

5th December 2017

## **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, 15<sup>TH</sup> DECEMBER 2017 at 9.30 am**

and your attendance is requested accordingly.

**Followed by Lunch at The Pavillion**

Yours faithfully

G J Haley  
GENERAL MANAGER



## **\* AGENDA \***

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## GENERAL MANAGER'S REPORT TO THE COUNCIL

8th December 2017

The Chairperson and Councillors:

### 1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

**RECOMMENDED** that the report detailing Council's external investments for the months of October and November 2017 be received.

- 
- List of Investments – October 2017
  - List of Investments – November 2017

## Monthly Investment Report as at 31/10/17

### a) Council's Investments as at 31/10/17

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
ME Bank	21/09/2017	90	20/12/17	A-2	2.40	BBSW	1.60	4.245%	\$1,000,000.00	\$1,000,000.00
Defence Bank	31/10/2017	91	30/01/18	A-2	2.45	BBSW	1.60	6.368%	\$1,500,000.00	\$1,500,000.00
ANZ	12/10/2017	90	10/01/18	A-1+	2.40	BBSW	1.60	6.368%	\$1,500,000.00	\$1,500,000.00
ANZ	10/10/2017	92	10/01/18	A-1+	2.40	BBSW	1.60	6.368%	\$1,500,000.00	\$1,500,000.00
ME Bank	5/09/2017	91	05/12/17	A-2	2.40	BBSW	1.60	6.368%	\$1,500,000.00	\$1,500,000.00
ME Bank	18/09/2017	87	14/12/17	A-2	2.40	BBSW	1.60	4.245%	\$1,000,000.00	\$1,000,000.00
ME Bank	22/09/2017	89	20/12/17	A-2	2.40	BBSW	1.60	6.368%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	10/10/2017	92	10/01/18	A-1+	2.47	BBSW	1.60	4.245%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	20/09/2017	90	19/12/17	A-1+	2.51	BBSW	1.60	8.490%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	22/09/2017	89	20/12/17	A-1+	2.49	BBSW	1.60	6.368%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	5/10/2017	96	09/01/18	A-1+	2.48	BBSW	1.60	8.490%	\$2,000,000.00	\$2,000,000.00
								<b>67.92%</b>	<b>\$16,000,000.00</b>	<b>\$16,000,000.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-1+	2.28	Cash Rate	1.50	17.16%	\$4,042,091.15	\$4,042,091.15
AMP				A-1	2.05	Cash Rate	1.50	14.919%	\$3,514,319.72	\$3,514,319.72
								<b>32.08%</b>	<b>\$7,556,410.87</b>	<b>\$7,556,410.87</b>
<b>TOTAL INVESTMENTS</b>								<b>100.00%</b>	<b>\$23,556,410.87</b>	<b>\$23,556,410.87</b>
Cash at Bank										\$312,895.26
<b>TOTAL FUNDS</b>										<b>\$23,869,306.13</b>

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,158,264.28
	Asset Replacement	\$1,949,860.96
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$8,108,125.24</u>
Unrestricted Funds		\$15,761,180.89
<b>TOTAL FUNDS</b>		<b>\$23,869,306.13</b>

\* 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 30/11/17

### a) Council's Investments as at 30/11/17

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
<b>Term Deposits</b>										
ME Bank	21/09/2017	90	20/12/17	A-2	2.40	BBSW	1.61	4.502%	\$1,000,000.00	\$1,000,000.00
Defence Bank	31/10/2017	91	30/01/18	A-2	2.45	BBSW	1.61	6.753%	\$1,500,000.00	\$1,500,000.00
ANZ	12/10/2017	90	10/01/18	A-1+	2.40	BBSW	1.61	6.753%	\$1,500,000.00	\$1,500,000.00
ANZ	10/10/2017	92	10/01/18	A-1+	2.40	BBSW	1.61	6.753%	\$1,500,000.00	\$1,500,000.00
ME Bank	5/09/2017	91	05/12/17	A-2	2.40	BBSW	1.61	6.753%	\$1,500,000.00	\$1,500,000.00
ME Bank	18/09/2017	87	14/12/17	A-2	2.40	BBSW	1.61	4.502%	\$1,000,000.00	\$1,000,000.00
ME Bank	22/09/2017	89	20/12/17	A-2	2.40	BBSW	1.61	6.753%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	10/10/2017	92	10/01/18	A-1+	2.47	BBSW	1.61	4.502%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	20/09/2017	90	19/12/17	A-1+	2.51	BBSW	1.61	9.004%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	22/09/2017	89	20/12/17	A-1+	2.49	BBSW	1.61	6.753%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	5/10/2017	96	09/01/18	A-1+	2.48	BBSW	1.61	9.004%	\$2,000,000.00	\$2,000,000.00
								<b>72.03%</b>	<b>\$16,000,000.00</b>	<b>\$16,000,000.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-1+	2.30	Cash Rate	1.50	13.95%	\$3,098,023.78	\$3,098,023.78
AMP				A-1	2.05	Cash Rate	1.50	14.021%	\$3,114,319.72	\$3,114,319.72
								<b>27.97%</b>	<b>\$6,212,343.50</b>	<b>\$6,212,343.50</b>
<b>TOTAL INVESTMENTS</b>								<b>100.00%</b>	<b>\$22,212,343.50</b>	<b>\$22,212,343.50</b>
Cash at Bank										\$670,978.08
<b>TOTAL FUNDS</b>										<b>\$22,883,321.58</b>

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<u>\$0.00</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,158,264.28
	Asset Replacement	\$1,949,860.96
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$8,108,125.24</u>
Unrestricted Funds		\$14,775,196.34
<b>TOTAL FUNDS</b>		<b>\$22,883,321.58</b>

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

**CERTIFICATE**

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

*M. L. Curran*

**M Curran  
MANAGER CORPORATE SERVICES**

## 2. AUDIT AND RISK COMMITTEE MINUTES

**RECOMMENDATION:** That Council receive and note the Minutes of the Audit and Risk Committee Meeting held on 20 November 2017 and endorse the recommendations contained therein.

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**MINUTES of the MEETING of AUDIT & RISK COMMITTEE**  
**held at 91 HAMMOND AVENUE, WAGGA WAGGA,**  
**on MONDAY, 20 NOVEMBER 2017 at 9.30 am**

**PRESENT:**

Mr. David Maxwell (Chairperson)  
Clr. Greg Verdon  
Mr. Bryce McNair

**IN ATTENDANCE:**

General Manager	Graeme Haley
Manager Corporate Services	Michele Curran
Internal Audit Contractor	Phillip Swaffield (CountPlus)

The meeting of the Audit and Risk Committee commenced at 9.30 am

Apologies for non-attendance were received from Clrs. Yvonne Braid and Tim Koschel, together with Mr Steve Prowse of CountPlus, with the Chairperson of Riverina Water County Council, Clr. Greg Verdon, attending on Council's behalf.

Chairperson welcomed Clr. Verdon and Internal Auditor, Phillip Swaffield, to the Audit and Risk Committee.

### 2. DECLARATIONS OF PECUNIARY INTEREST

Declaration by David Maxwell. Has an insignificant pecuniary interest in that he supplies software, handbooks and training to Councils.

### 3. MINUTES OF PREVIOUS MEETING – 31<sup>ST</sup> JULY 2017

**Recommendation:**

On the motion of Bryce McNair and David Maxwell that the minutes of the proceedings of the Audit and Risk Committee meetings held 31<sup>st</sup> July 2017 be confirmed as true and accurate records.

**CARRIED**

### 4. MINUTES OF EXTRAORDINARY MEETING – 25<sup>TH</sup> SEPTEMBER 2017

On the motion of Bryce McNair and David Maxwell that the minutes of the proceedings of the Audit and Risk Committee Extraordinary meetings held 25<sup>th</sup> September 2017 be confirmed as true and accurate records.

**CARRIED**

### 5. AUDIT & RISK COMMITTEE ACTIONS REGISTER

**Recommendation:**

On the motion of Bryce McNair and Clr. Verdon that the Audit and Risk Committee receive and note the report.

**CARRIED**

### 6. LEAD ORGANISATIONAL CRITICAL ISSUES

On the motion of Bryce McNair and Clr. Verdon that the Audit and Risk Committee receive and note the report.

**CARRIED**

## **7. INTERNAL AUDIT PROGRESS REPORT**

On the motion of Clr. Verdon and Bryce McNair that the Audit and Risk Committee receive and note the report.

**CARRIED**

## **8. WATER TREATMENT PLANT CAPITALISATION AND DECOMMISSIONING**

On the motion of Bryce McNair and Clr. Verdon that the Audit and Risk Committee receive and note the report on the proposed treatment of the new and old water treatment plants.

**CARRIED**

## **9. COMPLYING WATER ACCOUNTS**

On the motion of Bryce McNair and Clr. Verdon that the Audit and Risk Committee receive and note the report on the Riverina Water County Council's water account compliance and that representations be made to the Office of Local Government in its review of the Rating Sections of the Local Government Regulations to remove obsolete requirements in the regulations, as they apply to charges for water and sewerage services.

**CARRIED**

## **10. REPORT AUDIT AND RISK COMMITTEE CHARTER**

### ***Recommendation:***

On the motion of David Maxwell and Bryce McNair that the Audit and Risk Committee recommend to Council that the revised Audit and Risk Committee Charter be adopted

**CARRIED**

## **11. CHAIRPERSON'S REPORT - SUPPLEMENTARY PURCHASES / PROCUREMENT TESTING**

On the motion of Bryce McNair and Clr. Verdon that the Committee recommends that Council authorise the resources necessary to undertake additional purchasing / procurement testing on an approximately annual basis by the internal auditors; such resources would not necessarily be in addition to the existing tender, but in any case are estimated not to exceed \$1,500 per annum.

**CARRIED**

## **12. NSW AUDIT OFFICE –MANAGEMENT LETTER FINAL AUDIT 2016/2017**

### ***Recommendation:***

On the motion of Bryce McNair and David Maxwell that:

- (a) The Audit and Risk Committee receive and note the contents of the Final Management letter from the NSW Audit Office.
- (b) Item 1.2, Audit Logs, be pursued through the Civica Users Group, in the first instance.
- (c) Management response to items raised in Management letter items 1.1, 1.2 and 1.6, be copied to the Audit and Risk Committee members.

**CARRIED**

## **13. GENERAL BUSINESS**

### ***Recommendation:***

On the motion of Bryce McNair and David Maxwell that there be an agenda item at the February Meeting of the Audit and Risk Committee relating to planned meeting dates for the remainder of 2018.

**CARRIED**

A vote of thanks to the General Manager for his support and assistance to the Audit and Risk Committee was carried by acclamation.

Next Meeting: Monday 26<sup>th</sup> February 2018 at 9.30 am

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Meeting Closed 11.30am

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### 3. AUDIT AND RISK COMMITTEE CHARTER

**RECOMMENDATION:** That the revised Audit and Risk Committee Charter be adopted

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The Audit and Risk Committee, at its meeting held 20 November 2017, reviewed the Audit and Risk Committee Charter and has recommended a number of minor changes.

Attached is a copy of the revised RWCC Audit and Risk Committee Charter, with the suggested changes highlighted.

- *RWCC Audit & Risk Committee Charter*



# Riverina Water County Council

## AUDIT AND RISK COMMITTEE CHARTER

## Version History

<b>Version</b>	<b>Date</b>	<b>Person(s)</b>	<b>Change</b>
V. 1		Manager Internal Audit Services	Original version
V.2	13 Dec 2017	General Manager	Review 2017

**1. Status and Name:**

- (1) The Committee shall be known as “Riverina Water County Council Audit and Risk Committee” (hereinafter referred to as “The Committee”).
- (2) This Committee is an advisory Committee to Riverina Water County Council (hereinafter referred to as “the Council”) pursuant to and in accordance with provisions contained in Section 355 the Local Government Act 1993, and the Local Government (General) Regulations 2005.

**2. Established:**

The Committee was established by Council Res 12/08 on 22 February 2012.

**3. Objective:**

The objective of the Committee is to provide independent assurance and assistance to the Council on risk management, control, governance, and external accountability responsibilities.

**4. Authority:**

Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councillor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities following consultation with Council.
- In relation to any matter under active consideration by the committee the release of information to committee members does not constitute a breach of professional privilege.

## 5. Composition and Tenure:

5.1 The Committee will consist of a majority of independent external members:

### a) Members (voting)

- Not fewer than one (1) nor more than two (2) Councillor of Riverina Water County Council (with an alternate to be appointed)
- Not fewer than two (2) nor more than three (3) independent external members (one of whom to be elected Chairperson)

### b) Attendee (non-voting)

- Chairperson (ex officio)
- General Manager
- Internal Audit Services Contractor
- Manager Corporate Services

### c) Invitees (non-voting) for specific Agenda items

- External Auditor (or representative) to attend at the discretion of the Committee but must attend meetings considering the draft financial statements and external audit opinion.
- Other officers may attend by invitation as requested by the Committee.

5.2 The General Manager or his/her delegate shall be entirely responsible for:

- (a) the appointment or removal of all staff (either permanent or temporary) appointed as non-voting members to the Committee,
- (b) Direction of any staff member attending the Committee.

### 5.3 Selection of Members of the Committee

- (a) Councillor members shall be elected by the Council.
- (b) External independent persons will be appointed by way of a public advertisement. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Riverina Water County Council including accounting, internal or external auditing, strategic risk management, insurance, senior business experience, legal or financial management. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

The evaluation of potential members will be undertaken by the Council Chairperson and the General Manager taking account of the experience of

candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation will be put to Council.

#### 5.4. Term of Office:

- ~~(a) The Committee may be dissolved by resolution of the Council at any time but otherwise shall cease to hold office at the next general election of the Council following its appointment.~~
- ~~(b) A Committee may be re-appointed with amendment or otherwise, by the Council following a general election.~~
- ~~(c) The Council reserves the right to determine the appointment of all members of the Committee.~~

#### 5.4. Vacation of Office:

- (1) The office of an elected, appointed or representative member of the Committee shall become vacant:-
  - (a) Upon his/her death.
  - (b) If she/he becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit,
  - (c) If she/he becomes mentally incapacitated person
  - (d) If he/she resigns his/her membership by notice in writing to the Committee.
  - (d) If he/she is absent for more than three (3) consecutive meetings without prior leave of the Committee.
  - (e) If she/he ceases to be a member of the organisation which he/she represents.
  - (f) If he/she holds any office of profit with the Council.
  - (g) If she/he commits any breach of this Charter **or the Code of Conduct.**
  - (h) If he/she is convicted of any indictable offence or of any summary offence related to dishonesty.
  - (i) If he/she is disqualified or dismissed from holding civic office.
  - (j) If the Committee is dissolved by the Council.
  - ~~(k) If the position is used for any pecuniary interest of the individual.~~
  - (k) On 31<sup>st</sup> March next following the retirement of the Council.
- (2) Where such person was directly appointed by the Council, the vacancy shall be filled by the Council.

#### 5.5 Responsibilities of Members

Members of the Committee are expected to:

Understand the relevant legislative and regulatory requirements appropriate to Riverina Water County Council.

Contribute the time needed to study and understand the papers provided.

Apply good analytical skills, objectivity and good judgment.

Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

**Complete and lodge disclosure by Councillors and Designated Person Return**

## **6. Role and Responsibilities:**

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

### **6.1 Risk Management**

Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;

Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;

Review the impact of the risk management framework on its control environment and insurance arrangements; and

Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

### **6.2 Control Framework**

Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;

Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;

Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;

Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and

Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

### **6.3 External Accountability**

Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.

Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.

To consider contentious financial reporting matters in conjunction with council's management and external auditors.

Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.

Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.

Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

*Guidelines under section 23A of the Local Government Act 1993 September 2010 55*

#### 6.4 Legislative Compliance

Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.

Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

#### 6.5 Internal Audit

Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.

Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.

Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.

Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.

Monitor the implementation of internal audit recommendations by management.

Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.

Periodically review the performance of Internal Audit.

#### 6.6 External Audit

Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.

Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.

Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.

Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

### 6.7 References from Council and the General Manager

To consider, investigate and report on any matter referred to the Committee by Council or the General Manager.

### 6.8 Other Matters

The Committee may, at any time, consider any other matter related to risk management or good governance it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chairperson of the Committee.

## **7. Administrative arrangements:**

### **7.1 Meetings**

The Committee will meet four (4) times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

An extraordinary or special meeting of the Committee may be convened at the discretion of the Chairperson, or at a written request of any member of the Committee, internal or external auditor. All the provisions of this Constitution concerning the conduct of the Committee shall apply to an extraordinary or special meeting of the Committee.

A scheduled meeting of the Committee cannot be cancelled or postponed to another time and or date except;

- (a) Where a quorum is not, or will not be, present; or
- (b) Where the General Manager, after consultation with, and the agreement of, the Chairperson determines that there is no or insufficient information, reports or correspondence available for submission to the Committee.

A meeting of the Committee may be called by the General Manager where information or material is to hand which, for legislative, policy or emergency reasons, requires the consideration of the Committee prior to the Committee's next scheduled meeting.

### **7.2 Voting at meetings**

- a) Voting on all matters shall be on the voices except where the Chairperson otherwise determines or a challenge to voting is made, in which case the voting shall be by show of hands
- b) Each member of the Committee entitled to vote, shall have one vote, provided that in the event of an equality of votes, the Chairperson presiding at the meeting shall have a casting vote as well as an original vote.
- c) A proposition which receives a majority of votes (i.e. more than half) of the voting members present shall be a decision of the Committee.
- d) It shall be the duty of the Chairperson at a meeting of the Committee to receive and put to the meeting any lawful motion or amendment brought before the Committee.
- e) The Minutes of the Committee meeting shall record all decisions of the Committee and shall record all decisions which are determined upon the casting vote of the Chairperson.
- f) Any voting member of the Committee may request that their name be recorded in the Minutes of a meeting as having voted against a recommendation of the Committee, and such shall be recorded in the Minutes.

### **7.3 Attendance at Meetings and Quorums**

A quorum shall comprise a majority of the appointed voting members of the Committee, providing always that the Councillor member of the Committee shall be present throughout the conduct of the meeting. Meetings can be held in person, by telephone or by video conference.

Should a quorum not be present at the start of, or during, any meeting, the voting members present may decide that the Agenda items continue to be discussed, however any agreement or decision so made shall be recorded in the Minutes as "No quorum - decision of the members present", and not as a recommendation of the Committee.

The names of the Committee members present, whenever a quorum is not present, shall be recorded in the Committee minutes, and the reason as to why a quorum was not present.

The Committee may request any employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the Committee to meet separately with each of the Internal Auditor and the External Auditor in the absence of management **at the discretion of the chairperson**.

#### 7.4 Secretariat

The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chairperson and circulated to each member within three weeks of the meeting being held.

Minutes of the Committee meeting should be submitted to a meeting of Council before the next meeting of the Committee.

#### 7.5 Conflict of Interests

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind. *Guidelines under section 23A of the Local Government Act 1993 September 2010 57*

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

#### 7.6 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

#### 7.7 Assessment Arrangements

The Chairperson of the Committee will initiate a review of the performance of the Committee at least once every two (2) years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chairperson), with appropriate input from management and any other relevant stakeholders, as determined by the Chairperson.

#### 7.8 Review of Audit Committee Charter

At least once every two years the Audit and Risk Committee will review this Audit and Risk Committee Charter **and recommend any changes to Council**.

#### 4. WORKSHOP OPERATIONAL PLAN 2017/2018

**RECOMMENDATION** that Council hold a workshop to discuss key aspects of the 2018/2019 Operational Plan, following Council's February Meeting.

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In the preparation of the Draft Operational Plans for the past four years, Council held a workshop in conjunction with the February Council Meeting.

It is suggested to again hold a workshop adjacent to Council's February Meeting.

#### 5. GENERAL MANAGER FAREWELL

**RECOMMENDED** that Council approve meeting the cost of the General Manager's Farewell.

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Riverina Water's General Manager of seven years, Graeme Haley, is retiring on 16 January 2018, after 44 years of service in Local Government. An official farewell function is being organised in December 2017, involving the General Manager's immediate family, staff and other officials from the local government industry. It would be appropriate for Council to contribute towards hosting this event.

#### 6. DELEGATION OF AUTHORITY TO NEW GENERAL MANAGER

**RECOMMENDED** that in accordance with Section 377 Local Government Act 1993, Council ratify and grant the delegations as set out in the Delegations of Authority Register to the General Manager Mr Andrew Crakanthorp, commencing 10 January 2018.

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With the appointment of Mr Andrew Crakanthorp as the new General manager of Riverina water County Council, commencing 10 January 2018, it is appropriate for the Council to formally resolve the General Manager Delegations in his name. The delegations for the Chairperson and General Manager have been summarised in the attached Draft Register, and are submitted for Council's consideration.

- *Draft Delegations of Authority Register*

# **Delegations of Authority**

## **Riverina Water County Council**

**Adoption date:** 13 December 2017

**Resolution:** 18/??

## **Introduction**

In accordance with Section 377 Local Government Act 1993 the Riverina County Council at a Meeting held on 26 October 2016 ratified and granted the delegations as set out in this Delegations of Authority Register to the Chairperson and General Manager.

## THE CHAIRPERSON

### 1. General

That the Chairperson (being Cr Greg Verdon) , or Deputy Chairperson (being Cr Paul Funnell) when acting for the Chairperson , be delegated authority under section 377 of the Act to exercise and/perform on behalf of the Council the powers , authorities ,duties and functions as prescribed for the position of Chairperson under the Act , Schedules, Regulations , cognate Legislation , related Legislation , Councils own adopted Policies , Codes and Resolutions , provided that such delegations are not to be sub-delegated without specific approval by Council or as prescribed under the Act.

If, under any other Act, a function is conferred or imposed on the Chairperson of a County Council, the function is taken to be conferred or imposed on the Council and the Chairperson of the County Council will exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.

### 2. Specific Delegations-Chairman

#### (a) Conferring Powers or Duties

To give effect to the provisions of the Act, including but not limited to Sections 225-231 of the Act and any other Act conferring powers or duties upon the Chairperson and to any resolution of direction given to the Chairperson by Council.

#### (b) Preside at Meetings of Council

To preside at all meetings of the Council , Committees , Community Committees and Public Meetings convened by the Council at which the Chairperson is present unless the Chairperson otherwise appoints another Councillor or person to perform this function.

#### (c) Negotiations on behalf of Council

The Chairperson in conjunction with the General Manager, to participate in negotiations on behalf of the Council with third parties in relation with any significant matter associated with the operations of Riverina Water County Council.

#### (d) Code of Conduct

To give direction to the Council, following consultation with the General Manager, in the application of the Code of Conduct as adopted by Council.

#### (e) Represent Council-Government and Other Forums

To represent the Council, in conjunction with the General Manager in deputations to government enquiries and other forums where it is appropriate that the Chairperson should present the Councils position.

**(f) Sign and Execute Documents**

To sign and execute documents under the Seal of Council in conjunction with the General Manager.

**(g) Media Releases**

To make Media Statements and issue Press Releases in respect of Councils Resolutions/Recommendations and decisions.

**(h) Approval of Urgent Works**

To authorise expenditure outside the Council approved budget and in consultation with the General Manager ,to undertake urgent works in order to reduce or eliminate a significant safety hazard or critical matter affecting the operation of the water supply system up to an amount of \$150,000 subject to the action being reported to the next meeting of Council.

**End of Delegation**

## DELEGATIONS – THE GENERAL MANAGER

1. That, Commencing 10 January 2018, the General Manager of Riverina Water County Council (being Andrew Crakanthorp) be delegated authority under section 377 of the Local Government Act 1993 (“Act”) to exercise and /or perform on behalf of Council the powers , authorities , duties and functions of Council as prescribed under the Act , Schedules Regulations , Cognate Legislation , and related legislation and including those powers , authorities , duties and functions as listed in the addendum to this delegation excepting those powers, authorities , duties and functions of the Council that are expressly prohibited from delegation as listed under Section 377 of the Act.
2. If, under any other Act a function is conferred or imposed on the General Manager of Council, the function is taken to be conferred or imposed on the Council and the General manager of the Council will exercise and /or perform on behalf of the Council, powers, authorities duties and functions as prescribed under the other Act pursuant to Section 381 of the Act.
3. For the purposes of Section 381 of the Act , the General Manager’s delegated authority to act on behalf of Council includes all functions and powers conferred or imposed by any legislation set out from time to time in Section 22 of the Act ,including but not limited to the following:

Conveyancing Act 1919	placing covenants on council land
Fluoridation of Public Water Supplies Act 1957	fluoridation of water supply by council
Public Health Act 1991	inspection of systems for purposes of microbial control
Roads Act 1993	roads

The exercise by a council of its functions under this Act may also be modified by the provisions of another Act. Some of those Acts and some of the modifications they affect include:

Government Information (Public Access) Act 2009	council required to publish certain information and to grant access to certain documents
Privacy and Personal Information Protection Act 1998	council required to amend certain records that are shown to be incomplete, incorrect, out of date or misleading

4. That in the absence of the General Manager that his nominee as Acting General Manager assume all power and delegations of the General Manager for the period only of his absence.
5. In addition to the delegated authority conferred or imposed upon the General Manager by legislation , the General Manager is empowered to carry out his functions in reliance upon Section 335 of the Act and in accordance , with the following delegated authorities , subject to any express limitations contained within this Register or restrictions imposed by Section 377 of the Act:

### **General Manager-Delegated Authorities**

In accordance with section 5 of this delegation of authority the General Manager is also delegated the following functions and powers:

#### **Part A Operational**

1. To establish, review and authorise operational and management policies and procedures in line with strategic directions set by Council.
2. To implement any work , service or action provided for in the adopted budget without further reference to Council except for ;
  - (a) The acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council , and
  - (b) The determination of priorities where lump sum funding only has been provided.
3. To authorise destruction or disposal of any records of Riverina Water County Council, after the expiration of six (6) years from the last transaction thereon, other than those defined in the Regulation and Local Government Records Disposal schedule.
4. To negotiate arrangements for agencies and financial institution to collect payments relating to the operation of Riverina Water County Council.
5. To write proposals or submissions to other levels of government on behalf of Riverina Water County Council.
6. To deal with and determine applications for access to information under the Government Information (Public Access) Act and Regulation 2009.
7. To execute any form of instrument necessary for the creation of easements that will benefit Riverina Water County Council for access services , pipelines , structures and/or any other form of assistance essential in the performance of its objectives.
8. To sign all correspondence relating to Riverina Water County Council.
9. To approve the loan of Riverina Water County Council equipment to community groups in accordance with Council's Policy.

10. To impose water restrictions on fixed hoses and sprinklers and lift such restrictions when appropriate.
11. To restrict or cut off supply of water to a property due to non payment of water charges as provided under Clause 144 of the Local Government (General) Regulation 2005.
12. To sign certificates issued in accordance with the provisions of Sections 603 (Certificate as to Rates and Charges) & 735A (Certificate as to Notices) of the Local Government Act 1993.

## **Part B Finance**

1. Obtain quotations and to authorise the purchase of and issue official orders for goods, works and services requiring the functioning of Council and to incur expenditure for such goods, works and services up to \$150,000 provided that provision has been made in the approved Budget for incurring of such expenditure. The delegation is limited in accordance with Section 377(1)(i) of the Act.
2. To certify that the prices and computations on vouchers have been checked and are correct in as far as he has been able to ascertain , are fair and reasonable and are in accordance with any quotation /contract under which the goods /services were supplied.
3. Authorise the payment of Councils Salaries and Wages
4. Approve final payment to contractors and/or direct creditors
5. To sign or countersign cheques drawn on Council's Bank accounts
6. Approve changes in Plant Hire Rate Charges for all council plant.
7. To authorise expenditure outside the approved Council budget to enable urgent works to be undertaken to reduce or eliminate a significant safety hazard or critical matter affecting the operation of the water supply system up to an amount of \$100,000 subject to the action being reported to the next meeting of Council.
8. The authority to require the lodgement of a cash bond or bank guarantee for work outstanding.
9. To negotiate Council overdraft limit.
10. To sell old materials, spoilt or obsolete equipment.
11. To authorise the writing off of uncollectible debts up to a maximum amount for a single debtor of \$2,000.
12. To arrange the investment of money that is not, for the time being, required by Council for any other purpose. Funds may only be invested in the following :
  - (a) In any security authorised by the Trustee Act ;
  - (b) In the form of investment notified by order of the Minister published in the Gazette.

(c) Investments shall also be managed in accordance with Councils Policy (Number 1.16)

## **Part C Legal**

1. To approve and settle statements of claim and insurance matters up to the level of Riverina Water's excess amounts payable under the respective insurance policies.
2. To determine a response to approvals sought under Part 1, Division 3-making and determination of applications for approval-generally, under the Local Government Act 1993.
3. To issue Orders under Chapter 7, Part 2 (Orders) of the Local Government Act 1993.
4. To affix the Common Seal of the Council and execute any documents requiring the signature of the General Manager in the company of the Chairperson ,Deputy Chairperson , or other Councillor where Council has approved the documents intent
5. To authorise the institution of legal proceedings for the recovery of outstanding charges and other debts due to Riverina Water County Council and to take all necessary action to recover such charges and debts.
6. Under Section 687 (Appearance in Local Court) of the Local Government Act 1993, as amended, be authorised to represent Riverina Water County Council in all proceedings in any Local Court or before any justice in all respects as though he were the party concerned and to institute and carry on proceedings which Riverina Water is authorised to institute and carry out under the said Act and shall extend to any proceedings under all other Acts.
7. To accept service of legal documents on behalf of Riverina Water County Council.
8. Contracts;
  - (a) To terminate a contract where the conditions of the contract have been breached and provide for such action.
  - (b) To approve extensions of time to contractor schedules except contracts subject to a tendering arrangement.
  - (c) To issue Site instructions to the contractor and/or their staff.
  - (d) To call for an audit of a contract using either internal or external audit staff.
  - (e) To issue a Practical Completion Certificate for works or part thereof under a contract.
  - (f) To sign contracts that have been approved by Council.
9. To approve Power of Entry under the provisions of Sections 191-201 of the Local Government Act 1993 for the purpose of inspections, works, and other functions permitted under these sections. The power of entry is also granted for the purposes of inspecting premises under the Public Health Act 1991.
10. To approve closure of roads or parts thereof, temporarily for repairs or construction and to approve applications to install pipelines within road reserves.
11. To authorise action in regard to any complaints or requests received under Councils Internal Reporting Policy.



## **Part D Environmental / Planning Matters**

1. To authorise all functions pursuant to Riverina Water County Council powers under the Environmental Planning & Assessment Act 1979 as amended in relation to development proposals including subdivisions.
  
2. In relation to subdivision proposals;
  - (a) To approve designs, plans and specifications for water supply works in subdivisions, subject to those designs, specifications and plans being in accordance with Council subdivision policies.
  - (b) To certify that bonded works have been completed to Riverina Water County Council's satisfaction and then release the relevant bond.
  - (c) To authorise the release of Certificates of Compliance for a subdivision when all conditions of relevant approvals relating to water supply have been met.
  - (d) To authorise signing of linen plans of subdivisions when all water supply conditions have been met.

## **Part E Staff**

1. To authorise the appointment of new staff within the adopted organisation's staff structure.
2. To negotiate with staff and Unions in relation to all staffing matters.
3. Reclassify staff and adjust salaries in accordance with Riverina Water County Council Enterprise Award.
4. To determine all leave applications for all staff having regard to the proper functioning of the Council and maintenance of appropriate levels of service to customers.

**End of Delegation**

## 7. DARYL MAGUIRE MP – PROPOSAL TO INCREASE TARIFF STEP

**RECOMMENDATION** that Council consider a proposal by Daryl Maguire MP to increase the Tariff step for residential blocks above 3 acres at the workshop examining the 2018/2019 Operational Plan, following Council's February Meeting.

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Council has received a proposal from the Member for Wagga Wagga, Mr Daryl Maguire MP, that it consider having a higher step in its tariff for residential properties above 3 acres. Mr Maguire suggests an initial step of 200kl or more, before the step up to a higher tariff.

A copy of Mr Maguire's letter is attached.

It is pointed out that customers classified as primary producers do not have a stepped tariff. All water consumed is charged at the lowest tariff, currently \$1.44 per kl.

The reasoning behind this request is that Wagga Wagga City Council places a requirement on owners of these rural residential block to establish and care for an amount of vegetation and trees. It has been suggested that this requirement results in the landholder using additional water.

- *Letter from Daryl Maguire MP Proposal to increase tariff step*

# Daryl Maguire MP

Member for Wagga Wagga  
Parliamentary Secretary for the Centenary of ANZAC,  
Counter Terrorism, Corrections and Veterans.



76 Morgan Street (PO Box 2184) Wagga Wagga 2650

Tel: 02 6921 1622 or 1300 768 378

Fax: 02 6921 4424 Email: [waggawagga@parliament.nsw.gov.au](mailto:waggawagga@parliament.nsw.gov.au)

Web: [www.maguireinriverinamedia.com.au](http://www.maguireinriverinamedia.com.au)

Parliament House Macquarie Street Sydney NSW 2000

Tel: 02 9230 2155

Mr Graeme Haley  
Riverina Water County Council  
P.O. Box 456  
WAGGA WAGGA 2650

Dear Graeme

I have been approached by M.F. and K.O. Brennan who reside at 26 Peppermint Drive Wagga Wagga concerning charges for water.

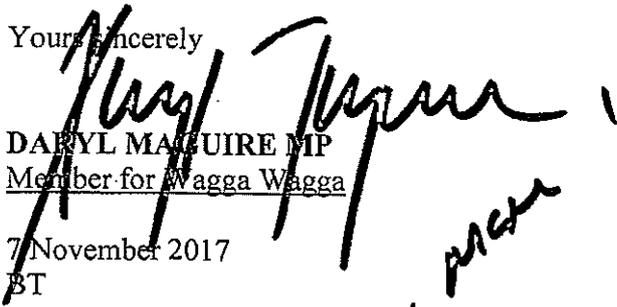
As you will appreciate, there are development application guidelines/requirements on residential blocks in this area placed by Council concerning the care of vegetation and trees.

It would be appreciated if consideration can be given to placing a higher base tariff (ie 200kl) to assist those residential blocks of 3 acres or more.

I look forward to your response.

Thank you.

Yours sincerely

  
DARYL MAGUIRE MP  
Member for Wagga Wagga

7 November 2017

BT

*200kl or more*

RECEIVED  
14 NOV 2017

BY: 

Gm

## 8. TENDER W.223 FOR LEVEE MATERIAL SUPPLY

**RECOMMENDATION:** That Council consider the report “Tender W.223 for Levee Material Supply”, 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.

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## 9. PURCHASE OF PORTABLE DEVICES ON RETIREMENT

**RECOMMENDATION** that Council agree to sell used iPad Pro and iPhone SE to the General Manager for \$583 and \$418 respectively.

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RWCC has provided an iPad Pro and iPhone to the General Manager for Council use. With the forthcoming retirement of the General Manager, the Manager of Corporate Services and IT Coordinator were requested to provide a realistic valuation of this used equipment, should the retiring General Manager desire to purchase them.

Attached is a memo from the IT Coordinator summarising the valuation of the items, together with his reasoning.

I now seek approval from Council to purchase the used iPad Pro and iPhone SE for \$583 and \$418 respectively.

- *Memo valuation used equipment*

**TO:** Manager Corporate Services  
**FROM:** IT Coordinator  
**DATE:** 13 November 2017  
**RE:** General Managers portable devices

## Message

Please find following a reasonable value estimation of the following assets :

- iPad Pro 9.7 128Gb Charcoal, Wi-Fi, with accessories
- iPhone SE 64Gb Space Grey

Purchased for \$1,017.18 (ex GST) on the 6<sup>th</sup> of October, 2016 and based on average use, the life expectancy of an iPad Pro is estimated at 3 years before iOS upgrades and battery degeneration make it obsolete. Though of course this depends on the treatment and use of the device.

Given the above and research on Ebay and Gumtree of similar devices (Wi-Fi only) the estimated value of the iPad pro is;

**iPad Pro – current value: \$583 (ex GST)**

Purchased for \$676.36 (ex GST) on the 24th of November 2016 and based on average use, Apple estimate the life expectancy of an iPhone SE is 3 years.

Given the above and research on Ebay and Gumtree of similar devices the estimated value of the iPhone SE is;

**iPhone SE – Current Value: \$418 (ex GST)**

The above estimates reflect a reasonable value for the devices, though given the variables of second hand devices you will find some more expensive and less expensive.

Regards

Pat Dwyer

IT Coordinator

Riverina Water County Council

## 10. COUNCIL RESOLUTION SHEET

**RECOMMENDATION** that Riverina Water County Council note Council's Resolution Sheet.

Council Resolution Sheet – Meeting held 13 December 2017				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
<b>Meeting held 12 December 2014</b>				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing. Business Valuation completed. Additional investigations underway.
<b>Meeting held 26 October 2016</b>				
16/208	Replacement of Low Level Reservoir Land Matters	DoE	That Council: 1) Purchase the land on Lot 22 DP 835331 for the replacement of Low Level reservoir (10MG) at Willans Hill. The area to acquire is approximately 11,250m2. Compensation estimated by OPTEON property group \$130,000.00 ex GST. 2) Lease the land on Lot 22 DP 835331 (adjacent to proposed acquisition area) for Low Level reservoir (10MG) replacement earthworks (for material storage) at Willans Hill. Lease on Approximate area of 9600m2 for 2 years. Lease amount per year estimated by OPTEON property group \$14,400.00 ex GST. 3) Delegate authority to the General Manager to negotiate the land purchase, lease, establishment of easements for the pipeline and access. 4) Affix Council's Common Seal to documents as required.	Proceeding with Council Resolution. Legal process ongoing. Earthworks commenced.

<b>Meeting held 28 June 2017</b>				
17/92	Local Government NSW 2017 Annual Conference	GM	That: a) Council be represented the Local Government NSW 2017 Annual Conference; b) Council delegate be the Chairman and the General Manager (observer); c) Nominations be invited from any other Councillor to attend as an observer. d) Council determine motions that it believes are of concern and should be discussed at the Conference. Cirs. Braid OAM and Keenan nominated to attend the Local Government NSW 2017 Annual Conference	Accommodation booked. Registrations made for Chairperson, GM, Cr Keenan and Cr Braid.
17/108	Contract W221 – 1in100 Levee Review of Environmental Factors (REF)	DoE	That Council: 1) Adopt the updated REF completed by Hunter Water Australia and Nghenvironmental and, 2) Determine to proceed with the construction of 1 in 100 Levee	Noted. Levee to commence following completion of new WTP
17/109	Investigation into the Incorporation of GHSC Water Function into RWCC	DoE	That Council continue to investigate the option of incorporating all or part of GHSC's water operations into RWCC's operations	Matter considered at Councils Meeting on 25 October 2017.
<b>Meeting held 25 October 2017</b>				
17/159	Election of Chairperson	GM	There was only nomination for the office of Chairperson for the ensuing year that of Clr. Verdon.	OLG, LGNSW & REROC notified
17/160	Election of Deputy Chairperson	GM	There was only one nomination for the office of Deputy Chairperson for the ensuing year, that of Clr. Funnell.	OLG, LGNSW & REROC notified
17/161	Delegation of Authority to Chairperson and General Manager	GM	That, in accordance with Section 377 Local Government Act 1993, Council ratify and grant the delegations as set out in the Delegations of Authority Register to the Chairperson and General Manager.	Noted, included in register
17/162	Financial Statements 2016/17	GM	That the 2016/2017 Audited Financial Statements be received and that Council's appreciation be extended to staff that prepared the Annual Financial Statements.	Appreciation passed onto appropriate staff
17/168	Request for a Refund of Water Connection Charges – Australian Clay Target Association	GM	That Council make a one-off contribution of \$53,516 to the Australian Clay Target Association.	Contribution made.
17/170	Draft Health and Safety Committee Constitution	GM	That the draft constitution of the Health and Safety Committee be adopted.	Noted, included on intranet.

17/171	Policy 2.1 – Backflow Prevention	MW	That Riverina Water County Council adopt Policy 2.1 – Backflow Prevention.	Noted, included on Council's web page.
17/177	Feasibility of Incorporating the GHSC Water Function into RWCC Operations	DoE	That Riverina Water County Council advise Greater Hume Shire Council that it: 1) Would not support a proposal to incorporate the GHSC village water scheme into RWCC's existing operations 2) Would not support a proposal to incorporate the entire water supply operations of GHSC into RWCC's existing operations on the basis of postage stamp pricing 3) Would support a proposal to incorporate the Culcairn town water system into RWCC's existing operations. 4) The matter lay on the table until the constituent Council has had an opportunity to consider the report.	GHSC advised, awaiting response.
17/181	W.221 – Tender for Supply and Delivery of Water Supply Pressure Pipes	DoE	That the tender received from IPLEX Pipelines for the supply of 22,500m of oPVC pipe in the amount of \$518,175, be accepted.	Contract let.
17/184	Confidential Chairperson's Minute – Recruitment and Appointment of General Manager	Chairperson	That: 1. The Chairperson's Minute to the Council Meeting on 25 October 2017 in Closed Council in relation to the recruitment and appointment of a General Manager be received and noted. 2. Mr. Andrew Crakanthorp, the preferred candidate selected at the conclusion of the meeting on 25 October 2017, be offered the position of General Manager and the Chairperson and Deputy Chairperson be authorised, with advice from the Recruitment Consultants, to finalise negotiations based on the following: (a) A five-year performance-based Contract; (b) A total remuneration package of \$220,000 (c) The contract of employment being in accordance with the standard contract required by the Division of Local Government. 3. No public announcement of the name of the successful candidate be made until the Chairperson has obtained a written acceptance of the offer from the preferred candidate.	<ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Offer accepted,</li> <li>3. Chairperson prepared media release at the appropriate time.</li> <li>4. Employment Contract completed &amp; executed under seal.</li> </ol>

			4. The Employment Contract between the Appointee and the Council be executed under the Common Seal of the Council.	
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**QUESTION TRACKING**

**Meeting held 25 October 2017**

Clr Quinn	Attended the LGNSW Water Management Conference in Dubbo in September. Got the impression that there may be movement on amalgamating local water utilities in the Future. Also attended the Annual Conference of the Murray Darling Association in Renmark SA earlier in October. Believes that some environmental water flows are being misused in that region.	
Clr Conkey OAM	Attended the launch of 'Choose Tap' last week. This was a joint initiative of WWCC and RWCC promoting the use of tap water over bottled water. Congratulated the staff from both councils that were involved.	Congratulations passed onto relevant staff.
Clr Verdon	Congratulated staff on the outcome of the recent audit of Council's Annual Financial Statements.	Congratulations passed onto relevant staff.

**11. SEASONS GREETINGS**

I would like to take this opportunity to wish the Councillors a Merry Christmas and Happy New Year.



Graeme J. Haley  
GENERAL MANAGER

## DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

### 1. WORKS REPORT COVERING OCTOBER 2017

**RECOMMENDATION** That this report be received and noted.

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- *Works Report for October 2017*

**DIRECTOR OF ENGINEERING'S REPORTS  
TO OCTOBER 2017 COUNCIL MEETING**

15<sup>th</sup> November 2017

**1 WORKS REPORT COVERING OCTOBER 2017**

**RECOMMENDATION:** That this report be received and noted.

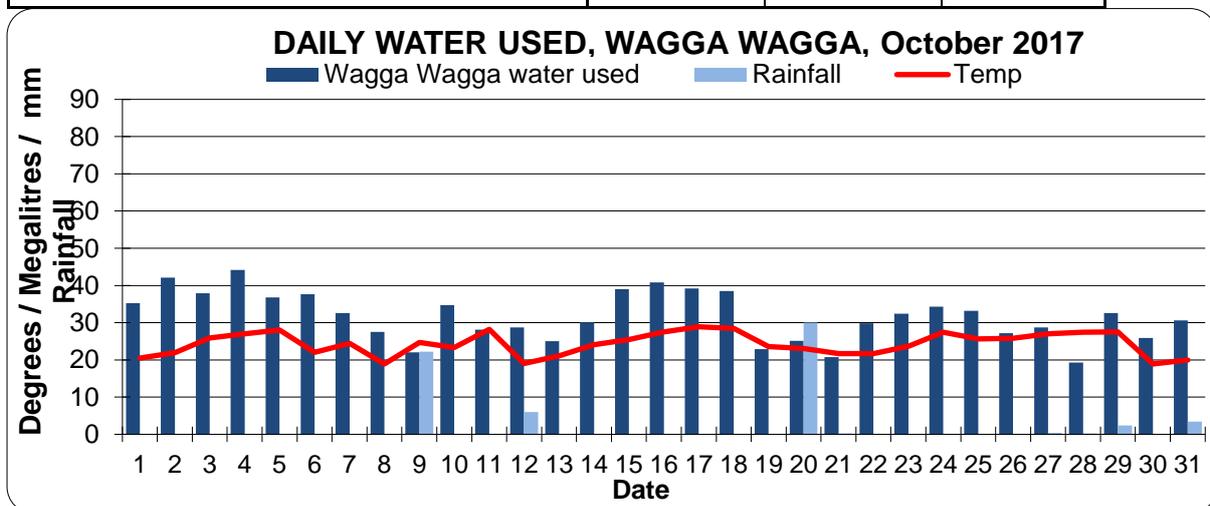
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**1.1 WATER SOURCED AND USED**

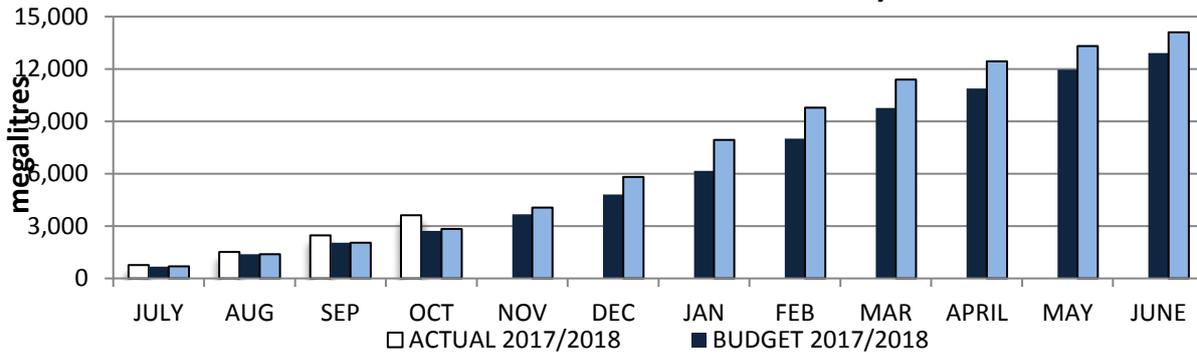
<b>October</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Rainfall	100.0	83.4	64.8
Wet Days	8	20	8
<b>WATER SOURCED October 2017 (MI)</b>			
North Wagga bores	161.11	125.69	213.89
West Wagga bores	107.68	187.95	592.29
East Wagga bores	438.96	313.90	324.34
Murrumbidgee River	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>707.75</b>	<b>627.54</b>	<b>1,130.52</b>
Bulgary Bores	25.52	32.60	35.00
Urana Source	0.00	0.00	0.00
Ralvona Bores	16.31	12.40	19.50
Walla Walla Bores	0.00	0.00	7.32
Goldenfields Water Supply System	2.21	6.09	3.89
<b>SUB-TOTAL</b>	<b>44.04</b>	<b>51.09</b>	<b>65.71</b>
Woomargama	0.77	1.02	1.61
Humula	0.52	0.51	0.38
Tarcutta	2.18	1.90	3.03
Oura	1.54	1.79	3.16
Walbundrie/Rand	2.26	2.20	2.55
Morundah	0.50	0.41	0.66
Collingullie	3.84	4.23	5.33
<b>SUB-TOTAL</b>	<b>11.61</b>	<b>12.06</b>	<b>16.72</b>
<b>TOTALS</b>	<b>763.40</b>	<b>690.69</b>	<b>1,212.95</b>

**WATER USED October 2017 (MI)**

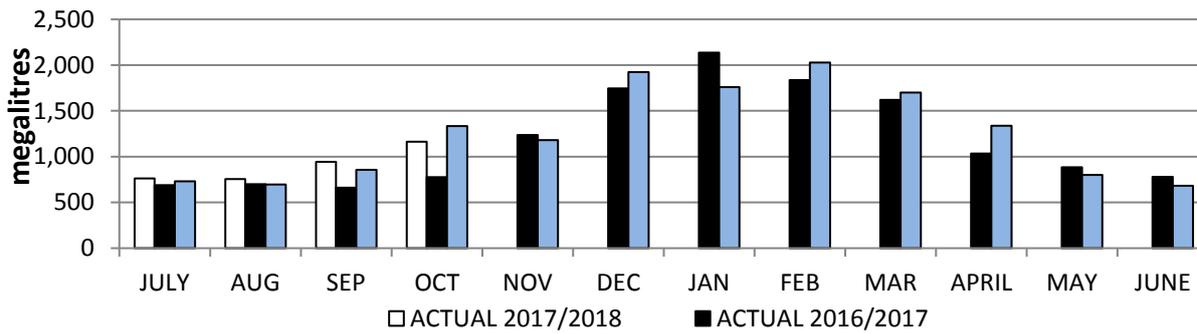
	<b>2015</b>	<b>2016</b>	<b>2017</b>
East Bomen	19.83	19.33	27.75
Estella	33.91	35.28	88.62
North Wagga	90.40	53.00	68.65
Wagga Wagga – Low Level	125.86	113.12	158.56
Wagga Wagga – High Level	313.13	282.58	552.22
Wagga Wagga – Bellevue Level	31.58	32.23	55.67
<b>SUB-TOTAL</b>	<b>614.71</b>	<b>535.54</b>	<b>951.47</b>
Ladysmith System	2.09	2.63	5.84
Brucedale Scheme	12.30	14.65	23.30
Currawarna Scheme	9.19	7.59	12.31
Rural south from Wagga Wagga	71.93	64.76	92.52
Rural from Walla Walla Bore	0.00	0.00	7.32
Bulgary, Lockhart and Boree Creek	13.55	24.34	18.11
From Boree Crk to Urana and Oaklands	11.95	8.84	17.52
Holbrook	16.31	12.40	19.50
<b>SUB-TOTAL</b>	<b>137.32</b>	<b>135.21</b>	<b>196.42</b>
Woomargama	0.77	1.02	1.61
Humula	0.52	0.51	0.38
Tarcutta	2.18	1.90	3.03
Oura	1.54	1.79	3.16
Walbundrie/Rand	2.26	2.20	2.55
Morundah	0.50	0.41	0.66
Collingullie	3.84	4.23	5.33
<b>SUB-TOTAL</b>	<b>11.61</b>	<b>12.06</b>	<b>16.72</b>
<b>TOTALS</b>	<b>763.64</b>	<b>682.81</b>	<b>1,164.61</b>



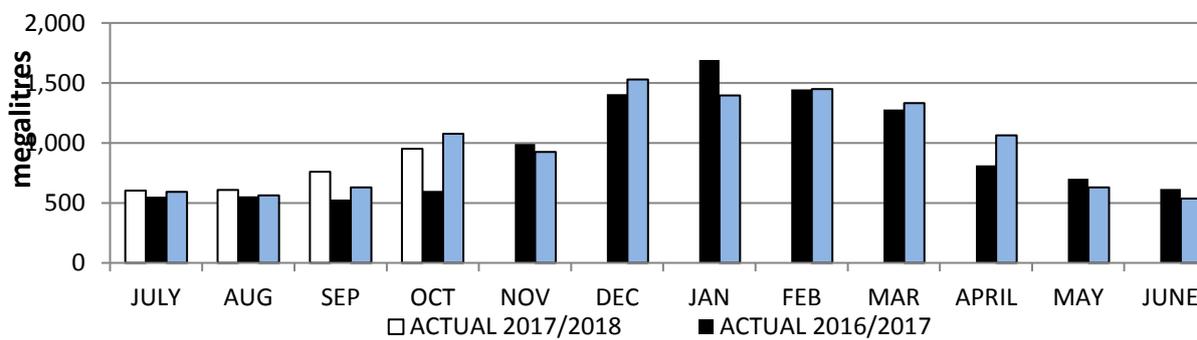
### TOTAL CUMULATIVE WATER USED 2017/2018



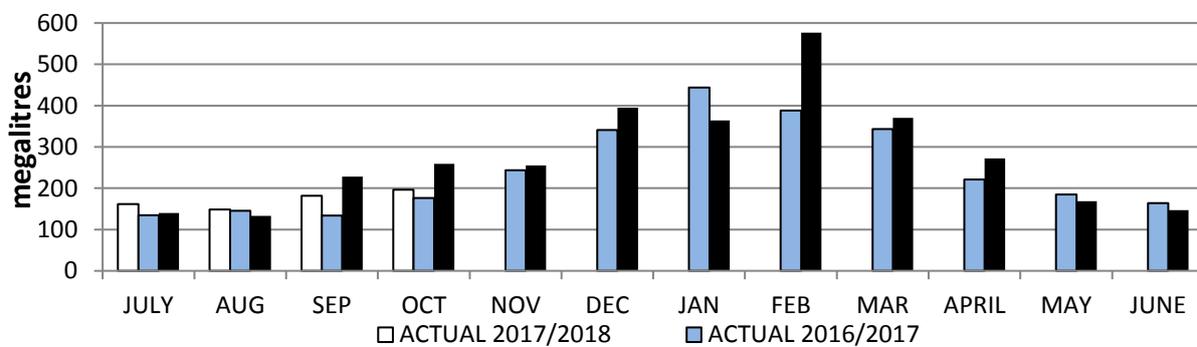
### MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



### MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



**1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF OCTOBER 2017**

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	29	1		16	8	4				31	3	7
Brucedale				2		1						
Currawarna												
Euberta												
Humula										1		
Ladysmith				1						1		1
Oura					1	1						
San Isidore												
Tarcutta										1		
The Gap				1		1						
Bulgary				1								
Collingullie										1		
French Park												
Lockhart	1			1					1	1		
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock	1		1	3								
Uranquinty			1							1		
Yerong Creek									2			
Culcairn												
Henty	2		1	3	1	1			1	3		
Holbrook	1		1	1					1	2		
Morven												
Walbundrie												
Walla Walla												
Woomargama				1								
Boree Creek	1											
Morundah												
Oaklands												
Rand												
Urana				1								
<b>TOTAL</b>	<b>35</b>	<b>1</b>	<b>4</b>	<b>31</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>42</b>	<b>3</b>	<b>8</b>

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
11	Olympic Highway	Henty	200 AC	Pipe Failure - Ground Movement	No	4.45HRS	23	54
11	7 Linton st	Collingullie	100 WPVC	Pipe Failure - Ground Movement	No		1HR	20
12	Olympic hwy	Henty	200 AC	Pipe Failure - Ground Movement	No	2.5HRS	0	30
17	The rock-narrendera Rd	Bulgary	50PE	Pipe Failure - Ground Movement	No		2HRS	0
10	Orange St	Milbrulong	100 AC	Pipe Failure (not specified)	Yes		0	30
24	Chaplins lne	The Rock	50PE	Pipe Failure - Ground Movement	Yes		0	4
17	Yerong st	The Rock	100 AC	Pipe Failure - Ground Movement	Yes		0	9
<b>TOTALS</b>						9.95HRS	43	153
Breaks needing							Breaks affecting	
Total Breaks – 7					shut off - 4		customers – 2	

### 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
11	Billigha St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	4.40HRS	0	0
20	13 Plumpton Road	Wagga Wagga	100 AC	Pipe Failure (not specified)	No		0	0
25	Cnr Mason / Longergen	Wagga Wagga	100 CI	Pipe Failure (not specified)	No		0	0
25	Hillis Ford Mason St	Wagga Wagga	100 CI	Pipe Failure (not specified)	No		4.10HRS	0
<b>TOTALS</b>						8.1HRS	0	0
Breaks needing							Breaks affecting	
Total Breaks – 4					shut off - 3		customers – 0	

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during October 2017 were:

Date	Location	Problem	Action Taken
2/10/2017	28 Indigo Dr, Springvale	Dirty water	Flushed
3/10/2017	18 Wagga St, Oura	Orange water	Flushed
3/10/2017	74 Raye St, Tolland	Dirty water	Flushed service
3/10/2017	16 Barrima Dr, Glenfield	Dirty water	Flushed meter
3/10/2017	18 Indigo Dr, Springvale	Dirty water	Flushed service
5/10/2017	2 McCoullough Rd, Tolland	Deposits on taps	WQ within ADWG. Due to leaking tap & evap leaving Ca scale
11/10/2017	22 First St, Henty	Dirty water	Flushed main & service
16/10/2017	50 Johnston St, Wagga	Dirty water	Flushed service. Gal pipes
24/10/2017	5 Yirribin Pl, Glenfield	Water giving customer sore throat	WQ within ADWG. Maint to flush dead end
27/10/2017	48 Kimberly Dr, Tatton	Dirty water	Dirty HWS

## 1.4 MAINS CONSTRUCTIONS

### 1.4.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during October 2017 include:

LOCATION	PROJECT	63		100		150		200
		PE	OPVC	DICL	OPVC	OPVC		
Lloyd stage 7	New Subdivision			78				
Coolamon Road	New Service	287	360					
Pine Gully Rd St 2	New Subdivision		234		240	54		
	TOTAL	287	594	78	240	54		

### 1.4.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during October 2017 include:

LOCATION	PROJECT	100		600
		OPVC	DICL	DICL
Essential Energy	Low level main			42
Simmons Street	Mains Replacement		40	
The Gap	Mains Replacement	216	48	
	TOTAL	216	88	42

## 1.5 OTHER CONSTRUCTION

Other construction works during October 2017 include:

LOCATION OR PROJECT	WORK DONE
Uranquinty Reservoir	Move magflow meter
Gregadoo Reservoir	Remove and install new magflow Meter
Rural Trunk Main	Cut-in on rural main

## 1.6 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during October 2017 include:

LOCATION OR PROJECT	WORK DONE
Woomargama Reservoir	Replace inlet & outlet pipework
Woomargama Reservoir	Drain, clean and recommission
Tarcutta WTP	Clean & add media to iron filter
Tarcutta WTP	Air scour manganese filters
Walbundrie Reservoirs	Drain & clean
West Wagga WTP	Air scour service water mains

## 1.7 WATER FILLING STATION ACTIVITY

Water Filling Station activity during October 2017 include:

LOCATION	NUMBER OF FILLS
Bomen Hereford Street	105
Estella Farrer Road	100
Forest Hill Elizabeth Avenue	29
Glenfield Red Hill Road	78
Henty Olympic Way	6
Holbrook Millswood Road	13
Lake Albert Plumpton Road	34
Lockhart Napier Road	74
Pleasant Hills Manson Street	1
The Rock	72
Yerong Creek Finlayson Street	16

## 1.8 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during October 2017:

Training or Programme	Number of Staff
First Aid Practical	8
HR Truck License	2
Advanced Diploma LPG	1
Rail safety worker	8
Work cover License Dogging	1
Autodesk Conference	1

## 1.9 FLEET DISPOSALS

Fleet disposals made during October 2017 are:

<b>Vehicle Details</b>					
<b>Vehicle No</b>	<b>Description</b>	<b>Vehicle Type</b>	<b>Make &amp; Model</b>	<b>Year</b>	<b>kms</b>
291	Carpenters	Extra cab with tray	Nissan Navara D40	2012	96137
204	Carpenters	Extra cab with tray	Ford Ranger Supercab 3ltd 2wd	2007	
301	Electrician	Dual cab tray	PX Ford RANGER	2013	62,500

<b>Disposal Details</b>		
<b>Vehicle No</b>	<b>Method</b>	<b>Price exc GST</b>
291	Auctions	\$19,090.91
204	Auctions	\$0
301	Accident	\$28,182

### 1.9.1 FLEET ACQUISITIONS

Fleet acquisitions made during October 2017 are:

<b>New Vehicle Details</b>					
<b>Vehicle No</b>	<b>Tenders Received</b>	<b>Accepted Tenderer</b>	<b>Vehicle Type</b>	<b>Make &amp; Model</b>	<b>Price exc GST</b>
381	3	Hillis Ford	Extra cab with tray	Ford Ranger	\$30,691



- On track



- Behind Schedule



- Unlikely this Financial Year

**1.6 MAJOR PROJECTS 2016/17 (> Over \$100,000) -  
October 2017**

Description	2017/18 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
<b>Access, Parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$1,597,658	\$130,369	Linked to WTP construction, so delayed. Tender recommendation for supply of sheet piling to December Council meeting.
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Corporate IT software upgrade/improvements - Urban	\$162,500	\$85,278	
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$769,000	\$218,598	
<b>Telemetry &amp; Control Systems Upgrade</b>			
West Wagga WTP & Bores Control System Upgrade	\$106,965	\$107,764	
Radio Telemetry SCADA Upgrade	\$168,648	\$3,648	
<b>Radio Communications Upgrade/Replacements/Improvements</b>			
Radio Communication	\$388,225	\$45,116	
<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Bores-renew/refurbish/decommission - Urban	\$61,504	\$61,748	

<b>TREATMENT PLANTS</b>			
<b>Aeration Tower Covers</b>			
East Wagga Aeration Basin cover - Urban	\$160,000	\$0	Project deferred until WTP complete and site handed back to RWCC
<b>Treatment Plant Refurbishments</b>			
WTP Stage 1 - Urban	\$9,929,062	\$3,230,173	Commissioning anticipated in November 2017.
Urana WTP replacement - Non-Urban	\$1,500,000	\$21,379	Design underway.
Woomagama WTP - Non-Urban			
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Shires Reservoir Relocation - Non-Urban	\$2,560,333	\$124,835	Design drawings reviewed by RWCC. Contractor to commence onsite in November.
<b>MAINS, SERVICES &amp; METERS</b>			
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Non Urban	\$20,000	\$13,992	On-going
<b>Reticulation for Developers (including other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	\$364,420	On-going
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Non-Urban	\$200,000	\$0	
Renew Reticulation Mains - Urban	\$400,000	\$31,271	On-going
Lake Albert Rd Replacement	\$0	\$2,163	Completed
The Gap / Brucedale System - Non-Urban	\$100,000	\$15,639	Underway
Main St, Lake Albert - Urban	\$100,000	\$159,141	Completed
Angel St, Lake Albert - Urban	\$0	\$693	Completed
Beckwith St - Urban	\$0	\$0	Completed
<b>Renew Trunk Mains</b>			
Bomen Trunk Main B (north of river) - Urban	\$0	\$318	Completed

Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$400,000	\$245,240	Completed
Low & high Rising Mains from CWS	\$2,911	\$38,573	Underway
<b>SERVICES</b>			
<b>Service Connections, new including Meters</b>			
Service Connections, new - Urban	\$500,000	\$191,517	On-going
<b>Renew Services</b>			
Renew Services - Urban	\$30,000	\$17,175	On-going
<b>METERS</b>			
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	\$32,799	On-going
<b>Remote Metering</b>			
Remote metering - Urban	\$250,000	\$0	



Bede Spannagle  
DIRECTOR OF ENGINEERING

## 2. WORKS REPORT COVERING NOVEMBER 2017

**RECOMMENDATION** That this report be received and noted.

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- *Works Report for November 2017*

**DIRECTOR OF ENGINEERING'S REPORTS  
TO DECEMBER 2017 COUNCIL MEETING**

7<sup>th</sup> December 2017

**1 WORKS REPORT COVERING NOVEMBER 2017**

**RECOMMENDATION:** That this report be received and noted.

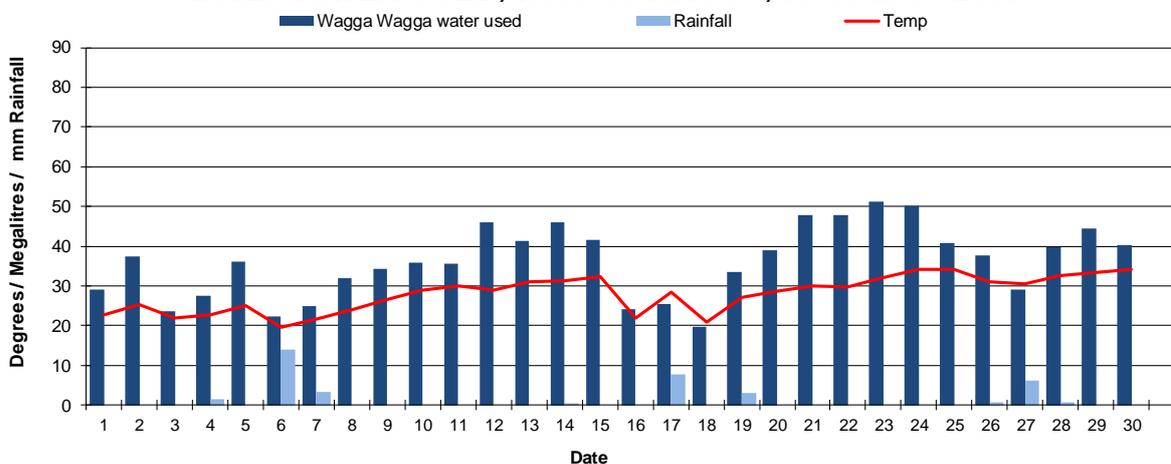
**1.1 WATER SOURCED AND USED**

<b>November</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Rainfall	100.0	83.4	37.2
Wet Days	8	20	10
<b>WATER SOURCED November 2017 (MI)</b>			
North Wagga bores	161.11	125.69	227.08
West Wagga bores	107.68	187.95	607.90
East Wagga bores	438.96	313.90	380.76
Murrumbidgee River	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>707.75</b>	<b>627.54</b>	<b>1,215.74</b>
Bulgary Bores	25.52	32.60	35.58
Urana Source	0.00	0.00	0.93
Ralvona Bores	16.31	12.40	20.22
Walla Walla Bores	0.00	0.00	6.83
Goldenfields Water Supply System	2.21	6.09	6.56
<b>SUB-TOTAL</b>	<b>44.04</b>	<b>51.09</b>	<b>70.12</b>
Woomargama	0.77	1.02	1.29
Humula	0.52	0.51	0.45
Tarcutta	2.18	1.90	3.30
Oura	1.54	1.79	3.21
Walbundrie/Rand	2.26	2.20	2.60
Morundah	0.50	0.41	0.70
Collingullie	3.84	4.23	5.92
<b>SUB-TOTAL</b>	<b>11.61</b>	<b>12.06</b>	<b>17.47</b>
<b>TOTALS</b>	<b>763.40</b>	<b>690.69</b>	<b>1,303.33</b>

## WATER USED November 2017 (MI)

	2015	2016	2017
East Bomen	19.83	19.33	26.66
Estella	33.91	35.28	87.48
North Wagga	90.40	53.00	81.31
Wagga Wagga – Low Level	125.86	113.12	153.23
Wagga Wagga – High Level	313.13	282.58	648.10
Wagga Wagga – Bellevue Level	31.58	32.23	48.16
<b>SUB-TOTAL</b>	<b>614.71</b>	<b>535.54</b>	<b>1,044.94</b>
Ladysmith System	2.09	2.63	5.57
Brucedale Scheme	12.30	14.65	26.75
Currawarna Scheme	9.19	7.59	14.78
Rural south from Wagga Wagga	71.93	64.76	92.52
Rural from Walla Walla Bore	0.00	0.00	6.83
Bulgary, Lockhart and Boree Creek	13.55	24.34	19.77
From Boree Crk to Urana and Oaklands	11.95	8.84	17.48
Holbrook	16.31	12.40	20.22
<b>SUB-TOTAL</b>	<b>137.32</b>	<b>135.21</b>	<b>203.92</b>
Woomargama	0.77	1.02	1.29
Humula	0.52	0.51	0.45
Tarcutta	2.18	1.90	3.30
Oura	1.54	1.79	3.21
Walbundrie/Rand	2.26	2.20	2.60
Morundah	0.50	0.41	0.70
Collingullie	3.84	4.23	5.92
<b>SUB-TOTAL</b>	<b>11.61</b>	<b>12.06</b>	<b>17.47</b>
<b>TOTALS</b>	<b>763.64</b>	<b>682.81</b>	<b>1,266.33</b>

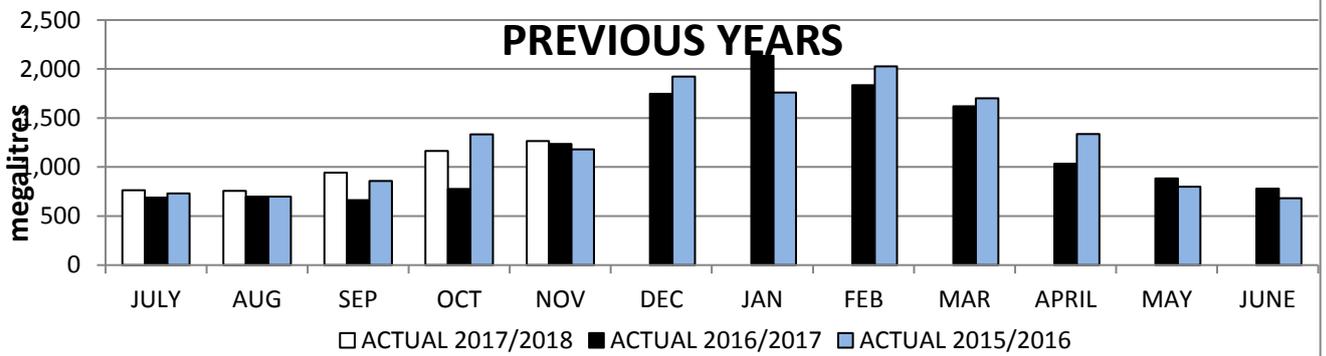
### DAILY WATER USED, WAGGA WAGGA, November 2017



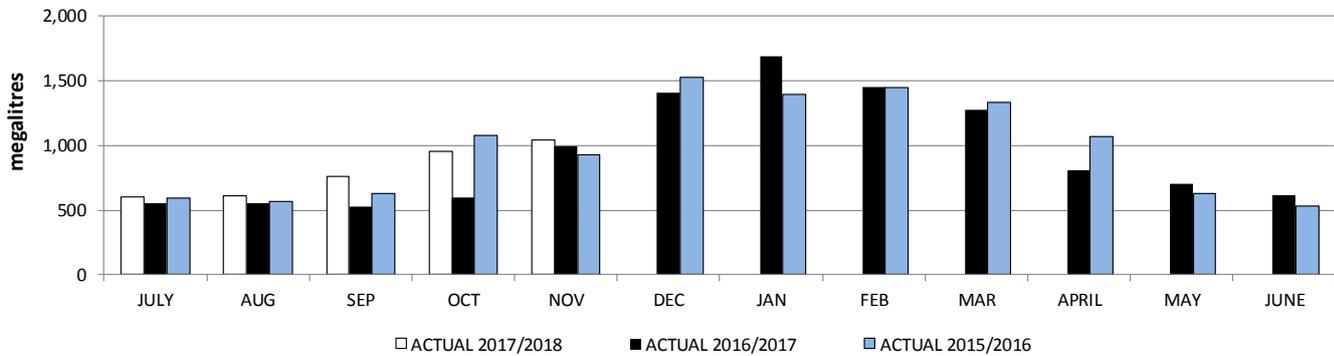
## TOTAL CUMULATIVE WATER USED 2017/2018



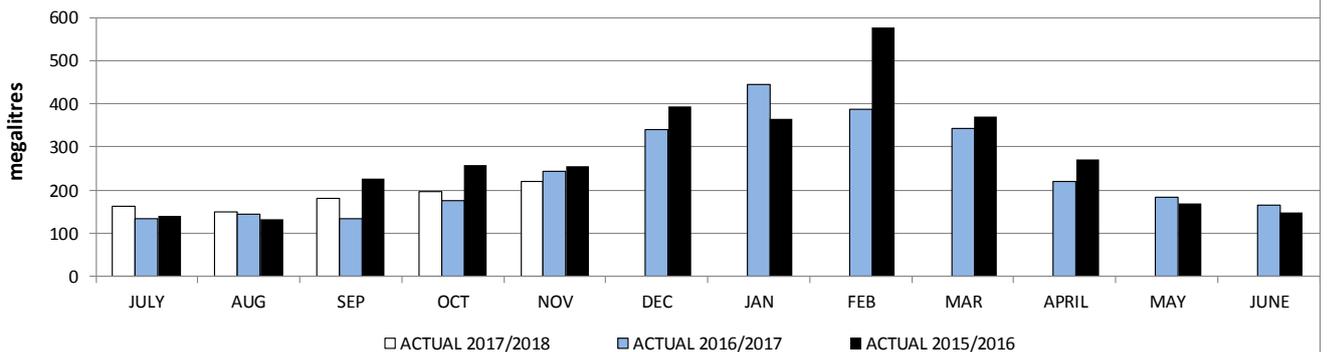
## MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



## MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



## MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS





### 1.3 WATER SYSTEM REPAIRS

No water system repairs in Wagga Wagga.

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
3	24 Benedict Drive	San Isidore	Pipe	Pipe Failure (not	No	3:30	50	0
10	7 Linton st	Collingullie	Pipe	Pipe Failure -	No	1:00	20	14
14	Sturt hwy	Collingullie	Pipe	Pipe Failure -	No	2:00	30	2
16	Uranquinty Street	Uranquinty	Pipe	Pipe Failure (not	No	8:30	50	167
20	Napier rd	Lockhart	Pipe	Pipe Failure -	No	4:00	0	46
23	Napier rd	The Rock	Pipe	Pipe Failure -	No	3:00	0	38
27	Baker st	Uranquinty	Pipe	Pipe Failure -	No	2:00	5	7
29	Anna st	Urana	Pipe	Pipe Failure -	No	3:00	10	9
7	Doigs lne	Pleasant Hills	Pipe	Pipe Failure -	Yes		0	6
20	557 Mangoplah rd	The Rock	Pipe	Pipe Failure -	Yes		0	7
<b>TOTALS</b>						0:00	165	296
					Breaks needing shut off -		Breaks affecting customers -	
Total Breaks – 10					8		6	

### 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during November 2017 were:

Date	Location	Problem	Action Taken
1/11/2017	5 Yirribin Pl, Glenfield	Flushing following Oct WQ test work	Flushed main. Turb=4.6NTU
9/11/2017	2463 Sturt Hwy, Collingullie	Dirty water	Flushed main & service
10/11/2017	54 Elizabeth Dr, Forest Hill	Strong Cl taste	Cl & turb within ADWG. No further action
17/11/2017	68 Simkin Cr, Koorinal	Cl smell, abdominal pain	Cl & turb within ADWG. No further action

### 1.5 MAINS CONSTRUCTIONS

#### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during November 2017 include:

LOCATION	PROJECT	63			100		150		200
		PE	DICL	OPVC	DICL	OPVC	OPVC		
Lloyd stage 7	New Subdivision		28						
Pine Gully Rd	New Subdivision							108	
Lloyd West	New Subdivision		18						
	TOTAL	287		0	78	240		108	

## 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during November 2017 include:

LOCATION	PROJECT	50	100		600	
		Poly	OPVC	DICL		DICL
Essential Energy	Low level main					117
Koorngal Road	Mains Replacement	210	69	18		
The Gap	Mains Replacement		3654	30		
	<b>TOTAL</b>	210	3723	48		117

## 1.6 OTHER CONSTRUCTION

Other construction works during November 2017 include:

LOCATION OR PROJECT	WORK DONE
Clay Target Range	Install 100mm Fire Service
Mount Austin Resivour	Replace 150mm Magflow Meter
Plumpton Road Wagga	Install 100mm meter to Community title Block

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during November 2017 include:

LOCATION OR PROJECT	WORK DONE
Ralvona Bore #1	Remove stage from pump and reinstall.
Ralvona Bore #3	Test run for water quality and commission.
Ralvona Aeration	Drain and clean steel basin.
Bulgary bores	Repairs and replacement to electrical equipment after power surge.
Collingullie filters	Air scour filters
Tarcutta WTP	Repair hypochlorite dosing pump

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during November 2017 include:

LOCATION	NUMBER OF FILLS
Bomen Hereford Street	41
Estella Farrer Road	201
Forest Hill Elizabeth Avenue	84
Glenfield Red Hill Road	71
Henty Olympic Way	3
Holbrook Millswood Road	25
Lake Albert Plumpton Road	25
Lockhart Napier Road	36
Pleasant Hills Manson Street	0
The Rock	54
Yerong Creek Finlayson Street	27

## 1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during November 2017:

Training or Programme	Number of Staff
Hunter Valley IPWEA - Conference	1
NSW Interest Day - Jugiong	6
MR Truck	1
Scada & Telemetry	1
Skid Steer/Loader	1
Shoring Refresher	9
Shoring Full Course	6

## 1.10 FLEET DISPOSALS

Fleet disposals made during November 2017 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
342	The Rock	Extra cab with tray	ISUZU D-MAX	2015	
291	Carpenters	Extra cab with tray	Nissan Narvara D40	2012	96137
319	Fitters	Extra cab with tray	ISUZU D-MAX	2013	94370
312	Plumbing	Dual cab ute, hard co	PX Ford Ranger	2013	104,574
204	Carpenters	Extra cab ute with car	Ford Ranger Supercab	2007	72,946
301	Electrician	Dual cab with tray	PX Ford Ranger	2013	62,500
347	Engineering	Wagon	Holden Captiva Wagon	2015	
326	Meters	Dual cab ute	ISUZU D-MAX	2014	
302	Engineering	Dual cab ute	Hyundai Santafe	2012	
345	Works	Wagon	Subaru Outback Wagon	2015	
349	Admin	Sedan	Ford Mondeo	2015	
New	Admin	S.Thompson			
101	Works	Truck	Iveco70 c21 truck with	2004	

Disposal Details		
Vehicle No	Method	Price exc GST
342	Auctions	\$22,727.27
291	Auctions	\$19,090.91
319	Auctions	\$19,772.73
312	Auctions	\$22,727
204	Auctions	\$9,000
301	Accident	

## 1.11 FLEET ACQUISITIONS

Fleet acquisitions made during November 2017 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
375	8	Lieschke Motors	Extra cab with tray	Holden Colorado	\$30,248
376	8	Lieschke Motors	Extra cab with tray	Holden Colorado	\$30,248
377	8	Lieschke Motors	Extra cab with tray	Holden Colorado	\$30,248
378	7	Lieschke Motors	Dual cab ute, hard cover	Holden Colorado	\$33,279
379	9	Lieschke Motors	Extra cab ute with canopy	Holden Colorado	\$36,897
380	3	Hillis Ford	Extra cab with tray	Ford Ranger	\$30,691
381	4	Wagga Motors	Wagon	Captiva LTZ	\$29,057
382		Wagga Motors	Dual cab ute	Holden Colorado LS	\$30,918
383		Wagga Motors	Dual cab ute	Holden Colorado LTZ	\$34,912
384		Jupiter Motors	Wagon	Subaru Outback Wagon	\$33,709
385		Wagga Motors	Sedan	Holden Calais V	\$35,194
386		Jupiter Motors	Wagon	Subaru Outback Wagon	\$31,450
387		Thomas Brothers	Truck	Iveco 70C21	\$82,223

## 1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

### MAJOR PROJECTS 2016/17 (> Over \$100,000) - November 2017

Description	2017/18 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
Administration Office	10,000	\$0	
Replace Airconditioning	27,600	\$2,797	Completed
<b>Access, Parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$1,597,658	\$137,868	Tender recommendation for supply of sheet piling to December Council Meeting
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Corporate IT software upgrade/improvements - Urban	\$162,500	\$87,716	
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$769,000	\$497,179	
<b>Telemetry &amp; Control Systems Upgrade</b>			
West Wagga WTP & Bores Control System Upgrade	\$106,695	\$108,085	
Radio Telemetry SCADA Upgrade	\$168,648	\$0	
<b>Radio Communications Upgrade/Replacements/Improvements</b>			
Radio Communication	\$388,225	\$50,995	

<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Bores-renew/refurbish/decommission - Urban	\$61,504	\$83,884	
<b>TREATMENT PLANTS</b>			
<b>Aeration Tower Covers</b>			
East Wagga Aeration Basin cover - Urban	\$160,000	\$0	Project deferred until WTP complete and site handed back to RWCC
<b>Treatment Plant Refurbishments</b>			
WTP Stage 1 - Urban	\$9,929,062	\$3,194,152	See detailed report
Urana WTP replacement - Non-Urban	\$1,500,000	\$24,528	Plant layout developed
Woomagama WTP - Non-Urban			
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Shires Reservoir Relocation - Non-Urban	\$2,560,333	\$153,359	Contractor has commenced on-site.
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$5,004,000	\$408,877	Earthworks underway, completion of pads expected early next year.
Glenoak Res 2 x 4.5 ML - Investigate, design, land matters	\$100,000	\$13,352	Negotiating land acquisition with WWCC. Consultant engaged who has commenced REF.
<b>MAINS, SERVICES &amp; METERS</b>			
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Non Urban	\$20,000	\$14,517	

<b>Reticulation for Developers (including other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	<b>\$419,080</b>	
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Non-Urban	\$200,000	<b>\$0</b>	
Renew Reticulation Mains - Urban	\$400,000	<b>\$124,572</b>	
Lake Albert Rd Replacement	\$0	<b>\$2,163</b>	Completed
The Gap / Brucedale System - Non-Urban	\$100,000	<b>\$107,696</b>	Completed
Main St, Lake Albert - Urban	\$100,000	<b>\$158,797</b>	Completed
Angel St, Lake Albert - Urban	\$0	<b>\$693</b>	Completed
Simmons Street	\$90,000	<b>\$91,166</b>	Completed
Broad Street	\$120,000	<b>\$564</b>	
McDonnell St, Collingullie	\$60,000	<b>\$24,348</b>	Completed
<b>Renew Trunk Mains</b>			
Renew Trunk Mains - Urban	\$200,000	<b>\$0</b>	
Renew Trunk Mains - Non - Urban	\$200,000	<b>\$0</b>	
Bomen Trunk Main B (north of river) - Urban	\$0	<b>-\$13,589</b>	Completed
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$400,000	<b>\$312,301</b>	Completed
Low & high Rising Mains from CWS	\$2,911	<b>\$146,740</b>	
The Rock - Milrulong BT Trunk Mains Replacement	\$1,000,000	<b>\$6,933</b>	
Renew Rail Crossings	\$25,000	<b>\$0</b>	
New Low Level Reservoir Connection Main Refurbishment	\$400,000	<b>\$0</b>	

<b>SERVICES</b>			
<b>Service Connections, new including Meters</b>			
Service Connections, new - Urban	\$500,000	\$234,800	
<b>Renew Services</b>			
Renew Services - Urban	\$100,000	\$18,055	
<b>METERS</b>			
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	\$54,141	
<b>Remote Metering</b>			
Remote metering - Urban	\$250,000	\$0	



Bede Spannagle  
DIRECTOR OF ENGINEERING

### 3. CONTRACT W195 – WATER TREATMENT PLANT (WTP) PROGRESS REPORT

**RECOMMENDATION:** that Council receive and note this report.

---

UGL have run the WTP using the temporary pipeline from the existing raw water pumps. The final water quality testing has being undertaken and we have commenced providing potable water into our system.

Construction of the concrete structure for the Raw Water Intake has been completed. The program for completion of the remaining works has been outlined in section 7 of UGL’s November report.

The recent heavy rains increased the river level inundated the coffer dam on Monday 4 December. UGL prepared for the event and removed equipment and materials from the work area prior to inundation. The clean-up is expected to delay construction by 2 weeks.

RWCC have awarded a conditional EOT to UGL. The EOT is subject to UGL supplying a minimum 25ML/day of potable water during the summer periods. If UGL fail to provide minimum quantity of potable water and RWCC are need to impose water restrictions, liquidated damages will apply.

#### **Contract issues and variations**

The RWCC and UGL project managers continue to meet weekly and are work through contractual issues.

Since the last Council meeting there have been two variations approved through Change management process outlined in the Project Management Framework.

	CMR #	Description	Value \$ (ex GST)
1	10	Clear Water Pumps - Installation of Mechanical Seals	64,000
2	11	Provide forklift access ramps to Machinery & Polymer rooms	11,610

The UGL project status reports issued since the last Council meeting are attached.

- *UGL Project Status report – October 2017*
- *UGL Project Status report – November 2017*



## PROJECT STATUS REPORT



### October 2017

PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	9 <sup>th</sup> October 2017
REPORT NO.:	27
PROJECT MANAGER:	Doug Anderson
PREPARED BY:	Doug Anderson



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## 1.0 SUMMARY

Project progress in October was focussed on the following activities:

Electrical works - punchlist items within the filter, raw water MCC & lamella area; street light poles; clearwater pump station cabling; clearwater storage lighting; test and quality documentation.

Raw Water Intake – Base slab completed, wall formwork & reo installed, wall pours starting 6/11/17, preparation for draft tube installation.

Temporary Raw Water Pipe – pipe has delivered water to lamella clarifier and no leaks have been detected.

Clearwater Pump Station Building – Erection of structure 40%.

Lamella roof structure – additional support brackets being manufactured, installation scheduled week starting 13/11/17, roof installation scheduled week starting 20/11/17.

Filters – Coal installed and washed in filters 4, 5 & 6. Issue with supply of remaining coal, coal proposed is non-conforming, UGL is in discussions with Sibelco

Civil/plumbing - Civil has focussed on various drainage works; lab services drain to filter backwash, installation of RPZs at various locations, installation of hose reels.

Safety performance across the site continues to be well managed.

## 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.

## 3.0 HSSE

The total hours worked on the project this month were 8709 hours. Subcontractor hours recorded on site were 6800. Total hours worked on the project to date is 219,707.

One lost time injury (LTI) was recorded for the month. A subcontractor sustained a serious finger injury on the 28/9/17 and still in recovery.

One damage report concerning an empty conduit which was being excavated for concrete encasement, minimal damage, conduit repaired and encasement completed.

Site inductions of 22 individuals have been undertaken with current total of 679 inductions completed not including visitor inductions and UGL HSSE pre-start meetings were conducted on all working days, also individual subcontractor pre-start meetings occurred on site daily.

Looking towards Nov/Dec we will be focussed on the following:

- UGL Isolation procedure
- SWMS development by subcontractors
- Continuing training site personnel in UGL Utake 5 and HAZOB



- UGL Critical Risk Protocols all site personnel
- Continuing with Project Manager Monthly Safety Awards

The Safety Report for this month is contained in Appendix B.

#### 4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at October: -

Risk Description	Potential Impact	Control Measures
Quality and specification issues	Impact to project efficiency and rate of completion Additional resources required for investigation and remedy. Subcontractor Impact to Client Relations and Perceptions	Ensure incoming inspections are completed with due diligence  Engage with subcontractors & suppliers about prompt rectification of issues
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Install temporary raw water supply to lamella clarifier to provide a supplemental supply for summer demand
Raw Water Works Construction overrun	Constraint on commissioning activities	Plan and execute a temporary raw water supply utilizing the existing RWCC river pumps
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Use construction methodologies which mitigate impacts. Inlet structure works completed during low flows in the river. Insurance policies in place Ensure familiarity with RWCC flood response plan

## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

The table below summarises the progress to the 31st October.

**WAGGA WAGGA WATER TREATMENT PLANT**      Month      **Oct-17**

Item No.	Schedule of Prices	Total Claim to date	
		% complete	Claim Value
<b>1</b>	<b>Provision of Preconstruction Activities</b>		
	<b>Preconstruction Activities subtotal (1)</b>	<b>100%</b>	
<b>2</b>	<b>Provision of Project Management and Site Running Activities</b>		
	<b>Prooject Management Activities subtotal (2)</b>	<b>96%</b>	
<b>3</b>	<b>Complete all additional designs, where required</b>		
	<b>Design and Documentation subtotal (2)</b>	<b>100%</b>	
<b>4</b>	<b>Intake Works</b>		
	<b>Intake Works - General subtotal (3)</b>	<b>34%</b>	
<b>5</b>	<b>Raw Water Piping System</b>		
	<b>Raw Water Piping subtotal (4)</b>	<b>57%</b>	
<b>6</b>	<b>Lamella &amp; Rapid Mix Tank</b>		
	<b>Lamella &amp; Rapid Mix Tank subtotal (5)</b>	<b>98%</b>	
<b>7</b>	<b>Filters</b>		
	<b>Filters subtotal (7)</b>	<b>99%</b>	
<b>8</b>	<b>Filter Water Tank &amp; Backwash</b>		
	<b>Filter Water Tank &amp; Backwash subtotal (8)</b>	<b>100%</b>	
<b>9</b>	<b>Machinery Room</b>		
	<b>Machinery Room subtotal (9)</b>	<b>96%</b>	
<b>10</b>	<b>Clear Water Storage &amp; Pumping System</b>		
	<b>Clear Water subtotal (10)</b>	<b>92%</b>	
<b>11</b>	<b>Aluminuium Dosing Plant</b>		
	<b>Aluminium Dosing Plant subtotal (11)</b>	<b>98%</b>	



12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	95%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	97%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	98%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	98%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	99%	
17	Other Items		
	Other Items subtotal (17)	81%	
18	Electrical Items		
	Electrical subtotal (18)	95%	
19	Testing Demonstration Commissioning		
	Testing Demonstation and Commissioning (19)	14%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	97%	
22	Other Options Accepted		
	Options subtotal (20)	95%	
23	Variations		
	Variations Subtotal	87%	

## 5.2 Variations

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

Variation No.	Title	Amount (\$ 000) Excl. GST	Status
VO01	Control System Design for fully networked plant	15	Approved
VO02	AC Road Surface	101	Approved
VO03	Future UV	21	Approved
VO04	Disabled Access	278	Approved
VO05	Aggressive Water Response	79	Approved
VO06	NSC02 – removal of Gyprock	5	Approved
VO07	Transformer supplied by principle	- 244	Approved
VO09	Chemical Dosing – Alum Storage	81	Approved
VO10	Switchboards additional spare capacity	8	Approved
VO11	Lamella plate capacity	45	Approved
VO12	Sewer pump station	5	Approved
VO13	Manual Penstocks on Clarifier Inlet	9	Approved
VO14	Increased bearing capacity in the filters	31	Approved
VO15	Waste in excavation NSC04 & NSC06	10	Approved
VO16	Asbestos in Levee	26	Approved
VO17	Warehouse Facility	- 18	Approved
VO18	Filter Gallery Trenches	41	Approved
VO19	Additional 25mm cover to Slab	8	Approved
VO20	Raw Water Intake	105 260	20A Approved 20B Approved
VO21	Material Compatibility Changes	- 17	Approved
VO23	Pits under existing centrifuge building - NSC10	8	Approved
VO24	Clear Water Pumps Mechanical Seal	1.5	Approved
VO25	Bomen Line	80	Approved
VO26	NSC11 Material Excavated under UGL Carpark	27	Approved
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Approved
VO29	Filter Water Overflow Changes	-80	Approved
VO30	Site Road Realignment	17	Approved
VO31	Roof Access Ladder to Centrifuge Building	14	Approved
VO33	Flowmeter Modbus Communications	22	Approved
VO34	Caustic Building Lighting Changes	3	Approved
VO36	Sludge Thickener Infill Slab	90	Approved
VO40	Street Light Fittings	9	Approved



<b>VO43</b>	S&I 4.8 to 9.6 Garnet Filter Media	86	Approved
<b>VO44</b>	Lamella Corrosion	-300	Approved
<b>VO45</b>	Concrete slab between filters and Lamella	1	Approved
<b>VO46</b>	NSC16 Remove Concrete Slab	4	Approved
<b>VO49</b>	Bore Water Pressure Line Changes	9	Approved
<b>VO50</b>	Filter Building Pop out Power Outlets	2	Approved
<b>VO53</b>	NSC17 Asbestos at A2 to A203	4	Approved
<b>VO56</b>	Rework External Chemical Delivery Pipework	15	Approved
<b>VO140</b>	Power Failure Alarm Modification	5	Approved

There are number of unresolved commercial issues some of which may have to be resolved by senior management

## 6.0 FINANCE

The table below summarises the invoices and payment status.

<b>Claim Description</b>	<b>Invoice no.</b>	<b>Amount</b>	<b>Claim/Invoice Status</b>
<b>W195 Progress Claim 1</b>	Invoice # 1	\$ 879,128.59	Paid
<b>W195 Progress Claim 2</b>	Invoice # 2	\$ 1,428,346.00	Paid
<b>W195 Progress Claim 3</b>	Invoice # 3	\$ 1,246,918.00	Paid
<b>W195 Progress Claim 4</b>	Invoice # 4	\$ 2,341,562.00	Paid
<b>W195 Progress Claim 5</b>	Invoice # 5	\$ 2,269,089.00	Paid
<b>W195 Progress Claim 6</b>	Invoice #6	\$ 1,652,403.00	Paid
<b>W195 Progress Claim 7</b>	Invoice #7	\$ 2,039,696.00	Paid
<b>W195 Progress Claim 8</b>	Invoice #8	\$ 1,764,615.00	Paid
<b>W195 Progress Claim 9</b>	Invoice #9	\$ 2,037,494.00	Paid
<b>W195 Progress Claim 10</b>	Invoice #10	\$ 2,540,706.00	Paid
<b>W195 Progress Claim 11</b>	Invoice #11	\$ 3,296,966.00	Paid
<b>W195 Progress Claim 12</b>	Invoice #12	\$ 1,309,013.00	Paid
<b>W195 Progress Claim 13</b>	Invoice #13	\$ 1,208,270.00	Paid
<b>W195 Progress Claim 14</b>	Invoice #14	\$ 967,609.00	Paid
<b>W195 Progress Claim 15</b>	Invoice #15	\$ 714,741.00	Paid
<b>W195 Progress Claim 16</b>	Invoice #16	\$ 582,416.00	Paid
<b>W195 Progress Claim 17</b>	Invoice #17	\$ 723,083.00	Paid
<b>W195 Progress Claim 18</b>	Invoice #18	\$ 614,612.00	Paid
<b>W195 Progress Claim 19</b>	Invoice #19	\$ 502,532.00	Paid
<b>W195 Progress Claim 20</b>	Invoice #20	\$ 480,610.00	Paid
<b>W195 Progress Claim 21</b>	Invoice #21	\$ 327,361.10	Paid
<b>W195 Progress Claim 22</b>	Invoice #22	\$ 170,888.00	Paid
<b>W195 Progress Claim 23</b>	Invoice #23	\$ 304,322.00	Paid
<b>W195 Progress Claim 24</b>	Invoice #24	\$ 0.00	Paid
<b>W195 Progress Claim 25</b>	Invoice #25	\$ 0.00	Paid
<b>W195 Progress Claim 26</b>	Invoice #26	\$ 55,051.00	Paid
<b>W195 Progress Claim 27</b>	Invoice #27	\$ 303,036.00	Approved
<b>W195 Progress Claim 28</b>	Invoice #28	\$ 380,348.00	Pending

## 7.0 PROGRAMME

A revised programme has been produced which encompasses the remaining works and the most recent version is included in App C.

The version attached to this report (3/11/17) reflects the most recent change.

The programme has been constructed with Microsoft Project and will be managed by site, it will remain a live document which will be continually updated as circumstances dictate.

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

Activity	Target
Filter Media Loading and Washing	Late Oct 2017
Completion Lamella Installation	Late Oct 2017
Plant operational with temporary RW supply	End of Nov 2017
Road Works Stage Two Completion	Late Dec 2017
Raw Water Intake Works	Jan 2018

## 8.0 QUALITY

Production of Inspection and Test Reports (ITPs) continues for civil/structural, mechanical and electrical works across the site.

We continue to work through finalising the quality issues with some of fabricated equipment with many of the issues now closed out. In some instances, remedial works have been required to meet the aspects of the specification and we are working with suppliers as needed to remedy these.

## 9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

Application to vary the CEMP for RWI works during summer has been approved by DPE

## 10.0 INDUSTRIAL RELATIONS

No issues

## 11.0 DESIGN AND TECHNICAL

Design is 97% complete, misc mech & elec remain e.g. brackets & supports.

## **12.0 COMMISSIONING**

Temporary raw water supply & flowmeter 100%  
Lamella Clarifier – Train one 75%, train two 50%  
Lamella Sludge Pumps 90%  
PLC sequencing 30%  
Instrument Wet Rack 75%  
Sample Pumps 85%  
Filters 75%  
Backwash Pumps 80%  
Washwater Pumps 80%  
Process Water Pumps 25%  
Chemical Dosing 70%  
Clearwater Storage 75%  
Clearwater Pumps 25%

The continuing focus of commissioning in the next month will be to achieve production of spec water.

## **13.0 STAKEHOLDERS**

The UGL site have continued to engage with other contractors on site as well RWCC staff and construction teams and no issues arising.

Outside of the interactions with Department of Planning and EPA, no other significant issues to report with External Stakeholders in the month.

## 14.0 SITE PROGRESS



Photo 1: RWI Base Pour



Photo 2: RWI Base Pour



Photo 3: RWI Base Pour



Photo 4: Installation of reinforcement and wall formwork



Photo 5: Installation of reinforcement and wall formwork



Photo 6: Installation of reinforcement and wall formwork



Photo 7: Lamella Clarifier (Train 1) in Operation During Commissioning

## 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 – MONTHLY SAFETY REPORT**

## HSSE Monthly Safety Report –October 2017

### 1.0 Overview Statistics

	October 2017	Total to Date
UGL Hours	1909	62,758
Subcontractor hours	6800	150,949
Total Site Hours	8709	219,707
LTIFR: Target < .50	4.55	4.55
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	1	1
Days lost to LTI	20	20
Medical Treatment Injuries (MTI)	0	0
1 <sup>st</sup> Aid Injuries	0	5
Incidents:		
Injury	0	6
Damage/ Loss	1	22
Near Miss	0	46
Hazard	8	117
Report Only	1	10
Journey Incident	0	1
Non-work related injury	0	0
Environmental	0	11
Safety Initiatives:	0	13
Workplace Safety Inspections	19	670
Environmental Inspections	4	80
Safety Conversations (UGL)	16	1,063

Utake 5 (UGL)	140	5608
Hazobs	8	503
Site audit (e.g. Plant pre-start)	4	87
SWMS reviews	13	340
Site inductions	22	679
Tool box meetings	4	80
Training hours	0	133
Plant delivery inspections	9	175
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	3
Alcohol Breath tests	133	3441
Drug tests	0	176

## 2.0 Incident Summary

### The following incidents occurred on site in October 2017.

**Damage:** During excavation to lower & concrete in case underground conduits under new site road an empty conduit was clipped by a rock which fell between the 3-ton excavator bucket and the one of the empty underground conduits with the rock becoming stuck between the bucket & conduit causing a crack and small hole (20 cent piece) in the empty conduit. Incident reported by PCT Plumbing

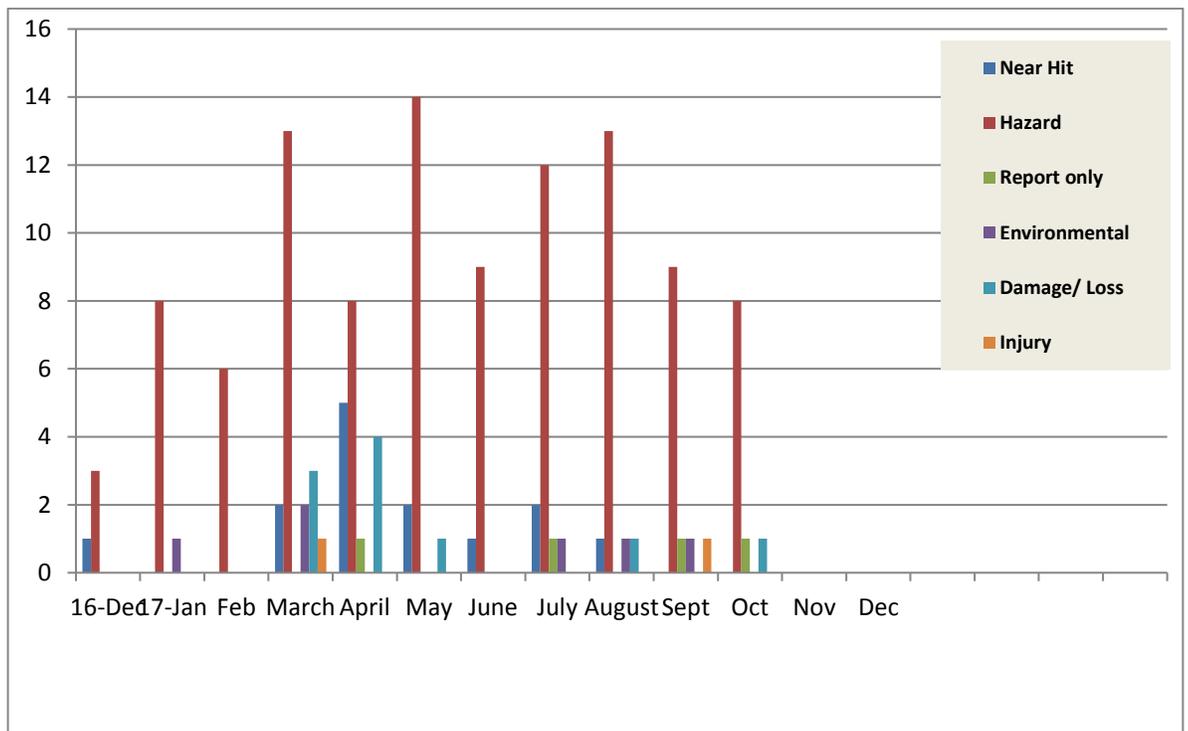
**Actions:** Work stopped in area, conduit inspected by electrical supervisor and repairs to the conduit occurred and work continued. Spotter in place at the time of incident and spotter was reminded to be more observant during excavation near conduits and excavator instructed to be more than 300mm from an underground conduit to avoid rocks getting stuck between the excavator bucket and the conduits

**Report only:** Safe Work NSW Inspection Jason Manyard rang UGL HSSE at 1.50pm 27-10-2017 and inform he of his intention to attend Wagga WTP site regarding an alleged breach. Safe Work NSW received an anonymous report regarding UGL and tramy line attached to a concrete boom pump used by UGL & SPS on the 19-10-2017. Safe Work NSW inspector attended site with copy of report and photos of the alleged breach on the 19-10-2017

**Actions:** Safe Work NSW Inspection Jason Manyard Wagga office attended UGL Wagga WTP site office at 2.10pm and discussed a report of an alleged breach with UGL Civil supervisor, Project Manager, Construction Manager, Civil Engineer & HSSE. Concrete boom pump SWMS, Plant delivery inspection, Concrete pump operator HRW ticket and Safe Work registration of concrete boom pump reviewed by

Safe Work inspector and all documentation are appropriate. No evidence of a breach was identified by Safe Work Inspector and no additional action will be taken by Safe Work NSW. Safe Work NSW Inspector Jason Maynard also inspected the coffer dam location where the alleged breach occurred and was satisfied with safety standard of the site. Safe Work inspector will email copy of his report next week to UGL HSSE.

### Wagga Wagga WTP Incident trends



- October 2017 22 Site inductions not including visitor’s inductions
- Site wide training in UGL Isolation procedure
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness
- Safety Award October 2017 Steve Crowhurst Kirk Industrial

### 3.0 Project Safety Initiatives for November 2017

- **Training:**

- UGL Isolation procedure
- SWMS development by subcontractors
- Continuing training site personnel in UGL Utake 5 and HAZOB
- UGL new Critical Risk Protocols all site personnel
- Continuing with Project Manager Monthly Safety Awards

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Toolbox meeting:**

- Site incidents / actions, industry safety alerts, continuing discussion of site safety hazards, site personnel consultation. Update of the site notice board.
- Weekly supervisor/subcontractor HSE meeting discussing HSE initiatives for the project as well as subcontractor interfaces.

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

- Continuing Site Environmental inspections and education to subcontractors regarding environmental compliance.

Mark Hunter

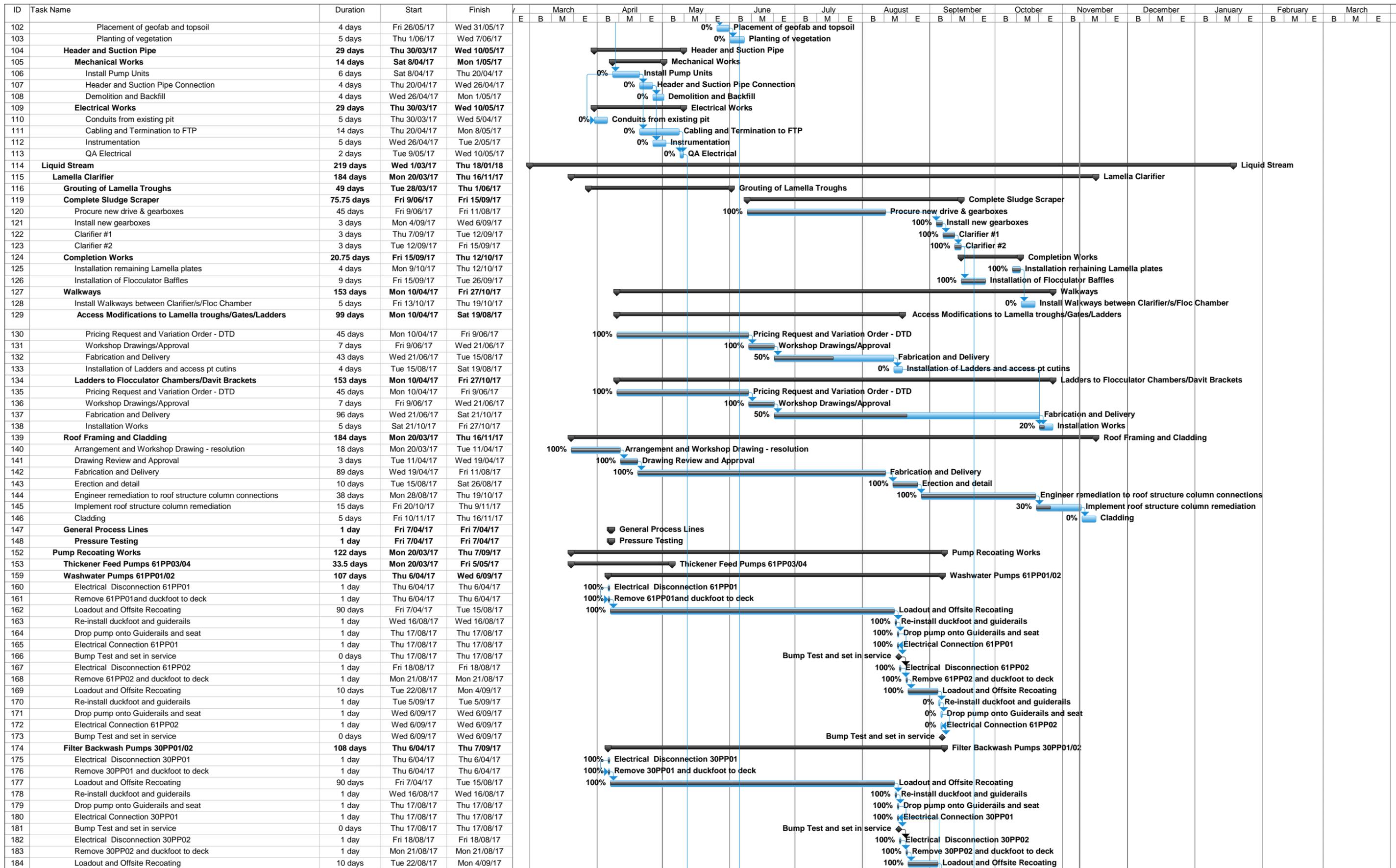
UGL Safety Advisor



## **APPENDIX C – PROJECT PROGRAMME**

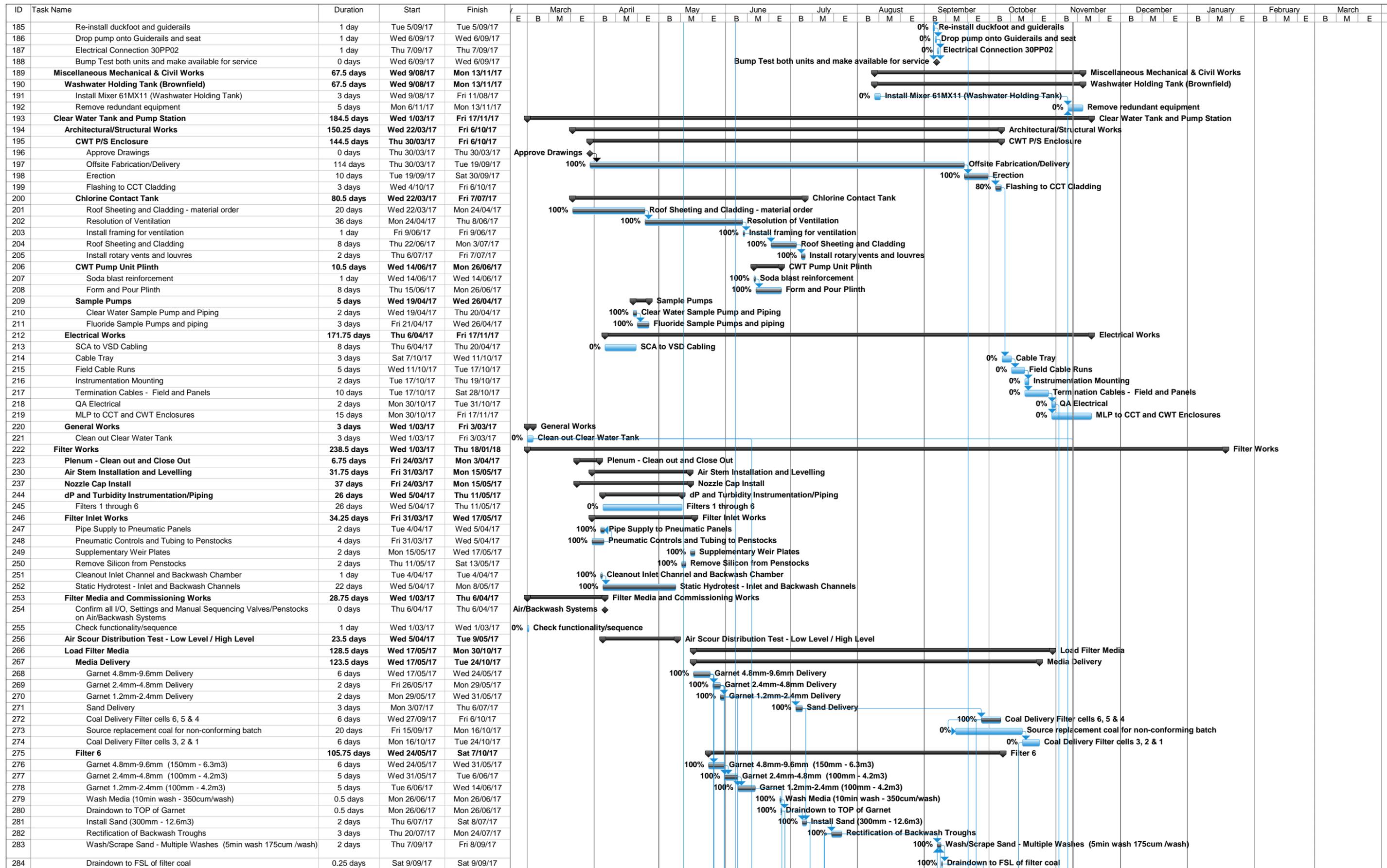
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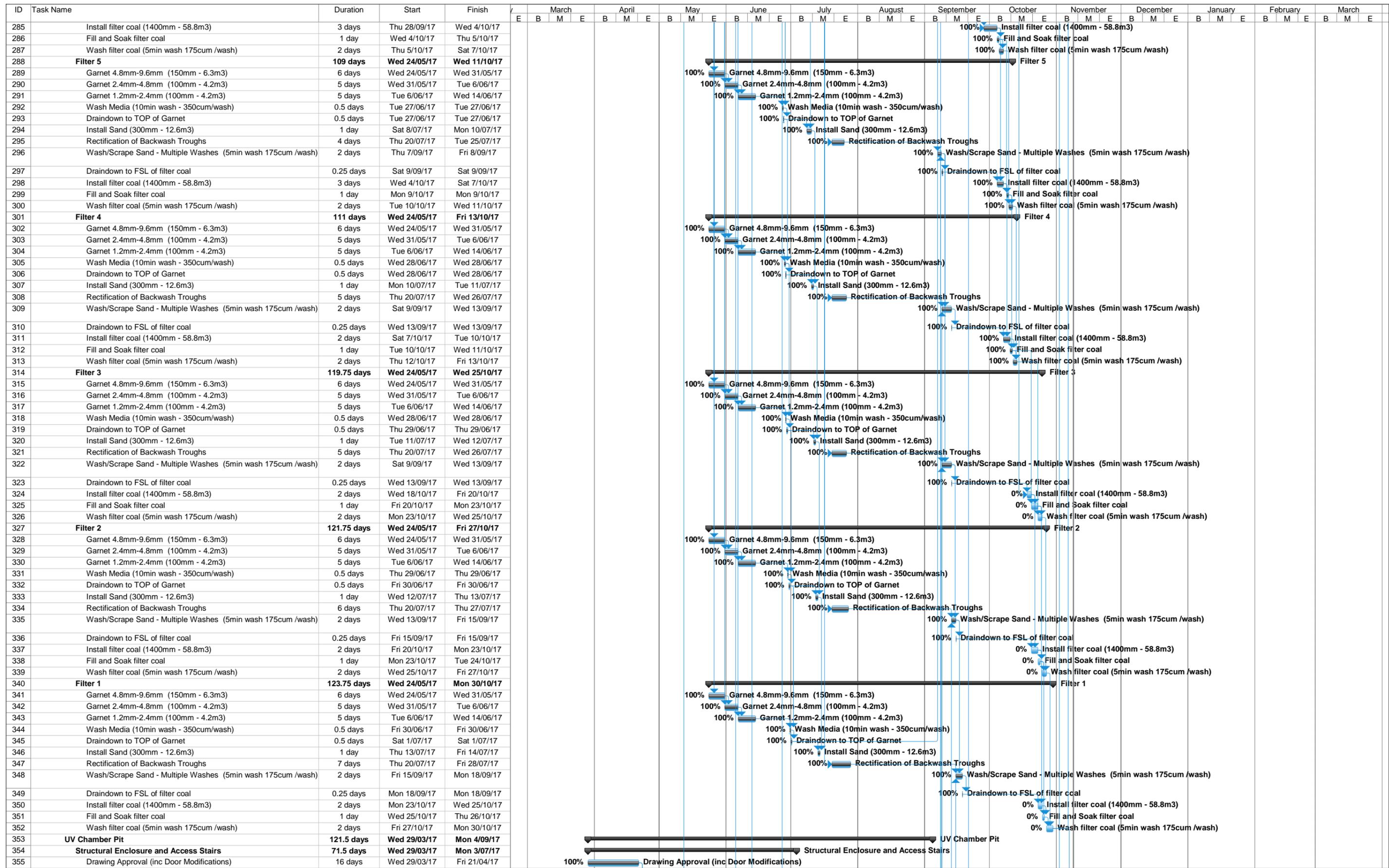
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Milestone		Rolled Up Progress		Inactive Task		Duration-only		Critical			
Summary		Split		Inactive Task		Manual Summary Rollup		Critical Split			
Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			



Task		Rolled Up Critical Task		Project Summary		Inactive Summary		Start-only		Deadline	
Critical Task		Rolled Up Milestone		Group By Summary		Manual Task		Finish-only			
Milestone		Rolled Up Progress		Inactive Task		Duration-only		Critical			
Summary		Split		Inactive Task		Manual Summary Rollup		Critical Split			
Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			

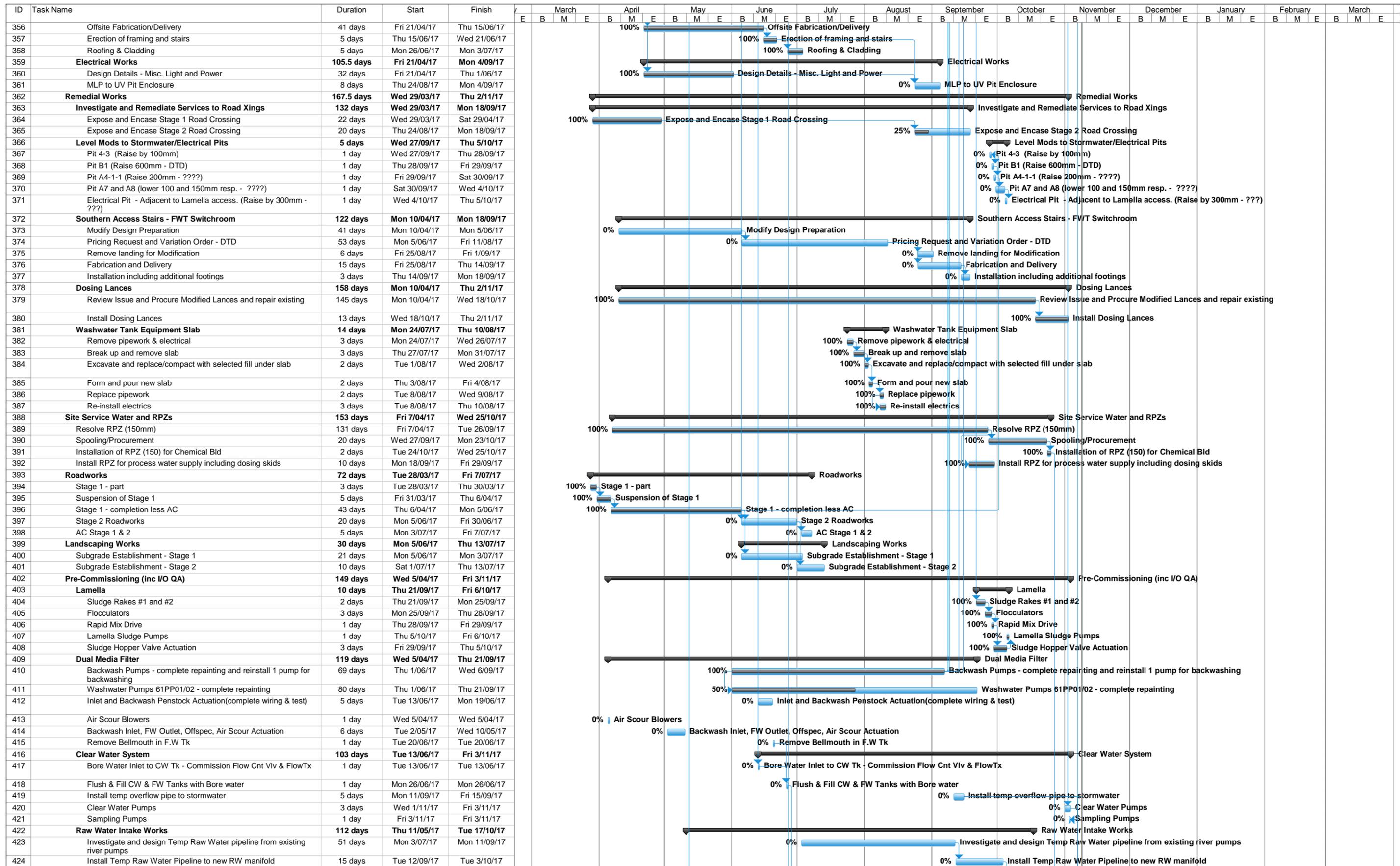
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 Checked:  
 Authorised:



Date: Thu 9/11/17 File: Wagga WTP Schedule to Complete.171103.mp	Task		Rolled Up Critical Task		Project Summary		Inactive Summary		Start-only		Deadline	
	Critical Task		Rolled Up Milestone		Group By Summary		Manual Task		Finish-only			
	Milestone		Rolled Up Progress		Inactive Task		Duration-only		Critical			
	Summary		Split		Inactive Task		Manual Summary Rollup		Critical Split			
	Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			

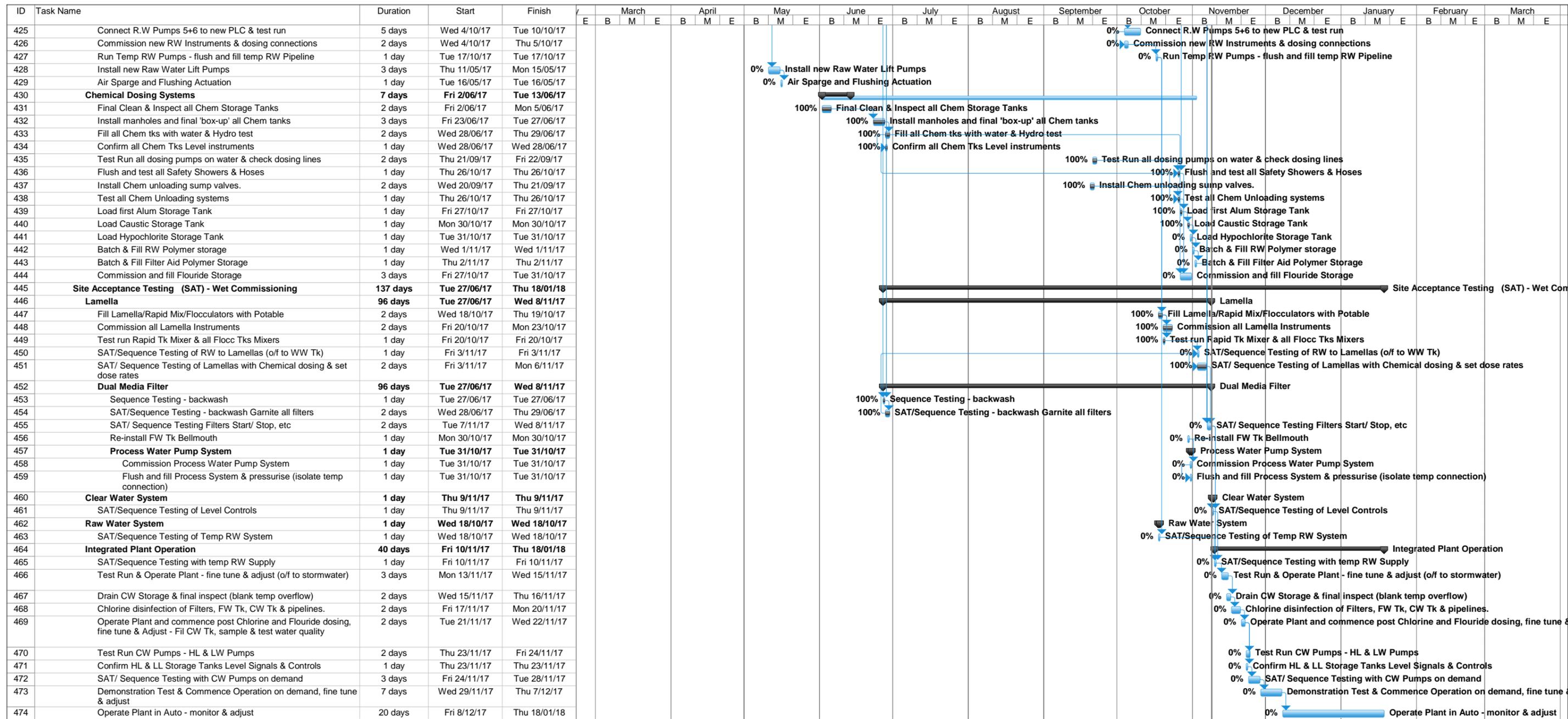
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Date: Thu 9/11/17 File : Wagga WTP Schedule to Complete.171103.mp	Task		Rolled Up Critical Task		Project Summary		Inactive Summary		Start-only		Deadline	
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	Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			

Drawn: Doug Anderson  
Checked:  
Authorised:

Wagga Wagga WTP



Date: Thu 9/11/17  
 File : Wagga WTP Schedule to Complete.171103.mp

Task		Rolled Up Critical Task		Project Summary		Inactive Summary		Start-only		Deadline	
Critical Task		Rolled Up Milestone		Group By Summary		Manual Task		Finish-only			
Milestone		Rolled Up Progress		Inactive Task		Duration-only		Critical			
Summary		Split		Inactive Task		Manual Summary Rollup		Critical Split			
Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			

Drawn: Doug Anderson  
 Checked:  
 Authorised:

Wagga Wagga WTP



# **PROJECT STATUS REPORT**



## **November 2017**

PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	5 <sup>th</sup> December 2017
REPORT NO.:	28
PROJECT MANAGER:	Doug Anderson
PREPARED BY:	Doug Anderson



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## 1.0 SUMMARY

Project progress in November was focussed on the following activities:

Extreme weather event forecast to start 1/12/17, cofferdam evacuated of materials, well point dewatering pumps removed in anticipation of inundation.

Electrical works - punchlist items within the filter, raw water MCC & lamella area; street light poles; clearwater pump station cabling; clearwater storage lighting; test and quality documentation.

Raw Water Intake – Concrete structure complete, first section of draft tubes installed, preparation for first headstock pour.

Clearwater Pump Station Building – Erection of structure 85%.

Lamella roof structure – additional support brackets complete, roof installation complete.

Filters – Issue with supply of remaining coal for filters 1, 2 & 3, coal proposed is non-conforming, UGL is in discussions with Sibelco

Civil/plumbing - Civil has focussed on various drainage works; installation of lamella roof downpipes & drainage; RPZs at various locations, installation of hose reels.

Safety performance across the site continues to be well managed.

## 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.

## 3.0 HSSE

The total hours worked on the project this month were 8426 hours. Subcontractor hours recorded on site were 6800. Total hours worked on the project to date is 222,133.

One near miss report concerning an unsecured purlin during installation of the lamella roof, a worker stood on the purlin and stumbled causing a fall into the fall prevention mesh. Work was suspended, area inspected and investigated all purlins secured and the incident toolboxed.

Site inductions of 20 individuals have been undertaken with current total of 690 inductions completed not including visitor inductions and UGL HSSE pre-start meetings were conducted on all working days, also individual subcontractor pre-start meetings occurred on site daily.

Looking towards Dec/Jan we will be focussed on the following:

- UGL Isolation procedure
- SWMS development by subcontractors
- Continuing training site personnel in UGL Utake 5 and HAZOB
- UGL Critical Risk Protocols all site personnel
- Continuing with Project Manager Monthly Safety Awards

The Safety Report for this month is contained in Appendix B.

## 4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at October: -

Risk Description	Potential Impact	Control Measures
Quality and specification issues	Impact to project efficiency and rate of completion Additional resources required for investigation and remedy. Subcontractor Impact to Client Relations and Perceptions	Ensure incoming inspections are completed with due diligence  Engage with subcontractors & suppliers about prompt rectification of issues
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Install temporary raw water supply to lamella clarifier to provide a supplemental supply for summer demand
Raw Water Works Construction overrun	Constraint on commissioning activities	Plan and execute a temporary raw water supply utilizing the existing RWCC river pumps
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Use construction methodologies which mitigate impacts. Inlet structure works completed during low flows in the river. Insurance policies in place Ensure familiarity with RWCC flood response plan

## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

The table below summarises the progress to the 30th November.

**WAGGA WAGGA WATER TREATMENT PLANT**      Month      **Nov-17**

Item No.	Schedule of Prices	Total Claim to date	
		% complete	Claim Value
1	Provision of Preconstruction Activities		
	Preconstruction Activities subtotal (1)	100%	
2	Provision of Project Management and Site Running Activities		
	Prooject Management Activities subtotal (2)	96%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	100%	
4	Intake Works		
	Intake Works - General subtotal (3)	34%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	66%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	100%	
7	Filters		
	Filters subtotal (7)	100%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	100%	
9	Machinery Room		
	Machinery Room subtotal (9)	98%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	94%	
11	Aluminuium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	99%	



12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	99%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	99%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	100%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	99%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	100%	
17	Other Items		
	Other Items subtotal (17)	88%	
18	Electrical Items		
	<b>Electrical</b> subtotal (18)	97%	
19	Testing Demonstration Commissioning		
	Testing Demonstation and Commissioning (19)	18%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	98%	
22	Other Options Accepted		
	Options subtotal (20)	99%	
23	Variations		
	Variations Subtotal	87%	

## 5.2 Variations

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

Variation No.	Title	Amount (\$ 000) Excl. GST	Status
VO01	Control System Design for fully networked plant	15	Approved
VO02	AC Road Surface	101	Approved
VO03	Future UV	21	Approved
VO04	Disabled Access	278	Approved
VO05	Aggressive Water Response	79	Approved
VO06	NSC02 – removal of Gyprock	5	Approved
VO07	Transformer supplied by principle	- 244	Approved
VO09	Chemical Dosing – Alum Storage	81	Approved
VO10	Switchboards additional spare capacity	8	Approved
VO11	Lamella plate capacity	45	Approved
VO12	Sewer pump station	5	Approved
VO13	Manual Penstocks on Clarifier Inlet	9	Approved
VO14	Increased bearing capacity in the filters	31	Approved
VO15	Waste in excavation NSC04 & NSC06	10	Approved
VO16	Asbestos in Levee	26	Approved
VO17	Warehouse Facility	- 18	Approved
VO18	Filter Gallery Trenches	41	Approved
VO19	Additional 25mm cover to Slab	8	Approved
VO20	Raw Water Intake	105 260	20A Approved 20B Approved
VO21	Material Compatibility Changes	- 17	Approved
VO23	Pits under existing centrifuge building - NSC10	8	Approved
VO24	Clear Water Pumps Mechanical Seal	1.5	Approved
VO25	Bomen Line	80	Approved
VO26	NSC11 Material Excavated under UGL Carpark	27	Approved
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Approved
VO29	Filter Water Overflow Changes	-80	Approved
VO30	Site Road Realignment	17	Approved
VO31	Roof Access Ladder to Centrifuge Building	14	Approved
VO33	Flowmeter Modbus Communications	22	Approved
VO34	Caustic Building Lighting Changes	3	Approved
VO36	Sludge Thickener Infill Slab	90	Approved
VO40	Street Light Fittings	9	Approved



<b>VO43</b>	S&I 4.8 to 9.6 Garnet Filter Media	86	Approved
<b>VO44</b>	Lamella Corrosion	-300	Approved
<b>VO45</b>	Concrete slab between filters and Lamella	1	Approved
<b>VO46</b>	NSC16 Remove Concrete Slab	4	Approved
<b>VO49</b>	Bore Water Pressure Line Changes	9	Approved
<b>VO50</b>	Filter Building Pop out Power Outlets	2	Approved
<b>VO53</b>	NSC17 Asbestos at A2 to A203	4	Approved
<b>VO56</b>	Rework External Chemical Delivery Pipework	15	Approved
<b>VO140</b>	Power Failure Alarm Modification	5	Approved
<b>VO141</b>	Raw Water Disassembly Frame Footings	2	Approved
<b>VO142</b>	Chemical Building Forklift Access Ramps	12	Approved
<b>VO143</b>	Conversion of Hi & Low Lift Pumps to Mechanical Seals	64	Approved

There are number of unresolved commercial issues some of which may have to be resolved by senior management

## 6.0 FINANCE

The table below summarises the invoices and payment status.

<b>Claim Description</b>	<b>Invoice no.</b>	<b>Amount</b>	<b>Claim/Invoice Status</b>
<b>W195 Progress Claim 1</b>	Invoice # 1	\$ 879,128.59	Paid
<b>W195 Progress Claim 2</b>	Invoice # 2	\$ 1,428,346.00	Paid
<b>W195 Progress Claim 3</b>	Invoice # 3	\$ 1,246,918.00	Paid
<b>W195 Progress Claim 4</b>	Invoice # 4	\$ 2,341,562.00	Paid
<b>W195 Progress Claim 5</b>	Invoice # 5	\$ 2,269,089.00	Paid
<b>W195 Progress Claim 6</b>	Invoice #6	\$ 1,652,403.00	Paid
<b>W195 Progress Claim 7</b>	Invoice #7	\$ 2,039,696.00	Paid
<b>W195 Progress Claim 8</b>	Invoice #8	\$ 1,764,615.00	Paid
<b>W195 Progress Claim 9</b>	Invoice #9	\$ 2,037,494.00	Paid
<b>W195 Progress Claim 10</b>	Invoice #10	\$ 2,540,706.00	Paid
<b>W195 Progress Claim 11</b>	Invoice #11	\$ 3,296,966.00	Paid
<b>W195 Progress Claim 12</b>	Invoice #12	\$1,309,013.00	Paid
<b>W195 Progress Claim 13</b>	Invoice #13	\$1,208,270.00	Paid
<b>W195 Progress Claim 14</b>	Invoice #14	\$ 967,609.00	Paid
<b>W195 Progress Claim 15</b>	Invoice #15	\$ 714,741.00	Paid
<b>W195 Progress Claim 16</b>	Invoice #16	\$ 582,416.00	Paid
<b>W195 Progress Claim 17</b>	Invoice #17	\$ 723,083.00	Paid
<b>W195 Progress Claim 18</b>	Invoice #18	\$ 614,612.00	Paid
<b>W195 Progress Claim 19</b>	Invoice #19	\$ 502,532.00	Paid
<b>W195 Progress Claim 20</b>	Invoice #20	\$ 480,610.00	Paid
<b>W195 Progress Claim 21</b>	Invoice #21	\$ 327,361.10	Paid
<b>W195 Progress Claim 22</b>	Invoice #22	\$ 170,888.00	Paid
<b>W195 Progress Claim 23</b>	Invoice #23	\$ 304,322.00	Paid
<b>W195 Progress Claim 24</b>	Invoice #24	\$ 0.00	Paid



<b>W195 Progress Claim 25</b>	Invoice #25	\$ 0.00	Paid
<b>W195 Progress Claim 26</b>	Invoice #26	\$ 55,051.00	Paid
<b>W195 Progress Claim 27</b>	Invoice #27	\$ 303,036.00	Paid
<b>W195 Progress Claim 28</b>	Invoice #28	\$ 280,348.00	Approved
<b>W195 Progress Claim 29</b>	Invoice #29	\$ 341,270.00	Pending

## 7.0 PROGRAMME

A revised programme has been produced which encompasses the remaining works and the most recent version is included in App C.

The version attached to this report (6/12/17) reflects the most recent change.

The programme has been constructed with Microsoft Project and will be managed by site, it will remain a live document which will be continually updated as circumstances dictate.

### Construction/Completion Summary

- As at the 6/12/17 the plant is now ready to produce potable water at between 25 ML/D and 30 ML/D using the existing raw water RWCC pumps thru a temporary pipeline.
- Raw Water pumps are expected to arrive onsite by mid-Jan 2018
- The Raw Water Intake Concrete work is complete within the cofferdam and the first section of draft tube has been installed. The first headstock will be cast early next year once the cofferdam has been cleaned out (inundated 4/12/2017). The remaining draft tubes to be installed by mid-Jan 2018
- Mechanical installation within/on the inlet structure is scheduled for completion by the end of January 2018 followed by the placement of class 1, 2 & 3 rocks and gabions. Placement of rocks and gabions will continue through until early March 2018 followed by riverbank rehabilitation that will be completed by the end of March.
- Mechanical and electrical installation for the rest of the intake structure is scheduled for completion by the first week of March
- Commissioning of the Raw Water Pumps to commence mid – March with operations commencing in April 2018.
- Procurement, loading, washing & commissioning of the remaining filter coal will be completed by Feb 2018
- Site roads will be completed by mid-Feb and general site landscaping by the end of March 2018
- All other miscellaneous works, footpaths, random slabs, additional drainage is targeted for completion by March 2018.
- It is the intention that the outstanding major defects (PLC wiring, isolation switches, electric motor replacement) will be completed during an 8 week period in winter, nominally from May to June 2018

## **8.0 QUALITY**

Production of Inspection and Test Reports (ITPs) continues for civil/structural, mechanical and electrical works across the site.

We continue to work through finalising the quality issues with some of fabricated equipment with many of the issues now closed out. In some instances, remedial works have been required to meet the aspects of the specification and we are working with suppliers as needed to remedy these.

## **9.0 ENVIRONMENTAL**

Project Construction Environmental Management Plan continues to be implemented.

The health of the flying fox colony near the Raw Water Intake is now monitored weekly by an ecologist from NGH Environmental

## **10.0 INDUSTRIAL RELATIONS**

Audit conducted by the CCU on the 29/11/17 (Building Code Compliance Unit, NSW), no issues.

## **11.0 DESIGN AND TECHNICAL**

Design is 97% complete, misc mech & elec remain e.g. brackets & supports.

## **12.0 COMMISSIONING**

Temporary raw water supply & flowmeter 100%  
Lamella Clarifier – Train one 95%, train two 95%  
Lamella Sludge Pumps 95%  
PLC sequencing 90%  
Instrument Wet Rack 95%  
Sample Pumps 85%  
Filters 75%  
Backwash Pumps 95%  
Washwater Pumps 95%  
Process Water Pumps 95%  
Chemical Dosing 90%  
Clearwater Storage 95%  
Clearwater Pumps 45%

The continuing focus of commissioning in the next month will be to optimize the plant operation.

## **13.0 STAKEHOLDERS**

The UGL site have continued to engage with other contractors on site as well RWCC staff and construction teams and no issues arising.

## 14.0 SITE PROGRESS



Photo 1: Lamella Roof



Photo 2: Clearwater Pump Building



Photo 3: First Section of Draft Tubes



Photo 4: Completed Inlet Structure (FRP)

## 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 – MONTHLY SAFETY REPORT**

## HSSE Monthly Safety Report – November 2017

### 1.0 Overview Statistics

	November 2017	Total to Date
UGL Hours	<b>1466</b>	64,224
Subcontractor hours	6960	157,909
Total Site Hours	8426	222,133
LTIFR: Target < .50	4.50	4.50
,TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	1	1
Days lost to LTI	40	40
Medical Treatment Injuries (MTI)	0	0
1 <sup>st</sup> Aid Injuries	0	5
Incidents:		
Injury	0	6
Damage/ Loss	0	22
Near Miss	2	48
Hazard	12	129
Report Only	1	11
Journey Incident	0	1
Non-work related injury	0	0
Environmental	0	11
Safety Initiatives:	0	13
Workplace Safety Inspections	20	690
Environmental Inspections	4	84
Safety Conversations (UGL)	16	1,079

Utake 5 (UGL)	140	5608
Hazobs	12	515
Site audit (e.g. Plant pre-start)	4	87
SWMS reviews	10	350
Site inductions	19	698
Tool box meetings	4	84
Training hours	0	133
Plant delivery inspections	7	182
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	3
Alcohol Breath tests	120	3561
Drug tests	0	176

## 2.0 Incident Summary

### The following incidents occurred on site in November 2017.

**Near Miss:** Steeline personnel were working above the lamella tank roof structure installing roof sheeting. The steeline personnel moved a stack of roofing sheets which were situated on a steel main beam of the roof structure onto previously laid roof sheeting as to allow for next stage of roofing, when a steeline personnel walked over to check if any damage had been caused to the fall mesh by the placing of the roof sheets onto the structure by a crane earlier today when he walked onto a purlin the purlin moved causing the steeline personnel to fall onto the fall mesh, the steeline personnel was prevented from falling by appropriately installed fall mesh secured to the roof structure of the lamella tank. It has been identified that the purlin had not been secured at both ends by text screws when the roof structure was erected by DTD personnel. The purlin was secured at only 1 end of the purlin and secured cross bracing by text screws. The work area is accessed by scaffold tower and static lines in place and fall mesh installed across the roof structure, hand rails installed for edge protection installed by steeline.

**Actions:** Work stopped, inspection of all purlin attachment points by DTD & Steeline supervisors and UGL management. During the inspection, it was identified that 3 other purlins had text screws missing and these text screws were installed by DTD before roofing work recommenced. Tool box held by Steeline supervisor regarding the benefit of installing appropriately secured fall mesh.

**Report only:** Inform crane driver informed UGL HSE that he had sat onto a broken star picket which had been broken off and covered with dirt in the coffer dam crane pad area. The crane driver was setting

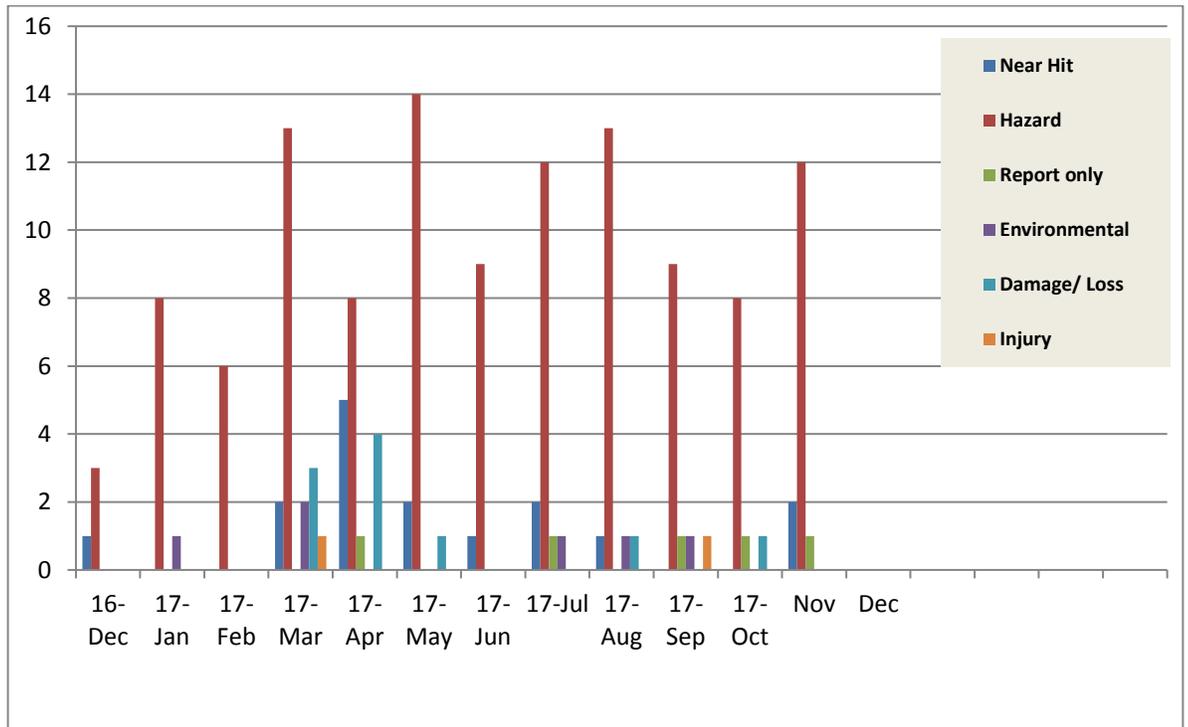
up a 25-ton crane when he placed boards onto the ground to be placed under the single front out rigger of the 25-ton crane, the crane driver sat on the ground to slide the boards into place under the crane when he sat on the ground he sat on a broken star picket which had been covered in dirt (about 20 mm of the star picket was exposed). No 1st aid required - only soreness and a small hole in his pants reported - time reported 4pm

**Actions:** Star picket removed by 5-ton excavator

**Near Miss:** Blanket alcohol testing at pre-start with a low-level alcohol result returned by subcontractor personnel. 1st test result .019 and 2nd test result (20 minutes later) .014

**Actions;** Personnel removed from site for day and warning letter to be issued

### Wagga Wagga WTP Incident trends



- November 2017 19 Site inductions not including visitor's inductions
- Site wide training in UGL Isolation procedure
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness
- Safety Award November 2017

### 3.0 Project Safety Initiatives for December 2017

- **Training:**
- UGL Isolation procedure
- SWMS development by subcontractors
- Continuing training site personnel in UGL Utake 5 and HAZOB
- UGL new Critical Risk Protocols all site personnel
- Continuing with Project Manager Monthly Safety Awards

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Toolbox meeting:**

- Site incidents / actions, industry safety alerts, continuing discussion of site safety hazards, site personnel consultation. Update of the site notice board.
- Weekly supervisor/subcontractor HSE meeting discussing HSE initiatives for the project as well as subcontractor interfaces.

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

- Continuing Site Environmental inspections and education to subcontractors regarding environmental compliance.

Mark Hunter

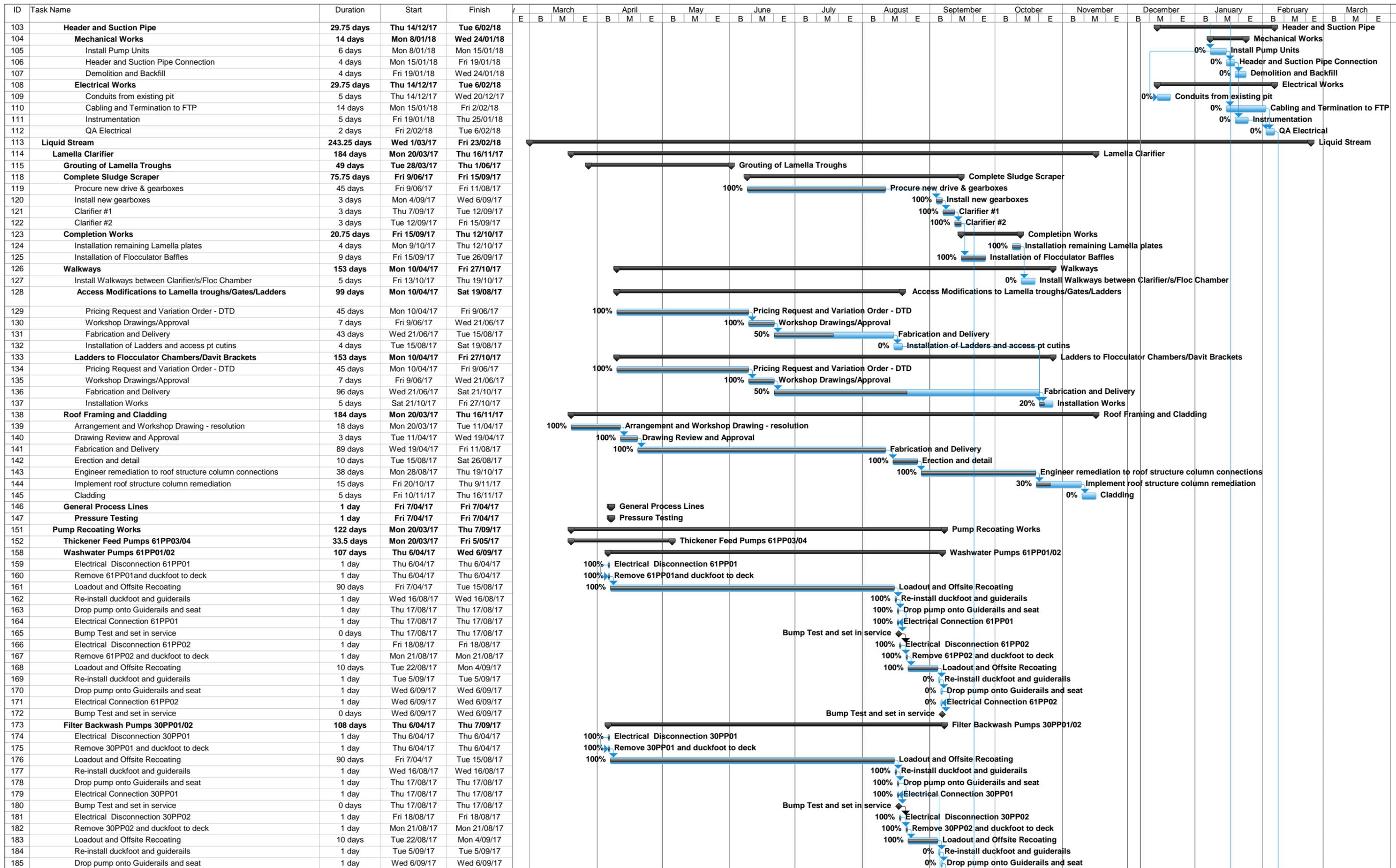
UGL Safety Advisor



## **APPENDIX C – PROJECT PROGRAMME**

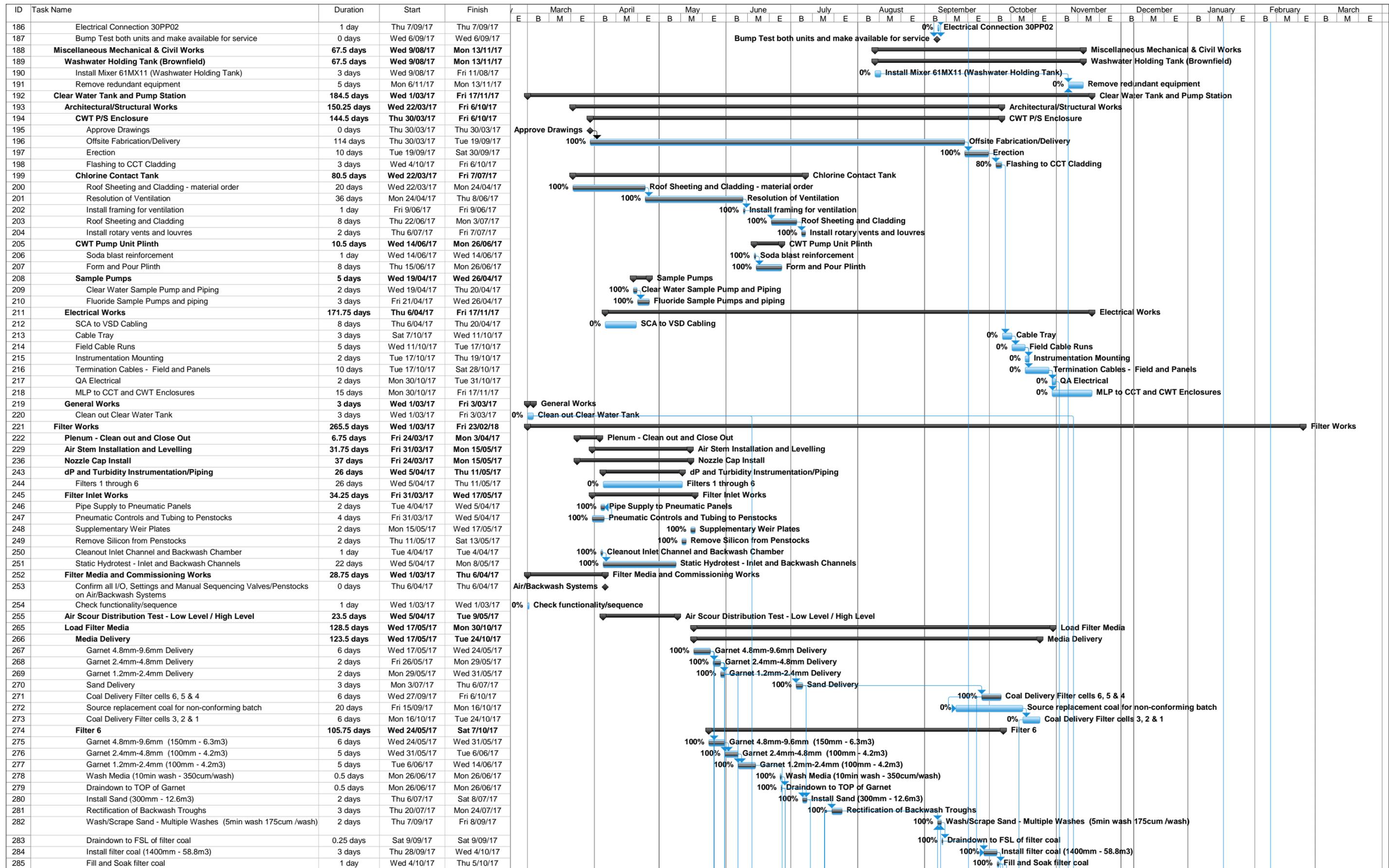
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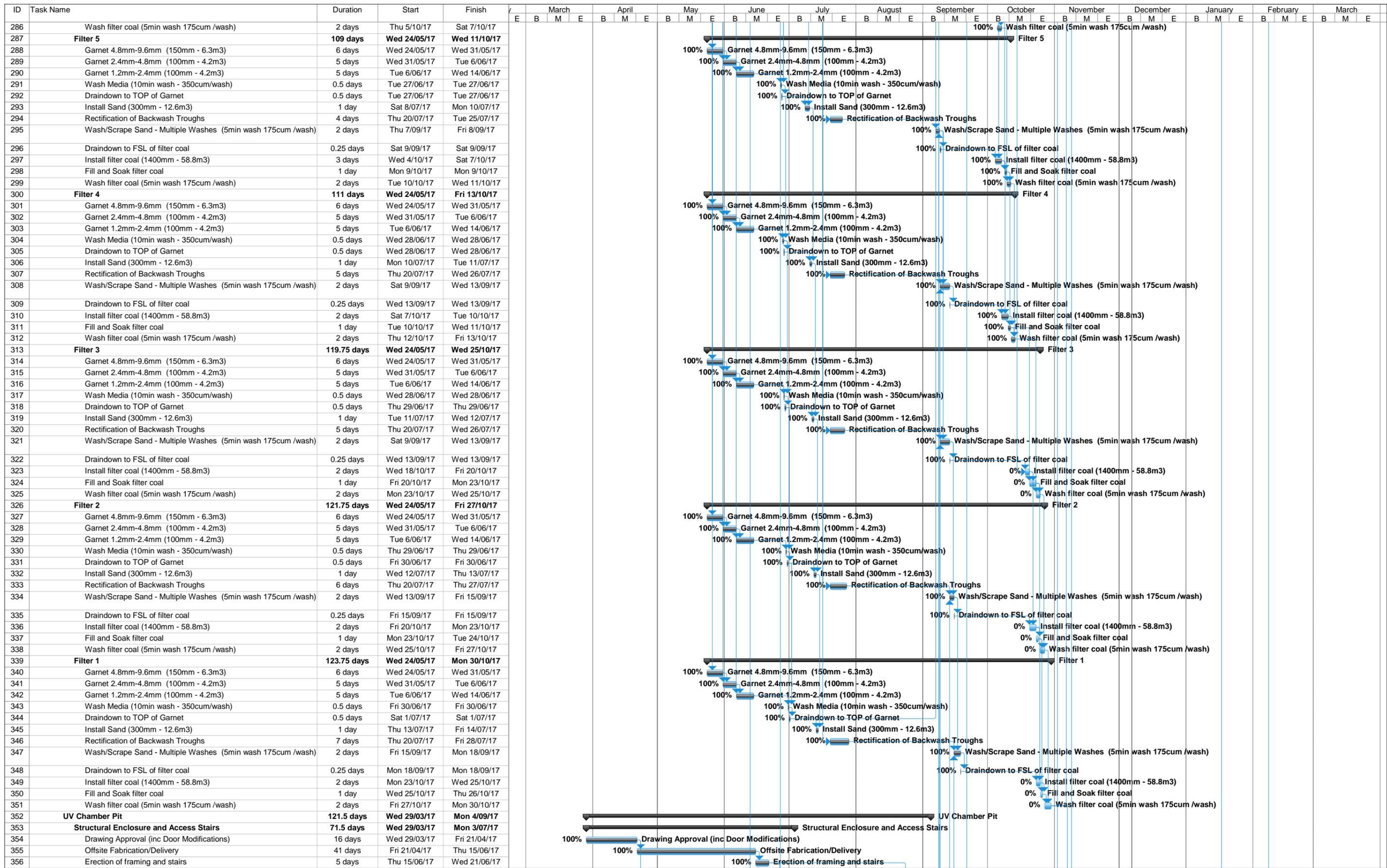
Date: Thu 7/12/17  
File : Wagga WTP Schedule to Complete.171206.mp

Task		Rolled Up Critical Task		Project Summary		Inactive Summary		Start-only		Deadline	
Critical Task		Rolled Up Milestone		Group By Summary		Manual Task		Finish-only			
Milestone		Rolled Up Progress		Inactive Task		Duration-only		Critical			
Summary		Split		Inactive Task		Manual Summary Rollup		Critical Split			
Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			



Date: Thu 7/12/17  
File : Wagga WTP Schedule to Complete.171206.mp

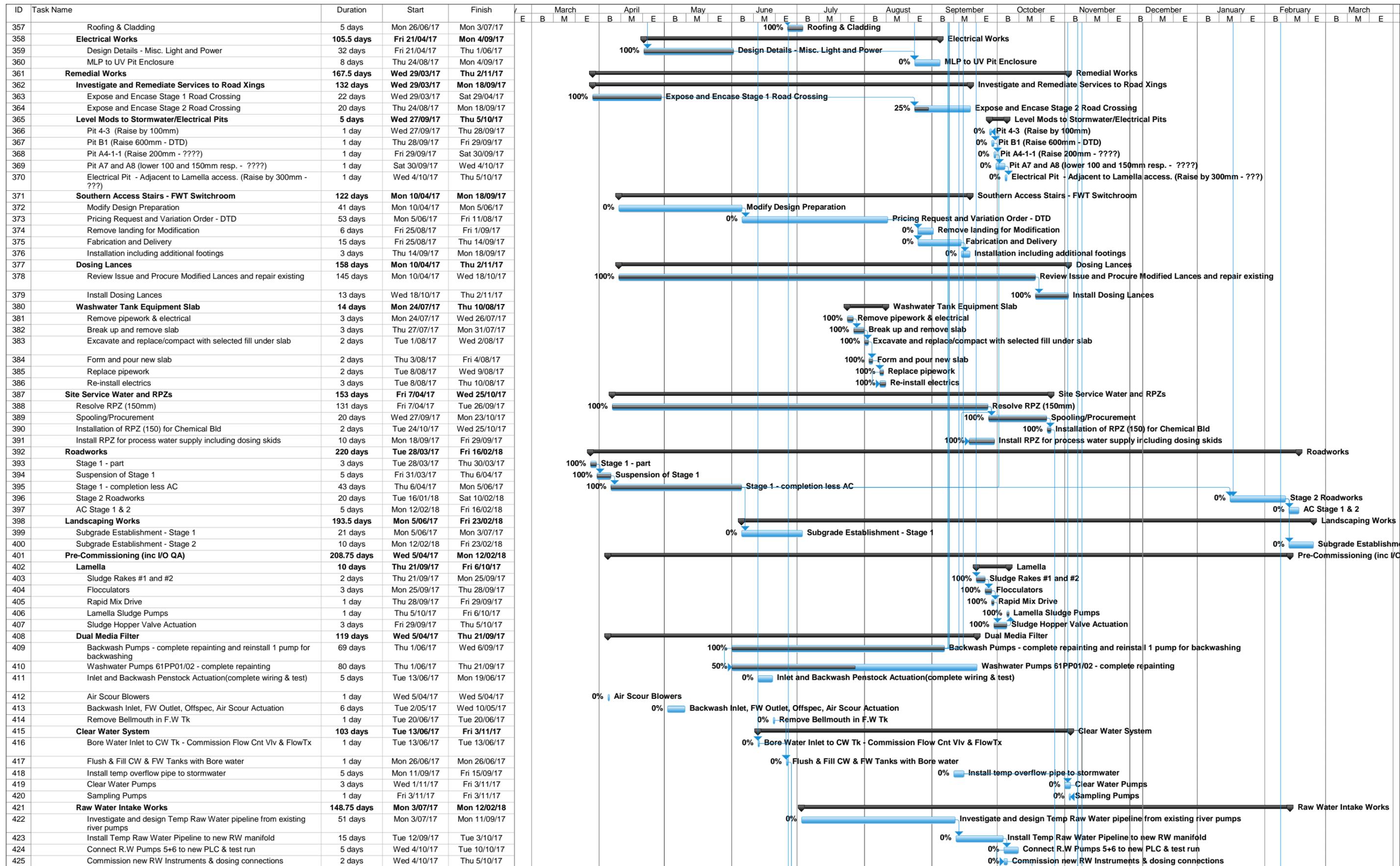
Task		Rolled Up Critical Task		Project Summary		Inactive Summary		Start-only		Deadline	
Critical Task		Rolled Up Milestone		Group By Summary		Manual Task		Finish-only			
Milestone		Rolled Up Progress		Inactive Task		Duration-only		Critical			
Summary		Split		Inactive Task		Manual Summary Rollup		Critical Split			
Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			



Date: Thu 7/12/17  
 File : Wagga WTP Schedule to Complete.171206.mp

Task		Rolled Up Critical Task		Project Summary		Inactive Summary		Start-only		Deadline	
Critical Task		Rolled Up Milestone		Group By Summary		Manual Task		Finish-only			
Milestone		Rolled Up Progress		Inactive Task		Duration-only		Critical			
Summary		Split		Inactive Task		Manual Summary Rollup		Critical Split			
Rolled Up Task		External Tasks		Inactive Milestone		Manual Summary		Progress			

Drawn: Doug Anderson  
 Checked:  
 Authorised



Date: Thu 7/12/17 File : Wagga WTP Schedule to Complete.171206.mp	Task  Rolled Up Critical Task Critical Task  Rolled Up Milestone Milestone  Rolled Up Progress Summary  Split Rolled Up Task  External Tasks	Project Summary  Project Summary Group By Summary  Group By Summary Inactive Task  Inactive Task Inactive Task  Inactive Task Inactive Milestone  Inactive Milestone	Inactive Summary  Inactive Summary Manual Task  Manual Task Duration-only  Duration-only Manual Summary Rollup  Manual Summary Rollup Manual Summary  Manual Summary	Start-only  Start-only Finish-only  Finish-only Critical  Critical Critical Split  Critical Split Progress  Progress	Deadline  Deadline
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Drawn: Doug Anderson  
Checked:  
Authorised:



<b>Variation Summary</b>	<b>Cost \$ inc GST</b>
Approved Variations	1,771,540
Approved Negative Variations	-725,067
Net Variations approved	1,046,473
Total Variations considered	5,404,091
Rejected Variations	4,357,618
Variations for Contamination	187,236
Change scope variations with CMR signoff	1,062,920

Wagga WTP Variations

<b>Variation no.</b>	<b>Description</b>	<b>Cost \$ inc GST</b>	<b>Comment</b>	<b>CRF no.</b>
1	Control system design for fully networked plant	16,500	Finalised	
2	AC14 Road sealing	111,563	Finalised	3
3	Provision for future UV	22,886	Finalised	2
4	Disabled Access to Control Room and Filter Area	305,360	Finalised	
5	Changes to Concrete Specification. S32->S40 + XYPEX	86,900	Finalised	1
6	Removal of additional soil NSC02	5,781	Finalised	
7	Transformers supplied by RWCC	-268,210	Finalised	
8	Access to existing Clarifiers	140,078	RWCC constructing	
9	Alum tank increase size	88,862	Finalised	5
10	Increased Spare Capacity in Switchboards	8,850	Approved	
11	Additional Lamella Capacity	49,613	Finalised	4
12	Sewer pump station at Herritage Residence (1/2 cost)	5,933	Finalised	
13	Penstocks in lieu of stop boards	10,374	Finalised	
14	Increased Bearing Capacity in Filter Block	34,500	Finalised	
15	Rubbish near residence and asbestos at CWS excavation	11,107	Finalised	
16	Levee Asbestos Removal	28,893	Finalised	

17	Storage area sub-lease at 9 Say St	-19,800	Finalised	
18	Filter Gallery trenches	45,498	Finalised	
19	Additional 25mm cover on Clarifier outlet slab	9,236	Finalised	
20	Raw Water Intake Cofferdam & Concrete Works	401,500	Finalised	6
20 C	Raw Water Foundation requirements	2,750,000	Rejected	
21	Galvanised cable tray in lieu of Aluminium	-19,058	Finalised	
22	Non relocation of workshop sewer	-6,353	Not proceeding	
23	Removal of Additional Concrete Slab at Centrifuge Building	8,461	Finalised	
24	Clear Water Pump Mechanical Seals	1,650	Finalised	
25	Bomen Pump Line	88,000	Finalised	
26	NSC11 Material Excavated under UGL Carpark	30,102	Finalised	
27	NSC12 Asbestos Material at Wash Water Holding Tank	3,342	Finalised	
28	NSC13 Poor Ground at Sludge Thickener	21,952	Rejected	
29	Filter Wall Changes due to overflow concerns	-88,000	Finalised	
30	Road and Stormwater realignment	18,429	Finalised	
31	Roof Access Ladder to Centrifuge Building	15,511	Finalised	
32	NSC14 Damage to Scour Line & Repair	12,616	Finalised	
33	Flowmeter modifications	24,352	Finalised	9
34	Caustic Building Lighting	2,967	Finalised	
35	Eaves lining to Buildings	85,265	Rejected	
36	Sludge Thickener Floor	99,275	Finalised	7
37	Reinstallation of DICL		Rejected	
38	Modifications to Filter Building Stairs	41,938	Rejected	
38b	Modifications to Filter Building Stairs	19,250	RWCC offer for variation	
39	Electrical Field Isolators	73,986	Rejected	
40	Street Light Fittings	9,885	Finalised	
41	Offsite Cleaning of SS Reo Filters	28,346	Rejected	

42	Design Changes Roads and Gutters	0	RWCC reviewing	
43	Additional 150mm layer 4.8-9.6 Garnet	94,836	Finalised	8
44	Lamella Corrosion Warranty (agreed adjustment 23/1/17)	-330,000	Finalised	
45	Concrete Slab between filter and Lamellas	1,475	Not proceeding	
46	Remove Concrete Slab	4,459	Finalised	
47	Failed pressure test	10,265	Rejected	
48	Changes to Sludge Discharge pipework	24,578	Rejected	
49	Bore Water Pressure Line changes	10,252	Adjusted amount accepted	
50	Pop-up power outlets	2,445	Finalised	
51	Reroute centrate PS to Wash Water Holding Tank	78,085	Rejected	
52	Additional landscaping & Footpaths	184,044	Rejected	
53	NSC17 Asbestos at A2 to A203 and at A8-2	4,942	Finalised	
54	Buildings Roof Drainage Connection to Stormwater System	81,128	Rejected	
54b	Buildings Roof Drainage Connection to Stormwater System	0	RWCC offer for variation	
55	High Low Lift pump valves	26,067	Rejected	
56	Rework External Delivery Pipework	16,748	Finalised	
57	Rework Sludge Thickener Riser	10,403	Rejected	
58	Concrete Encase Stormwater	11,663	Rejected	
59	Concrete Encase Stormwater	16,364	Rejected	
60	Concrete Encase Washwater	46,411	Rejected	
61	Raw Water Piping Hazop Changes	59,871	Rejected	
61b	Raw Water Piping Hazop Changes	4,400	RWCC offer for variation	
62	Ancillary Pipework Material Changes	88,438	Rejected	
62b	Ancillary Pipework Material Changes	3,740	RWCC offer for variation	
63	Dewatering Control Change	7,506	Rejected	

63b	Dewatering Control Change	3,300	RWCC offer for variation	
64	Joinery, Sink & Fume Hood to Control Room	24,616	Rejected	
65	Thickener Rake Bearing Flushing Line	18,292	Rejected	
66	Power Monitor Comms with PLC	5,603	Rejected	
66b	Power Monitor Comms with PLC	3,300	RWCC offer for variation	
67	Supply and Fix Additional Reinforcement in Concrete WRS	344,355	Rejected	
68	Additional Hydrotite Jointing in WRS	47,837	Rejected	
69	Provision of Water Meters	14,135	Rejected	
70	Reroute Sewer	14,557	Rejected	
71	Concrete encase pipework		Rejected	
72				
73	Road Subgrade Replacement	61,581	information provided to DA 12/9	
140	Power Failure Alarm Circuit Modifications in Switch Boards	5,647	Finalised	
141	Drilled Holes for Raw Water Frame Footings	2,274	Approved	
142	Forklift access ramps to Chemical building	12,772	Approved	10
143	HL&LL Clear Water Pump mechanical seals	70,361	Approved	11

## **QUESTIONS & STATEMENTS**

### **CLOSURE OF MEETING TO THE PUBLIC (Confidential Reports)**

