



15th June 2016

NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

RIVERINA WATER COUNTY COUNCIL CHAMBERS,
91 HAMMOND AVENUE, WAGGA WAGGA

on

WEDNESDAY, 22nd JUNE 2016 at 9.30 am

and your attendance is requested accordingly

Yours faithfully

A handwritten signature in dark ink, appearing to read "G J Haley", written in a cursive style.

G J Haley
GENERAL MANAGER

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GENERAL MANAGER'S REPORT TO THE COUNCIL

15th June 2016

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of April and May 2015 be received.

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 30th April 2016 and 31st May 2016 as follows:

- Investment Report – April 2016
- Investment Report – May 2016

Monthly Investment Report as at 30/04/2016

a) Council's Investments as at 30/04/2016

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
ME Bank	27/01/2016	148	23/06/16	A-2	2.99	BBSW	2.07	8.357%	\$2,000,000.00	\$2,000,000.00
Bank of Queensland	21/04/2016	90	20/07/16	A-2	3.06	BBSW	2.07	10.446%	\$2,500,000.00	\$2,500,000.00
MyState Bank Ltd	8/03/2016	64	11/05/16	A-2	2.60	BBSW	2.09	10.446%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	13/04/2016	90	12/07/16	A-2	2.95	BBSW	2.09	4.178%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	15/03/2016	63	17/05/16	A-1+	2.83	BBSW	2.09	3.134%	\$750,000.00	\$750,000.00
National Australia Bank	24/03/2016	60	23/05/16	A-1+	2.77	BBSW	2.09	8.357%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	25/02/2016	90	25/05/16	A-1+	3.05	BBSW	2.07	8.357%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/03/2016	70	11/05/16	A-1+	2.84	BBSW	2.09	8.357%	\$2,000,000.00	\$2,000,000.00
								61.63%	\$14,750,000.00	\$14,750,000.00
Cash Deposit Account										
T Corp				A-1+	2.42	Cash Rate	2.00	20.97%	\$5,019,187.97	\$5,019,187.97
AMP				A-1	2.55	Cash Rate	2.00	17.400%	\$4,164,379.72	\$4,164,379.72
								38.37%	\$9,183,567.69	\$9,183,567.69
TOTAL INVESTMENTS								100.00%	\$23,933,567.69	\$23,933,567.69
Cash at Bank										\$2,732,224.68
TOTAL FUNDS										\$26,665,792.37

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,099,288.61
	Asset Replacement	\$1,516,740.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,616,028.61</u>
Unrestricted Funds		\$19,049,763.76
TOTAL FUNDS		\$26,665,792.37

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

CERTIFICATE

I hereby certify that all the above investments have been made in accordance with the provision of Section 625 of the Local Government Act 1993 and the regulations thereunder.

M. L. Curran

**M Curran
MANAGER CORPORATE SERVICES**

Monthly Investment Report as at 31/05/2016

a) Council's Investments as at 31/05/2016

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
ME Bank	27/01/2016	148	23/06/16	A-2	2.99	BBSW	2.03	8.265%	\$2,000,000.00	\$2,000,000.00
Bank of Queensland	21/04/2016	90	20/07/16	A-2	3.06	BBSW	2.01	10.332%	\$2,500,000.00	\$2,500,000.00
ME Bank	12/05/2016	90	10/08/16	A-2	2.95	BBSW	2.01	10.332%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	13/04/2016	90	12/07/16	A-2	2.95	BBSW	2.01	4.133%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	17/05/2016	63	19/07/16	A-1+	2.56	BBSW	1.97	3.100%	\$750,000.00	\$750,000.00
National Australia Bank	23/05/2016	59	21/07/16	A-1+	2.59	BBSW	1.97	8.265%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	25/05/2016	62	26/07/16	A-1+	2.59	BBSW	1.97	8.265%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	11/05/2016	91	10/08/16	A-1+	2.95	BBSW	2.01	8.265%	\$2,000,000.00	\$2,000,000.00
								60.96%	\$14,750,000.00	\$14,750,000.00
Cash Deposit Account										
T Corp				A-1+	2.49	Cash Rate	1.75	20.80%	\$5,032,883.50	\$5,032,883.50
AMP				A-1	2.30	Cash Rate	1.75	18.243%	\$4,414,379.72	\$4,414,379.72
								39.04%	\$9,447,263.22	\$9,447,263.22
TOTAL INVESTMENTS								100.00%	\$24,197,263.22	\$24,197,263.22
Cash at Bank										\$421,501.94
TOTAL FUNDS										\$24,618,765.16

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,099,288.61
	Asset Replacement	\$1,516,740.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,616,028.61</u>
Unrestricted Funds		\$17,002,736.55
TOTAL FUNDS		\$24,618,765.16

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

CERTIFICATE

I hereby certify that all the above investments have been made in accordance with the provision of Section 625 of the Local Government Act 1993 and the regulations thereunder.

M. L. Curran

**M Curran
MANAGER CORPORATE SERVICES**

2. QUARTERLY BUDGET REVIEW PERIOD 31 MARCH 2016

RECOMMENDATION that the Quarterly Budget Review for the period ended 31 March 2016 be received and adopted.

The Quarterly Review of Council's Budget for the period ended 31 March 2016 was submitted for examination by the Council to its April 2016 Meeting.

A question was asked about the wages figures in the quarterly review as at 31 March 2016 and it was resolved that an updated Report be submitted to the June meeting.

The following advice was submitted to Councillors in early May.

The following points are made regarding the apparent discrepancy in wages figures in that review:

- *Capitalised wages are approx. double that which was originally budgeted. This is usually an annual adjustment. If a quarterly review adjustment was made, approx. \$1.5M wages would be transferred between operational & capital budget figures*
- *There is usually an annual redistribution between contract expenditure & wages when looking at actual vs budget figures. Operational expenditure is generally constant, and variances from budget are usually redistributions between expense categories*
- *There are other annual accrual adjustments (such as leave liabilities) that occur at year end which will adjust the actual wages figures*
- *Some account mapping differences between spreadsheet versions caused the discrepancy between the current year operational plan wages figures & what was shown in the quarterly review. Overall expenditure was the same. These mapping differences have now been adjusted.*

Taking into account a wages adjustment between operational and capital budgets, the anticipated Operating Result for 2015/2016 is a surplus of \$7,693,000 (the Capital Works budget is in addition to this and is covered below). An updated Income Statement is attached reflecting a reduction in the wages figure. The Operating Result in the 31 December 2015 Quarterly Review was budgeted for a surplus of \$5,343,000. The proposed March quarterly review increase is attributed to:

- \$300,000 additional S64 Developer Contribution income from extra subdivision land releases
- \$250,000 additional interest revenue from extra cash on hand due to unspent CAPEX projects
- \$300,000 settlement monies
- \$500,000 additional water sales
- (\$1,000,000) transfer of wages related to capital works projects

The Capital Works expenditure budget is in addition to the operating result. A quarterly review of Capital Works Projects has been undertaken and the Proposed Capital Budget after review adjustments totals \$38,255,503. The Capital Budget in the 31 December 2015 Review was \$47,159,840. The notable March quarterly review adjustments to Capital Works include the following items:

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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 Riverina Water County Council for the quarter ended 31/03/16 indicates that Council's projected financial position at 30/6/16 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: M. L. Curran .

date: 15/04/2016

Ms Michele Curran
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2016

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Mar Qtr		Notes	Projected Year End Result	Current Year	Prior Year
		Sep QBRS	Dec QBRS		Actual YTD figures	Actual YTD figures				
Income										
Rates and Annual Charges	4,844			4,844				4,844	3,832	3,773
User Charges and Fees	18,971	90		19,061	500		2a	19,561	16,106	15,701
Interest and Investment Revenues	390			390	250		2c	640	580	861
Other Revenues	127			127	300		2b	427	608	546
Grants & Contributions - Operating	205			205				205	12	5
Grants & Contributions - Capital	2,775		900	3,675	300		2d	3,975	3,776	3,048
Total Income from Continuing Operations	27,312	90	900	28,302	1,350			29,652	24,914	23,934
Expenses										
Employee Costs	8,650			8,650	(1,000)		2e	7,650	4,989	5,162
Borrowing Costs	1,039	(195)		844				844	528	601
Materials & Contracts	2,629	48	50	2,727				2,727	1,742	2,004
Depreciation	7,100			7,100				7,100	5,155	5,007
Other Expenses	3,638			3,638				3,638	2,214	2,194
Total Expenses from Continuing Operations	23,056	(147)	50	22,959	(1,000)			21,959	14,628	14,968
Net Operating Result from Continuing Operation	4,256	237	850	5,343	2,350			7,693	10,286	8,966
Net Operating Result before Capital Items	1,481	237	(50)	1,668	2,050			3,718	6,510	5,918

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

2a	Additional water sales
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2b	Settlement money received
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2c	Additional interest due to cash on hand from CAPEX
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2d	Additional S64 contributions due to extra subdivision land releases
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2e	Wages utilised in CAPEX projects instead of operational
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Capital Budget Review Statement

Budget review for the quarter ended 31 March 2016

(\$000's)	Original Budget 2015/16	Approved Changes			Revised Budget 2015/16	Variations for this Mar Qtr		Notes	Projected Year End Result	Current Year	Prior Year
		Carry Forwards	Sep QBRs	Dec QBRs		Mar	Qtr			Actual YTD figures	Actual YTD figures
Capital Expenditure											
Plant & Equipment	1,043	9			1,052				1,052	716	465
Office Equipment & IT	716	194		(105)	805	(20)	3a	785	785	262	232
Land & Buildings	2,177	2,756	410		5,343	(1,730)	3b	3,613	3,613	3,270	391
Water Infrastructure	38,675	2,128	(48)	(795)	39,960	(7,154)	3c	32,806	32,806	11,586	7,415
Other Assets					-			-	-		
Loan Repayments (Principal)	1,531		(120)		1,411			1,411	1,411	1,049	995
Total Capital Expenditure	44,142	5,087	242	(900)	48,571	(8,904)		39,667	39,667	16,883	9,498
Capital Funding											
Rates & Other Untied Funding	32,142	5,087	8,242	(900)	44,571	(4,904)		39,667	39,667	16,883	9,498
New Loans	12,000		(8,000)		4,000	(4,000)	3d	-	-	-	-
Total Capital Funding	44,142	5,087	242	(900)	48,571	(8,904)		39,667	39,667	16,883	9,498
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-		-	-	-	-

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

Refer to Capital Works Progress report for more detail on Capital Projects and review adjustments

3a Chinaman's Gap communications project not required

3b Deferral of levee project

3c Deferral of part of WTP & Shires Reservoir projects

3d Deferral of borrowings due to incomplete CAPEX budget projects

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2016

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs					
Externally Restricted ⁽¹⁾								
Loan Funds - LIRS	-			-			-	-
Total Externally Restricted	-	-	-	-			-	-
(1) Funds that must be spent for a specific purpose								
Internally Restricted ⁽²⁾								
Employee Leave Entitlements	1,139			1,139			1,139	1,099
Asset Replacement	1,405			1,405			1,405	1,517
Sales Fluctuation	2,000			2,000	3,000	4a	5,000	5,000
Total Internally Restricted	4,544	-	-	4,544	3,000		7,544	7,616
(2) Funds that Council has earmarked for a specific purpose								
Unrestricted (ie. available after the above Restrictions)	(36)	388	1,649	2,001	981		2,982	17,281
Total Cash & Investments	4,508	388	1,649	6,545	3,981		10,526	24,897

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Anticipated cash & investment balance for 30 June 2016 is anticipated to be higher than originally budgeted due to deferred CAPEX projects. The budgeted \$4M borrowings has been deferred to next financial year for this reason.

Investments

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

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/03/16

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		277
Investments on Hand		24,516
less: Unpresented Cheques	(Timing Difference)	(84)
add: Undeposited Funds	(Timing Difference)	188
Reconciled Cash at Bank & Investments		24,897
Balance as per Review Statement:		24,897
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
4a	Increase projected sales fluctuation reserve due to additional money on hand due to uncompleted CAPEX

Key Performance Indicators Budget Review Statement - Council specific KPI's

Budget review for the quarter ended 31 March 2016

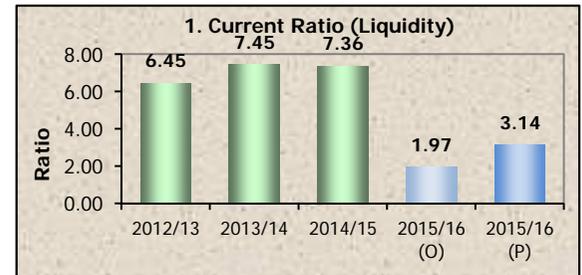
(\$000's)	Current Projection		Original Budget 15/16	Actuals Prior Periods	
	Amounts	Indicator		14/15	13/14
	15/16	15/16			

The Council monitors the following Key Performance Indicators:

1. Current Ratio (Liquidity)

Current Assets	18929	3.14	1.97	7.36	7.45
Current Liabilities	6019				

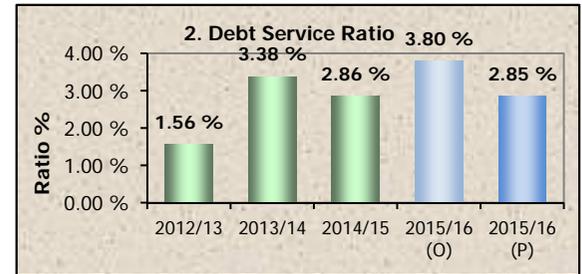
This measures Council's ability to pay existing liabilities in the next 12 months. (target > 1.5)



2. Debt Service Ratio

Debt Service Cost	844	2.85 %	3.80 %	2.86 %	3.38 %
Income from Continuing Operations	29651				

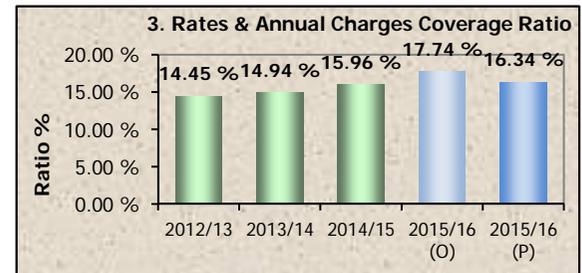
This measures Council's ability to meet interest payments and therefore service debt. (target 0% to 5%)



3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	4844	16.34 %	17.74 %	15.96 %	14.94 %
Income from Continuing Operations	29651				

To assess the degree of Council's dependence upon revenue from rates and annual charges and to assess the security of Council's income. (target < 25%)



Key Performance Indicators Budget Review Statement - Council specific KPI's

Budget review for the quarter ended 31 March 2016

(\$000's)	Current Projection		Original Budget 15/16	Actuals Prior Periods	
	Amounts	Indicator		14/15	13/14
	15/16	15/16			

The Council monitors the following Key Performance Indicators:

4. Capital Replacement Ratio

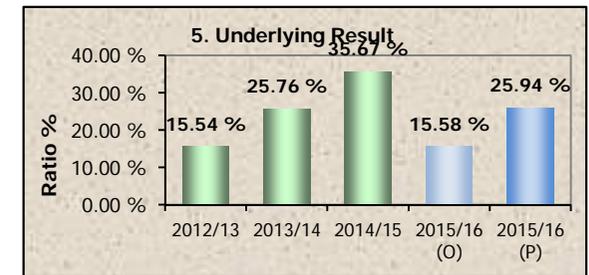
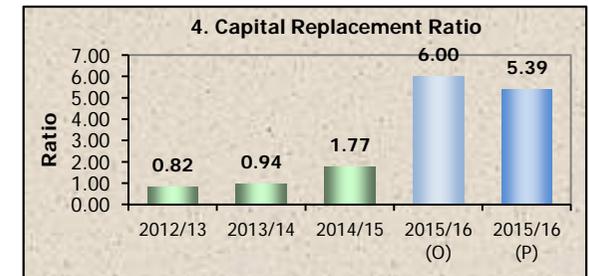
Infrastructure, Property, Plant & Equipment	38256	5.39	6.00	1.77	0.94
Depreciation	7100				

Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target > 1.5)

5. Underlying Result

Net Result	7692	25.94 %	15.58 %	35.67 %	25.76 %
Total Revenue	29651				

A positive result indicates a surplus and the larger the percentage the stronger the result. A negative result indicates a deficit. Operating deficits cannot be sustained in the long term. (target > 0%)



Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	18,825	Y
Legal Fees	31,864	Y

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

Expenditure included in the above YTD figure but not budgeted includes:

Details

N/A

Riverina Water County Council

OPERATING SUMMARY - MARCH 2016 QUARTERLY BUDGET REVIEW

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	31/3/16 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
OPERATING INCOME							
Access Charges							
Urban	3,130	3,898	768	20%		3,898	
Non-Urban	702	946	243	26%		946	
	3,832	4,844	1,011	21%	0	4,844	
User Charges							
Consumption Charges							
Urban	12,556	15,123	2,567	17%	390	15,513	Additional water sales income
Non-Urban	2,491	3,164	673	21%	110	3,274	Additional water sales income
	15,047	18,288	3,241	18%	500	18,788	
Extra Charges							
Urban	72	20	-52	-260%		20	
Non-Urban	9	20	11	0%		20	
	81	40	-41	-102%	0	40	
Other Income	1,471	770	-701	-91%	300	1,070	Settlement payment received
Interest	580	390	-190	-49%	250	640	Additional interest due to cash on hand from CAPEX
Operating Grants & Contributions	12	205	193	94%		205	
Capital Grants & Contributions	3,776	3,675	-101	6%	300	3,975	Additional S64 contributions due to subdivision land releases
Private Works Income	115	90	-25	0%	0	90	
TOTAL OPERATING INCOME	25,159	28,301	3,142	12%	1,350	29,651	
OPERATING EXPENSES							
Management	4,384	7,721	3,336	43%	-750	6,971	
Operations & Maintenance							
<i>Buildings & Grounds</i>							
Urban	488	763	275	36%	0	763	

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	31/3/16 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
Non-Urban	47	54	8	15%	0	54	
	535	818	283	35%	0	818	
<i>Management - Operations</i>							
Urban	712	1,000	288	29%	0	1,000	
Non-Urban	345	410	65	16%	0	410	
	1,057	1,410	353	25%	0	1,410	
<i>Sources</i>							
Urban	487	923	437	47%	0	923	
Non-Urban	162	235	73	31%	0	235	
	649	1,159	510	44%	0	1,159	
<i>Pumping Stations</i>							
Urban	174	304	130	43%	0	304	
Non-Urban	204	218	13	6%	0	218	
	379	522	143	27%	0	522	
<i>Reservoirs</i>							
Urban	136	170	34	20%	0	170	
Non-Urban	46	48	2	4%	0	48	
	183	219	36	17%	0	219	
<i>Treatment Plant</i>							
Urban	981	1,675	694	41%	0	1,675	
Non-Urban	304	538	234	44%	0	538	
	1,285	2,213	928	42%	0	2,213	
<i>Mains & Services</i>							
Supervision	186	290	105	36%	0	290	
Urban	662	1,161	499	43%	0	1,161	
Non-Urban	421	656	235	36%	0	656	
	1,269	2,107	838	40%	0	2,107	
<i>Other Operations</i>	-259	-309	-50	16%	-250	-559	
Depreciation	5,155	7,100	1,945	27%		7,100	
TOTAL OPERATING EXPENSES	14,635	22,959	8,323	36%	-1,000	21,959	
OPERATING RESULT	10,523	5,342			2,350	7,692	

Riverina Water County Council

BALANCE SHEET

	Actual 2013/14 \$'000	Actual 2014/15 \$'000	Projected 2015/16 \$'000
ASSETS			
Current Assets			
Cash & Cash Equivalents	10,318	8,398	2,000
Investments	21,500	27,500	8,741
Receivables	3,120	3,777	3,587
Inventories	3,556	3,771	4,507
Other		7	93
Total Current Assets	38,494	43,453	18,929
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	198,717	206,462	237,294
Intangible Assets	2,100	2,750	2,750
Total Non-Current Assets	200,817	209,212	240,044
TOTAL ASSETS	239,311	252,665	258,973
LIABILITIES			
Current Liabilities			
Payables	513	829	746
Borrowings	1,341	1,411	1,499
Provisions	3,315	3,664	3,774
Total Current Liabilities	5,169	5,904	6,019
Non-Current Liabilities			
Borrowings	15,172	13,761	12,262
Total Non-Current Liabilities	15,172	13,761	12,262
TOTAL LIABILITIES	20,341	19,665	18,281
Net Assets	218,970	233,000	240,693
EQUITY			
Retained Earnings	73,598	84,842	92,535
Revaluation Reserves	145,372	148,158	148,158
Council Equity Interest	218,970	233,000	240,693
Total Equity	218,970	233,000	240,693

31 MARCH 2016 CAPEX QUARTERLY BUDGET REVIEW

Description	Current Budget 2015/16	YTD Actual 2015/16	Budget Remaining	31/3/16 QBR	Proposed Revised Budget 2015/16	Comment
	\$	\$	\$	\$	\$	
MANAGEMENT						
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS						
Administration Office	15,000	0	15,000	0	15,000	
Depot Buildings	3,171,340	3,206,324	-34,984	100,000	3,271,340	Additional to finalise new store building
Workshops	25,000	24,620	380	0	25,000	
Access, Parking and Landscaping	2,060,000	39,193	2,020,807	-1,830,000	230,000	Defer construction of levee
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	5,271,340	3,270,137	2,001,203	-1,730,000	3,541,340	
PLANT & EQUIPMENT						
IT Equipment	413,500	90,489	323,011	0	413,500	
Office Furniture & Equipment	4,000	160	3,840	0	4,000	
Working Plant & Vehicle Purchases	1,043,000	712,562	330,438	0	1,043,000	
Fixed Plant Tools & Equipment	9,000	3,436	5,564	0	9,000	
Telemetry & Control Systems Upgrade	180,000	51,449	128,551	0	180,000	
Radio Communications Upgrade/Replacements/Improvements	40,000	-3	40,003	-20,000	20,000	Chinaman's Gap project no longer required
RTUs - New/Additional	25,000	7	24,993	0	25,000	
RTUs - Replacements/Upgrades	68,000	28,733	39,267	0	68,000	
Energy Efficiency & Cost Minimisation	45,000	3,140	41,860	0	45,000	
CAD/GIS/Asset Management System	103,500	68,271	35,229	0	103,500	
Communication Equipment	72,000	20,408	51,592	0	72,000	
SUB-TOTAL PLANT & EQUIPMENT	2,003,000	978,653	1,024,347	-20,000	1,983,000	
TOTAL MANAGEMENT	7,274,340	4,248,789	3,025,551	-1,750,000	5,524,340	
SOURCES						
Bores-renew/refurbish/decommission	207,000	111,936	95,064	0	207,000	
Source Works General Improvements	25,000	10,485	14,515		25,000	
Switchboards Improvements/Replacements	5,000	5,710	-710		5,000	
TOTAL SOURCES	237,000	128,131	108,869	0	237,000	
TREATMENT PLANTS						
General Improvements	25,000	2,014	22,986	-5,000	20,000	Safety project moved to operational expenditure
Aeration Tower Replacements	15,000	2,269	12,731	0	15,000	
Aeration Tower Covers	70,000	0	70,000	0	70,000	
Specific Treatment Plant improvements	72,000	19,960	52,040	0	72,000	

Description	Current Budget 2015/16	YTD Actual 2015/16	Budget Remaining	31/3/16 QBR	Proposed Revised Budget 2015/16	Comment
	\$	\$	\$	\$	\$	
Treatment Plant refurbishments	30,493,000	14,869,778	15,623,222	-5,120,000	25,373,000	WTP project expenditure deferred to 2016/17
Laboratory Equipment	6,000	1,190	4,810	-5,000	1,000	
Laboratory Facilities Upgrade	50,000	1,909	48,091	0	50,000	
Treatment Plant Switchboards/Control Systems Replacement/Upgrade	5,000	0	5,000	0	5,000	
TOTAL TREATMENT PLANTS	30,736,000	14,897,120	15,838,880	-5,130,000	25,606,000	
PUMPING STATIONS						
General Improvements	30,000	8,484	21,516	0	30,000	
Magflow Replacements	10,000	0	10,000	0	10,000	
Pump Stations Renewal/Refurbish/Upgrade	129,000	73,705	55,295	0	129,000	
Pump & Motor Maintenance / Replacements	0	409	-409	0	0	
Pump Station Switchboards/Control Systems Replacement/Upgrade	5,000	5,100	-100	0	5,000	
TOTAL PUMPING STATIONS	174,000	87,698	86,302	0	174,000	
RESERVOIRS						
General Improvements	29,000	14,372	14,628	0	29,000	
New/Replacement Reservoirs	2,420,000	691,034	1,728,966	-1,250,000	1,170,000	Shires reservoir land matter delay, deferred to 2016/17
Reservoirs - Upgrade Ladders and Access	25,000	15,572	9,428	0	25,000	
Reservoir Hatches Magflows	16,000	0	16,000	0	16,000	
TOTAL RESERVOIRS	2,490,000	720,979	1,769,021	-1,250,000	1,240,000	
MAINS, SERVICES & METERS						
MAINS						
System Improvements	170,000	21,384	148,616	-100,000	70,000	
Reticulation for Developers (including other extensions)	860,000	608,898	251,102	-40,000	820,000	
Renew Reticulation Mains	1,002,500	405,748	596,752	-100,000	902,500	Beckwith St project deferred to allow for additional private works
Renew Trunk Mains	2,836,000	1,235,740	1,600,260	0	2,836,000	
SUB-TOTAL MAINS	4,868,500	2,271,771	2,596,729	-240,000	4,628,500	
SERVICES						
Service Connections, new including Meters	700,000	350,892	349,108	-150,000	550,000	
Renew Services	150,000	26,194	123,806	-80,000	70,000	
SUB-TOTAL SERVICES	850,000	377,087	472,913	-230,000	620,000	
METERS						

Description	Current Budget 2015/16	YTD Actual 2015/16	Budget Remaining	31/3/16 QBR	Proposed Revised Budget 2015/16	Comment
	\$	\$	\$	\$	\$	
Water meters replacement	180,000	104,960	75,040	0	180,000	
Remote metering	300,000	5,500	294,500	-294,337	5,663	
Water Filling Stations Upgrade	50,000	38,163	11,837	-10,000	40,000	
SUB-TOTAL METERS	530,000	148,623	381,377	-304,337	225,663	
TOTAL MAINS, SERVICES & METERS	6,248,500	2,797,480	3,451,020	-774,337	5,474,163	
TOTALS	47,159,840	22,880,197	24,279,643	-8,904,337	38,255,503	

- \$1,400,000 reduction due to deferral of levee project
- \$430,000 reduction due to deferral of alternate access to Hammond Ave site
- \$5,000,000 deferral of part of WTP project
- \$1,300,000 deferral of Shires Reservoir due to land matters

For the information of Councillors, it should be noted now that it is nearing the end of June that water sales in the last quarter have exceeded anticipated budgets. It is expected that the final water sales will be approx. \$1.5M above budget. This is following the final billing of summer accounts during the last quarter of 2015/16 financial year.

3. DETERMINATION OF REMUNERATION FEES FOR COUNCILLORS AND CHAIRPERSON 2016/2017

RECOMMENDED that the fees for 2016/2017 be set at:

- Councillors \$5,646, and
- Additional fee for Chairperson \$9,276

Section 241 of the Local Government Act 1993, states that the annual fees to be paid for each of the categories Councils, as determined under section 239, to Councillors and Chairperson, during the period 1st July 2016 to 30th of June 2017 are determined as follows:

Category	Councillor/Member		Mayor/Chairperson	
	Annual Fee		Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
	\$	\$	\$	\$
General Purpose Council				
Principal City	25,670	37,640	157,030	206,620
Major City	17,110	28,240	36,360	82,270
Metropolitan Major	17,110	28,240	36,360	82,270
Metropolitan Centre	12,830	28,240	27,260	63,640
Metropolitan	8,540	18,840	18,180	41,090
Regional Rural	8,540	18,840	18,180	41,090
Rural	8,540	11,290	9,080	24,630
County Councils				
Water	1,700	9,410	3,640	15,460
Other	1,700	5,630	3,640	10,270

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

The annual fee is paid in monthly instalments in arrears.

Riverina Water County Council Fees for 2015/2016 are: Chairperson \$9,048 and Councillor \$5,508

Council's Resolution (07/39) of 27th June 2007, in respect of Councillor Fees, was that Councillors' and Chairperson's annual fee be set at 60% of the maximum allowable, as determined annually by the Local Government Remuneration Tribunal, pursuant to section 242 of the Local Government Act 1993.

4. ADOPTION OF REVISED DELIVERY PROGRAM 2016/2020 AND OPERATIONAL PLAN 2016/2017

RECOMMENDED that the Draft Revised Delivery Program 2016/2020 and Operational Plan 2016/17, as exhibited, following close of public comments, be adopted as Council's Delivery Program 2016/2020 and Operational Plan for 2016/2017, subject to the following changes:-

	2015/2016	2016/2017
Development Servicing Charge per E.T.	\$4,930	\$4,930
Search /Enquiry Fee – S603 (as for property transfer)	\$75	\$75
Interest on Overdue Accounts	8.5%	8.0%

Council placed its Draft Revised Delivery Program 2016/2020 and Draft Operational Plan 2016/2017 on Exhibition on 14 May 2016. Submissions from the public were invited until 13 June 2016. No public submissions were received.

A number of changes are necessary to the Draft Operational Plan, in light of events that have occurred since it was placed on exhibition.

It has been discovered that there were two typographical errors in the Draft Operational Plan. They are as follows:

Page 29 **COMMERCIAL OR INDUSTRIAL DEVELOPMENT SERVICING CHARGES**

Should read Development Servicing Charges for Industrial or Commercial Developments are based on a charge of \$4,930 per E.T. (Equivalent Tenement) (incorrectly shown as \$5,030).

Page 35 Fees for the issuing of Certificates under Section 603 of the Local Government Act

Should read \$75(incorrectly shown as \$70).

The NSW Office of Local Government has indicated that the maximum interest chargeable on overdue accounts has been reduced from 8.5% to 8.0%.

A minor change was made to the content of the Capital Works Program applicable to future years. This was the inclusion of provision for a new reservoir in The Rock, subsequent to formal advice from Lockhart Shire Council.

Subsequent to a comment at the last Council meeting, additional details have been provided for Council's Mains Replacement Program.

5. MAKING OF RATES AND CHARGES FOR 2016/2017

RECOMMENDED that the rates and charges be made for the 2016/2017 year, as outlined in the adopted Operational Plan 2016/2017.

- An amended Revised Delivery Program and Operational Plan is attached.

6. REPORT ON THE CONTRACTUAL CONDITIONS OF SENIOR STAFF

RECOMMENDED that the Report on the Contractual Conditions of Senior Staff be received and noted.

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

During the year 2015/2016 Council has employed two senior staff, the General Manager, Mr Graeme Haley and the Director of Engineering, Mr Bede Spannagle.

The General Manager commenced a five-year contract on 17 January 2011. This contract was due to expire on 16 January 2016. At Council's Ordinary Meeting held 25 February 2015 Council agreed to a two year contract of appointment for the General Manager, commencing 17 January 2016.

The Director of Engineering commenced a five-year contract on 10 February 2014.

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

7. ANNUAL RESIDENTS SURVEY

RECOMMENDATION that the General Manager's report into the 2016 Riverina Water County Council residents survey been received and noted.

Riverina Water County Council, as part of its efforts to improve customer service, has undertaken a survey of residents of the county council area. This survey sought residents' attitudes and opinions as part of the continued improvement of the County Council's service delivery.

A total of 504 interviews were conducted with residents from the county area and had a 66% completion rate.

A copy of the executive summary from the survey is attached for the Council's information.

The survey showed that 14.5% of residents (12.7% in 2015) from the county area had made contact with Riverina Water staff within the last 12 months.

The most common form of contact was by telephone, with 19.2% (33.7% in 2015) of enquiries related to account enquiries.

The results show that 61.4% of residents had their matter addressed by Riverina Water staff on the same day (78.7% in 2015).

The vast majority of residents were satisfied with the service they receive from County Council staff, with high levels of satisfaction shown across all 9 service attributes surveyed.

The survey also indicated a relatively high level of awareness of Council's drought management program and its efforts to reduce water consumption.

A similar survey of customers will continue to be conducted on an annual basis, to enable the Council to compare the responses on a more accurate basis.

- **Executive Summary**

Executive summary

This report presents the results of the Riverina Water resident's Survey, 2016. IRIS Research was commissioned by Council to conduct a comprehensive telephone-based survey among the area's residents. The survey sought a range of resident attitudes and opinions as input into the continual improvement of Riverina Water's delivery of services.

The 2016 survey was conducted on the IRIS Computer-Assisted Telephone Interviewing (CATI) system during December. A total of 504 interviews were conducted with residents from the Riverina Water Council area. To qualify for an interview, respondents had to have been a resident of the area for at least the last 6 months and aged 18 or older. The survey achieved a completion rate of 66%.

The main findings of the 2016 survey are summarised under the key report headings.

Contact with Riverina Water staff

Results showed that 14.5% of residents made contact with Riverina Water staff within the last 12 months. This is on par with the 2015 result but lower than the 20.6% reported in the 2014 survey. Both Wagga residents and rural residents reported the same percentage contact rate within the last 12 months (14.5%).

Of residents that made contact during this time period, the most common form of contact was via telephone (83.4%). Amongst Wagga residents the purpose of the contact was predominately to pay an account (19.7%). 'Some other reason' (26.1%) was cited by Wagga residents made up primarily of 'Service failure', 'Property access', 'New connection' and 'Meter issues'. Amongst rural residents the primary reason for contact was to report a broken pipe (31.4%).

Results showed that a significantly greater proportion of Wagga residents had their matter addressed by Riverina Water staff on the same day of the enquiry (64.9%), compared 46.4% of rural residents. The overall proportion of residents

(61.4%) that had their matter addressed on the same day has dropped considerably from 2015 (78.7%)

When residents were asked how they would prefer to make contact with Riverina Water staff in the future, the results showed that the preferred method was via telephone (83.4%).

Online service access

Overall, 61.4% of residents indicated that they would be likely to use online self-service access if it were available. Wagga residents (65.0%) indicated a greater likelihood to use online services than the rural residents (46.5%).

Customer service

Residents that had made contact with Council within the last 12 months were asked to rate their level of satisfaction with 9 service attributes. The result showed that satisfaction levels across all 9 attributes were of a 'High' level, irrespective of area, with 'Friendly and Caring Service' coming out on top with a mean score of 4.63 out of 5.

Performance ratings

All residents were asked to rate their level of satisfaction with the quality of the water service provided by Riverina Water. Mean satisfaction scores amongst Wagga residents found that satisfaction levels for all 6 attributes tested were in the 'High' mean satisfaction range of 3.75 to 5.00. Wagga residents were found to be the most satisfied, with the 'Reliability of the water supply'. This is comparable result to 2015.

Rural residents scored 2 of the 6 attributes in the 'Medium' satisfaction level range of 3.00 to 3.74. These attributes were 'Water pressure' and 'Taste of Water'.

Water resource management communication

All residents were asked to rate their agreement with 7 statements concerning water practices and knowledge.

Of the 7 Riverina Water statements put to residents, 4 of them attained lower agreement scores compared to 2015. The areas that have dropped were 'Riverina Water encourages me to conserve water' (3.99 versus 4.20), 'I normally drink water from the tap' (3.94 versus 4.20), 'We are all using more water than the river and bores can sustain' (3.50 versus 3.94) and 'Riverina Water engages the community in consultation' (3.13 versus 3.76).

Results showed that Wagga residents agreed more highly with 3 statements, compared to rural residents. These statements were 'I'm aware there is a permanent ban on sprinklers between 10am and 5pm' (4.30 versus 3.85), 'I normally drink water from the tap' (4.07 versus 3.38) and 'I'm aware there is a stepped tariff and the price of water increases after the first 125 kilo litres' (3.41 versus 3.14).

Mean agreement scores amongst rural residents found that 1 of the 7 statements tested attained a 'Low' agreement score. This was for the statement 'Riverina Water engages the community in consultation' (2.77 out of 5).

Three statements exhibited 'High' agreement levels amongst rural residents; these were 'Riverina Water encourages me to conserve water' (3.99 out of 5), 'I'm aware there is a permanent ban on sprinklers 10am to 5pm' (3.85) and 'Riverina Water keeps me informed about water restrictions' (3.90 out of 5).

8. AUDIT AND RISK COMMITTEE MINUTES

RECOMMENDATION: That Council receive and note the minutes of the Audit and Risk Committee Meeting held 30th May 2016 and endorse the recommendations contained therein.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on MONDAY, 30TH MAY 2016 at 9.00 am

PRESENT:

David Maxwell (Chairperson)
Clr. Garry Hiscock

IN ATTENDANCE:

General Manager	Graeme Haley
Corporate Strategy – WWCC	Christine Priest
Manager Corporate Services	Michele Curran
Crowe Horwath	Brad Bohun
Crowe Horwath	Dannielle McKenzie

The meeting of the Audit and Risk Committee commenced at 9.50 am.

THE CHAIRPERSON SUSPENDED STANDING ORDERS AND DEALT WITH ITEMS RELATING TO COUNCIL'S EXTERNAL AUDITOR.

EXTERNAL AUDIT – INTERIM MANAGEMENT LETTER

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the external auditor's interim management letter is noted.

CARRIED

EXTERNAL AUDIT – TIMETABLE AND PLAN

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the Audit & Risk Committee receive and note Riverina Water's financial statement and audit timetable and Crowe Horwath's audit plan.

CARRIED

Mr Bohun and M/s McKenzie left the meeting at this stage, the time being 9.55am.

PRESENT AND APOLOGIES

Recommendation:

Apologies for non-attendance were moved and accepted for Mr Commins, Clrs Negline and Poynter on the motion of Mr D. Maxwell and Clr G. Hiscock.

CARRIED

DECLARATIONS OF PECUNIARY INTEREST

Declaration by David Maxwell. Has Software, Handbooks and Training to all Councils, but not RWCC.

CONFIRMATION OF MINUTES – 29th FEBRUARY 2016

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the Minutes of the proceedings of the Audit and Risk Committee meeting of 29th February 2016 be received and noted.

CARRIED

AUDIT & RISK COMMITTEE ACTIONS REGISTER

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the information is noted.

CARRIED

LEAD ORGANISATION CRITICAL ISSUES, INTERNAL AUDIT PROGRESS & FOLLOW UP PREVIOUS AUDITS

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the information is noted and that these matters be reviewed at the Committees July 2016 Meeting, to keep the planning in line with Council's Term, that the Report by Echelon into RWCC Business Continuity Plan be Presented to the July Meeting and that the verbal report by Christine Priest be noted.

CARRIED

INTERNAL AUDIT PROGRESS REPORT

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the information is noted.

CARRIED

ANNUAL RESIDENTS SURVEY

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the General Manager's report into the 2016 Riverina Water County Council residents survey be received and noted.

CARRIED

DELEGATION PROCESS

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the Audit and Risk Committee receive and note the advice of the General Manager.

CARRIED

REVIEW OF POLICIES

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the Audit and Risk Committee receive and note the advice of the General Manager.

CARRIED

GENERAL MANAGER'S UPDATE ON CURRENT LITIGATION MATTERS

Recommendation:

On the motion of Mr D. Maxwell and Clr G. Hiscock that the General Manager's update on current litigation matters be noted.

GENERAL BUSINESS

Mr Maxwell requested that at the November Meeting of the Committee the Director of Engineering report on how Riverina Water County Council monitors the condition of its mains and how this assists with its mains replacement program.

Next General Meeting: Monday, 25 July 2016 at 9.00 am

Meeting Closed 11.15 am

9. DRAFT POLICY 1.9 PURCHASING AND DRAFT POLICY 3.2 ASSET PURCHASE AND DISPOSAL

RECOMMENDATION that Council adopt Draft Policy 1.9 Purchasing and Draft Policy 3.2 Asset Purchase and Disposal

Council has previously had separate policies for Procurement and Disposal (under Governance) and for Vehicle Purchase and Disposal (under Assets). Both of these policies are now due for review.

Given the crossover of the two policies (with the purchase of assets, apart from vehicles, being included in the Procurement and Disposal Policy) it is recommended that all asset purchases be included in the one policy, with the previous Procurement Policy being limited to general procurement.

The two policies have been amended and renamed to reflect this change. There have been no substantial changes to the content of the policies.

Copies of the revised policies have been attached for councillors' information.

- **Draft Policy 1.9 Purchasing and Draft Policy 3.2 Asset Purchase and Disposal**



POLICY REGISTER

PURCHASING POLICY			
POLICY REFERENCE NUMBER:			POL 1.19
Original publication date 24TH August 2011 Min. No.11/94			
Revision number	Issue Date	Council resolution	Council meeting date
0	23/04/2014	14/68	25 June 2014
1	22/6/2016	16/??	22 June 2016
This document is to be reviewed every council term. Next review date: June 2020			
RESPONSIBLE OFFICER			General Manager

PART 1: INTRODUCTION

This policy document has been written to standardise and co-ordinate purchasing and disposal practices and procedures at Riverina Water County Council in the purchasing of goods and services

1.1 Policy Objectives

The purpose of this policy is to outline the purchasing and asset disposal standards of Riverina Water County Council (RWCC) and to provide a guide to employees and agents of the Council for purchasing.

The following principles should be observed when purchasing goods and services for Council;

- Compliance with the Local Government Act 1993 and relevant Regulations;
- Ethical behaviour and fair dealing;
- Value for money;
- Open and effective competition;
- Business needs being met.

1.2 SCOPE:

This policy applies to all Riverina Water County Council employees and agents authorised to purchase goods and services on behalf of the Council.

RWCC personnel are not to commit the organisation to the purchase of goods and services other than in accordance with the policy and budget. As a rule, purchase orders are required to be raised prior to purchase of goods and services.

Goods and services purchased as part of a tender can be obtained on issue of a letter of acceptance. Purchase orders must follow in order to record committal of costs.

Council is required to call tenders for goods or services with an estimated value exceeding the NSW Office of Local Government tender limit of \$150,000.

This policy does not apply to goods and services purchased:

- From internal Council sources;
- In an emergency;
- By contractors or subcontractors of Council.

1.3 Legislative Context

The procurement of goods and services by Council must be in accordance with the provisions of s55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

1.4 Related Documents

Statement of Business Ethics
Gifts and Benefits Policy
Code of Conduct
Schedule of Delegations
Corporate Credit Card Policy

PART 2: POLICY CONTENT

2.1 General Provisions

All goods and services are to be purchased using the appropriate order form except in the following circumstances:

- Insurances
- Professional fees when a written instruction has been issued
- Fees imposed under an Act of Parliament
- Petty cash purchases
- Corporate credit card purchases
- Fuel card purchases

If it is impractical to issue the appropriate order form due to an urgent situation prior to the event, a confirmation order should be issued as soon as practical after the event.

2.2 Specific Provisions:

The following specific provisions apply under this policy;

- *Petty Cash*: May be used for one-off or urgent purchases of goods with a value of less than \$100 where such goods are not available through inventory. Staff should use their knowledge of the market to ensure they secure value for money.
- *Corporate Credit Cards*: May be used in accordance with Council's Corporate Credit Card Policy.
- *Existing Supplier Arrangements*: Where Council has existing arrangements with a particular supplier or contractor, and it is in Council's best interests to continue using such a supplier or contractor for ongoing or related services, Council may engage such a supplier or contractor for such ongoing or related services, provided such engagement is authorised by both the General Manager and Director of Engineering and, if over \$10,000, is reported to Council at the earliest opportunity.

2.3 Levels of Ordering:

(a) State Government Contract

Orders or contracts may be authorised by Council Officers who have delegated financial decision-making power by the General Manager where the supplies, consultants or professional services are provided under a State Government contract.

(b) All Other Purchasing Arrangements

In all other situations the following limitations apply:

Purchases under \$1,000 May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed with at least one verbal quotation, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
- prices/rates being considered reasonable;
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.

Purchases from \$1,000 to \$5,000 May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed with at least one written quotation, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
- prices/rates being considered reasonable;
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and
- all quotations being obtained in writing (email / fax are acceptable).

Purchases from \$5,000 to \$10,000 May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed after seeking at least 2 written quotes, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
- prices/rates being considered reasonable;

- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and
- all quotations being obtained in writing (email / fax are acceptable).

Purchases from \$10,000 to \$150,000

May be authorised by those Council officers who have been delegated financial decision making power by the General Manager. Staff may proceed after seeking at least 3 written quotes, subject to:

- the purchase being within that employee's responsible area and within budgeted amounts. If a purchase is outside of the employee's usual responsible area, or is of an out of the ordinary, one-off nature – the relevant manager must authorise the purchase order;
- prices/rates being considered reasonable;
- prices/rates being consistent with comparable, usual or standard market or professional industry scale prices or rates for such goods, services, consultancies etc.; and
- all quotations being obtained in writing (email / fax are acceptable).

Purchases over \$150,000

Public tenders shall be invited in accordance with the Local Government Act 1993 (Section 55) and the Local Government (Tendering) Regulation 1993 and a written specification detailing the Council's requirements.

Exceptions to the Requirement to Seek Tenders or Quotations:

Section 55(3) of the NSW Local Government Act 1993 specifies:

(3) This section does not apply to the following contracts:

- (a) subject to the regulations, a contract for the purchase of goods, materials or services specified by a person prescribed by the regulations made with another person so specified, during a period so specified and at a rate not exceeding the rate so specified*
- (b) a contract entered into by a council with the Crown (whether in right of the Commonwealth, New South Wales or any other State or a Territory), a Minister of the Crown or a statutory body representing the Crown*
- (c) a contract entered into by a council with another council*
- (d) a contract for the purchase or sale by a council of land*
- (e) a contract for the leasing or licensing of land by the council, other than the leasing or licensing of community land for a term exceeding 5 years to a body that is not a non-profit organisation (see section 46A)*
- (f) a contract for purchase or sale by a council at public auction*
- (g) a contract for the purchase of goods, materials or services specified by the NSW Procurement Board or the Department of Administrative Services of the Commonwealth, made with a person so specified, during a period so specified and at a rate not exceeding the rate so specified*
- (h) a contract for the employment of a person as an employee of the council*
- (i) a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders*
- (j) contract for which, because of provisions made by or under another Act, a council is exempt from the requirement to invite a tender*

(k) a contract made in a case of emergency

(l) a contract to enter into a public-private partnership

(m) if a council has entered into a public-private partnership-a contract entered into by the council for the purposes of carrying out a project under the public-private partnership (but only to the extent that the contract is part of the project that has been assessed or reviewed under Part 6 of Chapter 12)

(n) a contract involving an estimated expenditure or receipt of an amount of less than \$100,000 or such other amount as may be prescribed by the regulations

(o) a contract that is an environmental upgrade agreement (within the meaning of Part 2A)

(p) a contract or arrangement between a council and the Electoral Commissioner for the Electoral Commissioner to administer the council's elections, council polls and constitutional referendums.

Tenders from Selected Persons:

The following purchasing arrangements may be established to comply with Section 55(4) of the NSW Local Government Act 1993:

(4) A council that invites tenders from selected persons only is taken to comply with the requirements of this section if those persons are selected:

- (a) from persons who have responded to a public advertisement for expressions of interest in the particular contract for which tenders are being invited, or
- (b) from persons who have responded to a public advertisement for recognition as recognised contractors with respect to contracts of the same kind as that for which tenders are being invited.

Standing Offer Arrangement or a Preferred Supplier Arrangement:

Council may establish and use a standing offer arrangement or a preferred supplier arrangement if:

- the supply of goods or services is needed in large volumes or frequently;
- it is able to obtain better value for money by aggregating demand for the goods or services needed; and
- the requirement for the goods or services can be stated in terms that would be well understood in the industry concerned.

Establishing and Using a Register of Pre-Qualified Suppliers:

Council may establish and use a register of pre-qualified suppliers if:

- it would be costly to prepare and evaluate invitations each time the goods or services were needed; or
- the capability or financial capacity of the supplier is critical; or
- there are significant security considerations; or
- compliance with defined standards is a pre-condition of offer to contract; or
- the ability of local business to supply the goods or services needed by the local government needs to be found out or encouraged.

Purchasing Arrangements to be for a Maximum of Two Years:

Council may enter a purchasing arrangement for longer than two years only if it is satisfied that better value will be achieved by entering into a longer arrangement.

BUSINESS ETHICS

Riverina Water County Council expects all its representatives, staff and Councillors to abide by its Statement of Business Ethics (Policy 1.4)

Who to Contact

If an apparent breach of any agreed standard of ethical conduct is identified, then the matter should be immediately brought to the attention of the General Manager or the Public Officer on (02) 6922-0608.

REFERENCES

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011,

Local Government Act, 1993

Local Government (General) Regulation 2005

OLG Tendering Guidelines for NSW Local Government - October 2009

POLICY REGISTER

ASSET PURCHASE AND DISPOSAL POLICY			
POLICY REFERENCE NUMBER:			POL 3.2
Original publication date 28th August 1994			
Revision number	Issue Date	Council resolution	Council meeting date
1	27 April 2011	Res: 11/37	27 th April 2011
2	15 Oct 2014	Res: 14/135	15 Oct 2014
3	22 June 2016	Res: 16/??	22 June 2016
<p>This document is to be reviewed once every Council term. Next review date: April 2018</p>			
RESPONSIBLE OFFICER			General Manager

PART 1: INTRODUCTION

1.1 Policy Objective

The purpose of this policy is to ensure that:

- (a) Assets purchased by Council are best suited for the intended purpose
- (b) There is accountability and transparency in the selection, purchase and disposal of assets;
and
- (c) Council obtains value for money for asset purchases.

1.2 Scope of Policy

This policy applies to all assets, including plant and vehicles, owned by Council

1.3 Definitions

The Act-	Refers to the Local Government Act 1993.
Light Vehicles-	All sedans, wagons, utilities and light trucks under 4.5 tonne.
Trucks-	All trucks over 4.5 tonne.
Tender-	As defined in the Local Government Act. May take the form of Open or Selective Tenders.
Invitation-	Request for Tender, Quote or Offer for the purchase or sale of assets.
Open Invitation-	The invitation to Tender, Quote or offer is advertised appropriately in relation to the value of the contract.
Selective Invitation-	Preparation of a short list of Invitees following a call for Expressions of Interest advertised appropriately in relation to the contract.
Heavy Plant-	Includes but not limited to loaders, graders and backhoes.
Small Plant-	Included but not limited to mowers, brush cutters pumps and chainsaws

1.4 Related Documents

Local Government Act 1993
Local Government (General) Regulation 2005
Asset Management Policy
Code of Conduct
Fraud and Corruption Policy
Independent Commission Against Corruption Act 1998
Statement of Business Ethics

PART 2: Policy Content –

PLANT AND VEHICLES

2.1 General Principles

Riverina Water operates a range of plant and vehicles to enable it to best serve the customers in the provision and distribution of water.

This Policy is intended to ensure that the most suitable plant is purchased, balanced with best value principles. It is also provided to ensure that plant and vehicles are replaced in a transparent manner and in accordance with legislative provisions and guidelines issued by the Division of Local Government and ICAC.

Council will maintain a plant replacement program to ensure effective management of all plant and vehicles. This program shall schedule all vehicles and plant to be replaced each year with estimated replacement value. The allocation required shall be included in the annual budget.

2.2 Policy Provisions

The provisions of this policy are set out below;

2.2.1 Criteria relating to purchase of plant and vehicles

Vehicles and plant are to be selected for purchase on the following factors;

- (a) Suitability for the intended purpose of the item, make or model
- (b) Reliability, service costs, operator preference, reputation and running costs
- (c) Purchase cost and resale potential

2.2.2 Replacement Frequency

Vehicles- changeover will be based on optimum replacement timing in order to achieve the lowest average annual cost during the life of the vehicle.

Plant- replacement of earthmoving plant and trucks will generally be between two years and twelve years following an individual assessment of deterioration, reliability, frequency of use, and improved technology.

This criteria recognises that some plant items need not be replaced due to age where an assessment of serviceability has been conducted and a determination made that the item of plant is serviceable.

2.2.3 Method of Purchase

Vehicles

Vehicles requiring replacement will be advertised locally and /or specification sheets will be given to local motor dealers.

Quotations received will be determined after consideration of criteria as set out in 2.2.1 of this policy.

As an alternative, this policy reserves the option to replace vehicles under the NSW Procurement Contract.

Minor Plant

The annual replacement program will provide an allocation for the purchase and replacement of minor plant such as pumps, mowers, chainsaws etc. Quotations in accordance with councils purchasing policy shall be obtained prior to the purchase of minor plant.

Heavy Plant

Major plant purchases are advertised under tender arrangements.

2.2.4 Method of Disposal for Plant and Vehicles

Vehicles and plant will be disposed of using the most financially advantageous method. Acceptable methods include;

- (a) Auction. (Reserves set at market values)
- (b) Dealer Trade.(Minimum of 3 trade prices required)
- (c) Private sale by sealed tender following approved procedures.

No process favouring disposal to staff will be permitted.

OTHER ASSETS

2.3 General Principles

Purchase of other assets is covered by the provisions of Councils Purchasing Policy (Policy 1.19)

2.4 Method of Disposal for Other Assets

2.4.1 General Principles

Whilst the same principles and standards that apply to the purchasing process equally apply to the process of selling or disposing of other assets, the following have specific application to the sale or disposal of assets:

- Transparency and accountability in sale and disposal practices and procedures.
- Thorough community consultation on proposed sale or disposal of significant and important assets.
- The equitable distribution of and access to quality physical assets within Riverina Water County Council service area.
- Recognition of opportunities to enhance local economic development and growth.
- The benefits of quality physical asset management including better service delivery, optimising the utilisation of assets, higher return on investments and creating opportunities to facilitate new facilities and services.
- Compliance with all statutory obligations. Commercial confidentiality.
- Consideration of ecological impact.

- Equitable, efficient and defective practices and decisions.

2.4.2 *Criteria*

The following criteria should be considered in deciding which method to use for the sale or disposal of land and assets:

- The number and type of known potential purchasers of the land or assets.
- The original intention for the use of the land or asset when purchased.
- The original method and intent of Council in obtaining ownership or custodianship of the asset.
- The current and possible preferred future use of the land or assets.
- Potential for development and local economic growth. Estimated value of the asset.
- The level of public interest in the disposal.

2.4.3 *Methods of Disposal*

The following general methods of sale or disposal of Council's assets are acceptable:

- a) Relocation of an asset which is surplus from one area within Council to another area within Council which can utilise the asset.
- b) Trade-in on new Assets.
- c) Sale by public auction.
- d) Open invitation to quote to staff in specific circumstances such as the disposal of obsolete equipment that has no significant market value.
- e) Open invitation to tender or quote to the public through advertisements in the media.
- f) Direct approach to potential purchasers in specific circumstances, such as:
 - Prior ownership of the land or asset
 - The owners of land adjoining the parcel of land for sale
 - Direct relationship with an asset
 - Prior contractual arrangement.
- g) Donation to charitable institutions or local community service organisations, such as the SES.
- h) Disposal at a Registered Tip.
- i) Scrapping of obsolete assets via disposal at a Registered Tip or Recycling Facility.

Council staff may only purchase assets being disposed of through an arm's length competitive process, such as calling of expressions of interests from staff or public auction. Assets will not be sold to individual staff by private treaty unless extenuating circumstances apply and only then with the express consent of the General Manager. Assets being scrapped are only to be taken by Council staff with the consent of the General Manager.

2.4.5 *Tenders*

Should Council determine to invite tenders or expressions of interest for the sale or disposal of other assets, the same procedures that apply to the purchasing process equally apply to the process of selling or disposing of land or assets.

10. DRAFT POLICY 1.23 INVESTMENTS

RECOMMENDATION that Riverina Water County Council adopt Draft Policy 1.23 Investments.

As part of an ongoing review of Council's Policies, it was necessary to review Council's Investments Policy.

A draft policy has been prepared and is attached for Council's consideration. The only suggested change to the existing policy is to suggest a review every 4 years (once per council term).

The objectives of the Policy are:-

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst 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:

- 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.

The draft policy takes into account the requirements of the Local government Act, 1993, Local Government (General) Regulation 2005, Ministerial Investment Orders and general advice from the Division of Local Government.

- **Draft Policy 1.23 Investments**

POLICY REGISTER

INVESTMENTS POLICY			
POLICY REFERENCE NUMBER:		POL 1.23	
Original publication date		27 April 2011	
Revision number	Issue Date	Approved	Approval date
0	27 April 2011	Res: 11/39	27 April 2011
1	24 April 2013	Res: 13/39	24 April 2013
2	June 2016	Res: 16/??	22 June 2016
<p>This document is to be reviewed once every Council Term. Next review date: April 2020</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objectives

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst 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:

- 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.

1.2 Scope of Policy

This policy shall apply to all investments made by Riverina Water County Council

1.3 Definitions

Act:	Local Government Act, 1993.
ADI:	Authorised Deposit-Taking Institutions (ADIs) 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.
BBSW:	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Council Funds:	Surplus monies that are invested by Council in accordance with section 625 of the Act
Debenture:	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.
OLG:	NSW Office of Local Government, Department of Premier and Cabinet.
FRN:	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.

Grandfathered:	Investments held by Council that were previously allowed under the Minister's Order but were Grandfathered (i.e. eligible to retain but not add to or restructure existing investments) when the NSW State Government changed the list of Approved Investments as a result of the Cole enquiry reflected in the Ministerial Order dated 31/7/2008.
IP:	The Investment Policy (IP) provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IP.
LGGR:	Local Government (General) Regulation 2005 (NSW).
NCD:	Is a short term investment in an underlying security being a negotiable certificate of deposit (NCD) where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value.
RAO:	Responsible Accounting Officer 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 196)
T-Corp:	New South Wales Treasury Corporation.
UBSA BBI:	UBS Australia calculates a daily Bank Bill Index representing the performance of a notional rolling parcel of bills averaging 45 days.

1.4 Legislative Context

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
- Office of Local Government Circulars.
-

PART 2: POLICY PROVISIONS

2.1 Delegation of Authority

Authority for implementation of the Investments 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 Investments to the Manager Corporate Services.

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.

2.2 Prudent Person Standard

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

2.3 Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council'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.

2.4 Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

2.5 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;
- 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.

2.6 Risk Management Guidelines

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

- **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- **Diversification** – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk;
- **Credit Risk** – the risk that a council has invested in fails to pay the interest and or repay the principal of an investment;
- **Market Risk** - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- **Liquidity Risk** - the risk an investor is unable to redeem the investment at fair price within a timely period; and
- **Maturity Risk** - 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.

2.7 Investment Advisor

The Council's investment advisor must be approved by Council and 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.

2.8 Investment Guidelines

Investments are to comply with three key criteria relating to:

- (a) **Portfolio Credit Framework:** - limit overall credit exposure of the portfolio;
- (b) **Counterparty/Institution Credit Framework:**-limit exposure to individual institutions based on their credit ratings, and;
- (c) **Term to Maturity Framework:** - limits based upon maturity of securities.

(a) Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard & Poors (S&P) ratings system criteria. The maximum available limits in each rating category are as follows:

OVERALL PORTFOLIO CREDIT LIMITS			
Long Term Credit Ratings	Short Term Credit Ratings	Maximum percentage of Portfolio	Definition
AAA Category	A-1+	100%	Extremely strong capacity to pay
AA Category	A-1	100%	Extremely strong capacity to pay
A Category	A-2*	75%	Strong capacity to pay
BBB Category*	A-3*	40%	Adequate capacity to pay
Unrated Category*	Unrated*	40%	Unrated eg. building societies

* Investments with counterparties below A Category (Long Term) and below A-1 (Short Term) are to be restricted to Authorised Deposit Taking Institutions (such as banks, building societies and credit unions) regulated by, and subject to the prudential standards of the Australian Prudential Regulation Authority (APRA).

(b) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the table below:

INDIVIDUAL INSTITUTION LIMITS			
Long Term Credit Ratings	Short Term Credit Ratings	Maximum percentage of total investments with any one institution	Definition
AAA Category	A-1+	60%	Extremely strong capacity to pay
AA Category	A-1	50%	Extremely strong capacity to pay
A Category	A-2*	40%	Strong capacity to pay
BBB Category*	A-3*	30%	Adequate capacity to pay
Unrated Category*	Unrated*	30%	Unrated eg. building societies

* Investments with counterparties below A Category (Long Term) and below A-1 (Short Term) are to be restricted to Authorised Deposit Taking Institutions.

The short-term credit rating limit will apply in the case of discrepancies between short and long-term 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.

(c) Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints:

Overall Portfolio Term to Maturity Limits		
	Minimum	Maximum
Portfolio % < 1 Year	65%	100%
Portfolio % > 1 Year < 3 Years	0%	20%
Portfolio % > 3 Years < 5 Years	0%	15%
Portfolio % > 5 Years	0%	0%

Individual Investment Maturity Limits		
Non Authorised Deposit Taking Institutions (ADIs)	n/a	5 years*
ADI issues rated BBB or above*	n/a	5 years
ADI issues non-rated	n/a	n/a

* This will be the maximum investment term or WAL (weighted average life) for mortgage and asset backed securities.

2.9 Performance Benchmarks

Performance benchmarks need to be established and should be based on sound and consistent methodology.

Investment	Performance Benchmark
Cash	RBA Cash Rate
Fund	UBSA Bank Bill Index
Direct Investments	AFMA BBSW Rate: Average (term dependent on investment term)

2.10 Quotations on Investments

Not less than two (2) quotations shall be obtained from authorised institutions when a new direct investment is proposed. Investments may be 'rolled over' with the current holder of the investment within the guidelines set out above.

2.11 Reporting and Reviewing of Investments

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

The documentary evidence must provide Council legal title to the investment.

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

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

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

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

11. DRAFT POLICY 2.3 PESTICIDE USE NOTIFICATION PLAN

RECOMMENDATION that Council adopt Draft Policy 2.3 Pesticide Use Notification Plan.

In June 2007 a policy was adopted to guide Council staff in the public notification of pesticide use within the county council area.

This policy was updated in 2012 in accordance with requirements of the pesticide regulation 2009 and reviewed again in 2014.

The aim of the plan is to meet the community's right to know about pesticide applications made to outdoor public places that are controlled/used/managed or owned by Council. The plan allows members of the community to take action to avoid contact with pesticides. The methods that Council implements under this plan are designed to have minimal impact on the local environment.

- **Draft Policy 2.3 Pesticide Use Notification Plan**

PESTICIDE USE NOTIFICATION PLAN			
POLICY REFERENCE NUMBER:			POL 2.3
Original publication date 24TH August 2011 Min. No.11/94			
Revision number	Issue Date	Council resolution	Council meeting date
1	07/2007	07/45	July 2007
2 (update of format and dates only)	15/5/2012		
3	18/6/2014	14/67	25/06/2014
4	22/6/2016	16/??	22/6/2016
<p>This document is to be reviewed every four years. Next review date: June 2020</p>			
RESPONSIBLE OFFICER			General Manager

PESTICIDE USE NOTIFICATION PLAN

INTRODUCTION

This *Pesticide use Notification plan* has been prepared in accordance with the requirements of the 'Pesticides Regulation 2009'. The plan sets out how Council will notify members of the community of pesticide / herbicide applications it makes or allows to be made in public places that it has access to.

Riverina Water County Council is a water supply authority that supplies drinking water to a number of Local Government areas including the City of Wagga and the Shires of Greater Hume, Lockhart and Urana, which includes the towns of Uranquinty, Ladysmith, Tarcutta, Yerong Creek, Mangoplah, Humula, Henty, Morven, Ralvona, Holbrook, Woomargama, Culcairn, Walla Walla, Walbundrie, Rand, Oaklands, Pleasant Hills, Urana, The Rock, French Park, Milbrulong, Lockhart, Boree Creek, Morundah, Bulgary, Currawarna, Collingullie, The Gap, Brucedale, Oura and rural areas.

There are over 27,000 customer connections within the 15,500 sq km served.

AIM

The aim of this plan is to meet the community's right to know about pesticide applications made to outdoor public places that are controlled / used / managed or owned by Council. This plan allows members of the community to take action to avoid contact with pesticides and the methods Council implements is designed to have minimal impact on the local environment.

PUBLIC PLACES COVERED BY THIS PLAN

Council proposes to use or allow the use of pesticides / herbicides in the following categories of outdoor public places that it has access to:

- Road verges and reserves;
- Road and rail easements accessible to the public;

It should be noted that Council uses pesticides / herbicides on land that has no potential for legal access so is not considered to be a public place. An example of this would be pipeline easement agreements between private land holders and Council.

The majority of pesticide use by Council consists of applying herbicides for weed control (primarily glyphosate) and the minor use of pesticides to control rodents and insects (primarily Rodex B and Solfac). Minor uses include applying pesticides to control certain insect pests within buildings and pits and baits to control rodents in and around buildings and pits.

NOTE: The use of pesticides (Rodex B & Solfac) is confined to buildings and pit areas owned and operated by Council and not open or accessible to the public.

PESTICIDE / HERBICIDE USE

<i>Public places</i>	<i>Regular user groups</i>	<i>Level of use of public place</i>	<i>Type of pesticide / herbicide use</i>
Road reserves	Motorists, the general public, employees and / or contractors etc	Variable and seasonal - low in remote areas but the possibility of medium to high use in urban areas	Herbicides, (glyphosate)
Road and rail easements accessible to the public	Motorists, the general public, employees and / or contractors etc	Variable and seasonal - Low usage	Herbicides, (glyphosate)

NOTIFICATION ARRANGEMENTS

Council's normal method of notification will be to have a sign on the vehicle (weed spraying) advising that pesticide use is occurring in combination with information on the pesticide being available from the operator upon inquiry.

In accordance with clause 20 (1) (h) of the Pesticides Regulation, the operator will be able to provide following information:

- the full product name of the pesticide to be used, and
- the purpose of the use, clearly setting out what pest or pests are being treated, and
- the date/s or date range of the pesticide use, and
- the places where the pesticide is being used, and
- contact details for a Council officer who can discuss the notice,
- any warnings regarding re-entry to or use of the place, if specified on the pesticide product label.

Operators will also carry the safety data sheet (SDS) relating to the pesticide in use.

No notice will be given for pesticide uses entailing small amounts of domestic-type pesticide products normally available in supermarkets in aerosol cans, baits, wands or hand held spray bottles.

COMMUNITY INFORMATION

Council will advise the community of this plan and its contents by:

- Having a copy of the plan available for viewing, free of charge, in Councils Office at 91 Hammond Ave. Wagga Wagga, and
- Including a copy of the plan on Councils website.
(www.rwcc.com.au)

FUTURE REVIEWS OF THE PLAN

This notification plan will be reviewed every 4 years or when circumstances require a review.

The review will be published on Councils website to allow submissions from interested parties, and if needed a revised plan prepared.

CONTACT DETAILS

Anyone wishing to contact Council regarding this *Pesticide Use Notification Plan* can do so by contacting;

The General Manager
Riverina Water County Council
91 Hammond Ave. Wagga Wagga. 2650
(PO Box 456)
Tel: 02 6922 0608
Fax: 02 6921 2241
e-mail: admin@rwcc.com.au



.....
Graeme Haley
GENERAL MANAGER

12. DRAFT POLICY 2.9 DEBT RECOVERY

RECOMMENDED that the Draft Policy 2.9 Debt Recovery be adopted.

The Draft Policy 2.9 Debt Recovery was been developed by staff and adopted by Council in August 2014. The objective of this Policy is to provide a consistent, fair, and reasonable process to respond to overdue accounts and recover outstanding payments, both internally and with the assistance of an external debt recovery agency where required.

The Policy refers to the use of flow restrictors, as an alternative to the disconnection of the water supply to occupied premises.

The Policy has been reviewed again, with minor suggested changes:

- being that it be reviewed once per council term.
 - allowing the locking or removal of the meter, or disconnection from service mains and
 - outlining further steps that consumers can take if not satisfied with Council's response.
-
- **Draft Policy 2.9 Debt Recovery.**

DEBT RECOVERY POLICY

POLICY REFERENCE NUMBER:		POL 2.9	
Original publication date		24 July 2014	
Revision number	Issue Date	Approved	Approval date
0	24 July 2014	Res: 14/93	20 August 2014
1	18 March 2015	Res: 15/52	22 April 2015
2	22 June 2016	Res 16/??	22 June 2016
<p>This document is to be reviewed <u>once</u> every <u>4-Council term</u> years. Next review date: June 2016<u>2020</u></p>			
RESPONSIBLE OFFICER		Manager Corporate Services	

PART 1: INTRODUCTION

1.1 Policy Objective

Riverina Water County Council will operate a consistent, fair, and reasonable process to respond to overdue accounts and recover outstanding payments, both internally and with the assistance of an external debt recovery agency where required.

1.2 Scope of Policy

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

1.3 Definitions

- *External Debt Recovery Agent*: An agency and/or law firm engaged by Riverina Water to recover amounts that are overdue.
- *Overdue Bill*: An account that has an amount that is unpaid after the due date specified on the issued bill.
- *Sundry Debtor*: An account raised for goods or services provided separate to Council's potable water supply.
- *Water Flow Restriction "Restriction"*: Water flow restriction involves reducing the maximum water supply to the property at the water meter, by inserting a flow restriction device. A small amount of water is supplied for health and hygiene purposes.
- *Water Disconnection "Disconnection"*: Disconnection ~~of water supply~~ involves stopping the supply of water to the property ~~from the water meter~~ by removing or locking the meter or disconnecting the service from the main so that supply is no longer available.

Restriction / Disconnection is permitted under regulation 144 of the Local Government (General) Regulation 2005

1.4 Legislative Context

Local Government Act 1993
Local Government (General) Regulation 2005

1.5 Related Documents

Debt Recovery Procedure
Restriction Procedure
Water Billing Follow-Up Procedure

PART 2: POLICY CONTENT

2.1 Principles

Riverina Water County Council is committed to managing revenue to ensure that Riverina Water continues to be a financially sustainable business and service provider.

This policy sets out the responsibilities of Riverina Water and its customers in managing the recovery of outstanding amounts.

2.2 Responsibilities

2.2.1 Riverina Water commits to:

- Issuing accurate, timely bills for goods and services
- Providing adequate timeframes for acknowledging receipt of notices and payment
- Treating customers fairly and with courtesy at all times
- Ensuring that customers maintain access to essential water services whenever possible
- Ensuring that customers have access to payment assistance

2.2.2 Customers are required to:

- Pay their bills promptly
- Advise Riverina Water if they are unable to pay their bills
- Commit to a payment plan, or other payment assistance, once agreed with Riverina Water (and to advise if alternative arrangements or updates to arrangements are required)

2.3 Time Given to Pay Bills

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

Payment of water accounts is due four weeks from the date of account issue. Payment of sundry debtor accounts is due approximately two weeks from the date of invoice issue.

2.4 Overdue Bills

Riverina Water follows a process when payments are overdue and the property owner has not made contact:

WATER ACCOUNTS:

1. If an account has not been paid by the due date, a **final reminder notice** is sent
2. If the account remains unpaid, a **restriction notice** is sent, and Riverina Water's external debt recovery agent is provided details of outstanding accounts
3. Following this, water supply will be restricted or disconnected by Riverina Water Staff, and a **notice of restriction or disconnection card** will be left at the property.
*Disconnection is at Council's discretion and may be used in situations including, but not limited to, meter tampering, unauthorised removal or damage to a restrictor.
*Vacant properties will be disconnected and left a **notice of restriction or disconnection card**
4. If the bill remains unpaid, Riverina Water reserves the right to commence legal action, which will result in further charges being added to the customer's account

Customers can contact Riverina Water for payment assistance options at any of the above stages. Every bill, notice and letter shows contact information and offers assistance for payment difficulties.

SUNDRY DEBTOR ACCOUNTS:

1. If an invoice has not been paid by the due date, a **statement** is sent at the end of the month
2. If the account remains unpaid, a **final reminder notice** is sent

3. If the account remains unpaid, Riverina Water reserves the right to commence legal action, which will result in further charges being added to the customer's account

2.5 Interest Charges on Overdue Bills

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

2.6 Water Flow Restriction / Disconnection

Riverina Water will only restrict or disconnect water supply to a property as a last resort when water accounts are outstanding for an extended period of time, and customers have not contacted Riverina Water to arrange payment assistance.

Riverina Water will give reasonable warning before restriction or disconnection is arranged, and will leave a **notice of restriction or disconnection card** when restriction or disconnection is carried out.

Restrictions / disconnections will be undertaken Monday-Thursday, and devices will not be removed outside of business hours.

2.7 Avoiding Restriction / Disconnection

Riverina Water will not restrict or disconnect if a customer:

- Agrees to a payment plan, and meets the commitments of that plan when they are due
- Is arranging payment for overdue bills in conjunction with Riverina Water staff
- Has an existing or outstanding billing complaint with Riverina Water

2.8 Restoring Water Supply

If a property has been restricted, Riverina Water will restore the water supply when:

- The outstanding debt is paid in full, including a "Flow Restriction Device Removal" or "Reconnection" fee as outlined in the current Scheduled Fees & Charges
- A decision is made to restore for compassionate or other reasons, or at Riverina Water's discretion. This may include installation of a higher flow restriction device

2.9 Debt Recovery Action

Where outstanding accounts are not paid, Riverina Water may initiate legal action against the property owner or sundry debtor in conjunction with an external debt recovery agency, the cost of which will be added to the customer's account in accordance with appropriate legislation.

2.10 Payment Assistance

Riverina Water offers payment arrangement assistance to customers experiencing financial difficulties. Riverina Water also offers a "Water Billing Hardship Policy" which can be utilised with agreement of Riverina Water after submission of a Hardship Application. Information is available through contacting Riverina Water's Administration staff or the Riverina Water webpage www.rwcc.nsw.gov.au.

The support available for customers experiencing financial difficulty includes:

- Additional time to pay bills
- Ability to make smaller repayments on an ongoing basis, upon arrangement with Administration staff, based on what can be afforded
- Regular deductions from Centrelink benefits

- Cooperation with community agencies including the Salvation Army, St Vincent de Paul, AngliCare and others who may offer assistance or payment assistance vouchers
- Reduction or waiver of interest charges

Riverina Water encourages customers to ask for help with water bills if required. The customer service team are friendly and respectful, and are trained to work with customers to make arrangements that best suit the customer and Riverina Water.

2.11 Making a Complaint

If customers believe that a bill is incorrect or there is an unresolved dispute with Riverina Water about a bill, they should contact Riverina Water on 02 6922 0608 [in the first instance. If a customer feels that Council hasn't adequately responded, matters can be escalated to the Office of Local Government or the Ombudsman.](#)

2.12 Confidentiality

All parties to any arrangement or financial assistance request will respect the need for confidentiality.

13. TENDER W.211 SUPPLY OF 12,000 AND 19,000 LITRE SURGE TANKS

RECOMMENDATION: That Council consider the report “Tender W211 Supply of 12,000 and 19,000 Litre Surge Tanks”, whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

14. TENDER W.212 FOR PURCHASE OF 6X4 TRUCK WITH TIPPER

RECOMMENDATION: That Council consider the report “Tender W.212 for Purchase of 6x4 Truck with Tipper”, whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

15. NEGOTIATIONS REGARDING RWCC ENTERPRISE AWARD 2016

RECOMMENDATION: That Council consider the report “Negotiations Regarding RWCC Enterprise Award 2016”, whilst the meeting is closed to the public, information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

16. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 2/09/2015				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 12 December 2014				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing. Business Valuation currently being undertaken.
14/191	Purchase Of Land – New Shires Reservoir	GM	That Council: 1) Purchase the land for the Shires Reservoir of approximately 6,400 sq. metres on Lot 143 DP 754567, Olympic Highway. 2) Delegate authority to the General Manager to negotiate the land purchase and establishment of easements for pipeline and access. 3) Affix Council's Common Seal to documents as required.	Agreement reached with landowner, subject to final geotech results (being undertaken now)
Meeting held 28 October 2015				
15/170	Land and Environment Court – Nash Bros Case	GM	That Council authorise the General Manager to negotiate a settlement to recover legal costs from Nash Bros Builders Pty Ltd in relation to the Grange Retirement Village Land & Environment Court case.	Nash Brothers have lodged an appeal against the decision of the L&E Court. Matter listed for hearing in NSW Supreme Court on 15 June 2016.

Meeting held 11 December 2015				
15/207	Contestability of Works	Manager Works	That: a) Council note the results of the procurement process; and b) Collaborative Planning and Engineering Associates be engaged to undertake an external review of the contestability of capital works at a cost of \$16,321.	Workshops with management and staff held during May. Draft report expected at the end of June.
Meeting held 27 April 2016				
16/46	Quarterly Budget Review – Period Ended 31st March 2016	GM	That General Manager provide an updated report to next Council Meeting.	Report to 22 June 2016 Meeting
16/48	Draft Delivery Program 2016/17 – 2019/20 and Draft Operational Plan 2016/17	GM	That in accordance to Sections 404 and 405 of the Local Government Act, 1993, the Draft Revised Delivery Program and Draft Operational Plan be placed on public exhibition and that it be on display at the Administrative Headquarters, Hammond Avenue Wagga Wagga, with no increase in charges.	Draft Plans placed on Exhibition. Gm to Report to 22 June 2016 Meeting
16/49	Lost Time Injury Statistics 2015/16	GM	That the quarterly statistics report on Lost Time Injuries for the 12 months ended March 2016 be received and noted and that Council commend all staff on this result, showing that our workplace is a safe workplace.	Congratulation passed on to staff
16/50	Local Government NSW 2016 Annual Conference	GM	that: a) Council be represented the Local Government NSW 2016 Annual Conference; b) Council delegate be the Chairman and the General Manager (observer); c) Approve the attendance of up to 2 other councillors as observers;	Registrations yet to open. Accommodation booked.
16/51	Local Government NSW - 2016 Water Management Conference	GM	That: a) Council be represented at the Local Government New South Wales 2016 Water Management Conference, b) the Chairman or his nominee attend as a delegate, c) nominations of other Councillors to attend be called, (nominations received from Cirs. McInerney and Verdon to attend) d) the General Manager and Director of Engineering or their nominees attend as observers	Registrations yet to open. Accommodation booked
16/52	EEO Management Plan	GM	That Riverina Water County Council adopt the Revised EEO Management Plan 2016/2019	Plan on Council website.

16/53	Policy 1.25 Sponsorship	GM	That Riverina Water County Council adopt Policy 1.25 Sponsorship.	Plan on Council website.
16/66	Tender W.208 for Purchase of Backhoe / Loader	DoE	That Council not accept any of the tenders, and that replacement be deferred to 2016/2017 financial year.	Noted
16/67	Tender W.207 for Purchase of Water Meter Electronic Reading Equipment	DoE	that Council: a) Not accept any of the tenders; b) Reduce the scope of the proposed trial area; c) Call for fresh tenders of the new area in the 2016/17 financial year; and d) Defer funding for the trial to the 2016/17 financial year.	Noted

QUESTION TRACKING

Meeting Held 24 February 2016

Cr Meyer OAM	Requested an update on the Henty Crossing.	Geotech report completed and subsequently approved by ARTC. Awaiting formal entry permit from ARTC.
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Meeting Held 27 April 2016

Cr McInerney	Asked when the southern part of Holbrook is due for mains replacement, could it be bought forward? There appears to be poor water pressure.	Project not on schedule for 2016/17. Re-examination of mains replacement program and priorities to be undertaken following new Asset Management Plan.
Cr Meyer OAM	Asked if approval has been received for work to proceed on the Henty Railway Crossing works.	Geotech report completed and subsequently approved by ARTC. Awaiting formal entry permit from ARTC.



Graeme J Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO **COUNCIL MEETING**

1. WORKS REPORT COVERING APRIL 2016

RECOMMENDATION that this report be received and noted.

- Works Report for April 2016

**DIRECTOR OF ENGINEERING'S REPORTS
TO JUNE 2016 COUNCIL MEETING**

12th May 2016

1 WORKS REPORT COVERING APRIL 2016

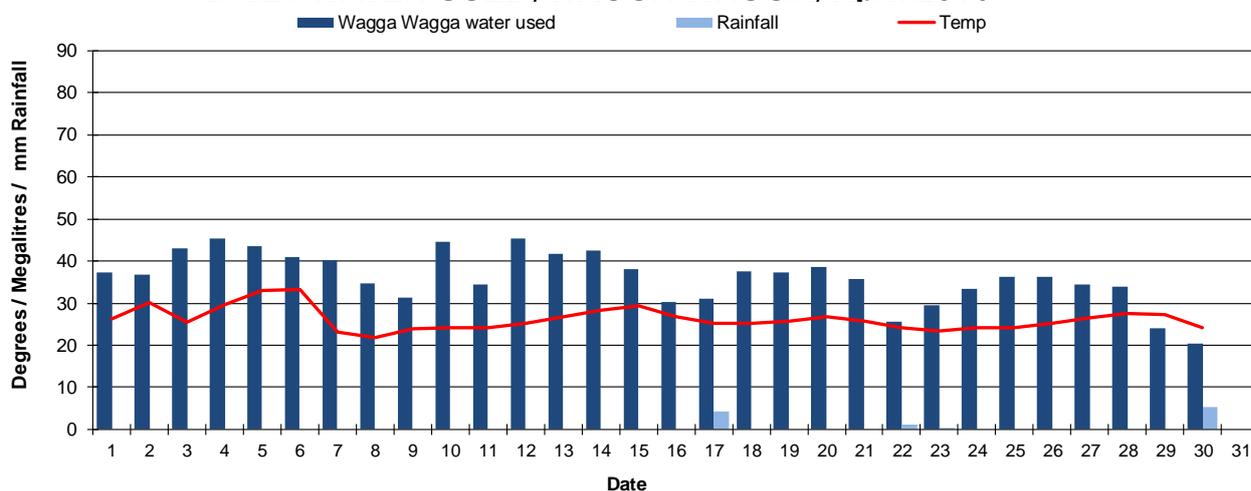
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

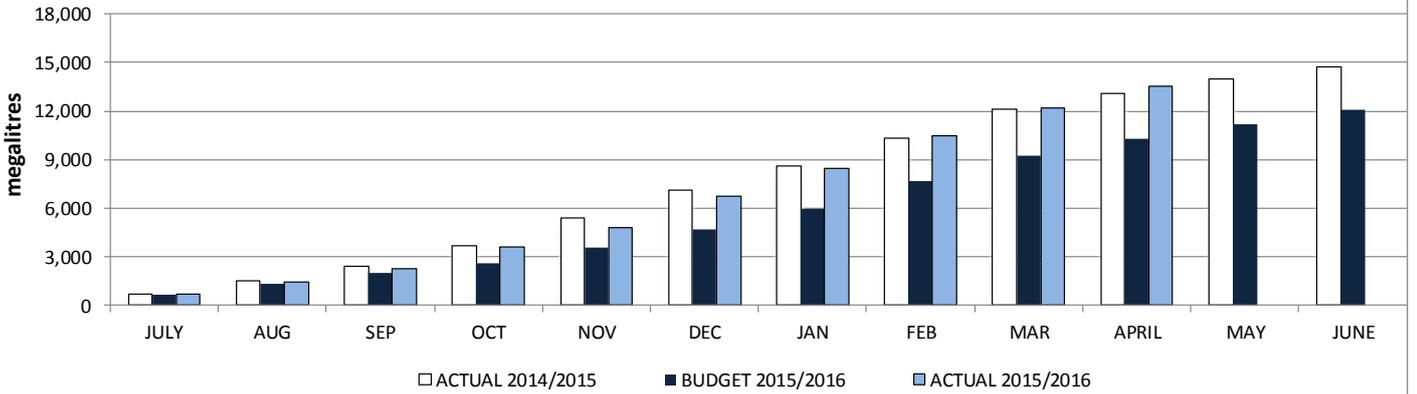
April	2014	2015	2016
Rainfall	57.8	49.4	10.8
Wet Days	12	10	4
WATER SOURCED April 2016 (MI)			
North Wagga bores	154.60	186.27	230.09
West Wagga bores	311.55	458.73	420.24
East Wagga bores	214.62	98.88	571.57
Murrumbidgee River	64.76	176.92	0.00
SUB-TOTAL	745.53	920.80	1,221.90
Bulgary Bores	34.30	34.64	45.84
Urana Source	0.00	1.46	0.00
Ralvona Bores	18.83	15.68	19.17
Walla Walla Bores	0.29	8.20	21.38
Goldenfields Water Supply System	1.61	2.51	5.33
SUB-TOTAL	55.03	62.49	91.72
Woomargama	1.37	0.95	1.73
Humula	0.85	0.69	0.58
Tarcutta	3.08	3.49	3.23
Oura	1.80	0.17	3.09
Walbundrie/Rand	1.88	3.46	4.45
Morundah	0.45	0.77	0.72
Collingullie	3.95	5.51	6.39
SUB-TOTAL	13.38	15.04	20.19
TOTALS	813.94	998.33	1,333.81

WATER USED April 2016 (MI)			
	2014	2015	2016
East Bomen	20.22	21.16	26.00
Estella	40.10	52.99	84.16
North Wagga	73.86	87.08	90.66
Wagga Wagga – Low Level	130.95	146.74	180.23
Wagga Wagga – High Level	329.39	414.80	610.77
Wagga Wagga – Bellevue Level	38.14	51.42	72.55
SUB-TOTAL	632.66	774.19	1,064.37
Ladysmith System	2.79	3.50	6.61
Brucedale Scheme	13.96	17.98	24.22
Currawarna Scheme	10.33	12.12	12.58
Rural south from Wagga Wagga	85.54	107.50	121.10
Rural from Walla Walla Bore	0.29	8.20	21.38
Bulgary, Lockhart and Boree Creek	20.12	26.87	25.98
From Boree Crk to Urana and Oaklands	13.85	9.83	20.71
Holbrook	18.83	15.68	19.17
SUB-TOTAL	165.71	201.68	251.75
Woomargama	1.37	0.95	1.73
Humula	0.85	0.69	0.58
Tarcutta	3.08	3.49	3.23
Oura	1.80	0.17	3.09
Walbundrie/Rand	1.88	3.46	4.45
Morundah	0.45	0.77	0.72
Collingullie	3.95	5.51	6.39
SUB-TOTAL	13.38	15.04	20.19
TOTALS	811.75	990.91	1,336.31

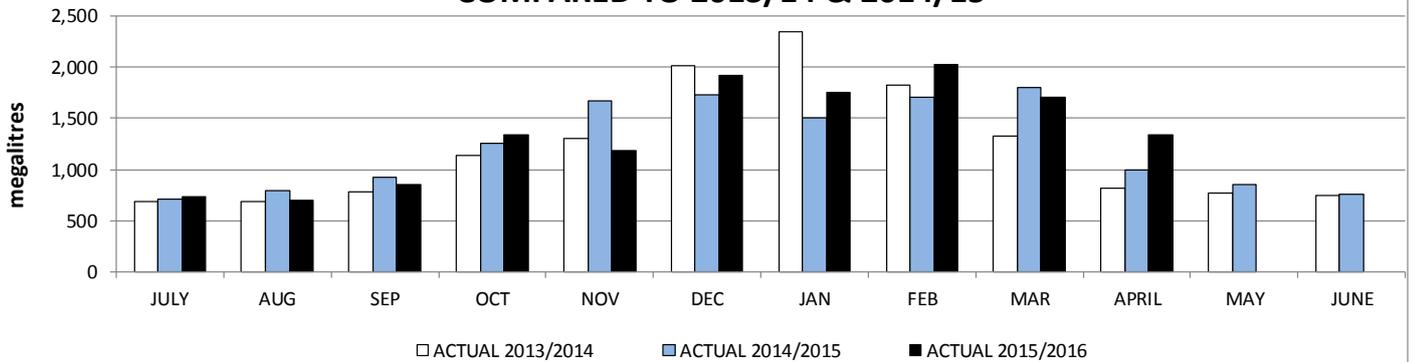
DAILY WATER USED, WAGGA WAGGA, April 2016



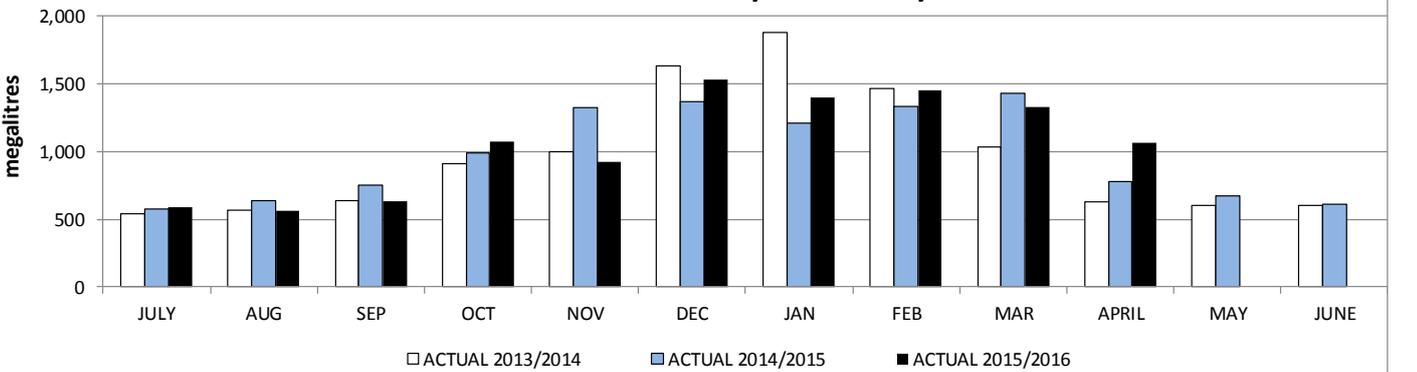
TOTAL CUMULATIVE WATER USED 2015/2016



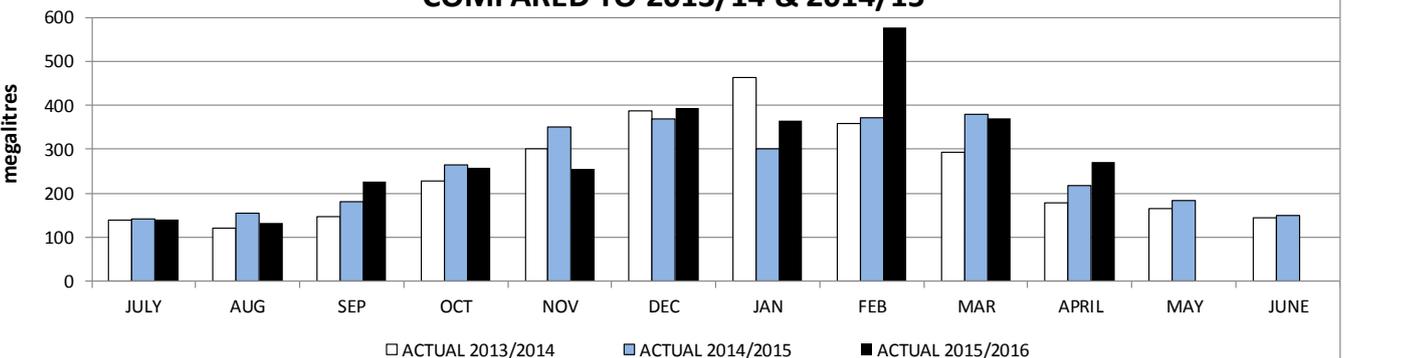
MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



MONTHLY WAGGA WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



MONTHLY RURAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



**1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS
FOR THE MONTH OF APRIL 2016**

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	29			26	7	4				46	3	7
Brucedale				2						1		
Currawarna												
Euberta												
Humula										1		
Ladysmith				1								
Oura				1								
San Isidore					1							
Tarcutta												
The Gap												
Bulgary												
Collingullie												
French Park												1
Lockhart		1	1									
Mangoplah			1									
Milbrulong												
Pleasant Hills				1								
The Rock				1						1		
Uranquinty				1								
Yerong Creek			1	1						1		
Culcairn										1		
Henty				2						1		
Holbrook				1						1		
Morven												
Walbundrie				1								
Walla Walla			1							1		
Woomargama										1	1	
Boree Creek										1		
Morundah		1										
Oaklands				1						1		
Rand												
Urana				1								1
TOTAL	29	2	4	40	8	4	0	0	0	57	4	9

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
9	Cnr Mitchell Rd & Elm Rd	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	12
9	180 Dukes Road	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	8
11	2 Gregory Crescent	Wagga Wagga	150 AC	Pipe Failure (not specified)	No	2:00	0	8
11	33 William St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	4
11	33 William Street	Wagga Wagga	100 CI	Pipe Failure (not specified)	Yes	0:00	0	10
11	13 Cooinbil St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
19	"Biliga"	Wagga Wagga	100 AC	Corrosion	No	2:00	0	1
23	Ashmont Avenue (Junction Hotel)	Ashmont	375 DI CL	Pipe Failure (not specified)	No	0:00	0	20
24	Thompson St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	0:00	0	25
28	9 Toney Place	Wagga Wagga	100 BPVC	Pipe Failure (not specified)	Yes	1:00	0	10
28	51 Heydon Avenue	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	15
9	158 Morgan St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
29	Fernleigh Rd & Jenkins St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	20
TOTALS						5:00	0	148
				Breaks needing	Breaks affecting			
Total Breaks – 13				shut off -	4	customers – 0		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Narrandera Rd	Lockhart	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	8
5	Binda St	Rand	50PE	Pipe Failure - Ground Movement	Yes	0:00	0	6
4	Fowlers Ine	Walbundrie	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	0
5	Fowlers Lane	Walbundrie	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	13
7	Pleasant Hills Rd	Pleasant Hills	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	2
4	Cambourne Lane	The Gap	25 PVC	Pipe Failure (not specified)	Yes	0:00	0	14
14	5 Linton St	Collingullie	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	1
15	1 Linton St	Collingullie	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	1
14	Binda St	Rand	50PE	Pipe Failure (not specified)	Yes	0:00	0	12
16	Lobbans Lane	Collingullie	50 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	8
13	River Road	The Gap	80 PVC	Tree Roots	No	0:00	0	5
21	The Rock Rd	Collingullie	80 PVC	Pipe Failure - Ground Movement	Yes	1:00	0	8
27	Narrandera Rd	Ralvona	50PE	Pipe Failure - Ground Movement	No	7:00	4	13
29	Fowlers Lane	Walbundrie	63 PE	Pipe Failure - Ground Movement	Yes	2:30	0	9
28	Gap Hall - Coolamon Road	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	15
TOTALS						10:30	4	115
				Breaks needing	Breaks affecting			
Total Breaks – 15				shut off -	2	customers – 1		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during April 2016 were:

Date	Location	Problem	Action Taken
6/04/2016	6 Paisley Rd, Lk Albert	Taste & odour	WQ within ADWG. Washer in tap degraded causing stale taste. Flushed taps. All good
8/04/2016	10 Cummins Rd, San Isidore	Dirty water & taste	Mains OK. Dead leg in pipework causing colour & stale taste
19/04/2016	56 Narung St, Wagga	Dirty water.	Flushed main
20/04/2016	14 Chaston St, Wagga	Dirty water	Flushed main from Bourke to Emblen
24/04/2016	3 Lyndoch Pl, Bourkelands	Dirty & low pressure	Dirty water from HWS. Low pressure when 2 using water in house
21/04/2016	100 Best St, Wagga	Dirty water	WQ within ADWG at time of visit. Intermittent problem
27/04/2016	83 Stanley St, Kooringal	Milky water & beige waxy deposit in evap cooler	Sample aken & sent to CSU for analysis. Smells like petro-hydrocarbon-grease Ongoing...
20/04/2016	CSU Campus, Estella	Health issue re her sons eczema. Wanted water analysis to compare Griffith with Estalle WQ.	Analysis provided. No further action

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during April 2016 include:

LOCATION	PROJECT	100	200
		OPVC	DICL
Belmore Street	New Subdivision	72	
Strickland Drive	New Subdivision		18
	TOTAL	72	18

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during April 2016 include:

LOCATION	PROJECT	32	100		375	450
		Poly	OPVC	DICL	DICL	DICL
Flinders Street	Mains Replacement			189		
Inglis Street	Mains Replacement		357	18		
Bomen Rising Main	Mains Replacement				118	
Southern Trunk	Mains Replacement					1390
Olympic Way, Culcairn	Mains Replacement	100				
	TOTAL	100	357	207	118	1390

1.6 OTHER CONSTRUCTION

Other construction works during April 2016 include:

LOCATION OR PROJECT	WORK DONE
Schiller Street, Wagga Wagga	100mm Fire Service

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during April 2016 include:

LOCATION OR PROJECT	WORK DONE
Columbo Creek Offtake	Pipework Repair & Upgrade
The Gap Pump Station	Highlift Pumps #1 & #2 Overhauled
Humula Reservoir	Drain & Clean
Morundah WTP	Filter Pump #1 Overhauled
Waterworks	Drain & Clean Floc Tank #2
Morundah WTP	Replace Faulty Analogue Card on RTU
North Wagga WTP	Replace Faulty RTU Power Supply
Waterworks	Relocate Chlorine Service Water Line
Waterworks Sludge Plant	Clean and Decommission - Hand Over to UGL

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during April 2016 include:

LOCATION	NUMBER OF FILLS
Bomen	31
Estella	243
Forest Hill	40
Glenfield	273
Henty	7
Holbrook	21
Lake Albert	72
Lockhart	4
Pleasant Hills	6
The Rock	3
Yerong Creek	9

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during April 2016:

Training or Programme	Number of Staff
First Aid Refresher	3

1.10 FLEET DISPOSALS

Fleet disposals made during April 2016 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
95	Plumbing	Trailer	RWCC	2005	-
135	Plumbing	Trencher	Vermeer RT450	2005	-

Disposal Details		
Vehicle No	Method	Price exc GST
95	Auction 06/04/2016	\$4,545
135	Auction 06/04/2016	\$14,545

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during April 2016 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
306	7	Wagga Motors	Dual Cab with Tray	Isuzu D-Max	\$29,637
324	9	Biti Motors	Extra Cab with Tray	Ford Ranger	\$30,050



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING MAY 2016

RECOMMENDATION that this report be received and noted.

- Works Report for May 2016

**DIRECTOR OF ENGINEERING'S REPORTS
TO JUNE 2016 COUNCIL MEETING**

16th June 2016

1 WORKS REPORT COVERING MAY 2016

RECOMMENDATION: That this report be received and noted.

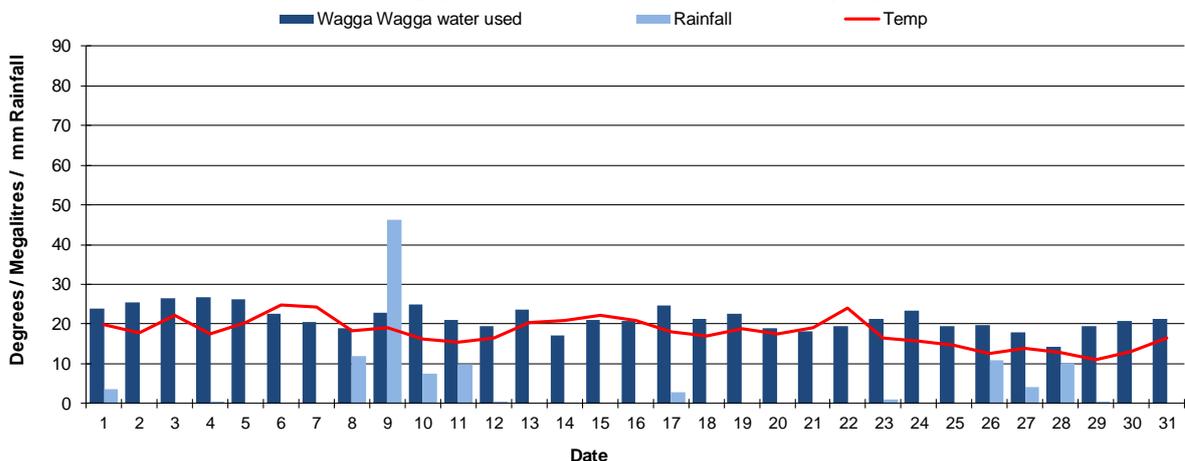
1.1 WATER SOURCED AND USED

May	2014	2015	2016
Rainfall	38	23.8	109.8
Wet Days	11	10	14
WATER SOURCED May 2016 (MI)			
North Wagga bores	164.64	172.01	155.09
West Wagga bores	124.68	236.10	191.29
East Wagga bores	431.28	390.54	392.59
Murrumbidgee River	0.00	0.00	0.00
SUB-TOTAL	720.60	798.65	738.97
Bulgary Bores	30.02	33.34	29.92
Urana Source	0.00	0.00	0.98
Ralvona Bores	18.26	13.53	14.18
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.71	2.33	4.81
SUB-TOTAL	49.99	49.20	49.89
Woomargama	1.33	0.84	1.17
Humula	0.71	0.70	0.72
Tarcutta	2.71	2.43	2.26
Oura	1.91	2.04	2.10
Walbundrie/Rand	2.07	2.31	3.02
Morundah	0.31	0.60	0.49
Collingullie	3.80	4.81	3.73
SUB-TOTAL	12.84	13.73	13.49
TOTALS	783.43	861.58	802.35

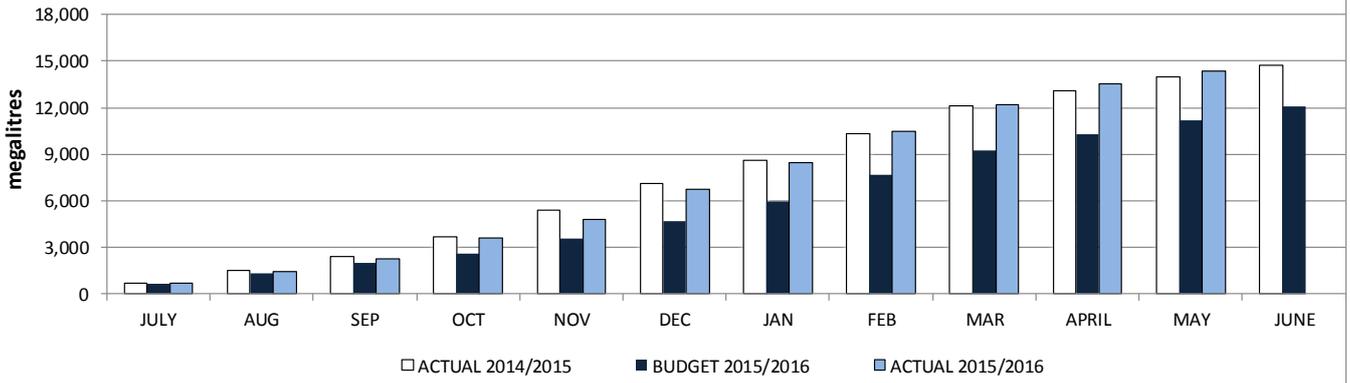
WATER USED May 2016 (MI)

	2014	2015	2016
East Bomen	22.54	21.13	25.77
Estella	37.65	41.91	51.98
North Wagga	75.54	83.83	56.16
Wagga Wagga – Low Level	120.89	138.72	118.91
Wagga Wagga – High Level	309.16	347.46	333.54
Wagga Wagga – Bellevue Level	33.94	41.67	44.16
SUB-TOTAL	599.72	674.72	630.52
Ladysmith System	3.31	3.30	2.05
Brucedale Scheme	12.69	17.00	18.37
Currawarna Scheme	8.32	12.28	9.83
Rural south from Wagga Wagga	80.82	90.52	79.00
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	18.09	19.51	17.58
From Boree Crk to Urana and Oaklands	11.66	14.14	13.94
Holbrook	18.26	13.53	14.18
SUB-TOTAL	153.15	170.28	154.95
Woomargama	1.33	0.84	1.17
Humula	0.71	0.70	0.72
Tarcutta	2.71	2.43	2.26
Oura	1.91	2.04	2.10
Walbundrie/Rand	2.07	2.31	3.02
Morundah	0.31	0.60	0.49
Collingullie	3.80	4.81	3.73
SUB-TOTAL	12.84	13.73	13.49
TOTALS	765.71	858.73	798.96

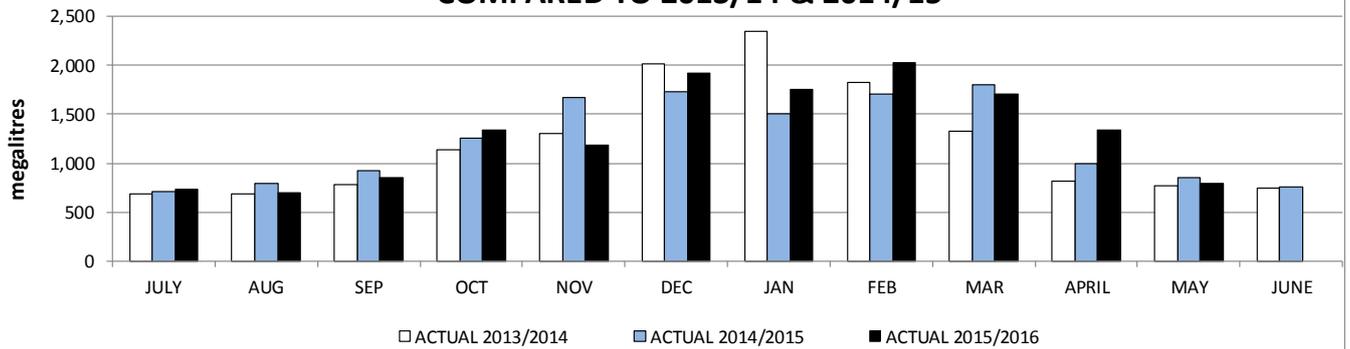
DAILY WATER USED, WAGGA WAGGA, May 2016



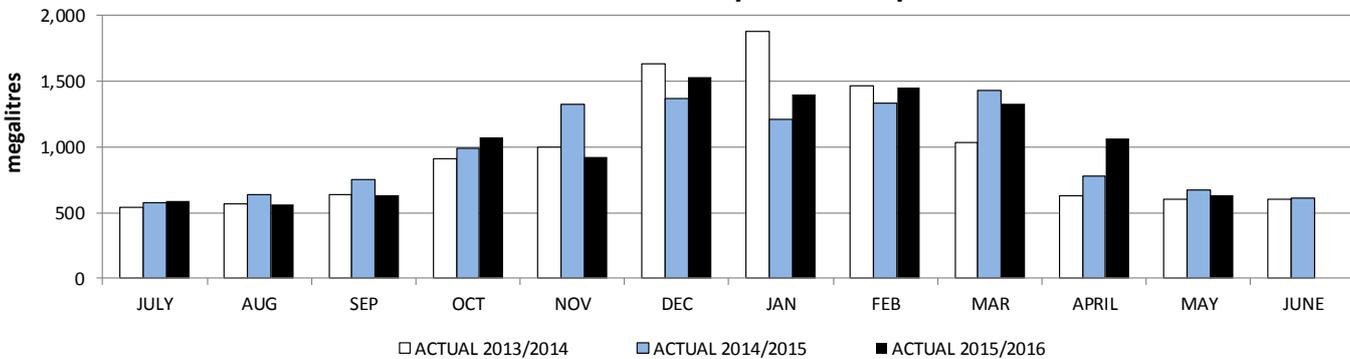
TOTAL CUMULATIVE WATER USED 2015/2016



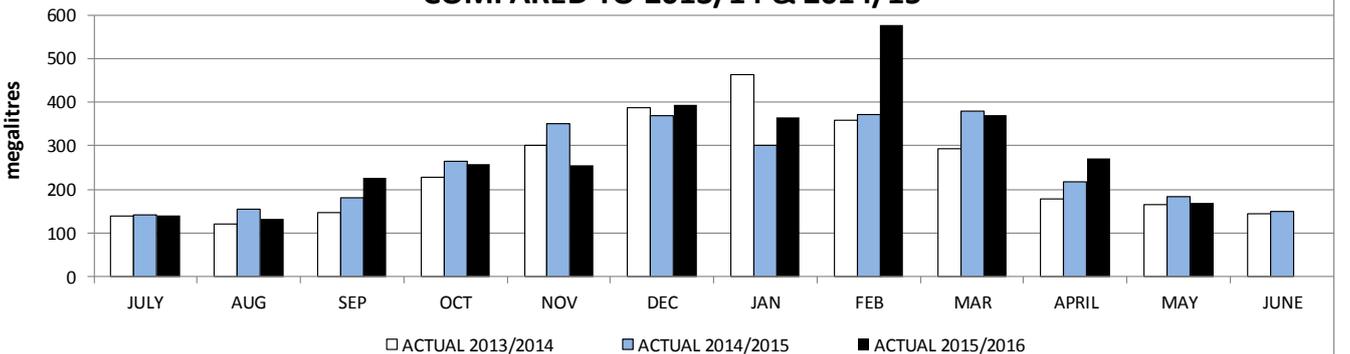
MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



MONTHLY WAGGA WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



MONTHLY RURAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF MAY 2016

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	45		1	25	4					22	3	13
Brucedale												
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura												
San Isidore					2							
Tarcutta												1
The Gap												
Bulgary												
Collingullie				1								
French Park												
Lockhart	1	1	1			1					1	
Mangoplah		1										
Milbrulong												
Pleasant Hills											1	1
The Rock										2		1
Uranquinty			1									
Yerong Creek												
Culcairn												
Henty	2										1	
Holbrook												
Morven	1											
Walbundrie												
Walla Walla												
Woomargama										2	1	
Boree Creek												
Morundah												
Oaklands												
Rand											1	
Urana												
TOTAL	49	2	3	26	6	1	0	0	0	26	8	16

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	3 Gregadoo Rd	Wagga Wagga	250 DICL	Pipe Failure (not specified)	Yes	0:00	0	0
1	40 Cox Avenue	Forest Hill	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
3	24 Overdale Drive	Bourklands	150 WPVC	Pipe Failure (not specified)	No	3:30	0	0
7	23 Nardoo St	Glenfield	100 AC	Pipe Failure (not specified)	No	2:00	40	1
8	13A Angel St	Lake Albert	100 AC	Pipe Failure (not specified)	No	3:30	30	10
9	13A Angel St	Lake Albert	100 AC	Pipe Failure (not specified)	No	2:30	30	5
10	26 Graham St	Lake Albert	100 AC	Pipe Failure (not specified)	No	2:30	30	5
9	Main St	Lake Albert	100 AC	Pipe Failure (not specified)	No	28:30	17	6
9	543 Koorringal Rd	Koorringal	100 AC	Pipe Failure (not specified)	No	3:00	46	10
9	Angel St	Lake Albert	100 AC	Pipe Failure (not specified)	No	3:30	30	10
20	25 Riverview Dr	Ashmont	150 WPVC	T/ Band Broken/Leaking	No	4:00	25	10
18	173 Mitchell Rd	Lake Albert	150 AC	Pipe Failure (not specified)	Yes	0:00	0	15
TOTALS						53:00	248	72
Total Breaks – 12		Breaks needing shut off - 9			Breaks affecting customers – 8			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	Chaplins Lane	The Rock	50PE	Pipe Failure - Ground Movement	Yes	0:00	0	9
3	17 Ivor St	Henty	100 AC	Pipe Failure - Ground Movement	No	2:30	15	15
10	Olympic Hwy	The Rock	300 CI	Pipe Failure - Ground Movement	No	4:00	19	88
10	Jennings Rd	Culcairn	200 BPVC	Pipe Failure - Ground Movement	No	6:30	5	35
12	Talyors Rd	Collingullie	80 PVC	Tree Roots	No	4:00	5	9
14	Lockhart Narrandera Rd	Lockhart	150 BPVC	Pipe Failure (not specified)	Yes	0:00	0	0
17	Holbrook Rd	Ralvona	50 PVC	Pipe Failure - Ground Movement	No	2:00	5	3
21	Naranderra Rd	Lockhart	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	9
30	Olympic Hwy	Yerong Creek	250 CI	Pipe Failure - Ground Movement	No	6:00	17	90
16	Shep Siding Rd	Brucedale	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
18	957 Shep Siding Rd	Brucedale	150 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
21	San Isadore	San Isadore	100 AC	Pipe Failure - Ground Movement	No	3:00	38	10
21	San Isadore	San Isadore	150 WPVC	Pipe Failure - Ground Movement	No	3:00	35	10
22	Sydney St	Tarcutta	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
TOTALS						31:00	139	308
			Breaks needing			Breaks affecting		
Total Breaks – 14			shut off - 8			customers – 8		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during May 2016 were:

Date	Location	Problem	Action Taken
10/05/2016	2 Tanami St, Tatton	Rash since moving into house	WQ within ADWG. Rash can't be linked to the water

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during May 2016 include:

LOCATION	PROJECT	100 OPVC	150 OPVC
Estella	Pine Gully Road	287	324
	TOTAL	287	324

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during May 2016 include:

LOCATION	PROJECT	100 OPVC	375 DICL	450 DICL
North Wagga	Bomen Main Replacement		246	
Wagga Wagga	Wagga Southern Trunk			71
Lake Albert	Inglis St Replacement	81		
	TOTAL	81	246	71

1.6 OTHER CONSTRUCTION

Other construction works during May 2016 include:

LOCATION OR PROJECT	WORK DONE
Temora Street, Cootamundra	150mm Mains Replacement - 252 metres

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during May 2016 include:

LOCATION OR PROJECT	WORK DONE
Brucedale pump station	Highlift pump #1 and motor overhaul & recommission
The Gap pump station	Highlift pump and motor #2 overhaul & recommission
Collingullie WTP	Highlift pump and motor #1&2 overhaul and recommission
Collingullie WTP	Filter pumps # 1&2 overhaul and recommission
Mangoplah Reservoir(old reservoir)	Drain, clean and recommission
Humula Reservoirs x 2	Drain & clean
Woomargama WTP	Replace faulty highlift suction pipework
Morundah WTP	Filter pump & motor #2 overhaul and recommission

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during May 2016 include:

LOCATION	NUMBER OF FILLS
Bomen	50
Estella	39
Forest Hill	24
Glenfield	96
Henty	5
Holbrook	7
Lake Albert	7
Lockhart	33
Pleasant Hills	2
The Rock	4
Yerong Creek	1

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during May 2016:

Training or Programme	Number of Staff
Design Build Expo	2
Chainsaw Training	6
Introduction to Asset Management	2

1.10 FLEET DISPOSALS

Fleet disposals made during May 2016 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
324	Rural Operators	Extra Cab with Tray	Ford Ranger	2014	-
305	WH&S	Dual Cab Ute	Isuzu D-Max	2013	79,463
282	Depot Gangs	Extra Cab Ute	Ford Ranger	2011	-

Disposal Details		
Vehicle No	Method	Price exc GST
324	Auction 04/05/2016	\$23,636
305	Auction 04/05/2016	\$28,182
282	Auction 04/05/2016	\$16,909

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during May 2016.

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

MAJOR PROJECTS 2015/16 (> Over \$100,000) - May 2016

Description	2015/16 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Land & Buildings for Admin, Depot & Workshops			
Store Building Hammond Ave - Urban	\$3,261,340	\$3,308,439	Project complete.
Access, parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$180,000	\$101,169	Construction in 2016/17.
PLANT & EQUIPMENT			
IT Equipment			
Corporate IT software upgrade/improvements - Urban	\$380,500	\$104,910	Ongoing.
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,043,000	\$778,564	Ongoing.
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$150,000	\$96,064	Ongoing.
SOURCES			
Bores-renew/refurbish/decommission			
Bores-renew/refurbish/decommission - Urban	\$135,000	\$93,934	Ongoing. Purchasing replacement motors.
TREATMENT PLANTS			
Treatment Plant Refurbishments			
WTP Stage 1 - Urban	\$25,000,000	\$33,864,327	See UGL progress report.
Urana WTP replacement - Non-Urban	\$373,000	\$276,092	Stainless Steel Candy Tank delivered to site but damaged during installation. Repairs being arranged by contractor.

RESERVOIRS			
New/Replacement Reservoirs			
Collingullie Reservoir Upgrade - Non-Urban	\$490,000	\$503,733	Reservoir construction completed. Scheduled to be commissioned in June 2016.
Morundah 130kL Replacement - Non-Urban	\$370,000	\$376,023	Reservoir construction completed. Scheduled to be commissioned in June 2016.
MAINS, SERVICES & METERS			
MAINS			
Reticulation for Developers (including other extensions)			
Reticulation for Developers - Urban	\$800,000	\$678,713	On-going.
Renew Reticulation Mains			
Renew Reticulation Mains - Non-Urban	\$300,000	\$272,861	On-going.
Renew Reticulation Mains - Urban	\$144,000	\$94,481	On-going.
Lake Albert Rd Replacement	\$142,000	\$527	Works commenced May 2016.
The Gap / Brucedale System - Urban	\$100,000	\$29,599	Works commenced June 2016.
Renew Trunk Mains			
Bomen Trunk Main B (north of river) - Urban	\$300,000	\$367,931	Stage 1 completed. Stage 2 to commence next financial year.
Bomen Trunk Main A (south of river) - Urban	\$259,000	\$323,155	Project complete
Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$1,789,000	\$1,697,323	Project complete
Low & High Level Rising Mains from CWS	\$482,000	\$537,317	Materials ordered and awaiting delivery by end of June. Construction to commence in early July. Marshalls Creek bridge to be completed mid July.
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$500,000	\$415,904	On-going.
Renew Services			
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$94,682	On-going.



Bede Spannagle
DIRECTOR OF ENGINEERING

3. CONTRACT W.195 – WATER TREATMENT PLANT PROGRESS REPORT

RECOMMENDATION: that Council receive and note this report.

UGL Engineering Pty Ltd continue to make progress on the Wagga Wagga Water Treatment Plant project. Fitout of mechanical equipment in the Lamella Clarifiers, Filters tanks and Clear Water Storage has commenced.

The chemical building slab was completed and the pre-cast walls have been erected.

RWCC and UGL worked with Public Works to develop and complete the design for the Raw Water Intake. The Raw Water works have been impacted by the recent rain events and the subsequent releases from Burrinjuck dam. The river levels experienced exceeded the height of temporary coffer dam constructed by UGL.

As reported in April 2016, the contractor has indicated that they believe the scope in the final design exceeds the scope documented in the tender which may expose council to increased costs. Preliminary meetings have been held and both parties are working towards a resolution.

The May and June 2016 UGL project status reports are attached.

- UGL Project Status report – 23 May 2016
- UGL Draft Project Status report – 23 June 2016



Bede Spannagle
DIRECTOR OF ENGINEER



PROJECT STATUS REPORT



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: 23rd May 2016

REPORT NO.: 9

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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1.0 SUMMARY

The primary focus of works on the project is now squarely focussed on construction activities. The transition from civil and structural activities has commenced.

Concrete works have been focussed on completion activities in the filters including the inlet channel and patching. Hydro-testing was successfully completed in the backwash tank, lamella clarifiers and the clear water storage. This allowed backfilling of the structures which considerably improves site access and opens up further work fronts.

Building works continued for the control room building with fit-out continuing and completion of doors and windows. The chemical building slab was completed and pre-cast panels and steel work were erected. The existing centrifuge building was demolished.

Underground process pipework and conduits continued, although there was some impact due to inclement weather.

Mechanical installation subcontractor completed works in the filter gallery and filtered water tank as well installation of the thickener and lamella sludge rakes.

Electrical installation works are now underway in earnest with works commencing to install equipment in the main filter building switchroom and to start installation in the filter gallery.

Raw water intake temporary cofferdam works were completed. Concrete works preparations commenced.

The major procurement items awarded during the period were the packages of work associated with the raw water. The major procurement activities are now focused on finalising the clear water area piping and site-wide plumbing contracts.

Detailed design finalisation is virtually complete with some minor works to integrate the balance of vendor/supplier technical information. PLC/SCADA system development is progressing.

Key Milestones achieved in the Period were:

- Successful hydro-testing of Lamella Clarifiers and Clearwater storage
- Buildings works chemical building slab completed and steelwork and panels erected the control room
- Mechanical installation completed the pipework in the filter gallery
- Electrical installation installed the main process switchboard which was a significant milestone
- Underground major process piping to the raw water and between the filters and backwash tank were complete.
- Raw water intake temporary coffer dam.
- Demolition of existing centrifuge building completed
- Significant equipment deliveries continue.

2.0 SCOPE OF WORK

The project scope of works is to replace the Wagga Wagga Water Treatment Plant (WTP) to provide additional process capacity and asset reliability to produce up to 55ML/day of water for the residents of Wagga Wagga.

Refer to Appendix A for a summary of scope of works for the project

3.0 HSSE

Total hours worked on the project in March is 10,617 hours. Subcontractor hours recorded on site in March is 8,338 hours. Total hours worked on the project to date is 72,284.

No lost time injury (LTI) and one first aid injury (FAI) were recorded in the month of April. Site inductions of 51 individuals have been undertaken and 27 HSSE pre-start toolboxes were held. Five safety incidents were recorded in the month of April with the most significant being; a near miss associated with a falling scaffold tie bar which resulted in a review of Scaffold sitewide, adjustment toolbox agenda and U-take5 training; the second item was damage to a water main due to the mal-operation of plant and damage to a water main.

Proactive measures undertaken include 300 Utake-5 observation cards and 46 Safety Inspections. Routine random blood alcohol testing was undertaken on a number of occasions and a drug screening test also undertaken which revealed a number of positive tests resulting in a number of subcontractors employees being excluded from site. Pleasingly there a number of subcontractors have responded positively to the D&A process and are undertaking their own initiatives to improve understanding and performance in this area

The April Safety Report is shown in Appendix B.

4.0 RISK / CRITICAL ACTION AREAS

During the period no significant risks materialised on the project.

Summary of Top Risks at May:-

Risk Description	Potential Impact	Control Measures
Program Construction Overrun - critical path	Overrun above the construction program	Additional staff & blue collar resources required. Spread workload through multiple subcontractors to share risk and increase capacity Utilise weekend works Prepare contingency plan for dewatering facility to allow production from existing treatment plant.
Compressed schedule results in Labour productivity lower than planned	Subcontractors falling behind on program schedule.	Additional resources brought in to increase productivity on site. Increase direct supervision and interaction. Weekend work required to increase productivity.
Commissioning Program	Plant not ready for	Commission plant in stages and work with

Overrun	performance trial by the required date.	RWCC to optimise witnessing process. Weekend work required to commission plant by the required date. Additional commissioning resources required.
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Dewatering equipment readily available and established to dewater deep excavations. Additional stabilisation works at the raw water Labour relocated to other work fronts. Levee bank crated to protect site from major flooding. Inlet structure works completed during low flows in the river.

5.0 CONTRACT/COMMERCIAL

5.1 Progress Claim

Monthly progress meeting number 9 was held at site. The tenth progress claim was agreed. The table below summarises the progress to the 23rd May.

WAGGA WAGGA WATER TREATMENT PLANT		Month	May-16
Item No.	Schedule of Prices	Total Claim to date	
1	Provision of Preconstruction Activities		
	Preconstruction Activities subtotal (1)		100%
2	Provision of Project Management and Site Running Activities		
	Project Management Activities subtotal (2)		59%
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)		98%
4	Intake Works		
	Intake Works - General subtotal (3)		25%
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)		20%
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)		58%
7	Filters		
	Filters subtotal (7)		85%
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)		90%
9	Machinery Room		
	Machinery Room subtotal (9)		54%
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)		62%
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)		12%
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)		12%
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)		11%
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)		14%
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)		15%
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)		14%
17	Other Items		
	Other Items subtotal (17)		39%
18	Electrical Items		
	Electrical subtotal (18)		43%
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)		0%
20	Post Process Proving		
	Post Process Proving (20)		0%
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)		21%
22	Other Options Accepted		
	Options subtotal (20)		65%
23	Variations		
	Variations Subtotal		73%

5.2 Variations

During the period one additional variations was submitted relating to design development and further scope definition. The raw water area has seen considerable clarification in the scope over the last month as the design has been issued. The difference in this scope is still being assessed but is considered material. This will evolve over the next month as finalisation of the delivery contracts and detailed works planning occurs.

The table below provides a summary of variations against the contract.

Contract	Variation No.	Title	Amount (\$ 000) Incl. GST	Status (February)
W195	VO01	Control System Design for fully networked plant	15	Approved
W195	VO02	AC Road Surface	101	Approved
W195	VO03	Future UV	21	Approved
W195	VO04	Disabled Access	305	Approved
W195	VO05	Aggressive Water Response	87	Approved (value to be finalised)
W195	VO06	NSC02 – removal of Gyprock	5	Approved
W195	VO07	Transformer supplied by principle	- 244	Approved
W195	VO08	Existing Balance Tank Permanent Walkway	82	Not accepted
W195	VO09	Chemical Dosing – Alum Storage	81	Approved
W195	VO10	Switchboards additional spare capacity	8	Approved
W195	VO11	Lamella plate capacity	45	Approved
W195	VO12	Sewer pump station	6	Approved
W195	VO13	Manual Penstocks on Clarifier Inlet	10	Approved
W195	VO14	Increased bearing capacity in the filters	30	Approved
W195	VO15	Waste in excavation NSC04 & NSC06	11	Approved
W195	VO16	Asbestos in Levee	29	Approved
W195	VO17	Warehouse Facility	- 14	Submitted
W195	VO18	Filter Gallery Trenches	41	Approved
W195	VO19	Additional 25mm cover to Slab	9	Approved
W195	VO20	Raw Water Intake		To be developed
W195	VO21	Material Compatibility Changes	- 17	Approved
W195	VO22	Non-relocation of Workshop Sewer	- 6	Submitted
W195	VO23	Pits under existing centrifuge building - NSC10	7	Submitted
W195				

6.0 FINANCE

The table below summarises the invoices and payment status within each of the contracts.

Claim Description	Invoice no.	Amount	Claim/Invoice Status
W195 Progress Claim 1	Invoice # 1	\$ 879,128.59	Paid
W195 Progress Claim 2	Invoice # 2	\$ 1,428,346.00	Paid
W195 Progress Claim 3	Invoice # 3	\$ 1,246,918.00	Paid
W195 Progress Claim 4	Invoice # 4	\$ 2,341,562.00	Paid
W195 Progress Claim 5	Invoice # 5	\$ 2,269,089.00	Paid
W195 Progress Claim 6	Invoice #6	\$ 1,652,403.00	Paid
W195 Progress Claim 7	Invoice #7	\$ 2,039,696.00	Paid
W195 Progress Claim 8	Invoice #8	\$ 1,764,615.00	Paid
W195 Progress Claim 9	Invoice #9	\$ 2,037,494.00	Paid
W195 Progress Claim 10	Invoice #10	\$ 2,510,494.00	Submitted

During the period two variations were approved as part of the W195 Contract. The table below summarises the current approved Contract value of the Contract.

Contract	Value (ex GST)	Contract Value Status (February)
W195	\$ 32,696,130	Reduced

7.0 PROGRAMME

The combined construction programme is attached in Appendix C. The schedule shows a completion date of at 15th December, 2017.

There have been significant works undertaken on site in the last month including the ramping up of the mechanical and electrical works to full speed. We now have all trades on site as the transition occurs from civil/structural activities through to mechanical and electrical works. Currently the site workforce is in the range 50-60 individuals.

Concrete works have been focussed on completion activities in the filters including the inlet channel and patching. Hydro-testing was successfully completed in the backwash tank, lamella clarifiers and the clear water storage. This allowed backfilling of the structures which considerably improves site access and opens up further work fronts.

Building works continued for the control room building with fit-out continuing and completion of doors and windows. The chemical building slab was completed and pre-cast panels and steel work were erected. The existing centrifuge building was demolished.

Underground process pipework and conduits continued, although there was some impact due to inclement weather. Co-ordination of these works within the context of the other works on site is one of the key site management challenges. Planned completion of the deep and large bore piping in the next month at the Eastern end on the site will greatly improve site access.

Mechanical installation subcontractor completed works in the filter gallery and filtered water tank as well installation of the thickener rake. The filtered water gallery piping works completion is an important

milestone due to being a key component required for early commissioning works and provides a work front for the electrical team.

Electrical installation works are now underway in earnest with works commencing to install equipment including the main switchboards in the main filter building switchroom and to start installation in the filter gallery.

Raw water intake temporary cofferdam piling driving works were completed. Concrete works preparations commenced. Access continues to be a challenge with the inclement weather in this area.

The major procurement items awarded during the period were the packages of work associated with the raw water. The major procurement activities are now focused on finalising the clear water area piping and site-wide plumbing contracts. Much of the equipment of held back to assist with the managing the limited site storage has now been delivered. The balance of equipment will be delivered by early June.

Detailed design finalisation is virtually complete with some minor works to integrate the balance of vendor/supplier technical information. Design complications associated with the disabled access has required more work than planned and has delayed structural steel fabrication drawings, which has been disappointing. PLC/SCADA system development is progressing, the successful completion PLC Panel FAT was another important milestone this month.

Key revised target construction dates for the month ahead are as follows:-

Activity	Target
K-Floor Installation Filters	29 th April 2016
Hydro-testing Filters	Various May 2016
Pour centrifuge building slab	8 June 2016
Concrete works commence Raw Water	2 June 2016
Completion of HV Works	23 rd June 2016
Chemical Building Completion	Late June 2016
Baffles and access steelwork for clear water storage	Mid-June 2016
SCADA FAT	Late June 2016

8.0 QUALITY

Production of Inspection and Test Reports (ITPs) continues for civil/structural works at site. No significant Non-conformance Reports (NCRs) were issued this month.

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented. There has been regular monitoring of the raw water works as they continue to evolve as the works progress.

In the month of April, five Environmental inspections were conducted. There was also the routine visit by the Environmental Representative with no issues identified.

10.0 INDUSTRIAL RELATIONS

No significant issues.

11.0 DESIGN AND TECHNICAL

Minor design review and discussion continues on the balance of drawings and documents being issued as updated equipment vendor information is being re-issued. Finalisation of the chemical piping runs and the Bomen pipeline amongst other minor elements occurred this month

There is a push on resolution of the remaining design issues due to the need purchase the small amount of remaining materials.

12.0 COMMISSIONING

The revised commissioning plan was issued during the period. Commissioning resource planning is occurring in detail. The commissioning ITP's are under development and are about 50% completed. The Commissioning Manager, Jack DeVries, has been allocated and is planned to mobilise part time to site from August.

13.0 STAKEHOLDERS

The UGL site have continued to experience constructive working relations established with other contractors on site as well RWCC staff and construction teams and no issues arising.

No significant issues to report with External Stakeholders in the month of February.

The environmental representative carried out another site visit during the period broadly positive outcomes from this process.

Department of Planning commentary on some of the submitted documentation continues with only one minor action outstanding.

The building permit has progressed to allow the

14.0 SITE PROGRESS



Photo 1: Raw water temporary coffer dam



Photo 2: Backwash tank area including permanent sheet piles stored for raw water



Photo 3: Filter Building Switchroom



Photo 4: Filter Building Control Room



Photo 5: Filter Gallery Mechanical Pipework



Photo 6: View from control room across Filters cells towards Lamella Clarifiers



Photo 6: Clear water switchroom slab preparations and HV conduit works

APPENDIX A – SCOPE OF WORKS SUMMARY

The project scope of works is to replace the Wagga Wagga Water Treatment Plant (WTP) to provide additional process capacity and asset reliability to produce up to 55ML/day of water for the residents of Wagga Wagga.

The WTP shall be designed to operate at a treated water production rate anywhere between 60 ML/d (695 L/s) and 22 ML/d (255 L/s).

The main treatment process of the WTP shall include coagulation and flocculation, inclined plate clarification, dual media filtration, chlorination, and fluoridation. Process wastewater shall be managed using gravity thickening and mechanical dewatering.

Product water shall be produced to meet the quality requirements of the specification and shall treat the required quality. The project target completion periods are for a design and construction period of 60 weeks, followed by a 10 week commissioning and proving period.

The scope of on-site works for UGL Engineering and its subcontractors as described in the contract are limited to the following;

The new water treatment facility shall consist of the following elements for a new 60ML/d Water Treatment Plant:

- Raw water intake and pumping station. The intake would be constructed within the river. The pumping station would be built on Crown Land adjacent to the WTP on the bank of the Murrumbidgee River to supply raw water to the plant;
- Alum and polymer dosing systems;
- Inclined plate clarifiers (Lamella clarifiers);
- Six dual media filters including backwash pumps and air scour blowers;
- Chlorine storage and dosing system and channel-type static mixer for clear water storage;
- Fluoride dosing system;
- pH correction dosing systems;
- Dewatering building with two new centrifuges to dewater sludge material produced from clarification and filtration during the water treatment process.
- Backwash wastewater collection tank and pumping station for the wastewater produced from the clarification and filtration process;
- Clear water system upgrade including a new 3 ML clear water storage tank and low level and high level pumping stations each fitted with three pumps;
- Electrical works including switch-rooms, automation and control infrastructure, electrical substations and two new 1500kVA transformers;
- Filter wastewater collection sump and transfer pumps;
- Pipework and valves;
- Control room, water testing and analysing facilities;
- Internal access roads;

UGL is responsible for undertaking the detailed design, construction, commissioning, training and handover for aspects of the scope of works above.

UGL will also provide post completion technical support comprising, where necessary some site visits, to assist RWCC in operating and optimising the plant.

APPENDIX B – APRIL MONTHLY SAFETY REPORT



HSSE Monthly Safety Report -April 2016

1.0 Overview Statistics

	April 16	Total to Date
UGL Hours	2279	26304
Subcontractor hours	8338	45980
Total Site Hours	10617	72284
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 st Aid Injuries	0	3
Incidents:		
Injury	0	3
Damage/ Loss	0	1
Near Miss	5	18
Hazard	0	5
Report Only	0	2
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	2
Safety Initiatives:	2	6
Workplace Safety Inspections	46	233
Environmental Inspections	5	22
Safety Conversations (UGL)	88	391
Utake 5 (UGL)	300	1820

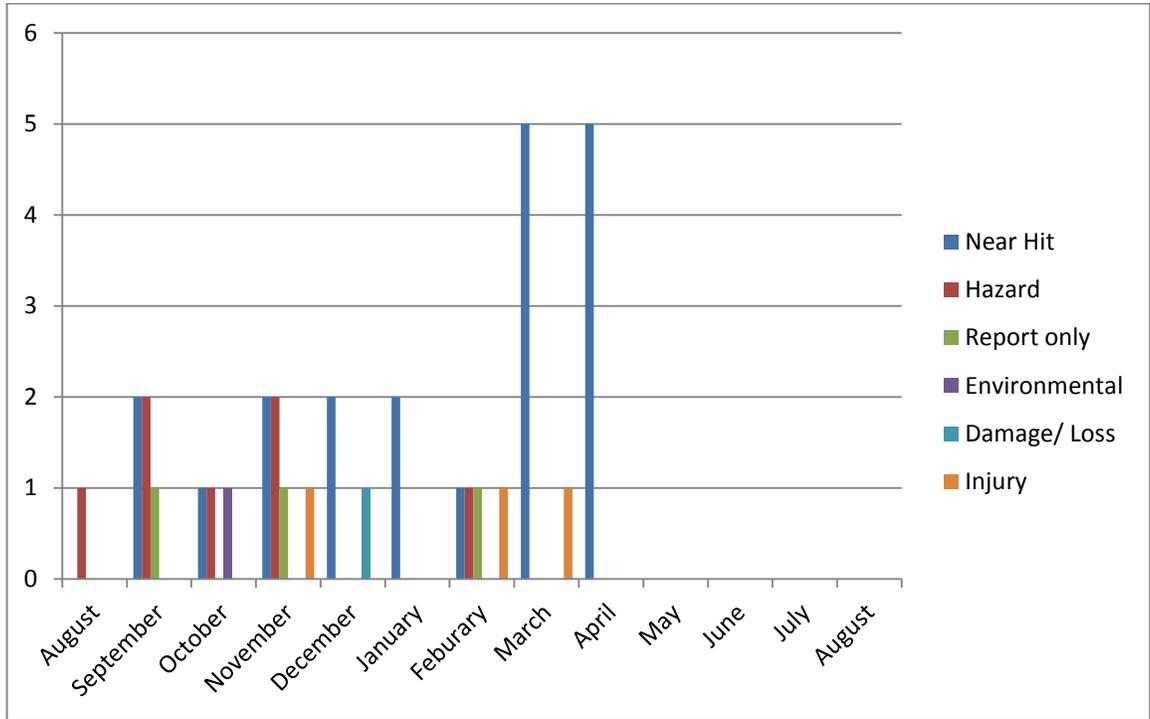
Hazobs	43	240
Site audit (e.g. Plant pre-start)	4	14
SWMS reviews	8	132
Site inductions	51	357
Tool box meetings	3	27
Training hours	0	95
Plant delivery inspections	4	79
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	221	1290
Drug tests	65	105

2.0 Incident Summary

The following incidents occurred on site in April 2016.

- **Near Miss:** 2 meter scaffold tie bar kicked off scaffold deck
- **Action:** PC 1 Investigation completed. Changes to UGL pre-start document , training hazard awareness & UGL Utake 5 system
- **Near Miss:** 6 positive drug test results returned/ 3 personnel refused to test
- **Action:** Personnel removed from project as per UGL D&A procedure
- **Near Miss:** High level BAC- Positive alcohol test result returned
- **Action:** Personnel stood down for day & warning letter issued as per UGL D&A procedure
- **Near Miss:** Damage to RWCC (client) water pipe leading from underground bore system
- **Action:** Damage repaired subcontractor tool boxed on excavation requirements
- **Near Miss:** Broken operator door window in UGL hired manitou
- **Action:** Window repaired

Wagga Wagga WTP Incident trends



- April 2016 51 Site inductions not including visitors inductions
- April 2016 Construction Manager Monthly Safety Award Glendon Morris JDC Concreting
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/Awareness

3.0 Project Safety Initiatives for April 2016

- **Training:**
 - SWMS development by subcontractors
 - Continuing training site personnel in UGL Utake 5
- Continuing with Construction Manager Monthly Safety Awards

➤ **UGL Daily Pre-start meetings:**

Daily site hazards, site hazard board updates, continuing discussion of subcontractor interfacing requirement to, site personnel consultation

➤ **Subcontractor** individual pre-start meetings. Subcontractor individual work tasks & hazards involved

➤ **UGL Weekly Tools box meeting:**

Site incidents / actions, industry safety alerts, continuing discussion of site safety hazards, site personnel consultation

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

- ✓ Site safety inspections
- ✓ UGL Safety conversations
- ✓ UGL UTake 5s
- ✓ UGL Hazobs
- ✓ Plant operator pre-start inspection audits
- ✓ SWMS reviews, work permit audits

➤ **Fitness for Work:**

- Continuing Alcohol testing at pre-start meetings
- Drug testing as per PSMP

➤ Continuing Site Environmental inspections

Mark Hunter

UGL Safety Advisor

APPENDIX C – MAY PROJECT PROGRAMME

Activity ID	Activity Name	Original Duration	Start	Finish	2015												2016												2017			
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr					
Wagga Wagga WTP Rev 1 - 17 May 16 status for client					512.00 24-Apr-2015 A 15-Jun-2017																											
A1000	Submission of Tender	0.00	24-Apr-2015 A		Submission of Tender																											
A1002	Contract Award	0.00		22-Jul-2015 A	Contract Award																											
A10022	Site Access for WTP	0.00	22-Jul-2015 A		Site Access for WTP																											
A10045	Start Up Workshop / Kick Off Meeting	0.00		05-Aug-2015 A	Start Up Workshop / Kick Off Meeting																											
A10048	MILESTONE 1 - Submission of Project Plans (19 Aug15)	0.00		21-Aug-2015 A	MILESTONE 1 - Submission of Project Plans (19 Aug15)																											
A10051	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings	0.00		18-Dec-2015 A	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings																											
A100522	Power Available from Authority	0.00	07-Jul-2016		Power Available from Authority																											
A10053	MILESTONE 3 - WTP Construction Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)	0.00		05-Oct-2016*	MILESTONE 3 - WTP Construction Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)																											
A100542	Site Access to Existing Plant (Centrifuge Bldg)	0.00	15-Apr-2016 A		Site Access to Existing Plant (Centrifuge Bldg)																											
A100544	Site Access for Dewatering Plant (27 May 16)	0.00	15-Apr-2016 A		Site Access for Dewatering Plant (27 May 16)																											
A10055	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)	0.00		29-Sep-2016*	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)																											
A10056	MILESTONE 5 - Completion of Testing, Demonstration & Commission (Revised for EOT 1,2,3 - 15 Dec 16)	0.00		15-Dec-2016*	MILESTONE 5 - Completion of Testing, Demonstration & Commission (Revised for EOT 1,2,3 - 15 Dec 16)																											
A10057	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (Revised for EOT 1,2,3 - 12 Jan 17)	0.00		09-Jan-2017*	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (Revised for EOT 1,2,3 - 12 Jan 17)																											
A10058	MILESTONE 7 - Completion of 6 Months Performance Proving Period (23 Nov 17)	0.00		15-Jun-2017*	MILESTONE 7 - Completion of 6 Months Performance Proving Period (23 Nov 17)																											
Project Delays					87.00 03-Sep-2015 A 27-Jan-2016 A																											
AD001	D001 - Inclement Weather 3 Sep 15	1.00	03-Sep-2015 A	03-Sep-2015 A	D001 - Inclement Weather 3 Sep 15																											
AD002	D002 - Replacement of Filter Subbase Material	12.00	17-Sep-2015 A	05-Oct-2015 A	D002 - Replacement of Filter Subbase Material																											
AD003	D003 - Inclement Weather & Consequential Effects - Filters & Clarifier	3.00	02-Nov-2015 A	04-Nov-2015 A	D003 - Inclement Weather & Consequential Effects - Filters & Clarifier																											
AD005	D005 - Inclement Weather 22 Jan and 27 Jan 16	2.00	22-Jan-2016 A	27-Jan-2016 A	D005 - Inclement Weather 22 Jan and 27 Jan 16																											
Project Management & Approvals					372.00 03-Jun-2015 A 05-Jan-2017																											
Design					215.88 09-Jul-2015 A 28-Jun-2016																											
Administration & Approvals					16.88 16-Jul-2015 A 27-Aug-2015 A																											
Client Design Reviews					59.00 28-Jul-2015 A 08-Dec-2015 A																											
Process					123.00 09-Jul-2015 A 26-Feb-2016 A																											
Mechanical & Piping					120.00 09-Jul-2015 A 19-Feb-2016 A																											
Civil & Structural					93.88 09-Jul-2015 A 22-Jan-2016 A																											
Electrical					78.00 09-Jul-2015 A 29-Jan-2016 A																											
Instrumentation & Controls					200.88 09-Jul-2015 A 28-Jun-2016																											
Procurement & Contracts					228.88 20-Jul-2015 A 08-Aug-2016																											
Process & Mechanical Equipment & Materials					226.88 20-Jul-2015 A 04-Aug-2016																											
Electrical equipment & Materials					193.00 30-Jul-2015 A 08-Jun-2016																											
Installation Contracts					228.88 27-Jul-2015 A 08-Aug-2016																											

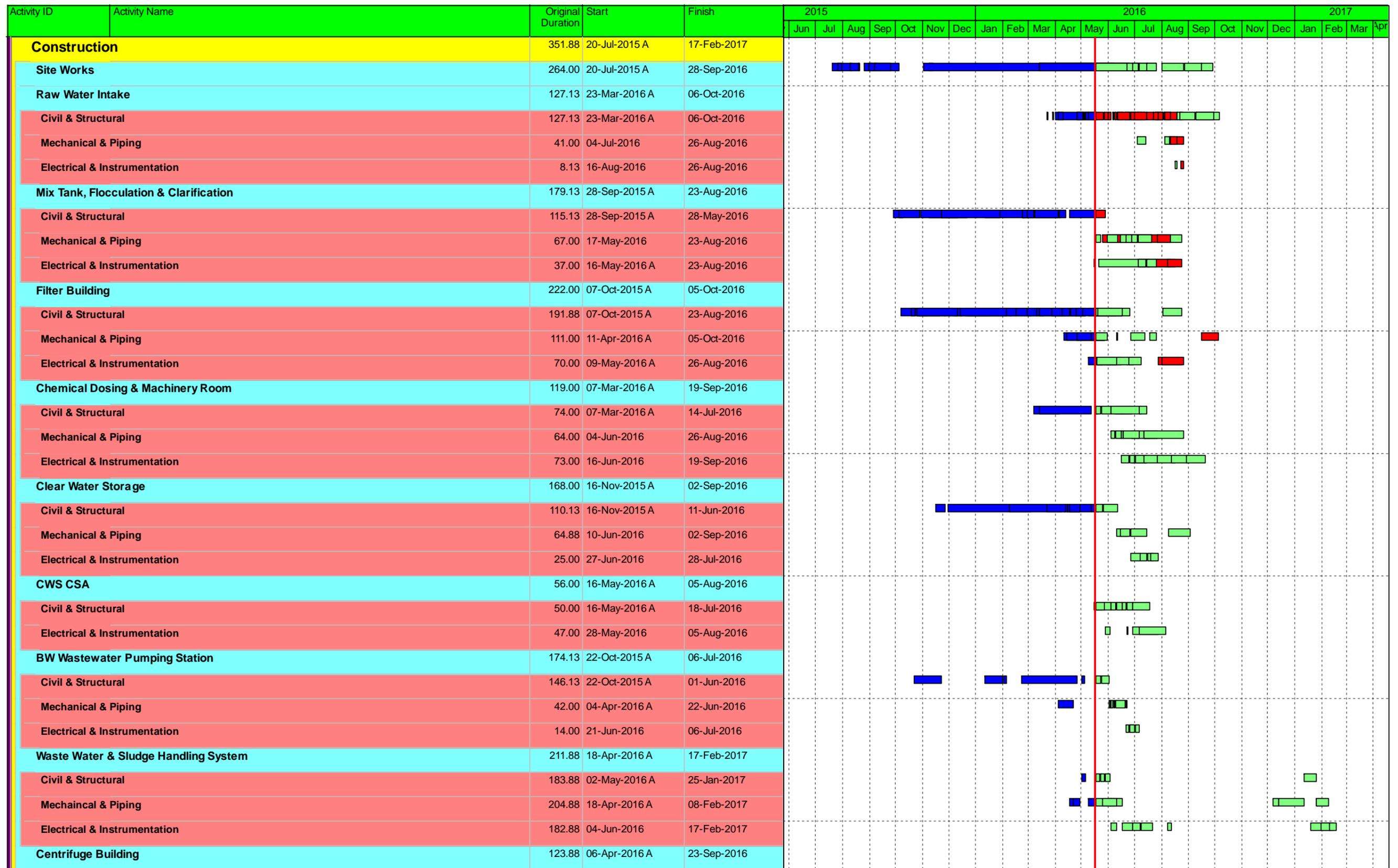
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 Data Date : 17-May-2016
 1 of 3

- Remaining Level of Effort
- Primary Baseline
- Actual Work
- Critical Remaining Work
- Remaining Work

WAGGA WAGGA WTP
Program of Works - Summary



Date	Revision	Chec...	Approved
18-May-2016	Status as at 17 May 16		



File No:
 Data Date : 17-May-2016
 2 of 3

- █ Remaining Level of Effort
- █ Primary Baseline
- █ Actual Work
- █ Critical Remaining Work
- █ Remaining Work

WAGGA WAGGA WTP
Program of Works - Summary



Date	Revision	Chec...	Approved
18-May-2016	Status as at 17 May 16		



PROJECT STATUS REPORT



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: 23rd June 2016 **DRAFT**

REPORT NO.: 10

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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1.0 SUMMARY

The primary focus of works on the project is now squarely focussed on construction activities. The particularly wet weather is proving to be a real challenge for the site due to the underground piping and conduit works attempting to be finalised as well the need for undercover work areas for the other crews.

Concrete works have been focussed on completion activities for the clear water storage baffles. The remaining activities for the filters are to finalise the k-floor pours, which will follow the completion of the hydro-tests which are underway.

Building works are spread across the four buildings on site. The chemical building slab was completed and pre-cast panels and steel work were erected. The existing centrifuge building was demolished. Plastering and fit-out works in the control room continue.

Underground process pipework and conduits continued, although there was impact due to inclement weather.

Mechanical installation subcontractor commenced installation of lamella clarifier. In the filter area the filter floor support walls and penstocks were completed.

Electrical installation works are progressing with cabling and installation of equipment in the main filter building switchroom and filter gallery. The HV works progressed reasonably well despite the weather with conduit installation complete and transformer. It will be important to get the final Essential Energy approval to allow the final changeover of supply to occur as planned in July.

The Raw Water Intake works have been significantly impacted by the recent rain events which have resulted in poor productivity and significantly higher dam releases for longer periods than would normally be expected at this time of year. The approach for works in this area is under review based on the outlook.

PLC/SCADA system development is progressing continues to progress. Engineering effort has also been focussed on finalising the commissioning ITP's and checksheets, as well as the operator training modules.

Key Milestones achieved in the Period were:

- Erection of the Chemical Building.
- Dewatering and Clear Water Slab Completion and Pre-cast slab erection.
- Fabrication and standing of baffle walls in the clear water storage.
- Mechanical installation works commenced on the lamella clarifier.
- Electrical cabling and termination of equipment in the main process switchroom.
- Back filling of all structures.
- Clear water switchroom and centrifuge building slab and pre-cast panels complete.
- Delivery of major equipment, electrical switchboards and pipework.

2.0 SCOPE OF WORK

The project scope of works is to replace the Wagga Wagga Water Treatment Plant (WTP) to provide additional process capacity and asset reliability to produce up to 55ML/day of water for the residents of Wagga Wagga.

Refer to Appendix A for a summary of scope of works for the project

3.0 HSSE

Total hours worked on the project in March is 15,387 hours. Subcontractor hours recorded on site in May is 12,570 hours. Total hours worked on the project to date is 87,671.

A site visit was undertaken by Workcover during the period with no significant actions identified and discussion focussed on the approach of dealing with the adverse site conditions associated with the weather.

No lost time injury (LTI) and one first aid injury (FAI) were recorded in the month of May. Site inductions of 36 individuals have been undertaken and 26 HSSE pre-start toolboxes were held. Three safety incidents were recorded in the month of May; tilting of a 3 tonne crawler crane towards the load – crane was operator outside of the operating envelope; car travelling at excessive speed near spotter; and worker had an epileptic episode inside a toilet cubicle.

Proactive measures undertaken include 350 Utake-5 observation cards and 45 Safety Inspections. Routine random blood alcohol testing was undertaken on a number of occasions. The May Safety Report is shown in Appendix B.

4.0 RISK / CRITICAL ACTION AREAS

During the period the significant risk associated with inclement weather materialised. This impacted site wide productivity but had a particularly significant impact on the works in the raw water preventing welding of the bracing for the coffer and inundation preventing the pumping down of the structure.

A further challenge is the progress of the key building subcontractor, a number of strategies are being implemented to mitigate the impacts wherever possible including additional resourcing and resequencing of activities.

Summary of Top Risks at June:-

Risk Description	Potential Impact	Control Measures
Program Construction Overrun - critical path	Overrun above the construction program	Additional staff & blue collar resources required. Spread workload through multiple subcontractors to share risk and increase capacity Utilise weekend works Prepare contingency plan for dewatering facility to allow production from existing treatment plant.
Compressed schedule results in Labour productivity lower than planned	Subcontractors falling behind on program schedule.	Additional resources brought in to increase productivity on site. Increase direct supervision and interaction. Weekend work required to increase productivity.
Commissioning Program	Plant not ready for	Commission plant in stages and work with

Overrun	performance trial by the required date.	RWCC to optimise witnessing process. Weekend work required to commission plant by the required date. Additional commissioning resources required.
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Dewatering equipment readily available and established to dewater deep excavations. Purchase of additional site stabilisation material. Additional stabilisation works at the raw water. Labour relocated to other work fronts. Levee bank crated to protect site from major flooding. Inlet structure works completed during low flows in the river.

5.0 CONTRACT/COMMERCIAL

5.1 Progress Claim

Monthly progress meeting number 10 was held at site. The eleventh progress claim was agreed. The table below summarises the progress to the 23rd June.

WAGGA WAGGA WATER TREATMENT PLANT

Month

Jun-16

Item No.	Schedule of Prices	Total Claim to date
1	Provision of Preconstruction Activities	
	Preconstruction Activities subtotal (1)	100%
2	Provision of Project Management and Site Running Activities	
	Project Management Activities subtotal (2)	64%
3	Complete all additional designs, where required	
	Design and Documentation subtotal (2)	99%
4	Intake Works	
	Intake Works - General subtotal (3)	25%
5	Raw Water Piping System	
	Raw Water Piping subtotal (4)	37%
6	Lamella & Rapid Mix Tank	
	Lamella & Rapid Mix Tank subtotal (5)	75%
7	Filters	
	Filters subtotal (7)	88%
8	Filter Water Tank & Backwash	
	Filter Water Tank & Backwash subtotal (8)	97%
9	Machinery Room	
	Machinery Room subtotal (9)	61%
10	Clear Water Storage & Pumping System	
	Clear Water subtotal (10)	69%
11	Aluminium Dosing Plant	
	Aluminium Dosing Plant subtotal (11)	13%
12	PACL Dosing Plant	
	PACL Dosing Plant subtotal (12)	12%
13	Caustic Soda Dosing Plant Facilities	
	Caustic Soda Dosing Plant subtotal (13)	11%
14	Sodium Hydrochlorite Dosing Plant	
	Sodium Hydrochlorite Dosing Subtotal (14)	14%
15	Polymer Dosing Plant	
	Polymer Dosing Plant subtotal (15)	15%
16	Fluoride Dosing Plant	
	Fluoride Dosing subtotal (16)	14%
17	Other Items	
	Other Items subtotal (17)	48%
18	Electrical Items	
	Electrical subtotal (18)	60%
19	Testing Demonstration Commissioning	
	Testing Demonstration and Commissioning (19)	0%
20	Post Process Proving	
	Post Process Proving (20)	0%
21	Sludge Handling & Dewatering System	
	Sludge Handling subtotal (19)	46%
22	Other Options Accepted	
	Options subtotal (20)	74%
23	Variations	
	Variations Subtotal	90%

5.2 Variations

During the period two variations were approved and one additional variation submitted relating to design development and further scope definition.

The raw water area has seen further clarification in the scope over the last month as the design has been issued. The difference in this scope is still being assessed but is considered material. This is now being worked through to a resolution.

The table below provides a summary of variations against the contract.

Contract	Variation No.	Title	Amount (\$ 000) Incl. GST	Status (February)
W195	VO01	Control System Design for fully networked plant	15	Approved
W195	VO02	AC Road Surface	101	Approved
W195	VO03	Future UV	21	Approved
W195	VO04	Disabled Access	305	Approved
W195	VO05	Aggressive Water Response	87	Approved (value to be finalised)
W195	VO06	NSC02 – removal of Gyprock	5	Approved
W195	VO07	Transformer supplied by principle	- 244	Approved
W195	VO08	Existing Balance Tank Permanent Walkway	82	Not accepted
W195	VO09	Chemical Dosing – Alum Storage	81	Approved
W195	VO10	Switchboards additional spare capacity	8	Approved
W195	VO11	Lamella plate capacity	45	Approved
W195	VO12	Sewer pump station	6	Approved
W195	VO13	Manual Penstocks on Clarifier Inlet	10	Approved
W195	VO14	Increased bearing capacity in the filters	30	Approved
W195	VO15	Waste in excavation NSC04 & NSC06	11	Approved
W195	VO16	Asbestos in Levee	29	Approved
W195	VO17	Warehouse Facility	- 14	Submitted
W195	VO18	Filter Gallery Trenches	41	Approved
W195	VO19	Additional 25mm cover to Slab	9	Approved
W195	VO20	Raw Water Intake		Under development
W195	VO21	Material Compatibility Changes	- 17	Approved
W195	VO22	Non-relocation of Workshop Sewer	- 6	Submitted
W195	VO23	Pits under existing centrifuge building - NSC10	7	Submitted
W195	VO24	Clear Water Pumps Mechanical Seal		Under revision

6.0 FINANCE

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W195 Progress Claim 11	Invoice #11	\$ 3,300,087.00	Submitted

During the period two variations were approved as part of the W195 Contract. The table below summarises the current approved Contract value of the Contract.

Contract	Value (ex GST)	Contract Value Status (February)
W195	\$ 32,737, 491	Increased

7.0 PROGRAMME

The combined construction programme is attached in [Appendix C](#). The schedule shows a completion date of at 20th December, 2016.

There have been significant works undertaken on site in the last month particularly as Currently the site workforce is in the range 50-60 individuals.

Concrete works have been focussed on completion activities in the filters including the inlet channel and patching. Hydro-testing was successfully completed in the backwash tank, lamella clarifiers and the clear water storage. This allowed backfilling of the structures which considerably improves site access and opens up further work fronts.

Building works continued for the control room building with fit-out continuing and completion of doors and windows. The chemical building slab was completed and pre-cast panels and steel work were erected. The existing centrifuge building was demolished.

Underground process pipework and conduits continued, although there was some impact due to inclement weather. Co-ordination of these works within the context of the other works on site is one of the key site management challenges. Planned completion of the deep and large bore piping in the next month at the Eastern end on the site will greatly improve site access.

Mechanical installation subcontractor was focussed on works to prepare the filters for installation and k-floor. A particular milestone was the delivery and commencement of installation of the lamella clarifier

equipment. The major clear water pump installation was commenced. Structural steel work commenced arriving at site and will ramp up significantly over the next month.

Electrical installation works continued in the main process the main filter building switchroom and filter gallery. Conduit works continue to progress through the site. HV installation conduit works progressed relatively well considering the site conditions. Transformer installation works were planned for the month but have been pushed back pending the final Essential Energy approval.

Raw water intake temporary cofferdam piling driving works were completed. Access continues to be a challenge with the inclement weather and the dam releases inundating the area for more than a week.

The majority of process and electrical equipment has now been delivered. The chemical area equipment deliveries have been intentionally delayed pending the availability of the building.

Design complications associated with the disabled access has required more work than planned and has delayed structural steel fabrication drawings, these were finalised during the period and have now allowed the production to commence in earnest.

PLC/SCADA system development continues to progress but some time was spent during the period on pre-commissioning activities.

Key revised target construction dates for the month ahead are as follows:-

Activity	Target
Hydro-testing Filters commence (staged)	17 th June 2016
Centrifuge building Steelwork Erection	28 th June 2016
Centrifuge building Steelwork Erection	28 th June 2016
Concrete works commence Raw Water	TBC pending weather
Completion of HV Install Works	30 th June 2016
Chemical Building Structural Completion	Early July 2016
Baffles and access steelwork for clear water storage	30 th June 2016
SCADA FAT	11 th July 2016

8.0 QUALITY

Production of Inspection and Test Reports (ITPs) continues for civil/structural, mechanical and electrical works across the site. An internal Quality audit was undertaken which was broadly positive. The main action item was to improve the timely production and sign-off of mechanical and electrical ITP's. The project engineers have focussed on this and it continues to improve as these trades move from mobilisation and ramp up to steady construction.

No significant Non-conformance Reports (NCRs) were issued this month.

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented. There has been regular monitoring of the raw water works as they continue to evolve as the works progress.

In the month of May, five Environmental inspections were conducted. There was also the routine visit by the Environmental Representative with no significant issues identified. A consistency report will be produced for the works and storage currently being undertaken within the neighbouring caravan park.

10.0 INDUSTRIAL RELATIONS

No significant issues.

11.0 DESIGN AND TECHNICAL

Design is ostensibly complete barring the control systems, resources are continuing to provide adhoc construction support as required. The controls system works are advanced with PLC simulation code and SCADA database and graphics development occurring in parallel.

12.0 COMMISSIONING

The revised commissioning plan was issued during the period. Commissioning resource planning is occurring in detail. The commissioning ITP's are under development and are about 80% complete. The Commissioning Manager, Jack DeVries, has been allocated and is planned to mobilise part time to site from late August.

A draft operator training module was also developed during the period.

13.0 STAKEHOLDERS

The UGL site have continued to experience constructive working relations established with other contractors on site as well RWCC staff and construction teams and no issues arising.

No significant issues to report with External Stakeholders in the month of February.

The Environmental Representative carried out another site visit during the period broadly positive outcomes from this process.

14.0 SITE PROGRESS

Photo 1: Raw water temporary coffer dam

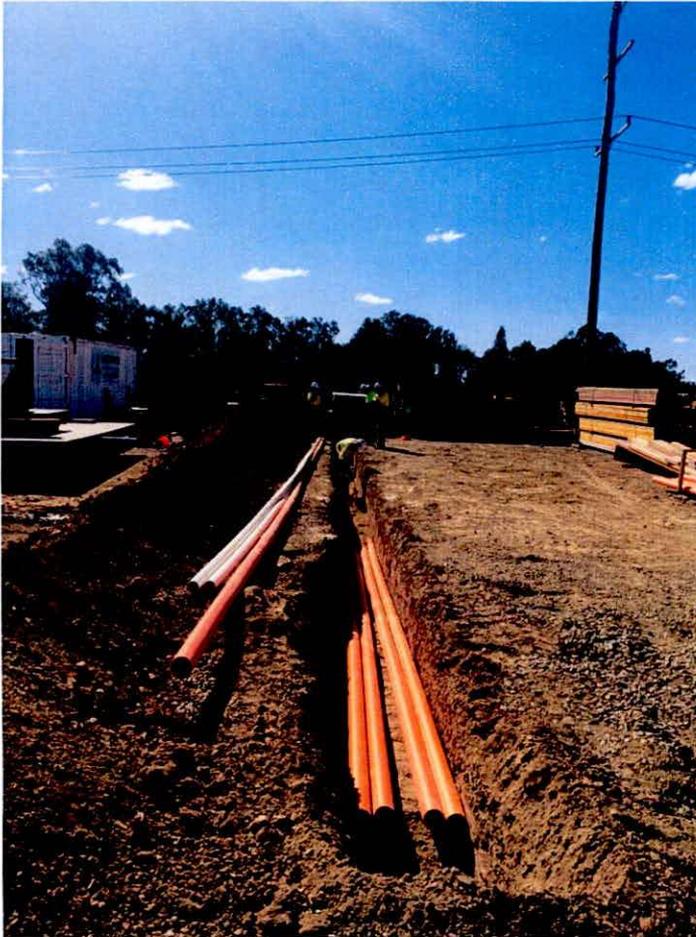


Photo 2: Installation of electrical conduits in the raw water area

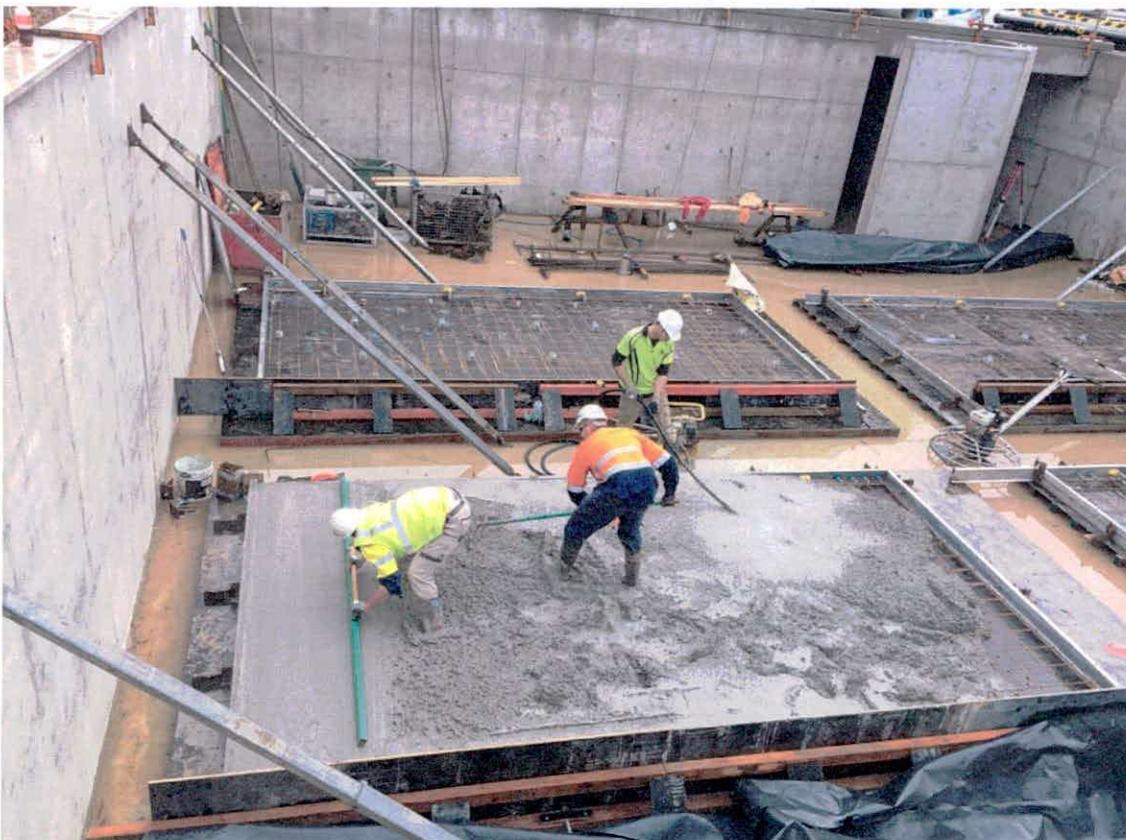
Photo 3: Filter Building Switchroom

Photo 4: Filter Building Control Room

Photo 5: Filter Gallery Mechanical Pipework



Photo 6: Chemical Building pre-cast concrete wall erection



APPENDIX A – SCOPE OF WORKS SUMMARY

The project scope of works is to replace the Wagga Wagga Water Treatment Plant (WTP) to provide additional process capacity and asset reliability to produce up to 55ML/day of water for the residents of Wagga Wagga.

The WTP shall be designed to operate at a treated water production rate anywhere between 60 ML/d (695 L/s) and 22 ML/d (255 L/s).

The main treatment process of the WTP shall include coagulation and flocculation, inclined plate clarification, dual media filtration, chlorination, and fluoridation. Process wastewater shall be managed using gravity thickening and mechanical dewatering.

Product water shall be produced to meet the quality requirements of the specification and shall treat the required quality. The project target completion periods are for a design and construction period of 60 weeks, followed by a 10 week commissioning and proving period.

The scope of on-site works for UGL Engineering and its subcontractors as described in the contract are limited to the following;

The new water treatment facility shall consist of the following elements for a new 60ML/d Water Treatment Plant:

- Raw water intake and pumping station. The intake would be constructed within the river. The pumping station would be built on Crown Land adjacent to the WTP on the bank of the Murrumbidgee River to supply raw water to the plant;
- Alum and polymer dosing systems;
- Inclined plate clarifiers (Lamella clarifiers);
- Six dual media filters including backwash pumps and air scour blowers;
- Chlorine storage and dosing system and channel-type static mixer for clear water storage;
- Fluoride dosing system;
- pH correction dosing systems;
- Dewatering building with two new centrifuges to dewater sludge material produced from clarification and filtration during the water treatment process.
- Backwash wastewater collection tank and pumping station for the wastewater produced from the clarification and filtration process;
- Clear water system upgrade including a new 3 ML clear water storage tank and low level and high level pumping stations each fitted with three pumps;
- Electrical works including switch-rooms, automation and control infrastructure, electrical substations and two new 1500kVA transformers;
- Filter wastewater collection sump and transfer pumps;
- Pipework and valves;
- Control room, water testing and analysing facilities;
- Internal access roads;

UGL is responsible for undertaking the detailed design, construction, commissioning, training and handover for aspects of the scope of works above.

UGL will also provide post completion technical support comprising, where necessary some site visits, to assist RWCC in operating and optimising the plant.

HSSE Monthly Safety Report – May 2016

1.0 Overview Statistics

	May 16	Total to Date
UGL Hours	2,817	29,121
Subcontractor hours	12,570	58,550
Total Site Hours	15,387	87,671
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 st Aid Injuries	0	3
Incidents:		
Injury	0	3
Damage/ Loss	0	1
Near Miss	2	20
Hazard	0	5
Report Only	1	3
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	2
Safety Initiatives:		6
Workplace Safety Inspections	45	278
Environmental Inspections	4	26
Safety Conversations (UGL)	71	462
Utaka 5 (UGL)	350	2170

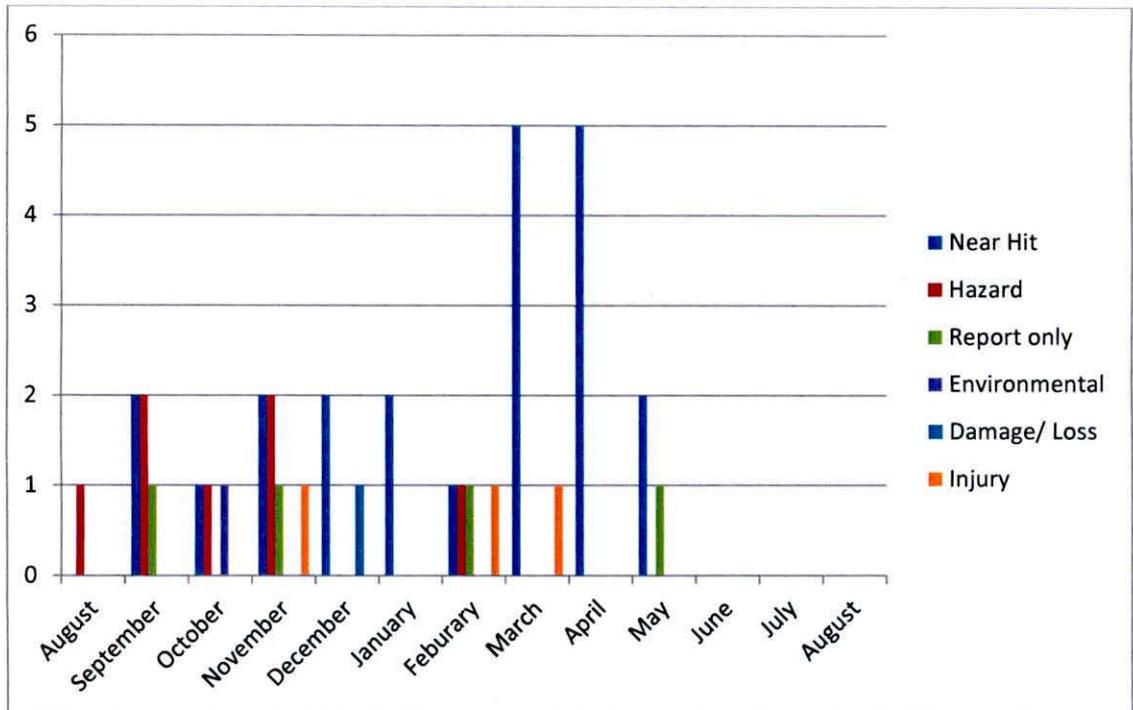
Hazobs	34	274
Site audit (e.g. Plant pre-start)	4	18
SWMS reviews	18	144
Site inductions	51	408
Tool box meetings	3	30
Training hours	0	95
Plant delivery inspections	2	81
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	236	1526
Drug tests	0	105

2.0 Incident Summary

The following incidents occurred on site in May 2016.

- **Near Miss:** RWCC car speeding nearly struck spotter
- **Action:** Discussed at tool box meeting – aware of vehicles while spotting
- **Near Miss:** 3 ton crawler/ slew crane tilted towards load
- **Action:** Crane driver removed from operating a crane on site until re assessment of crane driving skills by a certificated assessor
- **Report Only:** Site personnel has epileptic episode in site toilet cubicle

Wagga Wagga WTP Incident trends



- May 2016 36 Site inductions not including visitors inductions
- May 2016 Construction Manager Monthly Safety Award Mark Locke & Michael Danckert DTD crane crew
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

3.0 Project Safety Initiatives for May 2016

- **Training:**
 - SWMS development by subcontractors
 - Continuing training site personnel in UGL Utake 5

- Continuing with Construction Manager Monthly Safety Awards

- **UGL Daily Pre-start meetings:**

Daily site hazards, site hazard board updates, continuing discussion of subcontractor interfacing requirement to, site personnel consultation

- **Subcontractor** individual pre-start meetings. Subcontractor individual work tasks & hazards involved

- **UGL Weekly Tools box meeting:**

Site incidents / actions, industry safety alerts, continuing discussion of site safety hazards, site personnel consultation

- **Site Safety Inspections:**

Continuing compliance with UGL WWWTP Project Safety Management Plan via:

- ✓ Site safety inspections
- ✓ UGL Safety conversations
- ✓ UGL UTake 5s
- ✓ UGL Hazobs
- ✓ Plant operator pre-start inspection audits
- ✓ SWMS reviews, work permit audits

- **Fitness for Work:**

- Continuing Alcohol testing at pre-start meetings
- Drug testing as per PSMP

- Continuing Site Environmental inspections

Mark Hunter

UGL Safety Advisor

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC
(Confidential Reports)