

**AGENDA for the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL to be held at
the TEMORA office on 23 FEBRUARY 2017**

- 1. LEAVE OF ABSENCE/APOLOGIES**
- 2. ACKNOWLEDGEMENT OF COUNTRY**
- 3. PRESENTATIONS**
- 4. DECLARATION OF PECUNIARY INTERESTS**
- 5. DECLARATION OF NON PECUNIARY INTERESTS**
- 6. CONFIRMATION OF MINUTES**
- 7. BUSINESS ARISING FROM MINUTES**
- 8. ADMISSION OF LATE REPORTS**
- 9. NOTICES OF MOTION/RESCISSION MOTIONS**
- 10. CHAIRPERSONS MINUTE**
- 11. PUBLIC PARTICIPATION CONFIDENTIAL SESSION**
- 12. MATTERS TO BE SUBMITTED TO OPEN COUNCIL**
 - 12.1. MATTERS SUBMITTED BY CORPORATE SERVICES MANAGER**
 - 12.1.1. Council Investments**
 - 12.1.2. Capital Works Progress Report**
 - 12.1.3. Quarterly Budget Review**
 - 12.1.4. Loans Borrowing Policy**
 - 12.1.5. Investment Policy**
 - 12.1.6. Internal Audit Committee Policy**
 - 12.1.7. Debt Recovery and Hardship Policy**
 - 12.2. MATTERS SUBMITTED BY THE GENERAL MANAGER**
 - 12.2.1. Related Party Transaction Notifications**
 - 12.2.2. Goldenfields Water Brand Identity Refresh**
 - 12.2.3. Delivery Program Progress Report**
 - 12.2.4. Work Health and Safety Policy**

**AGENDA for the MEETING of GOLDENFIELDS WATER COUNTY COUNCIL to be held at
the TEMORA office on 23 FEBRUARY 2017**

13. NEXT MEETING

14. QUESTIONS AND STATEMENTS

15. CLOSE OF BUSINESS

LEAVE OF ABSENCE/APOLOGIES

An apology has been received for this meeting from Cr K Morris.

It is recommended that leave of absence be granted to Cr K Morris.

ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

PRESENTATIONS

No presentations are scheduled for this meeting.

DECLARATION OF PECUNIARY INTERESTS

Declaration of Interest

Councillors and senior staff are reminded of their obligation to declare their pecuniary interest in any matters listed before them.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

DECLARATION OF NON PECUNIARY INTERESTS

Declaration of non Pecuniary Interest

Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest you are reminded to include non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

CONFIRMATION OF MINUTES

It is recommended that the minutes of the meeting held 22 December 2016 having been circulated to members be confirmed as a true and accurate record.

BUSINESS ARISING FROM MINUTES

At the time of preparation of the business paper no business was arising from minutes.

ADMISSION OF LATE REPORTS

In accordance with clause 241 (3) of the Local Government (General) Regulations 2005 business may be transacted at a meeting without due notice only if:

- a) A motion is passed to have the business transacted at the meeting, and
- b) The business is proposed to be brought forward is ruled by the chairperson to be of great urgency.

If late reports are submitted for admission it is recommended that Council consider the late report.

NOTICES OF MOTION/RESCISSION MOTIONS

At the time of preparation of the Business Paper no Notices of Motion or Rescission Motions have been received.

CHAIRPERSONS MINUTE

At the time of preparation of the Business Paper the Chairperson had not issued a report for publication.

PUBLIC PARTICIPATION - CONFIDENTIAL SESSION

In accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2005, in the opinion of the General Manager the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in part of the meeting closed to the media and public.

It is recommended that Council move into CONFIDENTIAL SESSION.

EXITING CONFIDENTIAL SESSION

There being no further confidential items it is recommended that Council revert back to Open Session and that the resolutions made in Confidential Session be made public.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

CORPORATE SERVICES MANAGER REPORTS**COUNCIL INVESTMENTS (G35507005)****Report prepared by Accountant****BACKGROUND**

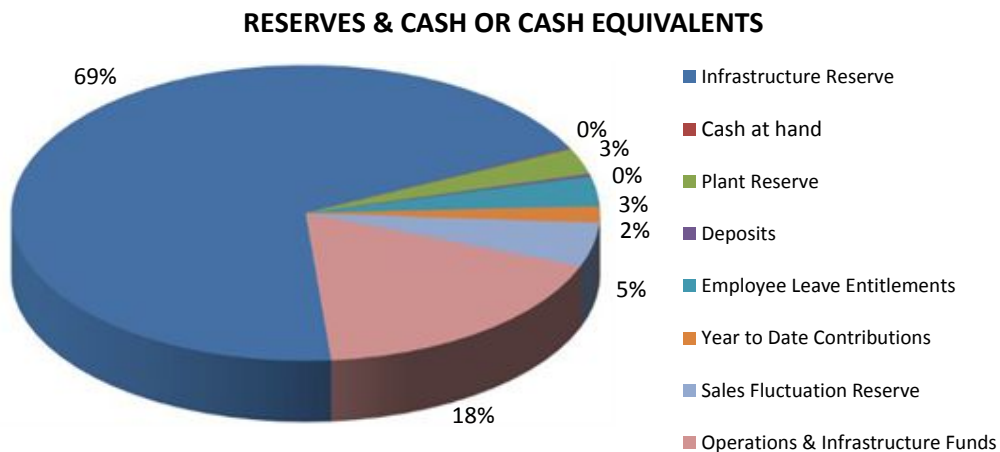
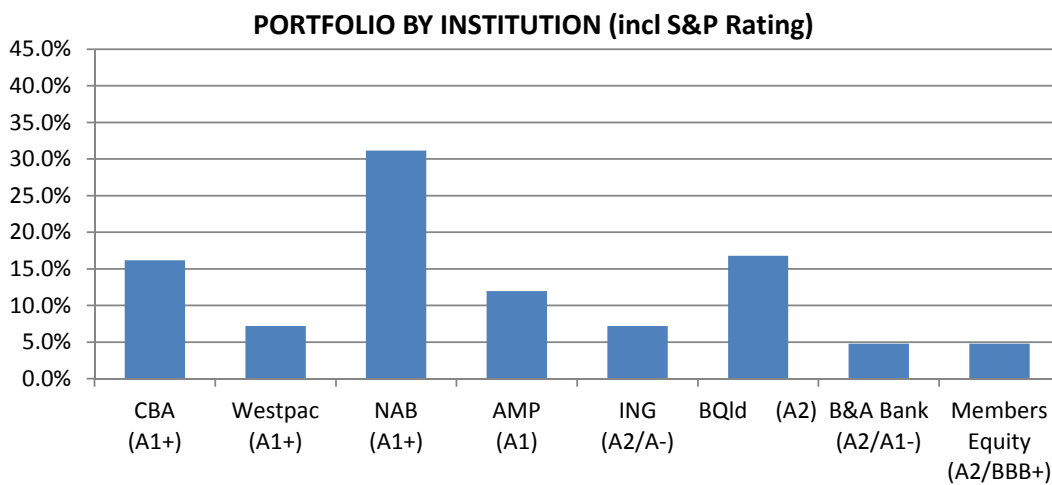
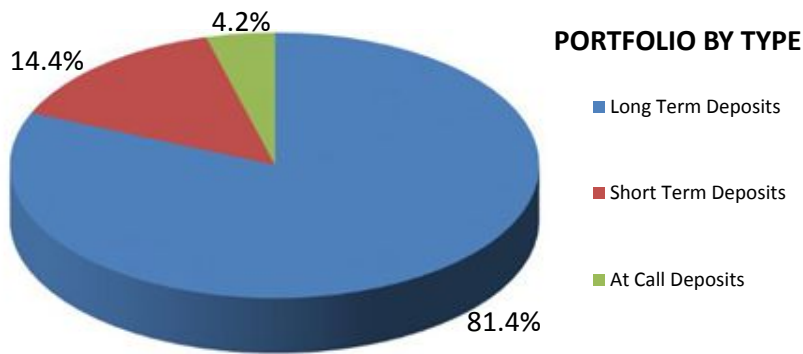
A report on Council's Investments is required to be presented for Council's consideration in accordance with clause 212 of the Local Government (General) Regulation 2005. Council's Investment Policy PP-004 - Reporting and Reviewing Investments requires the provision of a report detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and market value.

REPORT

The following details Council Investments as at 31 January 2017:

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Long Term Deposits	34,000,000.00				81.4%
National Australia Bank	3,000,000.00	1,096	3.73%	05/11/17	7.2%
Bank of Queensland	3,000,000.00	1,098	3.60%	05/12/17	7.2%
National Australia Bank	3,000,000.00	1,097	3.70%	04/12/17	7.2%
AMP	3,000,000.00	1,097	3.40%	19/12/17	7.2%
National Australia Bank	3,000,000.00	1,097	3.57%	08/01/18	7.2%
National Australia Bank	3,000,000.00	1,096	3.36%	12/02/18	7.2%
Commonwealth Bank	3,000,000.00	1,097	3.11%	17/03/18	7.2%
Commonwealth Bank	3,000,000.00	1,096	3.06%	20/04/18	7.2%
Westpac Banking Corporation	3,000,000.00	1,096	3.04%	25/06/18	7.2%
Bank of Queensland	3,000,000.00	1,098	3.00%	29/10/18	7.2%
ING Direct	3,000,000.00	1,098	3.18%	18/03/19	7.2%
Bendigo & Adelaide Bank	1,000,000.00	548	3.00%	1/12/17	2.4%
Short Term Deposits	6,000,000.00				14.4%
Bendigo & Adelaide Bank	1,000,000.00	365	2.97%	31/05/17	2.4%
Bank of Queensland	1,000,000.00	365	2.85%	31/05/17	2.4%
AMP Bank	1,000,000.00	181	3.00%	15/06/17	2.4%
Bendigo & Adelaide Bank	1,000,000.00	365	2.67%	10/08/17	2.4%
Members Equity Bank	2,000,000.00	180	2.77%	11/07/17	4.8%
At Call Deposits	1,750,210.00				4.2%
Commonwealth Bank At Call A/c	750,000.00	At Call	1.70%	N/A	1.8%
AMP Bank At Call A/c	1,000,210.00	At Call	2.55%	N/A	2.4%
Total Value of Investment Funds	41,750,210.00				100.0%

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017



GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

Movements within Bank account for the reporting period (\$)

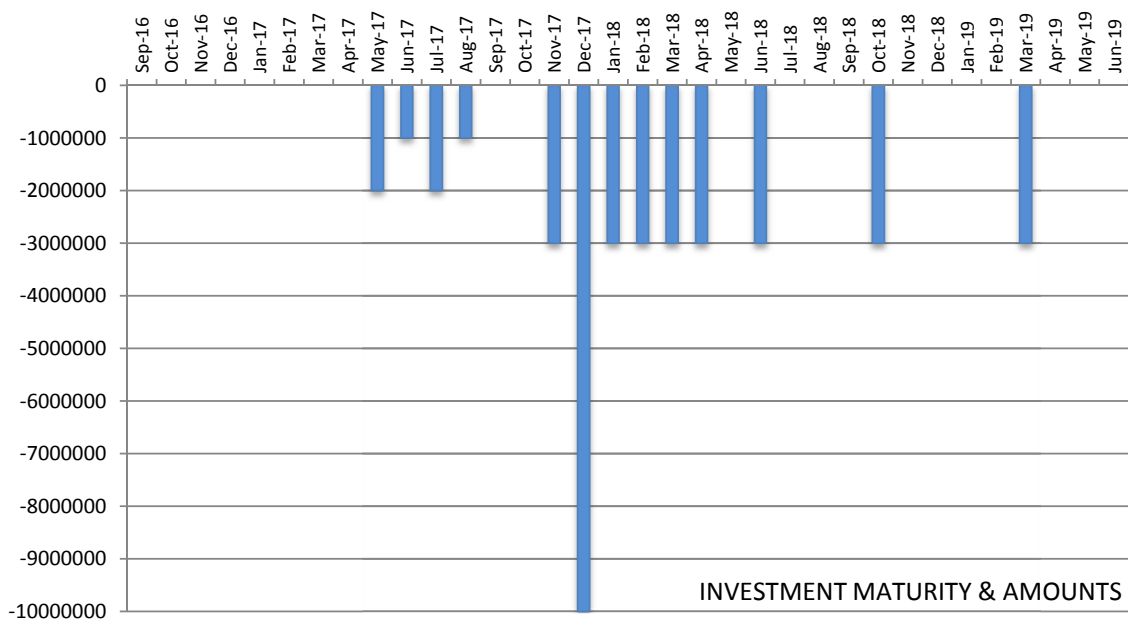
Cash Book balance as at 1 December 2016	\$963,527.41
Plus Deposits	
December	\$1,691,929.17
January	\$3,377,991.66
Less Payments	
December	-\$2,117,938.80
January	-\$3,647,993.69
Cash Book balance as at 31 January 2017	\$267,515.75
Less Outstanding Deposits	-\$1,090.24
Plus Unpresented Cheques	\$19,016.95
Bank balance as at 31 January 2017	\$285,442.46

It is hereby certified that the above investments have been secured in accordance with:

- Local Government Act, 1993;
- Local Government (General) Regulation, 2005;
- Investment Order - dated 12 January 2011; and
- Council’s Investment Policy PP-004 (adopted 23/6/2016).

Councillors will be aware of Council’s Restricted Assets, which will now form part of the report.

The following table sets out GWCC’s investment maturity timetable



GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

Attachments: Nil

Tabled Items: Nil

FINANCIAL IMPACT STATEMENT

Nil

RECOMMENDATION

That the report detailing Council Investments at 31 January 2017 be received and noted.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

CAPITAL WORKS PROGRESS REPORT (G35201005)

Report prepared by Accountant

BACKGROUND

Capital Works represents an important part of Council's activities and expenditure. This report details progress year to date on programmed and emergent capital works. Water mains are a significant part of the annual program and are also reported in more detail.

REPORT

This report is presented for information on the progress of Council's Capital Works Program as at 31 January 2017.

Description	2016/17 Estimate	Costing to 31/01/2017
Total New -Future Projects Investigations	\$ 50,000	\$ -
Total New -Water Mains-Developers	\$ 40,000	\$ 38,718
Total New -Water Mains	\$ 120,000	\$ 35,546
Total New System Assets-Reservoirs	\$ -	\$ -
Total New System Assets-Pumping Stations	\$ 592,000	\$ -
Total New System Assets-Treatment	\$ 33,700	\$ 34,445
Total New System Assets-Bores	\$ 400,000	\$ 337,713
Total New System Assets-Services-Meters	\$ 125,000	\$ 30,701
Total New System Assets - Backflow	\$ -	\$ 21,403
Total New Plant & Equipment	\$ 125,000	\$ 38,427
Total New Intangibles	\$ -	\$ 88,150
Total New Assets-Buildings	\$ -	\$ -
Capital New Asset Buildings-Temora Workshop	\$ 168,800	\$ 379,552
Total New Capital	\$ 1,604,500	\$ 1,004,655
Total New System Assets-Manadamah Stage 1	\$ 2,000,000	\$ -
Total New Capital (incl Mandamah)	\$ 3,604,500	\$ 1,004,655
Total Renewals Mains	\$ 1,344,200	\$ 161,555
Total Renewals Reservoirs	\$ 917,100	\$ -
Total Renewals Pump Stations	\$ 2,151,000	\$ 134,091
Total Renewals Treatment	\$ -	\$ 36,223
Total Renewals Bores	\$ 80,000	\$ 183,930
Total Renewals Services Meters-Taggles	\$ 145,000	\$ 29,731
Total Renewals Plant and Equipment	\$ 336,700	\$ 119,127
Total Renewals-Buildings	\$ 224,600	\$ 45,230
Total Capital Renewals	\$ 5,198,600	\$ 709,887
Total Plant Purchases	\$ 650,000	\$ 1,146,333
Total Plant Sales	-\$ 580,000	-\$ 405,229
Total Plant Purchased & Sold	\$ 70,000	\$ 741,104
Grand Total	\$ 8,873,100	\$ 2,455,646

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

Description	2016/17 Estimate	Costing to		Progress %	Commentary
		31/01/2017			
New System Assets-Mains Developer Paid					
Commissioning Developer Provided Mains	\$ 40,000	\$ -		na	Overarching budget
Mains Temora- Gallopli & James Streets	\$ -	\$ 22,452		100%	Job Completed
					Job Completed 2016 Financial Year. Invoices received in new Financial Year
					Job Completed 2016 Financial Year. Invoices received in new Financial Year
Mains Aria Park Cut In & Mains Extension	\$ -	\$ 6,378		100%	Job Completed
					Job Completed 2016 Financial Year. Invoices received in new Financial Year
	\$ -	\$ 8,445		100%	Job Completed
Water Mains-Developers	\$ 40,000	\$ 38,718			
New System Assets-Mains					
Easement Compensation	\$ 20,000	\$ 1,315		na	Not project based capital works
	\$ 100,000	\$ -		na	Overarching budget
Aria Park Fill Station	\$ -	\$ 10,986		100%	Job Completed
Aria Park Mains Extension to relocate Fill station	\$ -	\$ 23,245		100%	Job Completed
Total New -Water Mains	\$ 120,000	\$ 35,546			
Capital Renewals-Mains					
Total Renewals- To be Determined	\$ 800,000	\$ -		na	
Total - West Wyalong Stadium Main	\$ -	\$ 11,786		100%	Job Completed
Total - Wallace Street GSE Correction	\$ -	\$ 11,286		100%	Job Completed
Total Wyalong-Showground Road RMS Stage 2	\$ -	\$ 6,788		100%	Job Completed
Total Wyalong-Showground Road RMS Stage 3	\$ -	\$ 53,857		100%	Job Completed
Total Wyalong-Showground Road RMS Stage 4	\$ -	\$ 57,873		5%	In preliminary stage
Total Capital Renewals - Mains	\$ 800,000	\$ 141,590			
Cootamundra - Temora Road					
Total Cootamundra-Temora Road	\$ 60,500	\$ -		0%	Job not yet commenced
Total Cootamundra-Temora Road	\$ 60,500	\$ -			
Weethalle Fishers Lane					
Weethalle Fishers Lane	\$ 483,700	\$ 19,965		60%	8km of pipe has been laid. Anticipated finish date of late March.
Total Weethalle Fishers Lane	\$ 483,700	\$ 19,965			

Attachments: Nil

Tabled Items: Nil

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

RECOMMENDATION

The report detailing Council's capital works program as at 31 January 2017 be received and noted.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2016 (G35201005)

Report prepared by Accountant

BACKGROUND

The Quarterly Budget Review Statement is presented to Council to revise estimates of income and expenditure in accordance with clause 203 of the Local Government (General) Regulation 2005. The review is for the quarter ending 31 December 2016 and is attached for Council's consideration.

REPORT

Council's budgeted Operating Result before Capital Items forecast a surplus of \$4,034,000. The December QBR result, as presented, reflects an increase in operating expenditure of \$903,000, and a decrease in income of \$262,000, resulting in a budgeted surplus result before Capital of \$2,869,000.

Councillors will note changes to the Capital Budget Review Statement. Council originally budgeted \$9,503,000 for capital expenditure. The December QBR Result, reflects a decrease in capital expenditure of \$738,000.

Please refer to the attached statements for financial details and accompanying notes.

Attachments: Quarterly Budget Review Statement

Tabled Items: Nil

RECOMMENDATION

That the Quarterly Budget Review Statement for the period ended 31 December 2016 be received and noted with the variations to income and expenditure adopted as the revised Budget estimates for the year ended 30 June 2017.

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/10/16 to 31/12/16

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Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/10/16 to 31/12/16

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 Goldenfields Water County Council for the quarter ended 31/12/16 indicates that Council's projected financial position at 30/6/17 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  _____
Geoffrey Veneris
Responsible Accounting Officer

date: 13/02/2017

Goldenfields Water County Council

Quarterly Budget Review Statement

for the period 01/10/16 to 31/12/16

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2016

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2016/17	Approved Changes					Revised Budget 2016/17	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS					
Income											
Annual Charges	4,672	-	-	-	-	4,672	-		4,672	1,530	
User Charges and Fees	13,858	-	-	-	-	13,858	(300)	1	13,558	3,561	
Interest and Investment Revenues	1,260	-	-	-	-	1,260			1,260	776	
Other Revenues	350	-	-	-	-	350	38	3	388	210	
Grants & Contributions - Operating	161	-	-	-	-	161			161	35	
Grants & Contributions - Capital	866	-	-	-	-	866			866	362	
Net gain from disposal of assets	-	-	-	-	-	-			-	-	
Total Income from Continuing Operations	21,167	-	-	-	-	21,167	(262)		20,905	6,474	
Expenses											
Employee Costs	4,410	-	-	-	-	4,410	287	2	4,697	1,756	
Borrowing Costs	-	-	-	-	-	-	-		-	-	
Materials & Contracts	2,966	-	-	-	-	2,966	524	4	3,490	642	
Depreciation	5,440	-	-	-	-	5,440			5,440	150	
Legal Costs	13	-	-	-	-	13	15	5	28	14	
Consultants	-	-	-	-	-	-	50	6	50	-	
Other Expenses	4,304	-	-	-	-	4,304	27	7	4,331	2,570	
Net Loss from disposal of assets	-	-	-	-	-	-			-	-	
Total Expenses from Continuing Operations	17,133	-	-	-	-	17,133	903		18,036	5,132	
Net Operating Result from Continuing Operations	4,034	-	-	-	-	4,034	(1,165)		2,869	1,342	
Discontinued Operations - Surplus/(Deficit)						-			-	-	
Net Operating Result from All Operations	4,034	-	-	-	-	4,034	(1,165)		2,869	1,342	
Net Operating Result before Capital Items	3,168	-	-	-	-	3,168	(1,165)		2,003	980	

Goldenfields Water County Council

Quarterly Budget Review Statement

for the period 01/10/16 to 31/12/16

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2016

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2016/17	Approved Changes					Revised Budget 2016/17	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS					
Income											
Residential Access Charges	1,229					1,229			1,229	314	
Residential Usage Charges	4,059					4,059	(101)	1	3,958	593	
Non-Residential Access Charges	3,443					3,443			3,443	1,216	
Non-Residential Usage Charges	9,799					9,799	(199)	1	9,600	2,968	
Interest	1,260					1,260			1,260	776	
Other Income	350					350	38	3	388	210	
Operating Grants & Contributions	161					161			161	35	
Capital Grants & Contributions	866					866			866	362	
Net gain from disposal of assets	-					-			-	-	
Total Income from Continuing Operations	21,167	-	-	-	-	21,167	(262)		20,905	6,474	
Expenses											
Management	4,662					4,662	595	2	5,257	2,100	
Operations & Maintenance:											
Mains	1,659					1,659			1,659	534	
Reservoirs	239					239	-		239	172	
Pumping Stations	3,347					3,347	-		3,347	340	
Treatment	726					726	195	4	921	468	
Other	710					710	113	8	823	666	
Depreciation	5,440					5,440	-		5,440	150	
Miscellaneous Expenses	350					350			350	702	
Net Loss on Disposal of Assets	-					-			-	-	
Total Expenses from Continuing Operations	17,133	-	-	-	-	17,133	903		18,036	5,132	
Net Operating Result from Continuing Operations	4,034	-	-	-	-	4,034	(1,165)		2,869	1,342	
Discontinued Operations - Surplus/(Deficit)											
Net Operating Result from All Operations	4,034	-	-	-	-	4,034	(1,165)		2,869	1,342	
Net Operating Result before Capital Items	3,168					3,168	(1,165)		2,003	980	

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/10/16 to 31/12/16

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Based on YTD production and projections for the remainder of 2016-17, Residential water sales have been reduced by \$101,300. Non Residential Sales, that is Commercial, Community, Industrial, Other require a reduction of \$146,000 following the 2015-16 final sales result. Minor adjustments have been made to Non Residential Bulk, Non Residential Hi Volumes and Standpipe estimated sales totalling \$53,000. While it is anticipated that Non Residential Rural water sales will be lower, the current estimate is 15% less than the final 2015-16 result for this sector.
2	Increase in costs of 6.5% covering: > Increase in staff > Redundancies
3	Increase in employee vehicle contributions
4	> GWCC Rebranding / IP&R Development > IWCM > Water Treatment Operations
5	Industrial Relation matters requiring increase in legal costs
6	Movement from CAPEX to OPEX
7	Combination of minor expenses, i.e. licences, subscriptions & memberships.
8	Minor asset renewals & relocation expenses

Goldenfields Water County Council

Quarterly Budget Review Statement

for the period 01/10/16 to 31/12/16

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2016

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2016/17	Approved Changes					Revised Budget 2016/17	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS					
Capital Expenditure											
New Assets											
- Plant & Equipment	75	50				125	30	1	155	32	
- Intangibles	-	-				-	117	2	117	88	
- Land & Buildings	100	69				169	1,438	3	1,607	399	
- Water Supply Infrastructure	3,352	8				3,360	(198)	4	3,162	611	
Renewal Assets (Replacement)											
- Plant & Equipment	907	80				987	-		987	112	
- Land & Buildings	220	5				225	-		225	32	
- Water Supply Infrastructure	3,983	654				4,637	(2,125)	5	2,512	358	
Total Capital Expenditure	8,637	866	-	-	-	9,503	(738)		8,765	1,632	
Capital Funding											
Rates & Other Untied Funding						-			-		
Capital Grants & Contributions	40					40			40	-	
Reserves:											
- Internal Restrictions/Reserves	8,017	866				8,883	(738)		8,145	1,603	
New Loans						-			-		
Receipts from Sale of Assets											
- Plant & Equipment	580					580			580	29	
- Land & Buildings	-	-				-			-		
Total Capital Funding	8,637	866	-	-	-	9,503	(738)		8,765	1,632	
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-		-	-	

Goldenfields Water County Council

Quarterly Budget Review Statement

for the period 01/10/16 to 31/12/16

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2016

Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2016/17	Approved Changes					Revised Budget 2016/17	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS					
Internally Restricted ⁽²⁾											
Employee Leave Entitlements	1,362					1,362			1,362	1,362	
Plant Replacement	1,200					1,200			1,200	1,200	
Infrastructure Replacement	28,968					28,968			28,968	28,968	
Sales Fluctuation	2,000					2,000			2,000	2,000	
Deposits & Retentions	16					16			16	16	
Total Internally Restricted	33,546	-	-	-	-	33,546	-		33,546	33,546	
(2) Funds that Council has earmarked for a specific purpose											
Unrestricted (ie. available after the above Restrictic	8,770	-	-	-	-	8,770	-		8,770	8,770	
Total Cash & Investments	42,316					42,316			42,316	42,316	

Goldenfields Water County Council

Quarterly Budget Review Statement
for the period 01/10/16 to 31/12/16

Cash & Investments Budget Review Statement

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$566,784

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/12/16

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

Cash at Bank (as per bank statements)		566
Investments on Hand		41,750
less: Unpresented Cheques	(Timing Difference)	-
add: Undeposited Funds	(Timing Difference)	-
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	-
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	-
Reconciled Cash at Bank & Investments		42,316
Balance as per Review Statement:		42,316
Difference:		-

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

LOANS BORROWING POLICY REPORT (G40350505)

Report prepared by Accountant

BACKGROUND

External loan borrowings are an important source of funding for Council's capital works. The Loans Borrowing Policy has been developed to ensure Goldenfields Water County Council undertakes sustainable borrowings in accordance with legislative requirements.

REPORT

The policy is to provide guidance to ensure Council has a structured and disciplined approach to borrowing of funds that fit within Council's long term financial framework.

Attachments: Loans Borrowing Policy

Tabled Items: Nil

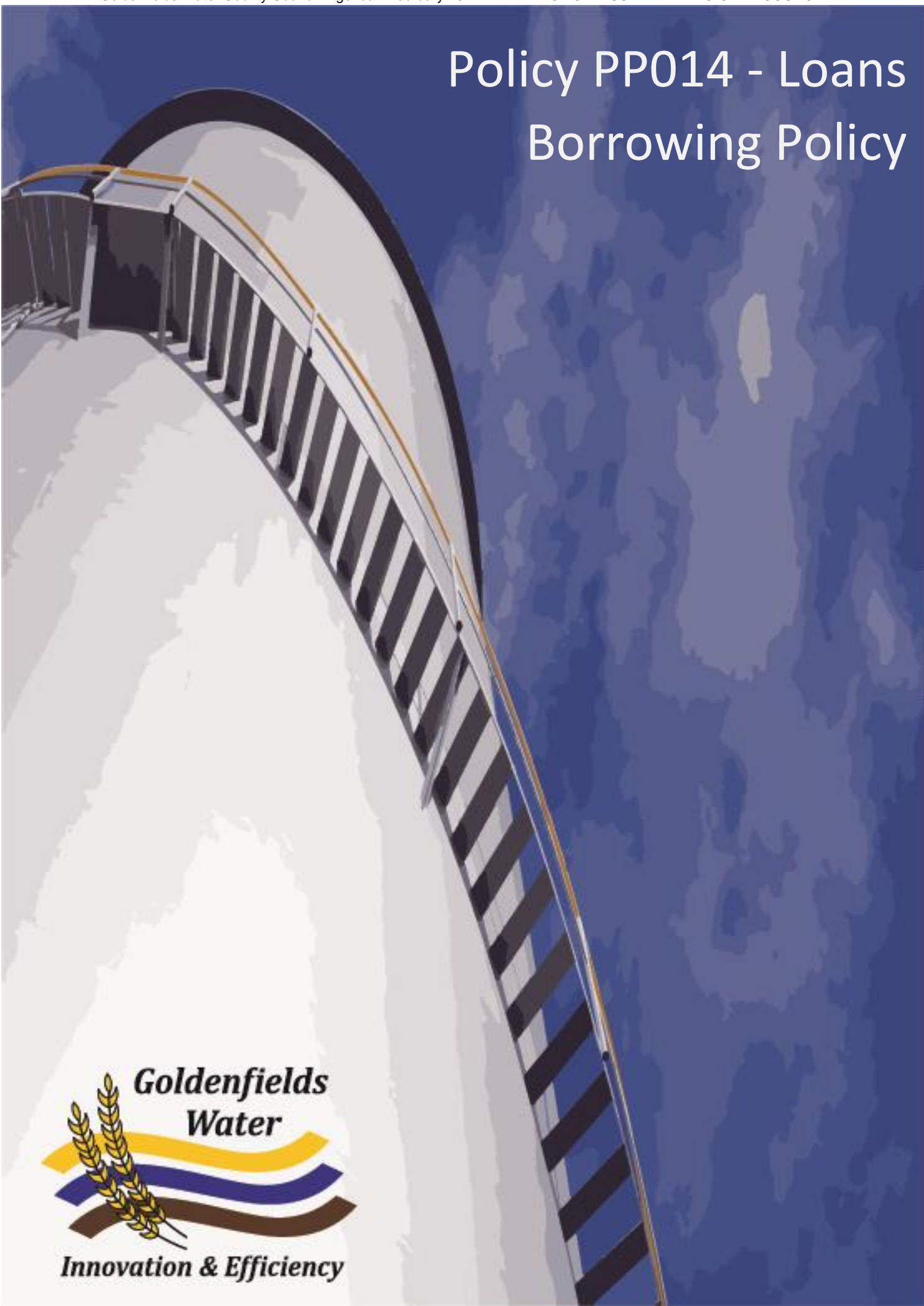
FINANCIAL IMPACT STATEMENT

The recommendation does not have immediate effect on Council's financial position. Should borrowings be undertaken Council will aim to achieve a Debt Service Ratio of less than 10% and not exceed 20%. It is intended that any borrowings proposed will be undertaken for major projects and be reported to Council prior to seeking any borrowings.

RECOMMENDATION

That Council adopt the Loans Borrowing Policy as presented.

Policy PP014 - Loans Borrowing Policy



Policy - Loans Borrowing Policy

Policy No. PP014

INFORMATION ABOUT THIS POLICY

Date Adopted By Board		Resolution No.	
Policy Responsibility	Corporate Services Manager		
Review Timeframe	Every four years or within 12 months of the new term of Council, whichever occurs first.		
Last Review Date		Next Scheduled Review Date	

Document History

Doc No.	Date Amended	Summary of Changes

Further Document Information and Relationships

Related Legislation	Local Government Act 1993 (as amended); Local Government (General) Regulation;
Related Policies	
Related Procedures / Protocols, Statements, Documents	Local Government Code of Accounting Practice and Financial Reporting Ministers Borrowing Order; Local Government Circular 09-21 Goldenfields Water County Council's Long Term Financial Plan Goldenfields Water County Council's Operational Plan

Policy - Loans Borrowing Policy

Policy No. PP014

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DRAFT

Policy - Loans Borrowing Policy

Policy No. PP014

PURPOSE

The purpose of Council's Loan Borrowing Policy is to:

- Ensure that all borrowings are in accordance with legislative requirements
- Ensure the borrowings are sustainable in terms of ability to meet future repayments and budgetary obligations
- Maximise the organisations capital delivery program whilst minimising financial liabilities that may impede future investment

SCOPE

This policy applies to all borrowings undertaken by council from external resources.

DEFINITIONS

Nil.

POLICY

1. PRINCIPLES

External loan borrowings are an important source of funding for Council's capital works. The following principles have been set to ensure Council has a structured and disciplined approach to borrowing of funds that fit within a long term financial framework.

- 1.1 Council will **not** borrow money to fund operating expenditure. This type of expenditure will be funded through operating revenue streams.
- 1.2 Council will **not** borrow funds for recurrent expenditure
- 1.3 The term of any loan will not exceed a period of ten (10) years, unless significant capital investment is required at a time where interest rates can be fixed at a rate of 5% or less. If the period of borrowing exceeds ten (10) years, then the borrowing term will not exceed the expected economic life of the asset being funded.
- 1.4 All borrowings will be considered in line with Council's Long Term Financial Plan
- 1.5 The intention to borrow must be outlined in Council's Operational Plan.
- 1.6 Council will maintain a minimum of 2% of its asset base in cash investments
- 1.7 Refinancing of borrowings shall be for no longer than the remainder of the notional term of the original borrowing unless resolved by council

2. RESPONSIVENESS AND ACCOUNTABILITY

- 2.1 All borrowings are subject to council approval through the adoption of the Long Term Financial Plan (LTFP)

Policy - Loans Borrowing Policy

Policy No. PP014

3. DETERMINATION OF APPROPRIATE LENDING INSTITUTION

3.1 Once a borrowing has been approved by Council, an 'Expression of Interest' (EOI) process will be conducted whereby appropriate lending institutions will be invited to submit written quotations on Council's borrowing requirements. Council may engage an external agent to undertake the EOI process on its behalf.

3.2 Written quotations must include the:

- a. Interest rate
- b. Term of the loan
- c. Repayment intervals
- d. Repayment instalment amount, and;
- e. Any applicable fees (including loan break costs)

3.3 Council will seek a minimum of three quotations

3.4 The General Manager has authority to accept loan offers, subject to the borrowing amount being previously approved by Council and the requirements of the 'Loan Borrowing Policy' being adhered to.

4. RESTRICTIONS

Current borrowing restrictions are prescribed in the Local Government Borrowing Order which states:

A council shall not borrow from any source outside the Commonwealth of Australia nor in any other currency than Australian currency

5. DEBT SERVICE RATIO (DSR)

The Debt Service Ratio (DSR) measures how much Council is spending, on servicing debt as a percentage of operating revenue and is the primary indicator in relation to determining appropriate levels of debt. The NSW Office of Local Government accepted benchmark for the DSR as follows:

- Less than 10% - satisfactory
- Between 10% and 20% - fair
- Over 20% - could be of concern

Councils target on relation to its Debt Service Ratio is to achieve a financial indicator of less than 10% and to not exceed 20%.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

INVESTMENT POLICY (G40350505)

Report prepared by Accountant

BACKGROUND

The Investment Policy has been reviewed and updated to provide Council with a framework for the investing of funds in a prudent and appropriate manner.

REPORT

The current Investment Policy prohibits the use of leveraging (borrowing to invest) of an investment. The policy has been updated to ensure nothing prohibits the short term investment of loan proceeds. This could be at a time where the loan is raised for non-investment purposes (Major Projects) and there is a delay prior to the expenditure of the loan funds.

Attachments: PP004 Investment Policy

Tabled Items: Nil

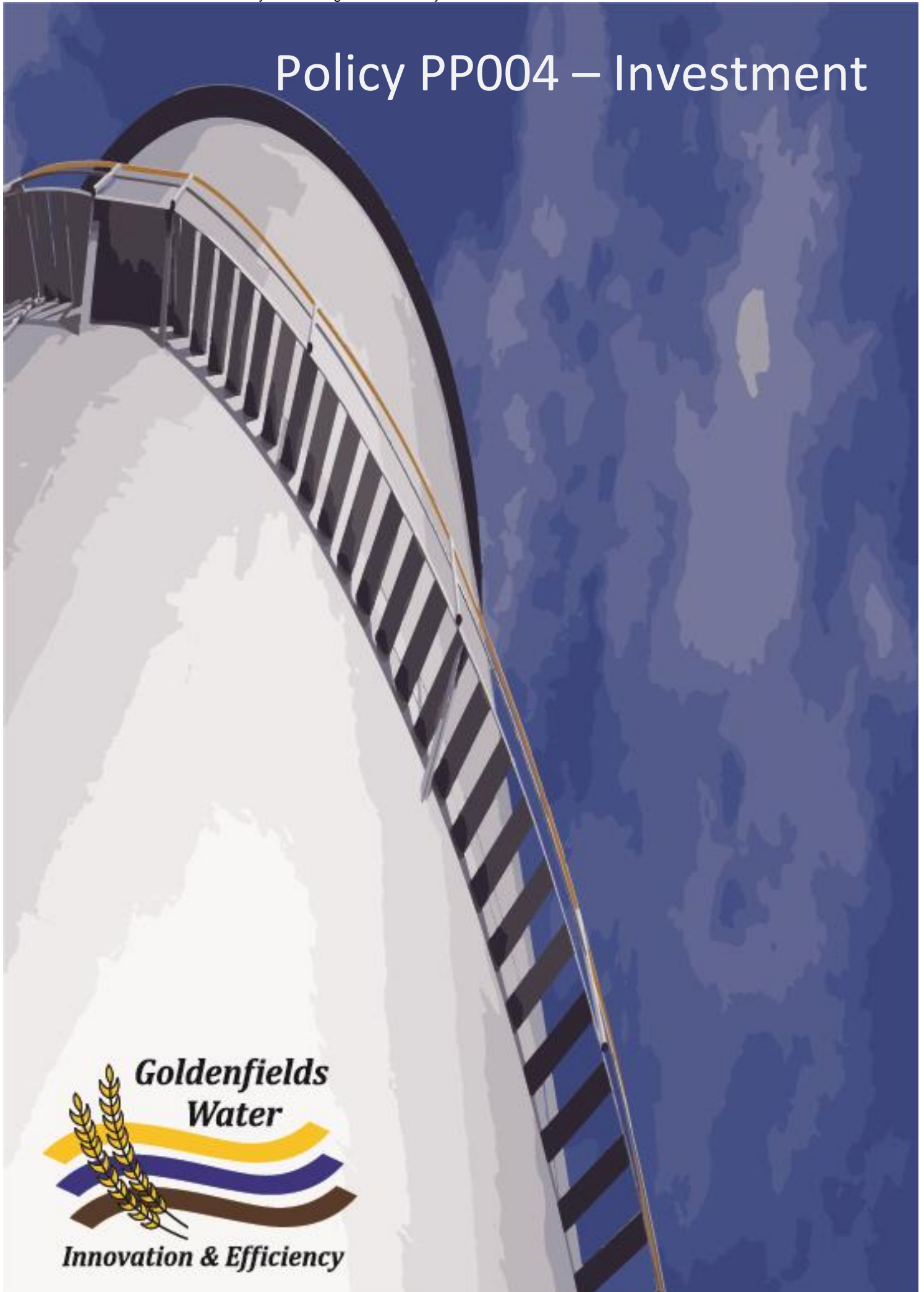
FINANCIAL IMPACT STATEMENT

The recommendation does not have any immediate impact on Council's financial position.

RECOMMENDATION

That Council adopt the Investment Policy as presented.

Policy PP004 – Investment



Policy – Investment

Policy No. PP004

1 INFORMATION ABOUT THIS POLICY

Date Adopted By Board		Resolution No.	
Policy Responsibility	General Manager		
Review Timeframe	Annual		
Last Review Date	June 2016	Next Scheduled Review Date	June 2018

Document History

Doc No.	Date Amended	Summary of Changes
05/131		
10/133		
11/024		
14/058		
15/071		No Change
	23/05/2016	Policy reformatted, addition of Purpose, Scope and Definitions Generally, reference to “council” amended to GWCC Highlighting of Preservation of capital is the principal objective of the investment portfolio in part 7 Objectives. Removed Market, Liquidity and Maturity Risk definitions (now duplicated) in part 14 Risk Management Guidelines. Policy Review now separate from Reporting and Reviewing of Investments.
	23/02/2017	Additional wording to Prohibited Investments

Further Document Information and Relationships

Related Legislation	NSW Local Government Act 1993, NSW Local Government General Regulation 2005
Related Policies	GWCC Code of Conduct
Related Procedures / Protocols, Statements, Documents	Ministerial Investment Order Local Government Code of Accounting Practice and Financial Reporting Australian Accounting Standards and Office of Local Government Circulars

Policy – Investment

Policy No. PP004

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Policy – Investment

Policy No. PP004

Policy Title: Investment

3 PURPOSE

To assist Councillors, General Manager, and Council Officers to invest GWCC's funds in a prudent and appropriate manner.

4 SCOPE

The requirements of this Policy apply to all GWCC Investments.

5 DEFINITIONS

ADI:	Authorised Deposit Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.
Bill of Exchange:	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
Credit Risk:	Credit risk is the risk of loss to an investor due to the failure of the institution/entity with which an investment is held to pay the interest and/or repay the principal if an investment.
Debentures:	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long term investment of funds by lenders.
DLG:	NSW Division of Local Government, Department of Premier and Cabinet.
GWCC:	Goldenfields Water County Council.
Grandfather Clause:	Grandfather clause is a legislative clause, which in prohibiting a certain activity, exempts those who were already engaged in the activity at the time the legislation was passed.
Investment Rate Risk:	Investment rate risk is the risk that the fair value or future cash flows of an investment will fluctuate because of changes in market interest rates.
Investment Portfolio:	The total pool of all of the Council's investments.

Policy – Investment

Policy No. PP004

LGGR:	Local Government (General) Regulation 2005 (NSW).
Liquidity Risk:	Liquidity risk is the risk and investor is unable to redeem the investment at a fair price within a timely period.
Market Risk:	Market risk is the risk that the fair or future cash flow of an investment will fluctuate due to changes in market prices.
Maturity Risk:	Maturity risk is the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.
Ministerial Investment Order:	Ministerial Investment Order is an Order issued by the Minister for Local Government.
Preservation of Capital:	Preservation of capital refers to an investment strategy with the primary goal of preventing losses in the investment portfolio's total value.
Prudent person standard:	Prudent person standard is a legal standard restricting the investing and managing of a client's account to what a reasonable person seeking reasonable income and preservation of capital might exercise for his or own investment.
RAO:	Responsible Accounting Officer (RAO) of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR Clause 296).
Securities:	For Financial markets these are the many types of financial instruments (e, documents) that are traded in financial markets (except futures contracts) eg, bonds and shares.

6 PROBITY AND CONFIDENTIALITY

All Investment activities are to be conducted in an ethical manner and in accordance with GWCC's Code of Conduct.

7 OBJECTIVES

To provide a framework for investing of GWCC's funds at the most favourable rate of interest available to it at the time, having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return of investment.

Policy – Investment

Policy No. PP004

- **Preservation of capital is the principal objective of the investment portfolio.** Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

8 LEGISLATIVE REQUIREMENTS

All investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- DLG Circulars.

9 DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

10 PRUDENT PERSON STANDARD

The investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage GWCC's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Policy – Investment

Policy No. PP004

11 ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of GWCC's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

12 APPROVED INVESTMENTS

Investments are limited to those allowed by the most current Ministerial Investment Order.

(The most current Ministerial Investment Order at the time of the adoption of this policy is Attachment 1).

13 PROHIBITED INVESTMENTS

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of the loan funds.

14 RISK MANAGEMENT GUIDELINES

Investments obtained are to be considered in light of the following key criteria:

- **Preservation of Capital** (principal objective) - preventing losses in the investment portfolio's total value (considering the time value of money);
- **Diversification** - limiting amounts invested with a particular financial institution or government authority to reduce **Credit risk** - the risk that council has invested in fails to pay the interest and or repay the principal of an investment;
- **Market, Liquidity and Maturity Risks** are also be considered.

Policy – Investment

Policy No. PP004

Refer to Attachment 2 Guidelines in relation to diversification / credit risk;

15 INVESTMENT ADVISOR

Investment Advisors engaged by Council must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

16 REPORTING AND REVIEWING INVESTMENTS

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide GWCC's legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the GWCC's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in GWCC's financial records and reconciled at least on a monthly basis.

A bimonthly report will be provided to GWCC. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and market value.

17 POLICY REVIEW

This Policy will be reviewed at least once a year or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage of GWCC and in the spirit of this policy. Any amendment to the Policy must be by way of council resolution.

Policy – Investment

Policy No. PP004

DIVERSIFICATION / CREDIT RISK GUIDELINES

MANAGED INVESTMENTS

The total amount invested with any one fund manager should not exceed 45% of average annual funds invested by Council.

DIRECT INVESTMENTS

The amount invested with any one financial institution should not exceed the following percentages of average annual funds invested by Council: -

Long Term Rating (Standard & Poors)	Short Term Rating (Standard & Poors)	Maximum Percentage of Total Investments
AAA to AA-	A1+	45%
A+ to A-	A1	40%
BBB+ to BBB-	A2	20%
Not Rated	Not Rated	10%

CREDIT RATINGS

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

INTERNAL AUDIT COMMITTEE (G40350505)

Report prepared by Accountant

BACKGROUND

In 2008 pursuant to section 23A of the Local Government Act 1993, the Department released Internal Audit Guidelines for local government in NSW via Circular number 08-64.

The Guidelines advised all councils to develop an internal audit committee to act as an independent and objective oversight of council systems and processes.

REPORT

The primary objective of the Audit Committee Policy is to provide framework to promote good corporate governance through the provision of independent assurance, oversight and advice to Council and the General Manager on matters relating to fraud, corruption control, risk management, internal control, governance, compliance, audit, financial statement preparation and financial reporting.

The Audit Committee will meet quarterly and function in accordance with the Institute of Internal Auditors. Reported minutes will be submitted into the Council business papers for the following Board meeting.

Attachments: Internal Audit Committee Policy

Tabled Items: Nil

FINANCIAL IMPACT STATEMENT

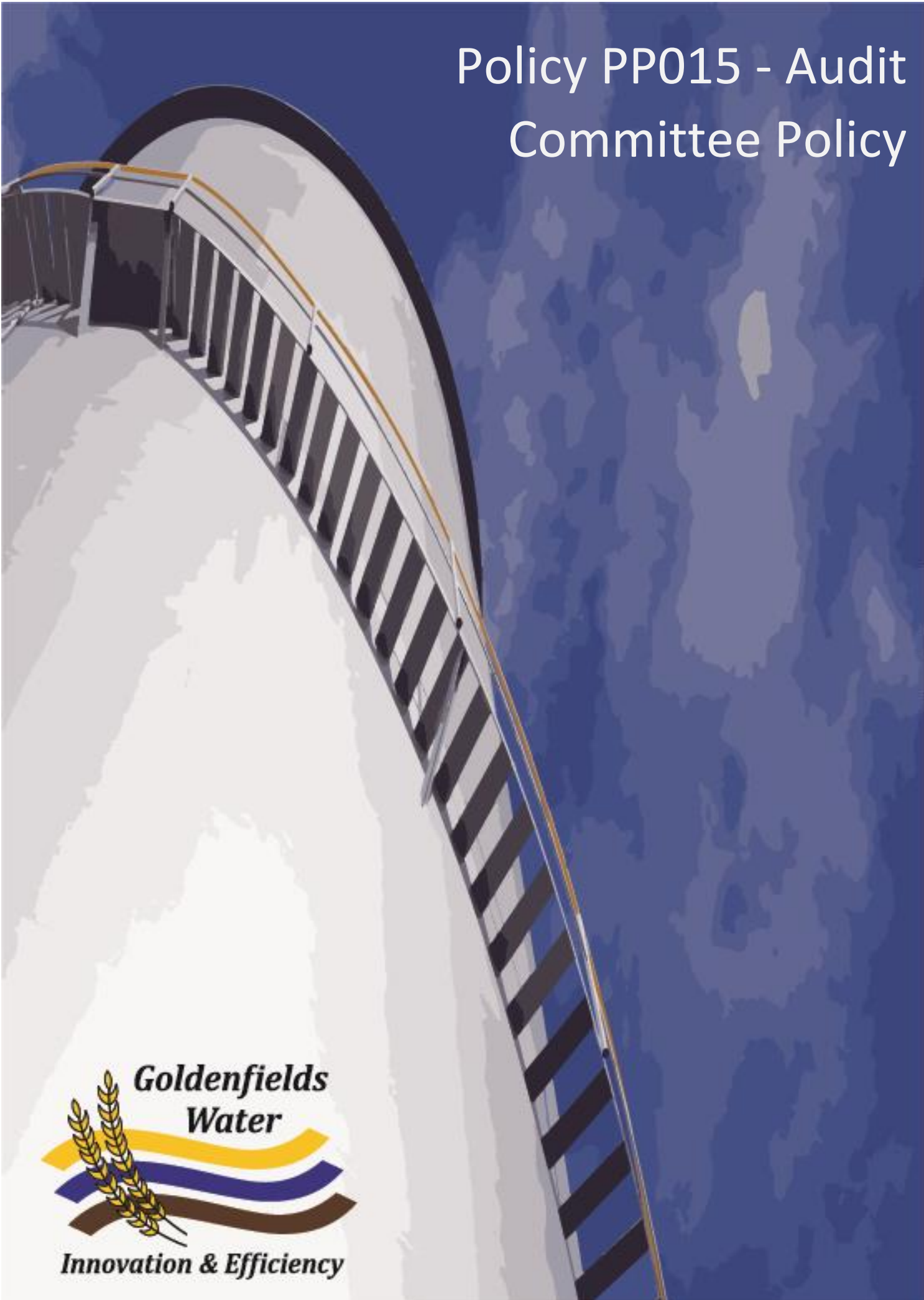
The recommendation does not impact on Council's financial position.

RECOMMENDATION

That Council

- a) Adopt the Internal Audit Committee Policy as presented and;
- b) Approve Council officers to engage an external chair to facilitate the development of the committee for a maximum period of two years.
- c) Council nominate a board member.

Policy PP015 - Audit Committee Policy



Policy - Audit Committee Policy

Policy No. PP015

INFORMATION ABOUT THIS POLICY

Date Adopted By Board		Resolution No.	
Policy Responsibility			
Review Timeframe	Biennial		
Last Review Date		Next Scheduled Review Date	February 2019

Document History

Doc No.	Date Amended	Summary of Changes

Further Document Information and Relationships

Related Legislation	Local Government Act 1993; Division of Local Government <i>Internal Audit Guidelines</i> under section 23A of the Local Government Act 1993.
Related Policies	
Related Procedures / Protocols, Statements, Documents	

Policy - Audit Committee Policy

Policy No. PP015

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Policy - Audit Committee Policy

Policy No. PP015

Policy Title: Audit Committee Policy

PURPOSE

The primary objective of the Audit Committee Policy is to promote good corporate governance through the provision of independent assurance, oversight and advice to Council and the General Manager on matters relating to fraud, corruption control, risk management, internal control, governance, compliance, audit, financial statement preparation and financial reporting.

DEFINITIONS

Audit Committee is a committee that –

- (a) Monitors and reviews –
 - i. The integrity of financial documents;
 - ii. the internal audit function; and
 - iii. the effectiveness and objectivity of the Council's internal procedures.
- (b) makes recommendations to the Council about any matters that the audit committee considers requiring improvement.

Audit Committee Chair – Externally appointed independent advisor to help facilitate the committee's obligations under the direction of the General Manager.

Council - Goldenfields Water County Council.

Charter - a document which outlines the role, responsibilities, operational requirements and reporting obligations of the audit committee.

Independent external member - a professional, experienced individual appointed to the audit committee by Council, who is independent of Council and councillors.

Board – Goldenfields Water Elected Members

Board Member – A current permanent member of the Goldfields Water County Council Board.

SCOPE

The scope of the Audit Committee is to provide Council and the General Manager assurance, oversight and advice in relation to the effectiveness of the Councils operations. The Audit Committee will function in accordance with the Audit Committee Charter.

Audit activities are to be undertaken in accordance with the Institute of Internal Auditors Australia's International Standards for the Professional Practice of Internal Auditing.

POLICY

Council's Audit Committee is to function in accordance with the requirements of the Local Government Act 1993. The Audit Committee has authority to review and make recommendations to Council on any matters within the scope of its responsibilities as outlined in the Audit Committee Charter.

Policy - Audit Committee Policy

Policy No. PP015

Reporting

The Audit Committee will meet quarterly. Reported minutes will be submitted into the Council business papers for the following Board meeting.

DRAFT

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

DEBT RECOVERY AND HARDSHIP POLICY (G40350505)

Report prepared by Acting Manager Corporate Services Manager

Council has historically carried forward significant amounts of outstanding debts over consecutive years. This policy sets out the procedures Council will follow to recover monies that are overdue for water related fees, charges and other debts.

Council officers recognise that some customers, can overtime experience genuine financial hardship and this policy provides a formal process for the administration of such requests for assistance.

REPORT

Council officers have commenced procedures to reduce the significant amount of current outstanding debts. The attached Policy provides Council with a detailed process as to how the debt recovery and outstanding monies will be recovered. This includes the utilisation of an external company for delivery of intention to restrict or disconnect notices on behalf of Council.

The Policy has also been updated to include a process for hardship applications which was not previously available. The hardship application will allow Council officers to review a customer's financial position upon the request of a payment plan. This process will allow Council to ensure that the recovery of outstanding money is being undertaken via a due-diligence process and ensure that leniency in debt recovery is only provided to those customers with a genuine reason.

Attachments: Debt Recovery & Hardship Policy

Tabled Items: Nil

FINANCIAL IMPACT STATEMENT

The recommendation provides an avenue of transparency for the recovery of outstanding monies which allows Council to adequately recover income within appropriate timeframes. Costs associated with the engagement of an external debt recovery company are yet to be obtained.

LOCAL PREFERENCE

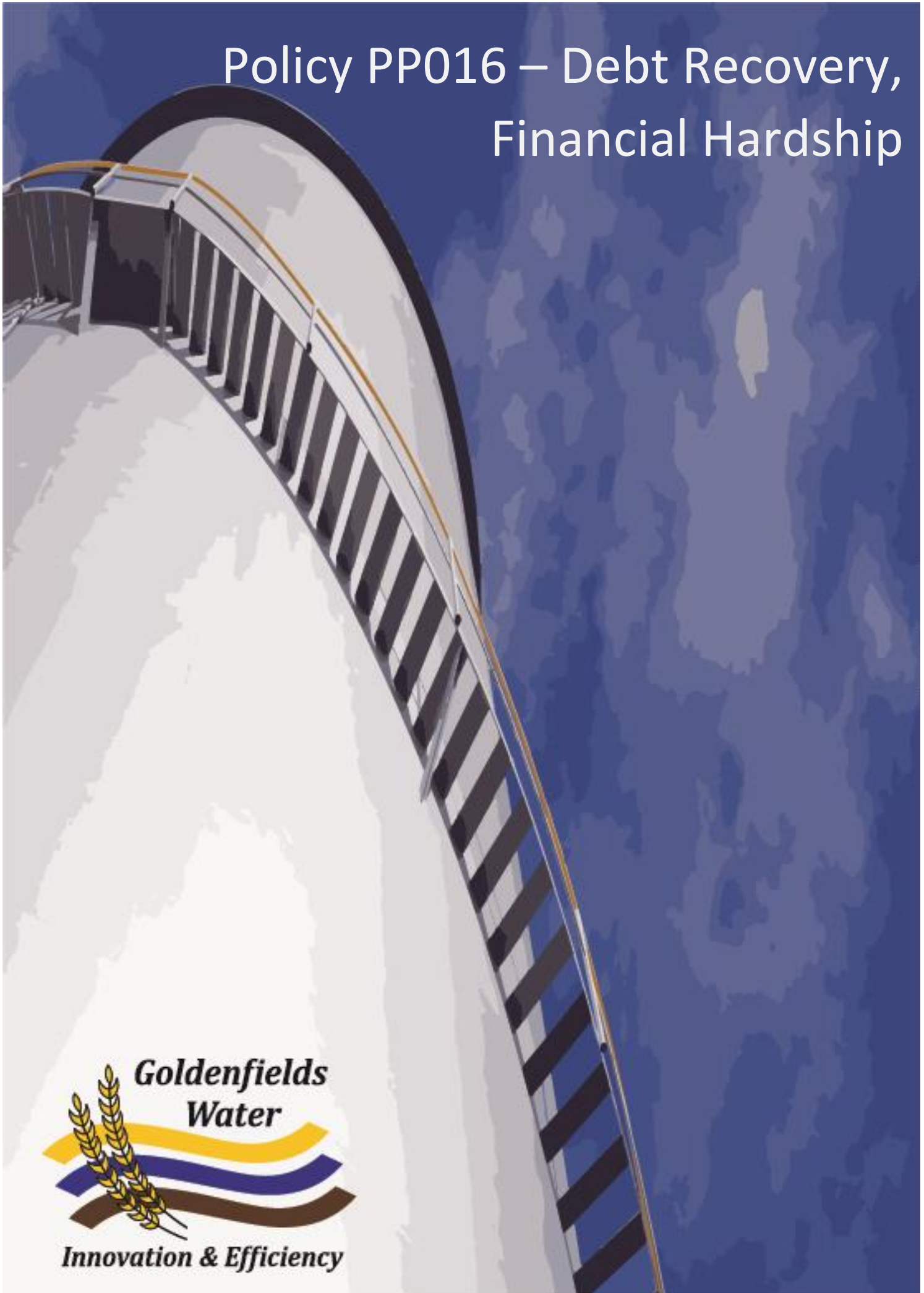
Nil.

RECOMMENDATION

That Council:

- a) Adopt the Debt Recovery and Hardship Policy as presented.
- b) Approve Council officers to engage an external debt recovery agency for any future works that may be required in recovery of outstanding monies.

Policy PP016 – Debt Recovery, Financial Hardship



Policy - Debt Recovery, Financial Hardship

Policy No. PP016

INFORMATION ABOUT THIS POLICY

Date Adopted By Board		Resolution No.	
Policy Responsibility	General Manager		
Review Timeframe	Biennial		
Last Review Date	2009	Next Scheduled Review Date	January 2019

Document History

Doc No.	Date Amended	Summary of Changes

Further Document Information and Relationships

Related Legislation	NSW Local Government Act 1993, NSW Local Government General Regulation 2005
Related Policies	
Related Procedures / Protocols, Statements, Documents	

Policy - Debt Recovery, Financial Hardship

Policy No. PP016

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DRAFT

Policy - Debt Recovery, Financial Hardship

Policy No. PP016

Policy Title: Debt Recovery, Financial Hardship

PURPOSE

Council has historically carried forward significant amounts of outstanding debts over consecutive years. This policy sets out the procedures Council follows to recover monies that are overdue for water related fees, charges and other debts.

Council recognises that some customers can over time experience genuine financial hardship and this policy provides a formal process for the administration of such requests for assistance.

SCOPE

This Policy applies to all customers of the Council.

DEBT RECOVERY

In an effort to reduce the level of outstanding debts the following procedure will be used:-

1. Quarterly Accounts are issued and payable twenty one (21) days from date of posting.
2. Twenty eight (28) days after accounts issued, interest begins to accrue and Reminders Notices (stating that the account is now overdue) are sent to all accounts.
3. After a further seven (7) to fourteen (14) days, a Final Notice is sent advising disconnection is pending.
4. After a further seven (7) to fourteen (14) days, an onsite visit by an Authorised Officer of Council (external contractor maybe utilised) will be carried out hand delivering a notice containing information regarding the options available under this policy and stipulating a 48 hour period in which to choose an option. An Attendance Fee, as set down in Council's Fees & Charges and reviewed from time to time, will be incurred and added to the outstanding account.
5. Dependent on 4 above, either:
 - a) A Flow Restrictor, restricting the flow to approximately 0.01157 litres per second or 1000 litres over a 24 hour period, is fitted if time payment arrangements are entered into by the customer. The Flow Restrictor is to remain in place until such time as the outstanding debt is paid in full, at which time it will be removed. Or if the customer defaults on the previously agreed repayment schedule, the service will be temporarily disconnected.
 - b) If no action is taken by the customer or at their request, the service is Temporarily Disconnected and the service is not reinstated until full payment of the outstanding amount is received (including a Disconnection Fee).

Policy - Debt Recovery, Financial Hardship

Policy No. PP016

6. If Temporary Disconnection has occurred, then after a further thirty (30) days a Summons will be issued to recover the outstanding amount. Fees associated with this action will be added to the account.
7. After a further thirty (30) days and subject to the outcome of 6 above, Permanent Disconnection of the service will take place. Reconnection at this time or thereafter within a ten year timeframe, will incur Council's Standard Connection fee (applicable at the time). Thereafter, New Connection conditions, including the payment of Headworks Contributions, will be applicable.
8. Any accounts still outstanding after the above process has been followed, will be eligible for inclusion on any Sale of Land for Unpaid Rates and Charges pursuant to Section 713 of the Local Government Act. Wherever possible, this will be carried out in conjunction with the appropriate general purpose council.

FINANCIAL HARDSHIP

Conditions

The following conditions apply to all applications under this policy:

- That the property for which the hardship application applies is the principal place of residency or occupancy of the applicant.
- That the actual hardship exists (examples are provided below).
- That rates payable must be more than 10% of the gross income (net of pensioner concession) of the property owner for requests to waive interest.
- That a mutually accepted repayment schedule is entered into which takes into account future charges levied against the property and is for a period not exceeding two years and is reviewed after 12 months.

Examples

The examples are provided as to what Council may consider for qualification under this policy:

- Loss of employment causing loss of income which renders the customer unable to meet payments for a specified period.
- In the case of death, terminal illness or Injury causing loss of normal income, which renders the customer unable to meet payments for a specified period and is evidenced by medical certificate and proof of loss of income.
- Natural Disaster causing loss of normal income which renders the customer unable to meet payments for a specified period.

Review Procedures

All applicants must complete the attached "Application for Financial Hardship" form. All applications are reviewed by the Administration Coordinator and approved by the Corporate Services Manager.

Policy - Debt Recovery, Financial Hardship

Policy No. PP016

HARDSHIP RATE RELIEF APPLICATION

PRIVACY

The information in your application and any information the Council obtains confirming your eligibility for hardship rate relief is private and confidential. Council’s employees and any other people dealing with this document are instructed to keep it confidential. If they do not, they may be guilty of an offence.

CONFIDENTIAL

OWNERSHIP OR RESIDENCY DETAILS

Property Address:
.....

- 1. Is this property your principal place of residence? Yes No
- 2. Do you rent the property? Yes No
- 3. How many people live at the property?
- 4. Who lives at the property? Self, Spouse/Defacto, Children
 Relatives Others (Specify)
- 5. Do you own or have an interest in any other land or buildings? Yes No
If “Yes”, state address:
- 6. How many children do you support? State ages:

AUTHORITY FOR INFORMATION CONFIRMING ELIBGLITY

I authorise the Council to receive and government departments and other institutions to give to Council, information that is necessary for the Council to decide whether I am eligible for rate relief in relation to the property which I have given as my address.

Applicant: Date:.....

Policy - Debt Recovery, Financial Hardship

Policy No. PP016

STATEMENT OF FINANCIAL POSITION

Name: _____

Debtor/Property Number: _____

Personal Details

Debtor/Property Number: _____

Name: _____

Residential Address: _____

Postal Address: _____

Phone Number: _____

Employment Details Currently Employed? Yes / No

Employer: _____

Employer Address: _____

Employer Phone Number: _____ Part-Time / Full-Time: _____

If you are self-employed, please state:

Type of Occupation: _____

Name of Business: _____

Address of Business: _____

Average weekly gross profit: _____

Dependants

Do you have any dependants? _____

What are their ages? _____

Do any of the dependants work? _____

If the debt is jointly owed, please provide the other debtors details:

Name: _____

Residential Address: _____

Policy - Debt Recovery, Financial Hardship

Policy No. PP016

Postal Address: _____

Phone Number: _____

Employer: _____

Employer Address: _____

Employer Phone Number: _____ Part-Time / Full-Time: _____

If self employed, please state:

Type of Occupation: _____

Name of Business: _____

Address of Business: _____

Average weekly gross profit: _____

Name of Financial Institution:

INCOME

Gross Weekly Earnings: \$ _____

Rental Income or Lease Income: \$ _____ per week

Residential address of property: _____

If there are any other owners, please state their name/s: _____

Average Quarterly Interest Received: \$ _____

Do you receive a pension? Yes / No

Pension: \$ _____ per week

Pension Number: _____

Pension Type: _____

Date of Grant: _____

Total Weekly Gross Income: \$ _____

ASSETS

Policy - Debt Recovery, Financial Hardship

Policy No. PP016

House / Land: \$ _____

Less Mortgage Owning: \$ _____

Vehicle (Make & Rego): \$ _____

Furniture: \$ _____

Personal Property: \$ _____

LIABILITIES

Credit Cards: \$ _____

Personal Loans: \$ _____

Total Monthly Liabilities: \$ _____

EXPENSES

Mortgage Repayment: \$ _____

Property Maintenance & Insurance: \$ _____

Food: \$ _____

Gas / Electricity: \$ _____

Telephone: \$ _____

Vehicle, Petrol, Rego & Insurance: \$ _____

School Fees & Uniforms: \$ _____

Life Insurance / Superannuation: \$ _____

Health Insurance / Medical Expenses: \$ _____

Other: \$ _____

Total Weekly Expenses: \$ _____

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

RELATED PARTY TRANSACTION NOTIFICATIONS (G40203005)

Report prepared by General Manager

BACKGROUND

The Australian Accounting Standards Board (AASB) has determined that AASB 124 Related Party Disclosures apply to government entities, including local government.

In the annual financial statements councils must disclose related party relationship, transactions and outstanding balances, including commitments.

REPORT

Key Management Personnel – elected members, the general manager, directors and managers are required to complete Related Party Transaction Notifications to assist Council in compliance with its statutory obligations. Declarations are requested biannually each financial year.

Related Party Transaction Notifications will be tabled biannually to ensure the requirements are met.

Attachments: Nil

Tabled Items: Related Party Transactions

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

RECOMMENDATION

That Council note the tabling of the Related Party Transaction Notifications.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

GOLDENFIELDS WATER BRAND IDENTITY REFRESH (G03051010)

Report prepared by the General Manager

BACKGROUND

At the 27th October 2016 Council Meeting, Council resolved (16/099) to adopt the Brand Identity Refresh Project.

REPORT

The consultant engaged to deliver the Brand Refresh Project has produced several options for Council's consideration which have been tabled in the Brand Refresh Options Report.

Attachments: Nil

Tabled Items: Brand Refresh Options

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

RECOMMENDATION

That Councillors nominate their preferred option and that if necessary, voting be by ordinary ballot.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

DELIVERY PROGRAM PROGRESS REPORT (G05601005)

Report prepared by General Manager

BACKGROUND

Section 404 of the Local Government Act 1993, requires the general manager to provide progress reports to Council with respect to the principle activities in its delivery program.

REPORT

Councils Delivery Program Progress Report July – December 2016 has been included as a tabled item.

Attachments: Nil

Tabled Items: Bi-Annual Progress Report

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

RECOMMENDATION

That Councils Delivery Program Progress Report July – December 2016 be received and noted.

GOLDENFIELDS WATER COUNTY COUNCIL – FEBRUARY 2017

WORK HEALTH AND SAFETY POLICY (G40350505)

Report prepared by WHS & Procurement Coordinator

BACKGROUND

Goldenfields Water has a legal and moral obligation under the Work Health and Safety (WHS) Act 2011, where it holds a primary duty of care to manage, as far as reasonably practicable, the health and safety of workers and others.

REPORT

The revised policy aims to provide guidance and enablers detailing Goldenfields' commitment to providing a safe workplace for all.

Attachments: PP013 Work Health and Safety Policy.

Tabled Items: Nil

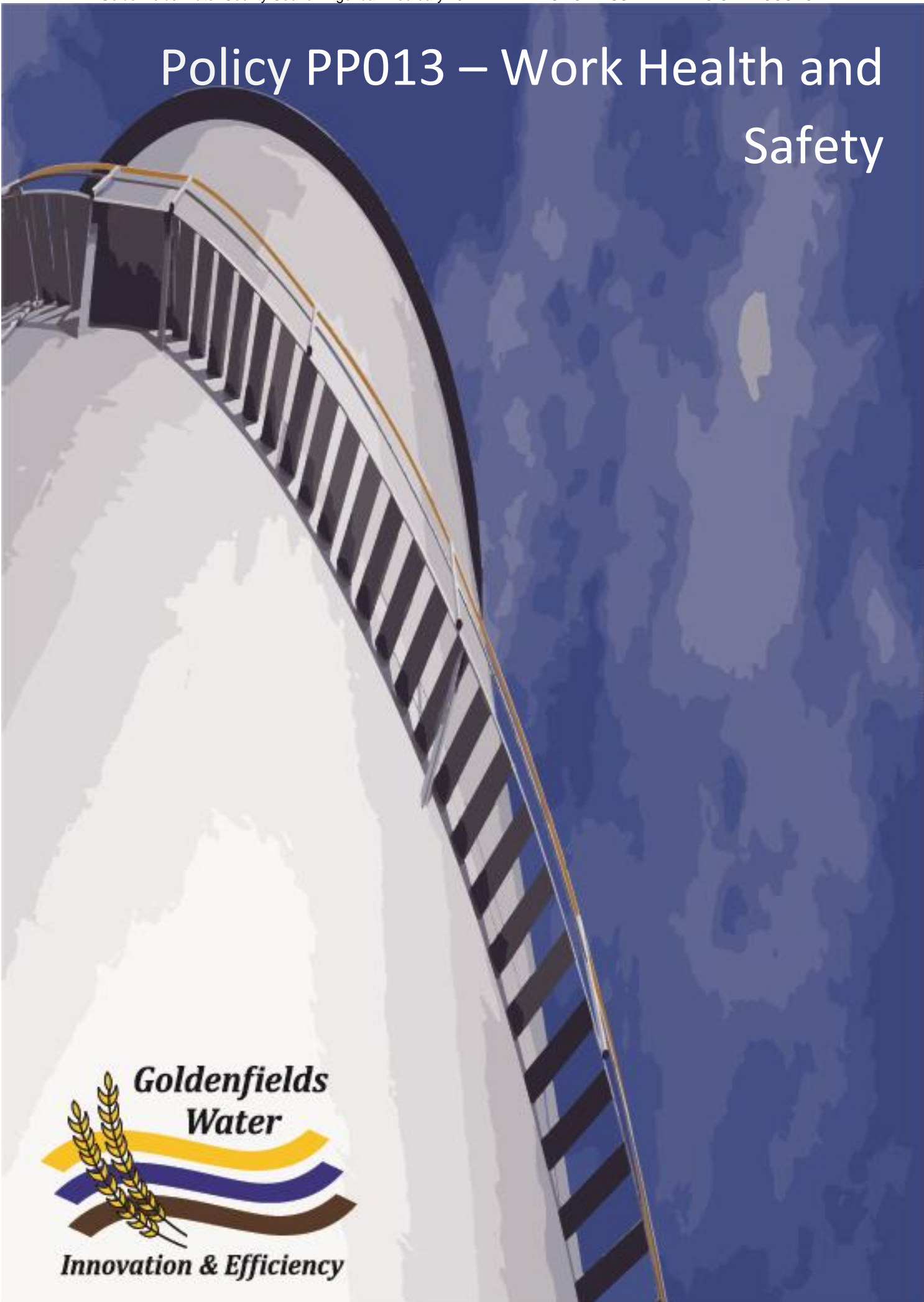
FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

RECOMMENDATION

That Council adopt the revised Work Health and Safety Policy as presented.

Policy PP013 – Work Health and Safety



Policy – Work Health and Safety

Policy No. PP013

1 INFORMATION ABOUT THIS POLICY

Date Adopted By Board		Resolution No.	
Policy Responsibility	General Manager		
Review Timeframe	2 yearly		
Last Review Date	2015	Next Scheduled Review Date	

General Manager's Endorsement

Date	
Signed	

Document History

Doc No.	Date Amended	Summary of Changes

Further Document Information and Relationships

Related Legislation	Work Health and Safety Act 2011 NSW Work Health and Safety Regulations 2011 Local Government Act 1993 Goldenfields Water County Council Award 2014
Related Policies	
Related Procedures / Protocols, Statements, Documents	Work Health and Safety Management System Safe Work Method Statements Work Health and Safety Procedures

Policy – Work Health and Safety

Policy No. PP013

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DRAFT

Policy – Work Health and Safety

Policy No. PP013

Policy Title: Work Health and Safety

3 PURPOSE

Goldenfields Water County Council (GWCC) is committed to providing a safe workplace for all workers. This policy sets out how GWCC will fulfil this commitment.

4 SCOPE

This policy applies to all GWCC workers and others undertaking work (e.g. contractors and volunteers), and students and visitors while in GWCC workplaces or participating in authorised activities.

5 DEFINITIONS

PCBU – Person conducting a business or undertaking. This is a person or duty holder such as a company or partnership that operates the business.

Officer – A nominated person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business.

Work – Activity involving mental or physical effort done in order to achieve a result.

Worker – Anyone who carries out assigned duties in any capacity for GWCC, including employees, contractors or sub-contractors, labour hire employees, apprentices or trainees, students and volunteers.

Workplace – Is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Others – Is taken to mean others at a worksite, including but not limited to visitors, customers, and members of the public.

6 ROLES AND RESPONSIBILITIES

Person conducting business or undertaking

A person conducting business or undertaking (PCBU) must ensure as far as is reasonably practicable that:

- the health and safety of workers and other persons is not put at risk from work carried out as part of the conduct of the business or undertaking; and
- the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

Policy – Work Health and Safety

Policy No. PP013

A PCBU must provide as far as is reasonably practicable:

- Adequate facilities and access to the facilities;
- Information, training, instruction or supervision;
- Safe general working environment;
- First aid equipment and personnel;
- Emergency plans;
- Personal protective equipment; and
- Effective communication with all workers, particularly those remote or isolated workers.

Officers

It is an Officer's duty to exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations under the Work Health and Safety (WHS) Act 2011.

Essential elements of due diligence for an Officer are interrelated and cumulative in nature. These elements require an Officer to:

- acquire and keep up to date knowledge of work health and safety matters;
- gain an understanding of the operations of the business and the hazards and risks involved;
- ensure appropriate resources and processes are provided as far as is reasonably practicable to enable hazards to be identified and risks to be eliminated or minimised;
- ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely manner;
- ensure the PCBU has, and implements, processes for complying with any legal duty or obligation; and
- ensure processes are verified, monitored and reviewed.

Workers (and others)

Workers and others must, while at GWCC workplaces:

- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of others;
- Report all incidents, injuries, and hazards in the first instance, controlling identified hazards where applicable;
- Participate in work health and safety consultation and training activities;
- Comply with any reasonable instruction by the PCBU; and
- Cooperate with any reasonable policies and procedures of the PBCU.

Supervisory Staff

Staff in supervisory positions, have additional responsibilities which include:

- ensuring compliance with policies and procedures through effective consultation and risk management; and

Policy – Work Health and Safety

Policy No. PP013

- leading safety initiatives in the workplace.

7 POLICY

GWCC recognises its legal and moral obligations as a PCBU under the WHS Act 2011 and that it has a primary duty of care to manage WHS at Council. Workers have the right to expect that GWCC will keep them safe so that they can return home as they left each day, therefore GWCC commits to decisions made, with the highest priority on achieving workplace safety. This will be enabled by ensuring:

- compliance with relevant legislation, including the WHS Act 2011 and supporting regulations; and
- the implementation of the WHS Management System, and the plans, policies, procedures and programs necessary to support and implement this policy.

GWCC accepts responsibility for implementing and maintaining the WHS policy and WHS Management System. Therefore, so far as is reasonably practicable, GWCC will make every effort to ensure:

- there are established measurable safety performance objectives and targets and that they are reviewed to continually improve WHS performance. This shall include regular workplace inspections and prompt control of identified hazards;
- workers are trained on all health and safety matters relevant to their duties;
- workers are fully aware of the hazards associated with their duties, and implement appropriate hazard control measures;
- adequate resources are provided to enable full implementation of WHS policy and WHS Management System; and
- effective consultation and two way communication with workers and contractors on health and safety matters including relevant information, toolbox meetings, reporting and feedback mechanisms.

GWCC is committed to providing a safe and healthy workplace for everyone with a focus on developing effective:

- safety leadership at all levels
- consultation and communication mechanisms
- risk management processes
- promotion of a safety culture
- health and wellbeing initiatives
- injury management and return to work programs

All workers are required to comply with this WHS policy and the WHS Management System at all times. Workers must cooperate with GWCC regarding WHS actions taken to maintain health and

Policy – Work Health and Safety

Policy No. PP013

safety. In addition, workers shall take reasonable care of their own safety and not adversely affect the safety of others at the workplace.

DRAFT

NEXT MEETING

The next ordinary meeting of Council is scheduled to be held on Thursday 27 April 2017 commencing at 1.00pm. Please note this meeting will held at the Jugiong Water Treatment Plant, Waterworks Rd, Jugiong.

QUESTIONS AND STATEMENTS

In accordance with Section 3.15 of Council's Code of Meeting Practice:

1. A Councillor:
 - a) may, through the Chairperson, put a question to another Councillor, and
 - b) may, through the General Manager, put a question to a Council employee.
2. However, a Councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
3. The Councillor must put every such question directly, succinctly and without argument.
4. The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or council employee under this clause.

CLOSE OF BUSINESS

There being no further business requiring the attention of Council the meeting may be declared closed.