



ATTACHMENT DOCUMENT ORDINARY COUNCIL MEETING

27th November 2012

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held in the **Burren Junction RSL Club** on **27 November, 2012** commencing at 10.00am to discuss the items listed in the Agenda.

- **Please note that the bus will be leaving from the back of the Council Chambers at 8:00am**

Don Ramsland
GENERAL MANAGER

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**Namoi-Peel Customer Service Committee
Minutes of Meeting
5 September 2012
Keepit Dam**

Present: David Phelps (Chair), Bruce Logan, Ian Coxhead, Jan Hahn, Peter Watson, Dwight Gall, Matthew Davidson, Steve Costello, Ildu Monticone, John Clements, Barry John (observer), Jon Baker (observer), Brian Wainwright (observer), Craig Cahill, Dan Berry, David Andersen, Mary Fielder and Toni Hayes.

1. MEETING PRELIMINARIES:

1.1 Meeting Opened: 9.15am

1.2 Apologies

- Apologies received from David Gee, Robert Greenaway, Daryl Albertson, Jane Humphries.

Welcome to new members:

- D Berry welcomed new and continuing members and gave a brief introduction to the CSC.
- The Chair of each committee will be elected annually by a vote of the CSC members.
- An annual Chairs meeting will be held in Sydney on 31 October 2012.
- A review of the CSC Terms of Reference will be undertaken in the near future. Some issues to be addressed include:
 - Changes required regarding reporting roles/responsibilities.
 - Clarification required re confidentiality issues for distribution of information provided at meetings.
 - Inclusion of the escalation process for issues requiring resolution or feedback (ie: initially seeking resolution at a more local level prior to writing to the Minister).
- A Chairs induction package is being developed to assist Chairs with an outline of their role and responsibilities.
- S Costello advised that the Commonwealth will abstain from discussions relating to State or Commonwealth policy.

Election of Chair:

J Hahn nominated D Phelps, seconded by J Clements, accepted. No other nominations received. Carried.

2. Declaration of Pecuniary Interests

- None declared.

3. MINUTES OF PREVIOUS MEETING:

- Resolved that the minutes of meeting held on 30 May 2012 be accepted as a true and correct record. Taken as read.

*B Logan/J Hahn
carried*

Namoi-Peel Customer Service Committee

4. ACTIONS ARISING FROM MINUTES:

Action 1111.03 – Model postage-stamp pricing for the state as well as low, medium and high fixed costs. Model postage-stamp pricing for combining Namoi and Peel valleys charges (J Caruana)

- An out of session paper will be provided to the committee in the coming weeks.

Action 1203.02 – State Water to model both options for channel widening and associated works and increasing capacity of Gunidgera Weir and provide information to the CSC (G Mackintosh)

- Ongoing. To be provided for the November meeting.

Action 1205.01 – Provide CSC with audit numbers compared to water usage to identify key areas for attention (D Andersen/G Inglis)

- See agenda item 9.3.

Action 1205.02 – Establish a working group in the northern valleys to develop a project to the stage where it can be presented to the government which meets the needs of both State Water and northern irrigators (D Andersen)

- Complete. See agenda item 9.3.

5. CORRESPONDENCE

- Correspondence noted.

6. CUSTOMER SERVICE:

6.1 Performance Indicator and Exceptions Report

Report by C Cahill

- Report noted.

6.2 Report on Compliance

Report provided by C Bell, discussed by C Cahill

- Two ABNFs submitted to NOW for the Namoi-Peel in the 4th quarter. The alleged breaches were for taking water while a meter is broken.
- State Water recently sent a notice to all customers advising of procedures to take when a meter is broken.
- Report noted.

6.3 Customer Feedback Report

Report provided by K Long, discussed by C Cahill

- There were two complaints regarding water delivery in the Upper Namoi which were resolved within 24 hours.
- The water ordering complaint was for an order placed on a particular day but not able to be serviced.
- iWAS is now available for groundwater customers. To register, phone State Water's call centre 1300 662 077.
- Report noted.

Namoi-Peel Customer Service Committee

6.4 Assessment of Last Meeting Report

Report provided by T Hayes

- Report noted.

7. WATER DELIVERY:

7.1 Water Delivery Report

Presentation by C Cahill (attached)

- Current water year account balances and usage
 - Discussed supplementary/general security entitlements.
 - AWDs discussed.
 - End of system flow figures for the Namoi to be included in future reports.

Action 1209.01:

End of system flow figures for the Namoi to be included in future water delivery reports.

Responsibility: C Cahill

Action 1209.02:

Look into inclusion of an annual groundwater report at the end of each water year into the Water Delivery Report.

Responsibility: C Cahill

- Discussed environment/discretionary water.
- Storage volumes.
- 2012/13 allocations.
- 2012/13 off allocation access – Peel River.
- Spring/summer access.
- Inflows for Keepit, Split Rock and Chaffey dams.
- 2012/13 supplementary access – Lower Namoi.
- Storage forecasts for Keepit, Split Rock and Chaffey dams.
- AWD forecasts.
- BOM forecasts and rainfall deciles.
- Releases for the upcoming year discussed.
- Report noted.

7.2 Pian Channel capacity update

Discussed by C Cahill

- State Water suggested forming a subcommittee to develop a roster arrangement for Pian users, similar to what was done in the last water year.
- The committee is in agreeance. A meeting to be arranged for the next 1-2 weeks.

7.3 Commonwealth Environmental Water Office update

Presentation by S Costello (attached, including fact sheets)

Namoi-Peel Customer Service Committee

- Summary of Commonwealth environmental water holdings in NSW.
- Portfolio of Commonwealth environmental water.
- Water availability and use.
- Map of 2011-12 watering actions across NSW.
- Local engagement discussed.
- Namoi delivery arrangements.
 - The CEWO has asked the Namoi CMA to set up a valley-based committee (in absence of EWAG) to advise the CEWO on best use of environmental water in the Namoi.
 - The CSC would like to be formally involved in this committee. Discussed endorsement of committee being formed around CMA with representation from CSC.
 - The CSC agreed that the structure of the committee is important and needs to be set up very soon.
 - J Baker raised concerns about the potential effect of the CEWO delivering water to end of system and the effect on socialised delivery loss account for existing customers.

Motion 1209.01:

The CSC moved to write to Namoi CMA (cc to CEWO) endorsing the set up of a valley-based committee led by the CMA (and that the CSC be on this committee) and would like to have informal discussion on Terms of Reference and membership.

*J Clements/P Watson
carried**

** I Monticone abstained from voting on this motion.*

Action 1209.03:

Write to Namoi CMA (cc to CEWO) endorsing the set up of a valley-based committee, led by the CMA, to advise the CEWO on best use of environmental water in the Namoi valley. Request that the CSC be invited to be on this committee and seek to have informal discussion on Terms of Reference and membership.

Responsibility: Chair

- 2012-13 water use options.
 - This year may be the first time that Commonwealth environmental water is used in the Namoi catchment.
- Implementing monitoring and long-term monitoring.
- Portfolio Management Planning and Trade.
 - There is currently no intention to sell Commonwealth allocations in the Namoi catchment in 2012-13.
- Report noted.

8. ASSET MANAGEMENT

8.1 Asset Management Report

Report provided by J Nankivell, discussed by D Berry

- Tenders for construction of the fishways and demolition of Weeta Weir closed in May and exceed the available budget. Approval is being sought to renegotiate the project or approve a revised estimate for the current scope.



Namoi-Peel Customer Service Committee

- Discussions with DPI will be undertaken to assess requirements.
- Options being investigated to minimise risk relating to flooding.
- Weeta Weir removal postponed due to OPEX budget constraints.
- The committee is still concerned that funding for the fishway offsets was negotiated to a 50/50 share between government and customers without consultation with customers. If the fishway was built at Keepit Dam rather than an offset the cost would be 100% government.

Report noted.

9. BUSINESS DEVELOPMENT

9.1 Valley Operating Reports

Taken as read.

- C Cahill asked if the committee wanted to appoint a member to look into the financial statement for each meeting. Committee to continue to take the report as read and raise any discrepancies/questions as required.
- Reports noted.

9.2 State Water Pricing Submission Update

Report provided by J Caruana

- Out of session paper provided at agenda item 5.2.
- *Action item 1111.03* to be addressed out of session with a paper to be sent to committee members in the coming weeks.

Report noted.

9.3 Metering Update

Presentation by D Andersen (attached)

- Northern metering committee formed as per action item 1205.02. Requires involvement from NSW Office of Water (NOW). Has been formed to look at issues of Namoi, Peel, Gwydir, Border Rivers, Macquarie users. The committee has written to the Minister to get NOW involved.
- Rollout in the current project is commencing in the south. Rollout (as per current signed agreement) will not commence in the northern valleys until April 2014.
- Discussed installations – cost and scale.
- Graph of 11/12 usage by meter by water source.
- Initial review suggests most of the meters will be required to be replaced to meet the interim standards.
- Currently no pattern approved meters. Interim standards are in place until pattern approvals are in place.
- Discussed tendering for meter manufacturers.
- In terms of installations, discussed multiple works with small licences – large cost on small irrigators. Cost vs environmental gain.
- Current status:
 - NOW has signed an agreement with the Commonwealth.
 - Due to roll out in north in early 2014.
 - Minister has written to north indicating can opt out however irrigators will have to meet metering burden cost and will have to meet the interim standards.

Namoi-Peel Customer Service Committee

- Discussed discrepancies between north and south and inequities in the metering program.
- Current agreement is between NSW Office of Water and the Commonwealth.
- The Namoi-Peel CSC has been the most vocal in relation to the metering project.
- J Baker asked for information on what % of meters failed on installation and what % failed on tamper proof. 98% failed manufacturer's seals.

Action 1209.04:

Provide data from the 2009-10 audit to the Namoi-Peel CSC showing what meters failed and on what basis.

Responsibility: D Andersen

- Discussed background to metering project.
- The committee believes that if all customers are treated the same in relation to metering, should be treated the same towards pricing.
- The committee is against the project being rolled out in its current form. Costs for servicing – already paying a certain percentage of this, what part will be discounted?
- Working group has been set up and has written to the Minister to get NOW involved.
- Irrespective of how meters are funded, by 2016 must meet the national metering standards. Current belief is that the bulk of current meters will not meet these standards.
- If installed under current interim standards, when national standards come in the grandfathering rules will apply for the life of the meter.
- State Water believes telemetry will enable more efficient running of the rivers.
- Model in the south is polling the meters every 15 minutes.
- David gave a brief background of the CARM project.

9.4 SDL Offsets and Murray-Darling Basin Plan update

Report by D Berry

- As per Corporate Plan 2012-15, point 6, develop works and measures projects to maximise long term water availability for customers.
- State Water is looking at what will be an SDL offset and what kind of projects we can put in there.
- In future hoping to bring information/projects to CSCs to look at.
- Timeframe is 2015 for 2019-21.
- Committee concerned with this project running parallel to the metering project in that the Namoi may miss out on SDL adjustments. Concerned re the 2015 deadline.
- The committee has requested a copy of the Water for Rivers (WfR) report. WfR did a preliminary piece of work, has engaged GHD to work with State Water and NOW to review work done in Murrumbidgee. GHD due to hand down report in next month or so. The 20 page WfR report is a basic report, the GHD report would provide more information. CSC aware of deficiencies the report may have.

Action 1209.05:

Provide the Water for Rivers report to the Namoi-Peel CSC.

Responsibility: D Berry

- SDL offsets will be a standard agenda item in the future.

10. OUR PEOPLE

10.1 State Water Organisation Update

- D Berry has been seconded to position of General Manager Strategic Assets for 6 months. A Langdon is acting Water Delivery Manager during this period.
- No changes locally.

11. GENERAL BUSINESS

11.1 Northern Alliance / Metering update

- Meeting being held 6 September.
- See agenda item 9.3.

11.2 Peel Valley Water Charges

Discussed by I Monticone

- The Peel Valley WUA believes Peel customers are paying excessive water charges and are being discriminated against. Has been raised with IPART a number of times and nothing has been done.
- Members believe State Water is in breach of the *Commonwealth Water Act 2007 (the Act)* and request State Water to investigate whether figures fall within *perverse outcomes* as per the Act, part 2 Water Charging objectives paragraph 2 e) to *avoid perverse or unintended pricing outcomes* (page 499).

Motion 1209.02:

The CSC moved to request State Water to remove section 3.2 (which says State Water accepts IPART's recommendation) from its submission to IPART pending investigations into perverse outcomes and supports continuance of continued subsidy until the matter of perverse outcomes and legacy is resolved.

Pending investigations into perverse outcomes, the CSC move to write to State Water to clarify why the costs to the Peel and Namoi are not a perverse outcome under the Act.

J Hahn/B Logan
carried*

* the CEWO abstained from voting on this motion.

Action 1209.06:

Write to State Water requesting investigation into the charges for the Peel and Namoi valleys and whether they fall within perverse outcomes as per the Act.

Request State Water to remove section 3.2 from it's submission to IPART pending above investigation.

Responsibility: Chair

Namoi-Peel Customer Service Committee

Action 1209.07:

Pending the outcome into perverse outcomes (as per action 1209.05), write to State Water to clarify why the costs to the Peel and Namoi are not a perverse outcome under the Act.

Responsibility: Chair

- D Berry advised that the ACCC will not look at it. The Minister has asked DPI to organise a consultancy to review postage stamp pricing.

11.3 NSW Office of Water Compliance issues

- J Baker advised that a NOW compliance team visited Narrabri recently on a weekend and issued a stop work notice on an unregulated customer.
- Confusion as to what correct procedure is when issued a stop work notice. What are the rights of the irrigator?

Action 1209.08:

Invite a member of the Compliance Team from NOW to attend the next meeting to discuss procedures in relation to compliance.

Responsibility: T Hayes

11.4 Namoi WSP amendments

- First meeting with NOW regarding issues with current WSP rules raised by CSCs will be held shortly.
- Current issues tabled:
 - 90/10
 - account limits/rules
 - water year
 - temporary transfers
- C Cahill asked for input from CSC.

11.5 Start time of meetings

- Discussed start time of meetings. Those in attendance prefer to stick to a 9am start time.

12. MEETING REVIEW AND NEXT MEETING

Meeting closed: 1.40pm

Next Meeting: Wednesday, 21 November 2012

Venue: Narrabri

Report Deadline: 5 November 2012

To: Toni Hayes
Phone: 02 6751 2710
Fax: 02 6752 1590
Email: Toni.Hayes@statewater.com.au

Action Sheet for the Namoi-Peel Customer Service Committee – 5 September 2012

Carried Forward Actions

Action No:	Action	Responsibility	Status
1111.03	Model postage-stamp pricing for the state as well as low, medium and high fixed costs. Model postage-stamp pricing for combining Namoi and Peel valleys charges.	J Caruana	To be provided out of session
1203.02	State Water to model both options for channel widening and associated works and increasing capacity of Gunidgera Weir and provide information to the CSC.	G Mackintosh	

New Actions

Action No:	Action	Responsibility	Status
1209.01	End of system flow figures for the Namoi to be included in future water delivery reports.	C Cahill	
1209.02	Look into inclusion of an annual groundwater report at the end of each water year into the Water Delivery Report.	C Cahill	
1209.03	Write to Namoi CMA (cc to CEWO) endorsing the set up of a valley-based committee, led by the CMA, to advise the CEWO on best use of environmental water in the Namoi valley. Request that the CSC be invited to be on this committee and seek to have informal discussion on Terms of Reference and membership.	Chair	
1209.04	Provide data from the 2009-10 audit to the Namoi-Peel CSC showing what meters failed and on what basis.	D Andersen	
1209.05	Provide the Water for Rivers report to the Namoi-Peel CSC.	D Berry	
1209.06	Write to State Water requesting investigation into the charges for the Peel and Namoi valleys and whether they fall within perverse outcomes as per the Act. Request State Water to remove section 3.2 from it's submission to IPART pending above investigation.	Chair	
1209.07	Pending the outcome into perverse outcomes (as per action 1209.05), write to State Water to clarify why the costs to the Peel and Namoi are not a perverse outcome under the Act.	Chair	
1209.08	Invite a member of the Compliance Team from NOW to attend the next meeting to discuss procedures in relation to compliance.	T Hayes	

Next Meeting: 21 November 2012
Deadline for reports: 5 November 2012

Venue: Narrabri
Reports can be emailed to: Toni.Hayes@statewater.com.au
Faxed to: (02) 6752 1590

06/729
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Walgett Shire
Council
REC'D



8 JAN 2007

FILE: 175/05/02/00

4 January 2007

The General Manager
Walgett Shire Council
PO Box 31
WALGETT NSW 2832

LETTER No: 15/2/1

REFER: AEN

COPY: SJM/PA
DAS

E-MAILED

Heavy Vehicle Passage through Walgett

Dear Sir

I refer to previous correspondence (Ref: AN:AN:175/05/02/00) dated 18 July 2006 in which Council requests comments from the Roads and Traffic Authority (RTA) regarding a preliminary review of alternative heavy vehicle routes through the northern and western approaches of the Walgett township.

After discussions with the Manager of Engineering, Mr Alan Nelson, seven options have been identified that would address, to varying degrees, this issue. This report should be read in conjunction with the attached document 'Available Options'. The comments provided are made only from a road safety perspective therefore; pedestrians are identified as the significant vulnerable road user group in this instance. The main areas of concern are the CBD particularly Fox and Wee Waa Streets, school precincts and public swimming pool. No comment is made with regard to funding or financial consequences of each option:

- Option 1 (Mission Road): This option presents as the most suitable option as it eliminates the subject heavy vehicle traffic from the township and therefore achieve maximum safety benefits. This would be considered a long term solution.
- Option 2 (Southern Loop): This option does not reduce subject traffic through the Township but only redirects it. There is still significant conflict with pedestrian activity in Fox Street (Castlereagh Highway). This would be considered a long term solution.
- Option 3 (Existing Highway): This option does little to address the problem and poses the most significant safety issue through the highest conflict location in the township.
- Option 4 (Peel Street): This appears to be the preferred route through the township by heavy vehicle operators. The route passes through residential areas involving the local swimming pool, public school (involving a school zone) and a pre-school. This is an unfavourable option given the conflict with the vulnerable road user groups involved.
- Option 5 (Duff Street): This option provides for a reduction in conflict of the vulnerable road user group identified in the previous point (school/pre school). This option does pass through residential areas which, are in some locations sparsely settled. While not ideal, the option could be applied in a short time frame.
- Option 6 (Levee): This option provides for similar reductions in vulnerable road user conflicts as mentioned in the previous dot point. However, this would be considered a long term solution.
- Option 7 (Pitt Street): This option does not eliminate the conflict with the CBD although does eliminate the conflict with the school and swimming pool. The route passes a service club, a hotel and through a more heavily settled residential area.

Roads and Traffic Authority

	51-55 Carrington Street Parkes NSW 2870	PO Box 334 Parkes NSW 2870 DX 20256 Parkes	T 131 782	www.rta.nsw.gov.au
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G:\Road Safety and Traffic\AD\IN06-07\Control\Walgett\Walgett - HV routes.doc

For the overall safety benefits Option 1 stands as the most appropriate solution although not achievable in the near future, as with Option 2. In the short term Option 5 could address a proportionate number of the issues in a relatively short time frame.

Should you require any further information, please contact me on 02 6861 1483.

Yours faithfully



David Vant
Road Safety & Traffic Officer
Western Region

C

HEAVY VEHICLE PASSAGE THROUGH WALGETT

AVAILABLE OPTIONS

Preamble

The significant heavy vehicle traffic is approaching from Brewarrina and exiting towards Collarenebri or vice versa. Traffic remaining on the Castlereagh Highway, in either direction is not considered to be in need of improved vehicle passage. Traffic entering from, or exiting to Lightning Ridge or Narrabri can be considered in the context of traffic entering from or exiting to Collarenebri.

The Existing Situation

There is no defined route for heavy vehicles travelling through Walgett. Previously, a signposted heavy vehicle route incorporating Montkeila and Peel Streets was in use, however this is no longer signposted as such. It is conceded that the majority of heavy vehicles entering from, or exiting to, Brewarrina still use this route. They obviously do so because of the difficulty negotiating the intersection at the monument where the Castlereagh and Kamilaroi Highways meet.

Option One (Mission Road)

This option involves the construction of a new road linking the Kamilaroi Highway just west of the Dangar Bridge and the Castlereagh Highway, just north of the Dick O'Brien Bridge. It is coloured red on the attached map.

Advantages – takes most vehicles out of the Walgett town area, provides a slightly improved flood immunity than the present route of the Kamilaroi Highway west of Walgett

Disadvantages – very high capital cost, RTA unlikely to fund it, road not presently dedicated

Option Two (Southern Loop)

This option involves the construction of a new road linking the Kamilaroi Highway about 900 metres west of the town levee through to the Walgett-Carinda Road.

Traffic would then join the Castlereagh Highway and proceed north through the CBD. It is coloured yellow on the attached map.

Advantages – eliminates three 90 degree intersections in Walgett and introduces only one 90 degree intersection at a more favourable location

Disadvantages – high capital cost (but less expensive than Mission Road), road not dedicated, road would be subject to closure in floodtime, heavy vehicles still in CBD

Option Three (Existing Highway)

This could be seen as essentially the do nothing option, except that the creation of some restrictions on use of other routes by heavy traffic would be required to force trucks to use it. It is coloured green on the attached map.

Advantages – low cost

Disadvantages – heavy vehicles still in CBD, very difficult turning at monument

Option Four (Peel Street)

This is the route that was previously signposted for heavy vehicles and is the chosen route of most trucks. It is coloured blue on the attached map.

Advantages – relatively low cost, takes heavy vehicles out of CBD

Disadvantages – three 90 degree bends with limited room for turning movements, route passes school and swimming pool, road shoulders unsealed, pavement not to highway standard, passes through residential area

Option Five (Duff Street)

This is an amendment of Option Four, simply substituting Duff Street for Peel Street. It eliminates the disadvantage of passing the school but impacts a residential area currently not affected by heavy traffic. It is coloured orange on the attached map.

Advantages – relatively low cost, takes heavy vehicles out of CBD

Disadvantages – three 90 degree bends with limited room for turning movements, route passes swimming pool, road shoulders unsealed, pavement not to highway standard, passes through residential area

Option Six (Levee)

This option involves the construction of a new road linking Montkeila Street with the Kamilaroi Highway, roughly along the line of the town levee. Some property acquisition would be involved. It is coloured black on the attached map.

Advantages – lower residential impact, does not impact with school or CBD

Disadvantages – relatively high cost, property acquisition, route passes swimming pool, tie in at Kamilaroi Highway may be flood prone

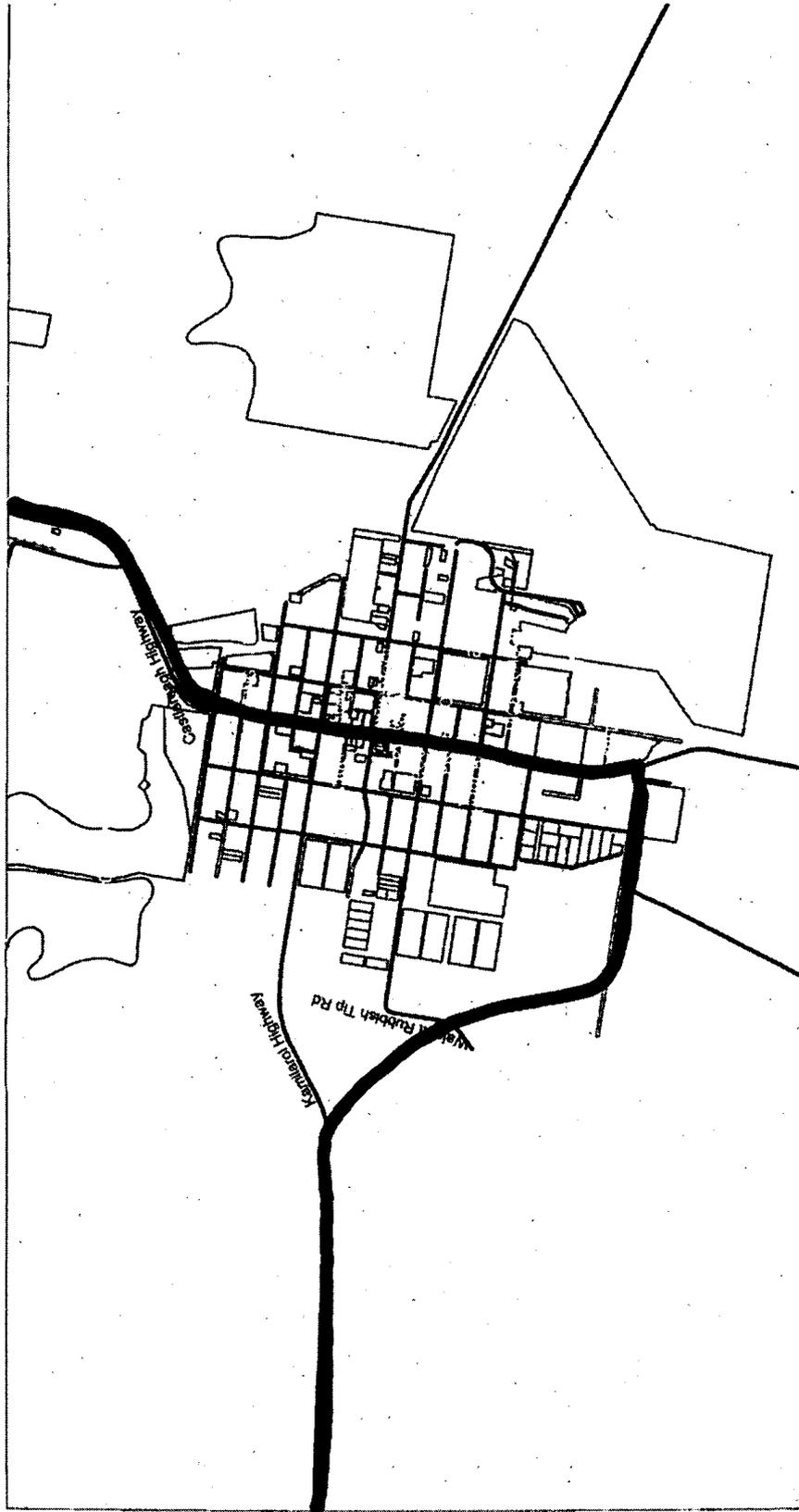
Option Seven (Pitt Street)

This option is an alternative to Options Four and Five and would see trucks pass straight through at the monument, rather than attempt a turning movement. It would impact a residential area currently not affected by heavy traffic. It is coloured pink on the attached map.

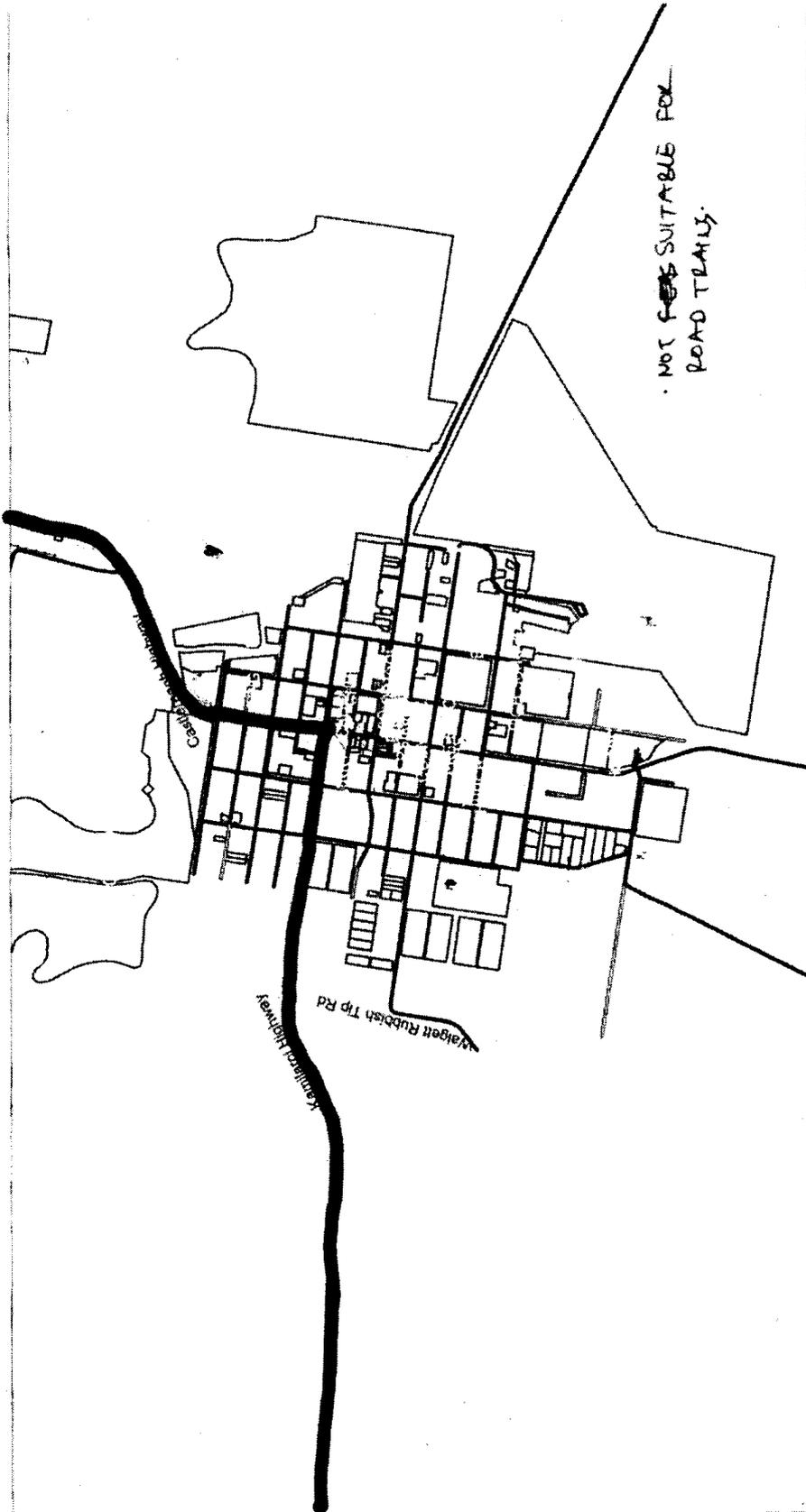
Advantages – relatively low cost, partially takes heavy vehicles out of CBD, improves traffic negotiation of monument intersection, does not impact school or swimming pool

Disadvantages - three 90 degree bends with limited room for turning movements, pavement not to highway standard, passes through residential area

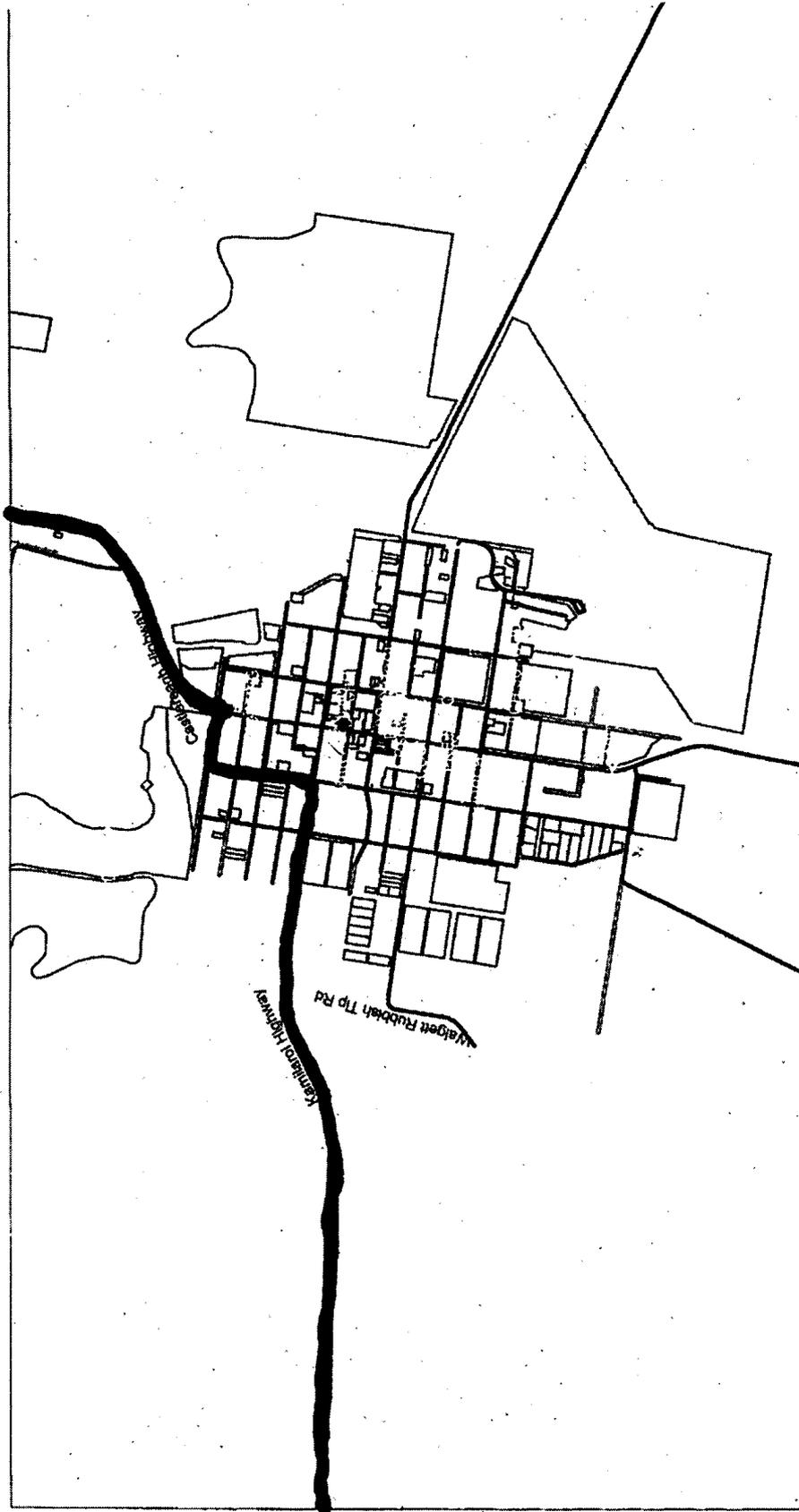
OPTION TWO



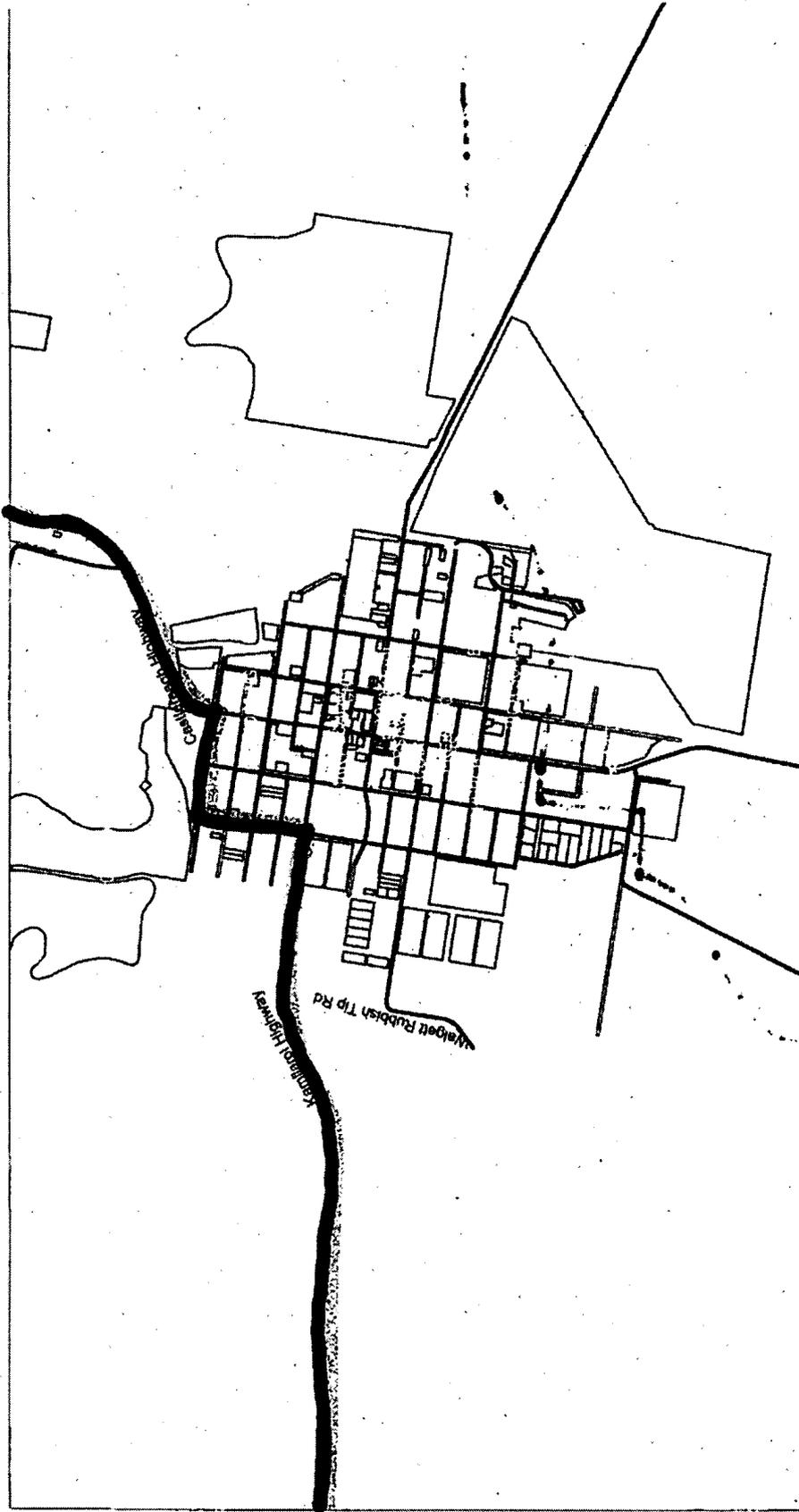
OPTION THREE



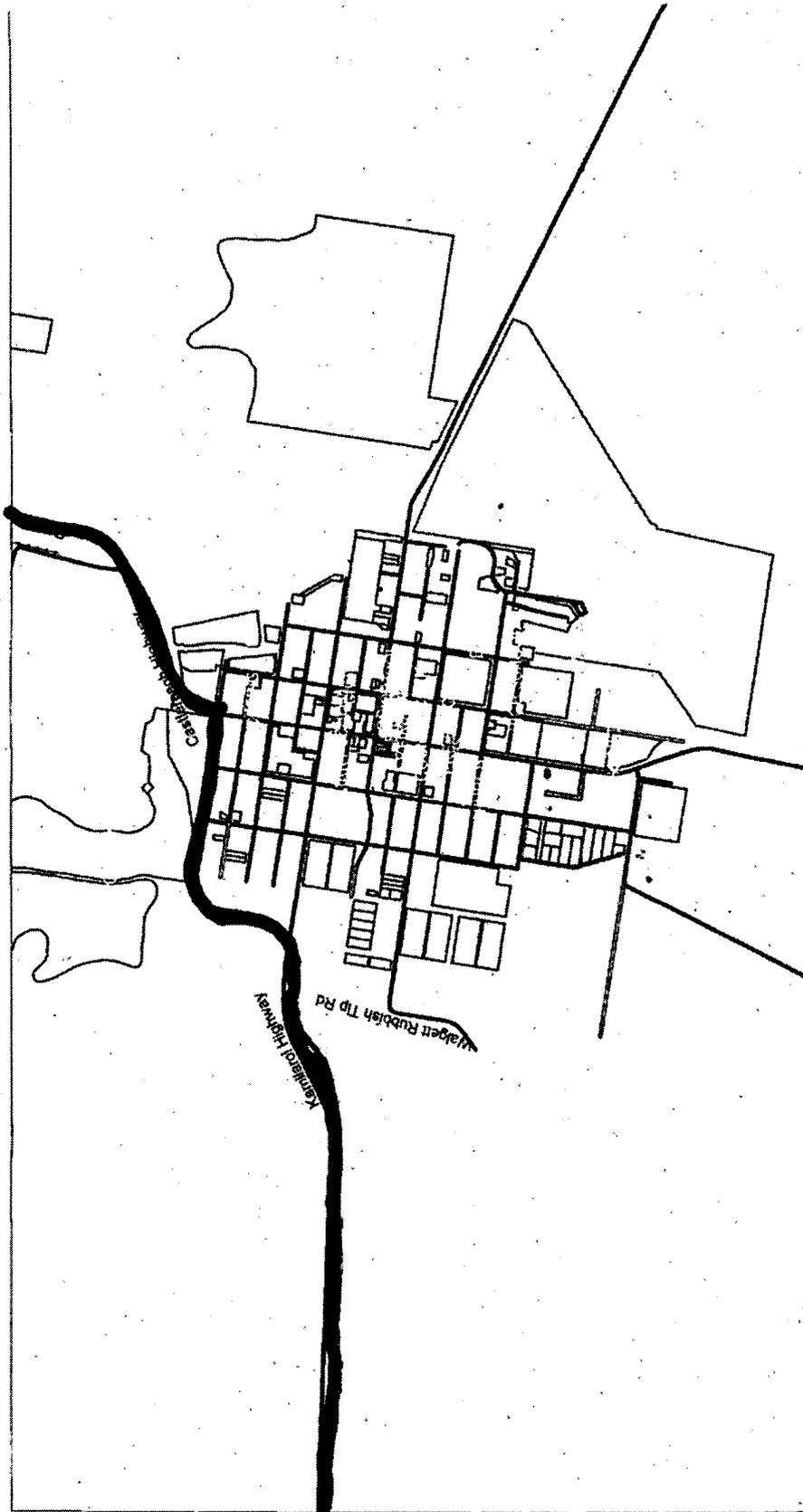
Option Four



Option Four



OPTION SIX





Quarterly Budget Review Statement

2012/2013

Quarter 1

1st July 2012 – 30th September 2012



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Quarterly Budget Review Statement
For the period 01/07/12 to 30/09/12

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203 (2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Walgett Shire Council for the quarter ended 30/09/12 indicates that Council's projected financial position at 30/06/13 will be satisfactory/unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Date: _____

Susie Jones

Responsible Accounting Officer

Quarterly Budget Review Statement									
Operating Budget									
	Original Budget	Adopted Changes to date		REF	Revised Budget	Proposed Variations	REF	Projected Year End Result	Actual YTD figures
		Carried Forward	Other changes						
OPERATING REVENUE									
Members and Executive	346,363	0	0		346,363	5,000	C	351,363	42,114
General Purpose Revenue	8,163,450	0	0		8,163,450	(119,019)	D	8,044,431	4,991,455
Corporate & Community Services	3,043,617	351,068	300	A	3,394,985	120,630	E	3,515,615	1,189,926
Planning & Regulatory Services	282,267	9,384	0		291,651	0		291,651	100,590
Rural Infrastructure and Support Services	10,983,974	0	0		10,983,974	17,058,231	F	28,042,205	2,954,296
Urban Infrastructure Services	5,085,611	0	0		5,085,611	0		5,085,611	3,591,945
TOTAL	27,905,282	360,452	300		28,266,034	17,064,842		45,330,876	12,870,326
OPERATING EXPENDITURE									
Members and Executive	1,238,055	134,940	10,000	B	1,382,995	5,000	C	1,387,995	310,482
Corporate & Community Services	4,968,948	913,035	200	A	5,882,183	40,569	E	5,922,752	1,497,134
Planning & Regulatory Services	1,250,346	131,672	0		1,382,018	0		1,382,018	327,178
Rural Infrastructure and Support Services	13,701,193	36,202	0		13,737,395	14,776,008	F	28,513,403	5,496,356
Urban Infrastructure Services	9,646,021	28,720	0		9,674,741	58,200	G	9,732,941	3,243,182
TOTAL	30,804,563	1,244,569	10,200		32,059,332	14,879,777		46,939,109	10,874,331
NETT OPERATING SURPLUS/(DEFICIT)	(2,899,281)	(884,117)	(9,900)		(3,793,298)	2,185,065		(1,608,233)	1,995,994

Adopted Changes to Date

Carried Forward Budgets

These budgets were restricted from the prior year budget at year end. The amounts were then release into the current year budget.

- A. A vote was adopted for an income and expense line to be created for the Sale of Chick pea books to be sold in aide of the Walgett Festival
- B. A vote was adopted to create a scholarship fund entitled the Geoffrey 'Dick' Colless fund into which Council would donate \$10k annually.

Proposed Changes

- C. Council is completing some administration work for the Castlereagh Macquarie County Council (CMCC), and these monies should be reimbursable from CMCC. A proposed amount of \$5k has been proposed in the income and expenditure lines.
- D. Federal Government has decided to claw back some of its financing from the 2012 financial year, which will see a \$119k reduction in its general component of the Federal Assistance Grant this financial year.
- E. Council has seen an increase in corporate sundry income, mainly made up of rebate, the main on worth over \$63K was from Country energy. There is also an increase in the public liability insurance to the sum of \$16,939 and an increase of \$23k in both income and expense due to a grant for the Friday night youth program.
- F. The income balance within the Rural department is made up of the following adjustments:

	Income	Expense	
i	10,249,986	9,881,665	Flood works
ii	457,720	8,000	Administration income/costs
iii	-37,775		decrease in FAG grant (Roads component)
iv	6,388,300	6,388,300	RMCC Ordered and Routine Works
v	-	1,379,697	Depreciation
	-	42,260	See Giii below
vi	-	80,000	Reallocation of funds to Kerb and Gutter Capital
	17,058,231	14,776,008	

- i. Council has agreed with the RMS the total amount of flood damage repairs which need to be completed as a result of the February 2012 flood event. The difference in income and expenditure is due to some amounts of emergency flood works which were completed in the prior financial year, but only agreed upon and received this financial year.
- ii. The \$458K in income relates to the administration on-cost from the extra RMSS works to be completed this year, the \$8k extra expense is due to extra head office in subscriptions.
- iii. As mentioned in note D, there is also a decrease in the Federal Assistance Grant Roads Component worth \$38k

- iv. The RMSS has approved their list of works they require Council to complete this financial year
- v. With Council's Asset Management System now being used for Roads, Bridges and Footpaths (Council's largest asset class) we can now more accurately budget for depreciation figures within the asset class, and it has lead to a decrease in budgeted expense worth \$1,291k
- vi. \$80k has been reallocated from the Shire unsealed pavement formation account to fund the kerb and gutter capital work in Walgett.

G. The \$58k proposed increase in expense is broken down as follows:

Expense		
i.	9,000	Grading of Tip roads (waste fund)
ii.	5,000	HACC Centre maintenance
iii.	42,260	Cemetery Road Maintenance
iv.	1,940	Water Fund
	<u>58,200</u>	

- i. The grading of the Tip roads has exceeded the current year budget , and therefore an extra amount needs to be provided for
- ii. There were no HACC centre maintenance charges provided for in the original budget.
- iii. This is a reclassification of budget taken from urban unsealed pavement formation and set apart directly for cemetery road maintenance
- iv. Council has paid more for consultancy fees in the set of water metering than currently budgeted. This will be reviews in full in the next quarter to ensure the budgeted expense is accurately recorded.

Quarterly Budget Review Statement								
Summary Capital Budget								
	Original Budget	Adopted Changes to date		Revised Budget	Proposed Variations	REF	Projected Year end Result	Actual YTD figures
		Carried Forward	Other Changes					
<u>CAPITAL REVENUE</u>								
Corporate & Community Services	0		0	0	0		0	0
Rural Infrastructure and Support Services	2,297,500	0	0	2,297,500	245,711	A	2,543,211	421,816
Urban Infrastructure Services	2,017,143	6,270,603	0	8,287,746	(397,000)	B	7,890,746	(215)
TOTAL	4,314,643	6,270,603	0	10,585,246	(151,289)		10,433,957	421,601
<u>CAPITAL EXPENDITURE</u>								
Corporate & Community Services	31,000	10,000	0	41,000	0		41,000	9,184
Rural Infrastructure and Support Services	5,927,997	190,000	0	6,117,997	569,109	A	6,687,106	457,738
Urban Infrastructure Services	4,564,873	10,424,653	0	14,989,526	(407,950)	B	14,581,576	117,167
TOTAL	10,523,870	10,624,653	0	21,148,523	161,159		21,309,682	584,089
NETT CAPITAL SURPLUS/(DEFICIT)	(6,209,227)	(4,354,050)	0	(10,563,277)	(312,448)		(10,875,725)	(162,488)

NOTE: Carried Forward budgets were restricted at year end and released into the current year budget at the beginning of the 2012/13 year. There were no adopted changes in the Capital Budget quarter 1 July - 30 September 2012.

2012/2013 Capital Budget Proposed Budget Variations

A	Income	Expense	
i	100,000	- 100,000	Depot income
ii	54,289	589,109	Roads to Recovery
iii	- 400,000		RMC Repair Program
iv		80,000	Reclassification of budget
	<u>- 245,711</u>	<u>569,109</u>	

- i. An invoice was raised and income recognised in the prior year, therefore Council should reduce the current year budgeted income and expense by this amount
- ii. Council have now allocated all available funds in the roads to Recovery program, which see's a reduction in budgeted income by \$54k
- iii. Council have re-allocated available funds and as of yet has not cancelled budgets for two of its capital projects. This sees an increase in the capital budget of \$589k.
- iv. Council have obtained further funding under the RMC Repair program for the Come By Chance upgrade worth \$400k
- v. To cover the increase cost of Kerb and Gutter replacement within Walgett, some of the operational budget has been reclassified into capital.

B	Income	Expense	
i	197,000	- 219,133	Walgett Aerodrome
ii	200,000	- 200,000	Walgett Library Extension
iii		7,000	New bore at Lightning Ridge
iv		4,183	Earl Park aluminium seating
	<u>397,000</u>	<u>- 407,950</u>	

- i. These funds were received at the end of June 2012 after already being provided for in the original budget. This variation will back out the budgeted amount which is replaced by the carried forward budget.
- ii. Also the Walgett Library Extension grant was received at the end of June, and therefore the same applies to this grant.
- iii. There are still some expenses coming through from the New Bore. This variation seeks to cover these final bills.
- iv. This was a carried forward project missed at the start of the year. It was funded through a grant in the prior year. The project was finished in the first quarter of the 2012/13 year.

**Quarterly Budget Review Statement
Budgeted Cash Flow**

Budgeted Cash Flow for the quarter ended 30 September 2012

	Opening Balance	Original Budget	Approved movement	Revised Budget	Current Closing Balance	Changes for Council Resolution	Revised Closing Balance
Unrestricted	2,459,786	(2,196,908)	(9,900)	(2,206,808)	252,978	510,680	763,838
Plus/(Less) Restricted cash released into budget	3,380,347	(600,000)		(600,000)	2,780,347		2,780,347
Plus new Loans		3,500,000		3,500,000	3,500,000		3,500,000
Less Loan Repayments		(468,652)	-	(468,652)	(468,652)		(468,652)
Carried Forward Budgeted Unrestricted funds	5,840,133	234,440	(9,900)	224,540	6,064,673	510,680	6,575,533
Externally Restricted Funds							
Water	1,617,020	(56,969)		(56,969)	1,560,051	(8,940)	1,551,111
Less Loan Capital repayments		(11,549)		(11,549)	(11,549)		(11,549)
Sewer	2,193,967	(492,609)		(492,609)	1,701,358	-	1,701,358
Less Loan Capital Repayments		(4,739)		(4,739)	(4,739)		(4,739)
Waste	388,477	(56,487)		(56,487)	331,990	(9,000)	322,990
Carried forward Externally Restricted funds	4,199,463	(622,353)	-	(622,353)	3,577,110	(17,940)	3,559,170
Internally Restricted							
Employee Leave entitlements	500,000	-		-	500,000	-	500,000
Other Provisions	107,571	-	10,000	10,000	117,571	-	117,571
Other restricted balances not released into budget	704,093	-		-	704,093	-	704,093
Carried forward Internally Restricted funds	1,311,664	-	10,000	10,000	1,321,664	-	1,321,664

Legal and Contracts

Definition of a consultant:

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

Comments:

Included with the consultancy fee's is an unbudgeted amount of \$4k relating to consultancy fees used in the set up of our financial system to deal with Water Metering, However there is capacity within the water budget to cover most of these fee's, the rest has been included in a budget amendment to the operational budget.

Contracts Listing

The following contracts have been committed to by Council in the quarter 1st July to 30th September 2012.

Date Contract Signed	Project	Contractor	\$ Value	Status
7/7/12	Warrena & Fox Street drainage repairs	TWS Electrical Pumps Filtration Irrigation	39,681	Completed
31/7/12	Walgett Levee Rehabilitation Stage 1	Batterline Earthmoving	494,210	Ongoing

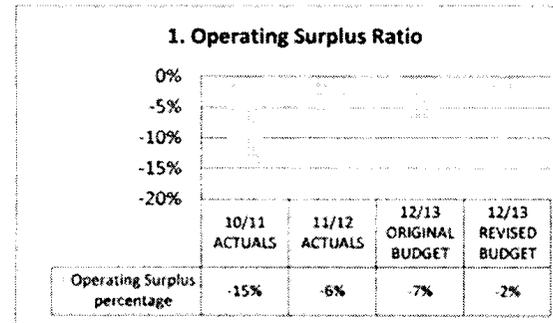
Quarterly Budget Review Statement
For the period 01/07/12 to 30/09/12

Walgett Shire Council

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 30 September 2012

(\$000's)	Current Projection		Original Budget 12/13	Actual Prior Periods	
	Total S 12/13	Indicator 12/13		11/12	10/11
The Council monitors the following Key Performance Indicators:					
1. Operating Surplus/Deficit Ratio					
Surplus/Deficit before New Capital revenues	-778	-2%	-7%	-6%	-15%
Total Operating Income	32,506				



With the quarterly Review proposed adjustments, Council's Operating deficit percentage greatly improves.

This is mainly due to the extra income from the RMCC work on State Highways, Plus a marked decrease in budgeted depreciation on roads, bridges and footpaths.

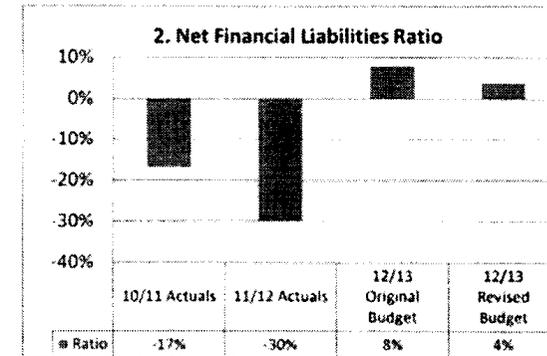
(\$000's)	Current Projection		Original Budget 12/13	Actual Prior Periods	
	Total \$	Indicator		11/12	10/11
	12/13	12/13	12/13	11/12	10/11
2. Net financial liabilities ratio					
Total Liabilities less financial assets	1,243	4%	8%	-30%	-17%
Total Operating Income	32,506				

Note: The lower the percentage the better - a negative percentage is extremely good.

The quarterly review proposed adjustments have improved Council's net financial liabilities ratio by 4%.

The large movement from the 2011 and 2012 financial years is due to the extra debt Council has budgeted to take on, which has led the ratio into positive territory. However with the extra cash generated through the proposed

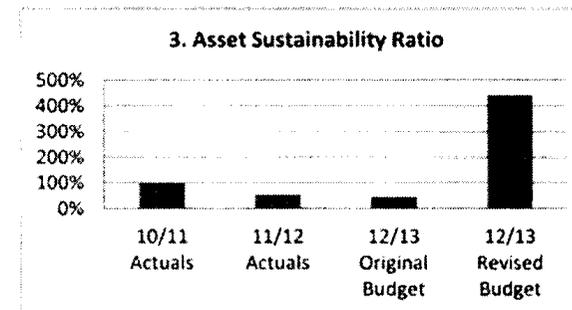
Adjustments the ratio has decreased once again.



(\$000's)	Current Projection		Original Budget	Actual	
	Total \$	Indicator		Prior Periods	
	12/13	12/13	12/13	11/12	10/11
3. Asset Sustainability Ratio					
Capital Replacement expenditure	21,539,684	441%	46%	55%	102%
Depreciation Expense	4,880,348				

It is noted that the value of capital budgets brought forward has doubled the total capital replacement expenditure in the current year's budget.

To further exaggerate the ratio, there has been a drop of \$1.3m in budgeted depreciation expenditure as a result of using our asset software to calculate depreciation on roads.



4. Asset Renewal funding ratio

NPV of Asset Renewal Expenditure as set out in LTFP

NPV of projected asset renewal expenditure needed as per the Asset Management Plans

Council is still in the process of compiling renewal expenditure from our Asset Management Plans. Therefore we are currently unable to calculate this ratio. Further information will be provided once Council has sufficient data to collate any meaningful performance ratios.

WALGETT SHIRE COUNCIL - Proposed Restoration Works for SR110 - Currajong Road

Road No. SR 110 Currajong Road
 Date of Damage various Date of Joint Inspection: 13/11/2012

Jointly inspected by: Barry Maher
 Terry Cummings

Measured from START POINT 407 Proposed Restoration	Direction (if applicable) Work-FW	Chainage (from segment) Start (m) End (m)		Length (m)	Dimensions Width (m) Thickness (mm)		Use	Council's Estimate Rate		Sub Totals	Remarks
		Start (m)	End (m)		Width (m)	Thickness (mm)		Qty	Average Unit Rate		
REFORM & CAP		0	850	850	7	0.100	TONNE	1428	\$0.00	\$0.00	Red ridge - 100mm of gravel, which will be made safe by tyning, wynn rowing, grading and compacting. Haul 100mm of gravel, spread, water and compact.
REFORM & CAP		850	3700	2850	7	0.100	TONNE	4768	\$0.00	\$0.00	Sandy clay loam with gravel sheeting with no fines - which will be made safe by tyning, wynn rowing, watering, mowing, grading and compacting. Haul 100mm of gravel, spread, water and compact.
RECONSTRUCT		3700	3850	150	7	0.200	TONNE	504	\$0.00	\$0.00	Crusherway on corner where 2 accidents have occurred - set levels, cut out to levels, haul, grade, water and compact 200mm of gravel
REFORM & CAP		3850	4000	150	7	0.100	TONNE	252	\$0.00	\$0.00	Sandy clay loam with gravel sheeting with no fines - which will be made safe by tyning, wynn rowing, watering, mowing, grading and compacting. Haul 100mm of gravel, spread, water and compact.
REFORM & CAP		4000	4700	700	7	0.100	TONNE	1176	\$0.00	\$0.00	Red ridge - tyning, wynn row, max. spread and compact. Cap with 100mm of gravel.
CAP		4700	8000	3300	7	0.200	TONNE	11088	\$0.00	\$0.00	Red ironstone ridge. Haul, spread water and compact with 200 mm.
REFORM & CAP		8000	8300	300	7	0.200	TONNE	1008	\$0.00	\$0.00	Swamp - reform and cap with 200mm gravel
REFORM & CAP		8300	8800	500	7	0.100	TONNE	840	\$0.00	\$0.00	Red ridge - tyning, wynn row, max. spread and compact. Cap with 100mm of gravel.
REFORM & CAP		8800	9000	200	7	0.100	TONNE	336	\$0.00	\$0.00	Red ridge - tyning, wynn row, max. spread and compact. Cap with 100mm of gravel.
REFORM & CAP		9000	10100	1100	7	0.200	TONNE	3696	\$0.00	\$0.00	Swamp - reform and cap with 200mm gravel
REFORM & CAP		10100	11000	900	7	0.100	TONNE	1512	\$0.00	\$0.00	Red ridge - tyning, wynn row, max. spread and compact. Cap with 100mm of gravel.
REFORM & CAP		11000	11200	200	7	0.200	TONNE	672	\$0.00	\$0.00	Swamp - reform and cap with 200mm gravel
REFORM & CAP		11200	11400	200	7	0.100	TONNE	336	\$0.00	\$0.00	Red ridge - tyning, wynn row, max. spread and compact. Cap with 100mm of gravel.
REFORM & CAP		11400	18700	7300	7	0.100	TONNE	1284	\$0.00	\$0.00	Sandy clay loam with gravel sheeting with no fines - which will be made safe by tyning, wynn rowing, watering, mowing, grading and compacting. Haul 100mm of gravel, spread, water and compact.
Mine Access Road		0	10000	10000	6	0.15		21600	\$0.00	\$2,000.00	Gravel resheeting works
TOTAL				28700				61500	\$0.00	\$1,000.00	Average point shift allowance
100 mm thick				13650							
200 mm thick				5090							
150 mm thick				10000							



**AFM-GATES & GRIDS
ON PUBLIC ROADS POLICY**

DRAFT



AFM-GATES & GRIDS ON PUBLIC ROADS POLICY

Adoption Date: Confirmed 24 March 2009 (CM 89/09)

Review Date: 24 July 2012

Responsible Officer: Director of Engineering Services

1. POLICY STATEMENT

Walgett Shire Council is authorized to issue Gate and Grid Permits under the Roads Act 1993 and the Roads (General) Regulation 2000 and also committed to ensuring that risks to public safety on its public road network are minimized and will implement systematic measures to eliminate or mitigate this risk.

Council has preference not to install gates and grids on public roads for reasons of public safety, road maintenance and risk management. All the Grids and Gates which are no longer required shall be removed as soon as possible.

OBJECTIVE

The objective of this policy is to reduce the exposure of the landowner and Council to the possibility of a compensation or damages claim, associated with Public Gates and Grids. This shall be achieved by developing and maintaining a systematic approach to approval, inspection, evaluation, maintenance and repair of all Public Gates and Grids as identified in the Public Gate and Bypass register.

The aim of the policy is to:

- To prohibit any additional Gates and Grids being constructed across public roads.
- Encourage the removal of existing Gates and Grids on public roads
- Ensure that existing Gates and Grids on public roads are maintained in a safe condition.
- Ensure that, if an existing Grid is replaced, it is replaced with a Grid of a standard which minimize any future liability to Council arising from the safety and maintenance requirements of such a structure.
- Ensure that all persons carrying out activities on public roads, that involve the diversion of pedestrian and / or vehicular traffic, have obtained proper authorization,

acknowledge and accept any liability which may arise as a result of their activities in a public road corridor.

- Comply with all relevant legislative and regulatory requirements placed upon WSC
- Document a transparent system for the approval.
- Define maintenance responsibilities for Owners.
- Define registration and recording procedures.
- Provide a framework through which the Policy can be enforced.

2. DEFINITIONS

- "Policy" means Gates & Grids on Public Roads
- GM means General Manager
- "AADT" means Annual Average Daily Traffic
- "Council" means authorised Council Officer from Walgett Shire Council
- "Gate" means a Public Gate as defined under the Roads Act 1993.
- "Grid" means a motor 'By-pass' in association with a Public Gate under the Roads Act 1993.
- "Owner" means Occupier or Licensee that owns the Gate or Grid and/or holds a valid Permit. /

Applications for gates and grids will be considered by Council on their merits, under the following guidelines:

- (i) The location must meet fixed standard requirements of the Director of Engineering Services.
- (ii) Gates are not permitted on formed public roads. (notwithstanding that a Gate shall be installed as an adjunct to any approved Grid).
- (iii) The applicant must show that fencing the road is not a viable alternative to the provision of a Gate or Grid.

3. PROCEDURES

A Gate and Grid permit can only be granted if necessary in accordance with the Gate and Grids on Public Roads procedure. The procedure ensures:

I. Authorization and approval

Approvals to install replace or remove a grid or gate on a public road shall only be issued by a Council officer, being the General Manager, Director or Engineer with the responsibility for the road. If a gate or grid requires removal or repairs for the immediate protection of public safety, this work may be authorized by the Council Officer so making that assessment and without further approval.

Where a person desires to have such works approved, they shall submit an application to Council in writing and provide sufficient details of their application to be assessed.

II. New Gates or Grids

The installation of new grids or gates shall not be approved, unless they are required to manage biosecurity risks as advised by the Livestock Health and Pest Authorities.

The Gate is placed at a point where the road intersects a boundary fence. Gates and Grids are not placed on a road classified as a State or Regional Road Grids and associated side fences and signage must comply with RMS standards and with any special requirements of the Director of Engineering Services. Construction and maintenance of gates and grids shall be carried out at the applicant's expense.

III. Removal

Existing Grids will be removed by Council at no cost to the fence owner, subject to budget limitations and at a time subject to the revocation of the permit for the by pass.

Where a fence owner wishes to have a gate or grid removed, Council will contribute to the cost of materials up to \$ 4000 per grid to fence the road corridor. The fence owner must receive written approval from Council prior to commencing any works for a contribution to be payable. Contributions to the cost of fencing are subject to budget limitations and the fence owner providing a copy of a correctly rendered Tax invoice.

Council contributions to the fencing of road corridors shall not exceed eight (8) kilometers of fencing per gate or grid removed. Unauthorised Gates and Grid be removed as illegal obstructions.

IV. Maintenance

The grids must be structurally sound, clear of vegetation and infill. The paintwork must be satisfactory and the width markers clean and sound.

The owner of grids (other than state roads) must maintain the whole structure, including warning signs, and approaches for each side of the ramp, in a safe, sound order and condition.

(a) If the owner of the grid does not maintain the structure to a satisfactory condition then Council shall give the owner one (1) month's notice in writing to bring the grid up to standard.

(b) If the problem is not rectified, a second one (1) month's written notification is to be given.

(c) If the grid is still not rectified, the structure will be removed by Council at the owner's expense.

The following maintenance is undertaken by Council on the grids which the RMS is responsible for:

1. Replace damaged grid sections - check for welding cracks.
2. Repaint side fences if necessary.

3. Clear vegetation - Check site distances.
4. Clean or replace width markers - replace if reflectivity deteriorated.
5. Fill/trim formation to match edge of grid - compact firmly.
6. Clean up - remove all debris - check advanced warning signs.

Grid equal to or exceeding eight (8) metres clear width shall be maintained by Council at no cost to the fence owner.

Grid less than eight(8) metres clear width shall be maintained by Council or Council approved contractors and the fence owners shall be requested to pay for the cost of maintaining the grid.Council will maintain the warning signs at no cost to the fence owner.

Any existing grid requiring replacement shall be replaced with a grid a of minimum eight (8) metres clear width. The fence owner will be requested to pay for the supply of one four (4) metres wide grid unit and shall be responsible for making good the adjoining fence. The grid shall be installed by Council or Council approved contractors.

Council will prepare a program of replacement or removal of all grids of less than eight (8) metres clear width and commence implementation of this plan by June 2013.

Maintenance priorities shall be set on the basis of a risk assessment.

V. Approaches

The approaches of all grids shall have a smooth riding surface without discomfort at the designated speed of the road consistent with the road condition. The approach shall be carried level for five metres each side of the grid, then graded off to a gradient no steeper than 150mm in 7.5m (1 in 50). The width of the formation shall be the full width of the concrete abutments of the grid.

Warning signs conforming with S.A.A. Code –AS 1742 and constructed of an approved metal may be approved metal may be supplied by Council at the owner's cost.

VI. Responsibility

The responsibility for Grids is as follows:

- State Roads: RMS
- Other roads: Property Owners-

Owners of gates and grids are informed of their obligations to maintain them, seal and maintain the road approaches (to the satisfaction of Council) for a distance of 20 metres each side of the a grid

VII.Standards

All new gates and grids shall be a minimum eight (8) metres clear width and shall be of highway standard and suitable for a design live loading equivalent to SM1600.

4. RELATED DOCUMENTS

5.1 Policy Implementation Procedures, Guidelines and Documents

5.2 AFM- Gates & Grids on Public Roads Procedure

5.3Transport Administration Act 1988

5.4 Roads Act, 1993

5.5Road Transport (safety and Traffic Management) Act 1999

5.6 Related WSC Policies

5.7AFM- Road Occupancies Policy

5.8Local Government Act (NSW) 1993

4.9 Gates & Grids on Public Roads Application Form

5. Policy Status

This Policy was formally adopted by Council on 24th March 2009 and commenced operation on 24th March 2009. This policy replace the previous version and includes changes to Council's financial and legal commitments

6. Policy Review

This Policy may be amended at any time and must reviewed at least twelve months since its adoption (or latest amendment)

7. Authorization

.....

Position: General Manager

Date:/...../.....



**DRAFT REVISED PAYMENT OF
EXPENSES AND PROVISION OF
FACILITIES FOR COUNCILLORS**

DRAFT



DRAFT REVISED PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS

Adoption Date: 23 June 2009
Review Date: 30 September 2011
Responsible Officer: General Manager

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WSC Policy Gov – Payment of Expenses and Provision of Facilities for Councillors

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PART 1 INTRODUCTION

This policy is made under the Local Government Act 1993 (the Act) including Sections 252 to 254A. The Act requires that the Council must adopt a policy, concerning the payment of expenses incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and other Councillors.

Section 428 (2) (1) of the Act requires the Council to include in its Annual Report:

- The total amount of money expended during the year on Mayoral fees and Councillor fees
- The Council's policy on the provision of facilities for use by Councillors and the payment of Councillors' expenses
- A Statement as to the total amount of money expended during the year on the provision of such facilities and the payment of such expenses.

1.1 Purpose of the Policy

The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

1.2 Policy Objectives

The policy provisions are aimed at being non-discrimination and will be used in an equitable manner to enable the full participation of all Councillors.

The policy provision are at a level to encourage members of the community to seek election to Council by ensuring that they would not be financially or otherwise disadvantaged in undertaking the civic duties of a councillor.

The policy will ensure accountability and transparency in the reimbursement of expenses incurred to be incurred by Councillors.

The objectives of this policy are:

- To ensure that the details and range of expenses paid and facilities provided to the Councillors by the Council are clearly and specifically stated, fully appropriate to the importance of office, are consistently applied and transparent, and are acceptable to the community.
- To ensure that the Councillors are reimbursed for expenses reasonably incurred in the performance of their roles as a Councillor.
- To ensure that election to Council is open to all by ensuring that no one would be financially or otherwise disadvantaged in undertaking the civic duties of a Councillor.

1.3 Making and Adoption of the Policy

This policy is made under the Local Government Act, 1993, including Sections 252 to 254. Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor, and the other councillors in relation to discharging the functions of civic office.

Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expense incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.

Council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.

The Council, or a Committee all the members of which are councillors, must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

Councils are required on an annual basis to review and submit their policy to the Director General of the Department of Local Government within 28 days of adoption by Council. Council must adopt a policy each year even if the policy is the same as its existing policy. Current policies must be submitted by 30 November each year.

Before adopting or amending a policy, Council must give public notice of its intention and allow at least 28 days for public submissions. All submissions received will be considered and appropriate changes made prior to the adoption of the policy.

Council is not required to give public notice of a proposed amendment if the amendment is not substantial. The term "not substantial" should be taken to mean minor changes to wording of the policy or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provision of equipment and facilities. Any new category of expenses, facilities and equipment included in the policy will require public notice.

1.4 Reporting Requirements

Section 428 of the *Local Government Act 1993* requires Council to include in their annual report:

- The council's policy on the provision of facilities for, and the payment of expenses to, the Mayor and Councillors
- The total amount of money expended during the year on providing those facilities and paying those expenses
- Additional information as required by the clause 217 of Local Government (General) Regulation 2005 including,
 - The cost of the provision of dedicated office equipment allocated to councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines and internet installed in the councillors homes (including line rental and internet access). This item does not include the costs of using this equipment, such as calls.
 - The cost of phone calls including mobiles, home located landlines, facsimile and internet services
 - Spouse/partner/accompanying person expenses
 - Conference and Seminar expenses
 - Training and skill development expense
 - Interstate travel expenses (including subsistence and out-of-pocket expenses)
 - Overseas expenses (including subsistence and out-of-pocket expenses)

- o Care and other related expenses (of dependants to enable a councillor to undertake his or her civic functions)

1.5 Legislative Provisions

- Section 252-254 of the *Local Government Act 1993* – Payment of expenses and provisions of facilities
- Section 12 of the *Local Government Act 1993* – What information is publicly available?
- Section 23A of the *Local Government Act 1993* – Director-General's guidelines
- Section 428 of the *Local Government Act 1993* – Annual Reports
- Clause 217 of the *Local Government (General) Regulation 2005* – Additional information for inclusion in Annual Reports
- Clause 403 of the *Local Government (General) Regulation 2005* – Payment of expenses and provision of facilities

1.6 Other Government Policy Provisions

- Department of Local Government Guidelines issued under section 23A of the *Local Government Act 1993*
- Department of Local Government Circulars to Councils:
 - o Circular 09/36 Revised Councillor Expenses and Facilities Guidelines
 - o Circular 05/08 Legal assistance for Councillors and Council employees
 - o Circular 02/34 Unauthorised use of Council resources
- Model Code of Conduct for Local Councils in NSW, Use of council resources being particularly relevant
- ICAC Publication – No Excuse for Misuse, preventing the misuse of council resources
- Councillor Induction and Professional Development Guide

1.7 Approval arrangements for claiming expenses and use of facilities

The General Manager, in consultation with the Mayor, is responsible for authorising the payment of expenses or the provision of facilities in accordance with this policy. If there is disagreement the matter is to be referred to Council for determination.

1.8 Mayoral/Councillor Fees

Vide Minutes 9/2011/12 Council adopted as a Policy that from 2011/2012 Councillor fees in future be set at the Maximum level set by the Local Government Remuneration Tribunal annually subject to 25% of the Mayoral fee being allocated to the Councillor who occupies the position of Deputy Mayor.

PART 2 PAYMENT OF EXPENSES

2.1 General Provisions

Payment of expenses generally (principles and process)

Councillors must provide a certified claim form on the form provided (Attachment 4.3) for all travel and out of pocket expenses incurred.

Payment will only be made for:

- Expenses covered under this policy
- Items accompanied by appropriate tax invoice receipts where available

Incidental expenses may not require specific tax receipts if it can be demonstrated that the expenditure was incurred and is not of a general nature.

To ensure claims are submitted promptly and accurately any claims submitted in excess of three months of the time of the expenditure will not be approved.

No General Expense Allowance

In accordance with clause 403 of the Local Government (General) Regulation 2005, the councillors and expenses policy must not include provision for a general expense allowance. A general expenses allowance is a sum of money paid by a Council to a councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure.

Accordingly this policy does not include a general expense allowance.

Monetary limits for all expenses

To ensure an equitable and reasonable distribution of available resources the following limits will apply to the operation of this policy:

The limit for daily accommodation, meal and incidental expenses will be in accordance with the Australian Taxation Office determination in relation to what are reasonable expenses, provided that such expenses are subject to a period of stay not exceeding the period for the conference or authorised business plus one day each way of travel (if required as determined by the General Manager and Mayor).

The Taxation Determination is available on the ATO legal database and is reviewed and updated annually.

No private benefit unless payment made

Councillors should not obtain private benefit from the provision of equipment and facilities, or from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs while on Council business. However it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment back to Council.

No Use of Council resources for Political Purposes

Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.

Gifts and Benefits to be of token value

In circumstances where it is appropriate for Councillors to give a gift or benefit (for example, on a council business related trip or when receiving visitors), the gifts and benefits should be of token value.

Clause 8.1 of Council's Code of Conduct policy outlines examples of token gifts or benefits where Councillors are the recipients of such token gifts or benefits.

Participation, equity and access

The policy aims to be non-discriminatory, equitable and encourage participation on council of people from diverse backgrounds that represent the demographics of the local community. On this direction provision is made to provide assistance with childcare and the principle of the payment of carer arrangements for the care of the elderly, disabled and/or sick immediate family members of councillors, but this be limited to circumstances where the councillor is the primary care provider.

Approval and dispute resolution process

Approval for discretionary trips and attendance at conference will generally be approved by Council.

Where this is not possible, approval may be granted by the Mayor and General Manager. Such approval will be reported to the next meeting of Council. If the Mayor requires approval to travel outside of Council meeting approval would be sought by the Deputy Mayor and General Manager.

If the two parties cannot reach agreement on any particular matter that matter will be reported to Council for determination.

Reimbursement and reconciliation of expenses process

Claims for reimbursement of expenses are to be submitted on the Members Claim form travelling and Subsistence at the Ordinary Meeting of Council each month. All claims for reimbursement are to be supported by receipts unless they are not issued.

Payments in advance process

Council will normally pay registration fees, accommodation deposits and airline tickets direct in advance. Where this is not appropriate or possible, a cash advance or cheque there to will be paid to the attendee in advance.

An advance for 'out-of-pocket' expenses may be paid to an attendee upon request subject to reconciliation statement together with a refund of any unexpended amount being submitted within ten (10) days of the close of the conference, seminar or function.

2.2 Specific Expenses for Mayors and Councillors

Attendance at Seminars and Conferences

Councillors may be nominated to attend conferences, seminars and similar by:

- The Council, through resolution duly taken;
- The Mayor and General Manager acting under delegated authority and subject to due budget requirements being adhered to.

This shall not preclude the Mayor from nominating a substitute attendee for functions on those occasions where the Mayor is unable to be in attendance.

The conferences, seminars, workshops, courses and similar to which this policy applies shall generally be confined to:

- Shires Association Annual Conferences
- Divisional Conferences
- Special 'one-off' Conferences called by the Shires Association on important issues
- Annual Conferences and Congresses of the major industry associations and professions in Local Government
- Seminars which further the training and development efforts of the Council, and within the budget framework.

The Council will pay all normal registration costs which are charged by organisers, including those relating to official luncheons, dinners and tours which are relevant to the interest of the Council as well as travelling, accommodation, sustenance and other expenses.

Training and Education

Council will make an annual allocation within the budget for training and educational expenses for Councillors. This allocation will be treated as a lump sum figure able to be accessed by all Councillors. There will not be a specific allocation per councillor.

Where Council is paying these expenses the training and education must be directly related to the Councillor's civic functions and responsibilities.

Approval of training must be authorised by Council or by determination of both the Mayor and General Manager

Local travel arrangements and expenses

All travel by Councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Council will meet the cost of Councillors using their private vehicles to attend Council meetings, Committee Meetings, and other authorised business. Reimbursements will be made to and from Councillors usual place of residence to the meeting venue.

The rate of reimbursement shall be aligned to the kilometre amount specified in the Local Government (State) Award 2010. This rate is currently 74 cents/km for vehicles over 2.5 litres and 64 cents/km for vehicles 2.5 litres and under. Councillors may choose to travel to meetings by other transport means and reimbursement will be made on production of receipts. However, reimbursement is not to exceed the amount payable by using a private vehicle.

Unless specifically resolved by Council because of special circumstances, travelling expenses will not be paid for attending Council or committee meetings from outside the Shire boundary.

Travel outside the LGA including interstate travel, accommodation and incidental expenses.

1. Travelling Expenses

All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train. Where trains are used the Council will provide first class travel.

Travel by motor vehicle may be undertaken by Council vehicle (where available) or by private vehicles subject to prior approval by the Mayor and General Manager. Persons using private vehicles will be paid the 'mileage' allowance at the current rate set by the appropriate Local government Industrial Award from time to time, but subject to such cost not exceeding economy class air fares to and from the particular destination.

Costs of vehicle hire, parking station fees and or taxi fares which are reasonable incurred while attending conferences or Council business will be reimbursed by the Council.

Reimbursement of travel expenses associated with attendance at approved conferences will be the lower of a car allowance and economy airfare.

Councillors (the driver) are personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.

2. Accommodation

Payment of accommodation costs will be made on the following basis:

- i. *accommodation for conferences, Council Business, training and seminars etc. will be selected by Council on the basis of cost and convenience of location to the venue. A Councillor may choose accommodation at a different location, but which is at the same cost or less.*
- ii. *the number of accommodation days provided under this policy will include all official days of the conference / seminar and the days necessary to allow attendance and return home.*
- iii. *accommodation costs incurred as a result of attendance of partners and / or children shall be borne by the Councillor.*
- iv. *service providers will be paid directly by Council. Where a Councillor has arranged their own accommodation and paid for it, prior approval for the amount to be reimbursed is required from the Mayor and General Manager in order for reimbursement to be made, and this will be made on production of receipts.*
- v. *Council will meet the accommodation costs of Councillors where it is necessary to stay overnight in order to attend authorised Council functions. These could include meetings or inspections starting early in the morning.*

3. Sustenance

- a. *Whenever a Councillor is attending to Council business spanning normal meal times the cost shall be met by Council or reimbursed by Council based on actual cost subject to the limit of such reimbursement in respect of any one meal being \$35.00.*
- b. *Wherever possible, the cost of meals is to be incorporated with the accommodation otherwise reimbursement of actual cost will be paid upon the production of receipts subject to a daily limit of \$90.00.*
- c. *The cost of refreshments during meals shall be reimbursed and incorporated in the meal costs.*
- d. *Whenever a Councillor is attending a Council or Committee meeting spanning normal meal times, Council will provide an appropriate meal within the Council Chambers.*

4. Other Expenses

Miscellaneous expenses responsibly incurred by Councillors in the exercise of their civic duties shall be met by Council. These may include bus fares, taxi fares, telephone calls etc but shall be limited to \$90.00 per day in respect of taxi/bus fares on production of receipts provided that the Mayor and General Manager may approve additional expenditure if it can be established that the expenditure was necessary for the conduct of the Councillors civic duties; and that reimbursement of other expenses be limited to \$45.00 for expenses incurred without the prior approval of the Mayor and General Manager subject to production of receipts, provided that if it can be established that the expenditure was necessary for the conduct of the Councillors civic duties.

Care and other related expenses

Council adopts the principle of the payment of childcare expenses for children up to and including the age of 16 years, to enable a Councillor to attend to their civic duties. However, child care will only be available to enable the Councillor's attendance at essential Council activities and will be the subject of a separate application by the affected Councillor in each instance, for determination by the Mayor and General Manager. Upon approval, Council will reimburse actual expenses incurred by Councillors in this regard upon submission of a claim supported by receipts and details of the activity attended.

Council also adopts the principle of the payment of carer arrangements for the care of the elderly, disabled and/or sick immediate family members of councillors, but this be limited to circumstances where the councillor is the primary care provider.

Insurance expenses and obligations

As a minimum Council will provide the following insurance cover in respect to Councillors for matters arising out of Councillors' performance of their civic duties and/or exercise of their Council functions

- Public liability (covers councillors for negligence arising from day to day Council activities)
- Professional Indemnity (covers Councillors for errors and omissions relating to their Council activities)
- Personal Accident (covers Councillors and partners for bodily injury whilst travelling to and from any local government activity or business)
- Councillors and Officers (covers Councillors for any civil claims arising out of their normal actions as a Councillor)
- Statutory Liability (covers Councillors for their liability to pay fines which may arise out of innocent breaches of the many Acts which control Council's operations)

All these insurances are subject to the limitations and conditions set out in each respective policy.

Telecommunications/internet

Councillors will be entitled to a contribution of 50% of the monthly costs for appropriate internet access, in accordance with section 252(2) of the Local Government Act.

Legal expenses and obligations

In the particular circumstances outlined below, Council may indemnify or reimburse the reasonable legal expenses of:

- a. a councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers); or
- b. a councillor 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; or
- c. a councillor for an enquiry, investigation or hearing into a councillor's conduct by an appropriate investigative or review body including:
 - *Local Government Pecuniary Interest and Disciplinary Tribunal*
 - *Independent Commission Against Corruption*
 - *Office of the NSW Ombudsman*
 - *Division of Local Government, Department of Premier and Cabinet*
 - *NSW Police Force*
 - *Director of Public Prosecutions*
 - *Council's Conduct Review Committee/Reviewer.*

This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs will only be made available where a matter has been referred by a general manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs should only be made available where a formal investigation has been commenced by the Division of Local Government.

In addition, legal costs must only be provided where the investigative or review body makes a finding that is substantially unfavourable to the councillor. This may include circumstances in which a matter does not proceed to a finding. In relation to a councillor's conduct, a finding by an investigative or review body that an inadvertent minor technical breach had occurred may not necessarily be considered a substantially unfavourable outcome.

In the event of a councillor seeking payment or reimbursement of legal expenses in accordance with this policy, then the Council may, after considering this matter, (and an estimate of the cost) resolve to pay such expenses incurred, where possible, prior to legal expenses being incurred.

Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term of office. An example of the latter is expenses arising from an investigation as to whether a councillor acted corruptly by using knowledge of a proposed rezoning for private gain. This latter type of expense does not form part of this policy adopted under section 252 of the Act.

Council may lawfully obtain insurance cover against the risk of having to meet the costs of or to reimburse a councillor under this Policy, provided that the costs or reimbursements are ones that the council is authorised to meet.

Council will not meet the costs of an action in defamation taken by a councillor as a plaintiff in any circumstances.

Council will not meet the costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council will not meet the costs of a councillor seeking advice or as plaintiff in any other circumstances where the councillor initiates action.

Spouse and partner expenses

Council will meet the reasonable costs of Councillor's spouses and partners or an accompanying person for the following:

- Attendance at official Council functions within the Walgett Shire area. Such functions would be those that a Councillor's spouse, partner or accompanying person could be reasonably expected to attend. Expenses are to be confined to the ticket, meal and other direct costs of attending the function.
- Attendance at the Shires Association annual conference. Costs are to be limited to registration and the official conference dinner.

Travel expenses, any additional accommodation expenses and other costs would be the personal responsibility of the individual Councillors.

- Expenses associated with accompanying the Mayor, or a Councillor when they are representing the Mayor when called on to attend an official function outside the Council area, but within the State. Expenses to be confined to the ticket, meal and other direct cost of attending the function.

This clause shall be specifically authorised by Council or by determination of the Mayor and General Manager provided that such approval is to be given prior to the function and not subsequent to it.

2.3 Additional Mayoral Expenses

The Mayor is not entitled to the reimbursement of any additional costs other than those outlined for all Councillors.

PART 3 – PROVISION OF FACILITIES

3.1 General Provisions

Provision of facilities generally (principles and process)

Facilities provided to Mayors and councillors will generally relate to telecommunications to ensure that they may be contactable by other than through the post.

Private use of facilities and mechanism for reimbursement

In accordance with Council's Code of Conduct, any resources provided, under this policy, or otherwise, shall not be used for private purposes. Nor shall such resources be used for political purposes, i.e. Council elections and the like.

3.2 Provision of Equipment and Facilities for Councillors

Equipment and facilities provided

All Councillors

- a. Council may provide fax machines at the residences of Councillors to facilitate Council business. All installation and operating costs (for Council purposes) will be met by Council. The equipment will remain at the residence of the Councillor during their term of office, with ownership at all times remaining with Council.
- b. Council may provide stationery items to Councillors for use on Council business including notepaper, pens, business cards, folders, name badges, diaries etc.
- c. Councillors are entitled to utilise office support services for their civic duties including use of telephones, secretarial, committee room etc.
- d. Council may provide Councillors with manuals and reference material in order to carry out their responsibilities. For example the Bluetts Local Government Handbook.

3.3 Provision of Additional Equipment and facilities for Mayors

Additional equipment and facilities provided

The Mayor will be provided with an adequately furnished room to fulfil the duties of office. The room will be equipped with a modern telephone and such other technology considered necessary by the Mayor and General Manager.

The Mayor will be provided with a computer, printer and e-mail facilities at his or her place of residence with all capital and operating costs being met by Council.

A mobile phone is provided for the Mayor's use.

The Mayor may be issued with a Council Corporate Credit Card for use in relation to discharging the functions of civic office, subject to the limits of this policy and the requirements of Council's Credit Card Policy.

PART 4 - OTHER MATTERS

4.1 Acquisition and returning facilities and equipment by Councillors

All items provided to Councillors in accordance with the policy shall remain the property of Tenterfield Shire Council. Items will be replaced when uneconomical to repair, or in accordance with any Council policy or resolution from time to time.

Councillors are required to return any equipment or other facilities to the Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.

4.2 Status of the Policy

Date of Adoption	Council Minute	Changes
2 September 2008	181/08	Newly Revised Document – Fresh Election
23 June 2009	181/09	No Changes
22 March 2011		New Draft Policy presented to Council
June 2011		New Policy Adopted
July 2012		Revised Policy Adopted



AFM – WATER METER POLICY

Adoption Date: 24 October 2012

Review Date: 24 October 2013

Responsible Officer: Director Urban Infrastructure Services

POLICY STATEMENT

WSC is committed to ensuring that water meter management is undertaken in an effective manner to maintain the operational capacity of water meters at a level that meets Councils and water users' needs.

OBJECTIVES:

- To monitor, inspect and report all installed water meters on a six-monthly basis to ensure that a pro-active maintenance system is maintained.
- To ensure that existing water meters are inspected and maintained within manufacturers' specification and standards
- To investigate report faulty water meters promptly within 24 hours after receiving registered Customer Service Notification Form
- To confirm and replace faulty water meters promptly within 24 hours after investigation
- To inform water users of their obligation to not damage or interfere with the assigned water meter to their property.
- That the replacement of meters is to be of the same manufacturing standard where possible.
- To ensure that qualified persons carry out the necessary repairs and/or replacements having obtained any required authorization.
- To comply with all relevant legislative and regulatory requirements

WATER METERS

1. Provision of Water Meters to Residents and Commercial Establishments

An initial water meter will be provided at no charge on all Council supplied water services.

Effective 01 July 2012, a fee for water meter installations to Council's metered water supply will be included in the Water Connection Fee.

1.1 Multiple Dwellings

Council shall provide a single connection and water meter of sufficient size to accommodate the multiple dwelling premises on a single rated parcel of land. However where the existing multiple dwelling premises are connected to the reticulation system at a number of locations, one meter per physical water connection to the main will be provided. The owner/s of multiple dwelling premises may request a separate meter for each unit which would require internal plumbing be installed at the owners cost to accommodate the installation of separate meters.

The connection fee shall be a multiple of the single connection fee and the number of units. *(For example: The connection fee for 2 flats would be twice the normal fee for a single dwelling)*

2. Relocation Requests

A written request shall be lodged with Council should an owner require the location of a water meter to be changed. Council will consider each request on a case by case basis to ensure that operational requirements relating to access and maintenance are appropriate. Relocations will be charged to the owner at cost.

3. Installation Standard

The Australian Standard 3500.1-1992 National Plumbing and Drainage Code Part 1: Water Supply shall apply to all installation of water meters in conjunction with Walgett Shire Council's Standard Drawing – Standard Domestic Water Meter Installations

Council is responsible for the supply and installation of water meters. These water meters shall be installed in compliance with the manufacturers' specifications and instructions.

4. Installation of Water Meters

All meters connected to Council reticulated water supplies are to be immediately inside the property boundary. Only where physical constraints prevent offsetting of the meter, shall the meter be installed below ground.

4.1 House with front fence. Services located adjacent to driveways or gateways are to be offset and installed above ground. Care is to be taken to position the meter so as not to interfere with gate operation.

4.2 House with no front fence. Where the meter would be in an exposed position adjacent to (driveways, lawns etc) it should be offset so as to be located within a garden area or adjacent to trees/shrubs letter boxes, or other structure.

Where no garden or structure is immediately adjacent to the meter point, the meter is to be installed below ground.

5. Testing of Water Meters

Any person who is dissatisfied may request that the water meter is tested by lodging an appropriate form and fee with Council with the reading indicated by the meter attached to their water supply:

5.1 If the test determines that the meter is inaccurate, the testing fee be refunded and the water meter will be replaced at no cost to the owner or occupier.

5.2 If any water meter supplied by the Council is found to be inaccurate, then Council will estimate the amount of water supplied. The estimate shall be the lesser figure calculated by the following methods:-

(a) average daily consumption for the previous period; or

(b) average of the reading recorded during the corresponding period in the previous three years.

5.3 If the test determines that the meter is accurate the testing fee shall be retained by Council.

A meter will be deemed to be accurate if the reading is within 5% of the actual quantity of water passing through it.

6. The fee for testing water meters. Fees shall be determined by Council on an annual basis from and will be included in Council's Fees and Charges Schedule..

7. Council May Disconnect Meter For Test. The Council may at any time disconnect any meter in use for the purpose of determining the accuracy of the working of such meter or for maintenance of such meter.

8. Meter Reading

The Council will read all water meters connected to reticulated water supplies three times per year, and will issue water consumption accounts each four months.

9. Excess Water Charges

Council will review water consumption and water access charges each year and will place these on public exhibition as part of its annual fees and charges.

10. Water Supply

All water services are to be supplied through a Council installed water meter. Unmetered supplies if detected will be deemed illegal services and will be subject to disconnection.

11. Damage to Meters

The property owner is responsible for the cost of repairs or replacement of meters damaged by careless or deliberate acts whether by the property owner or other persons. An estimated account for water consumed from the date of the last reading until the date a replacement meter is installed will be calculated as per clause 5.2

Consumer Access To Standpipes

Council is responsible for installation and monitoring of all stand-alone standpipes around the shire.

The Standpipes Policy is separate from this Policy.

Reference:

1. Australian Standard 3500.1-1992 National Plumbing and Drainage Code Part 1: Water Supply
2. Local Government (General) Regulation 2005 – Reg 144 titled as 'Cutting Off or Restricting Water Supply'
3. Policy Implementation Procedures, Guidelines and Documents
4. Related WSC Policies

DOCUMENT AND VERSION CONTROL

This is a controlled document. Copies are numbered and issued to pre-determined Council officials to keep for reference at specified locations. New versions, after being approved, are to replace the previous versions.

Council is currently developing a Quality Assurance System AS/ANZ ISO 14001:2004 to ensure that the objectives of this policy with regards to the Quality Policy are carried out effectively.

AMENDED RECORDS

Version	Date	Author	Section	Page	Changes
2	10/10/12	SOC		1	Policy Statement
2	10/10/12	SOC	1	2-3	Water Meters
2	10/10/12	SOC	12	4	Water Flow Restrictors or Off Water Supply
2	10/10/12	SOC	13	4	Water Flow Restrictors Implementation
2	10/10/12	SOC	14	5	Standpipes

DISTRIBUTION HISTORY

Version	Date	Issued to	Company	Position	Copy
2	.Draft	SOC	Walgett Shire Council	Director – Urban Infrastructure Services	
		Others to be determined later			