estimated Cost
1. Two Entities - REROC and RivJO	This would be a continuation of the current arrangements.	\$458,793
2. RivJO – Full Time	One organisation, being a JO with a full-time Executive Officer (EO) and two part-time support staff (14hrs for finance and 21 hours per week corporate support).	\$447,221
3. RivJO - Part Time	One organisation, being a JO with a part-time EO (28 hrs per week) and two part-time support staff that would equate to one full-time staff member.	\$393,921

4. RivJO - In-kind	One organisation, being a JO with a part-time EO (14 hrs per week) and two part-time support staff (7 hours per week finance and 14 hours per week corporate support). Member Councils provide governance support.	\$398,221  (plus Member Council in-kind support)
5. RivJO - Delegation	One organisation, being a JO with a full-time EO and one parttime support staff (14 hours per week). All compliance and governance obligations delegated to a member council with the member council not charging for the service.	\$357,521  (plus Member Council providing services free of charge)
6. Incorporated association or company limited by guarantee	One organisation, being either an incorporated association (in accordance with the current REROC arrangement) or a company limited by guarantee with executive services contracted out.	\$308,000

The above options were considered by a Review Sub-committee which in turn made a recommendation to the respective REROC and RivJO Boards.

It was generally agreed by Member Councils that the current arrangement of two separate organisations was not sustainable and the preferred option was for a single organisation going forward. In this regard Options 2 and 6 were shortlisted because both options would provide Member Councils with a single dedicated organisation that is not reliant on the Member Councils to deliver core activities such as compliance and governance. The new organisation would deliver both the strategic activities of the current JO and the operational activities undertaken by REROC.

After further consideration and weighing up the costs and benefits of the shortlisted options, both the REROC and RivJO Boards have agreed that the preferred way forward is the creation of a new regional organisation structured as a company limited by guarantee (Option 6). In arriving at this position the following points were noted and considered.

- In considering Option 2 (RivJO – full time) the Boards were mindful of the State Government's support for the JO model. The Morrison Low report also noted that a move away from the JO structure could jeopardise the Member Councils' ability to partner with the State on project delivery and that being part of the JO "provides the best opportunity for the region to have a *'seat at the table'* with the state

*government and agencies and to develop meaningful and sustainable relationships and partnerships, providing that the government remains committed to supporting JOs”.*

- However, it was also noted that after almost two years of operation, apart from the significant funding that has been invested in the Far West JOs, no infrastructure or service delivery initiatives have been specifically channelled through any of the JOs and to date there are none planned. The recent grant of \$150,000 to RivJO for ‘Capacity Building’ is for specific projects and will not address the underlying structural deficits most JOs are experiencing because the funding cannot be used for “business as usual” operating costs.
- In considering the other shortlisted option (Option 6 - Incorporated association or company), it was noted that a company limited by guarantee, provides a leaner governance structure than the JO model, whilst providing a more robust governance framework than the incorporated association structure that REROC currently uses, and is considered more appropriate in view of the millions of dollars in public funding that REROC has managed.
- Concern also continues to be expressed with the level of governance and compliance required for the JO operations and concern that the JO will be caught by the introduction of the new audit, risk and improvement committee arrangements, further increasing costs. In comparing the cost of operating each option it was noted that Option 6 was \$140,000 per annum less than Option 2.

Accordingly, the REROC Board unanimously resolved that the preferred way forward is the creation of a new regional organisation structured as a company limited by guarantee.

The RivJO Board passed a similar resolution by a majority vote with the WWCC being the only Member Council voting against this option. As stated earlier, WWCC has recently resolved to join RivJO and supports the JO model.

The preferred option recommended by REROC and RivJO was referred to all respective Member Councils for their consideration. However, things changed significantly when, subsequent to the REROC and RivJO Boards passing the abovementioned resolutions, the NSW Government released its COVID-19 Local Government Stimulus Package. Information released by the Office of Local Government (OLG) in relation to the Stimulus Package states that *“councils that are members of a JO will need to work with member councils to continue to fund their JO for a period of two years as a condition of funding.”*

At this stage this requirement appears to mean that councils who want to access the Stimulus Package funding must commit to funding their JOs for a period of two years, however clarification is being sought by the REROC and RivJO Executive about this funding condition which only affects councils that are members of a JO.

The REROC and RivJO executive acknowledge that Member Councils will not be able to make a decision on the best way forward until the issues associated with access to the Stimulus Package are resolved. However, the Executive is hoping that Councils will be in a

position to at least consider the Board's recommendation in principal so as to provide the Executive with guidance in relation to its next steps. In this regard it is recommending that:

1. Council provides in-principle support for the way forward determined in relation to the creation of a new regional organisation under the structure of a company limited by guarantee.
2. A final decision on Council's participation in the new regional organisation be determined once the funding arrangements for the COVID-19 Local Government Stimulus package have been resolved.

#### Legislative Policy & Planning Implications

The formation of a proposed new regional organisation structured as a company limited by guarantee will require ministerial approval. This is because section 358 of the Local Government Act states that *"a council must not form or participate in the formation of a corporation or other entity, or acquire a controlling interest in a corporation or other entity, except with the consent of the Minister and subject to such conditions as the Minister may specify"*.

In addition to the need to obtain the Minister's approval, implementation of the recommended option will also require the following actions: -

- A new company limited by guarantee needs to be established. Application will need to be made to ASIC for registration of the new company;
- A new constitution for the company will need to be prepared;
- REROC will need to be wound-up. This could be done by applying to NSW Fair Trading to transfer REROC's current registration to ASIC which would also allow all the assets of the organisation to transfer to the new company;
- The transfer requires the passing of a special resolution of the REROC Board;
- RivJO was established by a Governor's Proclamation and it is expected that any dissolution of the JO will need to be supported and facilitated by the NSW Government.

The State Government implemented Joint Organisations to improve collaboration with local government and provide better outcomes for the communities represented by the JO's Member Councils. This is the structure implemented and encouraged by the State Government.

Wagga Wagga City Council (WWCC) advocated for the Joint Organisation as it is the vehicle which the Government has specifically established by legislation to engage with the Government in relation to regional strategy, regional planning and regional advocacy. WWCC submitted to the members of the RivJO Board that it is better to work with the NSW Government on regional strategy and planning using the engagement model specifically established by the Government for that purpose.



WWCC also spoke against the notion of incorporating a Company Limited by Guarantee to replace the REROC incorporated association given there has been no suggestion by Government that the incorporated association is inappropriate for the operation of the group, that the Company Limited by Guarantee is more onerous in terms of Director duties and compliance, and that the usual reasons for transitioning to a corporations' law structure do not exist in relation to the operations of REROC or RivJO.

#### Budget & Financial Aspects

It is estimated that the above administrative and legislative processes may take up until the end of the current calendar year to implement which will have budgetary impacts for Member Councils. In addition, once RivJO enters into another financial year it will be required to undertake all the compliance obligations for that year including the audit and the release of the Annual Performance Statement. Even if it performs no functions the JO will still be bound by its legislative obligations.

This means that next financial year membership contributions will still be payable to both REROC and RivJO whilst transitioning to a new single entity. Under this scenario each member Council would not be invoiced up front for the whole financial year as would normally be the case but invoiced six months at a time.

#### Conclusion

The operation of Joint Organisations across the State have been challenged by a wide range of issues including cost of operations. In 2018 Council questioned both the model which operated two entities (REROC and RivJO) and also questioned the proposed budgets which suggested that the two entities would be cheaper to operate in comparison to a single Joint Organisation.

#### Impacts of JOs on County Councils (s394A of Local Government Act)

A further important amendment to the Local Government Act was made to require that County Council's must, when exercising their functions, take into account any strategic regional priorities and other plans of the JO that apply to any relevant part of the County Council's area of operations or that are relevant to the County Council's operational functions. Given the above, it is considered critical that Riverina Water County Council is represented on both JO's in order that Council has an opportunity to influence any plans that they may develop. Council resolved that Cr Pat Bourke can represent Council's interests at RAMJO and that the Chairperson undertake the same function at RivJO.

#### **Financial Implications**

Council has funds in its 2020/21 Operational Plan to remain a member of both organisations or one organisation.

## Risks 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

## R8 Local Government NSW 2020 Annual Conference

**Organisational Area** General Manager

**Author** Andrew Crakanthorp, General Manager

**Summary** The Local Government New South Wales Annual Conference will be held in Lovedale (Hunter Valley) on 22 – 24 November 2020. This report was presented to the April meeting of the Board and no decision was made at that time regarding attendance by Board Members.

---

**RECOMMENDATION** that:

- a) Council be represented at the Local Government NSW 2020 Annual Conference
- b) Council's delegate be the Chairperson and the General Manager (as an observer)
- c) Nominations be invited from any other Councillor to attend as an observer
- d) Council determine motions that it believes are of concern and should be discussed at the conference

### Report

The LGNSW Conference was originally scheduled to run from Sunday 11 October to Tuesday 13 October, but close proximity to the (then) 2020 local government elections had raised concerns for many councils around their capacity to nominate delegates. As Board members are aware, the elections will now be held in September 2021.

The conference will now be held from Sunday 22 November to Tuesday 24 November at the Crowne Plaza, Lovedale. Council was represented at the 2019 Conference by the Chairperson, Councillor Greg Verdon (delegate), together with the General Manager (observer).

A copy of the draft program will be circulated in due course including details of the date for the conference dinner and the Outstanding Service Awards for Councillors. 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

Registrations for the Conference will be open in July 2020.

In accordance with the rules of the Association, Council is able to 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.

Given the location of the conference this year, travel to and from the conference will be by Council vehicle to allow flexibility and keep costs to a minimum. Accommodation at the conference venue has been secured and will be confirmed once delegates are decided.

### **Financial Implications**

The costs of being represented at the conference will be funded from the travelling expenses budget for 2020/21 and are expected to be \$600 per attendee.

### **Risk Considerations**

<b>Corporate Governance and Compliance</b>	
Avoid	Council will avoid risks relating to corporate governance and compliance including efficient and effective direction and operation of the organisation; procedural/policy, legal and legislative compliance

## R9 Local Government New South Wales – 2020 Water Management Conference

**Organisational Area**    **General Manager**

**Author**                      Andrew Crakanthorp, General Manager

**Summary**                      The Local Government New South Wales Water Management will now be held in Narrabri on 6 – 8 October 2020

---

### **RECOMMENDATION** that:

- a) Council be represented at the Local Government New South Wales 2020 Water Management Conference
- b) The Chairman attend as a delegate, accompanied by Councillors Koschel, Quinn and Funnell
- c) The Director Engineering or his nominee attend as an observer

### **Report**

The Local Government New South Wales Water Management Committee has advised that the 2020 Conference will be held in Narrabri on 6 – 8 October 2020, hosted by Narrabri Shire Council. A previous report to the Board in February this year advised the conference would be held in July, however the conference date has been shifted to later in the year.

At the February meeting Council resolved that the Chairperson would be Council's voting delegate and that Board Members Koschel, Quinn and Funnell would attend.

The areas of focus for this year's conference remain the same:

- Learnings from the drought
- Climate change, water security and alternative sources of supply
- Indigenous water use, water management and water rights
- Water conservation and demand management
- Bushfires, water quality and safety
- Regional water plans

The conference is of benefit to Riverina Water as a way of keeping abreast of challenges and initiatives in the management of water, as well as an opportunity to network with other councils. Council has previously made a presentation at the conference and is currently considering submitting a paper.

The 2019 conference was held in Albury with Cr Verdon attending as Council's delegate, with Councillors Quinn, Meyer OAM and Braid OAM in attendance. The General Manager, Director of Engineering and Manager Operations attended as observers. Other councillors also attended representing their constituent Council, including Cr Bourke and Cr Conkey.

It is proposed to travel to Narrabri by car and accommodation has been organised. Board members Quinn and Funnell have indicated that they will both travel to Inverell independently. The general manager is not attending this year's conference.

### **Financial Implications**

Nil – attendance at Water Management Conference accounted for in budget

### **Risks Considerations**

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

# R10 Community Grants Program 2020-21 guidelines

**Organisational Area** General Manager

**Author** Josh Lang, Community Engagement Officer

**Summary** This report presents the updated guidelines for the operation of the 2020/21 Community Grants Program and seeks feedback from Board Members prior to making available to our constituent Councils and interested applicants

---

**RECOMMENDATION** that Council endorse the guidelines for the 2020-21 Community Grants Program

## Report

At the April 2020 meeting, the Board resolved to:

- a) *Endorse the continuation of the Community Grants Program for further one-year period during 2021/22 by way of allocating \$500,000 in the 2021/22 Operational Plan*
- b) *Review the grant guidelines annually as required:*
  - i. *based on Riverina Water's financial performance, and;*
  - ii. *to ensure it continues to meet the needs of the community and the goals of Council*
- c) *Review the Community Grants Program following the election of a new Board in October 2021*

This report addresses matters associated with implementing item a) and namely to confirm the guidelines for the 2020/21 Program.

Riverina Water conducted a grants program for the first time in 2019 and overall the initiative has been successful, along with some learnings to take into account in future programs.

As per the report to both the February 2020 and April 2020 meetings, feedback from successful and unsuccessful applicants, from the Board during assessment and from staff involved in administration of the grants, has informed improvements to the 2020-21 program.

The 2020-21 guidelines have been updated to include the following improvements:

- The ability for a program to be delivered across multiple LGAs to be grant-funded from each Council's funding pool. Separate applications are required and will be assessed individually.
- Organisations not within the supply area but delivering a service in the supply area are eligible to apply, however, preference will be given to applicants within the supply area.

- Councils will be able to more easily auspice for community groups not registered for GST
- Purchasing of equipment that may support a community initiative to make it more financially sustainable in the long-term (for example, a one-off purchase of seating instead of hiring each year).

No other significant changes have been made to the guidelines, outside of updated funding allocations (including rolled over unexpended funds) and the program timeline as per the report to the April 2020 meeting.

As was resolved at the April 2020 meeting, the guidelines will be reviewed annually based on Riverina Water's financial performance and to ensure it continues to meet the needs of the community and goals of Riverina Water.

## › R10.1      **Draft Grant Guidelines**

### **Financial Implications**

The 2020-21 Community Grants Program is included in Riverina Water's Operational Plan and budget.

### **Risk Considerations**

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



**Riverina Water 2020-21  
Community Grants  
Program guidelines**

# Contents

1 Overview .....	3
2 Introduction .....	4
3 Grant categories	
Community Projects and Facilities .....	5
Arts and Culture .....	7
Water Conservation .....	9
4 Eligibility .....	10
5 Application and project information .....	11
6 How to apply .....	12
7 Exclusions .....	13
8 Financial information .....	13
9 Help .....	14
10 Application checklist .....	14
11 Supporting documentation .....	15
12 Submitting your application online .....	16
13 Assessment process .....	16
14 Assessment criteria .....	17
15 Notification of application outcomes .....	17
16 Successful recipient conditions .....	18
17 Tax obligations .....	20
18 Acquittals .....	20
19 Frequently asked questions .....	21

# 1 | Overview

## Program timeline

- › **Applications open**  
9am, Monday 21 September 2020
- › **Applications close**  
9am, Monday 26 October 2020
- › **Assessment of applications and administration**  
26 October to 27 November 2020
- › **Approval of grants allocations**  
Riverina Water board meeting  
16 December 2020
- › **Notification to successful applicants**  
December 2020-January 2021
- › **Deadline for project completion**  
31 January 2022
- › **Deadline for project acquittal report**  
28 February 2022

**LATE APPLICATIONS WILL  
NOT BE PROCESSED**

## Grant categories and funding

Grant category	Minimum and maximum funding per category
Community projects and facilities	\$2500-\$20,000
Arts and Culture	\$2000-\$7500
Water conservation	\$1000-\$10,000

## Grant funding allocations per local government area (LGA)

	Wagga City	Greater Hume	Federation	Lockhart
Community projects and facilities	\$110,000	\$111,733*	\$108,360*	\$55,000
Arts and culture	\$40,000	\$20,000	\$20,000	\$20,000
Water conservation	\$50,000	\$25,000	\$25,000	\$25,000

\* Rolled over funding from 2019/20 program

## 2 | Introduction

We're offering \$610,103 in funding as part of our Community Grants Program for local non-profit community groups, schools and educational institutions.

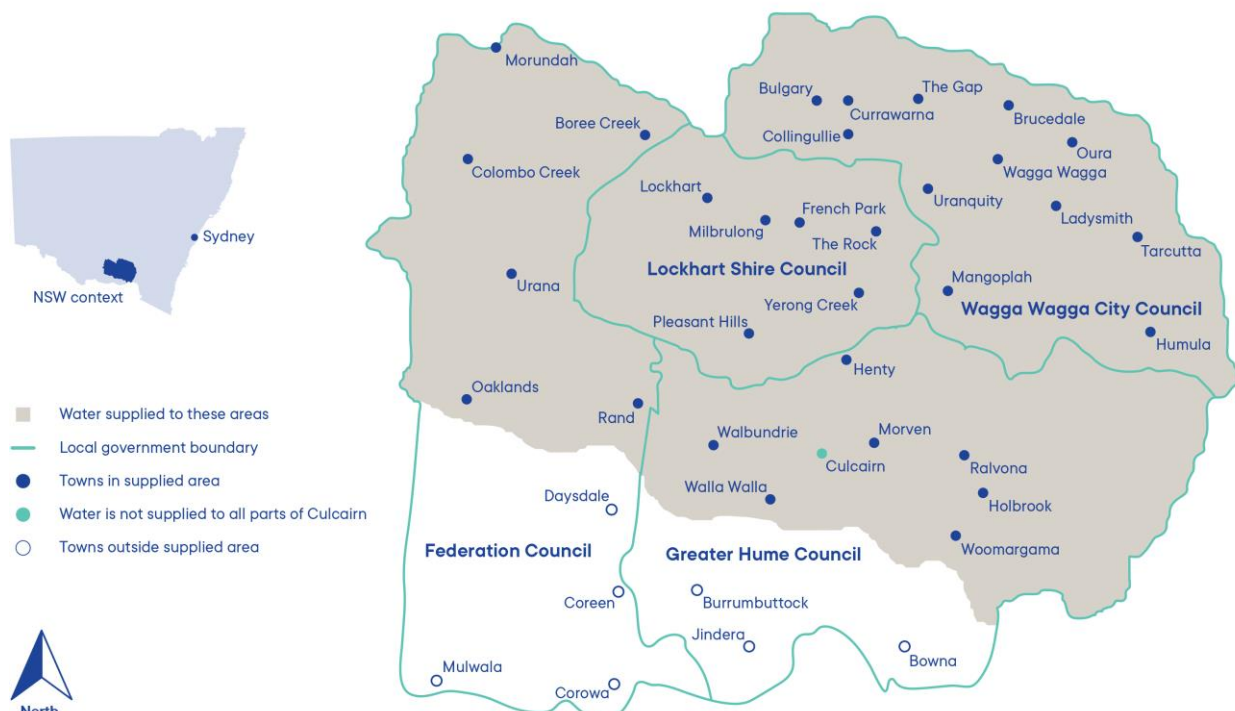
The program aims to support a wide range of community projects and activities that enhance life for the wider community.

Local not-for-profit community groups, schools and educational institutions based in our water supply area are invited to apply.

Projects must be delivered in our supply area. The community grants program is separate from our donations program.



Riverina Water supply area



Riverina Water is made up of four NSW local government areas in the southern Riverina. Our supply area covers Lockhart and Wagga Wagga local government areas and parts of Greater Hume and Federation local government areas.

Funding has been allocated for each council area based on distribution of population, as per the table on the

previous page. Unexpended funds from the 2019-20 program were rolled over for Greater Hume and Federation into the 2020-21 program.

Please note we do not supply water to most parts of Culcairn. The location of the project must be within the supply area to be eligible for funding.



### 3 | Grant categories

#### Community Projects and Facilities

The aim of the Community Projects and Facilities category is to provide financial assistance for projects and services that enhance life for the wider communities across our supply area.

##### Category eligibility requirements

###### Projects must

- › Demonstrate evidence of in-kind support and/or financial contribution. Provide at least one quote for goods and services towards the project

##### Funding range available

Minimum \$2500  
Maximum \$20,000

- › Can start within six months of the grants being made available and complete within 12 months

###### Projects must do two of the following

- › Provide opportunities for social connection through recreational activity, halls and public spaces
- › Increases pride in local Indigenous culture

- › Increase community pride in neighbourhoods
- › Demonstrate a multi-use or shared capability across two or more user groups
- › Enhance existing facilities

#### **Examples of eligible projects**

- › Upgrading existing recreational facilities eg upgrading amenities, lighting improvements, new seating etc
- › Improvement or installation of sport specific facilities eg cricket nets
- › Installation of additional facilities for use by sporting or recreation groups eg storage sheds, shade structures, mobility access ramp

- › Increase accessibility and usability of rural halls and public spaces for gatherings
- › Improvements to infrastructure which may include painting, repairing floors, rewiring buildings, improvements to disabled access
- › Installation of infrastructure such as toilets, air conditioning, solar etc
- › Purchasing items that improve the long-term financial viability of community projects eg seating instead of hiring

#### **Examples of ineligible projects**

- › Ongoing maintenance
- › Purchase of items that are not a fixture in the building

#### **Please note**

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

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

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

See pages 10 and 13 for more information on exclusions and illegible projects.



## Arts and Culture

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

### Category eligibility requirements

#### This grant category provides funding for

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

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

### Funding range available

Minimum \$2000

Maximum \$7500

### Projects must

- › Demonstrate evidence of in-kind support and/or financial contribution (including materials, workspace etc)
- › Provide at least one quote for goods and services towards the project
- › Can start within six months of the grants being made available and complete within 12 months

### Applications must include

- › Examples of previous work eg images or video of artworks or previous arts/cultural workshops



- › Website links to previous works
- › Resume of visiting artists (for workshops)

#### **Examples of eligible projects**

- › Skill development workshops eg visiting artists or free public workshops
- › Establishment and delivery of cultural performances
- › Establishment and delivery of new artworks with public outcomes
- › An organisation seeking funding to promote their new event

- › Movie nights in a community space
- › Local outdoor neighbourhood gatherings to increase connection and cohesion
- › Projects that promote Indigenous culture
- › An organisation seeking funding to cover costs of hosting a well-known entity/individual with the potential to draw visitors to the supply area

#### **Examples of ineligible projects**

- › Funding to undertake studies or investigations

#### **Please note**

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

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

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

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

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

See pages 10 and 13 for more information on exclusions and ineligible projects.





## Water Conservation

The aim of the Water Conservation category is to provide financial assistance for projects and services that conserve water through efficiency improvements in our supply area.

### Funding range available

Minimum \$1000  
Maximum \$10,000

### Category eligibility requirements

#### Projects must

- › Demonstrate the project's ability to reduce water use
- › Demonstrate evidence of in-kind support and/ or financial contribution
- › Provide at least one quote for goods and services towards the project
- › Can start within six months of the grants being made available and complete within 12 months

#### Projects must also do two or more of the following

- › Promote community awareness of water conservation practices
- › Enhance existing water infrastructure through water saving devices

- › Harvest rainfall for community purposes

#### Examples of eligible projects

- › Upgrading to highly efficient water devices
- › Installing rainwater tanks
- › Developing water wise gardens
- › Installing water savings devices including waterless urinals, restricted flow taps, timed flow water taps
- › Installing highly efficient irrigation systems
- › Installing solar powered water pumps

#### Examples of non-eligible projects

- › Funding to undertake studies or investigations

- › Purchase of appliances and items that are not a fixture
- › Ongoing maintenance

### **Please note**

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

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

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

## **4 | Eligibility**

### **To be eligible, applications must be from**

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

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

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

Council committees constituted under section 355 of the Local Government Act are also eligible to apply.

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

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

Riverina Water will not fund projects by:

- › Individuals or groups of individuals (with the exception for individual artists, who may apply if they are

sponsored by an incorporated organisation)

- › Unincorporated organisations
- › For-profit commercial organisations
- › Local Government Councils; excluding council committees constituted under section 355 of the Local Government Act (please note Councils may auspice as per page 15)

- › A university or technical college

**Please note we do not supply water to most parts of Culcairn. Only projects within the supply area are eligible. Grant recipients from our 2019/20 program whose project delivery has been impacted by COVID19 may only apply if their project is delivered by 26 October 2020. If successful, grant funds will not be released until the previous grant is acquitted.**

## 5 | Application and project information

- › Before completing an application, become familiar with the guidelines and relevant category specific criteria
- › Applicants can apply once per category. Applicants can apply for more than one category for different projects. The same project or application cannot be submitted multiple times, with the exception of projects that span more than one LGA; noting each will be assessed individually.
- › Projects must benefit residents, service organisations or groups in the Riverina Water supply area
- › Gather quotes for your project
- › Contact your local council to determine if a DA approval or exemption is a requirement of your proposed project
- › Projects must be ready to start within six months of funding being made and be completed by 31 January 2021
- › Applications must be submitted online and will only be considered if all mandatory documentation is provided
- › Projects may be subject to an audit following the receipt of an acquittal report

### Government information (Public Access) Act

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



## 6 | How to apply

### Step 1 Read the information

- › Read the Community Grants Program guidelines

### Step 2 Prepare and research

- › Visit [rwcc.nsw.gov.au/grants](http://rwcc.nsw.gov.au/grants) and access the Apply application platform and start your application. Save as you go and refer to the Apply help guide.
- › Compile your compulsory support documentation as required. This could include:
  - Obtaining quotes
  - Developing your budget
  - Obtaining relevant building or other approvals if necessary
  - Confirmation of cash contribution to project, bank statement or letter signed by Executive Committee of organisation committing cash contribution to your project
  - Confirmation of in-kind support
  - Most recent financial statement
  - Demonstrate past projects that show your organisation has capacity to deliver

### Step 3 Complete and submit

- › Complete all questions
- › Review and edit your application
- › Your application will not be successfully submitted unless you have addressed all required questions and attached all supporting documents
- › Submit by 9am on Monday, 26 October 2020



## 7 | Exclusions

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

## 8 | Financial information

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

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

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

Please include the value of in-kind support from your group or organisation including labour.

This means you need to determine the value of materials, services and assistance that will be donated or provided to the project free-of-charge.

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

## 9 | Help

Applicants who require additional support completing an application can email [community@rwcc.nsw.gov.au](mailto:community@rwcc.nsw.gov.au).

You will receive a response generally within 48 hours within business hours.

Alternatively, please call Riverina Water on 6922 0608 and ask to speak to the Community Engagement Officer.

If your question is of a technical nature, please contact Apply through the support function on the grants application website.

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

Please be advised that Riverina Water does not correct errors in applications or supporting material. If they are eligible, applications and any supporting material are assessed as they have been submitted.

## 10 | Application checklist

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



## 11 | Supporting documentation

The following documentation is mandatory for applicants. Please attach:

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

## 12 | Submitting your application online

Applicants must complete an online application using the Apply application platform, accessible via

**[rwcc.nsw.gov.au/grants](https://rwcc.nsw.gov.au/grants)**

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

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

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

- › You can also confirm your application was submitted via the applicant view in Apply
- › To see your application and/or download a PDF copy, hit the view button in Apply after submission
- › Applications close 9am, Monday 26 October 2020
- › Late applications cannot be submitted and will not be accepted

To avoid last minute technical issues, it's recommended you submit your application as early as possible.

## 13 | Assessment process

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

- › Your submitted application is kept confidential and its contents will not be disclosed to any person outside the application and assessment process (except in instances covered on page 11)
- › Your application will be assessed by a panel made up of one Riverina Water board member from each constituent council,

supported by the General Manager or nominated representative from each constituent council. The Riverina Water Chairperson will also sit on each panel

- › Successful applications will be recommended to the Riverina Water board at the 16 December 2020 meeting
- › Once endorsed, all applicants will be notified of the result of their application as soon as possible





## 14 | Assessment criteria

The Community Grants Program is a competitive application process.

Applications are assessed against grant specific criteria.

Riverina Water cannot support applications that do not meet the eligibility criteria or the assessment criteria.

This includes failure to attach compulsory documents, budgets or information.

Assessment panels may recommend part funding.

The decision is carefully considered with the view of maintaining the integrity of the proposal.

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

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

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

## 15 | Notification of application outcomes

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

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

## 16 | Successful recipient conditions

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

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



90 per cent of the grant amount to your nominated bank account. The remaining 10 per cent will be paid on completion of the grant acquittal form and associated documents

- › Provide a copy of the organisation's Certificate of Currency for Public Liability Insurance for \$20M as a minimal insured amount (for projects with a public activity component only). For more information, please contact your insurer
- › Applicants are required to submit an acquittal form at the completion of the project

- › Applicants are advised that Riverina Water is not in any way liable for any incident arising out of the use of the grant funding provided under this grant program. By signing the funding agreement, applicants acknowledge this condition
- › A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:
  - Real (or actual)
  - apparent (or perceived)
  - potential



## 17 | Tax obligations

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

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

If you are successful, we will require you to send us a tax invoice for the grant

amount, plus GST, where applicable. We will pay 90 per cent of this invoice to your nominated bank account with the remaining 10 per cent being paid when we received your acquittal documentation (see section 18).

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

## 18 | Acquittals

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

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

- › Advertising and promotional features

Acquittals must be submitted no later than 28 February 2022. If acquittals are not received, Riverina Water will not

consider future applications from the applicant or release the remaining 10 per cent of the approved grant funding.

Any unexpended funds must be returned to Riverina Water

## 19 | Frequently asked questions

### **How many applications can I submit?**

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

### **What is in-kind?**

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

### **Where can we access the application forms?**

Applications can only be made via the Apply application platform.

### **Will late applications be accepted?**

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

### **How important is my project location?**

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

### **Do we need to provide quotes?**

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

### **Should my grant application be inclusive of GST?**

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

### **Do I need to finish the application in one go?**

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

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

See section 16. In summary, once we have received your executed funding agreement and a valid tax invoice for the full amount of the grant (plus GST, where applicable), we will pay 90 per cent of the funds to your nominated bank account. The remaining 10 per cent will be paid to your bank account, following receipt of your acquittal documentation and successful acquittal of your project.

### **Am I eligible if I live in Culcairn?**

We do not supply water to most parts of Culcairn. Grants projects must be for our supply area. See section 4: Eligibility.



# R11 2019/20 Donations and Sponsorships summary

**Organisational Area** General Manager

**Author** Josh Lang, Community Engagement Officer

**Summary** This report is produced annually in accordance with the provision of Council's Donations Policy and provides information on donations provided by Council during the previous eleven months.

---

**RECOMMENDATION:** that Council:

- a) that the advice from the General Manager regarding sponsorships by Riverina Water for the year 2019/2020 be noted.
- b) Endorse the actions of the Chairperson and General Manager for recipients impacted by COVID-19 to retain its donation into 2020/21

## Report

One of the many meaningful ways Riverina Water gives back and invests in its community is through donations and sponsorships. Over a number of years, the organisation has supported various community groups, events and initiatives.

It is a requirement of the Donation Policy that the General Manager report on donations made on an annual basis.

At the June 2019 Board Meeting, it was resolved to review this Policy, and as per the adopted Community Engagement Strategy 2019-21, the previous Sponsorship Policy was replaced with a new Donation Policy. Following public exhibition, the new Policy 1.25 Donation Policy was adopted at the December 2019 meeting and communicated to previous applicants and recipients.

Due to COVID-19, some recipients advised their events or initiatives were not able to occur as scheduled. In discussing the circumstances, the Chairperson and General Manager allowed recipients to either retain the donation as financial support or to use once their events are able to be held.

A summary of donations and sponsorships follows, including which category the application was made under as per the new policy:

Recipient	Description	Category	Funding
Charles Sturt Foundation	CSU Foundation scholarship instalment	Education and learning	\$750
City of Wagga Wagga	Event sponsorship Fusion 2019	N/A	\$25,000
Henty Men's Bowling Club	Donation to invitational triples event	Sporting or healthy lifestyles	\$200
Henty Show Society	Donation to annual show	Cultural, social or arts	\$2,500
Holbrook Show Society	Holbrook Show Society sponsorship of dog high jump	Cultural, social or arts	\$750
Immune Deficiencies Foundation	World Festival of Magic for disadvantaged children	Cultural, social or arts	\$600
Kurrajong Waratah	Annual membership	N/A	\$20
Kurrajong Waratah	Donation in lieu of sponsorship for cancelled race day fundraiser	Sporting or healthy lifestyles	\$2,000
Lockhart Picnic Race Club	Donation in lieu of sponsorship following cancellation of races due to COVID-19	Sporting or healthy lifestyles	\$1,500
Murrumbidgee Rotary Club	Donation - engineering & science challenge	Education and learning	\$2,500
Nepal project	Staff costs (flights, accommodation)	N/A	\$2798.05
Oaklands Trucks Show Inc.	Oakland's truck show annual sponsorship	Cultural, social or arts	\$1,000



Recipient	Description	Category	Funding
Oberne Recreation Reserve Trust	Donation of new tank following bushfires	Water conservation	\$2,990
Oberne community	Water and cartage for Oberne bushfire relief program	Water conservation	\$2,096.79
REROC	Contribution to 2019 Take Charge Riverina Youth Leadership	Education and learning	\$500
Riverina Monaro's Inc.	Sponsorship/donation car show	Cultural, social or arts	\$250
Riverina Summer School of Strings	Sponsorship/donation to Summer School of Strings	Education and learning	\$2,500
Rotary Club of South Wagga	Circus Quirkus sponsorship	Education and learning	\$600
Rotary Club of South Wagga	Nepal project donation approved by Board	N/A	\$5,000
Rotary Club of South Wagga	Sponsorship of 2020 Charity Golf Day	Sporting or healthy lifestyles	\$1,136.37
South Wagga Anglican Church*	Contribution towards development costs	N/A	Up to \$5,659*
Spirit of the Land Lockhart	Sponsorship of event	Cultural, social or arts	\$2,500
TAFE NSW Riverina Institute	Sponsor Annual Graduation & Awards Presentation	Education and learning	\$250
The Rock Triathlon	Sponsorship - TRYC's Rock triathlon	Sporting or healthy lifestyles	\$500

Recipient	Description	Category	Funding
Wagga Wagga Country Club	Wagga Pro-Am annual sponsorship	Sporting or healthy lifestyles	\$900
Wagga School of Arts Community Theatre	Sponsorship/donation to 2020 SOACT	Cultural, social or arts	\$1,600
WaterAid Australia Limited	2020 WaterAid GOLD Membership	N/A	\$20,000
<b>Total</b>			<b>\$86,100.21*</b>

*\*Pending approval of the amount of financial support, if any, by the Board at the June 2020 meeting*

### Financial Implications

Riverina Water's budget for donations and sponsorship for 2019/20 is \$95,000. The decline from \$92,364 in donations in the 2018/19 financial year can be attributed to a decline in applications since the COVID-19 pandemic and the changeover to the new policy.

### 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.

## R12 Donation to South Wagga Anglican Church

### Organisational Area Works

**Author** Austin Morris, Manager Works

**Summary** A request has been received to review the Development Servicing Charges for a development at the South Wagga Anglican Church, 27 to 31 Fernleigh Road, Turvey Park

---

**RECOMMENDATION** that Council make a donation of \$5,659 to the development/upgrade of the new amenities at South Wagga Anglican Church

### Report

The South Wagga Anglican Church (SWAC) lodged a development application for alterations to the existing church building. The works consist of new toilets, new meeting room and storage area. The new toilets are proposed on the main floor level of the church and hall. The area of the existing toilets to be replaced will be converted into a new meeting room. Stairs to the new meeting room will be reconfigured to allow a storage area.

In accordance with Council's Development Servicing Plan (DSP) and the NSW Water Directorate guidelines, the applicable DSCs amount to \$5,659 based on the four additional toilets at 0.28 Equivalent Tenements (ETs) per toilet. The increase in the number of toilets requires DSCs to be levied by Council. Council officers issued a Statement of Fees for payment of the DSCs. Following the issue of the Statement of Fees, Council received a request from SWAC to review the DSCs. The fees were reviewed and have been applied in accordance with Council's DSP.

In order to assist SWAC, Council could consider making a donation under Council's Donation Policy. The policy allows for financial donations to support new or existing programs, services or events. To be eligible donation recipients must be a not-for-profit organisation including charities, and located within Council's supply area. Donations are allowed up to \$5,000 however amounts exceeding \$5,000 can be assessed and approved by the Board.

Council could consider a partial or whole donation of the amount equal to the DSCs based on:

- No increase in floor area – works are all internal.
- No increase in patronage – congregation numbers are not expected to increase based on the proposed type of development which would mean no increased

demand on Councils system. DSCs are levied with the intent to offset increased demand on our system and any required upgrades.

- Update to existing facilities suitable for ambulant use.

› **R12.1 Letter from South Wagga Anglican Church**

› **R12.2 Riverina Water Donation Policy**

### **Financial Implications**

If Council endorses the recommendation, Council will forego revenue of \$5,659 as the DSC has been paid by the Church.

### **Risk Considerations**

There may be a risk of creating the perception that developers can avoid the DSC via this method, however, this is a unique case where it is believed there is no additional demand (and subsequently, no risk of financial cross-subsidisation), on the system.

Monday 25<sup>th</sup> May 2020

Andrew Crakanthorp  
Riverina Water  
PO Box 456  
Wagga Wagga NSW 2650

[admin@rwcc.nsw.gov.au](mailto:admin@rwcc.nsw.gov.au)

Re: Water Supply – Lot 5 DP 774263 – 27-32 Fernleigh Rd, Turvey Park – ID 56955

Dear Mr Crakanthorp,

I am writing in regard to the Development Servicing Charge that has been applied and since paid on the above property development. As a registered not for profit charity, our parish is funded by our members and this building development was made possible through the successful awarding of a NSW *Stronger Country Community Fund* (SCCF) grant – we received 100% funding for the project. We had not anticipated the significant cost that would be incurred as a result of the Development Servicing Charge.

I am writing to ask if there is a possibility of reviewing these fees? The amenities were built in 1962 and although they need to be upgraded, we do not anticipate an increase in actual usage. Wagga Wagga City Council provided us with some concessions in this regard noting that the usual numbers of person on site is as follows:

Sunday morning – 150

Sunday evening – 50

Monday – nil

Tuesday morning – 60

Wednesday afternoon – 20

Thursday morning – 10

Friday evening – 20

Saturday – nil

Additionally, we have functions for groups of 100 twice a year.

In granting a 100% funding of our project, the SCCF noted the significant number of community orientated programs that we provide. Most of these are free to the community or on minimal cost recovery basis.

Thanking you in advance for your consideration.

Kind Regards,



Rev. Scott Goode  
Rector

# Riverina Water Donation Policy

## Part 1: Introduction

### 1.1 Policy Summary

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

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

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

### 1.2 Policy Objectives

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

### 1.3 Background

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

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

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

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

### 1.4 Scope of Policy

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

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

#### Data and document control

---

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 1 of 7

## 1.5 Glossary

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

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

## Part 2: Application and process information

### 2.1 Definition of donation

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

A donation is not:

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

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

### 2.2 Eligibility

To be eligible for donation, applicants must be:

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

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

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

#### Data and document control

---

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 2 of 7

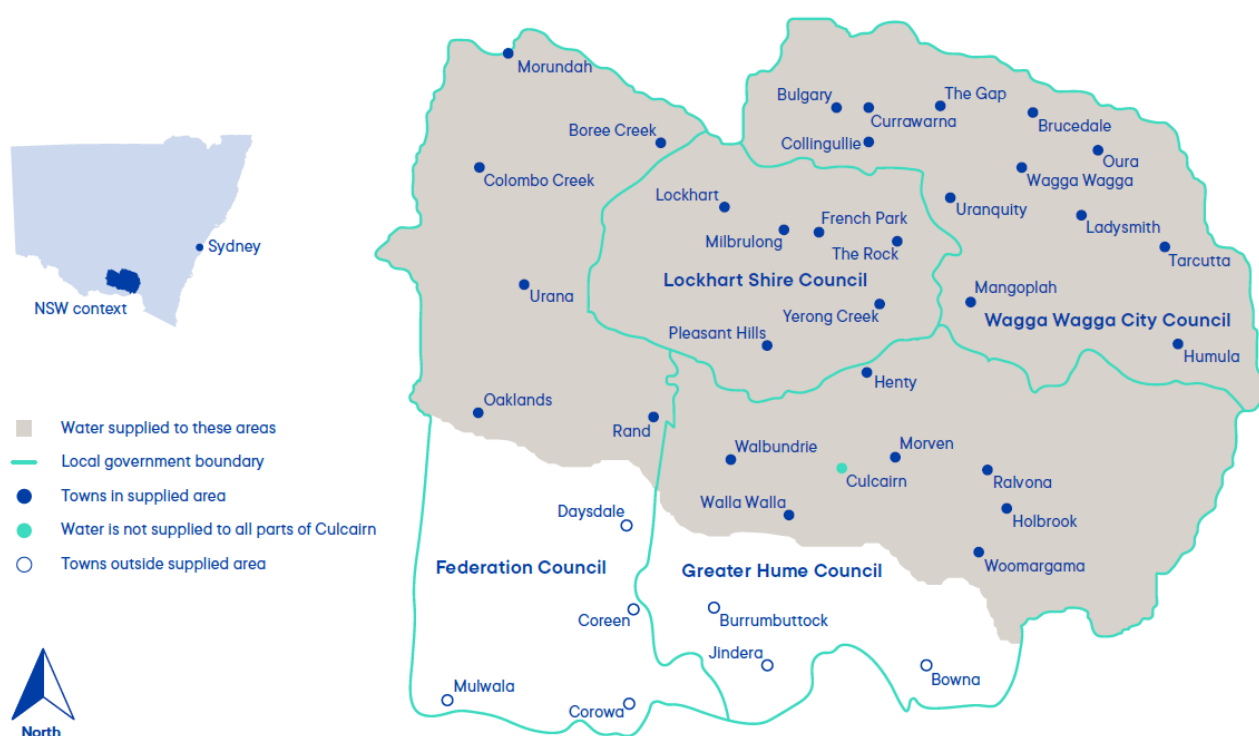
Eligible applicants must be located in the Riverina Water supply area (see map below) and projects must be delivered in the Riverina Water supply area.

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

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



## Riverina Water supply area



Riverina Water will not provide donations to:

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

### Data and document control

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 3 of 7



Riverina Water does not donate funds for:

- Conferences
- Seminars
- Individuals
- Record attempts

## 2.3 Key information

### Donation categories

All donations must fall into one of the following categories:

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

### Donation amounts

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

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

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

### Other donation amounts

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

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

### Requests for donations

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

---

#### Data and document control

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 4 of 7

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

Eligible organisation can submit one application request per financial year.

#### Invoices

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

Invoices must be received by the end of financial year.

### **2.4 Application assessment**

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

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

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

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

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

## **Part 3: Governance**

### **3.1 Merchandise**

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

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

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

---

#### **Data and document control**

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 5 of 7

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

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

### **3.3 Conflict of interest**

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

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

## **Part 4: Legislation, terminology and references**

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

## **Part 5: Implementation and delegation**

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

## **Part 6: Non compliance**

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

## **References**

(if needed)

---

### **Data and document control**

Author:

Version

Last revised date

EDRMS #

Next scheduled review

Page 6 of 7

<b>Policy number</b>	1.25
<b>Responsible area</b>	General Manager's Office
<b>Approved by</b>	19/180
<b>Approval date</b>	18 December 2019
<b>Legislation or related strategy</b>	Local Government Act 1993
<b>Documents associated with this policy</b>	Donation Application Form
<b>Policy history</b>	This Policy replaces the former Sponsorship Policy 1.25 originally adopted 26 April 2016

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

## END OF POLICY STATEMENT

### Data and document control

Author:	Version	
	Last revised date	
EDRMS #	Next scheduled review	Page 7 of 7

## R13 Glenoak reservoir land matters

### Organisational Area Projects

**Author** Greg Vidler, Manager Projects

**Summary** In order for Riverina Water to acquire the land for the Glenoak Reservoir, a resolution referring explicitly to compulsory acquisition is required to comply with Section 19(1) of the Local Government Act

---

### RECOMMENDATION that Council:

- a) Proceed with the compulsory acquisition of the land described as:
  - i. Lot 1 in Deposited Plan 1257693
  - ii. Proposed Right of Carriage Way 6 wide marked CW in Deposited Plan 1257693
  - iii. Proposed Easement for Water Supply 6 wide in marked W in Deposited Plan 1257693for 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*
- b) Make an application to the Minister and the Governor to acquire the approval to acquire:
  - i. Lot 1 in Deposited Plan 1257693
  - ii. Proposed Right of Carriage Way 6 wide marked CW in Deposited Plan 1257693
  - iii. Proposed Easement for Water Supply 6 wide in marked W in Deposited Plan 1257693by compulsory process under section 186(1) of the Local Government Act
- c) Classify the land as operational land

### Report

Council constructed a 4.5ML water supply reservoir and pipelines at Glenoak in December 2019. A survey was completed to acquire 3,750m<sup>2</sup> land including an easement for pipeline and carriage way.

Council resolved in 22nd August 2018 to acquire the land for the construction of the reservoir. The land is currently classified as community land, which can only be acquired through compulsory acquisition process. Therefore, Riverina Water need to make a fresh resolution referring explicitly to the process of compulsory acquisition.

As part of the compulsory acquisition process Council needs to declare by notice in the Government Gazette, with the Governor's approval, that the land is acquired by compulsory process; section 19(1) LA Act.

- › **R13.1**      **Survey plan**
- › **R13.2**      **Detailed survey plan**
- › **R13.3**      **Survey plan lodgement for registration**
- › **R13.4**      **Application for Gazette notice**
- › **R13.5**      **Previous resolution on Glenoak land matter**

### **Financial Implications**

There are no financial implications as Riverina Water has already paid \$49,500 (inc GST) to Wagga Wagga City Council to acquire the land.

### **Risk Considerations**

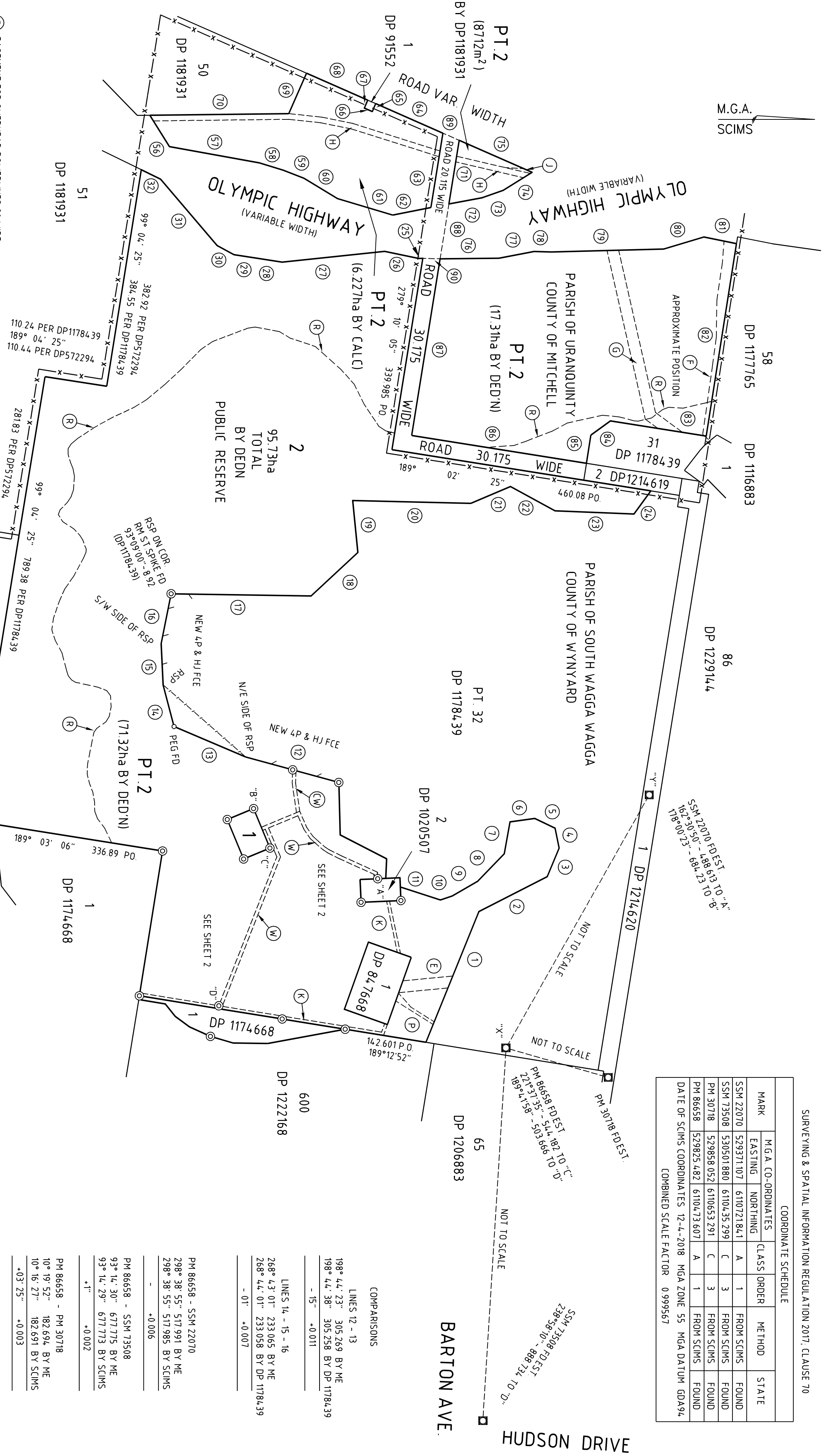
<b>Projects</b>	
Accept	Council will accept risk relating to projects by choosing options most likely for successful delivery with a reasonable degree of protection

P.O. SHORT LINES		
LINE	BEARING	DISTANCE
1	292°01'52"	24.718
2	332°55'27"	134.75
3	292°43'37"	54.74
4	258°21'17"	35.265
5	205°33'47"	39.755
6	172°16'27"	43.685
7	100°13'27"	57.09
8	134°02'17"	66.595
9	150°02'07"	52.515
10	161°31'07"	214.55
11	197°49'07"	73.80

SHORT LINES BY ME		
LINE	BEARING	DISTANCE
12	195°18'05"	169.206
13	202°39'45"	136.744
14	255°14'10"	75.693
15	267°11'10"	71.962
16	281°19'10"	89.682

P.O. SHORT LINES

LINE	BEARING	DISTANCE
17	0°53'45"	24.574
18	317°09'15"	111.76
19	264°23'15"	91.86
20	1°24'10"	207.58
21	336°56'35"	75.50
22	28°40'40"	88.84
23	2°15'20"	111.76
24	306°16'45"	50.17
25	179°23'00"	7.305
26	191°50'15"	61.055
27	173°59'05"	180.775
28	188°43'15"	36.51
29	186°43'15"	49.295
30	208°31'15"	33.69
31	229°36'10"	152.88
32	206°03'50"	37.625
35	236°06'10"	64.89
57	190°13'15"	159.49
58	197°12'10"	44.675
59	201°09'55"	39.8
60	211°19'55"	68.21
61	196°33'50"	100.77
62	168°51'50"	68.68
63	99°10'05"	132.065
64	23°43'10"	128.93
65	293°43'10"	15.24
66	23°43'10"	15.24
67	113°43'10"	15.24
68	23°43'10"	117.37
69	293°43'00"	77.425
70	359°20'40"	24.3745
71	279°10'05"	113.07
72	169°21'00"	59.67
73	160°43'00"	38.22
74	148°04'45"	60.19
75	23°43'10"	139.585
76	359°23'00"	103.23
77	349°10'45"	62.76
78	1°40'40"	30.32
79	358°30'45"	197.72
80	34°38'45"	73.365
81	11°37'05"	58.21
82	98°57'00"	34.176
83	189°02'25"	170.13
84	144°02'25"	42.425
85	99°02'25"	50
86	189°02'25"	310.33
87	279°10'05"	314.995
88	279°10'05"	97.385
89	203°43'10"	31.175
90	179°23'00"	30.62



COORDINATE SCHEDULE				
MARK	M.G.A. CO-ORDINATES	CLASS	ORDER	STATE
SSM 22070	529371.107 6110721.841	A	1	FROM SCIMS FOUND
SSM 73508	530501.880 6110435.299	C	3	FROM SCIMS FOUND
PM 30718	529858.052 6110653.291	C	3	FROM SCIMS FOUND
PM 86658	529825.482 6110473.607	A	1	FROM SCIMS FOUND
DATE OF SCIMS COORDINATES 12-4-2018 MGA ZONE 55 MGA DATUM GDA94				
COMBINED SCALE FACTOR 0.999567				

HEIGHT SCHEDULE				
MARK	AHD VALUE	CLASS	ORDER	HEIGHT DATUM VALIDATION
SSM 22070	253.602	LC	L3	FROM SCIMS - DATUM VALIDATION FOUND
SSM 73508	217.89	D	4	FROM SCIMS - DATUM VALIDATION FOUND
PM 30718	24.1848	LC	L3	FROM SCIMS - DATUM VALIDATION FOUND
PM 86658	262.775	B	2	FROM SCIMS - DATUM VALIDATION FOUND

GNSS VALIDATION SCHEDULE			
FROM	TO	GRID BEARING	METHOD
PM 86658	SSM73508	93° 14. 31"	CORS NRTK CADASTRAL TRAVERSE

THE SSM/PM CONNECTIONS WERE OBSERVED WITH DUAL OCCUPANCY CORSNET NRTK OBSERVATIONS

PM 86658 - SSM 22070	-	+0.006
PM 86658 - SSM 73508	93° 14. 30"	677.775 BY ME
93° 14. 29"	677.773 BY SCIMS	+1"
		+0.002

PM 86658 - PM 30718	10° 19. 52"	182.694 BY ME
10° 16. 27"	182.691 BY SCIMS	+0.3. 25"
		+0.003

LINES 14 - 15 - 16	268° 43. 01"	233.065 BY ME
268° 44. 01"	233.058 BY DP 1178439	- 01"
		+0.007
LINES 12 - 13	198° 44. 23"	305.269 BY ME
198° 44. 38"	305.258 BY DP 1178439	- 15"
		+0.011

COMPARISONS

DATE OF SCIMS AHD VALUES 12-4- 2018 HEIGHT DATUM : AHD71

- (E) EASEMENT FOR OVERHEAD POWERLINES 20 WIDE VIDE DP 1178439
- (F) EASEMENT FOR WATER SUPPLY OVER EXISTING LINE OF PIPES VIDE DP 116883
- (G) EASEMENT FOR OVERHEAD POWERLINES 20 WIDE AND TO WIDE VIDE DP 116883
- (H) EASEMENT FOR GAS DISTRIBUTION MAIN 10 WIDE VIDE DP 102894.8 (8358150 & 80978791)
- (J) EASEMENT FOR GAS DISTRIBUTION MAIN VARIABLE WIDTH VIDE DP 181931 (A658061)
- (K) EASEMENT FOR PIPELINE AND ACCESS 5 WIDE AND VARIABLE WIDTH VIDE DP 1020507
- (P) EASEMENT FOR PIPELINE & ACCESS 5 WIDE AND VARIABLE VIDE DP 84.7668
- (R) RIGHT OF CARRIAGEWAY OVER TRACK IN USE APPROXIMATE POSITION VIDE DP 1178439
- (W) PROPOSED EASEMENT FOR WATER SUPPLY 6 WIDE
- (CW) PROPOSED RIGHT OF CARRIAGE WAY 6 WIDE

Surveyor : MICHAEL MATTHEW SLINGER  
Date of Survey : 17 MAY 2018  
Surveyor's Ref : 202037

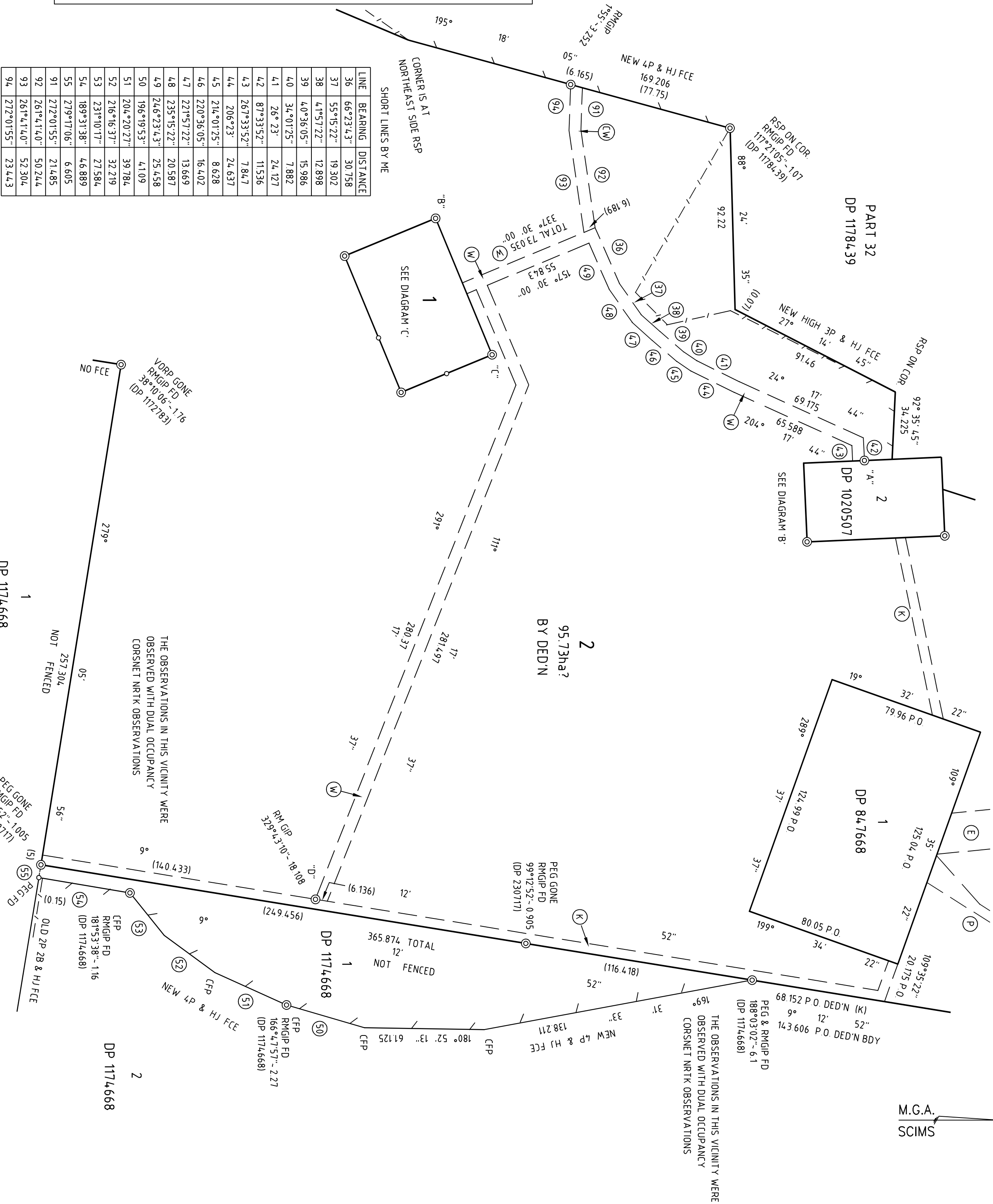
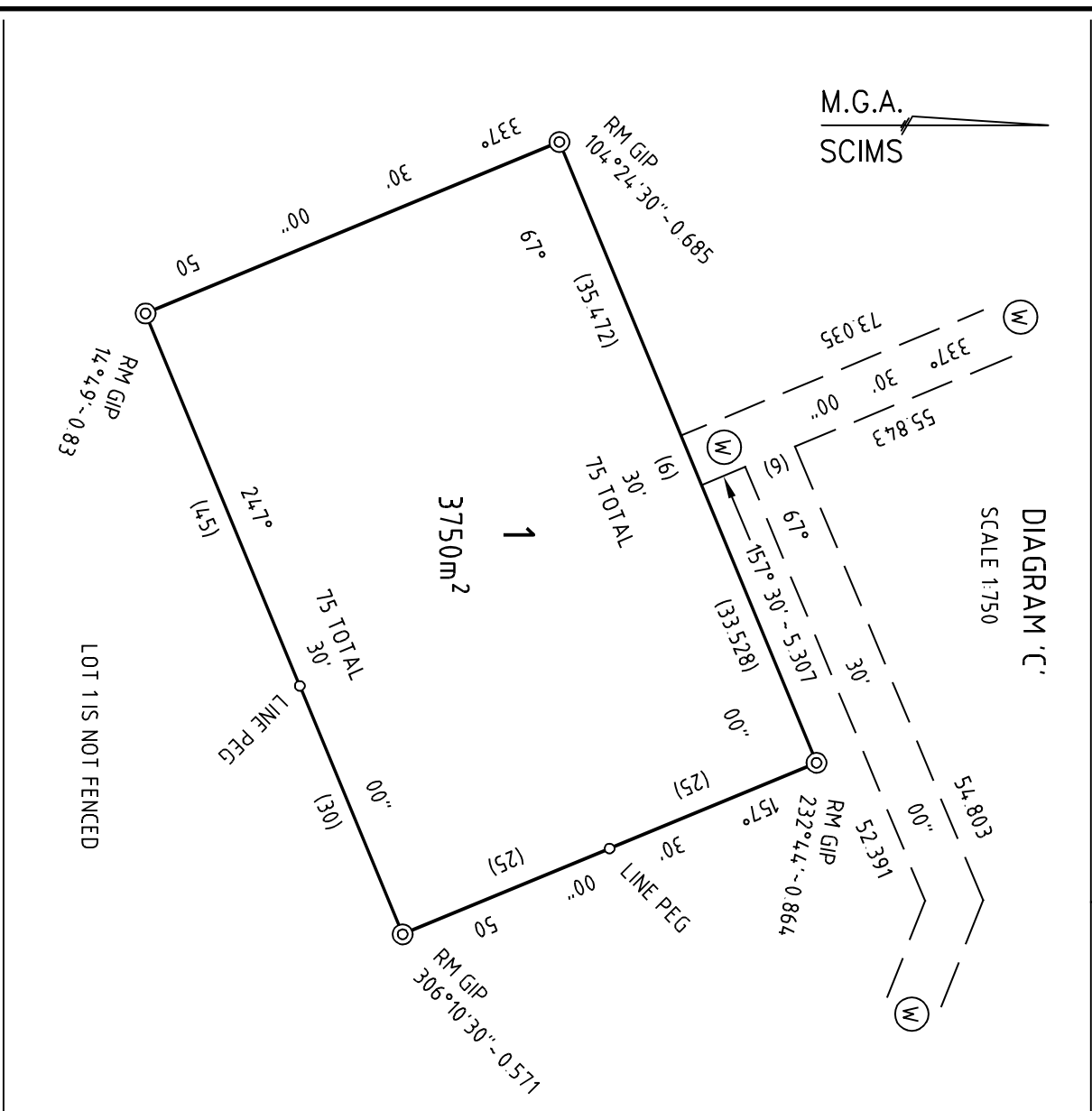
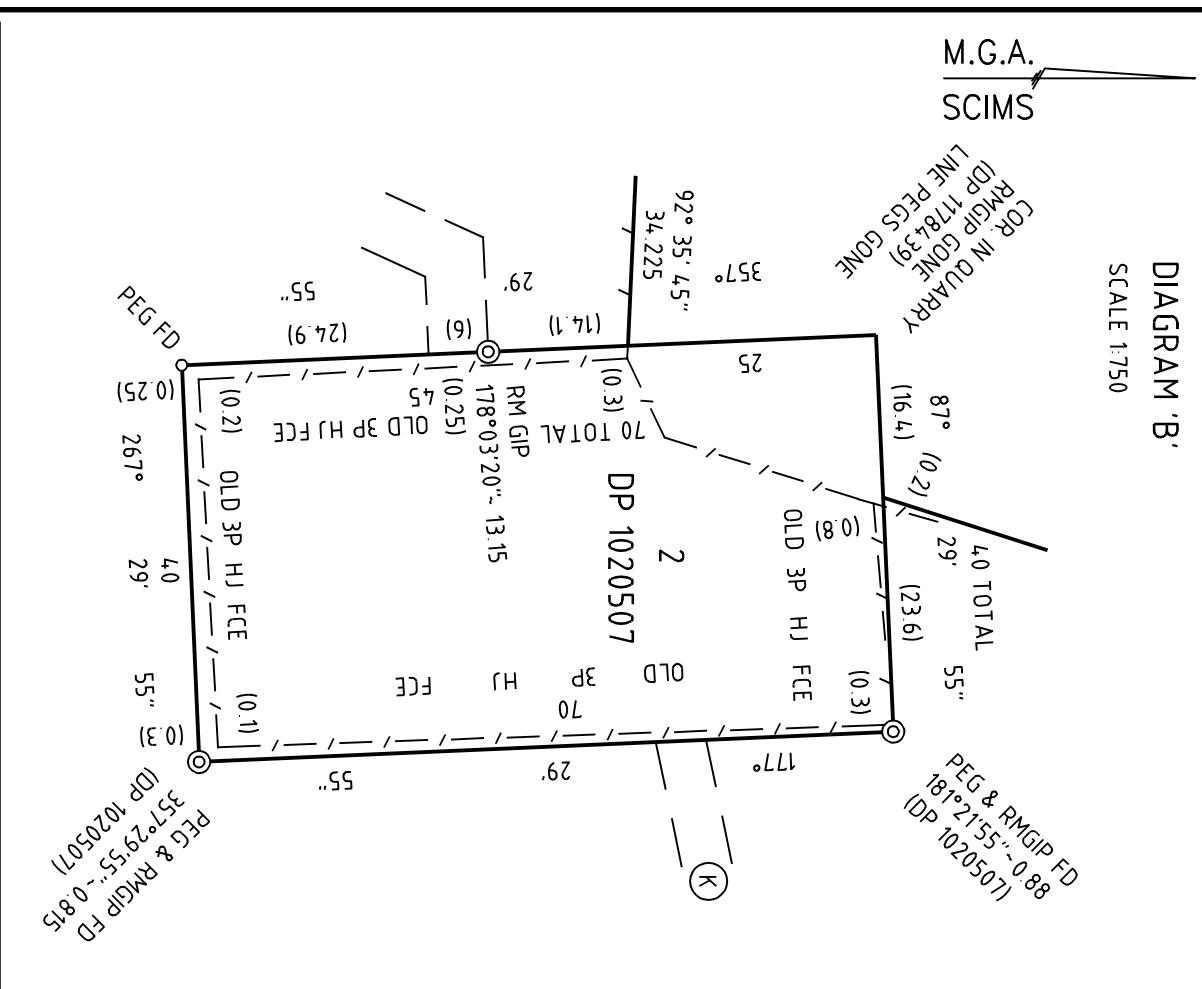
PLAN OF ACQUISITION AND PROPOSED EASEMENT FOR WATER SUPPLY 6 WIDE AND PROPOSED RIGHT OF CARRIAGE WAY 6 WIDE AFFECTING LOT 53 IN DP 1181931

LGA: WAGGA WAGGA  
Locality: LLOYD  
Subdivision No:  
Lengths are in metres. Reduction ratio 1:5000

BARTON AVE.

HUDSON DRIVE





LINE	BEARING	DISTANCE
36	66°23'4.3"	30.358
37	55°15'22"	19.302
38	44°57'22"	12.898
39	40°36'05"	15.986
40	34°01'25"	7.882
41	26°23"	24.127
42	87°33'52"	11.536
43	267°33'52"	7.847
44	206°23"	26.637
45	144°01'25"	8.628
46	220°36'05"	16.402
47	221°51'22"	13.669
48	235°15'22"	20.587
49	246°23'43"	25.584
50	196°19'53"	21.059
51	204°20'27"	39.784
52	216°16'37"	32.719
53	23°10'17"	27.584
54	189°31'38"	64.889
55	219°17'06"	6.605
91	217°21'55"	21.485
92	264°14'40"	50.274
93	261°14'40"	55.304
94	272°01'55"	23.443

- (E) EASEMENT FOR OVERHEAD POWERLINES  
20 WIDE VIDE DP 1178.39
- (K) EASEMENT FOR PIPELINE AND ACCESS  
5 WIDE AND VARIABLE WIDTH VIDE DP 1020507
- (P) EASEMENT FOR PIPELINE & ACCESS  
5 WIDE AND VARIABLE VIDE DP 84.7668
- (W) PROPOSED EASEMENT FOR WATER SUPPLY & WIDE
- (CW) PROPOSED RIGHT OF CARRIAGE WAY 6 WIDE

Surveyor : MICHAEL MATTHEW SLINGER  
Date of Survey : 17 MAY 2018  
Surveyor's Ref : 202037

PLAN OF ACQUISITION AND PROPOSED EASEMENT FOR WATER SUPPLY 6 WIDE AND PROPOSED RIGHT OF CARRIAGE WAY 6 WIDE AFFECTING LOT 53 IN DP 1181931

LGA: WAGGA WAGGA  
Locality: LLOYD  
Subdivision No:  
Lengths are in metres. Reduction ratio 1:15000

Registered

DE



# ePlan Lodgment Details

Lodgment ID:	259120	
Lodgment Status:	Lodged	
Lodgment Type:	New Plan Lodgment for Registration	
Invoice Number	Invoice Amount	Ecom Reference
D830166G	\$ 604.40	EC000F7B54

Plan Details

Plan Number:	DP1257693					
Date of Survey:	17/05/2018					
Title System:	Torrens Survey					
Plan Type:	DEPOSITED PLAN					
Plan Purpose:	RESUMPTION OR ACQUISITION					
Lot Numbers:	<table><tr><th>First Lot Number</th><th>Last Lot Number</th></tr><tr><td>1</td><td>2</td></tr></table>		First Lot Number	Last Lot Number	1	2
First Lot Number	Last Lot Number					
1	2					
Deferred Marking:	No					
Number of Plan Sheets:	2					
Date Lodged:	29/09/2019					

Lodging Party Details		
Lodging Party Reference:	202037	
Plan Lodged By:	MICHAEL M SLINGER	
Address Line:	P.O. Box 8336	
Suburb:	Koorungal	
Post Code:	2650	
Email Address:	slinger@bigpond.net.au	
Telephone Number:	69264000	Mobile: 0429692640
Fax:		

Surveyors Details	
Surveyor's Reference:	202037
Surveyor's Name:	MICHAEL M SLINGER



Uploaded Documents

Uploaded document: 202037.zip

File Name:	Document Type:
202037_P.tif	Plan
202037_K.tif	Checklist
202037_S.tif	Signature/Admin Forms

Titles, Plans & LGA's

Title References  
53/1181931

Plans Used					
DP1020507	DP1028948	DP1116883	DP1172783	DP1174668	DP1178439
DP1181931	DP1214620	DP230717	DP572294	DP847668	

LGA's

Additional Notes

## ANNEXURE 2

### APPLICATION FOR THE COMPULSORY ACQUISITION OF LAND

(Section 39 of the *Land Acquisition (Just Terms Compensation) Act 1991*)

[Department of Local Government to Complete]

Application linked to

It is your responsibility to ensure that documents required (as outlined in the *Guidelines for the Compulsory Acquisition of Land by Councils*, January 2006) are submitted with the application(s).

The processing of applications will only proceed once all of the required information is received by the Department of Local Government.

#### 1. Details of Council

- 1.1 Name of council: Riverina Water County Council
- 1.2 Address: 91 Hammond Avenue, Wagga Wagga NSW 2650  
.....
- 1.3 Phone: 02 6922 0608
- 1.4 Contact person/position: Anjanee Bichani, Project Engineer - Networks

#### 2. Council's Resolution to Acquire Land

- 2.1 Date of resolution:

**[RWCC to provide once resolution made]**

- 2.2 Does the resolution authorise acquisition by compulsory process? **Yes**

- 2.3 Does the resolution authorise making an application to the Minister/Governor? **Yes**

- 2.4 Copy of the official minutes recording the resolution provided? **Yes**

**[RWCC to provide]**

- 2.5 Copy of the report recommending compulsory acquisition provided? **Yes**

**[RWCC to provide]**

*[If No to 2.2, 2.3, 2.4 or 2.5 the application cannot proceed]*

### 3. Legislative Provisions Allowing Acquisition

3.1 Name of Act: Local Government Act 1993

3.2 Relevant sections: Section 186(1)

3.3 If under *Roads Act*, road widening order and plan obtained? **[attach copy(s)]** **NA**

### 4. Purpose of the Acquisition

[Clear statement of the 'public purpose' for which the land is being acquired]

For the construction of water supply infrastructure and associated access.

### 5. Land to be Acquired

5.1 Description of the land [no part lot numbers]

Lot 1 DP: 1257693

Right of Carriage Way 6 wide in Lot 2, marked CW in DP 1257693

Easement for Water Supply 6 wide in Lot 2, marked W in DP 1257693

**[Bower Wood to Attach 2 copies of the marked registered plan in A4 size]**

5.2 Date & formal copy of title search provided? **[BW to attach copy]**

Yes

5.3 Is the land to be acquired a public road? **No**

[If No, go to 5.5]

[If Yes, reason for not proceeding under the road closure provisions of the *Roads Act* 1993]

.....  
.....  
.....  
.....  
.....  
.....

[If Yes, description of public consultation conducted]

.....  
.....  
.....

.....  
.....

[If Yes, description of consultation with any Utility authorities occupying the road or road reserve]

.....  
.....  
.....  
.....  
.....  
.....  
.....

5.4 Is the land to be acquired a Crown road or an unformed council road? **No**

[If No, go to 5.7] [If Yes, go to 5.6]

5.5 Is the land to be acquired Crown Land? **NA**

[If No, go to 5.7]

5.6 Department of Lands/Crown Agency consent to council acquiring the land? **NA**

**[attach copy]**

5.7 Any easements/leases/other interests affecting the land? **NA**

5.8 Is the interest to continue after acquisition? **NA**

[Description of easements to remain after acquisition]

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

5.9 Are minerals included in the acquisition? **No**

[If Yes, description of minerals to be acquired]

.....  
.....  
.....  
.....  
.....  
.....

5.10 Is the acquisition ancillary to another acquisition? **[attach statement]** **NA**

## **6. Landowners**

6.1 Name of Landowner: Wagga Wagga City Council

6.2 Address Cnr Baylis and Morrow Street, Wagga Wagga, New South Wales, 2650

6.3 Who owns what (land or interest in the land)?

Land: Lot 1 DP 1257693 Owner: Wagga Wagga City Council

Land: Lot 2 DP 1257693 Owner: Wagga Wagga City Council

6.4 History of contact with the land/interest owner(s) provided? **Yes**

**[Bower Wood to attach copy of correspondence with WWCC]**

6.5 Is the acquisition owner-initiated? **No**

[If No, go to 6.8]

6.6 Is owner-initiated request submitted by all owners? **[attach statement]** **NA**

[If Yes, go to 6.7]

6.7 Has council made 'diligent inquiries' to identify all land owners? **[attach copy(s)]** **NA**

*[If No, application can not proceed unless 'due diligence' requirements also complied with]*

6.8 Has 'hardship' been established? **[attach copies of all supporting documents]** **No**

6.9 Does the land or land interest owner(s) consent to acquisition? **Yes**

**[Bower Wood to attach copy of WWCC Resolution]**

6.10 Has council tried to acquire the land by agreement? **Yes**

**[Bower to attach section 30 agreement]**

6.11 Representations received from land or land interest owner(s)? **[attach copy(s)]** **No**

6.12 Has council responded to the representations received? **[attach copy(s)]** **No**

## **7. Native Title**

7.1 Date & formal copy of Native Title Register search provided? **[attach]** **Not applicable**

7.2 Does council claim that native title has been extinguished?

Yes/No

7.3 If Yes, legal or Department of Lands opinion obtained? **[attach copy]**

Yes/No

*[If the legal or Department of Lands opinion on the extinguishment of native title is not provided, the application cannot proceed]*

7.4 If No, are all relevant notification requirements completed? **[attach copy(s)]**

Yes/No

*[See Part 3 and Annexure 1 of the Guidelines for the Compulsory Acquisition of Land by Councils, January 2006]*

## **8. Compensation Payable (Acquisitions by Agreement)**

8.1 Estimate of compensation payable: **\$45,000.00**

## **9. Re-sale**

9.1 Does council intend to sell the land once the land is acquired? **No**

[If No, go to 8]

9.2 Any intervening activities by council (such as subdivision)? **[attach statement]**

Yes/No

9.3 Is the land to be re-sold Crown Land?

Yes/No

[If No, go to 9.5]

9.4 Consent received from Department of Lands/other Agency for re-sale?[attach]

Yes/No

9.5 Diligent inquiry process undertaken to identify native title holders? [attach]

**Yes**

*[If No, application cannot proceed]*

9.6 Date of fixing notice to the  
land:.....

9.7 Date/name of newspaper containing public notice of the intention to compulsory acquire  
land [attach  
copy]:.....  
.....  
.....

## 10. Reduction of Notice Requirements

10.1 Is council applying for a reduction in the notice period (s.13)? **No**

[If No, go to 11]

10.2 Period of reduction requested [in days]  
:.....

**10.3** State Valuation Office confirms that the valuation can be done in time? **NA**

10.4 Reasons for notice

reduction:.....  
.....  
.....  
.....  
.....  
.....



## 11. Urgent Processing of Application

11.1 Is council applying for urgent processing?

**No**

[If No, go to 12]

11.2

Reasons:.....

.....

.....

.....

.....

.....

.....

## 12. Certification

I certify that the information provided is to the best of my knowledge, true and correct.

Name: Andrew Crakanthorp, General Manager

.....

Signature:

.....

Date:

.....

## Local Government Act 1993 No 30

Current version for 25 March 2020 to date (accessed 30 April 2020 at 11:45)

[Chapter 17](#) > [Part 2](#) > [Division 3](#) > [Section 707](#)



### 707 Publication of notices in Gazette and elsewhere

- (1) If the regulations direct the publication of any advertisement or notice both in the Gazette and in another manner, it is sufficient compliance with the direction if, in addition to publication in the Gazette, there is also published in that other manner either a summary of the advertisement or notice, or a statement only that such advertisement or notice has been published in the Gazette.
- (2) The date of the Gazette in which the advertisement or notice has been published is to be specified in the summary or statement.

## **RWCC resolution on Glenoak reservoir land matters: Council meeting 22/08/2018**

### **LAND MATTERS FOR THE CONSTRUCTION OF RESERVOIRS AT GLENOK, WAGGA WAGGA**

18/134      RESOLVED on the motion of Clrs. Conkey and Quinn that Council:

- 5 -

- 1) Purchase 3750 m<sup>2</sup> of land on Lot 53 DP 1181931 for the construction of two 4ML reservoirs at Glenoak for the amount referred to in this report.
- 2) Establish an easement of approximately 3600 m<sup>2</sup> on Lot 53 DP 1181931 for the construction of pipeline and access road.
- 3) Delegate authority to the General Manager to negotiate the land purchase and establish the easement for the pipeline and access road.
- 4) Affix Council's Common Seal to documents as required.
- 5) In accordance with the Local Government Act 1993 (as amended) classify the land as operational upon acquisition.

# R14 Draft Assets and Infrastructure Naming Policy

**Organisational Area** General Manager

**Author** Josh Lang, Community Engagement Officer

**Summary** This report proposes the exhibition of new policy regarding the naming of Assets and Infrastructure as requested by Council at its April 2020 meeting.

---

**RECOMMENDATION** that Council:

- d) Endorse the draft Assets and Infrastructure Naming Policy and place it on public exhibition from 25 June to 24 July 2020 and invite public submissions on the draft policy during that period
- e) Receive a further report following the public exhibition and submission period:
  - a. Addressing any submissions made in respect of the proposed Assets and Infrastructure Naming Policy
  - b. Proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period
  - c. Details on current opportunities to name assets or infrastructure and a register of existing name suggestions in line with the draft policy

## Report

At the board meeting held on 26 February 2020 it was resolved:

*That the General Manager prepare a report to the April meeting of the Board providing information on the options for the naming of the recently completed meeting room. Further that the report includes information on former Board member and inaugural Riverina Water Chairperson, Councillor Pat Brassil as I intend to move at the April meeting that the room be named the "Pat Brassil Room".*

Research for the requested report found a similar matter had been discussed previously in August 2012, and a further report requested by the Board of the day in December 2012.

As such, at the meeting held on 22 April 2020 it was resolved:

*That Council be furnished with the report as resolved in December 2012 which stated: "that a comprehensive report be submitted to Council on the means of recognition of people that have made a significant contribution to Riverina Water County Council."*

As a result, a draft Asset and Infrastructure Naming Policy has been developed to facilitate the process by which Riverina Water may recognise a person, place, event or similar through naming an asset or infrastructure in its honour.

The draft policy provides criteria in selecting an appropriate name, naming responsibility and how opportunities to name assets/infrastructure are identified. It recommends a public exhibition process for naming assets or infrastructure proposed by the Board, to ensure community awareness and the opportunity to participate.

Riverina Water would keep a record of appropriate names suggested by the community to be considered for future naming opportunities. Riverina Water would also identify opportunities to name new assets and infrastructure.

Pending Council consideration of this report the draft policy will be exhibited and the community asked to make comment on the draft policy. As outlined in the recommendation, a report proposing the adoption of the policy will be included in the business paper for the August meeting of the board. It is also proposed that a separate report will be included in the August business paper regarding the actual naming of the new meeting room in the stores building. This report will assume that Council has (earlier in the same meeting) adopted the "Assets and Infrastructure Naming Policy" which then allows the meeting to consider the subsequent report on naming the room.

#### › **R14.1 Draft Assets & Infrastructure Naming Policy**

### **Financial Implications**

The cost of signage to reflect the name of an asset or infrastructure room will be met from existing budgets.

### **Risk Considerations**

<b>Reputation</b>	
Averse	Council is averse to taking risks that may adversely impact its reputation

# Draft Assets and Infrastructure Naming Policy

## Purpose

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

## Policy Statement

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

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

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

## Scope

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

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

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

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

## Naming criteria

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

A name shall be wherever possible be:

- relevant to local history, flora, fauna, culture, landscape and physical characteristics or relevant to the organisation's history and purpose
- short and simple
- easy to pronounce, spell and write, with exception to those in the Wiradjuri language

- in accordance with community standards and expectations
- complementary with existing names and adjoining assets
- not easily confused with or duplicating names within the region
- considerate of any potential risk to reputation

In addition, if personal names are used, the person commemorated should:

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

### Process for naming assets and infrastructure

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

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

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

### Policy Implementation

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

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

### Non Compliance

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

<b>Policy number</b>	<b>Insert policy number here</b>
Responsible area	General Manager/Governance
Approved by	If Council include resolution number
Approval date	Friday 14 June 2019
Legislation or related strategy	Insert legislation or related strategy

Documents associated with  
this policy

List here other policies, procedures etc

---

Policy history

Insert policy history

---

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**

# R15 Adoption of Policy 2.6 - Water Restrictions

**Organisational Area** Engineering

**Author** Bede Spannagle, Director Engineering

**Summary** The existing Water Restrictions Policy 2.6 has completed its public exhibition period and is presented to the Board for adoption

---

**RECOMMENDATION** that the Board:

- a) Notes that one submission was received during the public exhibition period for the draft Policy 2.6 Water Restrictions
- b) Adopts Policy 2.6 Water Restrictions as exhibited

## Report

At the 18 December 2019 meeting, it was resolved that the Board:

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

Following the presentation of the survey data at the 26 February meeting of the board, Policy 2.6 Water Restrictions was reviewed in line with the findings.

At the 22 April meeting, it was resolved that the Board:

- a) *Endorse the draft Policy 2.6 - Water Restrictions Policy and place it on public exhibition from Thursday 23 April 2020 until noon, Friday 5 June 2020 and invite public submissions on the draft policy during that period*
- b) *Receive a further report following the public exhibition and submission period:*
  - i. *Addressing any submissions made in respect of the proposed Policy 2.6 - Water Restrictions Policy*
  - ii. *Proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period.*



The most significant change exhibited was the replacement of the permanent water conservation measure with Stage 1 Water Restrictions. Other changes include clearer wording on what is and is not permitted during the different stages of restrictions and the addition of emergency water restrictions.

The key objectives of the draft policy were to:

- Reduce confusion for the community
- Assist with compliance should stricter water restrictions be required in the future
- Assist in behavioural change to value and conserve water
- Formalise processes for extraordinary water restrictions based on infrastructure issues or emergencies

The draft policy was on exhibition for an extended period due to COVID-19 to ensure the community had ample opportunity to be aware of it.

Summary of public exhibition period activities

- Public notice advertised in The Daily Advertiser and Border Mail
- Display advertisement in The Daily Advertiser
- Advertised on social media with a total reach of 4077 people
- Available on Riverina Water's website
- Two hard copies were requested and supplied to residents

Summary of public submissions received

One submission was made to the draft policy.

Comment	Riverina Water response
Suggestion of implementing a "summer water use routine" instead of Stage 1 restrictions, on the basis that not watering in the heat of the day should be common sense behaviour.	This submission is similar to the current policy. It is recommended the draft policy is adopted as exhibited in line with the findings of the Water Conservation Survey, which included approximately 30 per cent of all residents surveyed are aware of the current conservation measure and know when it is active; and that a majority agreed there should be more permanent water restrictions in the Riverina area

## › R15.1 Water Restrictions Policy

### Financial Implications

There are no financial implications for the adoption of the policy.

# Water Restrictions Policy

## Purpose

1. To protect the ongoing security of the water supply during periods of drought or any other events involving the interruption or supply constraint of Riverina Water's water supply.
2. To provide guidelines for the management and implementation of water restrictions in Riverina Water's supply area.
3. To raise community awareness of water conservation and restrictions, including relevant trigger points

## Policy Statement

1. This policy applies to the use of water supplied by Riverina Water to all customers within the current supply area.
2. The General Manager and Director Engineering are delegated authority to implement and revoke water restrictions.
3. The General Manager and Director Engineering are delegated authority to issue exemptions from water restrictions.
4. All levels of restrictions will be subject to the appropriate trigger points detailed in this policy.
5. Non-compliance with water restrictions will be enforced as necessary depending on the stage of water restrictions, including restrictor devices and/or fines for non-compliance.
6. The operation of restrictions and water consumption will be closely monitored and this policy reviewed as often as required.

## Stage 1 Water Restrictions

**Trigger points:** Stage 1 Water Restrictions are implemented automatically during the NSW daylight savings period in NSW, unless otherwise specified by the General Manager and Director Engineering. Stage 1 may be extended beyond the NSW daylight savings period at

---

### Data and document control

Author:

Version

Last revised date

EDRMS #

Next scheduled review

Page 1 of 8

the discretion of the General Manager or Director Engineering if the daily rolling weekly water usage is more than 70 megalitres per day.

#### **Domestic water use**

- › Garden watering: From 10am to 5pm each day, only handheld hoses are permitted to be used. All other watering methods are prohibited for example, sprinklers, irrigation systems, fixed hoses etc.
- › Handheld hosing paved areas: prohibited from 10am to 5pm each day unless required as a result of an accident, fire, health hazard or other emergency.
- › Private swimming pools: No restrictions.
- › Washing of motor vehicles: No restrictions.

#### **Public and commercial water use**

- › Public gardens, sportsgrounds, nurseries, bowling greens, etc.: From 10am to 5pm each day, only handheld hoses are permitted to be used. All other watering methods are prohibited (for example, but not limited to sprinklers, irrigation systems, fixed hoses and sprays).
- › Washing of motor vehicles: No restrictions.
- › Water cartage: No restrictions for metered standpipes only.
- › Automatic flush toilets: No restrictions.
- › Handheld hosing of paved areas: No restrictions.

#### **Industrial water use**

No restrictions.

#### **Actions**

- › Public awareness campaign to begin, including advice to the four constituent councils.
- › Non-compliance letter to be issued for repeat offenders, including the four constituent councils.
- › Issuing of non-compliance letters begins

#### **Data and document control**

---

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 2 of 8

## Stage 2 Water Restrictions

**Trigger points:** Stage 2 Water Restrictions may be implemented at the discretion of the General Manager or Director Engineering when:

- › Average daily rolling weekly water usage is more than 90 megalitres per day, or if weekly water usage is more than 600 megalitres.

### Domestic water use

- › Garden watering: From 7am to 7pm each day, only handheld hoses are permitted to be used. All other watering methods are prohibited (for example, but not limited to sprinklers, irrigation systems, fixed hoses and sprays) during this time period.
- › Hosing paved areas: prohibited from 7am to 7pm each day unless required as a result of an accident, fire, health hazard or other emergency.
- › Private swimming pools: No initial filling of pools. Topping up a pool's water level is permitted.
- › Washing of motor vehicles: Washing of motor vehicles with a hose is permitted if not on a hard or paved surface.

### Public and commercial water use

- › Public gardens, sportsgrounds, nurseries, bowling greens and similar facilities : From 7am to 7pm each day, only handheld hoses are permitted to be used. All other watering methods are prohibited (for example, but not limited to sprinklers, irrigation systems, fixed hoses and sprays).
- › Washing of motor vehicles: No restrictions.
- › Water cartage: No restrictions (metered standpipes only).
- › Automatic flush toilets: No restrictions.
- › Hosing of paved areas: Prohibited from 7am to 7pm each day unless required as a result of an accident, fire, health hazard or other emergency.

### Industrial water use

No restrictions.

### Actions

- › Increased public awareness campaign.

### Data and document control

---

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 3 of 8

- › Further action may be taken for repeat non-compliance, including fines as per Riverina Water's current Fees and Charges and the use of flow restrictor devices for verified repeat offenders.

## Stage 3 Water Restrictions

**Trigger points:** Stage 3 Water Restrictions are implemented when:

- › Average daily rolling weekly water usage continues to be more than 90 megalitres per day, or if weekly water usage is more than 600 megalitres, and/or
- › Riverina Water's allocation of water is reduced by up to 20 per cent.

### Domestic water use

- › Garden watering: No watering of any kind from 7am to 7pm. Handheld hoses are permitted any time from 7pm to 7am. Other watering methods such as sprinklers or irrigation systems may be used between 7pm and 7am on an odds/evens system based on property address.
- › Hosing paved areas: No washing down of hard services unless as a result of an accident, fire, health hazard or other emergency.
- › Private swimming pools: Topping up a pool's water level is permitted.
- › Washing of motor vehicles: The washing of cars is prohibited unless at a commercial car wash.

### Public and commercial water use

- › Public gardens, sportsgrounds, nurseries, bowling greens and similar facilities: Handheld hoses may be used at any time. Other watering methods such as sprinklers or irrigation systems may only be used between 7pm and 7am on an odds/evens system based on property address.
- › Washing of motor vehicles: The washing of cars is prohibited unless at a commercial car wash.
- › Water cartage: From Riverina Water's fixed standpipes only.
- › Automatic flush toilets: No restrictions.
- › Hosing of paved areas: No washing down of hard services unless as a result of an accident, fire, health hazard or other emergency.

### Industrial water use

#### Data and document control

Author:

Version

Last revised date

EDRMS #

Next scheduled review

Page 4 of 8

No restrictions.

### **Actions**

- › Further increase in public awareness of water restrictions and availability, including communicating the odds/evens water system for domestic users.
- › Action will be taken for repeat non-compliance, including fines as per Riverina Water's current Fees and Charges and the use of restrictor devices.

## **Stage 4 Water Restrictions**

**Trigger points:** Stage 4 Water Restrictions are implemented when:

- › Average daily rolling weekly water usage continues to be more than 90 megalitres per day, or if weekly water usage is more than 600 megalitres, and/or
- › Riverina Water's allocation of water is reduced by between 20 and 50 per cent.

### **Domestic water use**

- › Garden watering: Handheld hoses may be used from 7pm to 7am. All other watering is prohibited.
- › Hosing paved areas: No washing down of hard services unless as a result of an accident, fire, health hazard or other emergency.
- › Private swimming pools: Topping up a pool's water level is permitted.
- › Washing of motor vehicles: The washing of cars is prohibited unless at a commercial car wash.

### **Public and commercial water use**

- › Public gardens, sportsgrounds, nurseries, bowling greens and similar facilities: Handheld hoses may be used at any time. Other watering methods such as sprinklers or irrigation systems may only be used between 7pm and 7am on an odds/evens system based on property address.
- › Washing of motor vehicles: The washing of cars is prohibited unless at a commercial car wash.
- › Water cartage: From Riverina Water's fixed standpipes only.
- › Automatic flush toilets: No restrictions.

### **Data and document control**

---

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 5 of 8

- › Hosing of paved areas: No washing down of hard services unless as a result of an accident, fire, health hazard or other emergency.

#### **Industrial water use**

- › No external watering of lawns or gardens.

#### **Actions**

- › Increase public awareness of water availability situation.
- › Communication of odds/evens system for commercial/public restrictions.
- › Initial engagement with high volume users.
- › Action will be taken for repeat non-compliance, including fines as per Riverina Water's current Fees and Charges and the use of restrictor devices.

### **Stage 5 Water Restrictions**

**Trigger points:** Stage 5 Water Restrictions are implemented when:

- › Riverina Water's allocation of water is reduced by more than 50 per cent.

#### **Domestic water use**

- › Garden watering: The use of watering cans or buckets between 7pm and 7am is permitted. All other watering is prohibited, including handheld hoses.
- › Hosing paved areas: No washing down of hard services.
- › Private swimming pools: No topping up permitted.
- › Washing of motor vehicles: The washing of cars is prohibited unless at a commercial car wash.

#### **Public and commercial water use**

- › Public gardens, sportsgrounds, nurseries, bowling greens, etc.: The use of handheld hoses to water essential gardens/plants/grass is permitted at any time. All other watering is prohibited.
- › Washing of motor vehicles: The washing of cars is prohibited unless at a commercial car wash.
- › Automatic flush toilets: No restrictions.
- › Hosing of paved areas: No washing down of hard services.

#### **Data and document control**

Author:

Version

Last revised date

EDRMS #

Next scheduled review

Page 6 of 8

## Industrial water use

- › No external watering of lawns or gardens.

### Actions

- › Increase public awareness of water availability situation, including daily updates of water usage and regular communication of water restrictions.
- › Direct engagement with high volume users to develop usage reduction strategies.
- › Action will be taken for repeat non-compliance, including fines as per Riverina Water's current Fees and Charges and the use of restrictor devices.

## Extraordinary Water Restrictions

**Trigger points:** The General Manager or Director Engineering may implement temporary extraordinary water restrictions due to special circumstances, such as, but not limited to:

- › Damage or required maintenance to critical infrastructure.
- › Emergencies or to support emergency services.
- › Significant supply issues.
- › Locally high water usage placing pressure on storage levels in an independent system or particular area.

### Actions

- › Communication of restrictions to relevant stakeholders.
- › Appropriate compliance or direct discussions as required.

## Exemptions to Water Restrictions

The General Manager and Director Engineering are the delegated authority to issue exemptions from water restrictions.

Exemptions may be made for domestic, public, commercial and industrial uses.

Exemptions to water restrictions must be applied for in writing to the General Manager and/or Director Engineering, and must provide appropriate reasoning why an exemption should be made.

### Data and document control

---

Author:

Version

EDRMS #

Last revised date

Next scheduled review

Page 7 of 8



Any increase in water restrictions stages will void the existing exemption and a new application must be made.

## Policy implementation

This policy will be implemented as per the Actions described in each stage of water restrictions.

Significant changes to this policy will be communicated to the public and to staff.

<b>Policy number</b>	POL 2.6
<b>Responsible area</b>	Engineering
<b>Approved by</b>	<Resolution Number>
<b>Approval date</b>	<Approval date>
<b>Legislation or related strategy</b>	Demand Management Plan 2012 Drought Management Plan 2012
<b>Documents associated with this policy</b>	
<b>Policy history</b>	22 November 2013: Name changed from 5.12 27 February 2019: Policy reviewed, Resolution 19/15

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

## END OF POLICY STATEMENT

### Data and document control

Author:

Version

Last revised date

EDRMS #

Next scheduled review

Page 8 of 8

### **Risk Considerations**

If the policy is not adopted, there is risk that the supply of water could not be maintained during peak demand times. The ability to impose water restrictions is a safety net to curb demand and maintain continuity of water supply.

# CONF1 Update on WTP contract

**Organisational Area** Engineering - Projects

**Author** Bede Spannagle, Director Engineering

**Summary** Council has recently terminated UGL Engineering Pty Ltd from the WTP contract. This report provides an update on events following the contract termination.

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:

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