



21st October 2015

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,
28th OCTOBER 2015 at 9.30 am**

and your attendance is requested accordingly.

There will be a site tour of both the Warehouse and Water Treatment Plant projects, immediately following the meeting for interested Councillors.

Yours faithfully

A handwritten signature in black ink, appearing to be "Bede Spannagle", written in a cursive style.

Bede Spannagle
ACTING GENERAL MANAGER

* AGENDA *

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GENERAL MANAGER'S REPORT TO THE COUNCIL

21st October 2015

The Chairperson and Councillors:

1. ELECTION OF CHAIRPERSON

RECOMMENDATION

Returning Officer

- a) The General Manager is the Returning Officer

Nomination

- b) i) A Councillor may be nominated without notice for election as Chairperson.
ii) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
iii) The nomination is to be delivered or sent to the Returning Officer.
iv) The Returning Officer is to announce the names of the nominees at the Council Meeting at which the election is to be held.

Election

- c) i) If only one Councillor is nominated, the Councillor is elected.
ii) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
iii) The election is to be held at the council meeting at which the council resolves on the method of voting.
iv) In this clause:
“ballot” has its normal meaning of secret ballot.
“open voting” means voting by a show of hands or similar means.

Count – 2 Candidates

- d) i) At such a ballot, if there are only 2 candidates, the candidate with the higher number of votes is to be declared elected.
- ii) If there are only 2 candidates and they are tied, the one to be declared elected is to be chosen by lot.

Count – 3 or more Candidates

- e) i) At such a ballot, if there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- ii) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- iii) If, after that, 3 or more candidates still remain, the procedure set out in subclause (ii) is to be repeated until only 2 candidates remain.
- iv) Clauses d) and f) of this Schedule, then apply to the determination of the election as if the 2 remaining candidates had been the only candidates.
- v) If at any stage during a count under this clause, 2 or more candidates are tied on the lowest number of votes, the one to be excluded is to be chosen by lot.

Choosing by Lot

- f) To choose by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer. The slips are then folded by the Returning Officer so as to prevent the names being seen. The slips are mixed and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen.

Result

- g) The result of the election (including the name of the Candidate elected as Chairperson) is:-
 - (i) to be announced to the Councillors by the Returning Officer; and
 - (ii) to be sent to the Director-General and to the Secretary of the Local Government and Shires Association of NSW.

2. ELECTION OF DEPUTY CHAIRPERSON

The same procedure as for election of the Chairperson is to be followed.

3. FINANCIAL STATEMENTS 2014/2015

RECOMMENDATION that the 2014/2015 Audited Financial Statements be received.

Council's Auditors, Crowe Horwath Auswild, have completed their audit of the 2014/2015 Financial Statements. A representative from Crowe Horwath will be present at the meeting to present the audit report.

- **Financial Statements 2014/2015 – Separate document**

4. AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2015

Author: Stephen Byrns

General Manager: Graeme Haley

RECOMMENDATION that Council receive and note the Audit and Risk Committee Annual Report for the Year Ended 30 June 2015.

Recommendation

That Council receive and note the report.

Report

The Audit and Risk Committee Charter requires that an annual report is provided to Council summarising the activities undertaken during the year.

The February meeting of the Audit and Risk Committee was the final meeting of the then Chairperson, Steven Watson.

The Chairperson, at the February Meeting, submitted an "Outgoing Chairperson Report" to the meeting. The "Outgoing Chairperson Report" contains similar information to that information that is disclosed annually in the Annual Audit and Risk Committee report.

As the "Outgoing Chairperson Report" contains similar information to the annual Audit and Risk Committee Report, the "Outgoing Chairperson Report" will be used in lieu of the annual report for the year ended 30 June 2015.

A copy of the "Outgoing Chairperson Report" is attached.

Budget

Council, at the December 2012 Council meeting, endorsed payments for the following members of the Audit & Risk Committee per meeting attended:

- \$400 for the Chairperson
- \$300 for other independent members

Policy

Audit and Risk Committee Charter

- **Audit & Risk Committee Annual Report – Chairperson's Report**

Riverina Water County Council

AUDIT AND RISK COMMITTEE

**OUTGOING CHAIRPERSON
REPORT**

February 2015

Chairperson's Message

This is my final report to the Riverina Water Council Audit & Risk Committee, covering the Committee's and internal audit activities for the period February 2012 to the conclusion of my appointment at the February 2015 meeting of members.

The Audit & Risk Committee has and will continue to play a pivotal role in the governance framework and provides Council with independent assurance and assistance in the areas of risk, internal controls, compliance and financial reporting.

The Committee makes a positive contribution in a number of key operational areas within Council. The Committee has continued to mature and displays a professional approach in all its dealings, meetings are well-planned and structured, with appropriate participation and strong support from Councillors and senior management.

The Committee has performed well, and is on track to meet its objectives under its Audit Charter. The Committee continues to recognise the ongoing need for refinement and improvement in the effectiveness of the Committee and Internal Audit Function.

I would like to acknowledge the support to the Committee from the General Manager, Graeme Haley, his management team and the Internal Audit team.

On behalf of all members of the Audit & Risk Committee it has been a pleasure to be of service to Riverina Water County Council and the local community over my time as Chairperson.



Steven Watson
Chairperson, Audit & Risk Committee
2 February 2015

Providing Good Governance

Internal Audit is an essential component of good governance. Riverina Water County Council ("Council") has demonstrated its commitment to improved governance and better practice through the establishment and support of an Audit & Risk Committee and internal audit function in 2012.

As stated by the Institute of Internal Auditors, 'an effective, professional internal audit activity can provide meaningful insights and assurance on all areas of risk, internal controls and governance'.

The objectivity, skills and knowledge of Internal Audit adds significant value to Council's internal controls, risk management and governance processes, as well as helping to provide assurance to Council and management that Riverina Water County Council is operating both effectively and efficiently.

Internal Audit supports Council's mission "to provide our Community with safe reliable water at the lowest sustainable cost" through its audit recommendations and process improvements.

The Audit & Risk Committee Annual Report provides a summary of activities undertaken by the Audit & Risk Committee (the "Committee") and Internal Audit from its inception in February 2012 to the date of this report.

Audit and Risk Committee

Role

The Committee was established by Council Resolution No 12/08 on the 22 February 2012 and reconfirmed by Council Resolution No 12/154 on 24 October 2012 after the local government elections. The Committee is an advisory Committee to Council pursuant to and in accordance with provisions contained in Section 355 of the Local Government Act 1993, the Local Government (General) Regulations, and the terms set out in the Audit and Risk Committee Charter.

The Committee plays a pivotal role in the governance framework by providing Council and the General Manager with independent, objective assurance and assistance in the areas of risk management, internal control, governance and financial reporting.

It establishes the importance and executive direction for internal audit activity and ensures that Council achieves maximum value from the Internal Audit activity.

Membership

As governed by clause 5 of the Audit and Risk Committee Charter, the composition of the Committee for the date to my appointment is as follows:

Members (voting)

Independent External Chairperson – Steven Watson is a Chartered Accountant, Registered Company Auditor and Audit Principal at Twomeys.

Independent External Deputy Chairperson – Michael Commins is a Director at Commins Hendriks Solicitors.

Council Committee Member – Councillor Andrew Negline.

Alternate Council Committee Member – Councillor Kevin Poynter.

Attendee (non-voting)

General Manager – Graeme Haley

Manager Internal Audit Services – Stephen Byrns

Finance and Administration Manager – Michele Curran

Internal Audit Officer – Phil Swaffield

Invitations are extended to guests as required.

Reporting lines

The Committee reports to Council after each meeting in the form of minutes and provides an annual report of activities undertaken during the year.

The Manager of Internal Audit Services has an independent status within Council and reports administratively to the General Manager and functionally to the Committee.

Reporting functionally to an Audit Committee means the Committee will:

- approve any changes to the Internal Audit Charter;
- review the scope of the internal audit plans and the effectiveness of the function;
- review the level of resources allocated to internal audit and the scope of its authority;
- review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit;

- facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- critically analyse and follow up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised;
- monitor the risk exposure of Council;
- identify and refer specific projects or investigations deemed necessary through the General Manager, internal auditor and the Council if appropriate; and
- address issues brought to the attention of the Committee that are within the parameters of the Committee's terms of reference.

Items considered by the Committee

Items considered by the Committee during this reporting period included the review of:

- Project Management Status Reports
- Investment Reports
- Quarterly Investment Reports
- Quarterly Budget Reports
- Quarterly Internal Audit Progress Reports
- LTFP/Operational Plans and Delivery Plans
- Director of Engineering's Works Reports
- Lead Organisation Critical Issues
- Delegation Process
- Customer Service Quality – Complaints Management
- RWCC Annual Financial Statements
- Internal Audit Charter
- Internal Audit Annual Works Plans
- Internal Audit Progress Report and Follow up of Previous Audits
- External Audit Management Letter and Responses
- External Audit Presentations
- ARC Annual Reports
- ARC Recruitment and Induction
- Election of Chairperson and Deputy Chair
- ARC Meeting Schedule
- Risk Remediation Plan
- Bolton Park Relocation Project
- Outsourcing of Services
- Policy Registers
- NSW Office of Water Performance Monitoring Report
- Long Term Financial Plan/Operational and Delivery Programs
- Internal Audit Manual
- Internal Audit Universe and Strategic Plan
- External Audit Planning
- ARC Planning Sessions
- Local Government Internal Audit Forum
- Water Treatment Plant
- Impediment Incident Numbers

- NSW Treasury Financial Assessment and Benchmarking Reports
- External Audit Tenders
- Risk Management Plan
- Fraud and Corruption Prevention Plan
- Business Continuity Plan
- Insurance Summary
- Insurance and Legislative Compliance matters
- Leave entitlements
- Water Billing Process
- Employee Management – Skills Review Process
- RWCC Annual Reports
- Annual Report on Code of Conduct Matters
- Legislative Compliance Register
- Impediments to Underground Asset Replacement and Maintenance Reports
- Current Litigation Matters
- Legal Expense by Category
- General Managers Update
- ARC Actions Register
- Councils Communication Plan
- Other County Councils ARC's
- External Audit Timetables
- Annual Residents Survey

Internal Audit Function

The purpose of Internal Audit at Riverina Water County Council is to provide an independent, objective assurance and consulting service to add value and improve Council's operations.

Internal Audit aims to help Council accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, internal control and governance processes across all activities and processes.

Internal Audit Services are provided by Wagga Wagga City Council under a Shared Services Agreement entered into on the 12 January 2012 and extended for a further four years on 14 December 2012.

Internal Audit Services consists of two full time staff.

Internal Audit Activities

All work undertaken by Internal Audit Services in is accordance with the Institute of Internal Auditor's *International Professional Practices Framework* and the Department of Local Government's *Internal Audit Guidelines*.

Internal Audit activities are generally designed to gain a measure of assurance relating to:

- reliability and integrity of financial and operational information;
- effectiveness and efficiency of operations and programs;

- safeguarding of assets; and
- compliance with laws, regulations, policies, procedures and contracts.

Reasonable assurance is provided by Audit Opinions based on risk ratings assigned to observations arising from audit activities.

Internal Audit Strategy 2014 – 2018

The Internal Audit Strategy outlines the strategic direction of Council's internal audit function over a four year period from July 2014 to June 2018. In preparing the Internal Audit Strategy a comprehensive mapping of the audit universe has been undertaken including consultation with Management and the Audit & Risk Committee.

The Internal Audit Strategy and Audit Universe describe in broad terms the risk areas that will be given priority for audit coverage and the types of audits that will be conducted in those areas. The Internal Audit Strategy was endorsed by the Audit & Risk Committee at the meeting held on 22 May 2014.

2014 – 15 Internal Audit Projects

The following projects are planned to be completed in the 2014-15 year:

- Payroll (Final report to the Feb 2015 Meeting)
- Capital Works and Expenditure
- Risk Management
- Fraud Controls

Looking Forward

With strong support from both Council and Management it is anticipated that the role and function of Internal Audit Services and the Committee will continue to grow and develop with the aim of adding value and improving Council's operations.

Audit and Risk Committee Meeting Dates

The following dates have been confirmed for future Audit and Risk Committee Meetings:

16 April 2015 – Planning Meeting

28 May 2015 – Ordinary Meeting

Future meeting dates will be determined at the April Planning Meeting.

5. MINUTES OF AUDIT AND RISK COMMITTEE MEETING HELD 1 OCTOBER 2015

RECOMMENDATION that Council receive and note the Audit and Risk Committee Meeting held 1st October 2015.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE held at 91 HAMMOND AVENUE, WAGGA WAGGA, on THURSDAY, 1st OCTOBER 2015 at 9.00 am

PRESENT:

David Maxwell (Chairperson)
Clr Garry Hiscock

IN ATTENDANCE:

General Manager
Corporate Strategy – WWCC

Manager Corporate Services
Crowe Horwath

Graeme Haley
Nicole Johnson
Carolyn Rodney
Michele Curran
Brad Bohun
Danielle McKenzie

The meeting of the Audit and Risk Committee commenced at 9.00 am.

APOLOGIES

Recommendation:

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

CARRIED

DECLARATIONS OF PECUNIARY INTEREST

No declarations of Pecuniary & Non-pecuniary interest received.

CONFIRMATION OF MINUTES – 6TH AUGUST 2015

Recommendation:

On the motion of Mr D Maxwell and Clr. Hiscock that the Minutes of the proceedings of the Audit and Risk Committee meeting of 6th August 2015 to be held over until next Audit & Risk Committee Meeting.

CARRIED

Brad Bohun and Dannielle McKenzie entered meeting 9.08 am.

FINANCIAL STATEMENTS 2014/2015

Recommendation:

On the motion of Clr. Hiscock and Mr D Maxwell

That the Audit and Risk Committee reports to Council that:

- i) It has reviewed the General Purpose Annual Financial Statements, the Special Purpose Reports and the Special Schedules for the year ended 30th June 2015,
- ii) It is not aware of any matter that would prevent Council from executing the certificates required by Section 413 of the Local Government Act, and
- iii) Commends staff for their efforts in preparing the financial reports.

CARRIED

Next General Meeting: Thursday 19th November 2015.

Meeting Closed 9.45 am

6. EXTERNAL INVESTMENT REPORT

RECOMMENDATION that the report detailing Council's external investments for the months of August and September 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 31st August 2015 and 30th September 2015 be received.

- **Investments Report - August 2015**
- **Investment Report - September 2015**

Monthly Investment Report as at 31/8/15

a) Council's Investments as at 31/8/15

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										
Bank of Queensland	25/06/2015	202	13/01/16	A-2	2.95	BBSW	2.15	7.175%	\$2,500,000.00	\$2,500,000.00
ME Bank	4/06/2015	91	03/09/15	A-2	2.85	BBSW	2.04	7.175%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/07/2015	92	28/10/15	A-2	2.80	BBSW	2.04	14.349%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/06/2015	183	02/12/15	A-2	2.95	BBSW	2.12	7.175%	\$2,500,000.00	\$2,500,000.00
Bendigo & Adelaide	11/06/2015	180	08/12/15	A-2	2.90	BBSW	2.12	7.175%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/08/2015	176	17/02/16	A-2	2.80	BBSW	2.12	2.870%	\$1,000,000.00	\$1,000,000.00
AMP	17/07/2015	118	12/11/15	A-1	2.95	BBSW	2.10	2.870%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/05/2015	182	25/11/15	A-1+	3.00	BBSW	2.12	5.740%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/04/2015	181	30/09/15	A-1+	3.02	BBSW	2.12	5.740%	\$2,000,000.00	\$2,000,000.00
AMP	12/02/2015	266	05/11/15	A-1	3.30	BBSW	2.25	5.740%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2014	365	03/09/15	A-1+	3.70	BBSW	2.35	5.740%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	28/04/2015	182	27/10/15	A-2	2.99	BBSW	2.12	5.740%	\$2,000,000.00	\$2,000,000.00
ME Bank	27/08/2015	49	15/10/15	A-2	2.40	BBSW	2.05	1.435%	\$500,000.00	\$500,000.00
								78.92%	\$27,500,000.00	\$27,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.62	Cash Rate	2.00	11.12%	\$3,873,497.33	\$3,873,497.33
AMP				A-1	2.55	Cash Rate	2.00	9.655%	\$3,364,379.72	\$3,364,379.72
National Australia Bank				A-1+	2.75	Cash Rate	2.00	0.309%	\$107,680.33	\$107,680.33
								21.08%	\$7,345,557.38	\$7,345,557.38
TOTAL INVESTMENTS								100.00%	\$34,845,557.38	\$34,845,557.38
Cash at Bank										\$329,124.36
TOTAL FUNDS										\$35,174,681.74

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$9,021,536.61
		<u>\$9,021,536.61</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,099,288.61
	Asset Replacement	\$1,444,172.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,543,461.18</u>
Unrestricted Funds		\$18,609,683.95
TOTAL FUNDS		\$35,174,681.74

* 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 30/9/15

a) Council's Investments as at 30/9/15

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										
Bank of Queensland	25/06/2015	202	13/01/16	A-2	2.95	BBSW	2.11	7.437%	\$2,500,000.00	\$2,500,000.00
ME Bank	3/09/2015	90	02/12/15	A-2	2.75	BBSW	2.05	2.975%	\$1,000,000.00	\$1,000,000.00
ME Bank	28/07/2015	92	28/10/15	A-2	2.80	BBSW	2.05	14.874%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/06/2015	183	02/12/15	A-2	2.95	BBSW	2.08	7.437%	\$2,500,000.00	\$2,500,000.00
Bendigo & Adelaide	11/06/2015	180	08/12/15	A-2	2.90	BBSW	2.08	7.437%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/08/2015	176	17/02/16	A-2	2.80	BBSW	2.08	2.975%	\$1,000,000.00	\$1,000,000.00
AMP	17/07/2015	118	12/11/15	A-1	2.95	BBSW	2.05	2.975%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/05/2015	182	25/11/15	A-1+	3.00	BBSW	2.08	5.950%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	30/09/2015	29	29/10/15	A-1+	2.35	BBSW	2.08	5.950%	\$2,000,000.00	\$2,000,000.00
AMP	12/02/2015	266	05/11/15	A-1	3.30	BBSW	2.19	5.950%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2015	91	03/12/15	A-1+	2.93	BBSW	2.05	5.950%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	28/04/2015	182	27/10/15	A-2	2.99	BBSW	2.08	5.950%	\$2,000,000.00	\$2,000,000.00
ME Bank	27/08/2015	49	15/10/15	A-2	2.40	BBSW	2.05	1.487%	\$500,000.00	\$500,000.00
								77.34%	\$26,000,000.00	\$26,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.57	Cash Rate	2.00	11.54%	\$3,879,380.98	\$3,879,380.98
AMP				A-1	2.55	Cash Rate	2.00	10.752%	\$3,614,379.72	\$3,614,379.72
National Australia Bank				A-1+	2.75	Cash Rate	2.00	0.363%	\$121,870.67	\$121,870.67
								22.66%	\$7,615,631.37	\$7,615,631.37
TOTAL INVESTMENTS								100.00%	\$33,615,631.37	\$33,615,631.37
Cash at Bank										\$856,013.55
TOTAL FUNDS										\$34,471,644.92

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$6,353,455.61
		<u>\$6,353,455.61</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,099,288.61
	Asset Replacement	\$1,362,674.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,461,963.18</u>
Unrestricted Funds		\$20,656,226.13
TOTAL FUNDS		\$34,471,644.92

* 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**

7. QUARTERLY BUDGET REVIEW – PERIOD ENDED THE 30TH SEPTEMBER 2015

RECOMMENDATION that the Quarterly Budget Review for the period ended 30 September 2015 be received and adopted.

The Quarterly Review of Council's Budget for the period ended 30 September 2015 is submitted for examination by the Council.

The anticipated Operating Result for 2015/2016 is a surplus of \$4,493,000. The Operating Result was originally budgeted for a surplus of \$4,256,000. The Capital Works expenditure budget is in addition to this amount and is covered in the following paragraph. Proposed September quarterly review operational adjustments relate to:

- \$90,000 additional private works income associated with GHSC road works
- \$195,000 reduction in loan interest due to a reduction in 2015/16 new borrowings after better than anticipated 2014/15 final results
- \$48,000 transfer from capital works for bore maintenance

Also included is a quarterly review of Capital Works Projects. The Proposed Capital Budget after review adjustments totals \$48,059,840. The original Capital Budget was \$42,610,500, with 2014/15 carry forward amounts of \$5,087,340. September quarterly review adjustments to Capital Works are recommended for the following items:

- \$500,000 additional for construction of new stores building
- \$90,000 deferral to 2016/17 for admin building air conditioner upgrade
- \$48,000 transfer to operational expenditure for bore maintenance from bore refurbishment

The Quarterly Budget Review Statement should be read in conjunction with the detailed Capital Expenditure Quarterly Review, which is included at the end of this report.

- **Quarterly Budget Review – Statement & Capital Expenditure 2015/2016**

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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 30/09/15 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. C. Curran

date: 15/10/2015

Ms Michele Curran
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015

(\$000's)	Original Budget 2015/16	Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Current Year	Prior Year
						Actual YTD figures	Actual YTD figures
Income							
Rates and Annual Charges	4,844	4,844			4,844	1,269	1,253
User Charges and Fees	18,971	18,971	90	2c	19,061	3,007	2,805
Interest and Investment Revenues	390	390			390	53	104
Other Revenues	127	127			127	53	51
Grants & Contributions - Operating	205	205			205	7	3
Grants & Contributions - Capital	2,775	2,775			2,775	942	340
Total Income from Continuing Operations	27,312	27,312	90		27,402	5,331	4,556
Expenses							
Employee Costs	8,650	8,650			8,650	1,773	1,694
Borrowing Costs	1,039	1,039	(195)	2a	844	129	142
Materials & Contracts	2,629	2,629	48	2b	2,677	419	621
Depreciation	7,100	7,100			7,100	1,718	1,669
Other Expenses	3,638	3,638			3,638	667	651
Total Expenses from Continuing Operations	23,056	23,056	(147)		22,909	4,706	4,777
Net Operating Result from Continuing Operation	4,256	4,256	237		4,493	625	(221)
Net Operating Result before Capital Items	1,481	1,481	237		1,718	(317)	(561)

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

2a	Reduction in interest expense. Lower borrowings required for the year after higher than anticipated cash & investment balance after 2014/15 final result. Revised new budgeted borrowings \$4M for 2015/16
2b	Transfer sources expenditure from CAPEX budget to operational expenditure for bore maintenance
2c	Private works income for GHSC not originally budgeted for

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2015

(\$000's)	Original Budget 2015/16	Approved Changes Carry Forwards	Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Current Year	Prior Year
							Actual YTD figures	Actual YTD figures
Capital Expenditure								
Plant & Equipment	1,043	9	1,052			1,052	255	68
Office Equipment & IT	716	194	910			910	183	98
Land & Buildings	2,177	2,756	4,933	410	3b	5,343	1,251	75
Water Infrastructure	38,675	2,128	40,803	(48)	3c	40,755	2,598	2,578
Other Assets			-			-		
Loan Repayments (Principal)	1,531		1,531	(120)	3a	1,411	344	332
Total Capital Expenditure	44,142	5,087	49,229	242		49,471	4,631	3,151
Capital Funding								
Rates & Other Untied Funding	32,142	5,087	37,229	8,242		45,471	4,631	3,151
New Loans	12,000		12,000	(8,000)	3a	4,000		-
Total Capital Funding	44,142	5,087	49,229	242		49,471	4,631	3,151
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	Reduction in required borrowings after better than anticipated 2014/15 cash & investment result. Required borrowings for 2015/16 reduced to \$4M
----	--

3b	Additional \$500K for new stores building project & \$90K deferred to 2016/17 for admin building airconditioner upgrade
----	---

3c	\$48K sources CAPEX transferred to operational expenditure for bore maintenance
----	---

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2015

(\$000's)	Original Budget 2015/16	Revised Budget 2015/16	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted ⁽¹⁾						
Loan Funds - LIRS	-	-			-	6,353
Total Externally Restricted	-	-	-		-	6,353
(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	1,363
Sales Fluctuation	2,000	2,000			2,000	5,000
Total Internally Restricted	4,544	4,544	-		4,544	7,462
(2) Funds that Council has earmarked for a specific purpose						
Unrestricted (ie. available after the above Restrictions)	(36)	(36)	388	4a	352	20,657
Total Cash & Investments	4,508	4,508	388		4,896	34,472

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Cash & Investment balance at the start of the financial year was slightly higher than anticipated after 2014/15 end of year final results, which has increased the 2015/16 anticipated end of year balance & reduced required borrowings to \$4M.

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 30/09/15

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		844
Investments on Hand		33,616
less: Unpresented Cheques	(Timing Difference)	(1)
add: Undeposited Funds	(Timing Difference)	13
Reconciled Cash at Bank & Investments		34,472
Balance as per Review Statement:		34,472
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
4a	Adjustment after final cash figure for 2014/15, reduced borrowings and carried forward CAPEX adjustments

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

Budget review for the quarter ended 30 September 2015

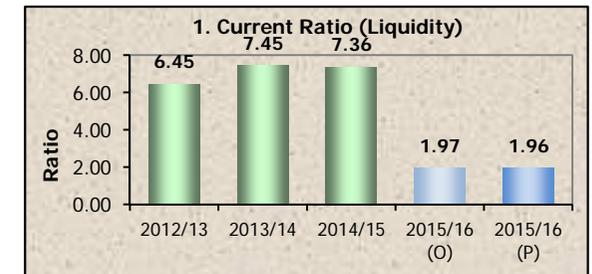
(\$000's)	Current Projection		Original Budget 15/16	Actuals Prior Periods	
	Amounts	Indicator		14/15	13/14
	15/16	15/16			

The Council monitors the following Key Performance Indicators:

1. Current Ratio (Liquidity)

Current Assets	12113					
Current Liabilities	6179	1.96	1.97	7.36	7.45	

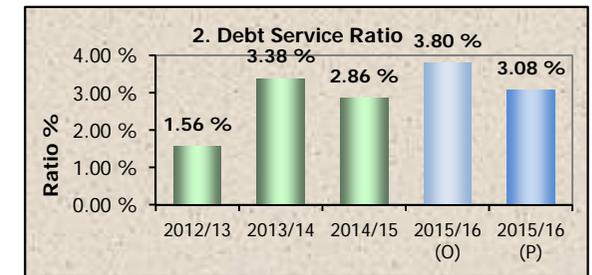
This measures Council's ability to pay existing liabilities in the next 12 months. (target > 1.5)



2. Debt Service Ratio

Debt Service Cost	844					
Income from Continuing Operations	27401	3.08 %	3.80 %	2.86 %	3.38 %	

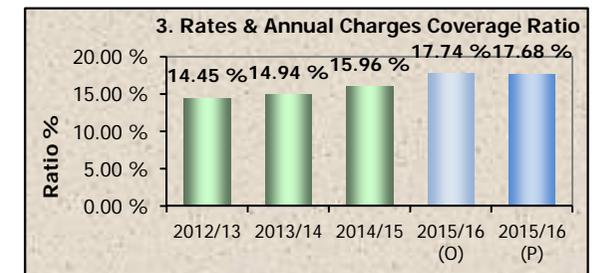
This measures Council's ability to meet interest payments and therefore service debt. (target 0% to 5%)



3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	4844					
Income from Continuing Operations	27401	17.68 %	17.74 %	15.96 %	14.94 %	

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 30 September 2015

(\$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

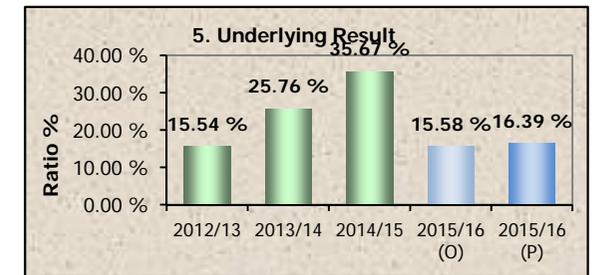
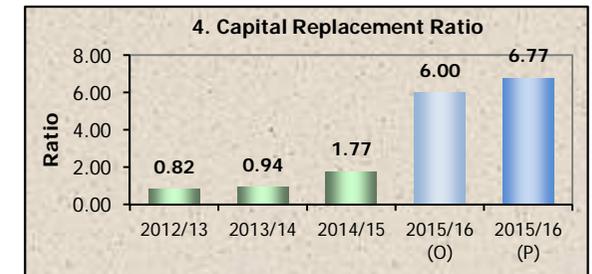
Infrastructure, Property, Plant & Equipment	48060	6.77	6.00	1.77	0.94
Depreciation	7100				

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	4492	16.39 %	15.58 %	35.67 %	25.76 %
Total Revenue	27401				

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%)



Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2015

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Wagga WTP	Design development, construction & commissioning of 55ML/day Wagga WTP	32,233,324	30/07/2015	18 mths	Y	
Learning Seat - LMS	Supply & support of learning management system & content	51,000	1/07/2015	36 mths	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whichever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.
4. Monetary figures are GST exclusive

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	-	Y
Legal Fees	-	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 - SEPTEMBER 2015 QUARTERLY BUDGET REVIEW

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	30/9/15 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
OPERATING INCOME							
Access Charges							
Urban	1,036	3,898	2,862	73%		3,898	
Non-Urban	233	946	713	75%		946	
	1,269	4,844	3,574	74%	0	4,844	
User Charges							
Consumption Charges							
Urban	2,191	15,123	12,932	86%		15,123	
Non-Urban	446	3,164	2,719	86%		3,164	
	2,636	18,288	15,651	86%	0	18,288	
Extra Charges							
Urban	30	20	-10	-49%		20	
Non-Urban	3	20	17	0%		20	
	32	40	8	19%	0	40	
Other Income	300	770	470	61%		770	
Interest	53	390	337	86%		390	
Operating Grants & Contributions	7	205	198	97%		205	
Capital Grants & Contributions	942	2,775	1,833	66%	0	2,775	
Private Works Income	91	0	-91	0%	90	90	Works for GHSC, not originally budgeted
TOTAL OPERATING INCOME	5,330	27,311	21,981	80%	90	27,401	
OPERATING EXPENSES							
Management	1,593	7,866	6,273	80%	-195	7,671	Reduction in loan interest due to reduced borrowings
Operations & Maintenance							
<i>Buildings & Grounds</i>							

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	30/9/15 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
Urban	181	763	582	76%	0	763	
Non-Urban	33	54	21	39%	0	54	
	214	818	604	74%	0	818	
<i>Management - Operations</i>							
Urban	214	1,000	786	79%	0	1,000	
Non-Urban	84	410	326	80%	0	410	
	298	1,410	1,112	79%	0	1,410	
<i>Sources</i>							
Urban	77	875	798	91%	48	923	Reallocation of bore maintenance from CAPEX budget
Non-Urban	27	235	208	88%	0	235	
	104	1,111	1,006	91%	48	1,159	
<i>Pumping Stations</i>							
Urban	42	304	262	86%	0	304	
Non-Urban	58	218	159	73%	0	218	
	100	522	422	81%	0	522	
<i>Reservoirs</i>							
Urban	48	170	122	72%	0	170	
Non-Urban	13	48	35	72%	0	48	
	62	219	157	72%	0	219	
<i>Treatment Plant</i>							
Urban	170	1,675	1,505	90%	0	1,675	
Non-Urban	59	538	478	89%	0	538	
	229	2,213	1,984	90%	0	2,213	
<i>Mains & Services</i>							
Supervision	100	290	191	66%	0	290	
Urban	221	1,161	940	81%	0	1,161	
Non-Urban	146	656	510	78%	0	656	
	466	2,107	1,641	78%	0	2,107	
<i>Other Operations</i>	-76	-309	-232	75%		-309	
Depreciation	1,718	7,100	5,382	76%		7,100	
TOTAL OPERATING EXPENSES	4,708	23,056	18,348	80%	-147	22,909	
OPERATING RESULT	622	4,255			237	4,492	

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	2,896
Receivables	3,120	3,777	2,713
Inventories	3,556	3,771	4,411
Other		7	93
Total Current Assets	38,494	43,453	12,113
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	198,717	206,462	247,099
Intangible Assets	2,100	2,750	2,750
Total Non-Current Assets	200,817	209,212	249,849
TOTAL ASSETS	239,311	252,665	261,961
LIABILITIES			
Current Liabilities			
Payables	513	829	743
Borrowings	1,341	1,411	1,662
Provisions	3,315	3,664	3,774
Total Current Liabilities	5,169	5,904	6,179
Non-Current Liabilities			
Borrowings	15,172	13,761	16,099
Total Non-Current Liabilities	15,172	13,761	16,099
TOTAL LIABILITIES	20,341	19,665	22,278
Net Assets	218,970	233,000	239,684
EQUITY			
Retained Earnings	73,598	84,842	89,335
Revaluation Reserves	145,372	148,158	150,349
Council Equity Interest	218,970	233,000	239,684
Total Equity	218,970	233,000	239,684

30 SEPTEMBER 2015 CAPEX QUARTERLY BUDGET REVIEW

Description	YTD Actual 2015/16	Budget Remaining	Original Budget 2015/16	2014/15 Carry Overs	30/9/15 Review Adjustment	Proposed Revised Budget 2015/16	Comment - 30 September Review
	\$	\$	\$	\$	\$	\$	
MANAGEMENT							
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS							
Administration Office	0	105,000	100,000	5,000	-90,000	15,000	Admin building airconditioner upgrade deferred to 2016/17
Depot Buildings	1,240,673	1,430,667	20,000	2,651,340	500,000	3,171,340	Additional work to finalise Store Building
Workshops	5,229	19,771	5,000	20,000	0	25,000	
Access, Parking and Landscaping	4,541	2,055,459	1,980,000	80,000	0	2,060,000	
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	1,250,443	3,610,897	2,105,000	2,756,340	410,000	5,271,340	
PLANT & EQUIPMENT							
IT Equipment	49,934	363,566	303,500	110,000	0	413,500	
Office Furniture & Equipment	160	3,840	4,000	0	0	4,000	
Working Plant & Vehicle Purchases	255,061	787,939	1,043,000	0	0	1,043,000	
Fixed Plant Tools & Equipment	0	9,000	0	9,000	0	9,000	
Telemetry & Control Systems Upgrade	36,933	173,067	210,000	0	0	210,000	
Radio Communications Upgrade/Replacements/Improvements	14,881	25,119	40,000	0	0	40,000	
RTUs - New/Additional	7	24,993	25,000	0	0	25,000	
RTUs - Replacements/Upgrades	17,693	50,307	68,000	0	0	68,000	
Energy Efficiency & Cost Minimisation	1,192	118,808	120,000	0	0	120,000	
CAD/GIS/Asset Management System	41,754	61,746	20,000	83,500	0	103,500	
Communication Equipment	20,408	51,592	72,000	0	0	72,000	
SUB-TOTAL PLANT & EQUIPMENT	438,024	1,669,976	1,905,500	202,500	0	2,108,000	
TOTAL MANAGEMENT	1,688,467	5,280,873	4,010,500	2,958,840	410,000	7,379,340	
SOURCES							
Bores-renew/refurbish/decommission	24,812	155,188	180,000	0	-48,000	132,000	Bore maintenance transferred to operational expenditure
Source Works General Improvements	0	25,000	25,000			25,000	
Switchboards Improvements/Replacements	0	5,000	5,000			5,000	
TOTAL SOURCES	24,812	185,188	210,000	0	-48,000	162,000	
TREATMENT PLANTS							
General Improvements	907	24,093	25,000	0	0	25,000	
Aeration Tower Replacements	289	14,711	15,000	0	0	15,000	
Aeration Tower Covers	0	70,000	70,000	0	0	70,000	
Specific Treatment Plant improvements	0	72,000	72,000	0	0	72,000	
Treatment Plant refurbishments	1,447,588	29,045,412	30,493,000	0	0	30,493,000	
Laboratory Equipment	0	6,000	6,000	0	0	6,000	
Laboratory Facilities Upgrade	0	50,000	50,000	0	0	50,000	
Treatment Plant Switchboards/Control Systems Replacement/Upgrade	0	5,000	5,000	0	0	5,000	

Description	YTD Actual 2015/16	Budget Remaining	Original Budget 2015/16	2014/15 Carry Overs	30/9/15 Review Adjustment	Proposed Revised Budget 2015/16	Comment - 30 September Review
	\$	\$	\$	\$	\$	\$	
TOTAL TREATMENT PLANTS	1,448,783	29,287,217	30,736,000	0	0	30,736,000	
PUMPING STATIONS							
General Improvements	0	30,000	30,000	0	0	30,000	
Magflow Replacements	0	10,000	10,000	0	0	10,000	
Pump Stations Renewal/Refurbish/Upgrade	66,226	-16,226	15,000	35,000	64,000	114,000	West Wagga Pump Upgrade, transferred from Reservoir Magflows
Pump Station Switchboards/Control Systems Replacement/Upgrade	5,100	-100	5,000	0	0	5,000	
TOTAL PUMPING STATIONS	71,326	23,674	60,000	35,000	64,000	159,000	
RESERVOIRS							
General Improvements	626	28,374	29,000	0	0	29,000	
New/Replacement Reservoirs	62,226	2,342,774	1,970,000	435,000	0	2,405,000	
Reservoirs - Upgrade Ladders and Access	0	25,000	25,000	0	0	25,000	
Reservoir Hatches Magflows	0	80,000	80,000	0	-64,000	16,000	Magflows projects transferred to West Wagga Pumping Stations
TOTAL RESERVOIRS	62,852	2,476,148	2,104,000	435,000	-64,000	2,475,000	
MAINS, SERVICES & METERS							
System Improvements	755	169,245	170,000	0	0	170,000	
Reticulation for Developers (including other extensions)	219,447	640,553	860,000	0	0	860,000	
Trunk Mains Extensions	0	180,000	180,000	0	0	180,000	
Renew Reticulation Mains	195,654	812,846	650,000	358,500	-6,000	1,002,500	Transfer budget between reticulation and trunk mains
Renew Trunk Mains	409,165	3,140,835	2,250,000	1,300,000	6,000	3,556,000	Transfer budget between reticulation and trunk mains
SUB-TOTAL MAINS	825,020	4,943,480	4,110,000	1,658,500	0	5,768,500	
SERVICES							
Service Connections, new including Meters	109,318	590,682	700,000	0	0	700,000	
Renew Services	12,426	137,574	150,000	0	0	150,000	
SUB-TOTAL SERVICES	121,744	728,256	850,000	0	0	850,000	
METERS							
Water meters replacement	43,445	136,555	180,000	0	0	180,000	
Remote metering	3,560	296,440	300,000	0	0	300,000	
Water Filling Stations Upgrade	21,499	28,501	50,000	0	0	50,000	
SUB-TOTAL METERS	68,504	461,496	530,000	0	0	530,000	
TOTAL MAINS, SERVICES & METERS	1,015,269	6,133,231	5,490,000	1,658,500	0	7,148,500	
TOTALS	4,311,509	43,386,331	42,610,500	5,087,340	362,000	48,059,840	

8. OPERATIONAL PLAN – PERFORMANCE TARGETS

RECOMMENDATION that the report detailing progress, as at 30 September 2015, achieved towards the various objectives set out in the 2015/2016 Operational Plan be noted and received.

In accordance with the provisions of Section 407 of the Local Government Act 1993, I report to Council on the progress achieved in the year for the various Key Performance Indicators set out in the 2015/2016 Operational Plan.

Services

Measure	Key Performance Indicator	Progress to 30 September 2015
Customer Satisfaction Rating	>4 (out of 5)	N/A – Annual Measure
Water Quality Satisfaction	>4 (out of 5)	N/A – Annual Measure

Asset Replacement

Measure	Key Performance Indicator	Progress to 30 September 2015
Projects completed from Capital Works Program	>85%	N/A – Annual Measure (Refer DoE Report for Progress)

Demand Management

Measure	Key Performance Indicator	Progress to 30 September 2015
Peak Day Demand (weekly average)	<65 ML	22.1 ML

WHS

Objectives	Key Performance Indicator	Progress to 30 September 2015	
Number of days lost through injury	< previous period	June Qtr. 0	Sept Qtr. 0
Percentage of sick leave hours to ordinary hours worked	<3.5%	3.19%	3.15%
Total hours worked compared to time lost through injury & illness	< previous period	0.03%	0%

Environmental Protection

Key Performance Indicator	Key Performance Indicator	Progress to 30 September 2015	
Power used per ML of water produced KWh	< same period last year	Sept Qtr. 2014 882 KWh	Sept Qtr. 2015 936 KWh
Power used per ML of water produced \$	< same period last year	\$150	\$159

Equal Employment Opportunity

Key Performance Indicator	Key Performance Indicator	Progress to 30 September 2015
Number of legitimate EEO complaints resolved	100%	Nil lodged
Percentage of staff returning from parental leave	100%	100%

Charges and Fees

Key Performance Indicator	Key Performance Indicator	Progress to 30 September 2015
Level of Water Charges overdue compared to water sales for previous 12 months	<5%	N/A – Annual Measure
Level of Sundry Debtor Accounts overdue compared to debtors raised for previous 12 months	<5%	N/A – Annual Measure

9. TENDER W201 FOR DESIGN AND CONSTRUCTION OF A 700KL CONCRETE RESERVOIR WITH ROOF AT COLLINGULLIE

RECOMMENDATION That Council consider the report “Tender W.201 for Design and Construction of a 700kl Concrete Reservoir with Roof at Collingullie”, 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.

10. LAND & ENVIRONMENT COURT – NASH BROS CASE

RECOMMENDATION That Council consider the report, whilst the meeting is closed to the public, as it relates to the disclosure of advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege, as prescribed by Section 10A(2)(g) of the Local Government Act 1993.

11. POLICY 1.20 PRIVACY

RECOMMENDATION that Riverina Water County Council adopt Policy 1.20 – Privacy.

In August 2013 Riverina Water County Council adopted Policy 1.20 – Privacy.

The policy has been reviewed and is attached for Councillors' information.

No changes are suggested for the Policy.

The objectives of this policy are:

- Ensure that Council deals with personal and health information in a manner which complies with the requirement of the legislation, and ensures protection of privacy
- Ensure that customers, Councillors, staff, contractors and other stakeholders are aware of their rights with regard to personal or health information collected by Riverina Water County Council..

- **Policy 1.20 Privacy**

PRIVACY POLICY

POLICY REFERENCE NUMBER:		POL 1.20	
Original publication date		August 2013	
Revision number	Issue Date	Approved	Approval date
1	Oct 2015	Res 15/??	28 Oct 2015
<p>This document is to be reviewed every 2 years. Next review date: August 2017</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

In order for Council to undertake many of its functions it is necessary to collect personal and health information from Councillors, Council staff, volunteers, contractors and customers.

Council respects the privacy of the above stakeholders and has developed this policy to accord with the relevant legislation and accompanying regulations

This policy sets out the relevant requirements to promote the protection of personal and health information and the protection of privacy, and provides the foundation for Council's Privacy Management Plan.

1.1 Scope of Policy

This policy applies to all personal or health information collected, maintained and/or used by Council staff, Councillors, contractors and volunteers of Council.

1.2 Policy Objectives

The objectives of this policy are:

- Ensure that Council deals with personal and health information in a manner which complies with the requirement of the legislation, and ensures protection of privacy
- Ensure that customers, Councillors, staff, contractors and other stakeholders are aware of their rights with regard to personal or health information collected by Riverina Water County Council.

1.3 Definitions

Personal Information- is information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a data base and does not necessarily have to be recorded in material form.

Health Information- is a specific type of personal information. Health information includes personal information that is information or an opinion about the physical or mental health or disability of an individual.

Public Register- is a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee)

Privacy Management Plan- regulates the collection, use and disclosure of, and the procedures for dealing with, personal information held by Council

1.4 Legislative Context

Privacy and Personal Information Protection Act 1998 (PPIPA)
Health Records Information and Privacy Act 2002 (HRIPA)
Government Information (Public Access) Act 2009 (GIPAA)
Privacy Code of Practice for Local Government

1.5 Related Documents

Pol 1.18 Records Management Policy
Pol 1.21 Privacy Management Plan
IP 3.17 Access to Personal File Policy

PART 2- : POLICY

2.0 Statement

Riverina Water County Council is committed to ensuring the adequate protection of all personal and health information that is collected and held by Council.

As part of this intent Council will apply the following general principles, based on the 12 Information Protection Principles and the 15 Health Privacy Principles as specified in the relevant legislation:

- Principle 1 - Collection of personal information for lawful purposes
- Principle 2 - Collection of personal information directly from individual
- Principle 3 - Requirements when collecting personal information
- Principle 4 - Other requirements relating to collection of personal information
- Principle 5 - Retention and security of personal information
- Principle 6 - Information about personal information held by agencies
- Principle 7 - Access to personal information held by agencies
- Principle 8 - Alteration of personal information
- Principle 9 - Agency must check accuracy of personal information before use
- Principle 10 - Limits on use of personal information
- Principle 11 - Limits on disclosure of personal information
- Principle 12 - Special restrictions on disclosure of personal information

The first 9 principles as outlined under the PPIP Act also apply to the collection, use and storage of an individual's health information as well as the following:

- Principle 10 Limits on use of health information
- Principle 11 Limits on disclosure of health information
- Principle 12 Identifiers
- Principle 13 Anonymity
- Principle 14 Transborder data flows and data flow to Commonwealth agencies.
- Principle 15 Linkage of Health Records

2.1 Access to personal and Health Information

Individuals can seek access to review or amend their own personal and health information under Section 14 of PPIPA and Section 26 of HRIPA. Forms are available in Council's Privacy Management Plan, on Council's website, or details can be sought direct from Council. Proof of identity is required to access and /or amend personal or health information.

2.2 Disclosure of Personal Information

Disclosure of personal information in Public Registers and other Council Registers to third parties is covered in Council's Privacy Management Plan in more detail. Council will comply with the relevant legislation and Privacy Code of Practice in regards to the disclosure of Privacy Information. Personal information will be provided at Council's discretion, only where it would be in the public interest to do so.

2.3 Requesting a Review

An internal review can be requested from Council in relation to a privacy matter or against a decision, where requested in writing, addressed to the General Manager.

Alternatively, a complaint may be made to the Privacy Commissioner. The contact number for the Commission is (02) 8019 1600 and email address is privacyinfo@privacy.nsw.gov.au

PART 3: POLICY IMPLEMENTATION GUIDELINES

The principles set out in this policy will be implemented through the provisions of Council's Privacy Management Plan.

12. POLICY 2.1 – BACKFLOW PREVENTION

RECOMMENDATION that Riverina Water County Council adopt Policy 2.1 – Backflow Prevention.

In June 2013 Riverina Water County Council adopted Policy 2.1 – Backflow Prevention.

The policy has been reviewed and is attached for Councillors' information.

No changes are suggested for the Policy.

This policy was developed to protect the quality of Riverina Water County Council water supply and deals with the risk of contamination by backflow from customers' connections back into Riverina Water's potable water distribution and reticulation systems.

- **Policy 2.1 – Backflow Prevention**

BACKFLOW PREVENTION POLICY			
POLICY REFERENCE NUMBER:		POL 2.1	
Original publication date 2002			
Revision number	Issue Date	Council resolution	Council meeting date
2	June 2013	Res 13/78	26 June 2013
3	October 2015	Res 15/??	28 Oct 2015
<p>This document is to be reviewed every two years. Next review date: July 2017</p>			
RESPONSIBLE OFFICER		Director of Engineering	

PART 1: INTRODUCTION

1.1 Policy Purpose

This policy has been developed to protect the quality of Riverina Water County Council water supply and deals with the risk of contamination by backflow from customers' connections back into Riverina Water's potable water distribution and reticulation systems.

1.2 Policy Objective

The objective of this Policy is to:

- Provide clear guidelines to assist Council staff in making determinations relating to protecting the potable water supply via backflow prevention.
- Provide information to members of the public, plumbers and other stakeholders about the selection and installation of backflow prevention devices and the Council's role in backflow prevention.
- Ensure that non-complying properties are brought into line with the requirements of this Council Policy, Plumbing Code of Australia and the Australian Standard AS 3500.1.
- Ensure that a backflow register and records are maintained.
- Ensure containment devices are provided and that these devices are equal to or greater than the downstream hazard.
- Ensure annual testing is carried out by a qualified person and is added to the Council backflow register.
- Investigate non-compliance and ensure enforcement of this policy.

1.3 Policy Scope

This policy applies to all new and existing customers and properties connected to, or wishing to connect to, the Riverina Water County Council water supply systems.

1.4 Reference Documents

- Plumbing Code of Australia
- Australian and New Zealand Standards AS/NZS 3500.1:2003
- Plumbing and Drainage Act 2011

PART 2: POLICY CONTENT

2.1 Backflow Prevention Installation and Compliance

Riverina Water requires the installation of backflow prevention devices at all property connections, including but not limited to, residential, rural, commercial and industrial properties. This is done to prevent contamination and backflow of contaminants into the water supply distribution and reticulation systems.

Below outlines the types of registered backflow devices, identification of hazard rating, Riverina Water County Council's responsibilities, the customers' responsibilities as well as the management of non-compliance.

2.2 Registered Backflow Devices

Compliant backflow prevention shall be achieved with the following registered devices:

Registered Device	Definition
Registered Break tanks	A tank system specifically designed for backflow prevention registered by, or on behalf of a regulatory authority, for inspection and maintenance
Registered Air Gaps	<p>A device or system installed for backflow prevention registered by, or on behalf of, a regulatory authority for inspection and maintenance.</p> <p>Air gap for a water supply system is specifically defined as the unobstructed vertical distance through the free atmosphere between the lowest opening of a water service pipe (or fixed outlet) supplying water to a fixture or receptacle and the highest possible water level of that fixture or receptacle</p>
Testable Reduced Pressure Zone Device	A device to prevent backflow caused by back siphonage or backpressure in a water reticulation system that incorporates two independently operating force loaded non-return valves. These automatically drain to waste whenever the pressure in the system (between the upstream and downstream non-return valves) drops to less than 14 kPa below the pressure at the inlet to the upstream non-return valve
Double check valve assembly	A device to prevent backflow caused by backpressure, which has two independently operating force loaded non-return valves and incorporates specific test points for in-service testing

2.3 Identification of Hazard Ratings:

The three degrees of cross-connection hazards are as follows:

Hazard Rating	Definition
High Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, has the potential to cause death
Medium Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, could endanger health
Low Hazard Rating	Any condition, device, or practice, which in connection with the water supply system, is a nuisance but does not endanger health or cause injury

2.4 Roles and Responsibilities for Backflow Prevention

Riverina Water's Responsibilities:

- Riverina Water shall install non-testable backflow prevention devices on new residential water services up to and including 40mm services only. If determined so, the property owner may be responsible to provide a higher level of backflow protection under the Plumbing Code of Australia (PCA), and AS/NZS 3500:2003.
- Riverina Water shall endeavour, when replacing or undertaking maintenance work, to install non-testable backflow prevention device on existing water services where one is not already fitted. This is up to and including 40mm services only. If determined so, the property owner may be responsible to provide a higher level of backflow protection under the Plumbing Code of Australia (PCA), and AS/NZS 3500:2003.
- Riverina Water shall inform and educate consumers of the risks and hazards associated with backflow contamination, particularly consumers that require a higher degree of backflow prevention (i.e. other than a non-testable backflow prevention device).
- Riverina Water shall provide relevant training to staff to:
 - Identify potential hazards regarding backflow contamination;
 - Installation, commission and maintenance of backflow prevention devices; and,
 - Advise and educate consumers of the risks and hazards associated with backflow contamination.
- Council will advise customers of the date when the device must be tested by with test results forwarded to Council within 10 working days of testing the backflow prevention device.
- Riverina Water reserves the right to refuse water supply (under the Local Government Act 1993) to new and existing water services that do not comply with Council's Backflow Prevention Policy.

Customers Responsibilities:

- The customer is responsible for installation of the appropriate backflow prevention devices including containment protection, on their property that has a high or medium hazard rating.
- Ensuring the type and installation of backflow prevention devices that are to be installed on properties are in accordance the Plumbing Code of Australia and AS/NZS 3500:2003.
- Ensuring satisfactory operation of all registered backflow device(s)
- The property owner is responsible for ensuring annual testing of all registered backflow device(s) by a licensed plumber with appropriate backflow accreditation in accordance with the National Code of Australia, AS/NZS 3500:2003 and Plumbing and Drainage Act 2011.
- Ensuring testable backflow prevention devices that are to be commissioned and tested are done so by a licensed plumber with appropriate backflow prevention accreditation. A Notice of Work (NoW) must be issued by Riverina Water prior installation of any backflow prevention device. The testable device must be registered with Riverina Water.
- Backflow prevention devices for irrigation and watering systems shall comply with the Plumbing Code of Australia and AS3500:2003.

Terms referenced in the above document are defined below:

Referenced Terms	Definition
Accredited Backflow Prevention Plumber	A licensed plumber who has completed a TAFE NSW backflow prevention course
Backflow Prevention Containment Device	A device to prevent the reverse flow of water from a potentially polluted source, into the drinking water supply system
Individual Protection	Installing a backflow prevention device at the point where the water pipes connect to a fixture or appliance
Licensed Plumber	A plumber with a license issued by the NSW Office of Fair Trading

13. POLICY 2.4 DEFERRED PAYMENTS FOR RURAL EXTENSIONS

RECOMMENDATION that Riverina Water County Council adopt the revised Policy 2.4 Deferred Payments for Rural Extensions.

In June 2010 Council resolved to adopt a proposal for deferred payments for rural mains extensions. This has been reviewed by staff and is the basis for a change to the existing policy.

The only significant change to the proposal is with respect to the upper limit, or cap. The earlier Policy had an upper limit of \$35,000. Given the passage of time since the Policy was originally developed, it is felt that the upper limit needs to be revised up to \$40,000.

Applications for rural mains extensions are dealt with by the Works Manager. This includes the reiterative process of designing the extensions with regard to affordability. There are already many variables and this policy should not introduce scope for haggling with the manager. All the offers for deferred payments should be on the same basis in accordance with the policy.

The recommended policy allows for costs up to \$40,000 to be spread over five annual payments. As the first payment is prior to work commencing, this means the series is over 48 months, not 60 months. For any extension costing over \$40,000, the applicant can still benefit under the policy by paying the value above \$40,000 up front, prior to work commencing.

- **Policy 2.4 Deferred Payments for Rural Extensions**

DEFERRED PAYMENTS FOR RURAL EXTENSIONS

POLICY REFERENCE NUMBER:		POL 2.4	
Original publication date		June 2010	
Revision number	Issue Date	Approved	Approval date
0	2010	Res: 10/110	June 2010
Name change 22/11/13 from 1.14			
1	2015	Res 15/???	28 Oct 2015
<p>This document is to be reviewed 4 every years. Next review date: Oct 2019</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Purpose

The intent of this policy is establish the parameters for deferred payment arrangements for landowner contributions for rural mains extensions.

1.2 Policy Objectives

The objective of this Policy is to:

- Provide clear guidance to Council staff in making arrangements with landowners to facilitate time payment arrangements for their costs in paying for rural mains extensions.
- Provide information to members of the public about what arrangements can be made for deferred payment for rural mains extensions.
- Ensure that a consistent approach is made for deferred payment arrangements.
- Ensure that rural consumers are assisted in access to an affordable potable water supply.

1.3 Policy Scope

This policy is applicable to landowner contributions for rural mains extensions only.

1.4 Reference Documents

Nil

PART 2: POLICY CONTENT

Applications for rural mains extensions are dealt with by the Works Manager. This includes the reiterative process of designing the extensions with regard to affordability. There are already many variables and this policy should not introduce scope for haggling with the manager. All the offers for deferred payments should be on the same basis in accordance with the policy.

The policy allows for costs up to \$40,000 to be spread over five annual payments.

The first payment is to be made prior to work commencing, meaning that the series is over 48 months.

For any extension costing over \$40,000, the applicant can still benefit under the policy by paying the value above \$40,000 up front, prior to work commencing.

Rural non-urban extensions and connections to lots over 20 hectares may pay the costs under a deferred payment scheme which recognises the long distances involved. The specific terms are that:

- The components of cost that qualify for deferred payments include the extension costs and development servicing charge (headworks), but not the service connection fee.
- Payments (excluding the connection fee) totalling less than \$10,000 do not qualify for deferred payment and are to be paid in full prior to work commencing.

- Payments between the values of \$10,000 and \$20,000 to be paid in three equal instalments at 0, 12 and 24 months.
- Payments between the values of \$20,000 and \$30,000 to be paid in four equal instalments at 0, 12, 24 and 36 months.
- Payments between the values of \$30,000 and \$40,000 to be paid in five equal instalments at 0, 12, 24, 36 and 48 months.
- Payments over the value of \$40,000 to be paid with the balance above \$40,000 paid at 0 months and the remainder over 48 months as above.
- 0 months is immediately prior to the commencement of construction.

14. POLICY 3.1 – ASSET MANAGEMENT

RECOMMENDATION that Riverina Water County Council adopt Policy 3.1 – Asset Management.

In December 2012 Riverina Water County Council adopted Policy 3.1 – Asset Management.

The policy has been reviewed and is attached for Councillors' information.

Minor changes are suggested for the Policy.

- **Policy 3.1 Asset Management**

POLICY

ASSET MANAGEMENT

POLICY REFERENCE NUMBER:		POL 3.1	
Original publication date		14 December 2012	
Revision number	Issue Date	Approved	Approval date
0	14 Dec 2012	Res: 12/176	14 Dec 2012
NAME CHANGED 22/11/13 FROM 5.33			
<p>This document is to be reviewed every year. Next review date: June 2013</p>			
RESPONSIBLE OFFICER		Director of Engineering	

I. INTRODUCTION

The purpose of this policy is to outline a framework which provides for the sustainable management of Councils water supply infrastructure to ensure it meets the current and future planned needs of its consumers.

2. POLICY OBJECTIVES

This policy sets the broad framework for undertaking infrastructure asset management in a structured and coordinated way. It outlines why and how asset management will be undertaken. It provides a clear direction for asset management and defines key principles that underpin asset management for Council.

Accordingly the policy has the following objectives;

- Provides a link between asset management and a platform for service delivery
- Integrates asset management with Council's strategic planning
- Maximises value for money by adoption of lifecycle costing, combined with performance management
- Assigns accountability and responsibility for service delivery together with asset management
- Promotes sustainability to protect the needs of future generations.

3. DEFINITIONS

- **Infrastructure Assets** – Include all components of the water reticulation network, plant and building assets owned or managed by Council.
- **Life Cycle Cost** – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- **Asset Register** – A record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction and technical.
- **Useful Life** – The period over which a depreciable asset is expected to be used.
- **Asset Management Plan** – A plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset. The Asset Management Plan establishes, for each Asset Category and sub category:
 - Levels of service – specifies the services and levels of service to be provided by Council
 - Future demand – how this will impact on future service delivery and how this is to be met.

4. RELATED DOCUMENTS

This policy is supported and linked with the following documents;

Asset Management Strategy
Riverina Water County Council Asset Management Plan
Strategic Business Plan and Resourcing Strategy for Water Supply
Integrated Water Cycle Management (IWCM)
Four (4) Year Capital Works Program
Rolling Thirty (30) Year Capital Works Program
Drought Management Plan
Assets Register
Workforce Plan
Financial Plan
Maintenance plan

5. APPLICABLE LEGISLATION

Local Government Act 1993 and subsequent Regulations under the Act.
NSW Water Management Act 2000
Water Act 1912

6. ASSET MANAGEMENT

6.1 Background

Riverina Water County Council (Riverina Water) is responsible for the water supply functions within the local government areas of Wagga Wagga City Council, Lockhart Shire, Urana Shire and parts of Greater Hume Shire Council's area. There are currently some 32,000 service connections within a service area of approximately 15,400 sq. kms.

Riverina Water core assets include;

- Sources
- Water Treatment Plants
- Pumping Stations
- Distribution Mains
- Reservoirs
- Land & Buildings
- Plant & Equipment

These assets are listed in detail within Councils Asset Management Plan and Councils Asset Register.

6.2 Policy Principles

The purpose of this policy is to outline a framework for the sustainable management of Councils infrastructure.

Council is committed to delivering financial sustainability by making decisions that lead to cost effective management of its asset base, by focusing on asset renewal, rationalising

under-utilised assets and limiting asset expansion unless justified. The [principles supporting organisation goals supporting](#) this policy are;

- Providing a level of service to the community that is affordable and responds to changing community needs
- Ensuring asset condition ~~and development~~ meets the future needs of the communities served by Riverina Water County Council.
- Identifies funding to support and maintain necessary infrastructure development and maintenance.

6.3 Policy Integrating with Asset Strategy and Planning

This asset management policy sets out the framework, goals and objectives for Riverina Water [to provide the community with safe reliable water at the lowest sustainable cost Service delivery](#). It also sets the context for asset management systems and identifies key performance measures, timeframes and responsibilities.

These policy provisions are supported by an Asset Management Strategy and an Asset Management Plan.

The purpose of an Asset Management Strategy is to detail where Riverina Water is currently positioned in regard to asset management, its future targets for asset management and the means to achieve these targets. This information is set out in Section 1 of the Riverina Water County Council Asset Management Plan. The Strategic Business Plan is an integral part of this strategy, as it is linked with the rolling 30 year capital works program and includes forecasting of necessary renewal investment. The Riverina Water Long Term Financial Plan demonstrates the financial sustainability of the organisation and its ability to meet the funding of the Asset Management Plan.

The aim of an asset management plan is to provide, operate and maintain physical assets over the whole life cycle to achieve the required levels of service at least cost, while still satisfying statutory, regulatory and sustainability requirements. When the “reason” for and “resources” available to asset management change (as a result of changes in community priorities), Councils asset management plans will be modified to suit. The asset management plans will be reviewed over time with improved information on assets (condition and costs) and as asset condition changes over time.

6.4 Policy Statement

In the process of planning for asset management involving the principles outlined in this policy the following Policy Statement was developed;

Context

Riverina Water uses a large asset base to deliver water supply services to residential, rural, industrial, commercial and municipal customers in the Riverina Region. The water supply system is critical to the development, the economic viability and the way of life of the community.

Criticality

The ability of Riverina Water to deliver water at the appropriate quality and quantity is reliant on the effective operation, maintenance and replacement of the existing assets and the development of new assets. Riverina Water will rely on a robust asset management system to successfully manage the assets. The system will be reviewed annually and audited as required.

Objectives

Riverina Water assets will continue to deliver the levels of service adopted by Riverina Water and accepted by the community.

Strategic Direction

Riverina Water County Council reviews the levels of service for its consumers through its strategic planning process. The asset management strategy and asset management plan together with this policy will ensure that the adopted levels of service are achieved.

This asset management planning process is part of Riverina Water Strategic Business Plan which also satisfies Integrated Planning and Reporting and Best-Practice Management requirements.

Value

Riverina Water will maximise value for money over the asset life cycle. This objective will also involve development of fees and charging regimes that will ensure acceptable cost recovery of assets provided.

Sustainability

Riverina Water assets will continue to support the community and protect the environment now and in the future. Riverina Water will review its Business Plan on an annual basis to ensure that sufficient funding is available to achieve a sustainable asset management strategy and plan.

Community Input

The asset management policy will be included in Riverina Water community consultation activities, providing opportunity for community input.

Responsibility

The Elected Councillors are responsible for the implementation of the asset policy.

The Executive (General Manager and Director) are responsible for the implementation of the asset strategy.

The Managers are responsible for the implementation of the asset plan.

15. 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.
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.	Fresh valuations obtained, negotiations ongoing. Detailed survey being undertaken for legal documents.
Meeting held 2 September 2015				
15/108	Financial Statements 2014/2015	GM	that: (i) Council's Draft Financial Statements be referred to audit by Council's auditors, Crowe Howarth, (ii) Council make a resolution in accordance with section 413 (2c) that the annual financial report is in accordance with: - the Local Government Act 1993 (as	(i) Statement referred to Auditors, (ii) Noted

			<p>amended) and the Regulations made there under,</p> <ul style="list-style-type: none"> - the Australian Accounting Standards and professional pronouncements, - the Local Government Code of Accounting Practice and Financial Reporting, - presents fairly the councils operating results and financial position for the year, - accords with Council's accounting and other records, and - that Council is not aware of any matter that would render this report false or misleading in any way. <p>(iii) That Council adopt the abovementioned Statement and that the Chairman, Deputy Chairman and General Manager be authorised to complete the "Statement by Members of the Council" in relation to Council's 2014/15 Financial Statements and Special Purpose Financial Reports and be attached thereto.</p>	(iii) Statement completed
15/109	Uncompleted Capital Works 2014/2015	GM	That the expenditure totalling \$5,087,340 be transferred to an included in the 2015/2016 Capital Works Programme	Expenditure transferred as resolved.
15/111	Operational Plan - Performance Targets	GM	That the report detailing progress, as at 30th June 2015, achieved towards the various objectives set out in the 2014/2015 Operational Plan be noted and received and that the target for Asset Replacement be amended from 80% to 85%, and that committed projects be separated in reports.	Noted
15/114	Attendance at Local Government Internal Audit Forum by Independent Member of the Audit and Risk Committee	GM	That Council authorise the attendance by Mr David Maxwell, independent member of the Audit and Risk Committee, at the Institute of Internal Auditor's 2015 Local Government Internal Audit Forum.	Mr Maxwell registered for forum.
15/115	Council Meeting Dates and Times	GM	That Council's December Council Meeting be held on Friday 11th December 2015 commencing at 2.00 pm.	Noted

15/116	February 2016 Council Meeting	GM	That Council's February meeting is held on Wednesday, 24th February 2016 commencing at 1.30 pm at the Greater Hume Shire Offices, Holbrook. This meeting to be preceded by a tour of Riverina Water facilities in the Greater Hume Shire region, commencing at 11.30 am at Holbrook.	Noted
15/117	Innovative Recruitment Practices	GM	That: a) the report of the General Manager be received and noted, and b) Council engage a consultant to make recommendations on the following:- (i) Ways that work at Riverina Water County Council could be structured to better support workplace diversity, while maintaining service standards, and (ii) Recruitment Practices to improve the diversity of qualified applicants	a) Noted b) Enquiries re: consultant being made
15/118	Art Project – Rural Reservoir	GM	That the General Manager proceed with further investigations into the painting of a mural on the Rural Reservoir on Willans Hill.	Enquiries commenced
15/119	Draft Health and Safety Committee Constitution	GM	That the draft constitution of the Health and Safety Committee be adopted.	Constitution uploaded to intranet
15/120	Draft Policy 1.10 Councillor's Expenses and Facilities	GM	That the Draft Policy 1.10 Councillor's Expenses and Facilities be adopted.	Policy uploaded to web page
15/121	Internal Policy 1.1 – Corporate Credit Cards	GM	That Council adopt Internal Policy 1.1 Corporate Credit Cards, as submitted, subject to a minor amendment, removal the referral to pin number in paragraph 1.2	Policy amended and uploaded to intranet
15/122	Internal Policy 1.4 Consultative Committee Constitution	GM	That Riverina Water County Council adopt Internal Policy 1.4 Consultative Committee Constitution.	Constitution uploaded to intranet
15/123	Internal Policy 3.30 Workplace Surveillance	GM	That Riverina Water County Council adopt Internal Policy 3.30 Workplace Surveillance.	Internal Policy uploaded to intranet
15/124	Draft Drug and Alcohol Policy and Procedure	GM	That Riverina Water County Council adopt the Draft Drug and Alcohol Policy and Procedure.	Internal Policy uploaded to intranet

15/129	Contestability Of Works	DoE	That: a) Expressions of Interest be sought from suitably qualified consultants for an external review of the contestability of capital works, and b) The results of the procurement process be reported back to Council.	Brief complete and sent to consultants for quote
15/134	Outstanding Access Charges and Developer Servicing Charges	GM	That Council note the advice of the General Manager regarding the background to the write-off of the outstanding access charges and interest relating to the Sweetwater Retirement Village, Henty.	Noted

QUESTION TRACKING

Meeting Held 25 February 2015

Cr Meyer OAM	Asked when is the new water main going to be installed in Henty at the Railway Crossing?	RWCC still awaiting approval from ARTC
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Meeting Held 2 September 2015

Clr. Verdon	Requested that the General Manager seek clarification from Clr. Negline on his future arrangements for attendance at Council's meetings.	Cr Negline contacted and has advised that his work in the Kimberly is winding up.
Clr. Verdon	Requested that a meeting be held with residents along Vincents Road, The Rock, to look at options, costings and other issues for water connections.	Meeting scheduled for Thursday 22 nd October 2015



Bede Spannagle
ACTING GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL

1. WORKS REPORT COVERING AUGUST 2015

RECOMMENDATION that this report be received and noted.

- **Works Report for August 2015**

**DIRECTOR OF ENGINEERING'S REPORTS
TO OCTOBER 2015 COUNCIL MEETING**

15th September 2015

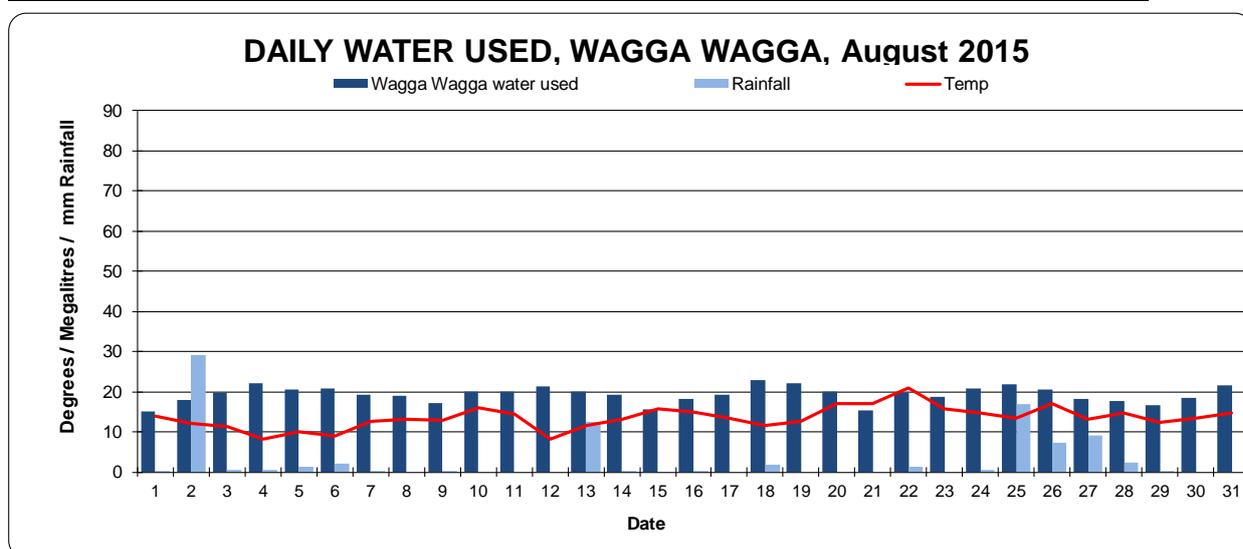
1 WORKS REPORT COVERING AUGUST 2015

RECOMMENDATION: That this report be received and noted.

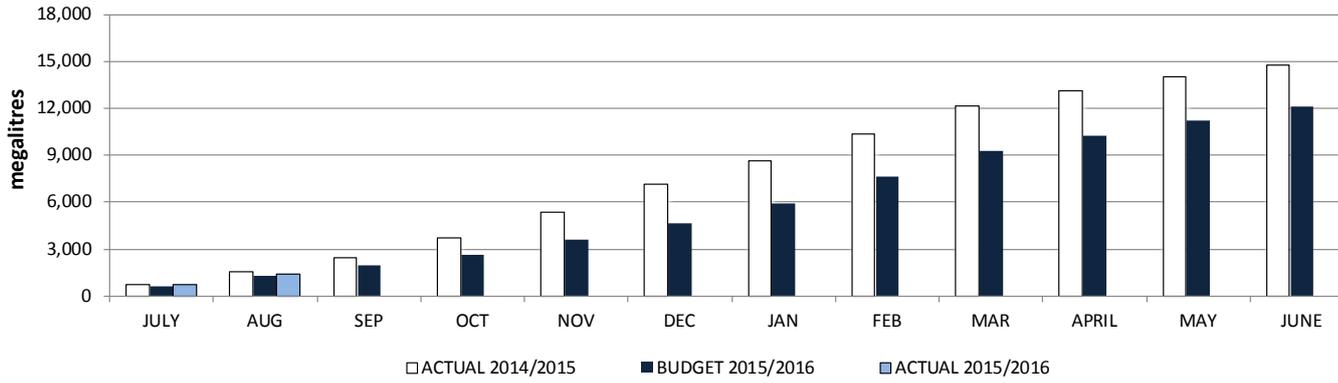
1.1 WATER SOURCED AND USED

August	2013	2014	2015
Rainfall	46.6	25.4	86.0
Wet Days	18	17	19
WATER SOURCED August 2015 (MI)			
North Wagga bores	158.28	160.48	136.78
West Wagga bores	233.37	248.44	302.39
East Wagga bores	244.70	331.97	592.51
Murrumbidgee River	0.00	0.00	33.51
SUB-TOTAL	636.35	740.89	1,065.19
Bulgary Bores	20.95	25.92	23.14
Urana Source	0.00	0.00	0.00
Ralvona Bores	13.36	17.13	15.93
Walla Walla Bores	0.73	0.00	0.00
Goldenfields Water Supply System	1.54	0.63	1.89
SUB-TOTAL	36.58	43.68	40.96
Woomargama	0.89	1.54	0.75
Humula	0.74	0.61	0.55
Tarcutta	2.03	2.99	1.98
Oura	1.36	1.66	1.63
Walbundrie/Rand	1.49	1.82	1.71
Morundah	0.34	0.37	0.37
Collingullie	2.35	3.24	2.21
SUB-TOTAL	9.20	12.23	9.20
TOTALS	682.13	796.80	1,115.35

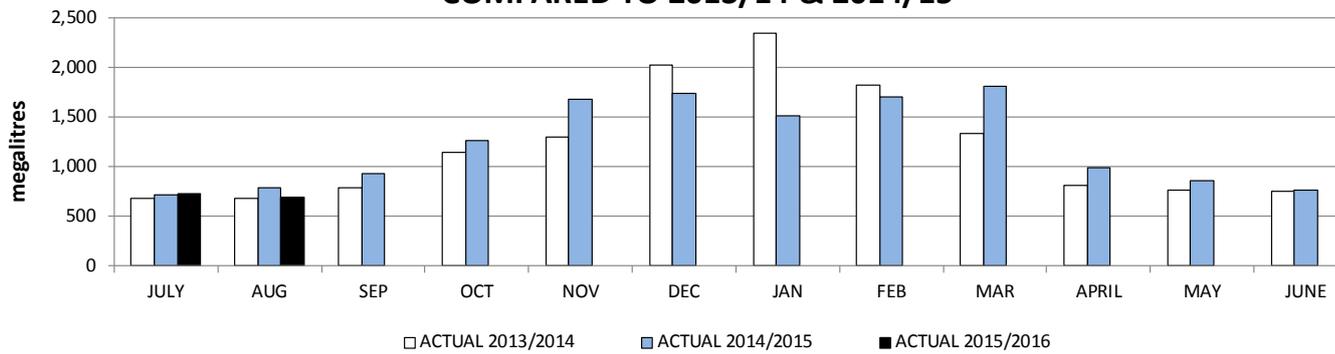
WATER USED August 2015 (MI)			
	2013	2014	2015
East Bomen	21.80	19.49	17.59
Estella	32.60	30.07	35.12
North Wagga	89.86	96.03	70.15
Wagga Wagga – Low Level	98.08	129.05	105.57
Wagga Wagga – High Level	293.43	337.52	302.35
Wagga Wagga – Bellevue Level	28.45	27.03	33.34
SUB-TOTAL	564.22	639.19	564.12
Ladysmith System	2.41	2.67	2.34
Brucedale Scheme	10.59	10.15	10.75
Currawarna Scheme	6.36	7.32	7.15
Rural south from Wagga Wagga	56.33	79.34	63.72
Rural from Walla Walla Bore	0.73	0.00	0.00
Bulgary, Lockhart and Boree Creek	11.34	14.70	15.17
From Boree Crk to Urana and Oaklands	9.42	10.93	9.07
Holbrook	13.36	17.13	15.93
SUB-TOTAL	110.54	142.24	124.13
Woomargama	0.89	1.54	0.75
Humula	0.74	0.61	0.55
Tarcutta	2.03	2.99	1.98
Oura	1.36	1.66	1.63
Walbundrie/Rand	1.49	1.82	1.71
Morundah	0.34	0.37	0.37
Collingullie	2.35	3.24	2.21
SUB-TOTAL	9.20	12.23	9.20
TOTALS	683.96	793.66	697.45



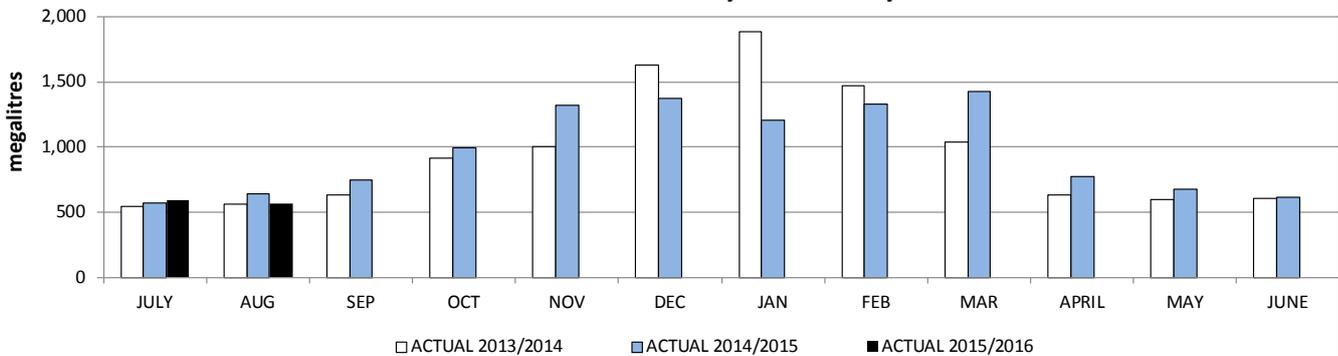
TOTAL CUMULATIVE WATER USED 2015/2016



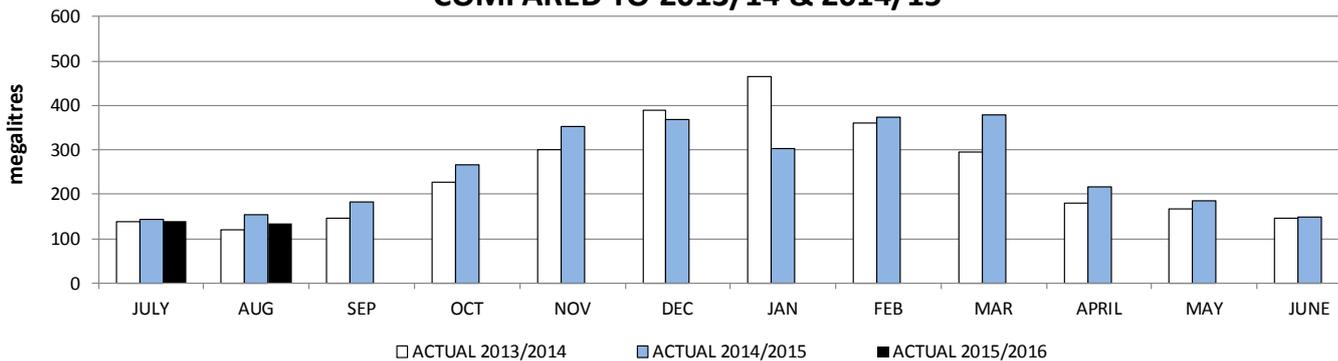
MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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 AUGUST 2015

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	18			22	4	3				16	6	6
Brucedale				1								
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura												
San Isidore										1		
Tarcutta										1		
The Gap												
Bulgary												
Collingullie				1								
French Park			1	1								
Lockhart											1	
Mangoplah												
Milbrulong										1		
Pleasant Hills				1							1	
The Rock				1								
Uranquinty										1		
Yerong Creek												
Culcairn												
Henty			1							1	1	
Holbrook										2	1	
Morven												
Walbundrie												
Walla Walla			1							1		1
Woomargama												
Boree Creek												
Morundah												
Oaklands												
Rand												
Urana					1							
TOTAL	18	0	3	27	5	3	0	0	0	24	10	7

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
6	Cobdens Lane	Wagga	63 PE	Pipe Failure (not specified)	Yes	0:00	0	2
7	Timor Pl	Wagga Ashmont	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
17	Spring St	Wagga	100 AC	Pipe Failure (not specified)	No	0:00	3	10
18	156 Tarcutta St	Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	20
20	3 Ball Pl	Wagga	100 BPVC	Pipe Failure (not specified)	No	0:00	5	10
22	Spring St	Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	7	5
22	Spring St	Wagga	100 AC	Pipe Failure (not specified)	No	0:00	7	5
TOTALS						0:00	22	62
Total Breaks – 7		Breaks needing shut off -			3	Breaks affecting customers – 4		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
4	Holbrook Rd	Holbrook	250 DICL	Pipe Failure - Ground Movement	No	5:30	12	120
4	Oura Rd	Oura	32 PE	Pipe Failure (not specified)	Yes	4:25	0	1
8	Urana St	Lockhart	200 BPVC	Pipe Failure - Ground Movement	No	0:00	8	40
13	Bakes Lane	Pleasant Hills	40 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	20
14	Olympic Hwy	Yerong Creek	300 CI	Pipe Failure - Ground Movement	No	0:00	20	76
20	Olympic Hwy	Henty	200 AC	Tree Roots	Yes	0:00	0	34
24	Walbundrie Rand Rd	Rand	150 BPVC	Leaking collar	No	0:00	5	0
24	Jim McDonnells Lane	Bidgeemia	100 BPVC	Leaking collar	No	0:00	2	0
15	River Rd	The Gap	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	8
20	Dunns Lane	Brucedale	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
31	Albury Rd	Lockhart	150 CI	Pipe Failure - Ground Movement	No	0:00	15	921
TOTALS						9:55	62	1,225
Total Breaks – 11		Breaks needing shut off -			6	Breaks affecting customers – 6		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during August 2015 were:

Date	Location	Problem	Action Taken
3/08/2015	7 Warren Pl, Wagga	Blue water	Unable to contact customer. No action
12/08/2015	7 Wollundry Ave, Wagga	Dirty water	Flushed service till clean
14/08/2015	Wagga Airport	Dirty water	Flushed at test point till clean
15/08/2015	Bolton On Bolton Motel	Dirty water	Flushed main & service
16/08/2015	10 Croaker St, Turvey Park	Dirty water	Flushed main & service
18/08/2015	Allan St, Henty	Dirty water	Flushed town
25/08/2015	Kincaid St, Wagga	Dirty water	Flushed till clear
27/08/2015	91 Fredrick St, Urana	Dirty water	Flushed main & service
28/08/2015	45 Spring St, Wagga	Milky water	Flushed at hydrant-dead end

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during August 2015 include:

LOCATION	PROJECT	100		150
		OPVC	DICL	OPVC
Brunlea Park	New Sub-Divison	160		230
The Rock	New Sub-Divison	248	11	
	TOTAL	408	11	230

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during August 2015 include:

LOCATION	PROJECT	100		150		450	600
		OPVC	DICL	OPVC	DICL	DICL	DICL
Wagga Depot	Treatment plant replacement		74			70	74
Holbrook	Mains Replacement	11			93.5		
Wagga Wagga	Mains Replacement		34	84			
	TOTAL	11	108	84	93.5	70	74

1.6 OTHER CONSTRUCTION

No other construction works during August 2015.

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during August 2015 include:

LOCATION OR PROJECT	WORK DONE
Lockhart Pump Station	Pumps 1 & 2 motor bearings replaced and reinstalled.
The Rock Chlorine Booster Station	Analyser pump replaced.
Waterworks	Raw water pump #2 removed & replaced seals and reinstalled.
Humula Bore	Replace pipe work in pit.
Ladysmith	Removed, refurbished and replaced PRV valve (River Rd).

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during August 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	12
Lake Albert	2
Estella	10
Bomen	5
Forest Hill	9
Lockhart	1
Holbrook	11
Henty	1
Yerong Creek	4
Pleasant Hills	0

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during August 2015:

Training or Programme	Number of Staff
LG Procurement CIV	1
WC Licence - Dogging reassessment	3
Perform Standard Callibrations	3
First Aid Refresher	2

1.10 FLEET DISPOSALS

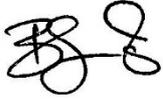
Fleet disposals made during August 2015 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
308	The Rock Gang	Extra cab with tray	Isuzu D-Max	2013	102,000

Disposal Details		
Vehicle No	Method	Price exc GST
308	Auction - 05/08/2015	\$21,455

1.11 FLEET ACQUISITIONS

No Fleet acquisitions made during August 2015.

A handwritten signature in black ink, appearing to be 'Bede Spannagle', written in a cursive style.

Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING SEPTEMBER 2015

RECOMMENDATION that this report be received and noted.

- Works Report for September 2015

**DIRECTOR OF ENGINEERING'S REPORTS
TO OCTOBER 2015 COUNCIL MEETING**

15th October 2015

1 WORKS REPORT COVERING SEPTEMBER 2015

RECOMMENDATION: That this report be received and noted.

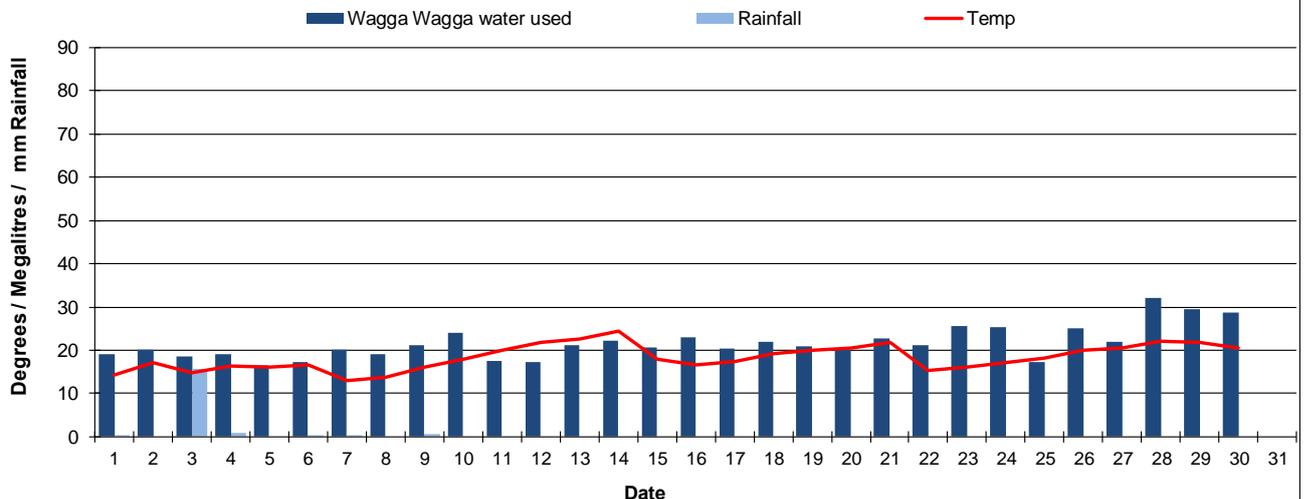
1.1 WATER SOURCED AND USED

September	2013	2014	2015
Rainfall	33.2	35.8	18.2
Wet Days	9	8	6
WATER SOURCED September 2015 (MI)			
North Wagga bores	146.15	182.80	148.25
West Wagga bores	201.35	271.24	400.77
East Wagga bores	369.58	422.81	175.84
Murrumbidgee River	0.00	0.00	0.00
SUB-TOTAL	717.08	876.85	724.86
Bulgary Bores	25.22	30.46	26.95
Urana Source	0.00	1.33	0.00
Ralvona Bores	15.49	17.20	18.78
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	12.53	1.32	2.99
SUB-TOTAL	53.24	50.31	48.72
Woomargama	0.86	1.31	1.00
Humula	0.58	0.52	0.41
Tarcutta	2.43	4.31	2.52
Oura	2.13	1.95	1.69
Walbundrie/Rand	2.78	2.44	2.19
Morundah	0.46	0.58	0.57
Collingullie	3.37	3.83	2.22
SUB-TOTAL	12.61	14.94	10.60
TOTALS	782.93	942.10	784.18

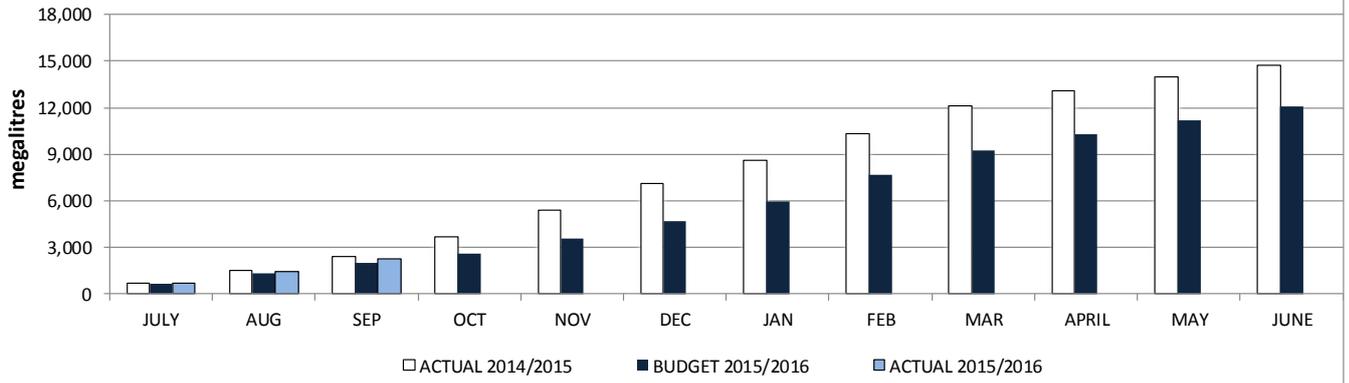
WATER USED September 2015 (MI)

	2013	2014	2015
East Bomen	26.41	21.81	17.49
Estella	34.73	39.74	38.12
North Wagga	75.63	96.15	77.17
Wagga Wagga – Low Level	141.12	150.28	132.07
Wagga Wagga – High Level	321.93	393.82	328.46
Wagga Wagga – Bellevue Level	36.92	46.55	36.65
SUB-TOTAL	636.74	748.35	629.96
Ladysmith System	3.31	3.50	2.62
Brucedale Scheme	13.32	15.50	11.78
Currawarna Scheme	10.19	7.03	9.01
Rural south from Wagga Wagga	66.56	91.12	148.59
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	14.31	18.34	13.99
From Boree Crk to Urana and Oaklands	10.76	13.72	12.64
Holbrook	15.49	17.20	18.78
SUB-TOTAL	133.94	166.41	217.41
Woomargama	0.86	1.31	1.00
Humula	0.58	0.52	0.41
Tarcutta	2.43	4.31	2.52
Oura	2.13	1.95	1.69
Walbundrie/Rand	2.78	2.44	2.19
Morundah	0.46	0.58	0.57
Collingullie	3.37	3.83	2.22
SUB-TOTAL	12.61	14.94	10.60
TOTALS	783.29	929.70	857.97

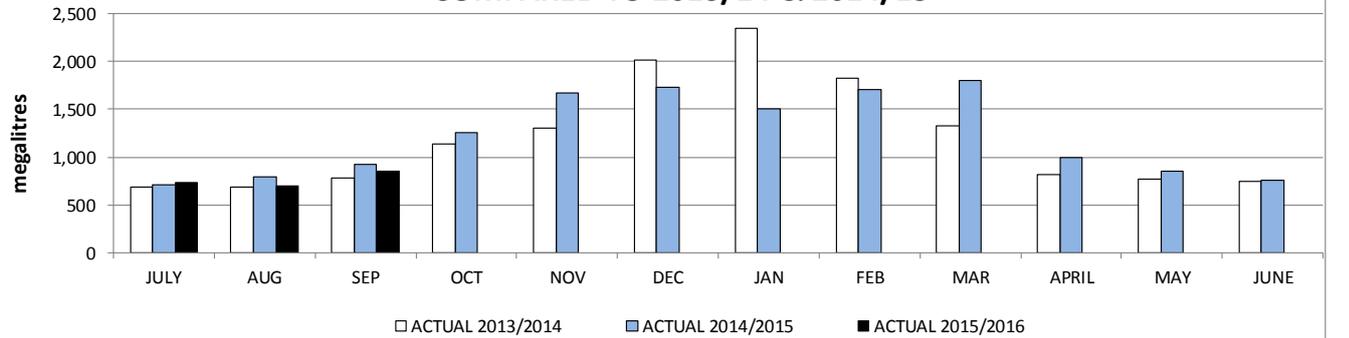
DAILY WATER USED, WAGGA WAGGA, September 2015



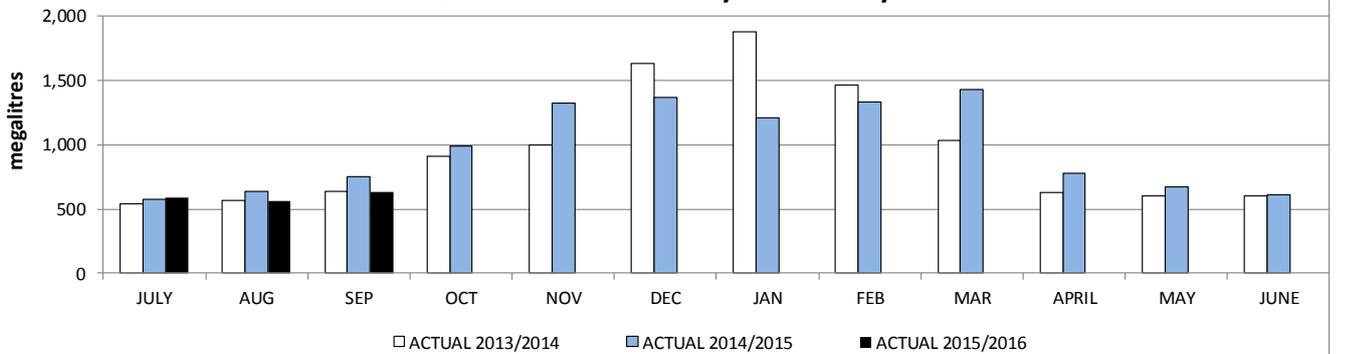
TOTAL CUMULATIVE WATER USED 2015/2016



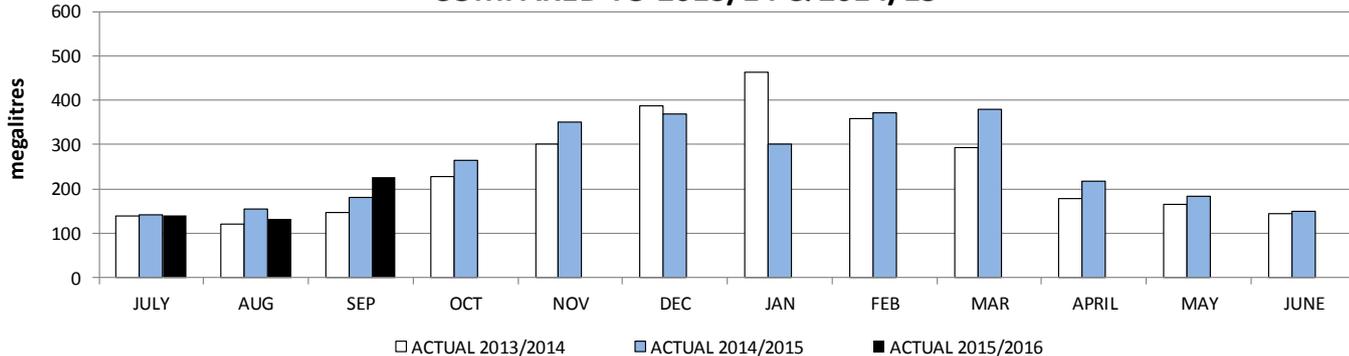
MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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 SEPTEMBER 2015

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	18	1	2	22	8	7				42	5	5
Brucedale										1		
Currawarna										1		
Euberta												
Humula												
Ladysmith					2	1						
Oura					1							
San Isidore											11	
Tarcutta												
The Gap												
Bulgary												
Collingullie												
French Park												
Lockhart												
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock			1							4		
Uranquinty				1								
Yerong Creek												
Culcairn			1									
Henty				2	2	1				4		
Holbrook	1					1				1		
Morven												
Walbundrie												1
Walla Walla												
Woomargama												
Boree Creek				1								
Morundah												
Oaklands				1						1		
Rand												
Urana				1								
TOTAL	19	1	4	28	13	10	0	0	0	54	16	6

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
4	3 Kyeamba Ave	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
5	Riverview Rd	Wagga Wagga	150 DI/CL	Pipe Failure (not specified)	No	3:30	24	10
14	Fernleigh Rd	Turvey Park	100 AC	Pipe Failure (not specified)	No	2:30	17	10
9	52 Elizabeth Ave	Forest Hill	200 AC	Pipe Failure (not specified)	No	3:30	23	25
16	12 Mallee Rd	Springvale	100 WPVC	Pipe Failure - Ground Movement	No	1:30	31	10
17	O'Heires Rd	Forest Hill	50 PVC	Pipe Failure - Ground Movement	No	0:30	5	1
17	Dukes Rd	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
21	4 McKinnon St	Wagga Wagga	150 AC	Pipe Failure - Ground Movement	No	0:30	1	1
22	Gillard Rd	Wagga Wagga	450 DI/CL	Pipe Failure - Ground Movement	No	337:00	0	20
28	5-6 Honeysuckle Pl	Lake Albert	100 AC	T/ Band Broken/Leaking	Yes	0:00	0	1
1	Biligah St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	0:45	17	1
TOTALS						349:00	118	94
Total Breaks –		11	Breaks needing shut off -		8	Breaks affecting customers –		7

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
3	Olympic Hwy	The Rock	300 CI	Pipe Failure - Ground Movement	No	6:00	30	230
5	King St	The Rock	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	12
14	86 Dunns Rd	Bruceedale	32 PVC	Pipe Failure (not specified)	No	0:15	4	2
14	Pleasant Hills Rd	Pleasant Hills	40 PE	Pipe Failure - Ground Movement	No	1:00	2	12
16	Australian Homestead	Gumly Gumly	250 AC	Pipe Failure (not specified)	No	1:30	0	20
20	Henty Balance Tank	Henty	200 AC	Tree Roots	No	4:00	0	0
16	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	Yes	0:00	0	3
23	Culcairn Rd	Holbrook	200 CI	Pipe Failure - Ground Movement	Yes	0:00	0	30
24	Olympic Hwy	Henty	200 AC	Pipe Failure - Ground Movement	No	6:30	36	100
24	Rowans Rd	Bulgary	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	0
30	Station St	Milbrulong	100 AC	Tree Roots	No	0:30	10	0
TOTALS						12:45	82	409
					Breaks needing shut off -	7	Breaks affecting customers - 5	
Total Breaks - 11								

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during September 2015 were:

Date	Location	Problem	Action Taken
10/09/2015	23 Melaleuca Dr	Dirty water	Flushed main
10/09/2015	Mercury Motel	Dirty water- Leaking meter	Flushed main
10/09/2015	4 Melaleuca Dr	Dirty water	Flushed main
11/09/2015	6 Blaxland Rd	Dirty water	Flushed service untill clean
14/09/2015	Ladysmith Store	Cloudy water	Flushed main
9/09/2015	3 Melaleuca Dr	Dirty water	Flushed service untill clean
9/09/2015	43 Brunskill Ave	Dirty water	Flushed main
11/09/2015	Forest Hill	Dirty water	Flushed main
12/09/2015	Carriage House Motel	Dirty water	Flushed main
13/09/2015	Australian Homestead	Dirty water	Flushed main
13/09/2015	18 Tarcutta St Ladysmith	Dirty water	Flushed service and main
21/09/2015	4 Adams St Oura	Dirty water at end of line	Flushed service
21/09/2015	74 Peter St	Dirty water	Turned on front tap that hadn't been turned on for six months, came clean after flush
22/09/2015	2 Wagga Wagga Rd Oura	Dirty water making residents sick claimed	Dirty water from meter to house, Flushed CI-OK, Turb <5 NTU Maintenance to investigate 100mm extention
25/09/2015	2 Third Ave Henty	Dirty water	Flushed service
29/09/2015	2 Third Ave Henty	Dirty water	Flushed consumers service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during September 2015 include:

LOCATION	PROJECT	100		150	200	250
		OPVC	DICL	DICL	DICL	DICL
Wagga Docker St	Mains Extension			12		96
Glen Oak	New Subdivision	282				
Estella Rise	New Subdivision	24	24			
Staunton Oval	New Subdivision		24		75	
	TOTAL	306	48	12	75	96

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during September 2015 include:

LOCATION	PROJECT	100	150	450	600
		DICL	DICL	DICL	DICL
Kapooka	Rural Trunk Main Replacement			161	
Wagga Depot	New Treatment Plant	77	77		11
Holbrook	Mains Replacement	131	11		
	TOTAL	208	88	161	11

1.6 OTHER CONSTRUCTION

Other construction works during September 2015 include:

LOCATION OR PROJECT	WORK DONE
West Wagga 450mm rising bore main	Fixed damaged section
San Isadore	Raise Hydrants
300mm main to Forrest Hill	Fixed damaged section
Henty	200mm Mains break near highway

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during September 2015 include:

LOCATION OR PROJECT	WORK DONE
Bulgary High Lift No 2.	Rewind & overhaul motor
10 Mill Reservoir	Inspect & clean
10 Mill Reservoir	Replace chlorination & control system
East Wagga Bore No 3.	Remove VSD & overhaul
Columbo Creek Pump	Remove overhaul replace & test run
Tarcutta Bore No 4.	Install & test run
Morundah Creek	Pump repairs
Woomargama Booster	Pump overhaul
Collingullie Pump	Discharge pipe work replace
Ralvona Chlorination	System overhaul

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during September 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	45
Lake Albert	17
Estella	21
Bomen	29
Forest Hill	40
Lockhart	2
Holbrook	20
Henty	9
Yerong Creek	3
Pleasant Hills	4

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during September 2015:

Training or Programme	Number of Staff
WT Operator Training - Orange	2
Handling Difficult People	10
First Aid Refresher	4

1.10 FLEET DISPOSALS

No fleet disposals made during September 2015.

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during September 2015 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
344	15	Wagga Motors	Dual Cab Ute	Holden RG Colorado LS	\$35,044
346	15	Wagga Motors	Dual Cab Ute	Holden RG Colorado LTZ	\$31,244

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

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

Description	2015/16 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Land & Buildings for Admin, Depot & Workshops			
Store Building Hammond Ave - Urban	\$2,661,340	\$3,031,928	Works progressing well. Office fit-out currently underway. Practical completion scheduled for February 2016.
Access, parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$1,580,000	\$73,750	Design 90% complete. Working on two problem areas at Marshalls Creek (Sludge Treatment Plant) and heritage workshop.
Alternate access Hammond Ave - Urban	\$480,000	-	2nd valuation completed by Easts. Further discussion planned with neighbours.
PLANT & EQUIPMENT			
IT Equipment			
Corporate IT software upgrade/improvements - Urban	\$380,500	\$70,928	Ongoing
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,043,000	\$516,124	Ongoing
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$150,000	\$42,503	Ongoing

SOURCES			
Bores-renew/refurbish/decommission			
Oura Bore 2 Replacement (or WTP upgrade)	\$180,000	-	Reassigning expenditure to Collingullie Bore 1 reline due to recent maintenance inspection of its mild steel casing. Obtained quotation and scheduling works
TREATMENT PLANTS			
Treatment Plant Refurbishments			
WTP Stage 1 - Urban	\$30,000,000	\$32,771,559	Constuction has commenced. Excavations and footings completed for the Lamella Clarifiers and Filter Block.
WTP ancillary works - Urban	\$0	\$122,532	Relocation of pipes required for WTP construction is underway
Urana WTP replacement - Non-Urban	\$373,000	\$27,171	Design documentation and drawing completed for Candy Tank replacement. Tender recommendation to December Council Meeting.
Woomagama WTP - Non-Urban	\$120,000	-	Not started
RESERVOIRS			
New/Replacement Reservoirs			
Collingullie Reservoir Upgrade - Non-Urban	\$490,000	\$35,876	Tenders received. Report to October Council Meeting. Foundation preparation by RWCC has commenced.
Shires Reservoir Relocation - Non-Urban	\$1,390,000	\$18,260	Alternate sites currently being investigated.
Morundah 130kL Replacement - Non-Urban	\$320,000	\$27,436	Design documentation completed. Tender recommendation to December Council Meeting.
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$150,000	-	On-going
Reticulation for Developers (in. other extensions)			
Reticulation for Developers - Urban	\$800,000	\$44,204	On-going

Trunk Mains Extensions			
Gregadoo Rd to Lloyd Rd - 250mm (subject to network analysis) - Urban	\$180,000	-	Not started
Renew Reticulation Mains			
Renew Reticulation Mains - Urban	\$400,000	\$7,500	On-going
The Gap / Brucedale System - Urban	\$100,000	-	Not started
Beckwith St - Urban	\$100,000	-	Not started
Renew Trunk Mains			
Bomen Trunk Main B (north of river) - Urban	\$300,000	-	Not started
Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$1,989,000	\$353,649	In progress. Construction continuing through private property. Wet weather slowed progress.
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	\$643	Not started
Low & High Level Rising Mains from CWS	\$282,000	\$53,214	In progress. Timed in line with Depot construction works.
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$600,000	\$108,013	On-going
Service Connections, new - Non-Urban	\$100,000	\$4,373	On-going
Renew Services			
Renew Services - Urban	\$120,000	\$4,594	On-going
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$42,364	On-going
Remote Metering			
Remote metering - Urban	\$250,000	-	On-going



Bede Spannagle
DIRECTOR OF ENGINEERING

3. CONTRACT W195 – WATER TREATMENT PLANT PROGRESS REPORT

RECOMMENDATION: that Council receive and note this report.

UGL Engineering have made good progress on the Wagga Wagga Water Treatment Plant project, and are currently on target.

Detailed design development with RWCC's design team is working well.

Project Collaboration system working well for recording all correspondence and tracking changes to drawings and documents, variations and site instructions.

The September UGL project status report is attached.

Councillors are invited for a site tour of the Warehouse project and the Water Treatment Plant project immediately following the Council Meeting.

- **UGL Project Status report**



PROJECT STATUS REPORT



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: SEPTEMBER 2015

REPORT NO.: 2

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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1.0 SUMMARY

In the month of September, detailed excavation got underway on the Lamella Clarifiers and Filters area. The Lamella area was over excavated to remove unsuitable material and brought back to finished level. It was anticipated that the bulk earthworks would be completed in the filter area also but unexpectedly very unsuitable material was also encountered increasing the amount of bulk earthworks to be undertaken.

The main concrete subcontractor mobilised to site with construction of formwork panels well underway. Blinding was poured for the Lamella Clarifiers in preparation for the slab formwork and steel fixing to get underway. Deliveries for steel reinforcement and formwork commenced with progressive deliveries continuing into the month of September. Other miscellaneous works included the site stripping and preparation for the Clear Water Storage Tank area and relocation and installation of some underground services.

Detailed design continued in the month of September following numerous design workshops allowing for procurement to advance. Main subcontracts let included, concrete supply, steel reinforcement supply, lamella clarifier equipment supply, filter nozzle supplies, major pumps and pipe cast-ins.

Key Milestones achieved in September were:

- Completion of detailed excavation of the Lamella Clarifier area.
- Commencement of major concrete subcontractor on site.
- Pouring of blinding concrete for the Lamella Clarifiers.
- Detailed design of Filters and Lamella Clarifiers completed.
- Procurement of main equipment for the Filters and Lamella Clarifiers.

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 site in September is 5762 hours. Subcontractor hours recorded on site in September are 2061 hours while staff hours recorded are 3701 hours.

No lost time injury or FAI was recorded in the month of September.

Site inductions of 38 individuals have been undertaken and 22 HSSE pre-start toolboxes were held. 2 safety incidents were recorded in the month of September with 250 Utake-5 Observation cards completed. 9 Safety Inspections were completed in the month of September.

The September Safety Report is shown in Appendix B.

4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at September:-

Risk Description	Potential Impact	Control Measures
Program Construction Overrun - critical path	Overrun above the construction program	Additional staff resources required. Spread workload through multiple subcontractors to share risk and increase capacity Utilise weekend works
Key Suppliers / performance delays	Late arrival of equipment and materials.	Supplier contracts incorporate LD's. Continuous status checks with suppliers to update delivery schedule. Meet with suppliers to view / check in on status of key equipment.
Labour productivity	Subcontractors falling behind on program schedule.	Additional resources brought in to increase productivity on site. Weekend work required to increase productivity.
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Commission plant in stages. Weekend work required to commission plant by the required date. Additional commissioning resources required.
Exceptional Wet 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. 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 2 was held at site. The second progress claim was agreed. The table below summarises the progress to the 21st September.

WAGGA WAGGA WATER TREATMENT PLANT

Sep-15

Item No.		date
1	Provision of Preconstruction Activities	% complete
	Preconstruction Activities subtotal (1)	97%
2	Provision of Project Management and Site Running Activities	% complete
	Project Management Activities subtotal (2)	12%
3	Complete all additional designs, where required	
	Design and Documentation subtotal (2)	47%
4	Intake Works	
	Intake Works - General subtotal (3)	0%
5	Raw Water Piping System	
	Raw Water Piping subtotal (4)	0%
6	Lamella & Rapid Mix Tank	
	Lamella & Rapid Mix Tank subtotal (5)	6%
7	Filters	
	Filters subtotal (7)	4%
8	Filter Water Tank & Backwash	
	Filter Water Tank & Backwash subtotal (8)	6%
9	Machinery Room	
	Machinery Room subtotal (9)	0%
10	Clear Water Storage & Pumping System	
	Clear Water subtotal (10)	0%
11	Aluminium Dosing Plant	
	Aluminium Dosing Plant subtotal (11)	0%
12	PACL Dosing Plant	
	PACL Dosing Plant subtotal (12)	0%
13	Caustic Soda Dosing Plant Facilities	
	Caustic Soda Dosing Plant subtotal (13)	0%
14	Sodium Hydrochlorite Dosing Plant	
	Sodium Hydrochlorite Dosing Subtotal (14)	0%
15	Polymer Dosing Plant	
	Polymer Dosing Plant subtotal (15)	0%
16	Fluoride Dosing Plant	
	Fluoride Dosing subtotal (16)	0%
17	Other Items	
	Other Items subtotal (17)	0%
18	Electrical Items	
	Fluoride Dosing subtotal (18)	0%
19	Testing Demonstration Commissioning	
	Fluoride Dosing subtotal (18)	0%
20	Post Process Proving	
	Fluoride Dosing subtotal (18)	0%
21	Sludge Handling & Dewatering System	
	Sludge Handling subtotal (19)	0%
22	Other Options Accepted	
	Options subtotal (20)	0%
23	Variations	
	Variations Subtotal	0%

5.2 Variations

During September a number of variations were identified that may deal with identified design issues or improve the design outcome.

A summary of variations against the contract will be summarised below for future references.

Contract	Variation No.	Title	Amount (\$ 000)	Status (September)
W195	VO01	Control System Design for fully networked plant	\$15	Scope not proceeding Re-submit design costs only
W195	VO02	AC Road Surface	TBA	Not submitted
W195	VO03	Future UV	TBA	Not submitted
W195	VO04	Disabled Access	TBA	Not submitted
W195	VO05	Aggressive Water Response	\$136	Submitted

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	Approved/Submitted

During September, no variations were approved as part of the W195 Contract. The table below summarises the current contract value of the contract.

Contract	Value (ex GST)	Contract Value Status (August)
W195	\$ 32,233,321.91	Unchanged

7.0 PROGRAMME

The combined construction programme is attached in Appendix C. There has been an extension to the project completion date as a result of the additional ground preparation works required in the filter area which is on the project critical path. While we will be endeavouring to look to regain time in the programme to get back to the target date the current completion is forecast at 8th December, 2016.

Detailed excavation was completed for the Lamella Clarifiers and majority of the Filters area. Early stages of the concrete works on the same structures commenced on site following the mobilisation of the main subcontractor on site.

Detailed design drawings for the key structures were issued integrating key mechanical and electrical design interfaces were captured. Procurement focus has been on major long-lead mechanical and electrical equipment with 20 significant packages now issued for tender.

The Earthworks will now focus on other areas to open up other work fronts on site including the Chlorine Contact Tank area in the month of October.

Key Revised Target Construction Dates for the month ahead are as follows:-

Activity	Target Date
Commencement of Rapid Mix Tank & Flocculation	14 th October 2015
Pour Filtered Water Tank Slab	21 st October 2015
Filtered Water Tank North Wall	29 th October 2015

8.0 QUALITY

Production of ITPs has commenced at site.

Site visit by Ali Safdartourei (UGL quality manager), to review mobilisation activities and to undertake further quality planning for the project with the delivery team.

No substantive issues identified.

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan and associated sub-plans developed. Implementation of site environmental measures commenced as part of mobilisation.

In the month of September, 2 Environmental inspections were conducted. 1 Environmental incident was reported.

A site visit was undertaken by Glen Bolton (UGL environmental manager) to review mobilisation activities and to undertake further planning. No substantive issues identified.

10.0 INDUSTRIAL RELATIONS

Nothing to Report

11.0 DESIGN AND TECHNICAL

Detailed design still progressing with the design team operating at peak manning of more than 15 FTE spread across all disciplines in September. Drawings being regularly distributed to RWCC for review. Constructive design review sessions are still being completed weekly and outputs being integrated into the design. As the design has progressed there have been a number of items that require unanticipated further investigation or option investigation to ensure the best project outcome is achieved.

The table below summarises design activities for the month.

CRITICAL ENGINEERING DELIVERABLES							
DOCUMENT	TOTAL DOCS	PLANNED DOCS TO DATE (A)	SUBMITTED DOCS TO DATE (B)	VAR (A - B)	PLANNED CLIENT APPROVED TO DATE (C)	CLIENT APPROVED TO DATE (D)	VAR (C - D)
Process Drawings	32	32	32	0	32	32	0
Civil Drawings	14	14	14	0	14	14	0
Structural Drawings	97	87	89	-2	77	77	0
Mechanical Drawings	140	120	43	77	43	43	0
Electrical Drawings	244	178	143	35	72	63	9
			0		0		0

Design is behind where we had anticipated on our baseline due to a variety of factors. However it should be noted there has been no impact to construction or procurement with key deliverables required for long lead items or initial construction works packages having been issued within the needed timeframe.

12.0 COMMISSIONING

Nothing to Report.

13.0 STAKEHOLDERS

Initial UGL site activities have seen constructive working relations established with other contractors on site as well RWCC staff and construction teams and no issues arising.

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

Initial engagement was undertaken with Department of Fisheries and it was agreed that while a permit may not be strictly required due to being a SSD project, as more detailed construction planning commences further engagement will be undertaken to ensure alignment on methodologies and impacts are mitigated.

14.0 SITE PROGRESS



Photo 1: Excavation of Filters Area



Photo 2: Excavation of Filters area and preparation of Lamella Clarifiers



Photo 3: Reinstatement of Filters area with suitable material



Photo 4: Excavation for Lamella Clarifiers area.



Photo 5: Pouring of blinding concrete for Lamella Clarifiers



Photo 6: Forming of base slab for Lamella Clarifiers



Photo 7: Blinding concrete for Lamella Clarifiers

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 – SEPTEMBER MONTHLY SAFETY REPORT



UGL Wagga Wagga Water Treatment Plant Project

HSSE Monthly Safety Report

	September15	Total to Date
UGL Hours	3701	6041
Subcontractor hours	2061	2791
Total Site Hours	5762	8832
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	0
Incidents:		
Injury	0	0
Damage/ Loss	0	0
Near Miss	2	2
Hazard	2	3
Report Only	1	1
Journey Incident	0	0
Non-work related injury	0	0
Environmental	1	0
Safety Initiatives:	1	1
Workplace Safety Inspections	9	12
Environmental Inspections	2	2
Safety Conversations (UGL)	13	16
Utake 5 (UGL)	250	300
Hazobs	10	16
Site audit (e.g. Plant pre-start)	1	1

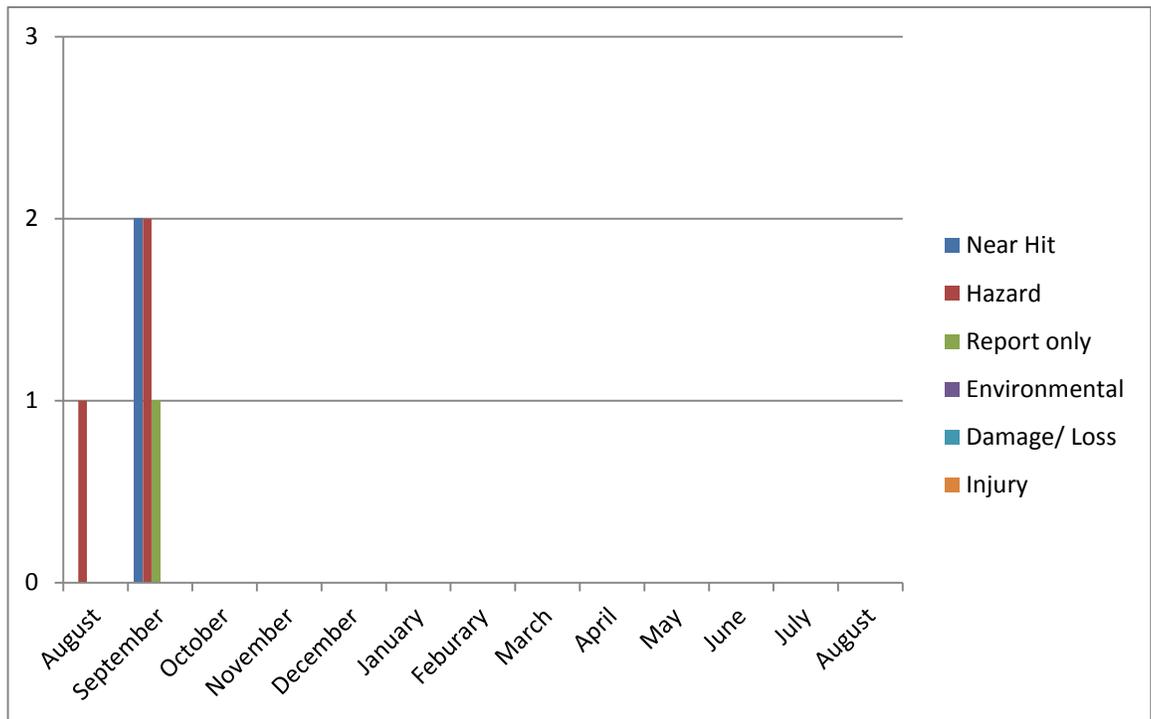
SWMS reviews	27	31
Site inductions	38	126
Tool box meetings	2	3
Training hours	75	75
Plant delivery inspections	6	14
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	45	45
Drug tests	0	0

Incidents:

- Environmental:** After discharging concrete to a blinding works on site a concrete agri truck driver discharged 10 liters of concrete slurry water onto ground next to concrete work site. Area cleaned up & contaminated soil moved to concrete wash out pit
Actions; Subcontractor & Concrete supply company instructed to ensure ALL concrete agri wash out in pits available
- Hazard:** Formworkers working on formwork shutters stacked 3 height, potential fall of 1 meter
Actions: Subcontractor to revise SWMS, tool box working @ heights formwork shutters attaches hand rail system to formwork.
- Near hit:** Subcontractor light vehicle when leaving site failed to comply with traffic management plan & turned right onto Hammond Ave across the flow of traffic instead of following the TMP and turning left on to Hammond Ave as stated in the Site TMP & highlighted by site traffic control signage. TMP requirements are highlighted in site induction.
- Actions:** Subcontractor management personnel issues with verbal & written (email) warning & informed any other breach of TMP will result in removal site access personnel failing to comply with TMP. Warning issued by UGL construction manager W Atkinson
- Report Only:** Subcontractor truck driver removing spoil from WGGA WTP site to another non UGL related project reported on return to UGL site that he had a laceration to his right hand. UGL safety personnel assessed the injury as requiring additional medical treatment to a laceration between the 3rd & 4th finger of his right hand. An appointment was made by UGL & the subcontractor personnel was transported for treatment by UGL, the subcontractor took over the management of the injured personnel medical treatment at this point. Initial investigation into the injury identified that the truck driver had struck his hand on the underbody of the tipper while operating a manual tarp closing system causing the laceration on a non UGL related work site. The subcontractor truck driver returned to work after receiving treatment.
Action: The truck was stood down by UGL & the subcontractor instructed by the UGL construction manager to arrange for modifications to the truck manual tarp closing system to eliminate the hazard of laceration to driver's hands before truck was to return to site.

- **Incident:** Formworker working on formwork shutters stacked 3 height, potential fall of 1 meter
Action: Formworker issued with written warning

Wagga Wagga WTP Incident trends



- September 2015 Site inductions 38 not including visitors & temporary inductions
- Riverina Ice (Wagga Wagga) contracted to supply bagged Ice during summer months
- Construction Manager Monthly Safety Award Mark Forbes- Turners Excavations (September)
- NSW Work cover Inspector Jason Maynard (Wagga Wagga) visited site – good report

Project Safety Initiatives for the month of October2015

- **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, s 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:**

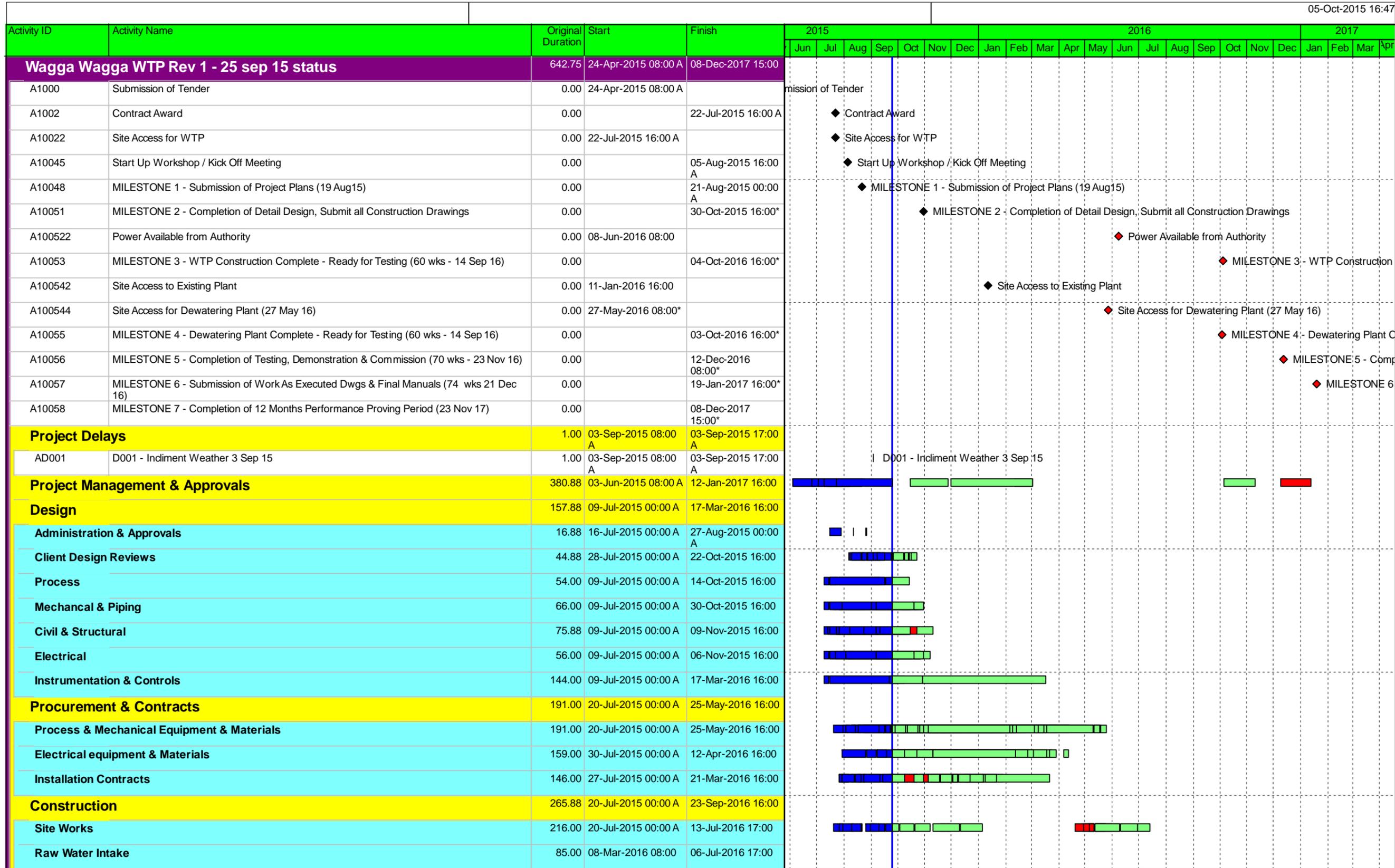
- Continuing Alcohol testing at pre-start meeting

➤ Continuing Site Environmental inspections

Mark Hunter

UGL Safety Advisor

APPENDIX C – SEPTEMBER PROJECT PROGRAMME



File No:
 Data Date : 25-Sep-2015
 1 of 3

- █ Remaining Level of Effort
- █ Actual Work
- █ Critical Remaining Work
- █ Remaining Work
- ◆ Milestone

WAGGA WAGGA WTP
Program of Works - Summary



Date	Revision	Chec...	Approved
05-Oct-2...	Status as at 28 Sep 15		

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					
Commissioning																																
Testing																																
Electrical System																																
Control System																																
Intake & Clarification																																
Filtration																																
Chemical Dosing																																
Wastewater																																
Clear Water																																
Demonstration																																
Commissioning																																
Performance Proving																																
Post Completion Undertaking																																

File No:
 Data Date : 25-Sep-2015
 3 of 3

- █ Remaining Level of Effort
- █ Actual Work
- █ Critical Remaining Work
- █ Remaining Work
- ◆ Milestone

WAGGA WAGGA WTP
Program of Works - Summary



Date	Revision	Chec...	Approved
05-Oct-2...	Status as at 28 Sep 15		

4. TENDER W195 – CONCRETE CHANGE PROPOSAL FOR WATER RETAINING STRUCTURES

RECOMMENDATION: That Council accept the UGL Engineering Pty Ltd variation proposal to upgrade the concrete for water retaining structures to increase durability and service life at an estimate of \$136,579 ex GST.

The corrosion potential of Wagga process waters have been assessed in detail by UGL Engineering Pty Ltd as part of the design development process for the Water Treatment Plant. It was identified that the Wagga process water has significant corrosion potential and that the concrete mix and cover specified were inadequate.

UGL Engineering Pty Ltd have provided a proposal to address the concrete corrosion issues identified by increasing the concrete strength and using a XYPEX admixture.

Australian Standard AS3735-2001 for Water Retaining Concrete Structures specifies concrete grade and cover required based on the Exposure Classification (table 4.1). Based on the assessed Corrosion potential and also considering the Sydney Water adopted standards, it is recommended that the concrete strength of all water retaining structures be increased from S32 to S40. The additional cost for this change is approximately \$18,500.

UGL Engineering Pty Ltd and RWCC's project team have also investigated additives to enhance the concrete durability of the Rapid Mix, Lamella, Filter and Filtered water tanks. RWCC have successfully used Xypex additives and repair products in the past and have confidence in them. The Xypex additive has been developed to improve durability of concrete. Xypex Quickset surface hardener and sealer would be applied to all internal surfaces to react with free lime and close off small voids. The additional cost of using the Xypex products is \$118,079.

The total cost of the changes to concrete is \$136,579 ex GST. This represents about 1.24% ($\$136,579/\$10,997,974$) of the cost of the structures and is considered to be a good investment that will extend the life of the assets.

5. TENDER W195 – VARIATION FOR DISABLED ACCESS TO CONTROL ROOM AND FILTER AREA

RECOMMENDATION: That Council endorse proceeding with the detailed design development for a disabled access to limited areas of the Water Treatment Plant (WTP) to allow firm variation pricing by UGL Engineering Pty Ltd. The approximate cost of providing disabled access will be \$300,000.

Riverina Water considered the need for disabled access to the Wagga Water Treatment Plant (WTP) during the detailed design undertaken by Public Works. The design team believed that a disabled person would have difficulty undertaking many of the required tasks for plant operation and because process units are at different levels requiring

platforms, stairs and ladders, it would be difficult and expensive to make all access suitable for a physically disabled person. Public Works advised that due to the nature of an operator's work and workplace, an exemption from BCA disabled access requirements would typically be given.

Whilst it is likely that RWCC would be granted an exemption from providing disabled access for the entire WTP, the design team would like consideration to be given into providing disabled access to limited areas of the plant for education tours, industry group tours, workers with temporary restricted duties or work experience students.

Clause 12.2.3.1 of the contract requires UGL Engineering Pty Ltd to obtain the Construction Certificate for the WTP control room (the only area of the building requiring a Construction Certificate).

UGL Engineering Pty Ltd advised that discussions were held with WWCC planning and they have indicated that the control room would be considered as class 9a and that an exemption from providing disabled access could be obtained.

RWCC requested a variation price to provide disabled access to the Control Room, Water Quality testing area and filter area. Access to these areas will provide physically disabled persons access to the most important parts of the WTP such that meaningful work or visits can be undertaken. Other sections of the WTP cannot offer work opportunities suited to disabled persons and/or can be readily viewed without direct access.

UGL Engineering Pty Ltd have provided an estimate of \$255,842 inc GST to design, supply and install a suitable lift and flooring to allow disabled access. The price provided included a number of assumptions and exclusions that are likely to increase the cost. The price was provided in a short time frame in order to assist RWCC with the decision on whether to proceed with a disabled access.

There will be a hold point on this variation following the detailed design, to undertake a further detailed estimate. I believe this estimate is likely to be between \$255,000 and \$300,000.

To prevent any delay coming back to Council for a second time, it is recommended Council endorse the proposal, and the funding for disabled access to the WTP control room and laboratory area.

6. COMMUNITY GRANT – MORUNDAH COMMUNITY CENTRE/THEATRE

RECOMMENDATION that:

- a) Council provide a donation of \$3,085 from the Community Grants Program to the Morundah Bush Entertainment Committee for the purpose of providing a water supply connection to the Morundah Community Centre/Theatre; and
 - b) Council waive the Development Servicing Charges for the Morundah Community Centre/Theatre.
-

Background

Council has received a request from the Morundah Bush Entertainment Committee Incorporated (MBEC) in regards to a proposed new community centre/theatre. See attached letter.

The MBEC is a not-for-profit organisation with a Deductible Gift Recipient (DGR) status with the Australian Tax Office. The MBEC are building a new community centre/theatre to replace the "Paradise Palladium Theatre". The new centre will be used for cultural programs which promote art and culture in the bush as well as for children's educational workshops.

The centre/theatre requires an upgrade of its water supply to comply with current firefighting regulations. The MBEC have requested that Riverina Water County Council (RWCC) donate the cost of the new water connection or provide a cash contribution to the project.

Discussion

The fees for water supply in accordance with Council fees and charges are comprised of two parts: the connection fee and the Development Servicing Charge (DSC). Based on the information provided by MBEC, the minimum fee required for water supply connection is \$3,085.

A DSC would be applicable if the new theatre has more floor space area than the old theatre. Council has not as yet received plans for the development so the actual amount (if any) of the DSC cannot yet be calculated.

In relation to the connection fee, Council has a community grants program which could be used for this purpose. Given that the potential 'actual' use of the facility is likely to be no greater than the original purpose of the existing building, Council could also waive the cost of the DSC so that there is no additional cost of supplying water to the property. This would mean the effective net cost to the MBEC would be zero.



Bede Spannagle
ACTING GENERAL MANAGER

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC
(Confidential Reports)

CONFIDENTIAL