Meeting of Riverina Water County Council

The meeting will be held in the Riverina Water Board Room, 91 Hammond Ave, Wagga at 12:30pm on Wednesday, 30 June 2021

Meeting Agenda

Live Streaming of Council Meetings

Riverina Water advises that Council meetings are live streamed on Council's website <u>www.riverinawater.nsw.gov.au</u> 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.

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CM1 General Manager Remuneration Discussion Paper

Organisational Area	General Manager
Author	Greg Verdon, Councillor - Chairperson
Summary	The Minister for Local Government has announced a review of general manager and senior staff remuneration. A consultation paper has been issued to seek the views of the local government sector, other stakeholders and the broader community.

RECOMMENDATION that Council:

- a) Determine if it wishes to make a submission;
- b) Should Council determine it wishes to make a submission that it delegate authority to the Chairperson and Deputy Chairperson to prepare and lodge a submission.

Report

The Minister for Local Government has announced a review of general manager and senior staff remuneration. A consultation paper has been issued to seek the views of the local government sector, other stakeholders and the broader community.

Submissions on the consultation paper are to be made before 9 August 2021.

Currently councils are free to determine the remuneration they pay to their general managers and senior staff based on a range of considerations including the skills and experience of the applicant, the size and operational complexity of the council, market conditions and industry benchmarks.

The consultation paper examines how executive remuneration is set in other jurisdictions, and at other levels of government. It considers a range of options from maintaining the status quo through to introducing greater regulation of the remuneration councils may pay to their general managers and senior staff.

There are four key questions posed for feedback from the discussion paper:

- 1) Do you think more regulation is needed in relation to how much councils pay their general manager?
- 2) Why or why not?
- 3) If yes, what should this regulation look like?
- 4) Who should decide how much councils pay their general manager

Should Council decide to make a submission this report recommends that authority be delegated to the Chairperson and Deputy Chairperson to prepare and lodge the

submission. Board Members are encouraged to provide their thoughts and comments on the above four questions to assist the preparation of the submission.

> CM1.1 Review of General Manager Remuneration - Consultation Paper 🕁 🖬

Financial Implications

There are no immediate implications of preparing and lodging a submission. Pending the decision of the Government, it is expected that to change the status quo would increase the remuneration paid to general managers and senior staff.

Risk Considerations

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

REVIEW OF GENERAL MANAGER AND SENIOR STAFF REMUNERATION

Consultation paper

June 2021

CM1.1

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Overview

The position of general manager is pivotal in a council and comes with significant responsibility.

The general manager is the interface between the elected governing body of the council which sets the strategy and monitors performance, and the operational arm of the council which implements the decisions of the governing body.

General managers are responsible for the day-to-day operations of the council, the implementation of the council's strategic plans and objectives, the delivery of services and infrastructure to the community, the management of council staff and the financial management of the council.

General managers have a unique employer/ employee relationship with high levels of accountability to their employer, the governing body of the council, who are in turn accountable to the community for the council's performance through the electoral process.

The Local Government Act 1993 ('the Act'), Local Government (General) Regulation 2005 ('the Regulation') and the Standard Contract of Employment for General Managers of Local Councils in NSW approved by the Departmental Chief Executive of the Office of Local Government provide councils with flexibility in determining general managers' remuneration.

The Act expressly provides that the approved standard contract must not include provisions relating to the level of remuneration or salary (including employment benefits) of the person employed under the contract. General managers' remuneration is determined by negotiation between general managers and councils but is informed by a range of factors including the skills and experience the individual will bring to the role, the size and operational complexity of the council, the strategic goals and objectives of the council, the particular needs of the council, market conditions and industry benchmarks.

This consultation paper has been issued to explore whether there is a need for greater regulation or prescriptive guidance in setting general managers remuneration and to inform possible policy responses.

In considering whether there should be greater regulation of general manager remuneration, it is also necessary to consider the remuneration of senior staff.

Senior staff of councils that are not employed under the Local Government (State) Award are employed under the Standard Contract of Employment for Senior Staff (other than General Managers) of Local Councils in NSW.

Like the standard contract for general managers, this is approved by the Departmental Chief Executive and must not include provisions relating to the level of remuneration or salary.

However, for a position to be classified as 'senior staff' under the Act, the holder of the position must be paid at least the same remuneration received by NSW State Government senior executives that are graded at Band 1 (currently, \$192,600).

Current legislative framework

The Act (section 334) requires councils' governing bodies to appoint a person to be general manager.

The position of general manager is a 'senior staff' position for the purposes of the Act.

As with the appointment of all council staff, councils are required to appoint the general manager using merit selection principles (section 349).

Recruitment using merit selection is a competitive process where the applicant who demonstrates that they have the best qualifications and experience relevant to the position is appointed.

The Act (section 338) requires that general managers be employed under fixed term, performance-based contracts for a duration of one to five years, based on the standard contract for general managers approved by the Departmental Chief Executive. General managers' employment contracts may be renewed.

General managers are held accountable for their performance through performance agreements and regular performance reviews required under the standard contract.

The Act (section 338) stipulates that the standard contract approved by the Departmental Chief Executive cannot set the remuneration or salary (including employment benefits) that will be received by general managers.

The standard contract also cannot stipulate the performance-based requirements of the role or the duration of the contract.

These components are included as schedules to the standard contract that can be tailored and agreed by the council and the employee as part of the recruitment process. In practice, most councils negotiate remuneration packages with appointees during the recruitment process based on the professional advice of executive recruitment specialists engaged by the council specifically for this task.

Such specialists collate detailed comparative information about the remuneration paid to general managers across NSW and other states and territories, as well as comparable private sector and NSW public sector remuneration levels, so that they can advise councils appropriately.

Remuneration packages for general managers generally include the following components:

- total salary
- total employer superannuation contributions payable
- total value of any non-cash benefits, and
- total fringe benefits tax payable for any non-cash benefits.

They are entitled to receive an annual increase in their salary package equivalent to the latest percentage increase in remuneration for NSW public sector senior executive office holders. This increase is determined by the Statutory and Other Offices Remuneration Tribunal ('SOORT').

Unlike the NSW public sector however, they can also receive discretionary increases to their total remuneration package from the council under the provisions of the standard contract as a performance incentive.

The Guidelines for the Appointment and Oversight of General Managers Guidelines issued by the Office of Local Government provides further detailed guidance on best practice for the recruitment, appointment and performance oversight of general managers. They can be found at <u>www.olg.nsw.gov.au</u>

Reporting

Councils are publicly accountable for the remuneration they pay to their general managers.

The Regulation (clause 217) requires councils to publish in their annual report the remuneration paid to their general manager each financial year.

The Office of Local Government's Guidelines state that all discretionary increases in remuneration received by general managers must be reported to an open meeting of the council, together with the reasons for the increase.

Role of the general manager

The Act (section 335) gives the general manager responsibility for:

- conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council
- implementing, without undue delay, the lawful decisions of the council
- advising the governing body on the development and implementation of, and consultation on, the council's plans, programs, strategies and policies
- developing the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report
- ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions

- exercising any of the functions of the governing body that are delegated to the general manager
- implementing the council's workforce management strategy, establishing the council's organisational structure and appointing and dismissing council staff, and
- any other functions given to the general manager.

The Regulation (clause 209) also requires the general manager to ensure that:

- the council complies with all legal financial obligations, including the keeping of accounting records
- effective measures are taken to secure the effective, efficient and economical management of financial operations within each division of the council's administration
- authorised and recorded procedures are established to provide effective control over the council's assets, liabilities, revenue and expenditure and secure the accuracy of the accounting records, and
- lines of authority and the responsibilities of members of the council's staff for related tasks are clearly defined.

Current remuneration levels in NSW

Appendix 1 lists the levels of remuneration received by the general managers of each council in NSW for the 2019-2020 financial year, as published in each council's 2019-2020 annual report.

Remuneration levels have been grouped according to the council categories determined by the Local Government Remuneration Tribunal as part of its 2020 Annual Report and Determination³ to enable a like-for-like comparison of similar sized and types of councils.

The average remuneration received by a general manager in 2019-2020 for each council category was (per annum):

*	Principal CBD	\$511,954
٠	Major CBD	\$633,852
٠	Metropolitan Large	\$457,180
٠	Metropolitan Medium	\$414,427
•	Metropolitan Small	\$334,108
٠	Major Regional City	\$439,467
•	Major Strategic Area	\$495,849
٠	Regional Strategic Area	\$397,668
٠	Regional Centre	\$350,420
٠	Regional Rural	\$310,377
٠	Rural	\$267,119
•	County council	\$143,270

The total average remuneration received by a NSW general manager in 2019-2020 was **\$328,287 per annum** (not including county councils).

The ten NSW councils that paid the highest levels of remuneration to their general manager in 2019-2020 were:

•	Parramatta	\$633,852
•	Northern Beaches	\$512,092
•	Sydney	\$511,954

•	Canterbury-Bankstown	\$501,938
•	Central Coast	\$495,849
٠	Blacktown	\$486,744
٠	Fairfield	\$484,588
•	Inner West	\$482,353
•	Newcastle	\$468,711
٠	Penrith	\$465,510

This indicates that higher levels of general manager remuneration are paid primarily by the largest metropolitan councils.

General manager remuneration is highly influenced by population levels and the challenges of managing larger councils such as greater operational complexity, higher staffing levels and higher revenue/expenditure bases.

The ten councils that paid the lowest levels of general manager remuneration in 2019-2020 (excluding county councils) were (per annum):

	Weddin	\$205 000
•	weddin	\$205,000
٠	Brewarrina	\$210,867
*	Central Darling	\$214,663 ²
٠	Cabonne	\$220,000
•	Lockhart	\$221,299
•	Upper Lachlan	\$221,324
٠	Junee	\$222,373
•	Bland	\$226,222
•	Greater Hume	\$229,020
٠	Coolamon	\$230,150

These are all councils that are categorised as 'Rural' by the Local Government Remuneration Tribunal and supports the observation that general manager remuneration is highly influenced by population and council size.

1 https://www.remtribunals.nsw.gov.au/statutory-and-other-offices

2 General manager's remuneration for 2019-2020 was not publicly available. This figure is the remuneration paid to the general manager during 2018-2019 as published in the council's 2018-2019 annual report

Comparison to mayor's and councillor's remuneration

Legislative framework

Under the Act, councillor remuneration levels are determined by the Local Government Remuneration Tribunal which is an independent panel established under the Act specifically for this purpose.

The Act (section 239) requires the Local Government Remuneration Tribunal to place each council into a category with like councils, based on the following criteria:

- the size of the local government area
- the physical terrain of the local government area
- the population of the local government area and its distribution
- the nature and volume of business dealt with by each council
- the nature and extent of the development of the local government area
- · the diversity of communities served
- the regional, national and international significance of the council
- · any other matters considered by the Tribunal to be relevant to the provision of efficient and effective local government, and
- any other matters prescribed by the Regulation.

The Tribunal must report to the Minister for Local Government by 1 May each year what these categories are, and what the minimum and maximum fees are to be paid to mayors, councillors and the chairpersons and members of county councils each year in each category.

Categories are to be reviewed every three years.

When determining the minimum and maximum fees payable in each category, the Act (section 242A(1)) requires the Tribunal to adhere to the

same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under the Industrial Relations Act 1996 (section 146C) when making or varying awards or orders relating to the conditions of employment of NSW public sector employees.

However, the Local Government Remuneration Tribunal can determine under the Local Government Act (section 242(A)(3)) that a council is placed in another existing or new category with a higher range of fees without breaching the NSW Government's wage policy.

The Tribunal's determinations take effect from 1 July each year.

Remuneration levels

Appendix 3 details the fees payable to NSW mayors and councillors from 1 July 2020 to 30 June 2021 compared to the remuneration received by general managers during 2019-2020.

General managers' remuneration cannot be directly compared to mayoral or councillor fees given the nature of the roles, and the time commitment, skills, qualifications and experience required vary so greatly.

However, it can be noted that:

- general manager remuneration ranges from \$205,000 - \$633,852 per annum (not including county councils)
- councillor fees range from \$9,190 \$40,530 per annum (not including county councils). and
- mayoral fees (combined with their councillor) fees) range from \$18,970 - \$263,040 (not including county councils).

Comparison to the NSW public sector

Legislative framework

The Government Sector Employment Act 2013 creates a single executive structure across the NSW Public Service, with common employment arrangements, including standard written contracts of employment.

The senior executive structure is comprised of the following four broad bands:

- Band 1 Director level
- Band 2 Executive Director level
- Band 3 Deputy Secretary level
- Band 4 Secretary level

Under the Statutory and Other Offices Remuneration Act 1975, the SOORT annually determines the remuneration ranges for each senior executive band. These take effect from 1 October each year.

The SOORT also determines the remuneration payable to judges, magistrates and other public office holders.

Annual increases in remuneration ranges are determined by SOORT considering key national economic indicators and movements in public sector remuneration across Australia, market conditions, CPI and wages growth.

In determining senior executive remuneration, SOORT is also required under the *Statutory and Other Offices Remuneration Act* 1975 (section 6AA) to comply with the policies that apply to the Industrial Relations Commission under the *Industrial Relations Act* 1996 (section 146C) when the Commission makes or varies awards or orders relating to public sector employment. Current policy (which may be subject to change), as prescribed in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014*, is that public sector wages cannot increase by more than 2.5 per cent.

Any increase beyond 2.5 per cent can only be awarded if sufficient employee-related cost savings have been achieved to fully offset the increased employee-related costs.

When a NSW public sector Secretary or agency head creates a senior executive role in Bands 1 - 3, they can follow the *NSW Public Service Senior Executive Remuneration Management Framework 2020-21^s* which has been issued as guidance to assist decision-makers to determine where within a senior executive band remuneration range a role is to be placed.

The NSW Public Service Senior Executive Remuneration Management Framework is also to be implemented when applying annual SOORT determination increases and when considering an individual's progression over time within the discretionary remuneration range in accordance with the requirements of the agency's formal performance management system.

Model contracts of employment⁴ for senior executives are prescribed under the *Government Sector Employment Act 2013.*

^{3 &}lt;u>https://www.psc.nsw.gov.au/legislation-and-policy/senior-executives/senior-executive-remuneration-management-framework.</u>

⁴ https://www.psc.nsw.gov.au/legislation-and-policy/senior-executives/model-contracts-of-employment

Comparison of remuneration levels

Under SOORT's current determination, NSW public sector senior executive remuneration packages range from⁵ (per annum):

- Band 1 (i.e. Directors): \$192,600 - \$274,700
- Band 2: (i.e. Executive Directors) \$274,701 - \$345,550
- Band 3: (i.e. Deputy Secretaries)
 \$345,551 \$487,050
- Band 4: (i.e. Secretaries) \$487,051 - \$562,650

Special determinations are also in place for specific Band 2, Band 3 and Band 4 roles that increase the remuneration packages for these roles.

Appendix 2 compares the levels of remuneration received by NSW general managers in 2019-2020 to the remuneration bands determined by SOORT for NSW public sector senior executives in 2020-2021.

General managers' remuneration cannot be directly compared to NSW public sector senior executive remuneration because the nature of the roles, the skills and experience of individuals in these positions and the size and operational complexity of government departments and councils vary so greatly.

However, it can be noted that:

- general manager remuneration ranges from \$205,000 - \$633,852 per annum (not including county councils), and
- NSW public sector senior executive remuneration ranges from \$192,000 -\$649,500 per annum.

This indicates that remuneration levels across the NSW state and local government sectors for senior executives are roughly equivalent.

⁵ https://www.remtribunals.nsw.gov.au/statutory-and-other-offices

Comparison to other jurisdictions

Western Australia

Similar to the way mayoral and councillor fees are set in NSW by the Local Government Remuneration Tribunal, under the Western Australian *Local Government Act 1995* (section 5.39), general manager remuneration in Western Australia is determined independently each year by the Western Australian Salaries and Allowances Tribunal under the Western Australian *Salaries and Allowances Act 1975* (section 7A).

Unlike NSW which has three separate remuneration tribunals, Western Australia has established one single tribunal that determines the remuneration of general managers as well as Western Australian Members of Parliament, mayors and councillors, the judiciary, the Western Australian public service and other significant officeholders.

Under the Tribunal's 2020 determination⁶, there are four remuneration bands for Western Australian general managers (per annum):

- Band 1: \$250,375 \$379,532
- Band 2: \$206,500 \$319,752
- Band 3:
- Band 4: \$128,226 \$200,192

\$157,920 - \$259,278

These remuneration packages include all salaries, superannuation contributions, allowances, fees and benefits.

Given Western Australia's vast geographic area and the isolation and remoteness of many local government areas, several additional concessions or incentives are also provided to attract individuals to general manager roles.

A Regional/Isolation Allowance can be paid to the general managers of 53 prescribed councils in addition to the general manager's remuneration package, in recognition of regional and isolation factors which may affect the attraction and retention of general managers in remote local government areas.

The amount that can be paid ranges from **\$10,000 - \$80,000 per annum**, depending on the prescribed council.

There is no requirement for these prescribed councils to provide a Regional/Isolation Allowance to a general manager.

Payment of part or all this allowance is at the discretion of the council, taking into consideration the following factors:

- Remoteness distance of the local government area from Perth or a regional centre or issues associated with the vast distances separating communities within the local government area
- Cost of living increased cost of living in the local government area, as evidenced in the Western Australian Regional Price Index
- Social disadvantage reduced specialist health services, schooling opportunities for children, employment opportunities for spouses, lifestyle commodities and access to professional and personal support networks when compared to Perth and regional centres
- Dominant industry the impact that a dominant industry such as mining or agriculture has on a local government area and the ability to attract and retain a general manager in the face of a dominant industry
- Attraction/retention the ability to recruit suitably qualified candidates and being able to retain them considering the above factors in competition with positions in Perth, regional centres and private industry, and
- Community expectations the pressures on the general manager to meet expectations when professional or operational expertise is not readily available.

⁶ https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-membersdetermination-no-1-of-2020.

Councils can also pay an additional Housing Allowance to a general manager where a lack of suitable housing (either permanent or temporary) may impact the council's ability to recruit a general manager, provided the housing is located within or adjacent to the local government area in which the general manager is employed.

The cost of the accommodation or Housing Allowance is not included in the general manager's remuneration package calculations.

For a number of prescribed councils, any motor vehicle provided to the general manager or an allowance provided to a general manager for the use of a private motor vehicle for workrelated purposes is considered to be a tool needed to undertake the duties of a general manager in the local government area, and any private benefit received is not considered as part of the general manager's remuneration package.

For these reasons, the actual remuneration received by general managers in remote Western Australian councils is likely to be greater than the bands previously described.

Under the Western Australian *Local Government Act 1995* (section 5.53), each council must publish the remuneration paid to its general manager in its annual report.

Victoria

The new Victorian *Local Government Act 2020* (section 45) requires each council in Victoria to develop, adopt and apply a CEO Employment and Remuneration Policy from 31 December 2021 to ensure consistent practices in the recruitment and appointment of general managers at the council.

Each council's CEO Employment and Remuneration Policy must:

- provide for the council to obtain independent professional advice on the recruitment and appointment of the general manager
- when setting the general manager's remuneration, ensure that the council has regard to any:
 - Victorian Government wages policy in force with respect to Victorian public sector executives, and
 - any determination in effect under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 (section 21) in relation to remuneration bands for executives employed in the Victorian public sector.

Currently, Victorian public sector executive remuneration bands range from (per annum)⁷:

- Band 1: \$135,000 \$249,700
- Band 2: \$249,701 \$360,000
 - Band 3: \$360,001 \$479,900

Victorian councils retain the power to set an individual general manager's remuneration within the relevant band, subject to Guidelines[®] issued by the Victorian Independent Remuneration Tribunal about the placement of executives within the bands.

Prior to the introduction of the new Victorian Local Government Act last year, a review of general manager remuneration conducted in 2019 by the Victorian Local Government Inspectorate⁹ found that:

- the average general manager remuneration in Victoria was \$295,000 per annum
- the median general manager remuneration in Victoria was:
 - Group 1 (small-medium council): \$234,757
 - Group 2 (large rural, regional or small metro council): \$307,733
 - Group 3 (large regional to large metro council): \$362,038.

⁷ https://www.vic.gov.au/victorian-public-service-executives

⁸ https://www.vic.gov.au/victorian-public-service-executives

⁹ https://www.lgi.vic.gov.au/managing-employment-cycle-council-ceo/print-all#current-employment-arrangements

CONSULTATION PAPER 11

A review of Victorian council annual reports for 2019-2020 reveals that the highest paid general manager in Victoria in 2019-20 was employed by the City of Melbourne Council and received **\$498,000 per annum**¹⁰.

This is only slightly higher than the maximum cap that has since been set for this position.

The second highest paid general manager in Victoria in 2019-20 was employed by the City of Casey Council and received **\$470,000 -\$479,000 per annum**¹⁰.

Queensland

Queensland councils, like NSW councils, have complete discretion regarding the remuneration that is paid to their general managers.

The Queensland Local Government Act 2009 (section 194) only requires that a person who is appointed as the general manager enters a written contract of employment with the council that provides for the chief executive officer's conditions of employment (including remuneration).

The Queensland *Local Government Act* (section 201) also requires each council to publish in its annual report the remuneration package paid to its general manager each year.

To protect the privacy of general managers, payments are reported in \$100,000 bands, not the actual amount paid.

Appendix 4 lists the levels of remuneration received by the general managers of each council in Queensland for the 2019-2020 financial year, as published in each council's 2019-2020 annual report.

Remuneration levels have been grouped according to the council categories prescribed by the Queensland Local Government Remuneration Commission when setting mayoral and councillor fees to enable a like-forlike comparison of similar sized and types of Queensland councils.

It shows that the general manager remuneration range for each council category in Queensland in 2019-2020 (per annum) was:

٠	Brisbane:	\$700,000 - \$799,000
•	Category 8:	\$601,001 - \$700,000
٠	Category 7:	\$375,001 - \$600,000
٠	Category 6:	\$450,000 - \$550,000
٠	Category 5:	\$300,000 - \$500,000
٠	Category 4:	\$300,000 - \$500,000
٠	Category 3:	\$200,000 - \$500,000
•	Category 2:	\$200,000 - \$400,000
٠	Category 1:	\$100,000 - \$400,000

The highest paid general manager in Queensland in 2019-2020 was the Chief Executive Officer of Brisbane City Council who earned **\$700,000 - \$799,000 per annum**¹².

The second highest paid general manager in Queensland in 2019-2020 was the Chief Executive Officer of Gold Coast City Council who earned **\$600,001 - \$700,000 per annum**¹³.

These are the largest councils in Queensland indicating that, like NSW, general manager remuneration in Queensland is influenced by population levels and council size.

¹⁰ https://www.melbourne.vic.gov.au/SiteCollectionDocuments/annual-report-2019-20.pdf

^{11 &}lt;u>https://www.casey.vic.gov.au/sites/default/files/2020-10/15824%20Casey%20-%20Annual%20Report%202019-20_Finished%20Art_Web%20Spreads.pdf</u>

¹² https://www.brisbane.gld.gov.au/sites/default/files/documents/2020-10/Annual-Report-2019-20-Oct%202020.pdf

¹³ https://www.goldcoast.gld.gov.au/documents/bf/annual-report-2019-20.pdf

South Australia

Like NSW, South Australian councils have complete discretion regarding the remuneration that is paid to their general managers.

The South Australian *Local Government Act* 1999 (Schedule 4) requires each council to publish the remuneration package received by the general manager in its annual report from 2020-2021.

There is currently no publicly available data on the remuneration levels paid to South Australian general managers.

Like Western Australia, the South Australian Parliament is currently considering new legislation (the *Statutes Amendment (Local Government Review) Bill 2020* – section 99A) that will require the South Australian Remuneration Tribunal to set the minimum and maximum remuneration levels for general managers.

The Tribunal is currently responsible for setting the annual remuneration of Members of Parliament and the judiciary, mayors and councillors of councils and other public officials.

Under the proposed legislation, the Tribunal's determinations with respect to general manager remuneration will be able to differ based on any factor considered relevant by the Tribunal including, for example, the geographical location of a council or group of councils.

Like in Victoria, South Australian councils will also be required to receive and consider independent advice when appointing, undertaking performance management and, if necessary, terminating its CEO.

Tasmania

Like NSW, Tasmanian councils have complete discretion regarding the remuneration that is paid to their general managers. As councils are not required to publicly report on the remuneration paid to their general managers, there is no data publicly available on current remuneration ranges.

Northern Territory

Like NSW, Northern Territory councils have complete discretion regarding the remuneration that is paid to their general managers.

Whilst there is currently no data publicly available regarding the remuneration packages paid to general managers of councils in the Northern Territory, under the new Northern Territory *Local Government (General) Regulation 2021* that will commence on 1 July 2021, each council in the Northern Territory will be required to include in their future annual financial statements, the remuneration paid to their general manager during that financial year.

Comparison of remuneration levels

Appendix 5 compares the remuneration levels of general managers in NSW to those in Western Australia, Queensland and Victoria.

It is important to note that the data provided for NSW and Queensland reflects the actual remuneration paid to general managers during the 2019-2020 financial year, while:

- the data for Western Australia reflects the remuneration bands that general managers must be paid within, as determined by the Western Australian Salaries and Allowances Tribunal for 2020-2021, and
- the data for Victoria reflects the remuneration bands that senior executives in the Victorian public service must be paid within during 2020-2021 - councils are required to consider these bands when setting their general manager's remuneration package.

General manager remuneration paid in NSW, Western Australia, Victoria and Queensland ranges from (per annum):

- Queensland: \$200,000 \$799,000
- NSW: \$205,000 \$633,852¹⁴
- Victoria: \$135,000 \$479,900
- Western Australia: \$128,226 \$379,532

The average general manager remuneration in Victoria in 2019 compared to NSW in 2019-2020 was (per annum):

- NSW: \$328,287¹⁵
- Victoria: \$295,000¹⁶

This indicates that, on average, general managers in Victoria received less remuneration than their counterparts in NSW in 2019-2020.

Average remuneration for other jurisdictions cannot be determined from the data publicly available.

General managers in NSW did not receive the maximum levels of remuneration received by general managers in Queensland in 2019-2020.

A comparison of the top ten remuneration packages (per annum) paid to general managers in NSW and QLD¹² in 2019-2020 reveals that the highest paid general managers in NSW earned less than their highest-paid counterparts in Queensland:

- 1. NSW: \$633,852 QLD: \$799,000
- 2. NSW: \$512,092 QLD: \$700,000
- 3. NSW: \$511,954 QLD: \$600,000
- 4. NSW: \$501,938 QLD: \$550,000
- 5. NSW: \$495,849 QLD: \$550,000
- 6. NSW: \$486,744 QLD: \$539,000
- 7. NSW: \$484,588 QLD: \$500,000
- 8. NSW: \$482,353 QLD: \$500,000
- 9. NSW: \$468,711 QLD: \$500,000
- 10. NSW: \$465,510 QLD: \$499,999

The highest paid general managers in NSW and Queensland in 2019-2020 earnt (per annum):

- NSW: \$633,853 (Parramatta City Council)
- QLD: \$700,000 \$799,000 (City of Brisbane Council)¹⁸.

The general manager of the City of Brisbane Council oversees one of Australia's largest councils that spans the entire Brisbane city and surrounding suburbs and it is to be expected that this position would attract higher remuneration than Parramatta City Council or City of Sydney Council.

However, a comparison of the second highest paid general managers in Queensland and NSW reveals that NSW general managers of the next largest councils are also remunerated less than their Queensland counterparts (per annum):

- NSW: \$512,092 (Northern Beaches Council)
- QLD: \$600,001 \$700,000 (City of Gold Coast Council)

A comparison of the lowest ten remuneration packages (per annum) paid to general managers in NSW and QLD in 2019-2020 reveals that eight out of ten NSW general managers earnt more than their Queensland counterparts at the lower remuneration range:

- 1. NSW: \$205,000 QLD: \$199,000
- 2. NSW: \$210,867 QLD: \$200,000
- 3. NSW: \$214,663 QLD: \$200,000
- 4. NSW: \$220,000 QLD: \$200,000
- 5. NSW: \$221,299 QLD: \$200,000
- 6. NSW: \$221,324 QLD: \$200,000
- 7. NSW: \$222,373 QLD: \$200,000
- 8. NSW: \$226,222 QLD: \$225,001
- 9. NSW: \$229,020 QLD: \$249,000
- 10. NSW: \$230,150 QLD: \$250,000

It is unclear if population levels and council size play a role in this.

14 Not including county councils. See Appendix 1

15 Not including county councils. See Appendix 1

¹⁶ https://www.lgi.vic.gov.au/managing-employment-cycle-council-ceo/print-all#current-employment-arrangements

¹⁷ The maximum value of the remuneration range reported by Queensland councils as having been paid to general managers in 2019-2020 has been used.

¹⁸ https://www.brisbane.gld.gov.au/sites/default/files/documents/2020-10/Annual-Report-2019-20-Oct%202020.pdf

Senior staff remuneration

Any regulation of general manager remuneration will have implications for the remuneration of other senior staff of councils.

The Act (section 332(2)) defines 'senior staff' as including the:

- general manager of the council, and
- · holders of all other positions identified in the council's organisation structure as "senior staff positions".

Like general managers, the Act provides that 'senior staff' are to be employed under fixed term, performance-based contracts based on the standard contract approved by the Departmental Chief Executive.

Like the standard contract for general managers, the standard contract for senior staff approved by the Departmental Chief Executive must not include provisions relating to the level of remuneration or salary.

Not all senior council executives are necessarily considered 'senior staff' for the purposes of the Act.

It depends on whether the council has identified a position as a 'senior staff' one for the purposes of the Act.

The Act (section 332) requires the governing body to determine the senior staff positions within the organisation structure of the council. A council may not determine a position to be a senior staff position unless:

 the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the Local Government (State) Award, and

 the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the Statutory and Other Offices Remuneration Act 1975) payable with respect to senior executives whose positions are graded Band 1 under the Government Sector Employment Act 2013 (currently \$192,600).

This means that staff positions other than the general manager can only be determined to be a 'senior staff' position if their total remuneration package is equal to or greater than \$192,60019.

While the general manager is deemed to be a 'senior staff' position, their remuneration is not subject to this minimum remuneration threshold and general managers' remuneration packages can be less than the threshold.

Senior council executives that are not identified as 'senior staff' under the Local Government Act are employed under the Local Government (State) Award and are paid at the Executive Band prescribed under the Award.

It is open to councils to have no 'senior staff' other than the general manager and for all senior council executives to be employed under the Award rather than the standard contract.

Current remuneration levels (per annum) under the Executive Bands of the Award between 2020-2021 and 2022-2023 are20;

٠	Level 1:	\$96,314 - \$100,204
٠	Level 2:	\$120,187 - \$125,044
٠	Level 3:	\$149,989 - \$156,047
	Level 4:	\$179,790 - \$187,054

\$179,790 - \$187,054

20 https://usu.org.au/wp-content/uploads/2020/07/Local-Government-State-Award-2020.pdf

¹⁹ https://www.remtribunals.nsw.gov.au/statutory-and-other-offices

Other jurisdictions

VICTORIA

Like NSW, Victorian councils employ 'senior officers' under the Victorian *Local Government Act 2020*.

A senior officer is defined in section 3(1) of the Victorian Act as:

- · the chief executive officer of the council
- a member of council staff who has management responsibilities and reports directly to the chief executive officer, and
- any other member of council staff whose total remuneration currently exceeds the threshold amount which is specified by the Minister for Local Government in accordance with the Act (section 97B).

The current threshold for a senior staff member is remuneration equivalent to or above \$151,000 per annum.

Each year the senior officer remuneration threshold is reviewed and increased by the Minister.

In 2019-20, the remuneration range for senior staff (not including the general manager) at the:

- City of Melbourne Council was \$325,000 -\$408,784²¹, and
- City of Geelong Council was \$151,000 -\$239,000²².

South Australia

South Australian councils employ 'senior executive officers' under the South Australian *Local Government Act 1999.*

Senior executive staff are defined as an employee of a council:

- who reports directly to the general manager
- whose total remuneration equals or exceeds \$100,000 per annum, and

 whose position is identified in the organisational structure of the council as a senior executive officer's position.

Data regarding the current remuneration levels of senior staff in South Australian councils is not publicly available.

Queensland

'Senior executive employees' in Queensland are considered under the Queensland *Local Government Act 2009* (section 201) to be the general manager and any other local government employee that reports directly to the general manager and whose position would be considered to be a senior position in the council's organisational structure.

There is no minimum remuneration threshold required to be categorised as a senior executive employee in a Queensland council.

The Queensland Act requires the total remuneration a council pays to its senior staff to be published in the council's annual report, as well as the number of employees in senior management who are being paid each band of remuneration.

Comparison to NSW

The minimum remuneration thresholds for senior staff in NSW, Victoria and South Australia are:

- NSW: \$192,600 per annum
- VIC: \$151,000 per annum
- SA: \$100,000 per annum

The higher minimum threshold indicates that senior staff employed in NSW councils under the standard contract may receive higher remuneration levels than senior staff in other Australian jurisdictions.

However, the remuneration levels for senior council staff employed under the Award in NSW are equivalent to those paid in other jurisdictions.

²¹ https://www.melbourne.vic.gov.au/SiteCollectionDocuments/annual-report-2019-20.pdf

²² https://www.geelongaustralia.com.au/common/Public/Documents/8d8661974ed16d2-thecitvofgreatergeelongannu alreport2019-20.PDF

Issues to consider

There are several issues to consider when deciding whether further regulation or prescriptive guidance is required with respect to general manager remuneration.

Councils' financial position and independence

The impact of the drought through most of NSW over the last decade, the destruction caused by the 2019/20 bushfires particularly in south-eastern NSW, and the COVID-19 pandemic, have all significantly impacted the ability of councils to provide essential services and have led many stakeholders to consider that councils should be supported in any way possible to reduce their operating costs in order to return more public money back into their communities.

Minimising employment costs, including in relation to general managers, is seen as one practical option to help achieve this.

However, current general manager remuneration practices allow for flexibility and independent council autonomy particularly when councils vary significantly in their population size and geographical nature.

By maintaining the status quo, and retaining current flexibility, it allows councils to work within their own scope of work and budgets and employ a general manager that best meets the needs of a local council at a particular point in time.

Community expectations

Media reports in recent times indicate that the Australian public has become increasingly concerned about the disparity between senior executive remuneration across the public and private sectors and average worker wages.

While much of this concern has been focused on the multi-million dollar salaries, benefits, bonuses and share options paid to the chief executive officers of large private sector organisations and publicly listed companies, it has led other jurisdictions such as Victoria and South Australia to review the remuneration paid to the general managers of their councils and place caps on the maximum remuneration that can be paid to ensure they remain in line with community expectations.

Competition with the private sector

NSW councils need strong, capable, high performing and innovative leadership to ensure that they meet community expectations and deliver their strategic plans and objectives.

Many councils are large and complex enterprises providing a wide range of services, including but not limited to:

- garbage collection
- road building and maintenance
- child-care centres
- aged care facilities
- medical services
- community services
- social events
- community facilities
- lifeguard services
- pest control
- · financial investments

- youth events and services
- community-building activities
- · citizenship and ceremonial events
- land-use management, and
- planning and development activities.

As outlined on *Your CounciP*³, NSW councils employed over 48,000 staff in 2018-2019 with a diverse range of roles and responsibilities.

In some rural communities, the local council is the main employer and service-provider in the region.

General managers are also required to control large budgets, funded through public monies.

Total operating income for all NSW councils in 2018-19 was \$12.5 billion (\$15.2 billion including capital grants and contributions) and total expenditure was \$12.4 billion.

NSW councils also own and control assets with a total value of over \$153.7 billion, including cash, investments, infrastructure, plant and equipment, receivables, inventory and intangible assets.

They also maintained over 166,904km of roads and determined 63,420 development applications in 2018-2019.

Councils need to be able to offer competitive salaries, particularly compared to the private sector and NSW public sector, to attract suitably qualified and talented general managers.

Employment vulnerability

The role of a general manager is unique, and complex compared to other chief executive officers in the private and public sectors given the political nature of local government.

As noted in a recent Victorian review of general manager employment²⁴, unlike other chief executive officers, a general manager of a council is employed and managed by a public entity comprised of elected community representatives who make decisions by democratic vote.

This creates a unique situation where a group of people, who may have limited capability in managing employment cycles and/or human resource management, control the general manager's employment but no single individual is responsible.

This, along with poor performance review processes in some councils and potential personal or political affiliations of councillors, can cause a general manager's employment to be highly vulnerable to termination.

Contractual and performance arrangements established by inexperienced elected members can also impact on a general manager's ability to perform their duties effectively.

Remuneration negotiations are likely to take this employment vulnerability and uncertainty into account.

Conversely, general managers may also have a disproportionate advantage in negotiating their own contractual conditions with elected members who are inexperienced or do not have the expertise to set appropriate remuneration for their general manager.

²³ https://www.yourcouncil.nsw.gov.au/

²⁴ https://www.lgi.vic.gov.au/managing-employment-cycle-council-ceo/print-all

¹⁸ REVIEW OF GENERAL MANAGER AND SENIOR STAFF REMUNERATION

Competition within the government sector

The regulatory regime in place in NSW for determining mayoral and councillor fees has been identified by some stakeholders as a possible model to regulate general manager remuneration.

Under this model, the Local Government Remuneration Tribunal, or another independent body, would set the remuneration to be paid to general managers based on the size, population and diversity of the local government area, operational complexity, revenue/expenditure of the council and other relevant factors.

However, remote councils may possibly be disadvantaged by any remuneration criteria based on these factors.

Remote NSW councils find it challenging to attract and retain suitably qualified and experienced staff due to the geographical isolation of their communities, and lifestyle, housing, education and climate factors.

Many people who have the skills, qualifications, experience and desire to work in local government often prefer to live near metropolitan centres.

Remote councils often need to offer above market remuneration rates to attract staff compared to similar sized regional and metropolitan councils.

This can also be seen in the NSW Capital Region.

NSW councils that are located near the Australian Capital Territory are more likely to need to pay higher remuneration to their general managers and senior staff to be competitive against the Commonwealth and Australian Capital Territory governments in attracting and retaining staff.

However, these councils would likely be considered as smaller councils under any comparative criteria used by an independent remuneration setting body, and their ability to pay above-market remuneration to attract staff would likely be restricted.

This would also make it harder for smaller and regional/remote councils to compete against larger and metropolitan councils for high calibre staff.

Any regulatory regime for general manager remuneration in NSW may need to account for the need for smaller and remote councils to be able to compete with other councils and levels of government to attract high-calibre general managers

Western Australia seeks to overcome this challenge by offering a Regional/Isolation Allowance and a Housing Allowance to general managers of certain remote councils in addition to the set remuneration package that is determined by the Western Australian Salaries and Allowances Tribunal.

An additional incentive may also be required in this way to attract general managers to small and remote NSW councils should remuneration caps be set.

Parity with the NSW public sector

It is difficult to compare the remuneration received by senior executives in the NSW public sector and general managers in making any assessment of whether general manager remuneration is appropriate.

While there are some similarities, NSW government departments and agencies play a different role and have different responsibilities compared to councils.

They also have different staffing levels, operating budgets, strategic objectives, service delivery and engagement with local communities. However, in the absence of any other useful comparisons, Victoria uses prescribed public sector remuneration levels to set remuneration bands for Victorian general managers.

NSW also uses the remuneration paid to lowerlevel senior executives in the NSW public sector as a guide to the minimum remuneration for senior staff at the council other than the general manager.

A comparison of NSW senior executive public service and general manager remuneration indicates there is already some level of parity between the different levels of government.

For example, many rural NSW councils currently pay their general manager **\$205,000-\$399,827 per annum** which could be seen to be equivalent to the remuneration paid to a Director of a unit (**\$192,600 - \$274,000 per annum**) or an Executive Director of a branch (**\$274,701 - \$345,550 per annum**) in a NSW government department or agency.

It is noted, however, that general managers of some rural councils may be responsible for a higher operating budget and staffing levels than a Director or Executive Director in the NSW public service.

The largest metropolitan councils paid their general managers **\$397,929 - \$633,852 per annum** in 2019-20 which could be seen to be equivalent to the prescribed remuneration bands for a Secretary (**\$487,051 - \$562,650 per annum**) or a Deputy Secretary (**\$345,551 -\$487,050 per annum**) of a NSW public sector department or agency.

Many Secretaries, however, are remunerated above these prescribed bands and receive up to **\$649,500 per annum** via special determinations made by the SOORT.

Many Deputy Sectaries also receive up to **\$599,000 per annum** through special determinations.

It is noted, however, that general managers of some of the largest NSW councils may be responsible for higher operating budgets and staffing levels than Secretaries or Deputy Secretaries of NSW government departments and agencies and responsible for the delivery of a broader range of services and infrastructure to their communities.

Some stakeholders have suggested that the SOORT be commissioned to prescribe remuneration bands for general managers, like they do for the NSW public sector.

To ensure talented general managers are not lost from local government to state government due to reduced remuneration, a mechanism may be required to appropriately set a level of remuneration for general managers that is commensurate with their roles and responsibilities.

Parity with other jurisdictions

Based on publicly available data and considering the size and complexity of NSW councils compared to councils in other jurisdictions, general managers in NSW do not appear to be paid significantly higher amounts than general managers in other Australian jurisdictions.

Victoria and Western Australia

A comparison of the average general manager remuneration in NSW in 2019-2020 (**\$328,287 per annum**) and Victoria in 2019 (**\$295,000 per annum**) indicates that NSW general managers, on average, are paid more than their Victorian counterparts, but not significantly so.

A comparison of the two highest paid general managers in NSW in 2019-2020 (**\$633,854 and \$512,092 per annum**) and Victoria (**\$498,000 and \$479,000 per annum**) also reveals that the general managers of the largest NSW councils receive higher remuneration than their Victorian counterparts.

The maximum remuneration NSW general managers received in 2019-2020 (**\$663,852 per annum**) was also higher than in Western Australia (**\$379,532 per annum**).

It is unclear if the difference in population and council size between the states plays a role in this discrepancy, however, it is noted that current NSW public sector remuneration is also greater than Victoria public sector remuneration, suggesting that it possibly does.

Current NSW public sector remuneration packages range from **\$192,600 - \$562,650 per annum** (current special determinations lifts this to **\$649,500** per annum) compared to **\$135,000 - \$479,900 per annum** in Victoria.

Queensland

Compared to Queensland, NSW general managers mostly receive lower remuneration than their Queensland counterparts.

In all cases, the top ten highest paid general managers in NSW were paid less than their highest-paid counterparts in Queensland.

The highest paid general manager in NSW (Parramatta City Council) received **\$633,853 per annum** in 2019-2020 compared to the highest paid general manager in Queensland (Brisbane City Council) who received **\$700,000-\$799,000 per annum.**

Similarly, the second highest paid general manager in NSW (Northern Beaches Council) received **\$512,092 per annum** in 2019-2020 compared to the second highest paid general manager in Queensland (City of Gold Coast Council) who received **\$600,001 - \$700,000 per annum**.

A comparison of the lowest paid general managers in NSW (**\$205,000 - \$230,150 per annum**) and Queensland (**\$199,000 - \$250,000 per annum**²⁵) indicates that Queensland has a lower minimum remuneration for its general managers but this becomes comparable to NSW as you move up the lower range.

Potential increase in remuneration costs for some councils

Regulating general manager remuneration may not necessarily reduce costs for all councils.

It is possible that for some councils paying below market remuneration rates to their general manager, it may have the opposite effect and inflate their costs.

Senior staff impacts

Based on publicly available data, the lowest paid general manager in NSW in 2019-2020 received **\$205,000 per annum**.

Under the Act, the minimum remuneration that can be received by a senior staff member at a council is **\$192,600 per annum** (excluding county councils).

Therefore, in some NSW councils, there are senior staff that receive higher remuneration than general managers in other councils.

Placing caps on general manager remuneration, to ensure fairness, may necessarily lead to placing caps on the remuneration of other senior staff members to ensure that the general manager continues to be the highest paid staff member in a council.

Otherwise, councils may find it difficult to attract individuals to more complicated and demanding general manager roles when an individual can occupy a higher paying but lower level senior staff role at another council.

²⁵ As Queensland reports its general manager remuneration in \$100,000 ranges, the maximum value of published range has been used.

Transitional arrangements

Any change to general manager remuneration that lowers current rates is likely to be disruptive to the local government sector, leading to the loss of experienced and talented general managers to higher paying positions, potentially outside of the local government sector.

It could also see the movement of general managers from smaller lower-paying councils to larger higher-paying ones.

This disruption could be minimised by implementing transitional arrangements that would see the existing employment conditions of general managers already contracted to councils preserved until their current contracts expire, or until they end their employment with the council.

However, the preservation of existing entitlements may result in reduced mobility and staff development as general managers are unlikely to want to end their contract or employment and give up their existing remuneration for potentially lower remuneration.

One way to potentially avoid this is to ensure any remuneration caps set are higher than existing remuneration levels paid to general managers so that they are not disadvantaged when they move councils.

However, this could mean, at least in the short term, that the prescription of remuneration caps would see increases in general manager remuneration rather than a reduction.

Options

Maintain status quo

Some stakeholders may consider that government intervention is not required in relation to the remuneration paid to general managers of NSW councils.

Advantages to maintaining the status quo include:

- no additional costs to councils through increased remuneration levels prescribed by the NSW Government or some other body
- the way general managers are remunerated in NSW is consistent with current arrangements in South Australia (for the time being), Queensland, Tasmania and the Northern Territory
- councils retain the discretion to offer remuneration packages for general managers that are appropriate to attract the best possible applicants within the council's budgetary constraints
- general manager remuneration continues to be determined by market forces which allows councils to remain competitive with other sectors, and

Maintaining the status quo, however, does not address the concerns of some stakeholders that:

- there is a lack of consistency in the remuneration of general managers across councils, and
- general managers are overpaid, particularly given the financial pressure facing some councils and compared to other NSW workers.

Regulate general manager remuneration

Some stakeholders may consider that government intervention is required to place limits on the levels of remuneration general managers receive.

Possible options include amending the Act to:

- empower the Local Government Remuneration Tribunal to set general manager remuneration levels in the same way it does mayoral and councillor fees – this would be similar to the approach used in Western Australia and currently proposed in South Australia
- empower the SOORT to set general manager remuneration levels in the same way it does for senior executives in the NSW public sector - this would be similar to the new approach used in Victoria
- establish a new independent body to set general manager remuneration, or
- prescribe remuneration limits, as determined by the NSW Government under the Act and Regulation.

The Act could also be amended to grandfather the remuneration of existing general managers.

Advantages in regulating general manager remuneration include:

- general manager remuneration would be determined by an independent body in a similar way to other NSW public officials, and general managers in Western Australia and Victoria (and possibly South Australia), enhancing equity and transparency
- there would be consistency in remuneration for general managers between like councils, and
- the community is more likely to have confidence in the remuneration levels paid to general managers if they are set by an independent body.

Potential challenges include:

- due to the diversity of councils in NSW prescribed remuneration limits may be problematic as exceptions to those limits are likely to be sought and an individual or body with relevant authority required to assess these
- giving jurisdiction to SOORT or a newly established Tribunal rather than the Local Government Remuneration Tribunal to set general manager remuneration may result in two Tribunals determining categories of councils (depending on the model that may be adopted for those purposes) - this could lead to confusion and challenges to determinations made
- giving jurisdiction to SOORT rather than the Local Government Remuneration Tribunal may create confusion as to the roles and authority of the Tribunals as general manager remuneration and councillor fees will be determined by two separate bodies
- councils would be limited by NSW public sector wages policy when setting general manager remuneration and prevented from providing possible performance incentives (which are not allowed for NSW public sector employees), which may restrict their ability to attract and retain staff

- it would create a situation where individuals or bodies at arms-length from councils would be responsible for deciding the remuneration of council staff rather than councils themselves
- how to deal with existing employment contracts that see general managers paid more than they would receive under any future remuneration levels set
- how to deal with the possibility that without regulation of senior staff salaries, lowerranked senior staff at councils could be paid more than a general manager
- having an independent body set general manager remuneration levels may not lead to more community confidence in remuneration levels – some stakeholders disagree with the Local Government Remuneration Tribunal's annual determinations in relation to mayoral and councillor fees
- some councils may be required to increase the remuneration they pay to their general manager if they currently pay below any assigned remuneration band, and
- additional costs incurred to fund a Tribunal to determine general manager remuneration each year – it is possible this cost may need to be met by councils themselves.

REVIEW OF GENERAL MANAGER AND SENIOR STAFF REMUNERATION

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Have your say

We now want to hear from you.

Key questions to consider

- Do you think more regulation is needed in relation to how much councils pay their general managers?
- Why or why not?
- If yes, what should this regulation look like?
- Who should decide how much councils pay their general managers?

Submissions may be made in writing by COB 9 August 2021 to the following addresses.

Post:	Email:
Locked Bag 3015 NOWRA NSW 2541	olg@olg.nsw.gov.au

Submissions should be labelled 'Review of General Manager Remuneration' and marked to the attention of OLG's Council Governance Team.

Submissions received by the Office of Local Government may be made publicly available at its discretion. If submissions are made public, contact details will be redacted. The name of the person making the submission may be released unless the person has requested to remain anonymous.

Any submissions received are also subject to the *Government Information* (*Public Access*) Act 2009.

Further information

For more information, please contact OLG's Council Governance Team on (02) 4428 4100 or via email at olg@olg.nsw.gov.au.

Appendix 1: General manager remuneration 2019-20^{°°}

Total (excluding county		Metropolitan Medium		
	goodiity	Georges River \$460	,017	
councils)		Bayside \$447,	009	
Total number of councils	128	North Sydney \$428,	000	
Total remuneration paid:	\$42,020,708	Randwick \$425	,196	
Average remuneration:	\$328,287	• Hornsby \$407,	405	
		 Ku-ring-gai \$403, 	584	
Metropolitan c	ouncils	Willoughby \$391,	565	
		Camden \$390	,158	
Principal CBD		Campbelltown \$376	,912	
Sydney	\$511,954	• Average = \$414,	427	
Major CPD		Metropolitan Small		
Major CBD		• 1000 Coup \$412.0	0327	
 Parramatta 	\$633,852	• Woollahra \$404.		
Metropolitan Large		Waverley \$395,		
Northern Beaches	\$512,092	Burwood \$383	,519	
Canterbury-Bankstown	\$501,938	Strathfield \$380,	,326	
Blacktown	\$486,744	Capada Pay \$770	703	
Fairfield	\$484,588	. Magnana (* 710	578	
Inner West	\$482,353	Hunters Hill \$300,	404	
Penrith	\$465,510	Average = \$334	,108	
Sutherland	\$435,102			
Cumberland	\$430,500			
Liverpool	\$419,244			
Ryde	\$412,982			
Hills	\$397,929			
Average =	\$457,180			

²⁶ Council categories have been based on the Local Government Remuneration Tribunal's 2020 Annual Report and Determination (https://www.remtribunals.nsw.gov.au/). Remuneration packages have been based on the remuneration paid to general managers during the 2019-2020 financial year, as published in the council's annual report for that financial year. Remuneration packages includes any salary, superannuation payments, benefits and fringe benefits tax paid to the general manager.

²⁷ General managers remuneration for 2019-2020 could not be determined from the council's annual reports. This figure is the remuneration paid to the general manager during 2018-2019 as reported on the NSW Your Council website.

Non-metropolitan councils

Major Regional City		Regional Rural	
Newcastle	\$468,711	• Kiama	\$346,160
Wollongong	\$410,223	 Mid-Western Regional 	\$339,734
Average =	\$439,467	Singleton	\$337,431
		Eurobodalla	\$330,946
Major Strategic Area		 Snowy Monaro Regional 	\$319,991
Central Coast	\$495,849	Goulburn Mulwaree	\$317,493
		Richmond Valley	\$313,091
Regional Strategic Area		 Kempsey 	\$311,532
 Lake Macquarie 	\$397,668	• Griffith	\$299,792
		Bega Valley	\$293,960
Regional Centre		Broken Hill	\$286,497
 Maitland 	\$450,326	• Byron	\$285,984
 Wagga Wagga 	\$389,161	• Lithgow	\$252,288
 Shoalhaven 	\$383,952	 Average= 	\$310,377
 Mid-Coast 	\$383,750		
 Dubbo Regional 	\$380,253	Rural	
 Bathurst Regional 	\$376,263	• Gwydir	\$399,827
Coffs Harbour	\$366,147	Inverell	\$349,924
 Tamworth Regional 	\$360,459	 Narrabri 	\$339,665
 Blue Mountains 	\$358,643	• Walgett	\$322,817
Albury	\$357,044	 Murrumbidgee 	\$316,159
Wollondilly	\$354,610	 Upper Hunter 	\$306,448
 Port Macquarie-Hastings 	\$353,421	 Federation 	\$304,681
Queanbeyan-Palerang	\$351,655	 Snowy Valleys 	\$303,156
Tweed	\$351,376	Murray River	\$303,111
Port Stephens	\$344,998	 Nambucca Valley 	\$298,929
• Ballina	\$333,359	 Edward River 	\$295,446
Wingecarribee	\$330,000	 Hilltops 	\$290,000
Shellharbour	\$329,640	Liverpool Plains	\$286,947 ²⁸
Lismore	\$329,415	 Forbes 	\$286,418
Armidale Regional	\$325,544	Carrathool	\$285,146
Orange	\$325,348	Warrumbungle	\$283,807
 Hawkesbury Cessnock 	\$299,428	• Bogan	\$282,659
Clarence Valley	\$295,501 \$279,808	• Gunnedah	\$282,015
1		Coonamble	\$279,866
 Average = 	\$350,420		

28 General manager's remuneration for 2019-2020 could not be determined from publicly available data. This figure is the remuneration paid to the general manager during 2018-2019 as published in the council's 2018-2019 annual report.

	blocker de er	4434 AAF	Modeline coor ooo
•	Narrandera	\$279,825	• Weddin \$205,000
*	Dungog	\$279,447	• Average = \$267,119
•	Gilgandra	\$277,364	County Councilo
•	Cootamundra-Gundagai	\$276,253	County Councils
•	Tenterfield	\$275,000	• Rous \$242,987
•	Wentworth	\$274,094	Goldenfields Water \$237,251
•	Moree Plains	\$271,891	Riverina Water \$235,653
•	Bourke	\$268,624	Central Tablelands \$174,917
•	Bellingen	\$268,621	Hawkesbury River \$149,000
•	Glen Innes Severn	\$263,991	Upper Macquarie \$104,000
*	Leeton	\$263,859	Castlereagh-Macquarie \$69,928
•	Narromine	\$262,000	New England Tablelands \$59,902
٠	Cowra	\$261,012	Upper Hunter \$15,788
٠	Yass	\$260,000	• Average= \$143,270
٠	Balranald	\$257,954	
•	Lachlan	\$255,000	
٠	Temora	\$249,510	
*	Kyogle	\$249,232	
٠	Berrigan	\$248,742	
٠	Uralla	\$246,897	
•	Cobar	\$245,000	
•	Blayney	\$244,745	
٠	Oberon	\$240,533	
٠	Muswellbrook	\$240,77029	
•	Warren	\$240,360	
٠	Walcha	\$240,000	
•	Hay	\$234,600	
٠	Parkes	\$232,496	
•	Coolamon	\$230,150	
•	Greater Hume	\$229,020	
•	Bland	\$226,222	
•	Junee	\$222,373	
٠	Upper Lachlan	\$221,324	
•	Lockhart	\$221,299	
•	Cabonne	\$220,000	
•	Central Darling	\$214,66330	
•	Brewarrina	\$210,867	

29 General manager's remuneration for 2019-2020 could not be determined from the council's annual reports. This figure is the remuneration paid to the general manager during 2018-2019 as reported on the NSW Your Council website

30 General manager's remuneration for 2019-2020 was not publicly available. This figure is the remuneration paid to the general manager during 2018-2019 as published in the council's 2018-2019 annual report

Appendix 2: Comparison to NSW public sector senior executive remuneration

NSW Public Sector Senior Executives			NSW local government general managers	
Senior Executive remuneration band	\$ per annum (2020-2021) ³¹		Local Government Remuneration Tribunal council category	\$ per annum (2019-20) ³²
Band 4 – Secretaries	\$487,051 - \$562,650 (\$599,000 - \$649,500) ³³	_	Principal CBD	\$511,954
Band 3 – Deputy Secretaries	\$345,551 - \$487,050 (\$533,050 - \$599,000) ³⁴		Major CBD	\$633,852
Band 2 – Executive Directors	\$274,701 - \$345,550 (\$378,850 - \$409,500) ³⁵		Metropolitan Large	\$397,929 - \$512,092
Band 1 - Directors	\$192,600 - \$274,700		Metropolitan Medium	\$376,912 - \$460,017
get in our contractions			Metropolitan Small	\$300,404 - \$404,875
			Major Regional City	\$410,223 - \$468,711
			Major Strategic Area	\$495,849
			Regional Strategic Area	\$397,668
			Regional Centre	\$279,808 - \$450,326
			Regional Rural	\$252,288 - \$346,160
			Rural	\$205,000 - \$399,827

County councils

\$15,788 - \$242,987

³¹ https://www.remtribunals.nsw.gov.au/statutory-and-other-offices

³² Council categories have been based on the Local Government Remuneration Tribunal's 2020 Annual Report and Determination (<u>https://www.remtribunals.nsw.qov.au/</u>). Remuneration packages have been based on the remuneration paid to general managers during the 2019-2020 financial year, as published in the council's annual report for that financial year. Remuneration packages includes any salary, superannuation payments, benefits and fringe benefits tax paid to the general manager.

³³ A special determination applies to nine specifically named Secretaries lifting their remuneration package above the standard threshold to \$599,000 - \$649,500 per annum

³⁴ A special determination applies to five specifically named Deputy Secretaries lifting their remuneration package above the standard threshold to \$533,050 - \$599,000 per annum

³⁵ A special determination applies to three specifically named Executive Directors lifting their remuneration package above the standard threshold to \$378,850 - \$409,500 per annum

Appendix 3: Comparison to mayoral and councillor fees

Category		Councillor/Member annual fee 2020- 2021 ³⁶	Mayoral/Chairperson annual fee 2020 - 2021 ³⁷	General manager remuneration 2019- 2020 ³⁸
	Principal CBD	\$27,640 - \$40,530	\$169,100 - \$222,510	\$511,954
	Major CBD	\$18,430 - \$34,140	\$39,160 - \$110,310	\$633,852
General Purpose	Metropolitan Large	\$18,430 - \$30,410	\$39,160 - \$88,600	\$397,929 - \$512,092
Councils – Metropolitan	Metropolitan Medium	\$13,820 - \$25,790	\$29,360 - \$68,530	\$376,912 - \$460,017
	Metropolitan Small	\$9,190 - \$20,280	\$19,580 - \$44,230	\$300,404 - \$404,875
	Major Regional City	\$18,430 - \$32,040	\$39,160 - \$99,800	\$410,223 - \$468,711
General	Major Strategic Area	\$18,430 - \$32,040	\$39,160 - \$99,800	\$495,849
Purpose Councils - Non-	Regional Strategic Area	\$18,430 -\$30,040	\$39,160 - \$88,600	\$397,668
- Non- metropolitan	Regional Centre	\$13,820 - \$24,320	\$28,750 - \$60,080	\$279,808 - \$450,326
	Regional Rural	\$9,190 - \$20,280	\$19,580 - \$44,250	\$252,288 - \$346,160
	Rural	\$9,190 - \$12,160	\$9,780 - \$26,530	\$205,000 - \$399,827
County Councils		\$1,820 - \$10,140	\$3,920 - \$16,660	\$15,788 - \$242,987

36 https://www.remtribunals.nsw.gov.au/

³⁷ This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member under section 249(2) of the Act.

³⁸ Council categories have been based on the Local Government Remuneration Tribunal's 2020 Annual Report and Determination (https://www.remtribunals.nsw.gov.au/). Remuneration packages have been based on the remuneration paid to general managers during the 2019-2020 financial year, as published in the council's annual report for that financial year. Remuneration packages includes any salary, superannuation payments, benefits and fringe benefits tax paid to the general manager.

Appendix 4: Queensland general manager remuneration 2019-20^{°°}

City of Brisbane Council		Category 3	
 Brisbane 	\$700,000 - \$799,000	 Livingstone 	\$400,000 - \$500,000
		 Western Downs 	\$300,000 - \$400,000
Category 8		 Central Highlands 	\$300,000 - \$400,000
City of Gold Coast	\$601,001 - \$700,000	 Lockyer Valley 	\$300,000 - \$400,000
		 Noosa 	\$300,000 - \$400,000
Category 7		 Whitsunday 	\$300,000 - \$400,000
• Logan	\$500,000 - \$600,000	 Isaac 	\$300,000 - \$400,000
 Moreton Bay 	\$440,000 - \$539,000	Southern Downs	\$300,000 - \$399,999
 Sunshine Coast 	\$375,001 - \$475,000	 Scenic Rim 	\$300,000 - \$399,000
		 Cassowary Coast 	\$250,000 - \$350,000
Category 6		 Tablelands 	\$250,000 - \$350,000
 Ipswich 	\$450,000 - \$550,000	 Gympie 	\$250,000 - \$349,000
 Townsville 	\$450,000 - \$550,000	South Burnett	\$200,000 - \$299,000
		 Maranoa 	not available
Category 5			
 Redland 	\$400,000 - \$500,000	Category 2	
 Mackay 	\$400,000 - \$499,999	 Mareeba 	\$300,000 - \$400,000
 Toowoomba 	\$300,000 - \$400,000	 Somerset 	\$300,000 - \$399,000
 Cairns 	\$300,000 - \$399,000	 Mt Isa 	\$200,000 - \$300,000
Category 4			
 Fraser Coast 	\$400,000 - \$500,000		
 Bundaberg 	\$350,000 - \$450,000		

\$300,000 - \$399,000

not available

Gladstone

Rockhampton

³⁹ Council categories have been based on the Queensland Local Government Remuneration Commission's 2020 Annual Report (<u>https://www.digrma.gld.gov.au/___data/assets/pdf_file/0031/47947/local-government-remuneration-commission-report-2020.pdf</u>). Remuneration packages have been based on the remuneration band paid to general managers during the 2019-2020 financial year, as published in the council's annual report for that financial year. Where data is not available this is because the general manager's remuneration was not able to be determined based on the information provided in the council's annual report, or the report was not available online at the time of writing.

Category 1

•	Diamantina	\$300,000 - \$400,000		Northern Peninsula	\$100,000 - \$200,000
	Aurukun	\$300,000 - \$399,000	٠	Pormpuraaw	\$100,000 - \$200,000
•	Mornington	\$380,000 - \$389,999	٠	Wujal Wujal	\$100,001 - \$200,000
	Torres Strait Island	\$250,001 - \$350,000	•	Yarrabah	\$100,000 - \$200,000
	Burdekin	\$250,001 - \$350,000	•	Cloncurry	\$100,000 - \$200,000
•	Charters Towers	\$250,000 - \$350,000	•	Boulia	\$100,000 - \$200,000
	Balonne	\$200,001 - \$300,000	•	Flinders	\$100,000 - \$199,000
•	North Burnett	\$200,000 - \$300,000	•	Woorabinda	not available
•	Blackwall-Tambo	\$200,000 - \$300,000	•	Palm Island	not available
•	Goondiwindi	\$200,000 - \$300,000	٠	Douglass	not available
*	Hinchinbrook	\$200,000 - \$300,000	٠	Lockhart River	not available
•	Cook	\$200,000 - \$300,000	•	Mapoon	not available
•	Kowanyama	\$200,000 - \$300,000	٠	Napranum	not available
•	Burke	\$200,000 - \$300,000	•	Weipa	not available
•	Croydon	\$200,000 - \$300,000	٠	McKinlay	not available
•	Carpentaria	\$200,000 - \$300,000	•	Richmond	not available
•	Longreach	\$200,000 - \$300,000	٠	Barcoo	not available
	Bulloo	\$200,000 - \$300,000	•	Paroo	not available
•	Murweh	\$200,000 - \$300,000	٠	Cherbourg	not available
•	Quilpie	\$200,000 - \$300,000			
•	Barcaldine	\$201,000 - \$300,000			
•	Doomadgee	\$200,000 - \$299,999			
•	Banana	\$200,000 - \$299,999			
•	Torres Shire	\$200,000 - \$250,000			
•	Etheridge	\$150,000 - \$250,000			
•	Winton	\$200,000 - \$249,000			

Hope Vale \$125,001 - \$225,001

32 REVIEW OF GENERAL MANAGER AND SENIOR STAFF REMUNERATION

Appendix 5: Comparison to other jurisdictions

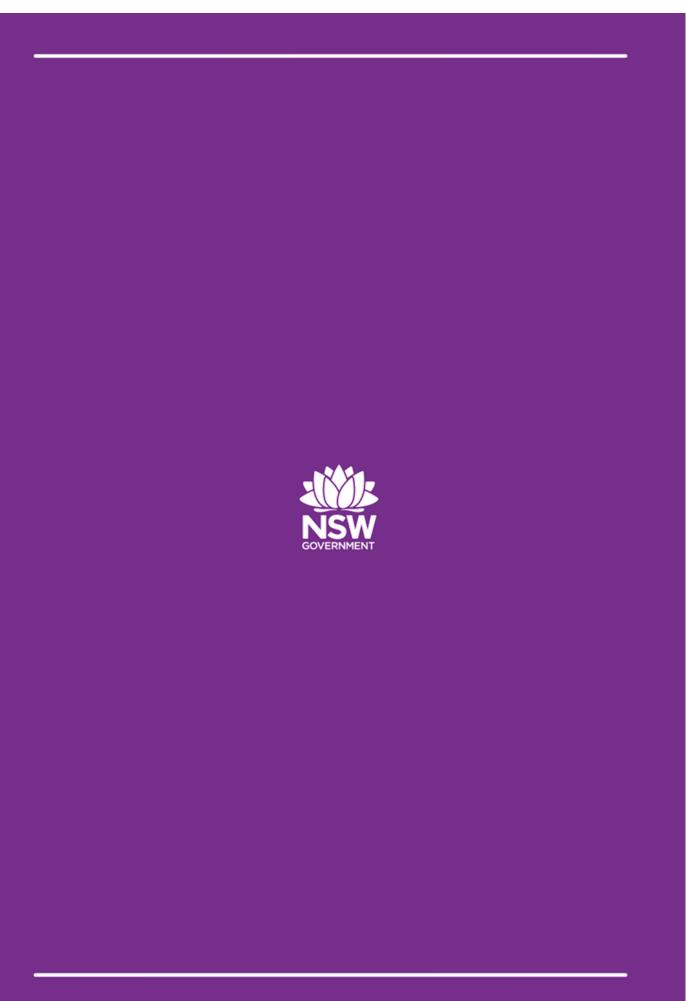
NSW 2019-202040	WA 2020-202141	VIC 2020-202142	QLD 2019-202043
Principal CBD: \$511,954	Band 1: \$250,375 - \$379,532	Band 3: \$360,001 - \$479,900	Brisbane: \$700,000 - \$799,000
Major CBD: \$633,852	Band 2: \$206,500 - \$319,752	Band 2: \$249,701 - \$360,000	Category 8: \$601,001 - \$700,000
Metropolitan Large: \$397,929 - \$512,092	Band 3: \$157,920 - \$259,278	Band 1: \$135,000 - \$249,700	Category 7: \$375,001 - \$600,000
Metropolitan Medium: \$376,912 - \$460,017	Band 4: \$128,226 - \$200,192		Category 6: \$450,000 - \$550,000
Metropolitan Small: \$300,404 - \$404,875			Category 5: \$300,000 - \$500,000
Major Regional City: \$410,223 - \$468,711			Category 4: \$300,000 - \$500,000
Major Strategic Area: \$495,849			Category 3: \$200,000 - \$500,000
Regional Strategic Area: \$397,668			Category 2: \$200,000 - \$400,000
Regional Centre: \$279,808 - \$450,326			Category 1: \$100,000 - \$400,000
Regional Rural: \$252,288 - \$346,160			
Rural: \$205,000 - \$399,827			
County councils: \$15,788 - \$242,987			

⁴⁰ Council categories have been based on the NSW Local Government Remuneration Tribunal's 2020 Annual Report and Determination (<u>https://www.remtribunals.nsw.gov.au/</u>). Remuneration packages have been based on the remuneration paid to general managers during the 2019-2020 financial year, as published in the council's annual report for that financial year. Remuneration packages includes any salary, superannuation payments, benefits and fringe benefits tax paid to the general manager.

^{41 &}lt;u>https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-electedmembers-determination-no-1-of-2020</u>.

⁴² General manager remuneration in Victoria must take into consideration current Victorian public sector senior executive remuneration levels (<u>https://www.vic.gov.au/victorian-public-service-executives</u>)

⁴³ Council categories have been based on the Queensland Local Government Remuneration Commission's 2020 Annual Report and Determination (<u>https://www.dlgrma.gld.gov.au/___data/assets/pdf__file/0031/47947/local-government-remuneration-commission-report-2020.pdf</u>). Remuneration packages have been based on the remuneration paid to general managers during the 2019-2020 financial year, as published in the council's annual report for that financial year.



CM2 Performance Review - Chief Executive Officer

Organisational Area	General Manager
Author	Greg Verdon, Councillor - Chairperson
Summary	The outcome of the Chief Executive Officer Mid Term Performance Review Committee 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 9 August 2021.

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 9 August 2021.

Report

I advise Council that the Chief Executive Officer's Annual Review has been scheduled for Monday 9 August 2021, at 9:00am at the Council Chambers. The review will be facilitated by Terrey Kiss from Blackadder Associates.

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

Before the Meeting on 9 August 2021

- 1. The Chief Executive Officer 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 Chief Executive Officer 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.

At the meeting on 9 August 2021

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

The PRC members consider the CEOs 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 CEO including a remuneration increase. The CEO

is asked to return to the meeting where the Chairperson/Facilitator will inform him of the PRC views.

2. The PRC and the CEO then discuss the new (2021/22) Agreement and the CEOs suggested key projects. A draft new Agreement will then be determined.

After the meeting on 9 August 2021

- 1. The Chairperson reports to the 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 Chief Executive Officer should not be present when the Chairperson reports to Council.
- 2. The Chairperson also reports that a new Agreement is being prepared and asks Board Members 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 9 August 2021, the Chairperson will send to the CEO a written statement with the conclusions of the CEO'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 Chief Executive Officer, 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

The costs of engaging Blackadder Associates will be met from the 2021/22 Delivery Plan

Risk Considerations

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

R1 List of Investments

Organisational Area	Corporate Services
Author	Kate Pellow, Finance Officer
Summary	The report details the status of Council's investments for the months of April and May 2021.

RECOMMENDATION that the report detailing Council's external investments for the months of April and May 2021 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 2021 and 31 May 2021 respectively as follows:

- > R1.1 Investment Report April 2021 🗓 🖼
- > R1.2 Investment Report May 2021 🗓 🖬

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 its financial sustainability is protected at all times and avoid proposals that may impact negatively.

Term Maturity S&P Interest								
Investment	Inception Date	Term (Days)	Maturity Date	Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
erm Deposits	•	. , ,			. ,	Ŭ		
AMP	17/07/2020	367	19/07/21	A-2	1.00	8.417%	\$2,500,000.00	\$2,500,000.0
BOQ	6/05/2020	365	06/05/21	A-2	1.40	8.417%	\$2,500,000.00	\$2,500,000.0
Auswide Bank	8/07/2019	735	12/07/21	A-2	2.05	5.050%	\$1,500,000.00	\$1,500,000.0
National Australia Bank	7/07/2020	365	07/07/21	A-1+	0.95	6.734%	\$2,000,000.00	\$2,000,000.0
MyState Bank	28/10/2020	365	28/10/21	A-2	0.65	3.367%	\$1,000,000.00	\$1,000,000.0
Auswide Bank	15/08/2019	1096	15/08/22	BBB+	1.86	6.734%	\$2,000,000.00	\$2,000,000.0
AMP	30/03/2020	548	29/09/21	A-2	1.85	6.734%	\$2,000,000.00	\$2,000,000.0
AMP	14/09/2020	365	14/09/21	A-2	0.60	3.367%	\$1,000,000.00	\$1,000,000.0
National Australia Bank	27/01/2021	370	01/02/22	A-1+	0.42	6.734%	\$2,000,000.00	\$2,000,000.0
Auswide Bank	17/06/2019	731	17/06/21	A-2	2.22	5.050%	\$1,500,000.00	\$1,500,000.0
Auswide Bank	27/02/2020	546	26/08/21	A-2	1.75	8.417%	\$2,500,000.00	\$2,500,000.0
BOQ	17/08/2020	730	17/08/22	BBB+	0.95	5.050%	\$1,500,000.00	\$1,500,000.0
BOQ	14/10/2020	729	13/10/22	BBB+	0.80	6.734%	\$2,000,000.00	\$2,000,000.0
						74.07%	\$24,000,000.00	\$24,000,000.0
Cash Deposit Account								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.3
National Australia Bank				A-1+	0.14	19.196%	\$5,701,309.02	\$5,701,309.0
						19.20%	\$5,701,309.32	\$5,701,309.3
TOTAL INVESTMENTS						93.27%	\$29,701,309.32	\$29,701,309.3
Cash at Bank								\$819,175.3
TOTAL FUNDS								\$30,520,484.6

Monthly Investment Report as at 30/04/2021

CERTIFICATE

I hereby certify that the investments listed above have been made in accordance with Section 625 of the Local Government Act 1993,

clause 212 of the Local Government (General) Regulation 2005 and Council's Investments Policy number POL 1.23.

E Tonacia MANAGER CORPORATE SERVICES

Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted		
	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted		
	Employee Leave Entitlements (50% of ELE)	\$2,653,331.76
	Plant Replacement	\$1,413,547.08
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
		\$7,295,128.84
Unrestricted Funds		\$23,225,355.84
TOTAL FUNDS		\$30,520,484.68

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

Report

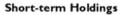
The investment portfolio increased by \$1,493,514.45 for the month. The increase was due to income in April being higher than expenditure.

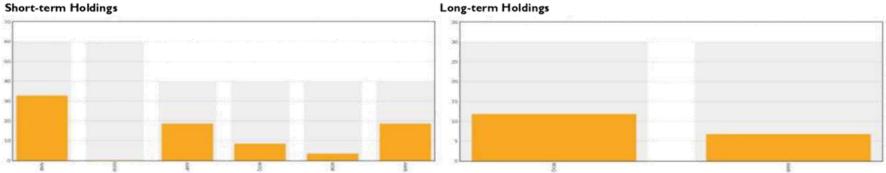
Portfolio Performance

For the month of April, the portfolio (excluding cash) provided a return of +0.11% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.00% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

Counterparty Compliance

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



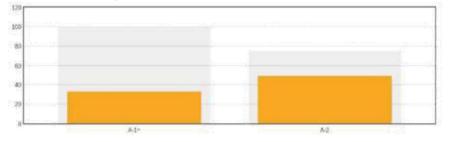


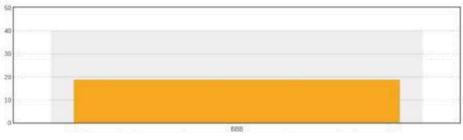
Credit Quality Compliance

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

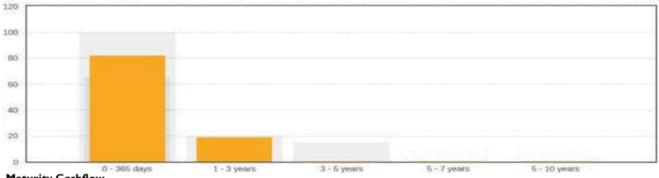
Short-term Holdings





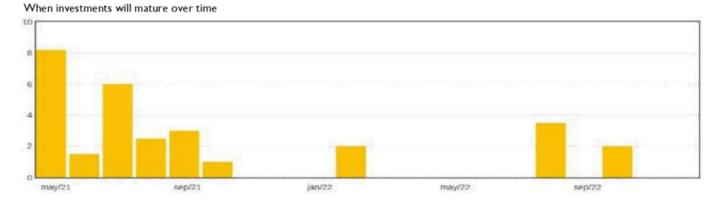


Term to Maturity



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

Maturity Cashflow



Term Maturity S&P Interest								
Investment	Inception Date	Term (Days)	Maturity Date	Rating	Interest Rate (%)	Percentage of Portfolio	Principal Value	Market Value
erm Deposits	*	. , ,		0	. ,			
AMP	17/07/2020	367	19/07/21	A-2	1.00	8.278%	\$2,500,000.00	\$2,500,000.0
BOQ	6/05/2021	732	08/05/23	A-2	0.49	8.278%	\$2,500,000.00	\$2,500,000.0
Auswide Bank	8/07/2019	735	12/07/21	A-2	2.05	4.967%	\$1,500,000.00	\$1,500,000.0
National Australia Bank	7/07/2020	365	07/07/21	A-1+	0.95	6.622%	\$2,000,000.00	\$2,000,000.0
MyState Bank	28/10/2020	365	28/10/21	A-2	0.65	3.311%	\$1,000,000.00	\$1,000,000.0
Auswide Bank	15/08/2019	1096	15/08/22	BBB+	1.86	6.622%	\$2,000,000.00	\$2,000,000.0
AMP	30/03/2020	548	29/09/21	A-2	1.85	6.622%	\$2,000,000.00	\$2,000,000.0
AMP	14/09/2020	365	14/09/21	A-2	0.60	3.311%	\$1,000,000.00	\$1,000,000.0
National Australia Bank	27/01/2021	370	01/02/22	A-1+	0.42	6.622%	\$2,000,000.00	\$2,000,000.0
Auswide Bank	17/06/2019	731	17/06/21	A-2	2.22	4.967%	\$1,500,000.00	\$1,500,000.0
Auswide Bank	27/02/2020	546	26/08/21	A-2	1.75	8.278%	\$2,500,000.00	\$2,500,000.0
BOQ	17/08/2020	730	17/08/22	BBB+	0.95	4.967%	\$1,500,000.00	\$1,500,000.0
BOQ	14/10/2020	729	13/10/22	BBB+	0.80	6.622%	\$2,000,000.00	\$2,000,000.0
						72.84%	\$24,000,000.00	\$24,000,000.0
Cash Deposit Account								
T Corp				A-1+	0.00	0.00%	\$0.30	\$0.3
National Australia Bank				A-1+	0.14	20.535%	\$6,202,035.35	\$6,202,035.3
						20.54%	\$6,202,035.65	\$6,202,035.6
OTAL INVESTMENTS						93.38%	\$30,202,035.65	\$30,202,035.6
Cash at Bank								\$233,657.
TOTAL FUNDS								\$30,435,692.7

Monthly Investment Report as at 31/05/2021

CERTIFICATE

I hereby certify that the investments listed above have been made in accordance with Section 625 of the Local Government Act 1993,

clause 212 of the Local Government (General) Regulation 2005 and Council's Investments Policy number POL 1.23.

E Tonacia MANAGER CORPORATE SERVICES

Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted		
	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted		
	Employee Leave Entitlements (50% of ELE)	\$2,653,331.76
	Plant Replacement	\$1,413,547.08
	Loan Funds	\$0.00
	Sales Fluctuation	\$3,000,000.00
	Water Treatment Plant	\$228,250.00
		\$7,295,128.84
Unrestricted Funds		\$23,140,563.93
TOTAL FUNDS		\$30,435,692.77

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

Report

The investment portfolio decreased by \$84,791.91 for the month. The decrease was due to income in May being lower than expenditure.

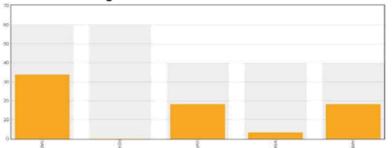
Portfolio Performance

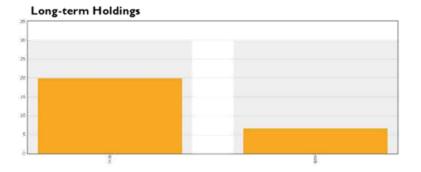
For the month of May, the portfolio (excluding cash) provided a return of +0.10% (actual), outperforming the benchmark Ausbond Bank Bill Index return by +0.00% (actual). The outperformance continues to be anchored by a combination of those longer-dated deposits locked-in for a term of 12 months or longer.

Counterparty Compliance

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

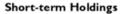




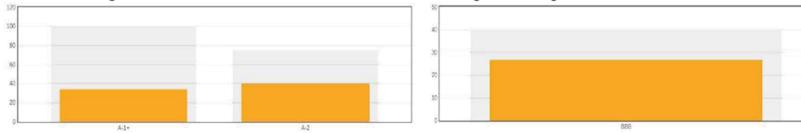


Credit Quality Compliance

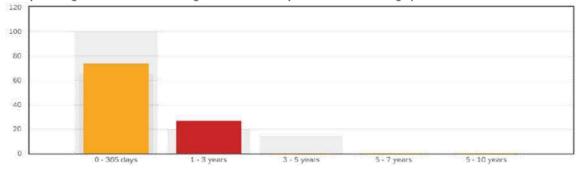
The below graphs compare investments with each investment rating category to the limits included in Council's Investment Policy



Long-term Holdings



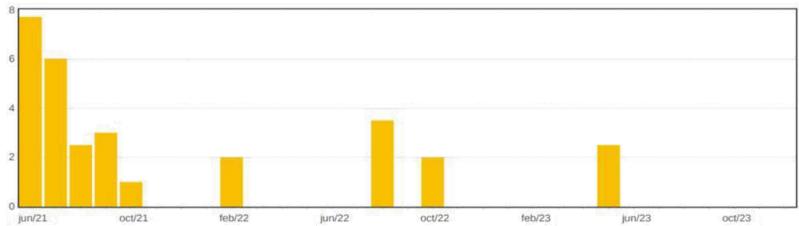
Term to Maturity



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 2021/22 -2024/25 and Draft Operational Plan 2021/22

Organisational Area	Corporate Services
Author	Emily Tonacia, Manager Corporate Services
Summary	The Draft Delivery Program 2021/22 to 2024/25 and Draft Operational Plan for the period 1 July 2021 to 30 June 2022 is submitted for 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.

RECOMMENDATION that the:

- a) Draft Delivery Program 2021–2025 and Operational Plan 2021/22, as exhibited and following the close of public comments, be adopted as Council's Delivery Program 2021–2025 and Operational Plan 2021/22, subject to the proposed changes listed in the body of this report.
- b) Fees and charges be made for the 2021/2022 financial year, as outlined in the Draft Operational Plan 2021/2022.

Report

The Draft Delivery Program 2021-2025 and Draft Operational Plan 2021/2022 were placed on exhibition on 29 April 2021. Submissions from the public were invited until 26 May 2021. One public submission was received regarding access charges for strata properties. This was a customer service enquiry and did not pertain to the draft plans.

The Draft Delivery Program 2021-2025 and Draft Operational Plan 2021/2022, as exhibited, following close of public comments, can now be adopted as Council's Delivery Program 2021-2025 and Operational Plan 2021/2022, subject to the proposed following changes.

Fees & Charges

The Office of Local Government has determined, since exhibition of the plans, that the fee to be charged for a certificate under Section 603 of the Local Government Act remain at \$85 for the 2021-22 financial year.

The Office of Local Government has also determined that the maximum interest chargeable on overdue accounts be 6%. The proposed changes to fees & charges are summarised below:

	2020/21	2021/22
Search/ Enquiry Fee – \$603 (as for property transfer)	\$85	\$85
Interest on Overdue Accounts:		
Annual		6%
1 January 2020 – 31 December 2020	0%	
1 January 2021 – 30 June 2021	7.5%	

Capital Works Program

Several budgetary changes are required considering events that have occurred since the plans were placed on public exhibition. These proposed inclusions are:

- \$115,000 Ralvona Aeration Basin Replacement. The replacement of aeration basin 2 is required due to the extent of its condition recently identified.
- \$40,000 Tarcutta WTP Manganese Filter Replacement. Work was scheduled to be completed in 2021, the budget was reduced however in the March 2021 QBR, due to a delay on the receipt of goods – with the work to be completed in the 2022 financial year.
- \$68,000 Radio Communications. Work was scheduled to be completed in 2021, the budget was reduced however in the March 2021 QBR due to delays as a result of Covid border closures with the work to be completed in the 2022 financial year.
- \$24,000 Woomargama WTP. Work was scheduled to be completed in 2021, the budget was reduced however in the March 2021 QBR due to project rescoping being required work is due to be completed in 2022 and 2023 financial years.
- \$36,750 Tarcutta Iron Filters. The need for the access to the filters to be upgraded has been identified.
- \$60,000 Administration Building Carpark. Work was scheduled to be completed in 2021, the budget was reduced however in the March 2021 QBR with the work to be completed in the 2022 financial year internally by staff.

The above proposed adjustments result in an increase of \$343,750 to the 2021/22 capital delivery program.

The anticipated operating result for the 2021/2022 financial year remains at \$5,909,000.

Financial Implications

Pricing scenarios and associated financial implications were discussed by the Board during their consideration of the Draft Delivery Program and Operational Plan and associated budget workshop.

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.

R2.1

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

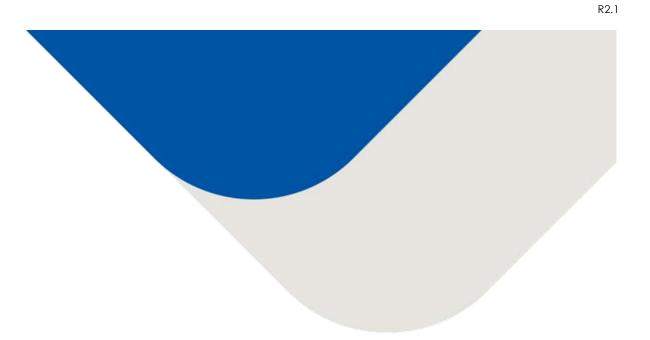


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Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022



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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 2021 and the Operational Plan for the Year commencing July 2021.

Water Supply 2012. Code of Conduct

Guiding documents

The guiding documents which support this Delivery

Local Government (General) Regulation 2005

Best Practice Management Guidelines for Water

Integrated Water Cycle Management Plan 2021

Strategic Business Plan and Resourcing Strategy for

Program and Operational Plan are set out below.

Local Government Act 1993

Supply and Sewerage

Water Sharing Plans

- Asset Management Plan 2012
- Demand Management Plan 2012
- Workforce Plan 2020

2.

and plans

- 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 intends to adopt its Integrated Water Cycle Management Plan (IWCMP) in April 2021. The IWCMP will come into effect on July 1, 2021. Following that. Council will commence work on updating the 2012 Strategic Business Plan and Resourcing Strategy, which will be reviewed and endorsed by the new Board to be elected in October 2021.

NSW Public Works Advisory completed the IWCM Issues Paper and conducted Project Reference Group meetings with key stakeholders. Meetings were well represented by developers, regulators, key industrial customers and other local water utilities within council's water supply area.

The next phase sees the draft IWCM placed on public exhibition before adoption.

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 activities



Principal activity services to be provided

Goals

3.

- 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
Minim	um flow rat	e (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

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

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.

<u>**Priority 1**</u> - 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)

<u>Priority 2</u> - 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)

<u>Priority 3</u> - defined as failure to maintain continuity or quality of supply to a single customer.

One working day.

<u>Priority 4.</u>- 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:

- 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

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

2

3.

Research and development

Training and awareness

- Documentation and reporting
- 4. Review, evaluation and auditing

Supporting requirements

- 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.	Timely responses.
Maintain a request and complaint handling system that ensures both attention to the request and advice of action taken or to be taken.	
Use customer newssheets to disseminate information to customers.	Numerous media outlets used
Utilise the local media when appropriate to increase awareness within the community.	to advise customers on demand management and
Meet with sectional or interest groups or invite them to meet with us to communicate and receive feedback on relevant issues.	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



Principal activity -4. capital works

Capital Works that will allow Rivering Water to meet its mission and responsibility to customers and the community generally have been proposed for 2021/2022 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

Summary

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 2020/21.2021/22. 2022/23. 2023/24 and 2024/25 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

		\$'000		
	2021/22	2022/23	2023/24	2024/25
Management	11.638	16.304	10.691	4,124
Sources	380	377	30	100
Treatment	4.195	2.245	1,410	340
Pump stations	140	0	1.240	886
Reservoirs	1.365	3.040	135	210
Mains and services	6,149	6.282	7.141	7.550

4.4 Key performance indicators

Projects completed from capital work program:

Target > 85%

Page 64

12

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 10am and 5pm 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.

2021/2022 water accounts will again include a bar graph showing the trend in the customers' water consumption over the previous 5 readings.

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

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 2021 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.

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

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 2021 Integrated Water Cycle Management Plan.

6.4 Wagga water treatment plant

While the construction of 55ML/day WTP was completed in June 2018, there were a number of defects not rectified by the Contractor.

In March 2020 Riverina Water terminated the Contract due to Contractor's Default.

Riverina Water have commenced work to rectify known defects and anticipate that work will be completed by June 2022.

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 and in accordance with Council's Asset Purchase and Disposal Policy 3.2.

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 2021/2022

- To maintain an efficient, effective, safe and nondiscriminatory 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.

R2.1

9.2 Human resources – means of achieving

Strategies/Actions		Measures		
2	Develop workforce capacity and capability through workplace learning and development	 Workforce is skilled and equipped to undertake agreed roles – develop and improve workforce planning capability. 		
		 Training plan and budget is agreed and programed throughout the year. 		
		> Improved reporting and development of training plans.		
5	Review and align job roles and skill requirements to workforce needs	 Agreement, recognition and understanding of employee contribution and participation organisation objectives – position, descriptions. 		
3	Improve workforce accessibility, culture and communication for employee engagement and workforce development	 Contribute to the provision of a healthy and active workforce - Health and Wellbeing programs, return to work support, leadership development. 		
		 Implement methods and technologies that enhance skill development, flexibility and participation. 		
		 Continue to encourage management to review and implement any recommendations from Employee Climate Survey. 		
		 Utilise available technologies that improve and simplify communication and accessibility to information – Learning Management System, flexible learning and delivery. Online support and other technology. 		
2	Develop management and employee engagement	 Enhance leadership develop opportunities and practices. 		
		 Employee participation in working parties and committees. 		
		 Engagement and actions adhere to the RWCC Enterprise agreement and agreed policy and procedures. 		
3	Workforce health and wellbeing	 HR resources are simple, proactive and supportive of work, health and safety and workplace needs. 		
		 Contribute to a healthy and active workforce. Health and wellbeing programs, recovery at work initiatives, employee assistance program, fit to work practises. 		

assessing

Success of human resources activities is indicated by:

9.3 Human resources - manner of

- 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 \hat{v} measures - employee turnover, industrial disputes, absenteeism, training completion.
- 3 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 2021/2022

9.4.1 **Objective/Goal**

Riverina Water's WHS goal for 2021/2022 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 Safe Operating Procedures and an improved safety culture

Objectives	Means of achieving	Target/measure		
Improve communication and consultation	 Kit Kat team meetings Regular face to face discussion between managers and staff Provide timely and appropriate feedback on all WHS issues Health and Safety committee meetings to address issues raised and provide feedback 	 12 x monthly meetings held by all teams. Regular manager attendance at team meetings. Workgroup meetings held quarterly. HSC bi-monthly meeting minutes and communication with workgroups. 		
Elimination/ reduction of workplace risks	 Develop and implement a Risk Management Action Plan Develop, monitor and review safe working practices and procedures including SWMS Provide adequate resources (staff and equipment) Regular workplace inspections and audits Conduct audit and analysis of incidents and near misses 	 RMAP activities at least 90% completion. Procedures updated per schedule. SWMS reviewed and updated to reflect current and safe work methods. Procedure/policy reviews at monthly team meetings. Appropriate resources are allocated for the tasks required. Audit and inspection schedule up to date. Annual report of analysis. Register of all incidents to provide information/graphs. 		
Raise the safety culture	 Training of staff Promotion of WHS responsibilities Monitor and address WHS performance of staff and human error component of incident reports Regular editions of Safety Newsflash Annual Safety Breakfast – theme relevant to current or priority WHS issue/s 	 All staff trained to specified WHS requirements and levels. All staff aware of their WHS role. Human errors identified and addressed in incident reports. Reduced percentage of reports involving human error component. Minimum of one Newsflash per month. Annual safety breakfast held and feedback from employees discussed at HSC meeting. 		

9.4.2 Key performance indicators

9.5 Key performance indicators

Target
 0 or < previous period
> Reduction in Workers Comp. Insurance premium
< State or LG sector average
 IISI < previous period
All required training is current
 100% percent of training plan completed
same quarter previous year
 0 or < previous period

10. Principal activity– equal employmentopportunity

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.

11.2.2 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.

11.2.3 Electricity use

Riverina Water will continue to work at reducing electricity consumption and carbon footprint, by installing more efficient equipment and investing in green energy including on-site solar generation. Riverina Water is a very large consumer of electricity and used 12.3GWh in 2019/20 generating approximately 10.9 kilo tonnes of carbon dioxide.

Continuing improvement programmes include: power factor correction, solar site generation and time of use management.

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

Measures
EPA standards achieved.
No soil loss or siltation. Vegetation restored.
No soiled water entering town drainage systems.
Electrical efficiency taken into account. Suggested measures: Tonnes (CO2)/ ML, Tonnes (CO2)/number of connections.
Native vegetation restored. Stable creek bed.

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 2020/2021 indicates an Operating Surplus of \$8.056.000.

The Budgeted Operating Result for 2021/2022 indicates an Operating Result of \$5.909.000.

12.1 Notes on estimates of income and expenditure

12.1.1 Financial Results and Projections

\$000	Forecast 2020/2021	Budget 2021/2022	Proposed 2022/2023	Proposed 2023/2024	Proposed 2024/2025
Operating result	8.056	5,909	7.835	5,424	6,578
Increase/(decrease) Net current assets	(8.633)	(9.004)	(4,135)	(3.791)	(257)
Net current assets	29,427	20.423	16.288	12,497	12.240

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 2021/2022 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 2021/22 residential tariff for urban and non-urban has been increased to \$1.49 per kilolitre for the first 125 kilolitres per guarter then \$2.24 per kilolitre.

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

Capital works programme 2021/2022

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.

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The 2021/22 capital works programme will be financed as follows:

	\$'000
a) Capital contributions	3,558
b) Revenue allocations	5.909
c) Loan funding and reserves	14,400
Total	\$23,867

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.

Budgeted restricted cash and investment	\$'000
Asset replacement	1,580
Sales fluctuations	3,000
Employee leave entitlements	2.653
Unexpended loans	
Unrestricted cash and investments	16.634
Estimate 30th June 2021	\$23,867

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

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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 2021/2022.
- Tax equivalents, payment is included.

Dividend payments are not included in cost recovery.

12.2 Budget

Financial statements summarising the anticipated result for 2020/2021 and projected budgets for 2021/22. 2022/23. 2023/24 and 2024/25 are included as Appendix "F".

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 2021/2022 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 $ET\ensuremath{\mathbb{T}}\xspace$

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 ²)	Table 1
Rural (Stock and domestic) greater than 25mm service	(<u>meter size</u>) ² x Recommended ET 25 ²	Table 1
Commercial/Industrial	0.7 x Recommended ET OR Assessed peak day demand ÷ 38 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 \$1.415. 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 \$1,415 for the first unit and \$283 for each additional unit connected to the same service, and \$1,415 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 13.81 Development Servicing Charges and
- Section 13.82 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 & village - single residential lots		Cost per lot (based on lot size)			
esidential lots		<450m2	450 - 2000m2	>2000m2	
ots where developers have prepaid the fees appropriate at time of development		Nil - (note only	applies for a single re	sidence on the lot)	
ots (not prepaid) existing prior to 01/01/1994 and 2nd or subsequent services (only where availability fees are being paid)	N	on the lot)	il - (note only applies fo equent service based o	-	
ots (not prepaid) created since 01/01/1994	N	\$5.053	\$5,053	\$6.063	
Jrban - including township & village - multiple residential units		Price for mult	iple units		
ots where developers have prepaid the fees		Nil - provided	correct charges have t	peen prepaid	
ots (not prepaid) existing prior to 01/01/1994	N	Fee applicabl	e for newly created lots	less \$5.053	
ots (not prepaid) created since 01/01/1994					
Aulti-residential lots (medium density 1-2 storey)		Developer ch	arge per dwelling		
Jual occupancy - 1 Bedroom					
Dual occupancy - 2 Bedrooms	Ν	\$5,053 if lot si	ze > 450m2 per dwellin	9	
Dual occupancy - 3 or more Bedrooms					
Duplex - 1 Bedroom					
Juplex - 2 Bedrooms		Units priced, c	s below, if lot size <450	m2 per dwelling	
Duplex - 3 or more Bedrooms					
Jnits - 1 Bedroom	Ν	\$2.021			
Jnits - 2 Bedrooms	Ν	\$3.032			
Jnits - 3 or more Bedrooms	Ν	\$4,043			
Multi-residential lots (high density >2 storey)		Developer ch	arge per dwelling		
Nulti storey apartments - 1 Bedroom	N	\$1,668			
Multi storey apartments - 2 Bedrooms	N	\$2.527			
Nulti storey apartments - 3 or more Bedrooms	N	\$3,382			
NOTE: The minimum developer servicing charge per lot		2			

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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 2000m². For smaller rural properties divide the listed charge by 12.

Rural location	Tax	Price per	service conne	ction		
		20mm	25mm	*32mm	*40mm	*50mm
		s	s	s	s	s
Rural pipelines **	N	6.063	6.063	9.933	15.522	24254

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 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.I. 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 38 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:

- 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	Ταχ	<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 & village - single residential/commercial/ industrial developments	Tax	Price per service connection for single unit					
 single residential/commercial/ industrial developments 		20mm	25mm		*32mm	*40mm	*50mm
Lots where developers have prepaid the fees appropriate at time of development	N	NIL	\$560		\$1.117	\$1.862	\$2.484
All other lots including 2nd or subsequent services	N	\$1.415	\$1.975		\$2,532	\$3,277	\$3.899
* The availability of a service connection network and must have Engineering App	The second s	r than 25mr	n is depend	lent on cap	acity to sup	ply with the	e reticulatio
Urban - including township & village -	Tax	Price for	multiple ur	nits			
nultiple residential units		1 unit	2 units	3 units	4 units	5 units	Extra units
Lots where developers have prepaid the fees			onal Service Nowing line		on Charge pr paid	ovided corre	ect fees as
All other lots including 2nd or							
subsequent services	Ν	\$1,415	\$1,698	\$1,981	\$2.264	\$2,547	\$283
	l devek	opments pro	vided for by	water con	nection(s) at	any one tim	e, and
subsequent services These prices apply to multi-unit residentia include the cost of bulk and individual met	l devek	opments pro	vided for by	water con	nection(s) at	any one tim	e, and
subsequent services These prices apply to multi-unit residentia include the cost of bulk and individual met for internal plumbing required. Urban - additional costs a) Where Baylis Street pavers need to be	l devek	opments pro	vided for by	water cons	nection(s) at	any one tim	e, and
subsequent services These prices apply to multi-unit residential include the cost of bulk and individual met for internal plumbing required. Urban - additional costs a) Where Baylis Street pavers need to be disturbed b) Where the service requires a rail crossing and approval from the Railway	I develo ters. In t	opments pro the case of ir As per W\	vided for by ndividual me WCC charge	water con etering of st es	nection(s) at	any one tim ne owner is r	e, and
subsequent services These prices apply to multi-unit residentia include the cost of bulk and individual met for internal plumbing required.	N	As per W	vided for by ndividual me WCC charge	water con etering of st es s that rail a	nection(s) at trata units. th uthority impo	any one tim ne owner is r	e, and

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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.

	Tax	Price per se	ervice connect	tion		
		20mm	25mm	*32mm	*40mm	*50mm
		s	s	s	\$	\$
Rural pipelines **	Ν	1.614	2.176	2.721	3,484	4,136
Walbundrie to Rand Pipeline Urangeline/Bidgeemia Rural Scheme and other rural schemes		Refer to Eng schemes	gineering staff r	regarding availa	ability and costi	ng for these
Some rural spur lines incur additional o Refer to Engineering or Customer Serv Additional costs		ficer.				
			d charges that	rail authority in	nposes	
Refer to Engineering or Customer Serv Additional costs Where the service requires a rail crossing and approval from the	N	The fees an	d charges that sed on a similar		nposes	

* 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 2021/22

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	2020/2021	2021/2022
General tariff			
All users (except as detailed below)	N		
First 125 kls per quarter		1.46	1.49
Balance per kilolitre per quarter		2.19	2.24
Strata title units and flats			
First 125 kls per quarter per unit	N	1.46	1.49
Balance per kilolitre per guarter		2.19	2.24
bulance per knohre per quarter			
(For Strata complexes and Flats where units are not indiv apportioned between units).	* .000	• %	100
(For Strata complexes and Flats where units are not indiv apportioned between units). Industrial tariffs for processing and manufacturing indu round usage connected since 01/07/2009	* .000	• %	100
(For Strata complexes and Flats where units are not indiv apportioned between units). Industrial tariffs for processing and manufacturing indu round usage connected since 01/07/2009	ustries as well as livestock r	narketing centres v	vith consistent ye
(For Strata complexes and Flats where units are not indiv apportioned between units). Industrial tariffs for processing and manufacturing indu round usage connected since 01/07/2009 First 41 kls per month	ustries as well as livestock r	narketing centres v 1.46	with consistent ye
(For Strata complexes and Flats where units are not indiv apportioned between units). Industrial tariffs for processing and manufacturing indu round usage connected since 01/07/2009 First 41 kls per month Balance above 42 kls per month	ustries as well as livestock r N	narketing centres v 1.46 2.19 2.19	vith consistent ye 1.49 2.24 2.24
(For Strata complexes and Flats where units are not indiv apportioned between units). Industrial tariffs for processing and manufacturing indu round usage connected since 01/07/2009 First 41 kls per month Balance above 42 kls per month Balance above 3,000 kls per month Applicable to large scale processing and manufacturing	ustries as well as livestock r N	narketing centres v 1.46 2.19 2.19	vith consistent ye 1.49 2.24 2.24

Metered supply to standpipe agents or constituent Councils	N	2.05	2.09
Balance per kilolitre per quarter		1.09	1.11
First 125 kls per quarter	Ν	0.73	0.74
Non-potable water			
Parks and gardens. Council swimming pools			
Hospitals. Schools / TAFE / University	Ν	1.46	1.49
Community facilities			
Balance per kilolitre per quarter		2.19	2.24
First 125 kls per quarter/41 kls per month		146	149
All users (except as detailed below)	N		
Commercial tarm			

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Supply from fixed standpipe and water filling stations (Minimum charge \$10,00 when via an Agent)	Ν	3.24	3.30
Bulk supply Application of this tariff will be at the discretion of the Council	N	1.46	1.49
Primary producers tariff Applicable to all rural services along Council's trunk mains	N	1.46	1.49

Rebates

Eligible Pensioner	\$30.00 per quarter
Kidney Dialysis Machine Users	20 kis 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 125 times the average monthly consumption based on the previous 12 month rolling average.

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

13.10 Other charges

13.10.1 Sundry fees and charges

Sundry fees and charges	Тах	2020/2021	2021/2022
Search/enquiry certificate fee - s603 (as for property transfer)	N	\$85	State Gov Fee
Fee for providing information in writing, including Special meter reading	N	\$78	\$79
Formal GIPA access application	N	\$30.50	\$31
Formal GIPA processing fee	Ν	\$65 per hour	\$66 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	\$177 + cost of meter if required
Remove flow restricting device	N	\$173.50	\$177
Meter repairs - só36 LG Act	Y	\$112 per hour	\$114 per hour
Meter test deposit	Ν	\$76	\$77
Test fees for backflow prevention devices			
RPZ devices	N	\$116.50	\$119
Other devices	N	\$9250	\$94
Leak detection (Minimum 1 hour)	Y	\$112 per hour	\$114 per hour
Water main locating involving potting or excavation	N	\$112 per hour	\$114 per hour
Dishonoured payments fee	N	Relevant bank fee incurred	Relevant bank fee incurred
Interest on overdue accounts	N	750%	Max % allowable
Written quotation fee	Y	\$85	\$87
Service call	Y	\$112 per hour	\$114 per hour
Plumbing permit including standard inspections	N	\$112	\$114
Additional plumbing inspection due to non-compliance	N	\$183	\$186
Non-compliance with water restrictions	N	\$258	\$263
Water filling station access	N	\$295	\$295

Replacement water filling station key	Y	\$60	\$60
Pressure and flow analysis application fee	N	\$180	\$183
Clearing of shrubs and small bushes	Y	\$112 per hour	\$114 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 & white	Y	\$0.45	\$0.50
Print/copy A4 single sided colour	Y	\$2.50	\$2.55
Print/copy A3 single sided black & white	Y	\$0.95	\$1
Print/copy A3 single sided colour	Y	\$3.25	\$3.30
Copy of water notice	Y	S11	\$11.20
Copy of financial data on properties	Y	\$10	\$10.20
Copy of 603 certificate administration	Y	\$11	\$11.20
Fee for reallocation of electronic payment	Y	\$10	\$10.20

13.10.2 Key performance indicators

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

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

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

R2.1

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.

pped pricing applied.
pped pricing applied.
nding 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

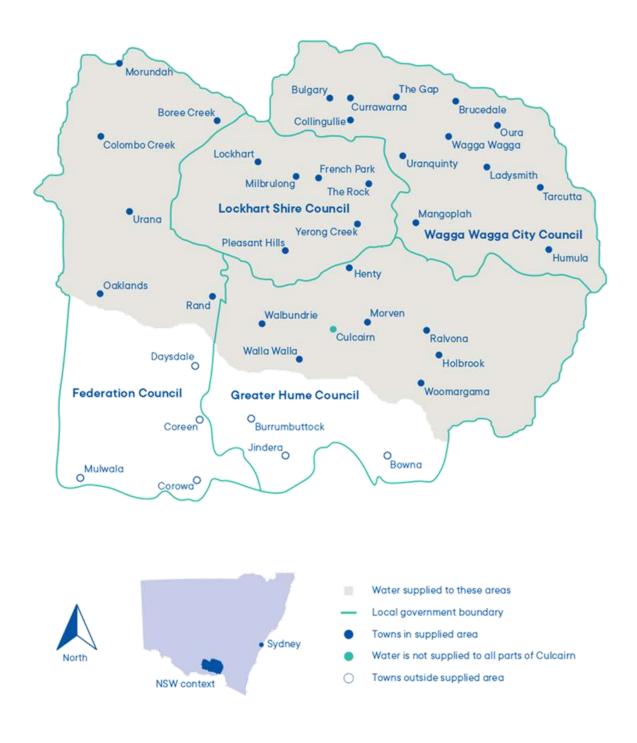
Actual costs including overheads + 20%

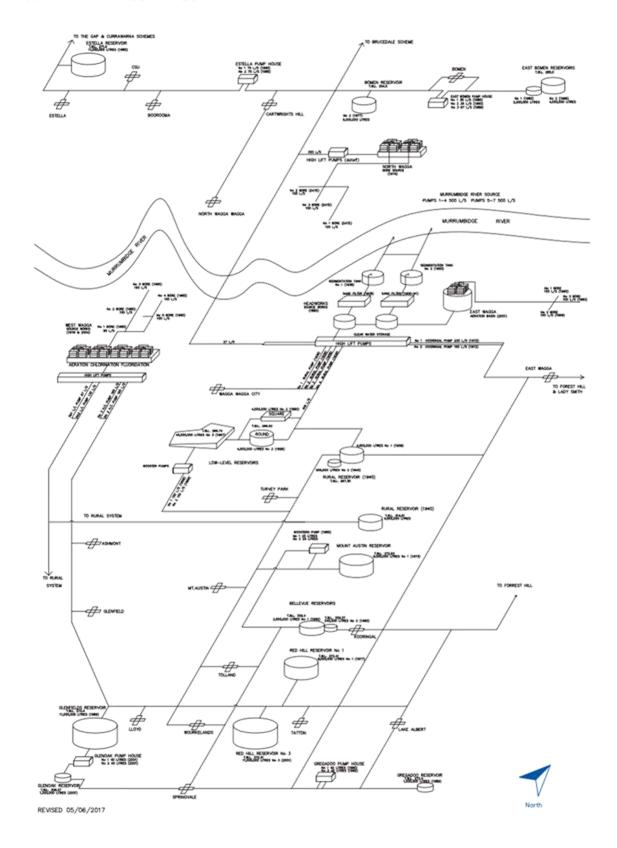
In both cases, charges include:

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

Appendices

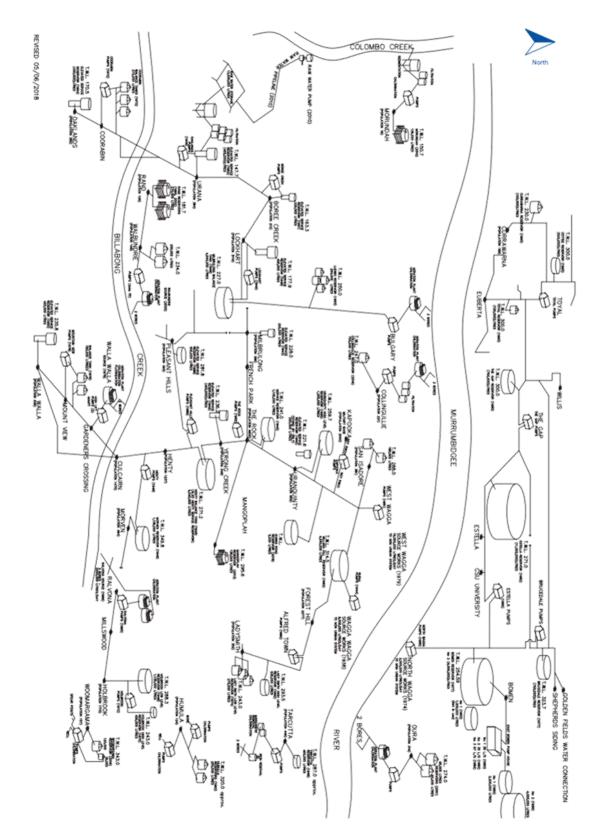
Appendix A - Area of supply



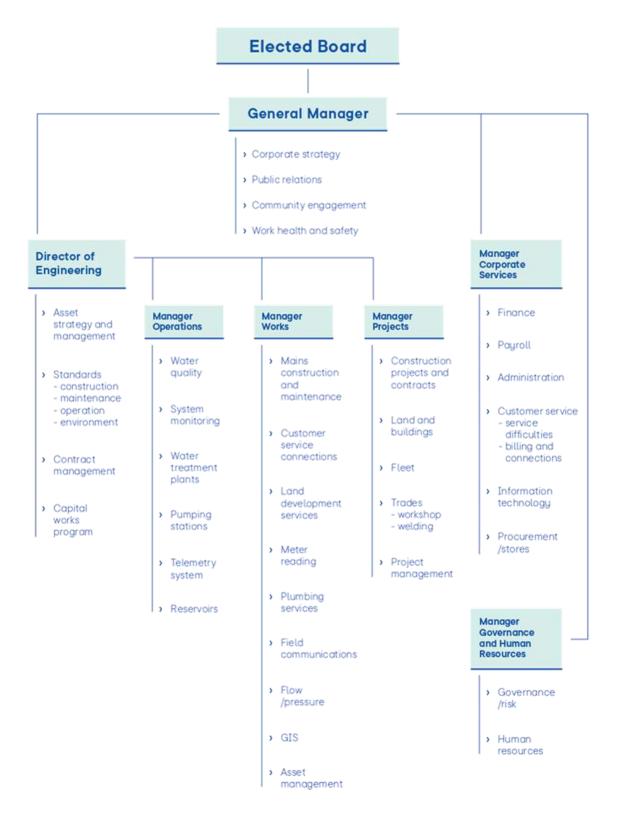


Appendix B - Wagga Wagga distribution scheme

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022



Appendix C - Non-urban distribution scheme



Appendix E - Capital works plan

0000/01			Projected years		
2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	
160.000	200.000	-			
1.094.567	2.336.479	1,149,446	1.122.072	150.000	
2.123.071	1070,000	-0-	1240.000	2.250.000	
	-	-			
×	-12		300,000	40	
-	100.000	200.000	400.000	460.000	
3,377,638	3,706,479	1,349,446	3,062,072	2,860,000	
	160.000 1.094.567 2.123.071 - - -	160.000 200.000 1.094567 2.336.479 2.123.071 1.070.000 - - - - - - - 100.000	160.000 200.000 - 1.094567 2.336.479 1.149.446 2.123.071 1.070.000 - - - - - - - - - - - - - - - - - - 2.00.000	160.000 200.000 - 1.094567 2.336.479 1.149.446 1.122.072 2.123.071 1.070.000 - 1.240.000 - - - - 1.094.567 2.336.479 1.149.446 1.122.072 2.123.071 1.070.000 - 1.240.000 - - - - - - - 300.000 - 100.000 200.000 400.000	

Sub-total plant and equipment	5,288,909	4,725,928	14,604,000	6,279,000	1,264,000
Energy efficiency and cost minimisation	415,740	3200,000	13,000,000	5,000,000	w
Radio communications upgrade/ replacements/improvements	68.440	-	-		-
Telemetry and control systems upgrade	458,782	350,000	25,000	50,000	25,000
Fixed plant tools and equipment	35.000	-	-	-	
Working plant and vehicle purchases	1.549.847	960.000	1.335.000	985,000	995,000
Office furniture and equipment	16.600	15.000	-	-	-
Tequipment	2,744,500	200,928	244.000	244,000	244.000

-16-	3,205,932	350,000	350,000	-
270.000	-	-	1,000,000	
270,000	3,205,932	350,000	1,350,000	-
8.936.547		16,303,446	10,691,072	4.124.000
	270,000 270,000	270.000 - 270,000 3,205,932	270,000 270,000 3,205,932 350,000	270,000 - - 1,000,000 270,000 3,205,932 350,000 1,350,000

44

Sources					
Bores - renew/refurbish/decommission	369,943	310,000	355,000	ste	75,000
Sourceworks metering	-	40.000	12,000	-	-
Switchboards improvements/replacements	*	30.000	10,000	30,000	25.000
Total sources	369,943	380,000	377,000	30,000	100,000
Treatment plants					
Aeration tower replacements	85.000	.86	(20	æ	
Aeration tower covers	489.627	-	100.000	14 1	-
Specific treatment plant improvements	30,000	55,000	225,000	15.000	
Treatment plant refurbishments	3,128,567	4,125,374	1.910.000	1.375.000	325.000
Laboratory facilities upgrade	×	15.000	10.000	20.000	15.000
Total treatment plants	3,733,194	4,195,374	2,245,000	1,410,000	340,000
Pumping stations					
Pump stations renewal/refurbish/upgrade	130,000	140.000		1,240,000	885,700
Total pumping stations	130,000	140,000	-	1,240,000	885,700
Reservoirs					
General improvements	29.299	75,000	130,000	20,000	120.000
New/replacement reservoirs	599,900	1,175,000	2.800.000	-	(
Reservoirs - refurbish	155,019		-01	a-	
Reservoirs - upgrade ladders and access	25,000	90.000	90.000	90.000	90.000
Reservoir magflows	64,375	25,000	20,000	25,000	-00
Asset demolition	110.000	3	-		-
Total reservoirs	983,593	1,365,000	3,040,000	135,000	210,000

Riverina Water Revised Delivery Program 2021/2022 - 2024/2025 and Operational Plan 2021/2022

Mains, services and meters					
Mains					
System improvements	2.500.000	2.018.600	2.027286	1786.059	1,494,919
Reticulation for developers (including other extensions)	-	-	-	-	-
Renew reticulation mains	1805000	1200.000	1.000.000	1.000,000	1.025.000
Renew trunk mains	1.495.000	1.775.000	1.600.000	2.075.000	2,750,000
Sub-total mains	5,800,000	4,993,600	4,627,286	4,861,059	5,269,919
Services					
Service connections, new including meters	550,000	550,000	550,000	550,000	550,000
Renew services	330.000	330,000	330,000	330.000	330,000
Sub-total services	880,000	880,000	880,000	880,000	880,000
Meters					
Water meters replacement	200.000	200,000	200,000	350,000	350,000
Remote monitoring	125,000	50,000	550,000	1.025.000	1,025,000
Water filling stations upgrade	85,000	15	-81	10-	.55
Water filling stations new	25,000	25.000	25.000	25.000	25.000
Sub-total meters	435,000	275,000	775,000	1,400,000	1,400,000
Total mains, services and meters	7,115,000	6,148,600	6,282,286	7,141,059	7,549,919
Totals	21,268,277	23,867,313	28,247,732	20,647,131	13,209,619

Appendix F - Budgeted financial statements - 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25

Income statement	Current year Projected ye		cted years	ars	
	2020/21 \$`000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Income from continuing operations					
Revenue:					
Rates and annual charges	5.117	5,172	5,172	5.172	5.172
User charges and fees	23,833	24,030	24,270	24,512	24.756
Interest and investment revenue	300	250	250	250	250
Other revenues	345	466	452	457	462
Grants and contributions provided for operating purposes	225	225	225	225	225
Grants and contributions provided for capital purposes	3.685	3.558	5.654	3,661	3.713
Total income from continuing operations	33,505	33,701	36,023	34,277	34,578

Employee benefits and on-costs	9,437	10,641	10,829	11.045	11,266
Borrowing costs	387	434	836	970	878
Materials and contracts	4,052	4,073	4,154	4237	4,322
Depreciation and amortisation	6,350	7.550	7.686	7.824	7,965
Other expenses	5.223	5,094	4,684	4,776	3.570
Total expenses from continuing operations	25,449	27,792	28,189	28,852	28,001
Operating result from continuing operations	8,056	5,909	7,834	5,425	6,577
		E 000	7.834	5,425	6,577
Net operating result for the year	8,056	5,909	1,004		

Appendix F - Budgeted financial statements - 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25

Balance sheet	Current year		Projected years			
	2020/21 \$'000	2021/22 \$'000	2022/23 \$`000	2023/24 \$`000	2024/25 \$'000	
Assets						
Current assets						
Cash and cash equivalents	22.929	13,843	9,528	5.808	5,466	
Receivables	3,864	3.933	4.060	3.934	3.965	
Inventories	2.634	2.647	2.700	2,754	2.809	
Total current assets	29.427	20,423	16,288	12,496	12,240	

Non-current assets						
Infrastructure, property, plant and equipment	386.400	402.391	422.623	435,112	440.021	
Intangible assets	10.884	10.884	10.884	10.884	10,884	
Total non-current assets	397,284	413,275	433,507	445,996	450,905	
Total assets	426,711	433,698	449,795	458,492	463,145	

-16.	.00	-24	-	~
1.977	2,073	2.059	2.090	2.012
1,964	1.587	166	1.847	1,942
5,307	5.307	5.307	5.307	5,307
9,248	8,967	7,532	9,244	9,261
3,440	4,799	14,495	16.058	14.116
3,440	4,799	14,495	16,058	14,116
12,688	13,766	22,027	25,302	23,377
	1,977 1,964 5,307 9,248 3,440 3,440 3,440	1.977 2.073 1.964 1.587 5.307 5.307 9,248 8,967 3.440 4.799 3,440 4,799	1,977 2,073 2,059 1,964 1,587 166 5,307 5,307 5,307 9,248 8,967 7,532 3,440 4,799 14,495 3,440 4,799 14,495	1,977 2.073 2.059 2.090 1,964 1.587 166 1.847 5.307 5.307 5.307 5.307 9,248 8,967 7,532 9,244 3.440 4.799 14.495 16.058 3,440 4,799 14,495 16,058

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Equity					
Retained earnings	155.634	161,543	169.378	174,802	181,380
Revaluation reserves	258.389	258,389	258,390	258.388	258,388
Council equity interest	414.023	419.932	427.768	433,190	439.768
Total equity	414,023	419,932	427,768	433,190	439,768

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





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 (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 Lease Extension Wagga Wagga Community Media Incorporated

Organisational Area	Corporate Services
Author	Emily Tonacia, Manager Corporate Services
Summary	Council currently leases land located at 29 Young Street, Turvey Park which has been leased long term by Wagga Wagga Community Media (2AAA Radio). The original twenty-year lease has recently expired, and this report seeks a resolution to enter into a new lease agreement.

RECOMMENDED that Council:

- a) Approve the extension of the current lease agreement for Part Lot 16 in DP 1132238
 being the 2AAA Radio Studio at 29 Young Street, Turvey Park for a period of twenty
 (20) years expiring October 2040.
- b) Delegate authority to the Chief Executive Officer to execute the extension of the lease agreement.

Report

Council owns land located at 29 Young Street, Turvey Park which has been leased long term by Wagga Wagga Community Media Incorporated (2AAA Radio). The existing 20-year lease agreement in expired in October 2020. The land which the leases pertain to is not expected to be required for operational purposes by Council in the foreseeable future and thus it is recommended, with the objective of supporting community organisations, that a new lease agreement of 20 years, expiring October 2040, with the same conditions be offered to Wagga Wagga Community Media Incorporated.

The lease agreement with Wagga Wagga Community Media incorporated is a 'peppercorn lease', meaning Council receives nominal rent of \$1.

- » R3.1 RWCC to 2AAA Lease Agreement 4 Table
- > R3.2 RWCC to 2AAA Lease Annexures U III

Financial Implications

Not Applicable.

Risk Considerations

_

Community Partn	erships
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.

U	Save AS FI						
	Form: 07L Release: 4·7	LEASE Leave this space clear. Affix additiona pages to the top left-hand corner. Real Property Act 1900					
	required by this	Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the informatio form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that de available to any person for search upon payment of a fee, if any.					
	STAMP DUTY	Insert Duties Assessment No. as issued by Revenue NSW Office.					
		Duties Assessment No.					
(A)	TORRENS TITLE	Property leased Part Lot 16 in Deposited Plan 1132238 being the 2AAA Radio Studio, 29 Young Street, Turvey Park					
(B)	LODGED BY	Document Collection Box Name, Address or DX, Telephone, and Customer Account Number if any. Email: Reference:					
(C)	LESSOR	Riverina Water County Council					
		The lessor leases to the lessee the property referred to above.					
(D)		Encumbrances (if applicable):					
(E) (F)	LESSEE Wagga Wagga Community Media Incorporated TENANCY: not required [this text will not primession of the state of the s						
÷ ÷							
(G)	1. TERM Twe 2. COMMENCIN	nty (20) years GDATE 05 October 2020					
	3. TERMINATIN						
		ION TO RENEW for a period of N.A.					
	set out in cla						
	5. With an OPT	ION TO PURCHASE set out in clause N.A. of N.A.					
	6. Together wit	h and reserving the RIGHTS set out in clause N.A. of N.A.					
	-	the provisions or additional material set out in ANNEXURE(S) A & B hereto.					
	-	the provisions set out in N.A.					
	No. <u>N.A.</u> 9. The RENT is	set out in item No. 13 of Annexure A					
	ALL HANDWRITING	MUST BE IN BLOCK CAPITALS. 200 Page 1 of 21					

	R3.1

	Change E
I certify that I am an eligible witness and that an authorised officer of the lessor signed this dealing in my presence. [See note* below].	Certified correct for the purposes of the Real Property A 1900 by the authorised officer named below.
Signature of witness:	Signature of authorised officer:
	Authorised officer's name:
Name of witness: Address of witness:	Authority of officer: Signing on behalf of:
	Change E
	Certified correct for the purposes of the Real Property A 1900 on behalf of the lessee by the person whose signature appears below.
	Signature:
	Signatory's name: Signatory's capacity:
STATUTORY DECLARATION *	Signatory & Capacity.
I solemnly and sincerely declare that—	n expired lease No has ended; and
I solemnly and sincerely declare that—	
I solemnly and sincerely declare that— 1. The time for the exercise of option to in 2. The lessee under that lease has not exercised the option.	
I	n expired lease No has ended; and
I solemnly and sincerely declare that— 1. The time for the exercise of option to in 2. The lessee under that lease has not exercised the option.	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act 1
I	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act 1 in the State of New South Wales on
I	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act 1 in the State of New South Wales on of
I	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act 1 in the State of New South Wales on of)
I	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act is in the State of New South Wales on of of of this statutory declaration by the person who made it: the person because the person was wearing a face covering, but
I	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act is in the State of New South Wales on of of of this statutory declaration by the person who made it: the person because the person was wearing a face covering, but emoving the covering; and
I	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act is in the State of New South Wales on of of of this statutory declaration by the person who made it: the person because the person was wearing a face covering, but
I	n expired lease No has ended; and same to be true and by virtue of the provisions of the Oaths Act is in the State of New South Wales on of

 ** s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

 ALL HANDWRITING MUST BE IN BLOCK CAPITALS
 Page 2 of 21
 2005

ANNEXURE A – COMMERCIAL LEASE

ANNEXURE A SEE A SOLICITOR ABOUT THIS LEASE

Lessor:	Riverina	Water	County	Council
---------	----------	-------	--------	---------

Lessee: Wagga Wagga Community Media Incorporated

This annexure consists of 19 pages.

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NOTE: Any alterations and additions to Lease Covenants in Annexure B **must** be made by additional clauses in Annexure A. The printed clauses in Annexure B are to remain in their copyright form without alteration.

SCHEDULE OF ITEMS (continued - cl 1.3)

Item 10 (cl 13.1)	A.	The guarantor:	N/A	
(cl 13.7)	B.	Limit of guarantor's liability:	N/A	
Item 11 (cls 3, 6.2.7)	Addit	ional leased property:	N/A	
Item 12	Optio	n to renew		
(cl 4)	А.	Further period of N/A years	from N/A	to
	B.	**	from N/A	to
	C.	Maximum period of tenancy under t Twenty (20) years	his lease and permitted	renewals:
	D.	First day option for renewal can be	exercised: N/A	
	E.	Last day option for renewal can be e	exercised: N/A	
Item 13	А.	Rent		
(cl 5)	For the	e lease period:		
		From the commencement date		
		to the first rent review date:	\$ <u>1.00</u>	a year by monthly
			instalments of	5 \$ <u>N/A</u>
		Afterwards:	At the new ye	arly rent beginning on
				ate by monthly instalments
			of one twelfth	of the new yearly rent.

© 2018 THE	LAW SOCI	ETY OF NEW SOUTH WALES ACN 000 000 699.	BREACH OF COPYRIGHT MA	AY RESULT IN LEGAL ACTION.

Item 13 (continued) (cl 5)	For th	From th to the fi	period in item 12A: ne commencement date rst rent review date: ample: Current market rent)	N/A
		Afterwa	ards:	At the new yearly rent beginning on each review date by monthly instalments of one twelfth of the new yearly rent.
	For th	ne further	period in item 12B:	
	1011	From th to the fi	ne commencement date arst rent review date: ample: Current market rent)	N/A
		Afterwa	ards:	At the new yearly rent beginning on each review date by monthly instalments of one twelfth of the new yearly rent.
Item 13 (continued) (cl 15)	B. Claus	GST e 15 prov	ides for payment by the lessee of	of GST unless otherwise here indicated:
Item 14	Outg	oings		
(cl 5)	А.	-	f outgoings: 0%	
	В.	Outgoin	ngs –	
		[Select a	pplicable items]	
		□ (a) □ (b) □ (c) □ (d) □ (e)	levied by the owners corpora capital works fund or special the property forms part (if ap	charges; building insurance; f whatsoever nature determined and/or tion with the exception of any contribution to a levy in respect of the strata scheme of which plicable);
				e property is part, fairly apportioned to the

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Item 16 (cl 5.5)	Rent review					
((1)))	Rent review date N/A	Method of rent review N/A	If Method 1 applies, increase by N/A			
			(the increase should show percentage or amount)			
			- -			
	Method 1 is a fixed amo Method 2 is Consumer I	Price Index.				
	Method 3 is current mar					
		another method is stated.				
	-	-	ected the new rent on a rent review			
	date must not be less tha	n the rent immediately before the	rent review date.			
Item 17	Permitted use:	operation of a commu	nity radio station			
(cl 6.1)						
Item 18 (cl 8.1.1)	Amount of required	public liability insurance: \$	20,000,000			
Item 19 (cl 16)	Bank Guarantee					
× ,		rent and the lessee's proportion of as a percentage) applicable from t				
Item 20 (cl 17)	Security Deposit					
(((17))		rent and the lessee's proportion of as a percentage) applicable from t				
3		······································				

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Item 21 (cl 14.2)	Address for service of notices					
	Lessor:	Lessor:				
	Street address:	Riverina Water County Council				
		91 Hammond Avenue, Wagga Wagga, NSW, 2653				
	Fax:					
	Email:					
	Lessee:					
	Street address:	Wagga Wagga Community Media Incorporated 29 Young Street, Turvey Park, NSW 2650				
	Fax:					
	Email:					
	Guarantor:					
	Street address:	N/A				
	Fax:					
	Email:					
Item 22 (cl 13)	Execution by gua	rantor				
	am an eligible witness and ntor signed this dealing in end]	 Certified correct for the purposes of the <i>Real</i> Property Act 1900 and signed by the guarantor. 				
		Signature of guarantor				
Signature of v	witness					
Name of with	iess					
Address of w	itness					
	of the <i>Real Property Act 190</i> ying documentation.	00 requires that you must have known the signatory for more than 12 months or have				
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		Page <u>6</u> of <u>21</u>				

Details of strata manager/secretary of the owners corporation (if applicable)

The following alterations and additions are to be made to the Lease Covenants in Annexure B:

The lessee must:

1. Indemnify and keep indemnified the lessor in respect of any claim which may arise out of the lessee's use and/or occupation of the premises, including any claim relating to the premises, any property or any person inside the premises, except to the extent caused by the negligence of the lessor.

2. Not sub-let, assign or otherwise deal with the premises without the consent of the lessor.

3. Not undertake any improvements or structural works in relation to the premises nor make any alterations to the building or other installations on the premises without plans and specifications having first been submitted to the lessor and approval being given by the lessor.

4. Maintain all improvements, including all services, to the premises, including the retaining wall, at the lessee's cost and to a standard that is to the satisfaction of the lessor or the nominee of same and otherwise to keep the premises in a clean and tidy condition at all times.

5. Not operate on the premises nor permit to be operated on the premises on total fire ban days any vehicles, appliances or other equipment that may cause or likely to cause a fire.

6. Not lop or remove without the lessor's approval any trees or shrubs from around the premises.

7. Provide on air acknowledgement of the lessor's support by way of announcements, and other

acknowledgements as may be reasonably required by the lessor from time to time and the parties acknowledge and agree that such acknowledgements as are required by the lessor shall form part of the rent payable by the lessee to the lessor pursuant to this lease.

8. The lessor grants to the lessee a license to use the driveway and carpark located on the subject land on the same terms as this lease on the basis that the lessee must not interfere with the lessor's use of the drive way and or access to the lessor's premises.

9. The lessee releases and indemnifies the lessor from and against any obligation or liability of the Landlord arising in connection with WHS Law being the Law relating to occupation health and safety and includes (without limitation) the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2011 (NSW)

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SEE A SOLICITOR ABOUT THIS LEASE

ANNEXURE B - COMMERCIAL LEASE

Lessor: Riverina Water County Council

Lessee: Wagga Wagga Community Media Incorporated

This annexure consists of 14 pages.

 Property:

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 NOTE: Any alterations and additions to Lease Covenants in Annexure B must be made by additional clauses in Annexure A. The printed clauses in Annexure B are to remain in their copyright form without alteration.

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3	The Property	2	13	Guarantee	10
4	Lease Period	2	14	Exclusions and Notices	11
5	Money	3	15	Goods and Services Tax	11
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ANNEXURE B PAGE 2 OF 14 PAGES

CLAUSE 1 INTERPRETATION

About this lease.

- 1.1 There are three parts to this lease a lease form, Annexure A and this Annexure B.
- 1.2 This lease is a deed even if it is not registered.
- 1.3 A reference in this deed to the schedule is to the schedule of items commencing at item 1 on the lease form.
- 1.4 The lessor is named on page 1 of this lease.
- 1.5 The lessee is named on page 1 of this lease.
- 1.6 The guarantor is named in item 10 in the schedule, if there is a guarantor.
- 1.7 If a party consists of two or more persons, obligations of that party can be enforced against any one or more of them.
- 1.8 In this lease, "property" means the Property leased described on page 1 of this lease.
- 1.9 A reference to any legislation is also a reference to any corresponding later legislation.

CLAUSE 2 GRANT OF LEASE

The lessor grants to the lessee, and the lessee accepts, a lease of the property.

CLAUSE 3 THE PROPERTY

What property is leased?

- 3.1 The property leased is described on page 1 of this lease.
- 3.2 The lessor's fixtures are included in the property.
- 3.3 If anything else is leased (such as fumiture belonging to the lessor) and is described in item 11 in the schedule it is included in the property.
- 3.4 If the property has facilities and services shared in common with other persons in the same building as the property, clause 11.3.2 applies to those common facilities. The lessee shares the common facilities with the lessor, and with others. The lessor can set reasonable rules for sharing these common facilities.

CLAUSE 4 LEASE PERIOD

How long is this lease for?

- 4.1 This lease is for the period stated in item (G)1 in the schedule, commences on the date stated in item (G)2 in the schedule and ends on the date stated in item (G)3 in the schedule.
- 4.2 If a further period, commencing when this lease ends, is stated in item 12A in the schedule then the lessee has the option to renew this lease for that period.
- 4.3 The lessee can renew this lease more than once if that is stated in item 12B in the schedule. However the period of tenancy under this lease and under any renewal(s) is, in total, not longer than the maximum period stated in item 12C in the schedule.
- 4.4 The lessee can exercise the option only if -
 - 4.4.1 the lessee serves on the lessor a notice of exercise of option not earlier than the first day stated in item 12D in the schedule and not later than the last day stated in item 12E in the schedule;
 - 4.4.2 there is at the time of service no rent or outgoing that is overdue for payment; and
 - 4.4.3 at the time of service all the other obligations of the lessee have been complied with or fully remedied in accordance with the terms of any notice to remedy given by the lessor.
- 4.5 After exercising the option the lessee must continue to pay all rents and outgoings on time and continue to comply with all of the lessee's obligations under this lease. If the lessee does not do so, the lessor may treat any breach as being a breach of the new lease as well as of this lease.

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- 4.6 A new lease will be the same as this lease except for -
 - 4.6.1 the new rent;
 - 4.6.2 the commencement date and the termination date;
 - 4.6.3 the omission of clauses 4.2, 4.3, 4.4, 4.5 and 4.6 and items 12A and 12B in the schedule in the last lease allowed in item 12 in the schedule;
 - 4.6.4 item 12B becoming item 12A;
 - 4.6.5 adjustment of item 12C in the schedule; and
 - 4.6.6 adjustment of items 12D and 12E in the schedule. The number of days between the dates stated in items 12D and 12E in the schedule of the new lease and the termination date of the new lease and the number of days between each date stated in items 12D and 12E in the schedule of this lease and the termination date of this lease are to correspond.

If the new rent is to be current market rent it will be decided in the same way that current market rent is to be decided under Method 3 stated in clause 5 assuming that this lease and the new lease were one continuous lease and the commencement date of the new lease was a rent review date.

CLAUSE 5 MONEY

What money must the lessee pay?

- 5.1 The lessee must pay to the lessor or as the lessor directs -
 - 5.1.1 the rent stated in item 13A in the schedule;
 - 5.1.2 the share stated in item 14A in the schedule of those outgoings stated in item 14B in the schedule and the utility charges referred to in clauses 5.23 and 5.24;
 - 5.1.3 the reasonable cost to the lessor of remedying a default by the lessee;
 - 5.1.4 the reasonable cost to the lessor (including legal costs) of dealing with any application by the lessee for the lessor's consent or where applicable an owners corporation's consent under this lease (whether or not it is given);
 - 5.1.5 interest on these moneys at the rate stated in item 15 in the schedule when payment is more than 14 days overdue, calculated from the due date to the date of payment;
 - 5.1.6 registration fee for registration of this lease at NSW Land Registry Services (payable on delivery to the lessor's solicitor or conveyancer of the executed lease);
 - 5.1.7 if the lessee defaults, the lessor's reasonable legal costs relating to the default;
 - 5.1.8 the lessor's reasonable costs and expenses in connection with the preparation of this lease, excluding expenses incurred in connection with obtaining the consent of the mortgagee; and
 - 5.1.9 GST as provided for in clause 15.
- 5.2 The first month's instalment of rent is to be paid by the commencement date. Each later month's instalment of rent is to be paid in advance.
- 5.3 A payment under clause 5.1.2 must be paid on the next rent day after a request for payment is made by the lessor.

A request for payment can be made -

- 5.3.1 after the lessor has paid an outgoing; or
- 5.3.2 after the lessor has received an assessment or account for payment of an outgoing.
- 5.4 If item 14B in the schedule refers to land tax, the liability of the lessee is not to exceed the amount of that liability had the amount of land tax payable by the lessor been assessed on the basis that the land was the only land owned by the lessor and that there was no special trust or non-concessional company involved and -
 - 5.4.1 if the property is a strata lot, the relevant land tax is land tax on that lot; or
 - 5.4.2 if the property is not a strata lot but is part of a building, the relevant land tax is land tax on the land on which the building is situated, plus any land of the lessor used or available for use by or for the benefit of lessees conducting business in the building or in connection with trading in the building.

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When and how is the rent to be reviewed?

- 5.5 The rent is to be reviewed on the rent review dates stated in item 16 in the schedule.
- 5.6 The lessee must continue to pay rent at the old rate until the new rate is known. After that, the lessee is to pay the new rent from the next rent day. By that rent day the lessee is also to pay any shortfall between the old and new rate for the period since the rent review date.
- 5.7 There are three different methods described here for fixing the new rent on a rent review date. The method agreed by the lessor and the lessee is stated at item 16 in the schedule. Despite the method selected, the new rent on a rent review date must not be less than the rent immediately before the rent review date.

Method 1. By a fixed amount or percentage.

5.8 In this case the rent beginning on each review date will be increased by the percentage or amount stated in item 16 in the schedule.

Method 2. By reference to Consumer Price Index.

- 5.9 In this case -
 - take the yearly rent as of the last review date or if none, the rent at the commencement date (\$X),
 - divide that rent by the Consumer Price Index Number for Sydney (All Groups) for the quarter ended just before that date (CPI 1),
 - multiply the result by the Consumer Price Index Number for Sydney (All Groups) for the quarter ended just before the review date (CPI 2).

The product is the new rent for the year beginning on the review date (SY), written as a formula -

 $\frac{\$X}{CPI1} x CPI2 = \Y

- 5.10 The lessor must calculate the new rent after each review date and give the lessee written notice of the new rent.
- 5.11 If the Australian Bureau of Statistics makes a change in the reference base of the index and there is a published co-relation between the old and new base then the published co-relation is to be applied to convert the CPI 1 figure to the new reference base. If there is none then the lessor and the lessee agree to accept the calculations of the lessor's solicitor or conveyancer who must be retained to determine a fair co-relation between the old and the new series of numbers.
- 5.12 If the index used to calculate the new rent is discontinued the lessor may substitute another index that, as nearly as practicable, serves the same purpose and, if there is no such index, then the rent will be fixed by Method 3.

Method 3. By reference to current market rent.

- 5.13 In this case the rent is to be the current market rent. This is the rent that would reasonably be expected to be paid for the property having regard to the following matters -
 - 5.13.1 the provisions of this lease;
 - 5.13.2 have regard to premises of comparable, position, size and quality in the same local government area where the property is located;
 - 5.13.3 the rent that would reasonably be expected to be paid for the property if it were unoccupied and offered for renting for the same or a substantially similar use to which the property may be put under this lease; and
 - 5.13.4 the gross rent, less the lessor's outgoings payable by the lessee,

and disregard –

- 5.13.4 the value of goodwill created by the lessee's occupation and the value of lessee's fixtures and fittings; and
- 5.13.6 any alterations or refurbishment works done by the lessee to the property at its expense.

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- 5.14 The lessor or the lessee may inform the other in writing at least 60 days before the rent review date of the rent that the lessor or lessee thinks will be the current market rent at the review date.
- 5.15 If the lessor and the lessee agree on a new rent then that rent will be the new rent beginning on the rent review date and the lessor and the lessee must sign a statement saying so.
- 5.16 If the lessor and the lessee do not agree on the amount of the new rent 30 days before the rent review date, the current market rent will be decided by a valuer appointed under clause 5.17.
- 5.17 If the lessor and the lessee do not agree on the appointment of a valuer 14 days before the rent review date, either can ask the President of the Law Society of New South Wales to nominate a person who is a valuer to decide the current market rent.
- 5.18 The valuer will act as an expert not an arbitrator. The lessor and the lessee can each make submissions in writing to the valuer.
- 5.19 The valuer's decision is final and binding. The valuer must state in writing how the decision was reached.
- 5.20 If the valuer -
 - 5.20.1 does not accept the nomination to act;
 - 5.20.2 does not decide the current market rent within 1 month after accepting the nomination;
 - 5.20.3 becomes incapacitated or dies; or
 - 5.20.4 resigns,

then another valuer is to be appointed in the same way.

- 5.21 The lessor and lessee must each pay half the valuer's costs.
- 5.22 If the lessor and lessee do not agree upon a valuer and neither asks for a valuer to be appointed within 6 months after a review date then the rent will not change on that rent review date.

Utility Charges

- 5.23 The lessee must pay separately metered utility charges for utilities such as water usage, gas, electricity, telecommunications, trade waste or grease trap charges with respect to the property directly as they fall due.
- 5.24 If the utilities are not separately metered the lessor, acting reasonably, must apportion an amount attributable to the property. The amount apportioned by the lessor to the lessee must be paid by the lessee to the lessor on the next date that rent is due to be paid by the lessee to the lessor.
- 5.25 If the lessee does not pay the utility charges under either clause 5.23 or 5.24 the lessor may pay the same and immediately recover from the lessee the amount paid by the lessor as if the charges were rent in arrears payable by the lessee.

CLAUSE 6 USE

How must the property be used?

- 6.1 The lessee must -
 - 6.1.1 use the property for the purpose stated in item 17 in the schedule and not for any other purpose;
 - 6.1.2 open for business at times usual for a business of the kind conducted by the lessee;
 - 6.1.3 keep the property clean and dispose of waste properly;
 - 6.1.4 comply with all laws regulating how the property is used, obtain any consents or licences needed, comply with any conditions of consent, and keep current any licences or registrations needed for the use of the property or for the conduct of the lessee's business there; and
 - 6.1.5 do all things required by the lessor from time to time (including, without limitation, signing any documents required by the lessor) to enable the lessor to register its security interests under the *Personal Property Securities Act 2009* (Cth) and to release any security interests under that Act.

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- 6.2 The lessee must not -
 - 6.2.1 do anything that might invalidate any insurance policy covering the property or that might increase the premium unless the lessor consents in which case the lessee must pay the increased premium;
 - 6.2.2 use the property as a residence or for any activity that is dangerous, offensive, noxious, illegal or immoral or that is or may become a nuisance or annoyance to the lessor or to the owner or occupier of any neighbouring property;
 - 6.2.3 hold any auction, bankrupt or fire sale in the property;
 - 6.2.4 display signs or advertisements on the outside of the property, or that can be seen from the outside, unless the lessor consents (but the lessor cannot withhold consent unreasonably);
 - 6.2.5 overload the floors or walls of the property;
 - 6.2.6 without the prior written consent of the lessor use any common area for any purpose other than for access to and egress from the property; or
 - 6.2.7 create a security interest (as that term is defined in the *Personal Property Securities Act 2009* (Cth)) in favour of a third party in respect of the additional leased property without the lessor's consent which must not be unreasonably withheld.

CLAUSE 7 CONDITION AND REPAIRS

Who is to repair the property?

- 7.1 The lessor must -
 - 7.1.1 maintain in a state of good condition and serviceable repair the roof, the ceiling, the external walls and external doors and associated door jambs, and the floors of the property and must fix structural defects;
 - 7.1.2 maintain the property in a structurally sound condition; and
 - 7.1.3 maintain essential services.
- 7.2 The lessee must otherwise maintain the property in its condition at the commencement date and promptly do repairs needed to keep it in that condition but the lessee does not have to --
 - 7.2.1 alter or improve the property;
 - 7.2.2 fix structural defects; or
 - 7.2.3 repair fair wear and tear.
- 7.3 The lessee must also -
 - 7.3.1 reimburse the lessor for the cost of fixing structural damage caused by the lessee, apart from fair wear and tear;
 - 7.3.2 maintain and decorate the shop front if the property has one; and
 - 7.3.3 decorate the inside of the property in the last 3 months of the lease period (however it ends) 'decorate' here means restoring the surfaces of the property in a style and to a standard of finish originally used e.g. by repainting.
- 7.4 If an authority requires work to be done on the property and it is structural work or work needed to make the property safe to use then the lessor must do the work unless it is required only because of the way the lessee uses the property. If it is any other work, or is required only because of the way the lessee uses the property, then the lessee must do the work.
- 7.5 If the lessee fails to do any work that the lessee must do the lessor can give the lessee a notice in writing stating what the lessee has failed to do. After the notice is given the lessee must
 - 7.5.1 do the work immediately if there is an emergency; and
 - 7.5.2 do the work promptly and diligently in any other case.

If the lessee does not do the work, the lessor can do it and the lessee must reimburse the lessor for the cost of the work.

7.6 The lessee must not make any structural alterations to the property. Any other alterations require the lessor's consent in writing (but the lessor cannot withhold consent unreasonably).

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CLAUSE 8 INSURANCE AND DAMAGE

What insurances must the lessee take out?

- 8.1 The lessee must keep current an insurance policy noting the interests of the lessor and covering -
 - 8.1.1 liability to the public in an amount not less than the amount stated in item 18 in the schedule (for each accident or event); and
 - 8.1.2 damage or destruction from any cause to all plate glass in the windows and other portions of the property,

and must produce to the lessor, upon request, the policy and the receipt for the last premium.

What happens if the property is damaged?

- 8.2 If the property or the building of which it is part is damaged (a term which includes destroyed) -
 - 8.2.1 the lessee is not liable to pay rent, or any amount payable to the lessor in respect of outgoings and other charges, that is attributable to any period during which the property cannot be used under this lease or is inaccessible due to that damage;
 - 8.2.2 if the property is still useable under this lease but its useability is diminished due to the damage, the lessee's liability for rent and any amount in respect of outgoings attributable to any period during which useability is diminished is reduced in proportion to the reduction in useability caused by the damage;
 - 8.2.3 if the lessor notifies the lessee in writing that the lessor considers that the damage is such as to make its repair impracticable or undesirable, the lessor or the lessee can terminate this lease by giving not less than 7 days' notice in writing of termination to the other and no compensation is payable in respect of that termination;
 - 8.2.4 if the lessor fails to repair the damage within a reasonable time after the lessee requests the lessor to do so the lessee can terminate this lease by giving not less than 7 days' notice in writing of termination to the lessor; and
 - 8.2.5 nothing in clause 8.2 affects any right of the lessor to recover damages from the lessee in respect of any damage or destruction to which the clause applies.

CLAUSE 9 ACCESS

What are the lessor's rights of access to the property?

- 9.1 The lessee must give the lessor (or anyone authorised in writing by the lessor) access to the property at any reasonable time for the purpose of -
 - 9.1.1 inspecting the condition of the property, or how it is being used;
 - 9.1.2 doing anything that the lessor can or must do under this lease or must do by law;
 - 9.1.3 viewing the property as a valuer, prospective buyer or mortgagee;
 - 9.1.4 fixing a notice in a reasonable position on the outside of the property saying that it is for sale;
 - 9.1.5 viewing the property as a prospective lessee not earlier than 6 months before the lease period ends;
 - 9.1.6 fixing a notice not earlier than 6 months before the lease period ends in a reasonable position on the outside of the property saying that it is to let; or
 - 9.1.7 inspecting, cleaning or repairing another property or any services to another property.
- 9.2 The lessor must give the lessee at least 2 days' written notice for access (except in an emergency). The day of the giving of the notice and any Saturday, Sunday or public holiday on which the property is not open for business are not counted.
- 9.3 The lessor must promptly make good any damage caused to the property and to any of the lessee's belongings which results from exercising these rights.
- 9.4 The lessee must give to the lessor a copy of any notice relating to the property or relating to any neighbouring property immediately after receiving the notice.

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CLAUSE 10 TRANSFER, SUB-LEASE AND CHANGE IN CONTROL

Can this lease be transferred or the property shared or sub-let?

- 10.1 The lessee must not transfer this lease without the lessor's written consent, which cannot be unreasonably withheld.
- 10.2 Before any transfer,
 - 10.2.1 the lessee must not be in breach of this lease unless the breach has been waived by the landlord or remedied; and
 - 10.2.2 the lessee must prove to the lessor's reasonable satisfaction that the transferee is respectable and has financial resources sufficient to satisfy the lessee's obligations under this lease.
- 10.3 A request for the lessor's consent to a transfer of lease must be made in writing and the lessee must provide the lessor with such information as the lessor may reasonably require concerning the financial resources of the proposed transferee.
- 10.4 The lessor must deal expeditiously with a request for consent to assignment of lease.
- 10.5 The lessee has to pay in connection with any consent the lessor's reasonable legal costs, the stamp duty, mortgagee's consent fees and the registration fee for the transfer.
- 10.6 The lessee can sub-let, grant a licence or concession, share or part with the possession of the whole or any part of the property or mortgage or otherwise charge or encumber the lessee's estate or interest in this lease only with the written consent of the lessor which cannot be unreasonably withheld.

10.7 Change in control of lessee: company

- 10.7.1 If the lessee is a company and there is a proposal for the lessee or any company controlling the lessee to change its shareholding or change its constitution so that the effective control of the lessee is altered then that proposed change in control is treated as a proposed transfer of this lease and clause 10.1 applies.
- 10.7.2 Clause 10.7.1 does not apply if the lessee is listed on the Australian Securities Exchange or, if the change occurs to a company controlling the lessee, that company is listed on the Australian Securities Exchange.

CLAUSE 11 LESSOR'S OTHER OBLIGATIONS

What are the lessor's other obligations?

- 11.1 So long as the lessee does all the things that must be done by the lessee under this lease the lessor must allow the lessee to possess and use the property in any way permitted under this lease without interference from the lessor, or any person claiming under the lessor or having superior title to the title of the lessor.
- 11.2 The lessor must pay all outgoings for the land or the building of which the property is part when they fall due.
- 11.3 If the property is part of a building owned or controlled by the lessor -
 - 11.3.1 the lessor must maintain in reasonable structural condition all parts of the building that the lessee can use under this lease; and
 - 11.3.2 if the property has facilities and service connections shared in common with other persons the lessor must
 - 11.3.2.1 allow reasonable use of the facilities and service connections including -
 - the right for the lessee and other persons to come and go to and from the property over the areas provided for access;
 - access by the lessee to service connections; and
 - the right for the lessee's customers to park vehicles in any area set aside for customer parking, subject to any reasonable rules made by the lessor.
 - 11.3.2.2 maintain the facilities and service connections in reasonable condition.

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- 11.4 The lessor must provide the lessee with an executed copy of the lease within 3 months after the lease is returned to the lessor or the lessor's solicitor, conveyancer or agent following its execution by the lessee. That 3 month period is to be extended for any delay attributable to the need to obtain any consent from a head lessor or mortgagee (being delay not due to any failure by the lessor to make reasonable efforts to obtain consent).
- 11.5 If this lease is for a term of more than 3 years or is to be registered -
 - 11.5.1. the lessor must lodge the lease for registration in accordance with the *Real Property Act 1900* within 3 months after the lease is returned to the lessor or the lessor's solicitor, conveyancer or agent following its execution by the lessee; and
 - 11.5.2 the 3 month period within which a lease must be lodged for registration is to be extended for any delay attributable to -
 - 11.5.2.1 the need to obtain any consent from a head lessor or mortgagee (being delay not due to any failure by the lessor to make reasonable efforts to obtain consent), or
 - 11.5.2.2 requirements arising under the *Real Property Act 1900* that are beyond the control of the lessor.
- 11.6 For the purposes of clause 11.5 the term of this lease includes any term for which the lease may be extended or renewed at the option of the lessee. Clauses 11.5 and 11.6 do not affect the operation of the *Real Property* Act 1900.
- 11.7 Where this lease is lodged for registration, the lessor must:
 - 11.7.1 ensure that this lease is registered; and
 - 11.7.2 provide the original registered lease to the lessee, where available.
- 11.8 If a consent is needed for this lease, from someone such as a mortgagee or head lessor of the property, then the lessor must get the consent.

CLAUSE 12 FORFEITURE AND END OF LEASE

When does this lease end?

- 12.1 This lease ends -
 - 12.1.1 on the date stated in item 3 in the schedule;
 - 12.1.2 if the lessor lawfully enters and takes possession of any part of the property; or
 - 12.1.3 if the lessor lawfully demands possession of the property.
- 12.2 The lessor can enter and take possession of the property or demand possession of the property if-
 - 12.2.1 the lessee has repudiated this lease;
 - 12.2.2 rent or any other money due under this lease is 14 days overdue for payment;
 - 12.2.3 the lessee has failed to comply with a lessor's notice under section 129 of the *Conveyancing Act* 1919; or
 - 12.2.4 the lessee has not complied with any term of this lease where a lessor's notice is not required under section 129 of the *Conveyancing Act 1919* and the lessor has given at least 14 days' written notice of the lessor's intention to end this lease.
- 12.3 When this lease ends, unless the lessee becomes a lessee of the property under a new lease the lessee must -
 - 12.3.1 return the property to the lessor in the state and condition that this lease requires the lessee to keep it in (including any obligation to decorate under clause 7.3.3); and
 - 12.3.2 have removed any goods (unless otherwise directed by the lessor to the extent the lessor has any security interest) and anything that the lessee fixed to the property and have made good any damage caused by the removal.

Anything not removed becomes the property of the lessor who can keep it or remove and dispose of it and charge to the lessee the cost of removal, making good and disposal.

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- 12.4 If the lessor allows the lessee to continue to occupy the property after the end of the lease period (other than under a new lease) then -
 - 12.4.1 the lessee becomes a monthly lessee and must go on paying the same rent and other money in the same way that the lessee had to do under this lease just before the lease period ended (apportioned and payable monthly);
 - 12.4.2 the monthly tenancy will be on the same terms as this lease, except for -
 - clause 4; and
 - clauses 5.5 to 5.22 inclusive;
 - 12.4.3 either the lessor or the lessee can end the monthly tenancy by giving, at any time, 1 month written notice to the other expiring on any date; and
 - 12.4.4 anything that the lessee must do by the end of this lease must be done by the end of the monthly tenancy.
- 12.5 Essential terms of this lease include -
 - 12.5.1 the obligation to pay rent not later than 14 days after the due date for payment of each periodic instalment (and this obligation stays essential even if the lessor, from time to time, accepted late payment);
 - 12.5.2 the obligations of the lessee in clause 5.1.2 (outgoings);
 - 12.5.3 the obligations of the lessee in clauses 5.23 to 5.25 (utility charges);
 - 12.5.4 the obligations of the lessee in clause 6.1, 6.2.1, 6.2.2 and 6.2.5 (use);
 - 12.5.5 the obligations of the lessee in clause 7 (repairs);
 - 12.5.6 the obligations of the lessee in clause 8.1 (insurance);
 - 12.5.7 the obligations of the lessee in clause 10 (transfer, sub-lease and change in control);
 - 12.5.8 the obligations of the lessee in clause 15 (GST); and
 - 12.5.9 the obligations of the lessee in clause 16 (bank guarantee) or clause 17 (security deposit).
- 12.6 If there is a breach of an essential term the lessor can recover damages for losses over the entire period of this lease but must do every reasonable thing to mitigate those losses and try to lease the property to another lessee on reasonable terms.
- 12.7 The lessor can recover damages even if
 - 12.7.1 the lessor accepts the lessee's repudiation of this lease;
 - 12.7.2 the lessor ends this lease by entering and taking possession of any part of the property or by demanding possession of the property;
 - 12.7.3 the lessee abandons possession of the property; or
 - 12.7.4 a surrender of this lease occurs.

CLAUSE 13 GUARANTEE

What are the obligations of a guarantor?

- 13.1 This clause applies if a guarantor of the lessee is named in item 10A in the schedule and has signed or executed this lease in item 22 or, if this lease is a renewal of an earlier lease, the earlier lease.
- 13.2 The guarantees to the lessor the performance by the lessee of all the lessee's obligations (including any obligation to pay rent, outgoings or damages) under this lease, under every extension of it or under any renewal of it or under any tenancy and including obligations that are later changed or created.
- 13.3 If the lessee does not pay any money due under this lease, under any extension of it or under any renewal of it or under any tenancy the guarantor must pay that money to the lessor on demand even if the lessor has not tried to recover payment from the lessee.
- 13.4 If the lessee does not perform any of the lessee's obligations under this lease, under any extension of it or under any renewal of it or under any tenancy the guarantor must compensate the lessor even if the lessor has not tried to recover compensation from the lessee.
- 13.5 If the lessee is insolvent and this lease or any extension or renewal of it is disclaimed the guarantor is liable to the lessor for any damage suffered by the lessor because of the disclaimer. The lessor can recover damages for losses over the entire period of this lease or any extension or renewal but must do every reasonable thing to mitigate those losses and try to lease the property to another lessee on reasonable terms.

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- 13.6 Even if the lessor gives the lessee extra time to comply with an obligation under this lease, under any extension of it or under any renewal of it or under any tenancy, or does not insist on strict compliance with the terms of this lease or any extension of it or renewal of it or of any tenancy, the guarantor's obligations are not affected.
- 13.7 If an amount is stated in item 10B in the schedule the guarantor's liability under this clause is limited to that amount.
- 13.8 The terms of this guarantee apply even if this lease is not registered, even if any obligation of the lessee is only an equitable one, and even if this lease is extended by legislation.

CLAUSE 14 EXCLUSIONS AND NOTICES

- 14.1 No covenant or power is implied in this lease by section 84 or 85 of the Conveyancing Act 1919.
- 14.2 A document under or relating to this lease is -
 - 14.2.1 signed by a party if it is signed by the party or the party's solicitor or conveyancer;
 - 14.2.2 served if it is served by the party or the party's solicitor or conveyancer;
 - 14.2.3 served if it is served in any manner provided in section 170 of the Conveyancing Act 1919;
 - 14.2.4 served on the lessee if it is left at the property;
 - 14.2.5 served if it is sent by email or by fax to the email address or fax number for either the lessor or the lessee set out in this lease in item 21 (or any substitute email address or fax number given by either of them), unless it is not received;
 - 14.2.6 served on a person if it or a copy of it comes into possession of that person; and
 - 14.2.7 served at the earliest time it is served, if it is served more than once.

CLAUSE 15 GOODS AND SERVICES TAX

Unless item 13B in the schedule has been completed in a way that indicates that this clause is not to apply:

- 15.1 As consideration in whole or in part for a taxable supply the person receiving the supply must pay to the party making the supply an additional amount equal to the amount of GST payable on the supply.
- 15.2 To the extent that the lesse is required to reimburse the lessor in whole or in part for outgoings incurred by the lessor, for the purposes of this lease the amount of the outgoings must be reduced by the amount of any credit or refund of GST to which the lessor is entitled as a result of incurring outgoings.
- 15.3 Outgoings in item 14B in the schedule are to be calculated after deducting any input tax credit to which the lessor is entitled.
- 15.4 For the purposes of this lease GST means a tax in the nature of a supply of goods and services tax levied or imposed by the Commonwealth of Australia.

CLAUSE 16 BANK GUARANTEE

- 16.1 If an amount or a number of months appears in item 19 in the schedule, clauses 16.2 to 16.6 apply.
- 16.2 On or before the commencement date of this lease the lessee will deliver to the lessor a guarantee for the performance of the lessee's obligations under this lease by an authorised deposit-taking institution trading in the State of New South Wales in the form of an unconditional and irrevocable undertaking to pay drawn in favour of the lessor (unlimited as to time) in a form acceptable to the lessor, acting reasonably, and for an amount equivalent to the number of months or the amount referred to in item 19 in the schedule.
- 16.3 The lessor is entitled to claim under the guarantee an amount equal to any moneys due but unpaid by the lessee to the lessor under this lease and the lessee must deliver to the lessor within 14 days of a notice from the lessor, an additional guarantee equal to the amount claimed.
- 16.4 The lessee agrees to vary the amount of the guarantee within 28 days of a written request from the lessor after any rent review so that the amount represents the equivalent of the number of months referred to in the schedule.

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- 16.5 The lessor will deliver the guarantee (or so much of it as is then held by the lessor) to the lessee within 2 months after the lessee completes performance of the obligations under this lease for which the guarantee is provided as security. The lessor is not required to return a bank guarantee if it has expired or has been cancelled.
- 16.6 If there is a change in lessor, the lessee must at the cost of the lessor provide a replacement guarantee that complies with clause 16.2 drawn in the name of the new lessor, within 2 months of receipt of a written request for a replacement guarantee.

CLAUSE 17 SECURITY DEPOSIT

- 17.1 If an amount or a number of months appears in item 20 in the schedule, clauses 17.2 to 17.6 apply.
- 17.2 On or before the commencement date of this lease the lessee will pay the security deposit to the lessor.
- 17.3 The lessor is entitled to deduct from the security deposit an amount equal to any monies due but unpaid by the lessee to the lessor under this lease and the lessee must deliver to the lessor within 14 days of a notice from the lessor, an additional amount equal to the amount claimed.
- 17.4 The security deposit will be held by the lessor.
- 17.5 The lessee agrees to vary the amount of the security deposit within 28 days of a written request from the lessor after any rent review so that it represents the equivalent of the number of months referred to in the schedule.
- 17.6 The lessor will pay the security deposit (or so much of it as is then held by the lessor) to the lessee within 2 months after the lessee completes performance of the obligations under this lease for which the security deposit is provided as security.

CLAUSE 18 STRATA

- 18.1 "Strata Acts" means the Strata Schemes Management Act 2015 and the Strata Schemes Development Act 2015, and includes any amending Acts, rules, regulations, ordinances, by-laws, statutory instruments, orders or notices made under those Acts.
- 18.2 "Owners corporation", "owner", "strata scheme", "lot" and "parcel" where used in this lease have the meanings given under the Strata Acts.
- 18.3 "Strata conversion" means a subdivision of the property under the Strata Schemes Development Act 2015 or the Community Land Development Act 1989 or the Community Land Management Act 1989 or other legislation permitting such subdivision.

18.4 Strata Conversion

- 18.4.1. By its entry into this lease the lessee acknowledges that the lessor can register a strata plan, a strata plan of subdivision, a strata plan of consolidation or a building alteration plan insofar as any of these may relate to the property, the building or the land. The lessor will provide the lessee with copies of the proposed strata plan and associated documentation for the lessee's approval, which approval must not be unreasonably withheld.
- 18.4.2 Unless the lessee raises an objection to the strata conversion referred to in clause 18.4.1, then within 14 days of written request by the lessor the lessee will sign and return to the lessor any consents or other documents necessary to enable the lessor to carry out the strata conversion and will make no objection or claim for compensation in relation to the strata conversion.
- 18.4.3 If the strata conversion occurs:
 - 18.4.3.1 any reference in this lease will be deemed to be a reference to the buildings comprised in the registered plan or plans of which the property forms part;
 - 18.4.3.2 any levies or other monies payable to the owners corporation will be payable by the lessee with the exception of any contribution to a capital works fund or special levy; and
 - 18.4.3.3 this lease will be deemed to be amended in any respect that is necessary to ensure that this lease reflects that the strata conversion has been carried out.

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18.5 Not to prejudice interests of owners corporation.

- 18.5.1 Without the prior written consent of the owners corporation, the lessee must not do any act, matter or thing under the exercise of its rights and obligations elsewhere contained in this lease or permit or allow any act, matter or thing to be done which will or may:
 - 18.5.1.1 increase the rate of premium payable by the owners corporation under any policy of insurance taken out by the owners corporation; or
 - 18.5.1.2 invalidate, avoid or suspend the operation of any policy of insurance or otherwise prejudice the owners corporation rights under any such policy.
- 18.5.2 Upon the occurrence of any of the matters referred to in clause 18.5.1, the lessee must:
 - 18.5.2.1 pay to the lessor or such other person responsible for payment any amounts payable to the owners corporation as a consequence of any such matters;
 - 18.5.2.2 pay to the lessor for and on behalf of the owners corporation any amounts payable by the owners corporation as a consequence of any such matters and not the subject of clause 18.5.1; and
 - 18.5.2.3 pay to the lessor for and on behalf of the owners corporation the amount of any and all losses and damages arising from the occurrence of any such matters.

18.6 Indemnity

The lessee indemnifies the lessor for any loss or damage suffered by the lessor if the lessee or the lessee's employees fail to comply with the obligations as to conduct imposed upon the lessee or the lessee's employees by this lease or by reason of the Strata Acts.

18.7 Use

- 18.7.1 Where the property is a lot in a strata scheme the lessee must:
 - 18.7.1.1 use the common property only in connection with the use of the property and to obtain access to and egress from the property;
 - 18.7.1.2 co-operate with all other permitted users of the common property;
 - 18.7.1.3 comply with the provisions of the Strata Acts and the by-laws and all lawful orders, motions and directives under the Strata Acts as may be applicable to the exercise of the lessee's rights and obligations under this lease;
 - 18.7.1.4 meet the cost of all damage to the common property caused by the lessee or any invitee or licensee of the lessee;
 - 18.7.1.5 permit the owners corporation, temporarily, to close any part of the common property for the purpose of making and effecting repairs to it; and
 - 18.7.1.6 permit the owners corporation access to the property on giving the lessee reasonable prior notice for the purpose of making and effecting any repairs to the common property.
- 18.7.2 Where the property is a lot in strata scheme the lessor must use its reasonable endeavours to:
 - 18.7.2.1 assist the lessee, at the expense of the lessee, to obtain the consent of the owners corporation to the lessee's fit out of the property (as approved by the lessor) and the lodgment of any development application in relation to the lessee's use of the property; and
 - 18.7.2.2 cause the owners corporation to maintain and repair the common property, to the extent of any obligation of the lessor to maintain the building.

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IMPORTANT NOTES

The following notes are for guidance and do not form part of this lease.

If you are a lessor, a solicitor or conveyancer will prepare this lease for you. This lease is specifically for use for commercial premises only. It does not comply with the requirements of the *Retail Leases Act 1994*. This lease should not be used for a lease of retail premises.

If you are a lessee, a solicitor or conveyancer can advise you about it.

- 1. This document creates legal rights and legal obligations.
- The Commercial Building Disclosure (CBD) Program requires most sellers and lessors of office space of 1000 square metres or more to have an up-to-date Building Energy Efficiency Certificate (BEEC). This is necessary to comply with legal obligations under the Building Energy Efficiency Disclosure Act 2010.
- 3. Failure to register a lease can have serious consequences.
- 4. If an option for renewal is not exercised at the right time it will be lost.
- 5. The lessee can exercise an option for renewal even if there has been a breach of this lease in a case where section 133E of the *Conveyancing Act 1919* applies. The lessor must give a prescribed notice within 14 days after the option is exercised if the lessor wants to rely on the breach to prevent the exercise of the option.
- The Law Society of New South Wales is not responsible for any loss resulting from the use of this lease as printed whether authorised or not.

R4 Employee Relocation Expenses Policy

Organisational Area	General Manager
Author	Andrew Crakanthorp, General Manager
Summary	Attached for consideration and adoption is a policy regarding payment of relocation expenses for eligible new employees who are moving to the Riverina Water service area to take up a permanent position with Riverina Water. This is a new policy.

RECOMMENDATION that Council approve the adoption of the Employee Relocation Expenses Policy, IP 3.08

Report

Riverina Water continues to seek ways to remain competitive in the job market, thus ensuring the best possible pool of candidates for positions we advertise.

One of the ways of doing this, is having a policy that offers reimbursement of employee relocation costs. Attached to this report is a new policy, Employee Relocation Expenses. This policy is for new starters who are moving from interstate or intrastate into the Riverina Water service area, to take up a permanent position with Riverina Water. Eligibility criteria is outlined in the policy.

Reimbursement of relocation expenses for successful applicants is considered something of an industry standard, and will ensure that Riverina Water continues to be considered an employer of choice in the region. This is especially important for jobs that remain competitive either due to a limited number of applicants prepared to move to a regional location, or fewer applicants with the relevant qualifications and experience.

Whilst it is an internal policy, it is presented to the board for consideration and endorsement, as there are budget implications in implementation (up to \$10,000 per employee over a 2year period). It is expected that the Policy will not be used on a frequent basis.

> R4.1 Employee Relocation Expenses Policy - new.docx 4 12

Financial Implications

Pending Council's consideration of this report and the outcome, a provision will be made in next year's budget (\$10,000) and then future budgets. Any such adjustment will occur as part of the September 2021 quarterly budget review.

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.



EMPLOYEE RELOCATION EXPENSES POLICY

Purpose

The Employee Relocation Expenses Policy has been developed to enhance Riverina Water's ability to recruit appropriate staff to vacant positions from interstate and intrastate.

Policy Statement

Council will consider the provision of financial support and equity to future employees moving into Riverina Water County Council's supply area to take up employment with Riverina Water.

Scope

This policy applies to employees who are moving into the Riverina Water County Council Supply Area to take up a permanent position with Riverina Water County Council and who have received approval for the reimbursement of relocation expenses from the Chief Executive Officer (CEO).

Definitions

Council	Riverina Water County Council – also referred to in this policy as Riverina Water
Relocation	Removal of the personal and household property of the employee, and their immediate family from the place of residence to the relevant posting within the Riverina Water County Council Supply area
Reimbursement	If the criteria for reimbursement are met, Riverina Water County Council will reimburse the employee in two separate payments. Riverina Water County Council will reimburse 50% of the actual removal costs upon the successful completion of the probationary

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Author: General Manager

Last revised date: Next scheduled date: July 2025

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	period as stipulated in the Offer of Employment with Council and upon receipt of actual receipt for removal expenses.
	Riverina Water County Council will reimburse the remaining 50% of actual removal costs after 12months of employment with Council.
	Maximum reimbursement is capped at \$10,000.00
Immediate Family	For the purposes of this policy, "immediate family" refers to those family members who will be permanently residing with the employee within the Riverina Water County Council Supply Area, including the new employee's spouse (marital, de facto, same sex partner), and children (biological or otherwise).
Recognised Removals Service Provider	A recognised removal service provider can include an individual's personal hire of a truck or trailer (i.e. Hertz, Avis Hire) as well as the use of a removal business to carry out the relocation for the new employee.
1	1

Principles

1. General Provisions

- 1.1. A copy of this policy must be included with offer of employment packages for positions within the approved organisation structure.
- 1.2. The employee should seek a minimum of two (2) quotes for removal services.
- 1.3. Riverina Water Council will reimburse 50% of the actual removal costs upon the successful completion of the probationary period as stipulated in the Offer of Employment with Council and upon actual receipt for removal expenses.
- 1.4. Riverina Water County Council will reimburse the remaining 50% of actual removal costs after 12 months of employment with Council. Costs that can be claimed under this policy are those associated with the relocation of personal possessions only. These costs include:
 - Packing and unpacking of personal belongings.

Version 1

 Transportation of personal belongings to the employee's first place of residence or storage facility.

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- Insurance coverage of possessions during transportation; and
- Transportation of plants and pets.
- 1.5 Any subsequent change of address or costs involved with moving out of a storage facility will be at the employee's own expense.

1.6 Expenses that will not be reimbursed by this policy include:

- Personal transportation costs such as mileage or public transportation fares.
- Actual storage costs for personal possessions; accommodation expenses.
- Meals on route during the relocation.
- Any costs associated with the inspection of rental properties; connection or reconnection of services such as phone, electricity, water etc.; and
- Any costs associated with the purchase of a residence, i.e. building searches, legal fees, taxes etc.
- 1.7 Council will not be responsible for any loss or damage done to the furniture or effects. Any insurance cover shall be arranged by the employee concerned. The cost of the insurance can be included in the removal quotation.
- 1.8 Council is not responsible for costs of removal of furniture and property of an employee on termination with Council.

2. Specific Provisions

A copy of this policy must be provided to applicants being offered relocation assistance with a signed copy of the employee declaration being placed on their employee file prior to receiving any payment.

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IP3.08
Chief Executive Officer
Staff Relocation Assistance Declaration
New
Every 4 years

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

END OF POLICY STATEMENT

Data and document control

Author: General Manager

Last revised date: Next scheduled date: July 2025

Version 1

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R5 Determination of fees for board members and chair from 1 July 2021

Organisational Area	Governance & Human Resources
Author	Wendy Reichelt, Governance & Records Officer
Summary	The Local Government Remuneration Tribunal has determined a 2% increase for councillor fees commencing 1 July 2021. This report seeks approval to increase member and chairperson fees in line with this.

RECOMMENDATION that Council approve a 2.0% increase in member and chairperson fees for 2021/2022 in line with the Local Government Remuneration Tribunal determination

Report

The Local Government Remuneration Tribunal (the Tribunal) has handed down its 2021 Annual Report and Determination on the fees payable to councillors and mayors (or in Riverina Water's case, members and chair).

The Tribunal has granted a 2.0% increase in the fees payable to councillors and mayors, which is 0.5% less than the maximum allowable increase under the government's wages policy. The increase will take effect on and from 1 July 2021.

The Tribunal has determined that the current categories and allocation of councils to those categories will remain the same.

	Category	annual	r/member fee (\$) July 2021	addition	nairperson al fee* (\$) I July 2021
		Minimum	Maximum	Minimum	Maximum
General	Principal CBD	28,190	41,340	172,480	226,960
Purpose councils -	Major CBD	18,800	34,820	39,940	112,520
metropolitan	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Med	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
	Major Regional City	18,800	32,680	39,940	101,800

Fees for general purpose and country councils 2021/2022

General	Major Strategic Area	18,800	32,680	39,940	101,800
Purpose councils –	Regional Strategic Area	18,800	31,020	39,940	90,370
non-	Regional Centre	14,100	24,810	29,330	61,280
metropolitan	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County	Water	1,860	10,340	4,000	16,990
councils					
councils	Other	1,860	6,180	4,000	11,280

* This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a councillor/member (s.249(2))

The Riverina Water Board at its February 2018 meeting resolved that councillors' and chairperson's annual fees be set at 100% of the maximum allowable, as determined annually by the Tribunal (Res 18/11).

Accordingly, the fees for the Riverina Water board members for 2021/22 will be \$10,340 per member; and for the board chair, \$10,340 plus \$16,990. The annual fee is paid monthly in arrears.

Financial Implications

Increase allowed for in 2021-22 budget

Risk Considerations

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

R6 Determination of fees for independent members of the Riverina Water ARIC 2021-22

Organisational Area	Governance & Human Resources
Author	Wendy Reichelt, Governance & Records Officer
Summary	The Local Government Remuneration Tribunal has now determined a 2% increase in councillor fees for 2021/22. Subsequently, this report recommends the same increase in independent member and chairperson fees for 2020/21 for the Riverina Water Audit Risk & Improvement Committee.

RECOMMENDATION that Council approve a 2% increase in fees for the independent members of the Audit Risk & Improvement Committee (ARIC) as follows: Chairperson \$474 per meeting; Committee member \$354 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 guidelines are still yet to be finalised.

Following the logic of previous years where the Local Government Remuneration Tribunal determination on increase for councillor fees has been applied to ARIC member fees, it is suggested therefore, that a 2% increase in ARIC member and chairperson fees is approved in line with this year's determination.

This would increase the Chairperson fee per Audit Risk & Improvement Committee meeting from \$464 to \$473.28 and independent member fee per meeting from \$347 to \$353.94 per Committee meeting. Further that these amounts be rounded up to \$474 and \$354 respectively

The fees for members of the Riverina Water ARIC will be reviewed when the final Framework and Guidelines are released.

Financial Implications

There is no material impact to the 2021/22 Operational Budget

Risk Considerations

Corporate Governance And Compliance

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

R7 Change of time for August Board Meeting

Organisational Area	General Manager
Author	Andrew Crakanthorp, General Manager
Summary	This report proposes a change in the meeting time for the August meeting of the Board

RECOMMENDATION that the Board meeting to be held on the 25 August 2021 commence at 3pm to be followed by and end of term dinner function for Board Members and their partners and the Executive Team and their partners that evening.

Report

Council set its meeting schedule for 2021 at its meeting on the 20 August 2020. All meetings in 2021 were scheduled to commence at 9.30am. The August 2021 meeting of the Board will be held on Wednesday 25 August and is currently scheduled to commence at 9.30am.

The August meeting is the last meeting for the current Board as elections for the four constituent Councils will be held on the 4th September.

It is proposed to commence the August meeting at 3pm with Board Members and the Executive Team and all partners then having an "end of term dinner function" in Wagga.

Financial Implications

The costs of the function can be funded from the Board Members expenses budget in the 2021/22 Operational Plan.

Risk Considerations

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

R8 Contractual Conditions of Senior Staff

Organisational Area	General Manager
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 Chief Executive Officer is required to report annually to Council on the contractual conditions of senior staff.

During the year 2020/2021 Council has continued to employ two senior staff, the Chief Executive Officer, Mr Andrew Crakanthorp and the Director Engineering, Mr Bede Spannagle.

The Chief Executive Officer 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 Chief Executive Officer) in accordance with the provisions of the contract.

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

The Director Engineering and the Chief Executive Officer 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.

R9 Policy Review - Board member expenses and facilities

Organisational Area	Governance & Human Resources
Author	Wendy Reichelt, Governance & Records Officer
Summary	The Board member expenses and facilities Policy 1.10 has been reviewed to include a clause regarding the return or retention of facilities and equipment by board members at the end of their term. This policy is presented to the Board for review and adoption following a public exhibition period.

RECOMMENDATION that Council note:

- a) the updated policy Board member expenses and facilities Policy 1.10
- b) that the policy will be placed on public exhibition; and
- c) that a further report will be provided to the August Board meeting regarding any public feedback and the recommendation to adopt Policy 1.10 as amended

Report

A number of Riverina Water public policies were originally scheduled for review in October 2020 to coincide with the appointment of the new Board. However, due to the delay in the Local Government elections, all policy reviews have been rescheduled for some time from late 2021 onwards. All public policies will be reviewed during the term of the new Board to ensure they still align with current practice, and, at a minimum, be updated into a more contemporary format.

However, there are several policies that require review ahead of that time, either due to incorrect details contained within them, or because there is new information that needs to be included in the policy.

The **Board member expenses and facilities Policy 1.10** has been reviewed now to enable a policy decision regarding the return or retention of facilities and equipment provided to board members by Council during their current term. It is considered appropriate to review this policy now so that guidance is provided on the disposal of equipment for the current board.

The Office of Local Government provide a suggested template for this policy. The process for the review of the policy has therefore been to consider the current adopted policy in light of the OLG policy template and the updated Riverina Water policy template, and to make changes as appropriate.

Attached to this report is the updated policy: **Board member expenses and facilities Policy 1.10** in the new policy template, with the new section regarding the return of equipment found at Section 5.4 Return or retention of ICT equipment (page 11).

Upon review of the updated policy, it should go on public exhibition. Any feedback received during the exhibition period will be considered and the final policy presented to the August 2021 board meeting for consideration and adoption.

> R9.1 Policy 1.10 Board members expenses and facilities.docx 🕹 🖬

Financial Implications

There are financial implications associated with the implementation of the Policy including the reimbursement of expenses for Board members and partners and the provision of equipment to the incoming Board members to allow them to meet their obligations. These costs are provided for in annual Council budgets.

Risk Considerations

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



Board member expenses and facilities policy

Purpose

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

Scope

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

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

Definitions

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

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Code of Conduct	Means the Code of Conduct Policy 1.1
Council	Riverina Water County Council, also referred to in this policy as Riverina Water
DCS	Means the Director Corporate Services of Riverina Water County Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
official business	Means functions that the chair or board members are required or invited to attend to fulfil their legislated role and responsibilities for Riverina Water or result in a direct benefit for council and/or for the Riverina Water service area, and includes:
	 meetings of the board and committees of the whole
	meetings of committees facilitated by Riverina Water
	official functions hosted or sponsored by Riverina Water
	 meetings, functions, workshops and other events to which attendance by a board member has been requested or approved by the board
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a board member or the chair
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

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PART A - EXPENSES

1.0 Payment of Expenses – General Provisions

1.1 General expenses

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

1.2 Allowances and expenses

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

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

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

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

1.3 Reimbursement and reconciliation of expenses

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

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2.0 Payment of Expenses – Specific expenses

2.1 General travel arrangements and expenses

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

2.2 Travel expenses not paid by Riverina Water

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

2.3 Overseas travel expenses

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

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

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

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

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

2.4 Interstate or long-distance intrastate travel

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

2.5 Air Travel

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

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

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

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

2.6 Accommodation and meals

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

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

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

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

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

2.7 Refreshments for council-related meetings

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

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

2.8 Professional development

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

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

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

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

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

2.9 Conferences and seminars

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

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

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

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

2.10 Spouse and partner expenses

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

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

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2.11 Attendance at dinners and other non-council functions

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

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

2.12 Information and communications technology (ICT) expenses

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

2.13 Carer expenses

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

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

2.14 Home office expenses

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

3.0 Insurances

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

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

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

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

4.0 Legal assistance

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

- a board member defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the board member
- a board member defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the board member
- a board member for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the board member.
- 4.2 In the case of a Code of Conduct complaint made against a board member, legal costs will only be made available where the matter has been referred by the CEO to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the board member.
- 4.3 Legal expenses incurred in relation to proceedings arising out of the performance by a board member of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a board member has done during his or her term in office. For example, expenses arising from an investigation as to whether a board member acted corruptly would not be covered by this section.
- 4.4 Council will not meet the legal costs:
 - of legal proceedings initiated by a board member under any circumstances
 - of a board member seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a board member performing their role as a member of the board.
- 4.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a board meeting prior to costs being incurred.

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PART B - FACILITIES

5.0 General Provision of Facilities

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

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

5.1 Accessible facilities

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

5.2 Stationery

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

5.3 ICT Equipment

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

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5.4 Return or retention of ICT equipment

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

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

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

5.5 Administrative support

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

5.6 Sustenance/Meals

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

PART C - PROCESSES

5 Approval, payment and reimbursement arrangements

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

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

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

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

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

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

5.5 Direct payment

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

5.6 Reimbursement

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

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

5.7 Timeframe for reimbursement claims

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

5.8 Reimbursement to council

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

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

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5.9 Disputes

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

Policy Implementation and reporting

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

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

Non Compliance

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

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

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

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

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END OF POLICY STATEMENT

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R10 2020/21 Donations and Sponsorships Summary

Organisational Area	General Manager
Author	Josh Lang, Community Engagement Officer
Summary	As per the Donation Policy, an annual summary of donations and sponsorships is made to the Board

RECOMMENDATION that Council receives and note the report.

Report

One of the many meaningful ways Riverina Water gives back and invests in its community is through donations and sponsorships.

For many years now, Council has supported countless community groups, events and initiatives.

In accordance with the provision of the Donation Policy, these contributions are reported to the Board annually.

In 2020-21, Riverina Water provided a total of \$59,669.47 (ex GST) to 24 initiatives.

Requests for donations were down on 2019-20. This was due to many events not being possible due to COVID-19 and some community groups retaining funding awarded in 2019-20 for postponed or rescheduled events.

Additionally, Wagga Wagga City Council's Fusion event did not take place as normal due to COVID-19 and the final year of Riverina Water's current sponsorship agreement (\$25,000 pa) has been rolled over to 2021-22.

A summary of donations and sponsorships follows:

Recipient	Description	Category	Funding
Booranga Writers	Assist with 4W annual publication costs	Cultural, social or arts	\$3,000
Charles Sturt Foundation	CSU Foundation scholarship instalment	Education and learning	\$1,500
Country Hope	Hampers for Hope	N/A	\$500.01
Galore CWA	Art program	Cultural, social or arts	\$2,475
Henty Men's Bowling Club	Donation to invitational triples event	Sporting or healthy lifestyles	\$250

Immune Deficiencies Foundation	World Festival of Magic for disadvantaged children	Cultural, social or arts	\$545.46
Kurrajong Waratah	Annual membership	N/A	\$20
Lockhart Picnic Races	Annual race day 2021	Cultural, social or arts	\$2500
Murrumbidgee Landcare	Primary school sustainability program	Education and learning	\$2,000
Murrumbidgee Rotary Club	Donation – annual engineering & science challenge	Education and learning	\$2,000
Myeloma Australia	Local fundraiser	N/A	\$300
NSW Justices Association Inc – Riverina Branch	Support purchasing JP desk equipment	Cultural, social or arts	\$680
Riverina Summer School of Strings	Sponsorship/donation to Summer School of Strings	Education and learning	\$3,000
Rotary Club of South Wagga	10x support packs for students at Nepal school due to COVID- 19 impacts	N/A	\$750
Rotary Club of South Wagga	Sponsorship of 2020 Charity Golf Day	Sporting or healthy lifestyles	\$1,250
South Wagga Anglican Church	Contribution towards water headworks development costs	N/A	\$5,659
Spirit of the Land Lockhart	Sponsorship of event	Cultural, social or arts	\$2,500
The Rock Progress Association	Debutante Ball	Cultural, social or arts	\$500
The Rock Triathlon	Annual triathlon	Sporting or healthy lifestyles	\$500
Wagga School of Arts Community Theatre	Sponsorship/donation to 2021 Ten by 10 Playfest	Cultural, social or arts	\$1,600
WaterAid Australia Limited	2020 WaterAid Gold Membership	N/A	\$22,000
Wollundry Rotary Club	Photography competition	Cultural, social or arts	\$2,000
Wollundry Rotary Club	Gears and Bears 2021	Cultural, social or arts	\$2,750
Yerong Creek Progress Association	Water connection costs at water tower mural precinct	Cultural, social or arts	\$1,390
Total			\$59,669.47

Financial Implications

The annual budget for donations is \$90,000 which this year was reduced by \$25,000 (Fusion) leaving \$65,000 available of which \$59,669.47 is referenced in this report

Risk Considerations

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

R11 Council Resolution Sheet

Organisational Area	General Manager
Author	Andrew Crakanthorp, General Manager
Summary	The report provides an update on the status of previous resolutions of the Council

RECOMMENDATION that the report detailing the status of the active resolutions of Council be received

Report

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

> R11.1 Council Resolution Sheet 🗓 🛣

Financial Implications

Nil

E

Risk Considerations

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

OUTSTANDING ACTIONS REPORT

Printed: Wednesday, 23 June

	OUTST	ANDING AC	TIONS REPORT 2021 1:14:22 PM	
Meeting	Date	Officer	Title	Target
Board Meeting 28/10/2020	28/10/2020	lp, Jason	Portable standpipe use by Constituent Councils	24/06/2021
Resolution				
20/116 RESOLVED: On the Motion of C	ouncillors T Kosche	and D Meyer OAM		
That Council phase out use of p	ortable standpipes	onto Riverina Wate	er's reticulation system by constituent councils and inc	rease the
utilisation of automated fixed fill	ing stations as a s	ubstitute.		
				CARRIED
Notes For Action				
15 Feb 2021 4:10pm Vincent,	Melissa			
Ongoing, letter to Constituent (Councils has been	drafted		
20 Apr 2021 12:06pm Vincent				
Could you please provide an u		ling Board Action i	item.	
21 Apr 2021 2:00pm Vincent,				
Draft letter prepared for Directo	or Engineering as	agreed after mana	agement team discussion on 8th February 2021	
Meeting	Date	Officer	Title	Target
Board Meeting 18/10/2018	18/10/2018	Spannagle, Bede	PFAS matter	
Resolution				
Resolution not found - no minu	tes document			
Notes For Action				
30 Nov 2020 11:20am Spanna				
27/2/19 - No further updates ar				
21/8/19 - A verbal briefing will I				
30/10/19 - A report on this mat				
			nation is presented to Council. Councils Manager Ope	erations attends
-	ing of the Project	Committee.		
21 Apr 2021 2:02pm Vincent,				
20/4/2021 Senior staff have me	et with DPIE staff	regarding further	pursuing issue.	
Meeting	Date	Officer	Title	Target
Board Meeting 18/10/2018	18/10/2018	Spannagle,	Purchase of Land for Storage and Potential	Target
•		Bede	Access	
Resolution	1	1	1	1

Resolution

Resolution not found - no minutes document Notes For Action

30 Nov 2020 11:20am Spannagle, Bede - Historical

27/2/19 - A surveyor is commencing the preparation of plans to enable a subdivision application to be submitted and approved. Following the approval of the subdivision contracts will be exchanged. Settlement expected in 2019/20

23/4/19 - The plan of survey of the land to be purchased has been completed. The current owner is responsible for lodging a subdivision application and this process has commenced. Exchange of the contracts will occur when the subdivision DA is approved. Settlement expected in 2019/20

26/6/19 - Exchange of the contracts took place in June and settlement is expected in this calendar year.

21/8/19 - The plan of survey of the land to be purchased has been completed. The current owner is responsible for lodging a subdivision application and this process has commenced. Exchange of the contracts took place in June and settlement is expected in this calendar year. The current owners have been asked to redirect a stormwater pipe that directs stormwater on to the land to be acquired prior to settlement taking place.

18/12/19 - Exchange of the contracts took place in June and settlement is expected in the first quarter of 2020. Settlement is taking longer than anticipated

20/2/20 - The current owners have been asked to redirect a stormwater pipe that directs stormwater on to the land to be acquired prior to settlement taking place. Settlement is now planned for 2021 and the contract has been amended to reflect that.

21 Apr 2021 2:02pm Vincent, Melissa

20/4/2021 Meeting with Profinance, land matters expected to be resolved first quarter 2022.

OUTSTANDING ACTIONS REPORT

Printed: Wednesday, 23 June 2021 1:14:22 PM

Meeting	Date	Officer	Title	Target
Board Meeting 28/04/2021	28/04/2021	Tonacia, Emily	Draft Delivery Program 2021/22 - 2024/25 and Draft Operational Plan 2021/22	12/05/2021
Resolution				
21/029 RESOLVED:	16.0		- * .	
On the Motion of C	ouncillors V Keenar	n and D Meyer OAM		
That Council, in accordance with	1 Sections 404 and	405 of the Local Gov	vernment Act 1993, place the draft revised Delivery Pro	gram and draf
Operational Plan on public exhib	ition for a period of	of 28 days		
	-	-		
				CARRIE
Notes For Action				
11 Jun 2021 2:17mm Vincent	Maliana			
11 Jun 2021 2:17pm Vincent,	menssa			

Final report included in June Business Paper

R12 Net Zero Policy Development

Organisational Area	Engineering
Author	Christopher Moosbrugger, Project Engineer and Greg Vidler, Manager Projects
Summary	Presentation of the Net Zero Roadmap and seeking endorsement for the development of a Net Zero Policy

RECOMMENDATION that Council:

- a) Acknowledge the receipt of the Net Zero roadmap presentation.
- b) Endorse the development of a Net Zero Policy.

Report

To support Riverina Water's transition to more sustainable energy sources and reduce energy costs in line with our mission statement, Riverina Water has been working towards the development of an energy policy for Council to adopt.

The initial direction was a Renewable Energy Action Plan that would focus on transitioning Council's electricity usage from fossil fuels to renewable resources. While working on the policy staff accepted an invitation to participate in a Net Zero roadmap pilot program being undertaken by Sustainability Advantage (an agency of the NSW State Government). Council was advised of the investigations into the Net Zero Program at the February meeting this year.

Since then, a Net Zero Roadmap has been completed and presented to the Riverina Water Executive Team. A copy of the presentation is attached in Appendix 1.

It is the view of Riverina Water's Executive Team that developing and adopting a Net Zero Policy will not be as onerous as first thought. With most of Council's emissions (95%) tied to electricity Council can effectively reduce its emissions and operational costs now by using present day technologies (Photovoltaic and Energy Storage).

The remaining emissions (5%) are mostly tied to fuel usage of vehicles. Many of the nonconstruction vehicles (cars, utes and 4WDs) have electric alternatives, or soon will have, at economical prices.

Riverina Water will be able to phase in electric vehicle alternatives as part of our plant replacement strategy. Evidence suggests that the remaining vehicles (excavators, backhoes, trucks) will have economical electric alternatives in the next 5 – 10 years.

This report seeks Council's endorsement to develop a Net Zero Policy.

> R12.1 RWCC Net Zero Roadmap Presentation U Table

Financial Implications

The intention is to use Council's Sustainability Advantage membership and the available consulting hours to develop the Net Zero Policy. In effect, Council's membership provides access to government funding to develop the Policy.

Risk Considerations

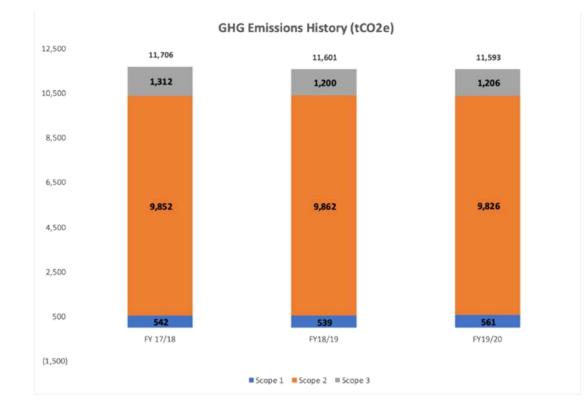
Projects	
Accept	Council will accept risk relating to projects by choosing options most likely for successful delivery with a reasonable degree of protection.

Riverina Water County Council Pathway to net zero Roadmap presentation

26 May 2021



Carbon footprint history and methodology



Baseline = FY 19/20

Footprint steady in time

- Slight increase in diesel
- Slight decrease in electricity

Scope 3 includes:

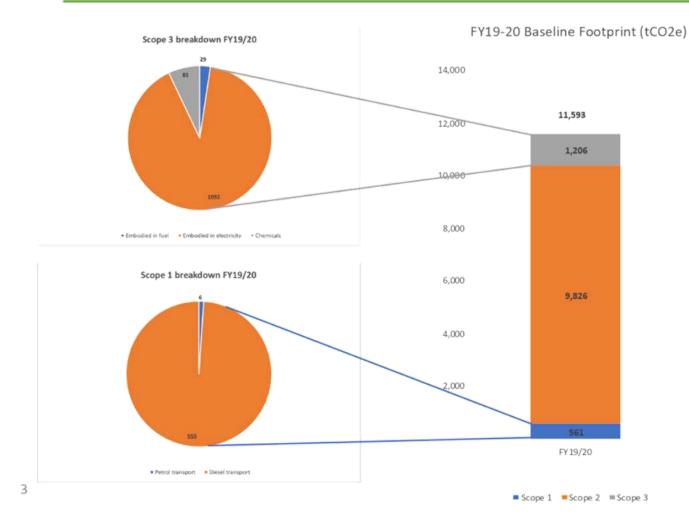
- Chemicals estimated with data from FY14/15
 - · pro rata based on water production

Missing Scope 3 items to incorporate in future:

• Waste



Baseline carbon footprint: agreed baseline FY19/20



• 11.6ktCO2e

- Electricity scope 2+3 is >95% total
- Fuel use is most of the rest

Missing from Scope 3:

Waste

Refrigerant emissions considered non-material

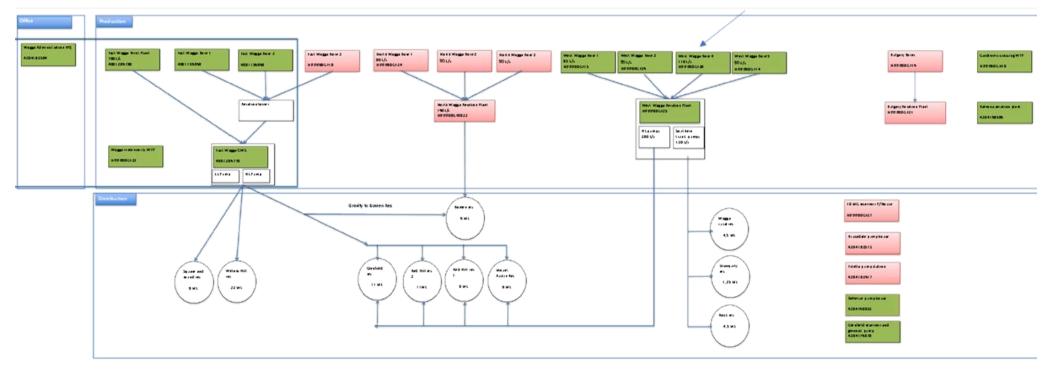
only use AC in a few offices



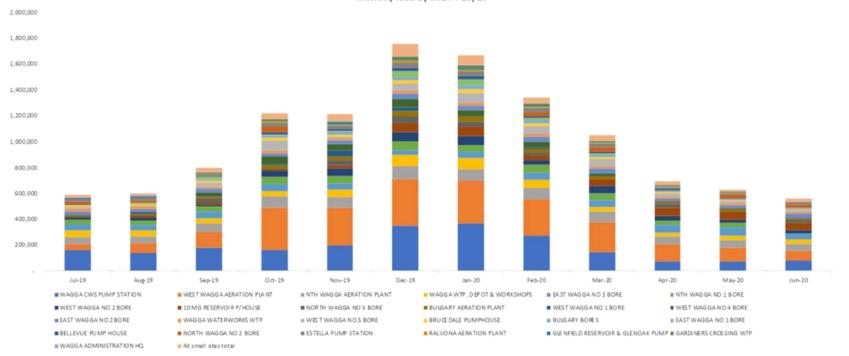
Action area 1 : electricity use

6 sites in East Wagga + 10 other sites with higher impact: ~62% of the electricity consumption West Wagga supplies the same reservoirs as East Wagga:

load reduces if East Wagga production increases



Action area 1 : electricity use – by site through the year



Monthly load by site FY 19/20

High seasonality of the load with summer bias, also changes significantly in drought/non-drought years



Action area 1 : electricity use – by site

FY 19/20

RWCC plans transition to almost 100% locally-supplied renewable electricity

Electricity load (kWh) baseline year by site

All small sites total 14,000,000 **# GARDINERS CROSSING WTP GLENFIELD RESERVOIR & GLENOAK PUMP** RALVONA AERATION PLANT 12,000,000 **BELLEVUE PUMP HOUSE** III WEST WAGGA NO.5 BORE WEST WAGGA NO 4 BORE WEST WAGGA NO 1 BORE 10,000,000 WEST WAGGA NO.2 BORE WEST WAGGA AERATION PLANT **# ESTELLA PUMP STATION** 8,000,000 NORTH WAGGA NO 2 BORE BULGARY BORES BRUCEDALE PUMPHOUSE BULGARY AERATION PLANT 6,000,000 III NORTH WAGGA NO 3 BORE 10 MG RESERVOIR P/HOUSE NTH WAGGA NO 1 BORE 4,000,000 EAST WAGGA NO 3 BORE **III NTH WAGGA AERATION PLANT WAGGA ADMINISTRATION HQ** EAST WAGGA NO 1 BORE 2,000,000 WAGGA WATERWORKS WTP EAST WAGGA NO 2 BORE WAGGA WTP, DEPOT & WORKSHOPS WAGGA CWS PUMP STATION

Stand alone solar for remaining smaller sites in order to achieve near-zero grid load

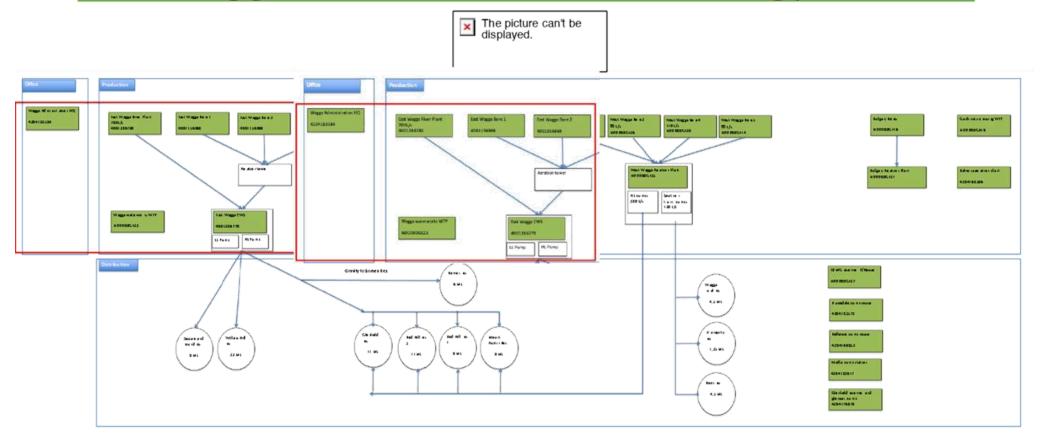
West Wagga sites: load reduces and shifts to sites below by maximising production at East Wagga plant (supplied with solar)

Individual PV systems for 10 further sites – representing another 30% of total footprint

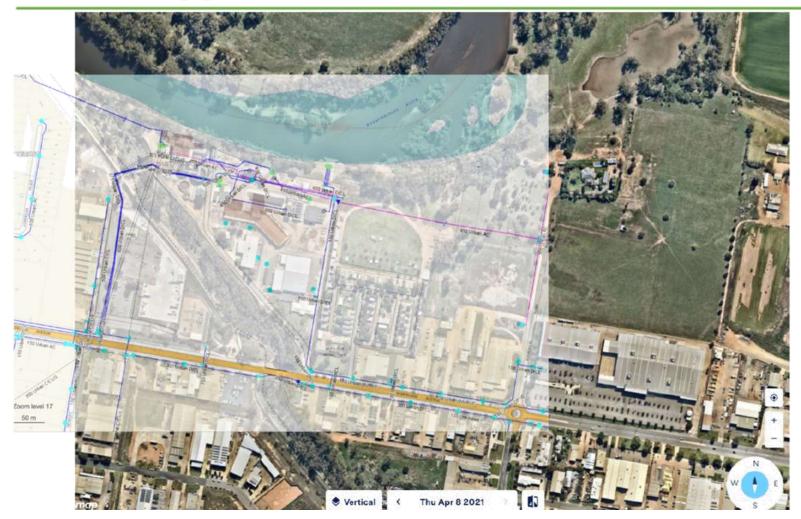
Consolidate 6 sites in East Wagga – 30% of current footprint but will increase – and supply with large groundmounted solar PV/battery



East wagga 6 sites – renewable energy



East Wagga meter consolidation/solar



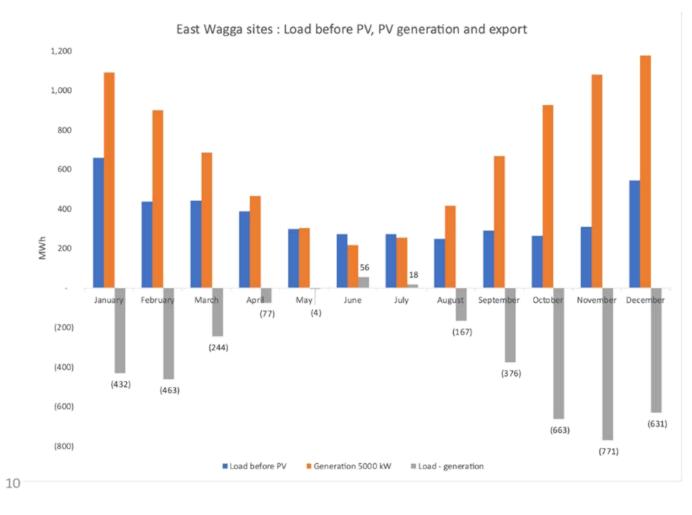


Potential solar farm location



R12.1

East Wagga 6 sites: load vs solar energy balance



With 5000kW solar PV installed

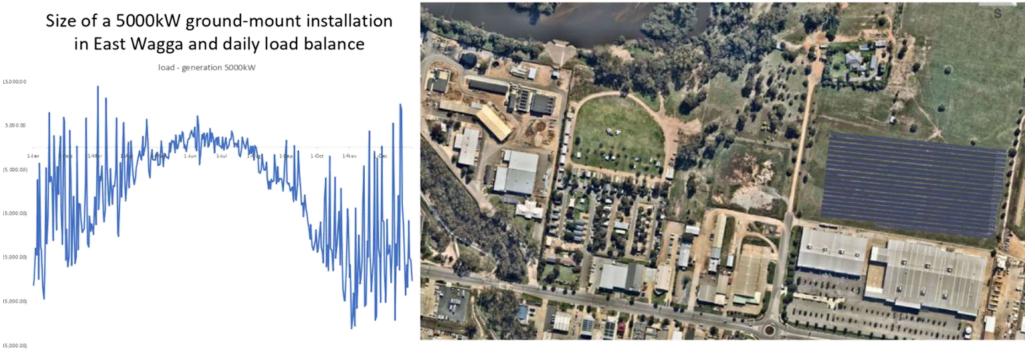
If all production could be shifted to daylight hours...

- Enough generation to power baseline water production with exports for 10 months
- Winter months will still need electricity from the grid

Total generation MWh	8,176
Total load before PV MWh	4,421
Export MWh	3,755 (45%)



Example solar installation for East Wagga

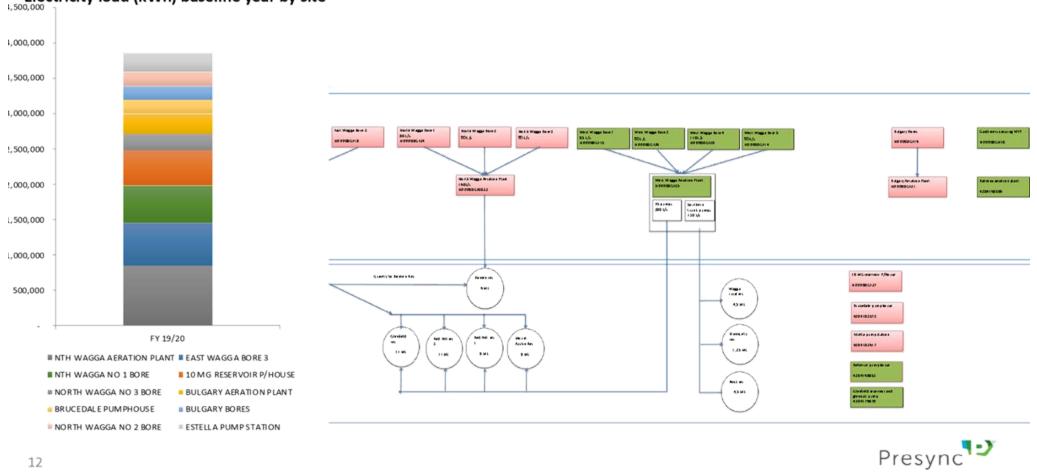


If it could be installed for less than ***\$8M**, such a system would pay back the investment cost in **less than 9 years**, ie before 2030. We regard this abatement as cost-neutral or cost-negative over the timeframe of the roadmap

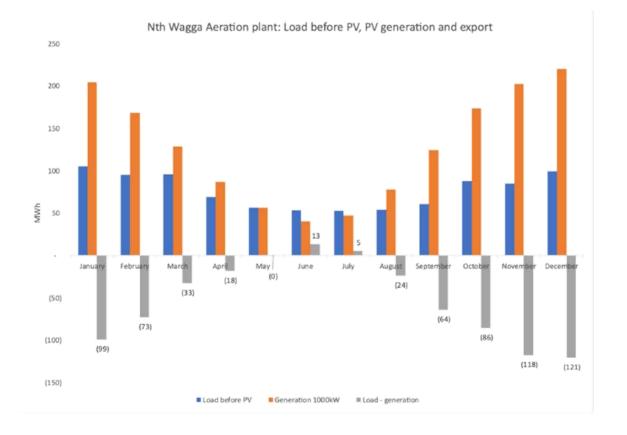
(Payback could be improved by not surrendering LGCs in the first few years, eg. a strategy of 100% renewable by 2025)

10 other sites with significant electricity loads

Electricity load (kWh) baseline year by site



Example – North Wagga aeration plant– solar



With 1000kW installed

- Enough production with exports for 10 months
- Some months will still need electricity from the grid

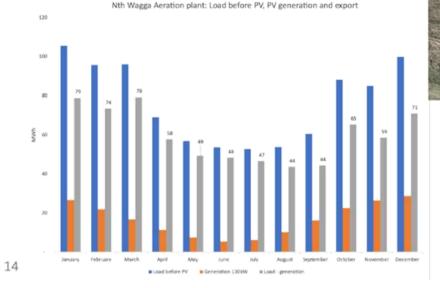
Total generation MWh	1,533.1
Total load before PV MWh	916
Export MWh	617 (40%)



Example solar installation – North Wagga AP

Indicates size of a 130kW ground-mount installation at North Wagga aeration plant. This size system reduces grid load by 22% only (if load redistributed to ensure no export)

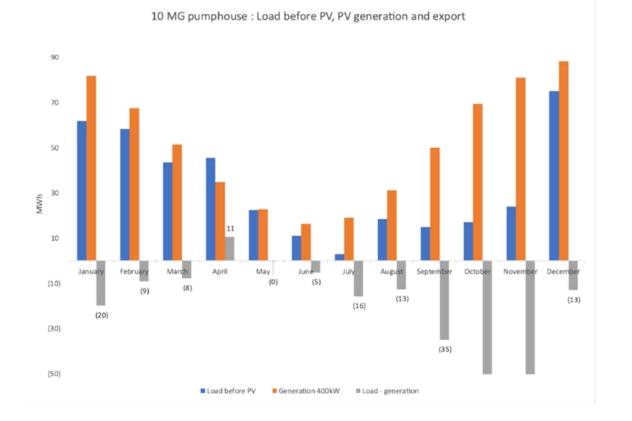
Even though 1000kW is an appropriate scale for the energy use of the site, the space available will limit this to a smaller-scale installation... unless adjacent land is available?







Example - 10 MG pumphouse – solar



With 400kW installed

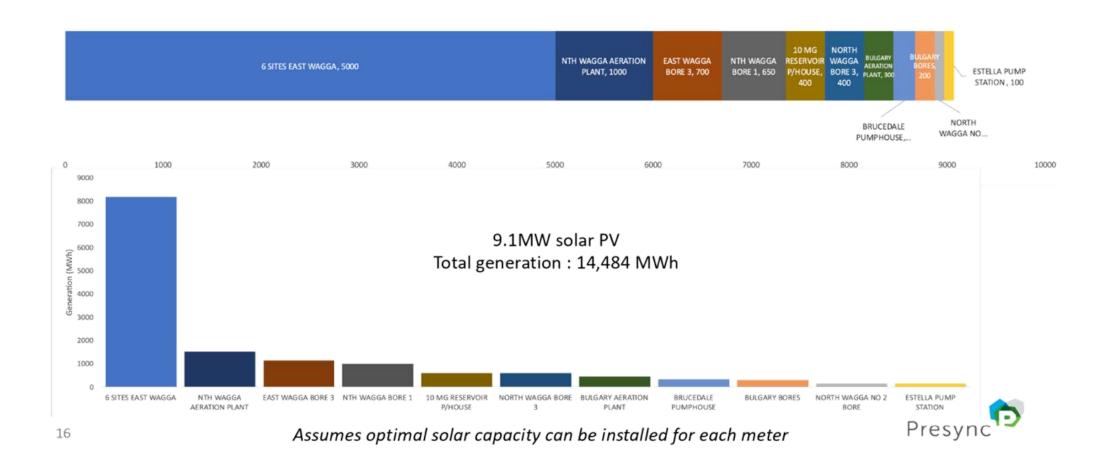
- Enough production with exports for 11 months
- Some months will still need electricity from the grid

Total generation MWh	613
Total load before PV MWh	395
Export MWh	218 (35%)

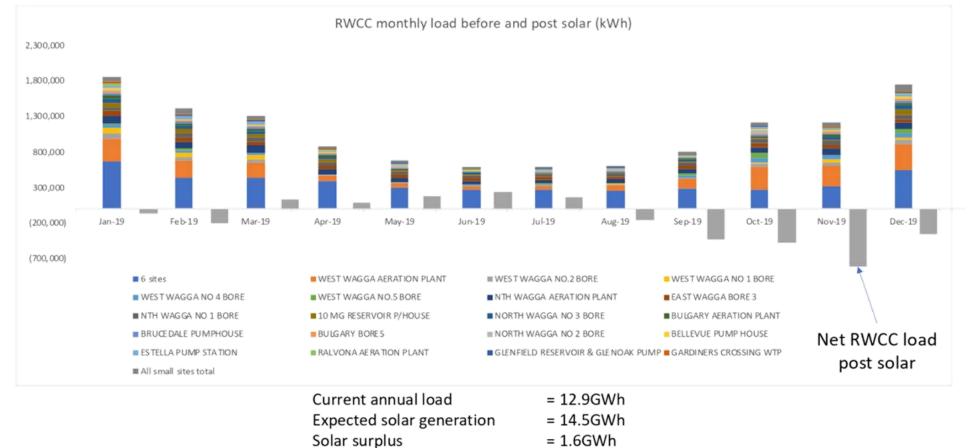


Onsite solar by site

Solar capacity to add (kWp)



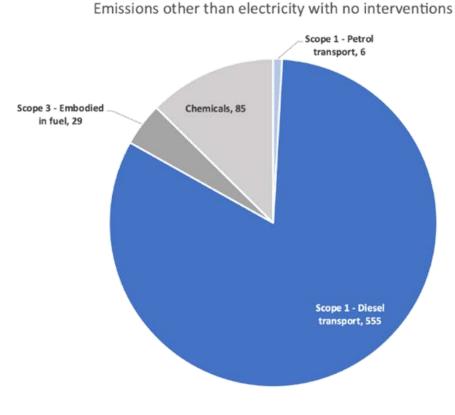
Impact of all modelled solar on total RWCC load





With modelled solar RWCC would become ~112% renewable – LGC retirement needed to make this claim and reduce scope 2 emissions

Breakdown of predicted remaining emissions after 100% renewable electricity achieved



Footprint 675tCO_{2e} : 6% of baseline

Locally-supplied electricity also reduces scope 3 emissions from electricity transmission and distribution

- Though some grid load remains even if net grid load is negative; ~0.7GWh with modelled solar
- Which represents ~62tCO_{2e} scope 3 emissions
- Small compared to Scope 1 and potential solar oversupply

Chart illustrates the challenges beyond electricity...

Fuel (77%)

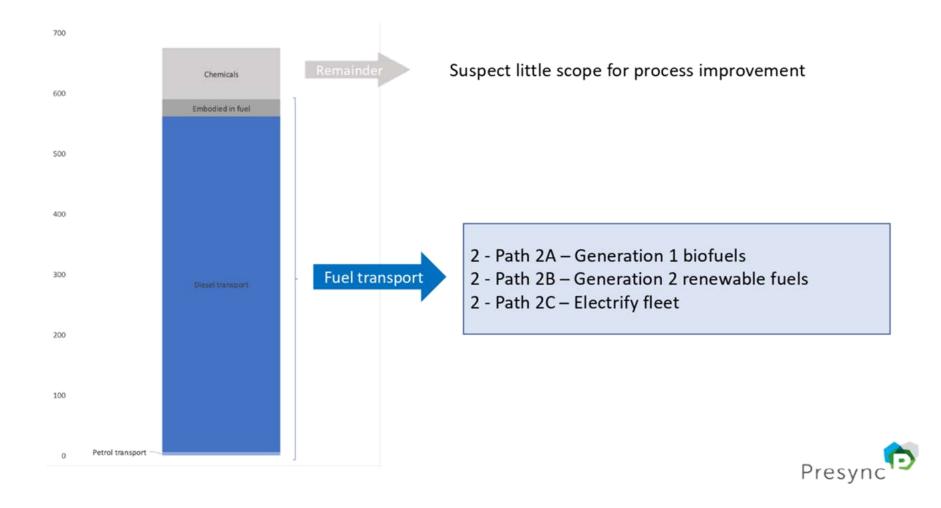
Replace with renewable liquid fuel or electrify vehicles

Chemicals (13%)

• Few available options, though consider embodied emissions during procurement



Action plan to achieve net zero beyond electricity



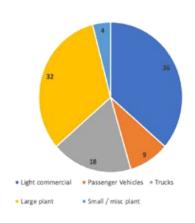
Action area 2: Reduce fuel use

Fleet size is 45 passenger vehicles, 50 heavy vehicles/plant

• diesel use is higher than petrol (204kl diesel vs 2.5kl petrol)

Options:

- Reduce: more efficient equipment
 - Suspect little scope for process improvement reducing in material fuel savings
 - Recommendation: Procure most efficient vehicle; include as criterion in future procurement
- Replace fossil fuels with renewable fuels
 - Intervention 2A source biofuels, usually as blends with mineral fuel
 - Little penetration of E10 blend in petrol purchase
 - No current usage of biodiesel blends
 - Intervention 2B source renewable fuels (derived from biomass/waste); drop-in replacement
- Electrify equipment
 - Intervention 2C progressively replace fleet with electric vehicles
 - Would replace Scope 1 emissions with 100% renewable electricity



RWCC fleet breakdown



Intervention 2A – Gen 1 biofuels

- · First generation biofuels have some sustainability issues
 - May use food crops or compete for agricultural land/water (particularly ethanol)
 - · Inferior to mineral fuels so need more for same energy output
- However they are zero-rated for scope 1 emissions
 - The reality may be worse than the accounting: eg. E10 petrol often contains <10% ethanol
- Petrol:
 - Increasing to 100% E10 would save very little tCO₂e annually (<1)
 - Though is **approximately cost neutral**, with lower E10 price counteracted by slightly increased volumes
 - Due to lower energy density
- Diesel:
 - No current use of biodiesel, generally unavailable at fuel stations
 - Biodiesel, usually used as blend stock with mineral diesel, typically manufactured from waste food oils and animal fats
 - Availability more widespread last decade, but declined since 2017 due to high costs for feedstock (such as tallow) and low world oil prices
 - The largest biodiesel producer, Australian Renewable Fuels (ARF), closed in early 2016 although production capacity remains
 - Australian production of biodiesel is estimated at only 40Ml in 2017 and 2018 having peaked at 400Ml in 2014
 - Suppliers include Park, Benzoil, Biodiesel Industries Aust (Maitland)
 - May be possible to negotiate B20 supply with a fuel supplier, or require this for outsourced transport
 - If RWCC's diesel use were able to be switched 100% to B20, scope 1 emissions would fall by ~111tCO2e (19.8%)
 - · allowing for a 2% increase in fuel consumption due to the fuel's lower energy intensity
 - Price history of B20 indicates a typical 10c/l premium for B20 meaning an annual cost increase approaching \$20,440
 - So abatement cost would be around \$200/tCO2e
 - · Recommend requiring use of (at least) B20 in future transport contracts



Intervention 2B – Gen 2 renewable fuels

- Whilst biodiesel is a slightly-inferior blendstock, second-generation biofuels are an improvement over mineral fuels and suitable for 100% drop-in replacement
- **Renewable Diesel**, usually derived from biomass or waste, is superior to biodiesel but impossible to obtain at scale in Australia at present
- This is actually an industry incubation challenge requiring a combination of demand, technology, investment and policy, so will not be quickly or easily solved
- Recent ARENA/CEFC report finds:
 - · Australia is overly dependent on imported fossil liquid fuels,
 - · but well positioned to develop a thriving biofuel industry, and
 - that to contribute its share of the projected global average in 2060, Australia needs to increase its biofuel production by a factor of 40 to approximately 20 gigalitres per year.
- Some pilot plants have been developed, particularly by Licella and Southern Oil, and a feasibility study by Boral, many with some level of ARENA funding
- · When developed at scale should be comparable cost to current mineral diesel
 - Potential low-cost abatement
 - Hopefully available later in the 2030 roadmap timeframe
- · This is a national challenge/opportunity
 - · Demand and support from all levels of government will help achieve transition to renewable liquid fuels

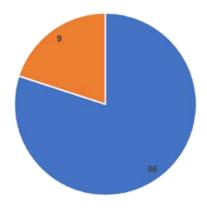






Intervention 2C – Electrify fleet

- EVs remove scope 1 fuel, reduce fuel and maintenance cost by ~80%
- Applicable to own fleet and outsourced transport
- Scope 1 emissions from vehicles switched to EV go to zero
 - Electricity scope 2 should also become zero, so major emissions reduction
 - Electricity scope 3 rises slightly
- Over the term of the roadmap we expect cost savings by converting light vehicles to EVs
- Conversion of the entire fleet would save the entire petrol scope 1 footprint of 561tCO₂e (plus the associated scope 3 addition)
- EV conversion may currently be high-cost abatement due to higher capital cost
 - · Higher utilisation (fewer vehicles, same km) would lower this
- But net cost should quickly reduce and, we expect, become negative-cost abatement by 2025
- We recommend gradual fleet EV transition, particularly at end of lease of each current vehicle
- This can be accelerated as model availability improves, and capital cost reduces
- · Hopefully federal/state incentives will assist with both issues



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Light commercial Passenger Vehicles
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Riverina Water | Board Meeting 30 June 2021

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Heavy vehicle electrification

Emergence of heavy electric vehicle :

- Trucks (examples in Australia with SEA electric)
 - Available in Australia SEA 500 EV (Hino chassis)
 - · Or retrofit SEA-Drive to a cab chassis
- Backhoe, trencher, excavator hopefully available later in the 2030 roadmap timeframe
 - Electric retrofits of similar vehicles already being undertaken, eg. by 3ME in Newcastle



Beyond carbon benefits, electrification improves efficiency, reduces brake wear, noise, harmful diesel emissions, and brake wear particulates - source of urban PM10 pollution

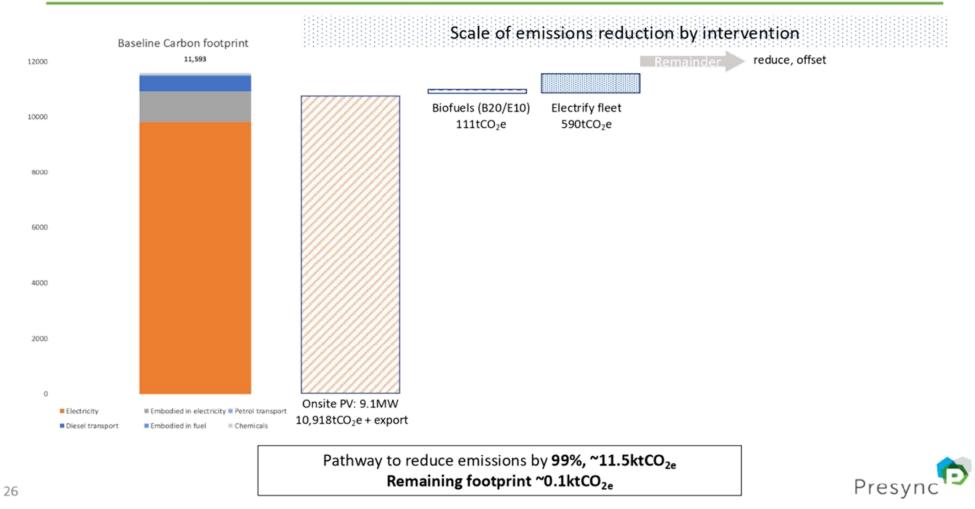


Final step – offset remaining emissions

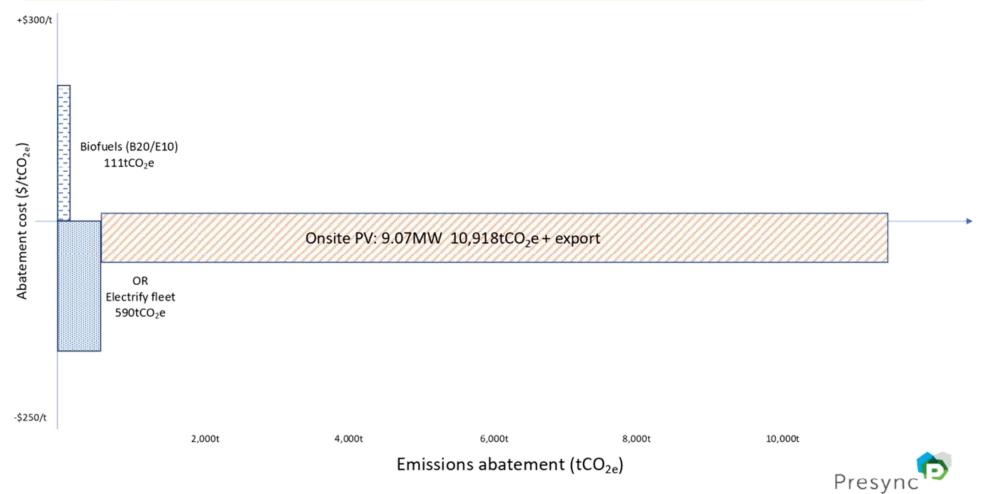
- Even at the end of the roadmap process, a small level of emissions will remain, particularly:
 - Chemicals,
 - Waste (no data)
- This small volume of offsets can be offset with credits compliant with the federal Climate Active program
- RWCC could become Climate Active certified at any point in the roadmap
 - Though should follow through on all emissions reduction opportunities regardless

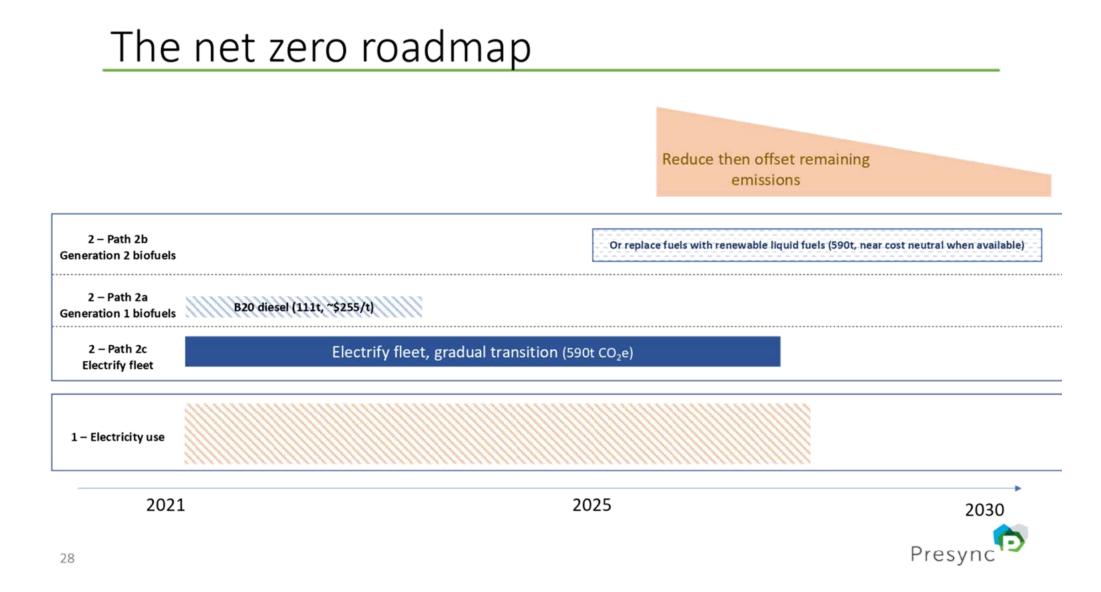


Summary of action options in context



Marginal abatement cost curve





Recommendations

Electricity

- Your plan to more than offset your entire grid electricity load is ambitious, but would take RWCC 94% of the way to net zero
 - Significant engineering and load shifting required to make use of solar in daylight hours
 - Battery storage would ease the load shifting task but comes at significant extra cost, avoid if possible
 - · Would need solar installed on adjacent land to power some sites
 - Payback may be possible before 2030, and would be improved if LGC revenue received until 2025

Fleet

29

- · Procure most efficient vehicle; include as criterion in future procurement
- Use E10 petrol and biodiesel blends and, in future, renewable liquid fuels where possible
- But electrification over time is by far the better solution

Remainder

- Water treatment chemicals: explore lower-carbon opportunities during procurement
- · Offsets: last resort but a small volume may be needed to achieve net zero



Thank you





R13 Walla Walla Water Pressure

Organisational Area	Engineering
Author	Austin Morris, Manager Works
Summary	A petition was received by Council from residents regarding water pressure in Walla Walla. This report outlines the issues and proposed actions to improve water pressure in the town.

RECOMMENDATION that Council;

- 1) Replace all 20mm services south of the railway line in Walla Walla with 25mm services.
- 2) Engage the community, and advise the action to be taken to address the petition.

Report

On the 28 April 2021 a petition was received from residents of Walla Walla. The petition stated: "in 1951 when water was laid on in[sic] Walla Walla it was a god send. But the water pressure was never great, and no one thought Walla would grow the way it has. Now 69 years later & all the new homes being built. Let's try for larger pipes to improve the water pressure."

The town of Walla Walla is serviced by an elevated reservoir in the middle of town which, based on the Top Water Level provides a maximum static head of 22m at the reservoir. The land to the north of the reservoir falls away; the land to the south rises.

In order to determine the issues within the system, pressure loggers were installed along the mains and manual pressure tests were carried out at various locations throughout the town.

The pressure graphs were all consistent patterns indicating no blockages or pinch points within the network (Attachment 1 - Figure 1). The pressure graphs are also consistent with the lay of the land, the network to the south has lower pressure and the network to the north has higher pressure.

The pressure readings and tests north of the railway all exceed councils service levels and no further action is proposed for north Walla Walla.

As the land falls away the pressure correspondingly reduces south of the reservoir. Pressure losses can occur within the reticulation mains if they are of a small size. However, the main size is 150mm which is more than adequate and has minimal losses. This is reflected in the data where the southern end of town was recorded as having 17mH (the land is approx. 5m higher than at the reservoir, indicating minimal or nil head loss in the network). Increasing the size of the mains will not provide any measurable improvements.

In addition to the data loggers, pressure was tested at resident's water meters. The difference in pressure between the reticulation main and the meter was approximately 5mH. This indicates that there is an issue in the service lines connecting the main to the meter. The most likely cause is tuberculation, which is common in small diameter galvanised pipe, and has been experienced in other locations recently. Replacing the old 20mm galvanised services in the southern side of town with 25mm copper services should restore the full pressure to the meter. Residents would need to replace any internal pipework as needed.

Due to the height of the existing reservoir and its position in the centre of town, those properties to the south experience lower pressure than those in the north. Replacing and upsizing existing services will improve pressure. Even with new upsized services the maximum pressure at the southern end of town will be approximately 17mH. Future capital works and funding would be required to increase any improvement over this level as the replacement of the Walla Walla reservoir is not required from a growth or renewal perspective in councils 30-year plan.

- > R13.1 Figure 1 Walla Walla Pressure Logging 🖞 🛣
- > R13.2 Walla Walla Petition 🗓 🖼

Financial Implications

Council has an existing capital works budget for the renewal of services in non-urban areas. There are an estimate 150 services requiring replacement at a cost of approximately \$1000 each. The replacement of the services can be funded from existing budgets.

Risk Considerations

Service Delivery	
Accept	Where a minor disruption will be outweighed by long-term benefits, Council will accept risks that could adversely impact delivery of services or effective management of assets, infrastructure or projects for short periods.

Definitions:

Tuberculation is the term used for the internal corrosion of pipes that causes a reduction in the usable diameter, caused by the expansion of rust and build-up of corrosion sediment.





Tony Quinn

Michelle Schultz? Post Master Walla Walla Post Office 85 Commercial St Walla Walla

Ph: 0260292231

* Very little pressure in Southof town
* too much pressure in north-blows pipes
* Used to flush pipes regularly, hasn't been done in along time

In 1951 when water was laid on in Walla it was a God send. But the water pressure was never great, and no one thought Walla would grow the way it has. Now 69 years later & all the new Ž

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In 1951 when water was laid on in Walla it was a God send. But the water pressure was never great, and no one thought Walla would grow the way it has. Now 69 years later & all the new homes being built. Let's try for larger pipes to improve the water pressure. ł,

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In 1951 when water was laid on in Walla it was a God send. But the water pressure was never great, and no one thought Walla would grow the way it has. Now 69 years later & all the new homes being built. Let's try for larger pipes to improve the water pressure.

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R14 Humula Steel Tank and Land Matters

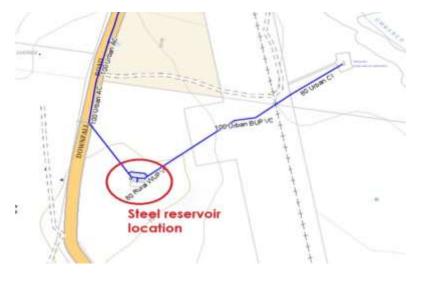
Organisational Area	Engineering
Author	Anjanee Bichani, Engineer
Summary	This report proposes the disposal of Council owned land and a redundant steel reservoir at Humula to the owner of land surrounding he reservoir who intends to use the steel tank to store water.

RECOMMENDATION that Council:

- 1) Dispose of (by selling) the redundant steel reservoir and land in Lot 1 DP520078 at Downfall Road Humula.
- 2) Delegate authority to the CEO to dispose of (sell) the land.
- 3) Affix Council's Common Seal to documents as required.

Report

The steel reservoir in Lot 1 DP520078 at Downfall Road, Humula was made redundant at least 10 years ago. This portion of land is located in the middle of a paddock (Lot 1 DP1098598) owned by the surrounding property owner. Riverina Water had engaged a contractor to demolish the steel tank for \$14,500 (ex GST) due to its poor condition and the ongoing risks associated with a lack of maintenance.



When notified of the proposed demolition, the surrounding land owner approached Riverina Water offering to purchase the tank. He was advised that both the land and the steel tank belong to Riverina Water and he needs to buy the land from Riverina Water to keep the tank. He was further advised that any land sale decision would be subject to council approval. The section of land owned by Riverina Water (405m²) has a value of approximately \$180 based on the recent sale of nearby properties. Accordingly, staff deemed it a waste of money engaging in a formal valuation, and invited the landowner to make an offer on the parcel of land. The offer is \$200 to buy the land and steel tank as is, in existing condition. The estimated cost of selling (conveyancing, survey and project management) the land is around \$5,000 which is less than the original cost of steel tank demolition.

The owner of the surrounding land is intending to use the steel tank to store water from the open dam on his farm. The owner of the surrounding land is the only possible purchaser of the land.

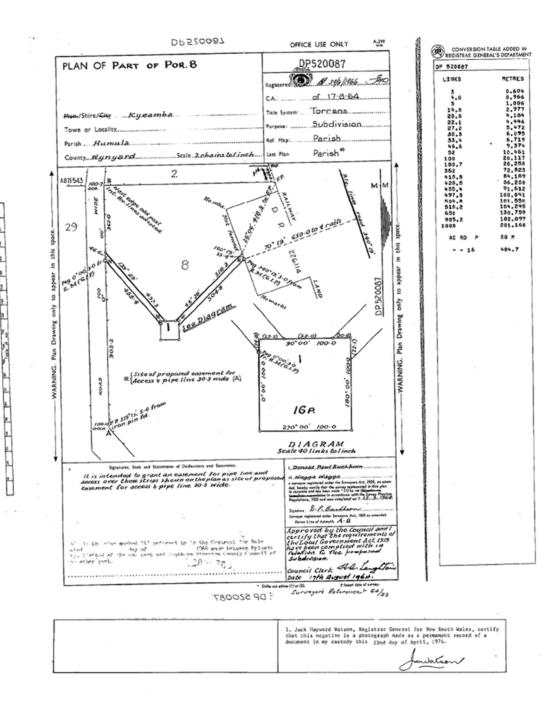
> R14.1 Humula Tank DP Plan 🗓 🛣

Financial Implications

The report recommendation represents a cost saving to Council and also eliminates the risk of steel tank maintenance by selling the land and steel tank to the owner of the surrounding land. Effective way of disposing of both the land and tank at the same time.

Risk Considerations

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





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R15 Works Report covering April 2021

Organisational Area	Engineering
Author	Bede Spannagle, Director of Engineering
Summary	This report provides an overview of water usage, connections, maintenance and water quality matters from 1-30 April 2021.

RECOMMENDATION that the Works Report covering April 2021 be received and noted.

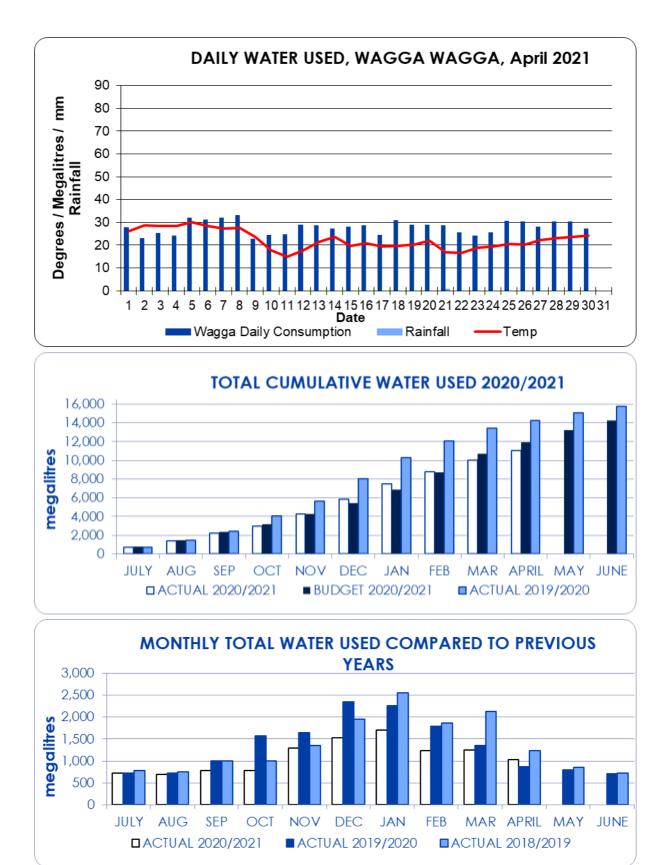
Report

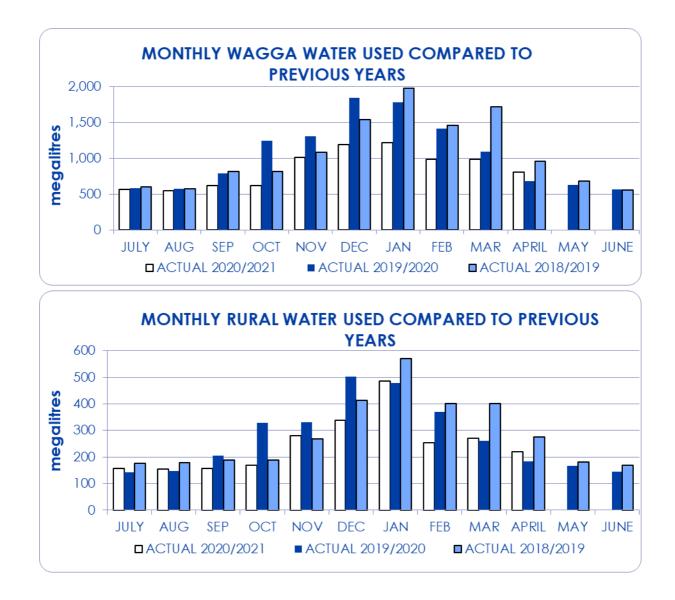
This report provides an overview of water usage, connections, maintenance and water quality matters from 1 – 30 April 2021

Water Sourced and Used

	2019	2020	2021
Rainfall	25.4	98.4	0.8
Wet days	2	8	1
Water sourced April 2021 (MI)			
North Wagga bores	233.37	177.13	208.55
West Wagga bores	125.85	250.14	381.65
East Wagga bores	335.81	358.03	252.06
Murrumbidgee River	470.63	22.31	127.61
Sub Total	1165.66	807.61	969.87
Bulgary bores	48.31	31.17	42.93
Urana source	3.43	0.00	0.00
Ralvona bores	21.55	13.95	19.24
Walla Walla bores	11.08	0.00	0.00
Goldenfields Water Supply System	2.12	4.72	2.43
Sub Total	86.49	49.84	64.60
Woomargama	1.85	0.82	0.91
Humula	0.37	0.19	0.46
Tarcutta	3.94	3.52	1.20
Oura	3.05	2.66	2.82

		-	1
	2019	2020	2021
Walbundrie / Rand	5.54	2.92	3.32
Morundah	1.06	0.62	0.62
Collingullie	4.75	4.21	7.41
Sub Total	20.56	14.94	16.74
Totals	1272.71	872.39	1051.21
Water used April 2021 (MI)			
East Bomen	23.38	21.07	24.34
Estella	103.90	68.55	87.41
North Wagga	77.76	62.65	74.55
Wagga Wagga – Iow level	146.16	105.05	120.90
Wagga Wagga – high level	528.13	368.75	437.25
Wagga Wagga – Bellevue level	84.20	54.59	62.50
Sub Total	963.53	680.66	806.95
Ladysmith system	4.06	3.52	4.86
Brucedale scheme	25.23	23.06	20.37
Currawarna scheme	13.61	9.24	10.64
Rural Southern trunk main system	138.5	87.58	102.19
Rural Western trunk main system	52.57	31.52	43.43
Sub Total	233.93	154.92	181.49
Holbrook	21.46	13.94	19.29
Woomargama	1.85	0.82	0.91
Humula	0.37	0.19	0.46
Tarcutta	3.90	3.50	3.53
Oura	3.05	2.66	2.82
Walbundrie / Rand	5.54	2.92	3.32
Morundah	1.01	0.59	0.57
Collingullie	5.53	4.59	6.99
Sub Total	42.71	29.21	37.89
Totals	1240.17	864.79	1026.33





New Service Connections, Repairs, Meters, Locations and Complaints

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	24	1	5	15	15	6				59	6	2
Wagga Wagga		1	2	8	5	3				18	4	
Forest Hill	1			2						3		
North Wagga				1						2		

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Estella						1				1		
Kooringal			1							2		1
Turvey Park			2	1							1	
Lake Albert	3			2	1					8	1	1
Ashmont						1				1		
Tolland					2					7		
Mt Austin										4		
Bourkelands					2					3		
Glen Oak					1					1		
Glenfield					3	1				5		
Lloyd	9									1		
Springvale				1	1					2		
Gobbagombalin	11									1		
Brucedale	1											
Euberta												1
Humula			1									
Ladysmith	1									1		
Oura					1							
Tarcutta				1						1		
Lockhart				1								
Mangoplah						1						
Bidgeemia	1	1										
The Rock	1			1						1		
Uranquinty	1			1		1				1		

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Culcairn										3		
Henty			1	1								
Holbrook				3						1		
Ralvona			1	1								
Walla Walla	1									1		
Woomargama												1
Urana												1
TOTAL	29	1	7	23	16	8	0	0	0	68	6	5

Water System Repairs

Wagga Wagga											
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water Iost (KI)			
26/4/2021	23 Karoom Dr	Glenfield Park	150 WPVC	Pipe Failure (not specified)	Yes		0	5			

Rural	Rural											
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)				
1/4/2021	Vincent Rd	The Rock	100 BPVC	Pipe Failure – ground movement	No		10	67				
6/4/2021	34 Peel St	Holbrook	100 AC	Leaking SS clamp	Yes		0	12				
7/4/2021	William Street	Urana	150 AC	Leaking Gibault	Yes		0	1				

8/4/2021	64 Drummond St	Lockhart	100 AC	Pipe Failure – ground movement	No	40	5
9/4/2021	Pattersons Rd	Brucedale	63 PE	Pipe Failure – ground movement	Yes	0	5
12/4/2021	Alleynside Rd	Brucedale	63 PE	Pipe Failure – not specified	Yes	0	5
19/4/2021	120 Sheperd Siding	Brucedale	100 WPVC	Pipe failure – not specified	Yes	0	3
19/4/2021	120 Sheperd Siding	Brucedale	100 WPVC	Pipe failure – not specified	Yes	0	3
21/4/2021	Brookong St	Lockhart	150 CI	Leaking Gibault	Yes	0	9
22/4/2021	Alleynside Rd	Brucedale	63 PE	Pipe failure – not specified	Yes	0	3
26/4/2021	Corner of Prices and Hatwells Rad	Brucedale	100 WPVC	Pipe failure – not specified	Yes	0	8
28/4/2021	4161 Bidgeemia Rd	Bidgeemia	100 BPVC	Leaking collar	No	20	14

Water Quality Complaints

RHS	Date	Location	Problem	Action Taken
57647	01.04.21	2/50 The Esplanade, Wagga	water not quenching thirst	Free Cl 0.4mg/L, Total 0.6mg/L, Turbidity 1.2 NTU, pH 7.8 all results within ADWG.
57503	01.04.21	103 Kaloona Drv, Boukelands	Dirty water, consistent brown water in bath.	Free Cl 0.7mg/L, Turbidity 0.8 NTU, results within ADWG.
57541	03.04.21	9 Cummins Drv, San Isidore	dirty water	Flushed mains and service.
57545	05.04.21	12 Hensche Ave, San Isidore	dirty water	Flushed mains and service.
57538	06.04.21	7 Netherby Pl, Bourkelands	Filled pool and it's very dirty, shop said poor quality water.	Flushed mains.
57600	09.04.21	4/28 Nagle St, Wagga	dirty water	Flushed meter until clear.
57672	17.04.21	2/50 The Esplanade, Wagga	salty water	After hours call customer told to flush taps and call back during the day.

57647	18.04.21	2/50 The Esplanade, Wagga	salty water	After hours call. Taste test indicated no salt. Customer declined CI and turbidity test.
57647	19.04.21	2/50 The Esplanade, Wagga	salty water	Checked FCI 1.24mg/L, TCI mg/L, Turbidity 0.62 NTU, pH 7.8, Ec 371/388. No salt taste to water. All results within ADWG.
57661	19.04.21	1/18 Wonkana Rd, Glenfield Park	water brown yesterday, still not 100%	customer says water is now good.
57695	19.04.21	11 Spaul St, Uranquinty	dirty water	Flushed mains. Free Cl 1.6mg/L, Turbidity 2.8 NTU
57694	20.04.21	14 Juniper Pl, Forest Hill	metallic like water	Flushed mains. Turbidity 1.1 NTU
57777	26.04.21	21 Gunyah Pl	dirty water	Flushed main. Gal riser on customers side of meter.

New water mains laid

Location	Project	63	100		150		200		300	
		PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
Brookdale Lockhart	Mains Extention	3150								
Gurwood St	Mains Extention				48					

Replacement of Existing Mains

Location	Project	32	63	100		150	200	200	250		450	600
		PE	PE	OPVC	DICL	DICL	OPVC	DICL	OPVC	DICL	DICL	DICL
South Parade	Replacement				267							
Ladysmith	Replacement						100					
Vincents Rd The Rock	Replacement			888								

Other Construction

Location or Project	Work done
Sladen St Henty	19 service replacements
Farrer Road	Sterilise 450mm water main

Nil

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	115
Estella Farrer Road	179
Forest Hill Elizabeth Avenue	123
Glenfield Red Hill Road	106
Henty Olympic Way	27
Holbrook Millswood Road	49
Lake Albert Plumpton Road	86
Lockhart Napier Road	173
Pleasant Hills Manson St	13
The Rock	10
Urana Federation Way	7
Walla Walla Short St	2
Yerong Creek Finlayson	10

Fleet Disposals

Nil

Fleet Acquisitions

Vehicle No	Tenders received	Accepted Tenderer	Vehicle type	Make/Model	Price ex GST
430	2	Jupiter Motors	Wagon	Mazda CX5	\$39,063.64
433	1 as per LGP price	Hillis Ford	Ute	Ford Ranger extra cab ute	\$34,878.35

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



2020/21 Budget	Actual & Committed to Date	Comments
\$100,000	\$82,573	HR, GO and WHS relocated to the West wing and two additional workstations ordered.
		IT & CEO relocated to new work areas.
		Former CEO office converted to meeting room.
		Reviewing staff locations for restructure.
\$879,786	\$103,631	Demolition work completed and Request for Quotations (RFQs) issued for Roller Shutters, Roof Sheeting & Gutters, Insulated Wall panels, Rendering and building modifications.
		RFQ's close 5 June 2021.
		Due to COVID building boom it has been difficult to obtain trades required to undertake work planned before end of financial year.
	Budget \$100,000	Budget Committed to Date \$100,000 \$82,573

Description	2020/21 Budget	Actual & Committed to Date	Comments
Depot Building The Rock – Non-Urban	\$134,781	\$48,930	Waiting for Construction Certificate.
Land and Buildings for Admin, Depot and Work	shops		
Access, Parking and Landscaping			
Kooringal Road purchase	\$133,604	\$127,784	completed.
Forge & Copland Street Development	\$304,467	\$220	Workshop with staff undertaken to scope required infrastructure for the sites.
			Working on preliminary drawings and detailed surveys of each site.
			QBR submitted in Dec QTR to reduce budget by \$290K
45 Kooringal Road purchase	\$1,500,000	\$1,506,311	completed.
PLANT AND EQUIPEMENT			
IT Equipment			
Computer Server Replacement – Urban	\$105,500	\$44,078	Budget mostly in relation to ERP – order raised in June.
Computer Equipment – Urban	\$139,000	\$68,817	2021 renewal program is on track.
Working Plant and Vehicle Purchases	·		•
Routine plant and vehicle replacements	\$1,549,847	\$849,375	Ongoing
Telemetry and Control Systems Upgrade			•
Radio Telemetry SCADA Upgrade	\$320,000	\$260,151	Ongoing
Energy Efficiency and Cost Minimisation	·		

Description	2020/21 Budget	Actual & Committed to Date	Comments
Solar Pilot plant – East Wagga	\$300,000	\$250,090	Essential Energy (EE) has advised that they will accept electrical mains crossing boundaries (micro grid) and are working on providing cost to transfer assets to Riverina Water.
			Waiting on EE to provide Connection Investigation Response (CIR).
			NGH have commenced ACHA (Aboriginal Cultural Heritage Assessment) and expressions of interest advertised for site.
SOURCES			
Bores – Renew / Refurbish / Decommission			
Bulgary Bore 3B - Reline & Riseless	\$180,000	\$174,217	Completed
TREATMENT PLANTS			
Aeration Tower Covers			
Ralvona Aeration Tower	\$95,659	\$95,659	First tower installed. Second tower will be installed once the concrete tank has been replaced.
West Wagga Aeration Roof Replacement / Cover	\$337,124	\$340,155	Roof installation completed. Shade cloth walls measured and fabrication commenced.
Bulgary Aeration Cover	\$63,226	\$52,782	Shade cloth cover installed. Complete.
Ralvona Aeration Cover	\$60,000	\$55,951	Steel frame galvanised. Installation will be delayed while tank being replaced.
Treatment Plant Refurbishments			
WTP stage 1 – Urban	\$1,714,626	\$795,460	Work on other minor defects progressing with both Cadet Engineers assisting.

Description	2020/21 Budget	Actual & Committed to Date	Comments
			Lift to filter block building repaired and commissioned.
			Contractor engaged to fabricate and install Lamella access.
			Received preliminary design from Hunter H2O for filtered water flow meter, working with consultant to finalise the solution.
Roads	\$473,763	\$107,366	Waiting for final design drawings to be issued by Consultant.
			Commenced construction of the Raw Water Crane pad.
			Purchased plants that were available for stage 1 of landscaping in preparation for opening.
Footpaths and Covered Walkways	\$100,000	\$0	Design incorporated in Roads project
Landscaping	\$110,000	\$O	Design incorporated in Roads project
West Wagga WTP Fluoride Plant Replacement	\$0	\$O	Deferred to 2021/22
North Wagga WTP Fluoride Plant Replacement	\$50,000	\$0	Engaging consultant
Tarcutta CWS tank replacement	\$60,000	\$87,487	Earthworks for pad completed. Construction of Clear Water Storage tank scheduled in June.
Urana WTP replacement – Non-Urban	\$383,651	\$58,074	Continuing Western Region Strategic Planning.
PUMPING STATIONS			
Estella Pump Station	\$120,000	\$8,891	Ongoing
RESERVOIRS			·
New / Replacement Reservoirs			

Description	2020/21 Budget	Actual & Committed to Date	Comments
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$200,000	\$194, 121	Riverina Water have met with Dept of Education, P&C and WWHS and decision made to remove stockpiles and fill the open reservoir.
			Compulsory acquisition notice sent to Dept of Education for the 2 x 11ML reservoir site.
			Valuation and survey completed for Right of Access which will now be created.
Humula Reservoir Replacement 2x 100kL with 1x 150kL	\$150,000	\$99,783	Earthworks for pad completed. Construction of tank scheduled in June.
Walbundrie Reservoir #2 1x100kL with 150kL replacement	\$150,000	\$98,393	Earthworks for pad completed. Construction of tank scheduled in June.
The Rock Reservoir South	\$24,900	\$11,340	Land matters problematic.
Oura Reservoir replacement	\$50,000	\$17,008	Reservoir sizing, site survey and concept earthworks design completed. Engaged valuer to estimate the compensation for additional land acquisition for the proposed reservoirs construction.
MAINS			
System Improvements			
System Improvements – Urban	\$150,000	\$43,018	In progress
WW WTP 600mm DICL Kooringal Road	\$40,000	\$14,012	In progress – planning only this year.
Estella PH and Res	\$830,000	\$767,100	Completed
Reticulation for Developers (including other exte	nsions)		
Reticulation for Developers – Urban	\$800,000	\$562,791	In progress

Description	2020/21 Budget	Actual & Committed to Date	Comments			
Renew Reticulation Mains						
Renew Reticulation Mains – Non-Urban	\$200,000	\$182,934	In progress			
Renew Reticulation Mains – Urban	\$300,000	\$96,627	In progress			
The Gap / Brucedale System – Non-Urban	\$150,000	\$164,163	Completed			
Heydon Avenue, 250m 100mm DICL	\$100,000	\$102,233	Completed			
Cox Avenue, Forest Hill, 600m 100mm DICL	\$210,000	\$208,244	Completed			
Doigs Lane, 6.1km 63mm PE	\$70,000	\$70,100	Completed			
Renew Trunk Mains						
Renew Trunk Mains – Urban	\$200,000	\$199,062	In progress			
Renew Trunk Mains – Non-Urban	\$300,000	\$265,823	In progress			
Sturt Highway, 4km 300mm DICL	\$800,000	\$0	Not started – pipe ordered			
Simkin/Churchill/Sherwood – Trunk Main Replacement	\$70,000	\$69,412	In progress			
The Rock Chaplins Lane	\$20,000	\$19,658	Completed			
750mm pipeline replacement at Willans Hill			Design being finalised. Commenced site clearance and ordered most of the pipes and fittings. Main replacement work to start in August.			
SERVICES						
Service Connections, new including Meters						
Service Connections, New – Urban	\$500,000	\$326,682	In progress			

Description	2020/21 Budget	Actual & Committed to Date	Comments
Renew Services			
Renew Services – Urban	\$200,000	\$180,828	In progress
METERS			
Water Meters Replacement			
Water meters replacement – Urban	\$150,000	\$139,469	In progress
Remote Metering			
Meter upgrades	\$100,000	\$87,477	In progress
Demolition work			
Humula steel reservoir demolition	\$20,000	\$16,191	Demolition work on hold. Landowner has advised interest in purchasing the elevated steel tank and land. Land owner will make formal offer to purchase tank and land.
Red Hill reservoir 2	\$115,000	\$1,174	Contractor engaged to demolish tank. Riverina Water staff to undertake meter relocation and electrical work prior to demolition.
Morundah old steel reservoir	\$20,000	\$1,755	Contractor engaged to demolish tank and work will commence at the same time as Red Hill 2 to reduce costs. Demolition planned for September 2021.
Waterworks Buildings demolition			Disconnection and isolation of electrical switchboards has commenced in preparation for demolition next Financial Year.

Financial Implications

Nil

Risk Considerations

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

R16 Works Report covering May 2021

Organisational Area	Engineering
Author	Bede Spannagle, Director of Engineering
Summary	This report provides an overview of water usage, connections, maintenance and water quality matters from 1-31 May 2021.

RECOMMENDATION that the Works Report covering May 2021 be received and noted.

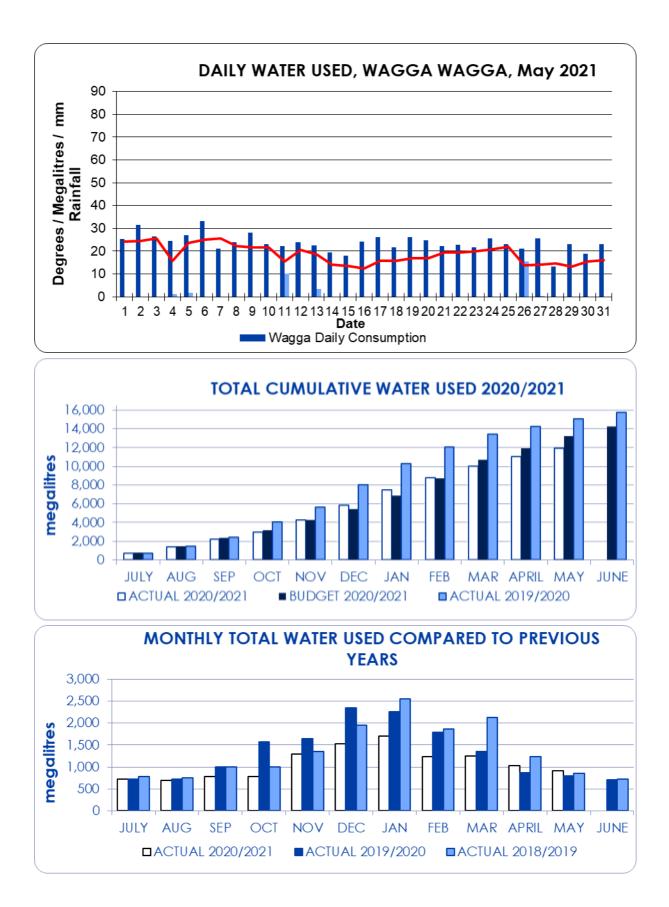
Report

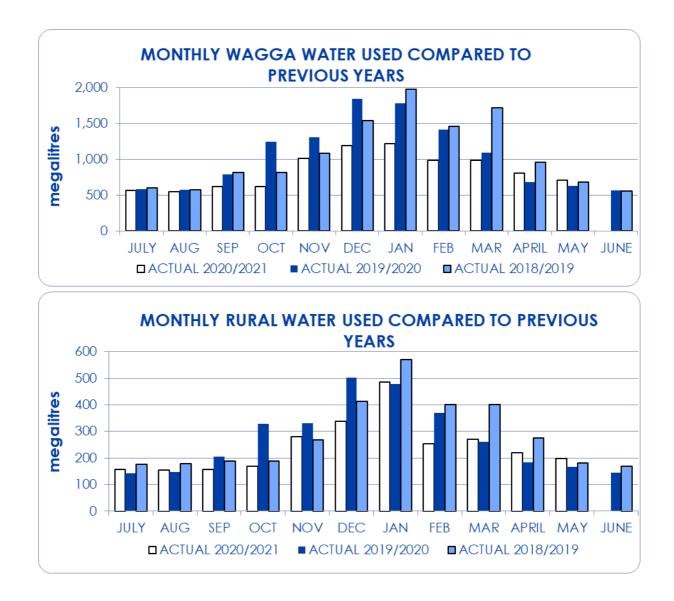
This report provides an overview of water usage, connections, maintenance and water quality matters from 1 - 31 May 2021

Water Sourced and Used

	2019	2020	2021
Rainfall	25.4	98.4	32.0
Wet days	2	8	6
Water sourced May 2021 (MI)		·	
North Wagga bores	233.37	177.13	185.12
West Wagga bores	125.85	250.14	330.96
East Wagga bores	335.81	358.03	312.86
Murrumbidgee River	470.63	22.31	23.51
Sub Total	1,165.66	807.61	852.45
Bulgary bores	48.31	31.17	35.84
Urana source	3.43	0.00	0.00
Ralvona bores	21.55	13.95	15.66
Walla Walla bores	11.08	0.00	0.00
Goldenfields Water Supply System	2.12	4.72	2.20
Sub Total	86.49	49.84	53.70
Woomargama	1.85	0.82	0.78
Humula	0.37	0.19	1.15
Tarcutta	3.94	3.52	3.20
Oura	3.05	2.66	2.15

	2019	2020	2021
Walbundrie / Rand	5.54	2.92	3.24
Morundah	1.06	0.62	0.78
Collingullie	4.75	4.21	6.49
Sub Total	20.56	14.94	17.79
Totals	1,272.71	872.39	923.94
Water used May 2021 (MI)			
East Bomen	23.38	21.07	25.14
Estella	103.90	68.55	79.33
North Wagga	77.76	62.65	68.90
Wagga Wagga – Iow level	146.16	105.05	108.44
Wagga Wagga – high level	528.13	368.75	371.28
Wagga Wagga – Bellevue level	84.20	54.59	59.05
Sub Total	963.53	680.66	712.14
Ladysmith system	4.06	3.52	5.54
Brucedale scheme	25.23	23.06	17.76
Currawarna scheme	13.61	9.24	12.63
Rural Southern trunk main system	138.5	87.58	93.68
Rural Western trunk main system	52.57	31.52	36.55
Sub Total	233.93	154.92	166.16
Holbrook	21.46	13.94	15.62
Woomargama	1.85	0.82	0.78
Humula	0.37	0.19	1.15
Tarcutta	3.90	3.50	3.12
Oura	3.05	2.66	2.15
Walbundrie / Rand	5.54	2.92	3.24
Morundah	1.01	0.59	0.73
Collingullie	5.53	4.59	6.07
Sub Total	42.71	29.21	32.86
Totals	1,240.17	864.79	911.16





New Service Connections, Repairs, Meters, Locations and Complaints

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	21	1	8	12	3	6				43	6	
Wagga Wagga				1		1				8	2	
Forest Hill										2		
North Wagga			1	1							1	

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Bomen					1					1		
Estella		1								2		
Kooringal			1	3	1	1				6		
Turvey Park			3	1								
Lake Albert	2		1			1				6		
Ashmont			1	1		1				4	1	
Tolland				1						5		
Mt Austin			1	1		1				5	1	
Bourkelands				1						1		
Tatton				1								
Glenfield				1						1	1	
Lloyd	5											
Springvale										1		
Boorooma	2											
Gobbagombalin	11				1							
Gumly Gumly	1					1				1		
Brucedale						1					1	1
Currawarna	1				1							
The Gap				1								
Collingullie										1		
Lockhart		1										
Milbrulong				2		1						
Bidgeemia	2			1								
The Rock			1	4		1						

Location	New connect – residential	New connect – non-residential	Services renewed	Services repaired	Quality complaints	Supply complaints *	Customer dealings complaints	Other complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Uranquinty												1
Culcairn			1			1						
Henty										2	1	
Holbrook				1							1	
Walla Walla					1							
Boree Creek				1								
Morundah				1								
Oaklands				1								
TOTAL	22	2	10	23	5	10	0	0	0	46	9	2

Water System Repairs

Wagga Wa	gga							
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
18/5/2021	96 Gardiner St	Wagga Wagga	50 PVC	Pipe failure (not specified)	Yes		0	4
18/5/2021	48 Pugsley Abe	Wagga Wagga	100 AC	Pipe failure (not specified)	Yes		0	0
18/5/2021	Cnr Hatwells Rd and Prices Lane	Wagga Wagga	100 WPVC	Pipe failure (not specified)	Yes		0	5
24/5/2021	39 Fernleigh Rd	Mount Austin	80 AC	Tree Roots	No		16	5
26/5/2021	Old Narrandera Rd & Cobdens Rd	Wagga Wagga	63 PE	Pipe failure (not specified)	Yes		0	3

29/5/2021	1 Joyes Place	Tolland	100 AC	Tree Roots	No	100	10
	TIGCO		AC				

Rural								
Date	Location	Town	Main type	Cause	Live repair	Outage duration time	Customers affected	Water lost (KI)
3/5/2021	Haliday Street	Lockhart	100 AC	Pipe Failure – ground movement	Yes		0	17
5/5/2021	19 Orme St	Boree Creek	100 AC	Tree Roots	Yes		0	0
10/5/2021	Alleynside Rd	The Gap	50 PVC	Leaking collar	No		5	3
10/5/2021	Alleynside Rd	The Gap	63 PE	Pipe failure (not specified)	Yes		0	2
10/5/2021	Fowlers Lane	Walbundrie	63 PE	Pipe Failure – ground movement	Yes		0	12
12/5/2021	Bakers Lane	Pleasant Hills	40 PVC	Leaking collar	No		1	1
12/5/2021	528 Patterson Road	Brucedale	63 PE	Pipe Failure (not specified)	Yes		0	3
12/5/2021	County Boundary Rd	Milbrulong	80 PVC	Pipe Failure – ground movement	Yes		0	13
14/5/2021	The Rock Rd	Collingullie	100 WPVC	Pipe Failure – ground movement	Yes		0	18
17/5/2021	565 Becks Lane	The Gap	100 WPVC	Leaking SS clamp	No		40	8
18/5/2021	McLartys Rd	The Gap	63 PE	Leaking collar	No		3	2
18/5/2021	1754 Olympic Way	Brucedale	150 AC	Pipe failure (not specified)	Yes		0	5
19/5/2021	549 Old Narrandera Rd	Brucedale	25 PVC	Pipe failure (not specified)	No		3	4
19/5/2021	McLartys Rd	The Gap	63 PE	Pipe failure (not specified)	Yes		3	3

19/5/2021	Prices Rd & Pine Gully Rd	The Gap	100 WPVC	Pipe failure (not specified)	Yes	0	5
20/5/2021	Orme St	Boree Creek	100 AC	Pipe failure – ground movement	Yes	0	9

Water Quality Complaints

RHS	Date	Location	Problem	Action Taken
57849	01.05.21	78 Bavin Rd, Bomen	dirty water	Flushed mains and service
57907	10.05.21	40 Thomas St Currawarna	Water leaving white powder on windows and kettle	Checked calcium hardness 45mg/L and total hardness 100mg/L. All results within ADWG
57995	19.05.21	2/14 Faye Ave Wagga Wagga	Chemical smell in water	No odour detected in water. Free Cl 1.6mg/L, Turbidity 0.2 NTU, pH 7.2. All results within ADWG.
58007	20.05.21	2/14 Faye Ave Wagga	Entered into RHS twi	ice
58034	24.05.21	12 Townview Ave Walla Walla	Water filter clogging up	Flushed main
58043	20.05.21	549 Becks Lane North Wagga	Dirty water	Flushed mains and service

New water mains laid

Location	Project	63	100		150	150			300	
		PE	OPVC	DICL	OPVC	DICL	OPVC	DICL	OPVC	DICL
Bidgeemia	Mains extention		1300	28						
Locks Lane The Gap	Mains extention		3312	24						
Vincent Rd The Rock	Mains extention		3108							
Plumbs Lane The Rock	Mains extention		1770							

Replacement of Existing Mains

Location	Project	32	63	100		150	200	200	250		450	600
		PE	OPVC	DICL								
Cadura St Ladysmith	New Sub- division				118							

Other Construction

Location or Project	Work done
Ladysmith Reservoir	Install 100mm Magflow Meter
Tarcutta Reservoir	Install 100mm Magflow Meter
Oura Reservoir	Install 100mm Magflow Meter
Wagga Depot	Install 100mm Sewer line to back of Trades Shed

Major Repairs / Overhauls

Nil

Water Filling Station Activity

Location	Number of fills
Bomen Hereford Street	31
Estella Farrer Road	86
Forest Hill Elizabeth Avenue	77
Glenfield Red Hill Road	95
Henty Olympic Way	23
Holbrook Millswood Road	29
Lake Albert Plumpton Road	82
Lockhart Napier Road	166
Pleasant Hills Manson St	8

The Rock	20
Urana Federation Way	5
Walla Walla Short St	10
Yerong Creek Finlayson	29

Fleet Disposals

Vehicle No	Description	Vehicle Type	Make & Model	Year	KMs	Method	Price (ex GST)
367	Shire Gang	Extra Cab Tray	Ford Ranger	2016	170100	Auction	\$22,727
384	Works	Small SUV	Subaru Outback	2019	113443	Auction	\$22,273

Fleet Acquisitions

Vehicle No	Tenders received	Accepted Tenderer	Vehicle type	Make/Model	Price ex GST
434	1 as per LGP Price	Wagga Motors	Ute	lsuzu D-Max LS-S extra cab ute	\$43,735.64
435	1 as per LGP price	Wagga Motors	Ute	lsuzu D-Max LS-S extra cab ute	\$42,735.64
436	1 as per LGP price	Wagga Motors	Ute	lsuzu D-Max LS-S extra cab ute	\$42,735.64

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



Description	2020/21 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Administration Office			
Administration Office	\$100,000	\$87,046	All work completed for this financial year.
Depot Buildings			
Refurbishment of Operations Office – Urban	\$879,786	\$131,179	Demolition work completed and Request for Quotations (RFQs) issued for Roller Shutters, Roof Sheeting & Gutters, Insulated Wall panels, Rendering and building modifications. RFQ's close 5 June 2021. Due to COVID building boom it has been difficult to obtain trades required to undertake work planned before end of financial year.
Depot Building The Rock – Non-Urban	\$134,781	\$48,930	Waiting for Construction Certificate. Lockhart shire do not issue certificates for commercial development. WWCC has been referred to sign off on construction certificate.

Description	2020/21 Budget	Actual & Committed to Date	Comments
Land and Buildings for Admin, Depot and Worksh	lops		
Access, Parking and Landscaping			
Kooringal Road purchase	\$133,604	\$127,890	completed.
Forge & Copland Street Development	\$304,467	\$220	Workshop with staff undertaken to scope required infrastructure for the sites. Working on preliminary drawings and detailed surveys of each site. QBR submitted in Dec QTR to reduce budget by \$290K
Willans Hill Low level reservoir land purchase	\$161,200		Engaged surveyor to prepare plan of acquisition survey. Department of Education requested to get the new land valuation from Valuer General office.
45 Kooringal Road purchase	\$1,500,000	\$1,506,311	completed.
PLANT AND EQUIPEMENT	•		
IT Equipment			
Computer Server Replacement – Urban	\$105,500	\$44,078	Budget mostly in relation to ERP – order to be raised prior to end of financial year. March QBR has also been completed to accurately reflect delay in commencement of contract due to negotiations. Majority of costs will be realised in 2022 financial year.
Computer Equipment – Urban	\$139,000	\$72,888	2021 renewal program is on track.
Working Plant and Vehicle Purchases			
Routine plant and vehicle replacements	\$1,549,847	\$1,124,058	Ongoing

Description	2020/21 Budget	Actual & Committed to Date	Comments
Telemetry and Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$320,000	\$278,419	Ongoing
Energy Efficiency and Cost Minimisation			
Solar Pilot plant – East Wagga	\$300,000	\$253,046	Essential Energy (EE) has advised that they will accept electrical mains crossing boundaries (micro grid) and are working on providing cost to transfer assets to Riverina Water. Waiting on EE to provide Connection Investigation Response
			(CIR). NGH have commenced ACHA (Aboriginal Cultural Heritage Assessment) and expressions of interest advertised for site.
SOURCES			
Bores – Renew / Refurbish / Decommission			
Bulgary Bore 3B - Reline & Riseless	\$180,000	\$174,217	Completed
TREATMENT PLANTS			
Aeration Tower Covers			
Ralvona Aeration Tower	\$95,659	\$95,659	First tower installed. Second tower will be installed once the concrete tank has been replaced.
West Wagga Aeration Roof Replacement / Cover	\$337,124	\$344,833	Roof installation completed. Shade cloth walls measured and RFQ sent.
Bulgary Aeration Cover	\$63,226	\$59,642	Shade cloth cover installed. Complete.
Ralvona Aeration Cover	\$60,000	\$69,683	Steel frame galvanised. Installation will be delayed while tank being replaced.

Description	2020/21 Budget	Actual & Committed to Date	Comments
Treatment Plant Refurbishments			
WTP stage 1 – Urban	\$1,714,626	\$845,023	Work on other minor defects progressing with both Cadet Engineers assisting. Lift to filter block building repaired and commissioned. Contractor engaged to fabricate and install Lamella access. Received preliminary design from Hunter H2O for filtered water flow meter, working with consultant to finalise the solution.
Roads	\$473,763	\$129,421	Waiting for final design drawings to be issued by Consultant. Commenced construction of the Raw Water Crane pad. Purchased plants that were available for stage 1 of landscaping in preparation for opening.
Footpaths and Covered Walkways	\$100,000	\$0	Design incorporated in Roads project
Landscaping	\$110,000	\$0	Design incorporated in Roads project
West Wagga WTP Fluoride Plant Replacement	\$0	\$0	Deferred to 2021/22
North Wagga WTP Fluoride Plant Replacement	\$50,000	\$0	Engaging consultant
Tarcutta CWS tank replacement	\$140,000	\$102,165	Earthworks for pad completed. Construction of Clear Water Storage tank scheduled in June.
Urana WTP replacement – Non-Urban	\$83,651	\$59,092	Continuing Western Region Strategic Planning.
PUMPING STATIONS			·
Estella Pump Station	\$120,000	\$8,891	Ongoing
RESERVOIRS			

Description	2020/21 Budget	Actual & Committed to Date	Comments
New / Replacement Reservoirs			
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$200,000	\$195,006	Riverina Water have met with Dept of Education, P&C and WWHS and decision made to remove stockpiles and fill the open reservoir. Compulsory acquisition notice sent to Dept of Education for the 2 x 11ML reservoir site. Valuation and survey completed for Right of Access which will now be created.
Humula Reservoir Replacement 2x 100kL with 1x 150kL	\$150,000	\$126,349	Earthworks for pad completed. Construction of tank scheduled for next FY.
Walbundrie Reservoir #2 1x100kL with 150kL replacement	\$150,000	\$135,873	Earthworks for pad completed. Construction of tank scheduled for next FY.
The Rock Reservoir South	\$24,900	\$11,340	Land matters problematic.
Oura Reservoir Replacement 2x100kL with 700??? kL replacement	\$50,000	\$18,498	Valuation has completed. Land owner have signed consent to start construction with 20% deposit.
Demolition work			
Humula Steel (Abandoned) Reservoir	\$20,000	\$16,455	Demolition work on hold. Landowner have made an offer to purchase the land and steel tank. Engaged solicitor to prepare contract.
Red Hill No.1 Steel (Abandoned) Reservoir	\$115,000	\$1,296	Contractor engaged to demolish tank. Riverina Water staff to undertake meter relocation and electrical work prior to demolition.

Description	2020/21 Budget	Actual & Committed to Date	Comments
Mongoplah (abandoned) reservoirs x 2 demolition	\$20,000	\$12,484	Completed
Morundah Steel (Abandoned) Reservoir	\$20,000	\$1,755	Contractor engaged to demolish tank and work will commence at the same time as Red Hill 2 to reduce costs. Demolition planned for September 2021.
Waterworks Buildings demolition	\$30,000	\$719	Disconnection and isolation of electrical switchboards has commenced in preparation for demolition next Financial Year.
MAINS			
System Improvements			
System Improvements – Urban	\$150,000	\$91,990	In progress
WW WTP 600mm DICL Kooringal Road	\$40,000	\$19,952	Completed – initial planning.
Estella PH and Res	\$830,000	\$768,512	Completed
Reticulation for Developers (including other exte	ensions)		
Reticulation for Developers – Urban	\$800,000	\$590,831	In progress
Renew Reticulation Mains			
Renew Reticulation Mains – Non-Urban	\$200,000	\$188,544	In progress
Renew Reticulation Mains – Urban	\$300,000	\$97,824	In progress
The Gap / Brucedale System – Non-Urban	\$150,000	\$164,163	Completed
Heydon Avenue, 250m 100mm DICL	\$100,000	\$102,233	Completed
Cox Avenue, Forest Hill, 600m 100mm DICL	\$210,000	\$208,244	Completed
Doigs Lane, 6.1km 63mm PE	\$70,000	\$70,100	Completed

Description	2020/21 Budget	Actual & Committed to Date	Comments
Renew Trunk Mains			
Renew Trunk Mains – Urban	\$200,000	\$200,277	Completed
Renew Trunk Mains – Non-Urban	\$300,000	\$279,503	In progress
Sturt Highway, 4km 300mm DICL	\$800,000	\$478,864	In progress
Simkin/Churchill/Sherwood – Trunk Main Replacement	\$70,000	\$69,412	Completed – designs only
The Rock Chaplins Lane	\$20,000	\$20,151	Completed
750mm pipeline replacement at Willans Hill	\$300,000	\$198,467	Design being finalised. Commenced site clearance and ordered most of the pipes and fittings.
SERVICES			
Service Connections, new including Meters			
Service Connections, New – Urban	\$400,000	\$340,559	In progress
Renew Services			
Renew Services – Urban	\$200,000	\$198,875	In progress
METERS			
Water Meters Replacement			
Water meters replacement – Urban	\$150,000	\$139,944	In progress
Remote Metering			
Meter upgrades	\$100,000	\$97,175	In progress

Riverina Water | Board Meeting 30 June 2021

Financial Implications

Nil

Risk Considerations

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

R17 Audit Risk & Improvement Committee minutes 12 May 2021

Organisational Area	Governance & Human Resources
Author	Wendy Reichelt, Governance & Records Officer
Summary	The Riverina Water Audit Risk & Improvement Committee (ARIC) met on 12 May 2021. The minutes of this meeting are attached.

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

Report

The Riverina Water Audit Risk & Improvement Committee (ARIC) met on 12 May 2021. The minutes of this meeting are now presented to the Board for review. It should be noted that these minutes have been approved by the Chair of the ARIC but are yet to be formally adopted by the Committee at their next meeting on 14 July2021.

A summary report of the May meeting was provided by the ARIC Chair to board members and executive following the meeting.

> R17.1 Minutes ARIC 12 May 2021 U Tal

Financial Implications

N/A

Risk Considerations

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

Minutes of the Audit, Risk and Improvement Committee held on Wednesday 12 May 2021

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

1 Acknowledgment of Country

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

2 Attendance and Apologies

Present

David Maxwell (Chairperson) Bryce McNair (via zoom)

In Attendance

Andrew Crakanthorp Emily Tonacia Melissa Vincent Steve Prowse Matt Knox Danielle McKenzie Wendy Reichelt Chief Executive Officer Interim Director Corporate Services Executive Assistant to the CEO National Audits Group National Audits Group Crowe Australasia (via zoom) Governance and Records Officer

Apologies

Tim Koschel

21/017 RESOLVED:

On the Motion of B McNair and D Maxwell

That the apology from Tim Koschel be received.

CARRIED

3 Declaration of Interests

Nil

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4 Minutes of Previous Meetings

4.1 Minutes of the Riverina Water Audit, Risk and Improvement Committee Meeting held on Wednesday 10 March 2021

21/018 RESOLVED:

On the Motion of B McNair and D Maxwell

That the minutes of the Audit, Risk and Improvement Committee meeting of 10 March 2021, having been circulated and read by Members, were confirmed as a true and accurate record of the proceedings.

CARRIED

5 External Audit

5.1 2021 Interim Audit Management Letter

21/019 RESOLVED:

On the Motion of D Maxwell and B McNair

That the Committee receive and note the 2021 interim audit management letter and add repeat issues 1 and 3 to the ERP risk listing and the other issues to the audit follow up matrix

CARRIED

Danielle McKenzie left the meeting at 9:53am

6 Internal Audit

6.1 Internal Audit - Procurement

21/020 RESOLVED:

On the Motion of D Maxwell and B McNair

That the Audit, Risk and Improvement Committee receive and note the report on the internal audit of procurement and also note the management responses to recommendations contained within that audit and further that recommendations 2c, 4a, 4b and 5 be added to the audit follow up matrix and the remainder of the recommendations be added to the ERP Matrix.

CARRIED

6.2 Internal Audit progress report April 2021

21/021 RESOLVED:

On the Motion of B McNair and D Maxwell

That the Audit, Risk and Improvement Committee note the progress report from National Audits Group

CARRIED

6.3 Internal Audit engagement letter Water Treatment Plant operations

The Chairman directed that this item be considered in conjunction with item 9.3 later in the meeting.

7 Other Reports

7.1 Impact of AASB 1059 Service Concession Arrangements: Grantors

21/022 RESOLVED:

On the Motion of B McNair and D Maxwell

That Audit, Risk and Improvement Committee endorse the report analysing the impact of AASB 1059 on Council, for referral to the external auditors.

CARRIED

7.2 Risk & Governance Report to 7 May 2021

21/023 RESOLVED:

On the Motion of B McNair and D Maxwell

That the Audit, Risk and Improvement Committee note the information contained within the Risk and Governance report to 7 May 2021

CARRIED

R17.1

7.3 Work Health & Safety Committee Minutes

21/024 RESOLVED:

On the Motion of D Maxwell and B McNair

That the Audit, Risk and Improvement Committee:

- 1. Note the minutes of the Riverina Water Work Health & Safety Committee (WHS) meetings of February and April 2021
- 2. Commend the organisation for the continuing emphasis on WHS matters and the importance it attaches to it
- 3. Commend management for initiating action on the accumulation of excess leave
- 4. Thank the WHS committee for their careful consideration regarding the ARIC recommendation on sick staff

CARRIED

Pat Dwyer and Grace Hemley joined the meeting at 10:29am

7.4 **Penetration Testing**

21/025 RESOLVED:

On the Motion of B McNair and D Maxwell

That the Audit, Risk and Improvement Committee:

- 1. Receive and note the report including that the next penetration testing will be conducted in October 2021.
- 2. Establish a protocol that all reports to Council which include recommendations or action plans also be submitted to this Committee (including StateWide and StateCover reports).

Pat Dwyer left the meeting at 10:43am

7.5 **Digital Transformation Status Update**

21/026 RESOLVED:

On the Motion of B McNair and D Maxwell

That Audit, Risk and Improvement Committee receive and note:

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

Grace Hemley left the meeting at 11:05am

c) The register of project dependent audit outcomes.

CARRIED

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CARRIED

8 Chief Executive Officer (CEO) Confidential Report

The CEO gave a verbal update to the Committee.

21/027 RESOLVED:

On the Motion of B McNair and D Maxwell

That the Chief Executive Officer's report be received.

CARRIED

9 Committee Operations

9.1 Audit Risk & Improvement Committee Action Register

21/028 RESOLVED:

On the Motion of D Maxwell and B McNair

That the Audit, Risk and Improvement Committee note the actions and their progress on the ARIC actions register at 3 May 2021.

CARRIED

9.2 Management Actions Arising from Audit Reports

21/029 RESOLVED:

On the Motion of D Maxwell and B McNair

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That the Audit, Risk and Improvement Committee note the progress made on the management actions from previous internal and external audits as at 5 May 2021

CARRIED

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9.3 Review of 4 year Audit Universe and 3 year audit schedule

21/030 RESOLVED:

On the Motion of D Maxwell and B McNair

That the Audit, Risk and Improvement Committee:

- 1. Consider the 3 year forward internal audit plan at its July meeting.
- Note the scope for the internal engagement letter from National Audits Group for water treatment plant operations and defer this internal audit to a later date, to be determined by the Committee.
- 3. Agree for the internal audit on "Executive Officer Compliance with Legislation" be commenced this financial year.

CARRIED

This concluded the meeting of the Riverina Water County Council Audit, Risk and Improvement Committee which rose at 12:00pm

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