



20th April 2016

## NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

**WEDNESDAY, 27th APRIL 2016 at 9.30 am**

and your attendance is requested accordingly.

Yours faithfully

A handwritten signature in dark blue ink, appearing to read "G J Haley", is written over a light blue circular stamp.

G J Haley  
GENERAL MANAGER



## \* AGENDA \*

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# **GENERAL MANAGER'S REPORT TO THE COUNCIL**

20th April 2016

The Chairperson and Councillors:

## **1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS**

***RECOMMENDED*** that the report detailing Council's external investments for the months of February and March 2016 be received

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In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 29<sup>th</sup> February and 31<sup>st</sup> March 2016 as follows:

- **Monthly investment report as at 29th February 2016**
- **Monthly Investment Report as at 31st March 2016**

## Monthly Investment Report as at 29/2/16

### a) Council's Investments as at 29/2/16

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	27/01/2016	62	29/03/16	A-2	2.69	BBSW	2.07	12.363%	\$3,000,000.00	\$3,000,000.00
Bank of Queensland	2/12/2015	141	21/04/16	A-2	2.90	BBSW	2.05	10.303%	\$2,500,000.00	\$2,500,000.00
MyState Bank Ltd	8/03/2016	64	11/05/16	A-2	2.60	BBSW	2.07	10.303%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	17/02/2016	56	13/04/16	A-2	2.70	BBSW	2.07	4.121%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	25/11/2015	120	24/03/16	A-1+	2.93	BBSW	2.06	8.242%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	25/02/2016	90	25/05/16	A-1+	3.05	BBSW	2.06	8.242%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/03/2016	70	11/05/16	A-1+	2.84	BBSW	2.07	8.242%	\$2,000,000.00	\$2,000,000.00
								<b>70.06%</b>	<b>\$17,000,000.00</b>	<b>\$17,000,000.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-1+	2.38	Cash Rate	2.00	8.66%	\$2,101,255.13	\$2,101,255.13
AMP				A-1	2.55	Cash Rate	2.00	21.283%	\$5,164,379.72	\$5,164,379.72
								<b>29.94%</b>	<b>\$7,265,634.85</b>	<b>\$7,265,634.85</b>
<b>TOTAL INVESTMENTS</b>								<b>100.00%</b>	<b>\$24,265,634.85</b>	<b>\$24,265,634.85</b>
Cash at Bank										\$342,431.61
<b>TOTAL FUNDS</b>										<b>\$24,608,066.46</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)	\$1,099,288.61
	Asset Replacement	\$1,489,571.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,588,860.18</u>
Unrestricted Funds		\$17,019,206.28
<b>TOTAL FUNDS</b>		<b>\$24,608,066.46</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 31/3/16

### a) Council's Investments as at 31/3/16

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	27/01/2016	148	23/06/16	A-2	2.99	BBSW	2.07	8.158%	\$2,000,000.00	\$2,000,000.00
Bank of Queensland	2/12/2015	141	21/04/16	A-2	2.90	BBSW	2.07	10.198%	\$2,500,000.00	\$2,500,000.00
MyState Bank Ltd	8/03/2016	64	11/05/16	A-2	2.60	BBSW	2.09	10.198%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	17/02/2016	56	13/04/16	A-2	2.70	BBSW	2.09	4.079%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	15/03/2016	63	17/05/16	A-1+	2.83	BBSW	2.09	3.059%	\$750,000.00	\$750,000.00
National Australia Bank	24/03/2016	60	23/05/16	A-1+	2.77	BBSW	2.09	8.158%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	25/02/2016	90	25/05/16	A-1+	3.05	BBSW	2.07	8.158%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	2/03/2016	70	11/05/16	A-1+	2.84	BBSW	2.09	8.158%	\$2,000,000.00	\$2,000,000.00
								<b>60.17%</b>	<b>\$14,750,000.00</b>	<b>\$14,750,000.00</b>
<b>Cash Deposit Account</b>										
T Corp				A-1+	2.39	Cash Rate	2.00	18.77%	\$4,601,255.13	\$4,601,255.13
AMP				A-1	2.55	Cash Rate	2.00	21.066%	\$5,164,379.72	\$5,164,379.72
								<b>39.83%</b>	<b>\$9,765,634.85</b>	<b>\$9,765,634.85</b>
<b>TOTAL INVESTMENTS</b>								<b>100.00%</b>	<b>\$24,515,634.85</b>	<b>\$24,515,634.85</b>
Cash at Bank										\$381,576.69
<b>TOTAL FUNDS</b>										<b>\$24,897,211.54</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)	\$1,099,288.61
	Asset Replacement	\$1,516,740.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,616,028.61</u>
Unrestricted Funds		\$17,281,182.93
<b>TOTAL FUNDS</b>		<b>\$24,897,211.54</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. QUARTERLY BUDGET REVIEW – PERIOD ENDED THE 31ST MARCH 2016

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

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The Quarterly Review of Council's Budget for the period ended 31 March 2016 is submitted for examination by the Council.

The anticipated Operating Result for 2015/2016 is a surplus of \$6,693,000 (the Capital Works budget is in addition to this and is covered below). The Operating Result in the 31 December 2015 Quarterly Review was budgeted for a surplus of \$5,343,000. The proposed March quarterly review increase is attributed to:

- \$300,000 additional S64 Developer Contribution income from extra subdivision land releases
- \$250,000 additional interest revenue from extra cash on hand due to unspent CAPEX projects
- \$300,000 settlement monies
- \$500,000 additional water sales

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

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

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

- **Quarterly Budget Review 31 March 2016**

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**Report by Responsible Accounting Officer**

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

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

**Signed:** M. L. Curran .

**date:** 15/04/2016

Ms Michele Curran  
Responsible Accounting Officer

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2016

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

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

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2a Additional water sales

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2b Settlement money received

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2c Additional interest due to cash on hand from CAPEX

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2d Additional S64 contributions due to extra subdivision land releases

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**Capital Budget Review Statement**

Budget review for the quarter ended 31 March 2016

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

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

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

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3a Chinaman's Gap communications project not required

3b Deferral of levee project

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3c Deferral of part of WTP & Shires Reservoir projects

3d Deferral of borrowings due to incomplete CAPEX budget projects

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**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 March 2016

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Sep QBRs	Dec QBRs					
<b>Externally Restricted</b> <sup>(1)</sup>								
Loan Funds - LIRS	-			-			-	-
<b>Total Externally Restricted</b>	-	-	-	-			-	-
(1) Funds that must be spent for a specific purpose								
<b>Internally Restricted</b> <sup>(2)</sup>								
Employee Leave Entitlements	1,139			1,139			1,139	1,099
Asset Replacement	1,405			1,405			1,405	1,517
Sales Fluctuation	2,000			2,000	3,000	4a	5,000	5,000
<b>Total Internally Restricted</b>	<b>4,544</b>	-	-	<b>4,544</b>	<b>3,000</b>		<b>7,544</b>	<b>7,616</b>
(2) Funds that Council has earmarked for a specific purpose								
<b>Unrestricted</b> (ie. available after the above Restrictions)	(36)	388	1,649	2,001	200		2,201	17,281
<b>Total Cash &amp; Investments</b>	<b>4,508</b>	<b>388</b>	<b>1,649</b>	<b>6,545</b>	<b>3,200</b>		<b>9,745</b>	<b>24,897</b>

## Cash & Investments Budget Review Statement

### Comment on Cash & Investments Position

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

### Investments

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

### Cash

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

### Reconciliation Status

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

### Recommended changes to revised budget

Budget Variations being recommended include the following material items:

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

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

Budget review for the quarter ended 31 March 2016

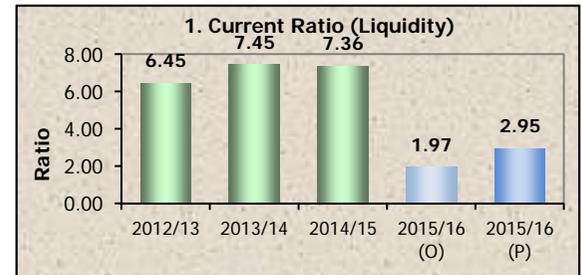
(\$000's)	Current Projection		Original Budget 15/16	Actuals Prior Periods	
	Amounts	Indicator		14/15	13/14
	15/16	15/16			

The Council monitors the following Key Performance Indicators:

**1. Current Ratio (Liquidity)**

Current Assets	18031	2.95	1.97	7.36	7.45
Current Liabilities	6121				

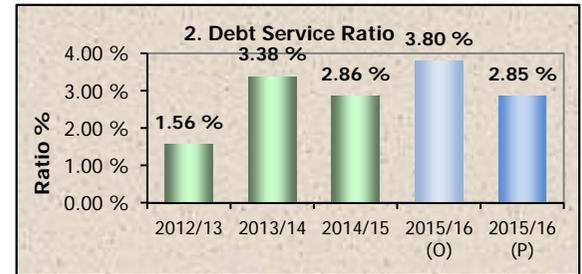
This measures Council's ability to pay existing liabilities in the next 12 months. (target > 1.5)



**2. Debt Service Ratio**

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

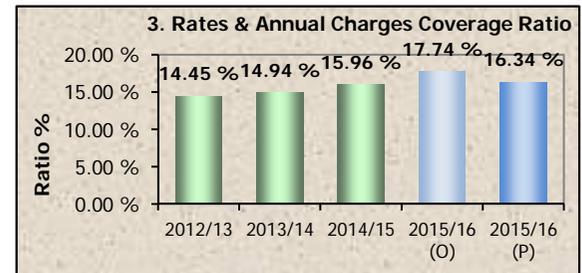
This measures Council's ability to meet interest payments and therefore service debt. (target 0% to 5%)



**3. Rates & Annual Charges Coverage Ratio**

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

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



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

Budget review for the quarter ended 31 March 2016

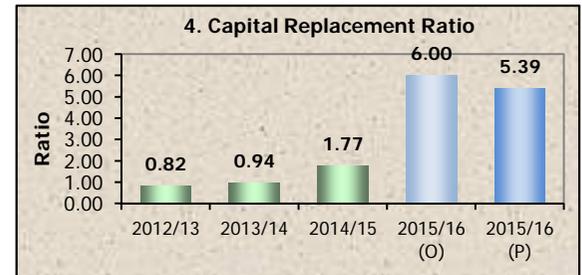
(\$000's)	Current Projection		Original Budget 15/16	Actuals Prior Periods	
	Amounts	Indicator		14/15	13/14
	15/16	15/16			

The Council monitors the following Key Performance Indicators:

**4. Capital Replacement Ratio**

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

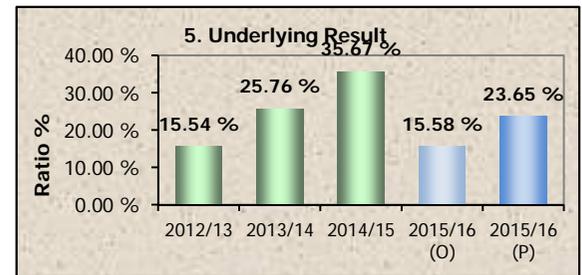
Comparison of the rate of spending on IPP&E with consumption of assets. This is a long-term indicator, as capital expenditure can be deferred in the short term if insufficient funds are available from operations and borrowing is not an option. (target > 1.5)



**5. Underlying Result**

Net Result	6692	23.65 %	15.58 %	35.67 %	25.76 %
Total Revenue	28301				

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



**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

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

**Definition of a consultant:**

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

**Comments**

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

**Details**

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N/A

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Riverina Water County Council

OPERATING SUMMARY - MARCH 2016 QUARTERLY BUDGET REVIEW

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

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

Riverina Water County Council

**BALANCE SHEET**

	Actual 2013/14 \$'000	Actual 2014/15 \$'000	Projected 2015/16 \$'000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	10,318	8,398	2,000
Investments	21,500	27,500	7,745
Receivables	3,120	3,777	3,583
Inventories	3,556	3,771	4,507
Other		7	93
<b>Total Current Assets</b>	<b>38,494</b>	<b>43,453</b>	<b>17,929</b>
<b>Non-Current Assets</b>			
Infrastructure, Property, Plant & Equipment	198,717	206,462	237,294
Intangible Assets	2,100	2,750	2,750
<b>Total Non-Current Assets</b>	<b>200,817</b>	<b>209,212</b>	<b>240,044</b>
<b>TOTAL ASSETS</b>	<b>239,311</b>	<b>252,665</b>	<b>257,973</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	513	829	746
Borrowings	1,341	1,411	1,499
Provisions	3,315	3,664	3,774
<b>Total Current Liabilities</b>	<b>5,169</b>	<b>5,904</b>	<b>6,019</b>
<b>Non-Current Liabilities</b>			
Borrowings	15,172	13,761	12,262
<b>Total Non-Current Liabilities</b>	<b>15,172</b>	<b>13,761</b>	<b>12,262</b>
<b>TOTAL LIABILITIES</b>	<b>20,341</b>	<b>19,665</b>	<b>18,281</b>
<b>Net Assets</b>	<b>218,970</b>	<b>233,000</b>	<b>239,693</b>
<b>EQUITY</b>			
Retained Earnings	73,598	84,842	91,535
Revaluation Reserves	145,372	148,158	148,158
Council Equity Interest	218,970	233,000	239,693
<b>Total Equity</b>	<b>218,970</b>	<b>233,000</b>	<b>239,693</b>

**31 MARCH 2016 CAPEX QUARTERLY BUDGET REVIEW**

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

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

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

### 3. OPERATIONAL PLAN – PERFORMANCE TARGETS

**RECOMMENDATION:** That the report detailing progress as at 31st March 2016, achieved towards the various objectives set out in the 2015/2016 Operational Plan be noted and received.

#### Services

Measure	Key Performance Indicator	Progress to 31 March 2016
Customer Satisfaction Rating	>4 (out of 5)	N/A – Annual Measure
Water Quality Satisfaction	>4 (out of 5)	N/A – Annual Measure

#### Asset Replacement

Measure	Key Performance Indicator	Progress to 31 March 2016
Projects completed from Capital Works Program	>85%	N/A – Annual Measure (Refer DoE Report for Progress)

#### Demand Management

Measure	Key Performance Indicator	Progress to 31 March 2016
Peak Day Demand (weekly average)	<65 ML	62.43 ML

#### WHS

Objectives	Key Performance Indicator	Progress to 31 March 2016
Number of days lost through injury	< previous period	Dec Qtr. 0 Mar Qtr. 0
Percentage of sick leave hours to ordinary hours worked	<3.5%	3.85% 1.77%
Total hours worked compared to time lost through injury & illness	< previous period	0.0% 0.0%

#### Environmental Protection

Key Performance Indicator	Key Performance Indicator	Progress to 31 March 2016
Power used of water produced KWh/ML	< same period last year	Mar Qtr. 2015 879KWh Mar Qtr. 2016 905KWh
Energy used of water produced \$/ML	< same period last year	\$159 \$148

#### Equal Employment Opportunity

Key Performance Indicator	Key Performance Indicator	Progress to 31 March 2016
Number of legitimate EEO complaints resolved	100%	Nil lodged
Percentage of staff returning from parental leave	100%	100%

#### Charges and Fees

Key Performance Indicator	Key Performance Indicator	Progress to 31 March 2016
Level of Water Charges overdue compared to water sales for previous 12 months	<5%	N/A – Annual Measure
Level of Sundry Debtor Accounts overdue compared to debtors raised for previous 12 months	<5%	N/A – Annual Measure

#### **4. DRAFT DELIVERY PROGRAM 2016/17–2019/20 AND DRAFT OPERATIONAL PLAN 2016/17**

**RECOMMENDATION** that in accordance to Sections 404 and 405 of the Local Government Act, 1993, the Draft Revised Delivery Program and Draft Operational Plan be placed on public exhibition and that it be on display at the Administrative Headquarters, Hammond Avenue Wagga Wagga.

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The Draft Revised Delivery Program 2016/17 to 2019/20 and Draft Operational Plan that follow in this Report for the period 1st July 2016 to 30th June 2017 is submitted for Council's consideration.

A workshop to assist in the development of the budget was held on 24th of February 2016. At this workshop Council looked at a number of options regarding pricing for 2016/17 and future years.

The consensus at the workshops was to increase the consumption charge by CPI for 2016/17 with annual increases being linked to CPI thereafter. There are a variety of opinions as to the likely level of increase in CPI in 2016/17, however the general range of opinions has been that any increase will be in the order of 2% over the next year.

The consensus was also to increase the access charge by 2% to \$40.80 per quarter for Residential land, with annual increases in the access charge for the following years being linked to the Consumer Price Index.

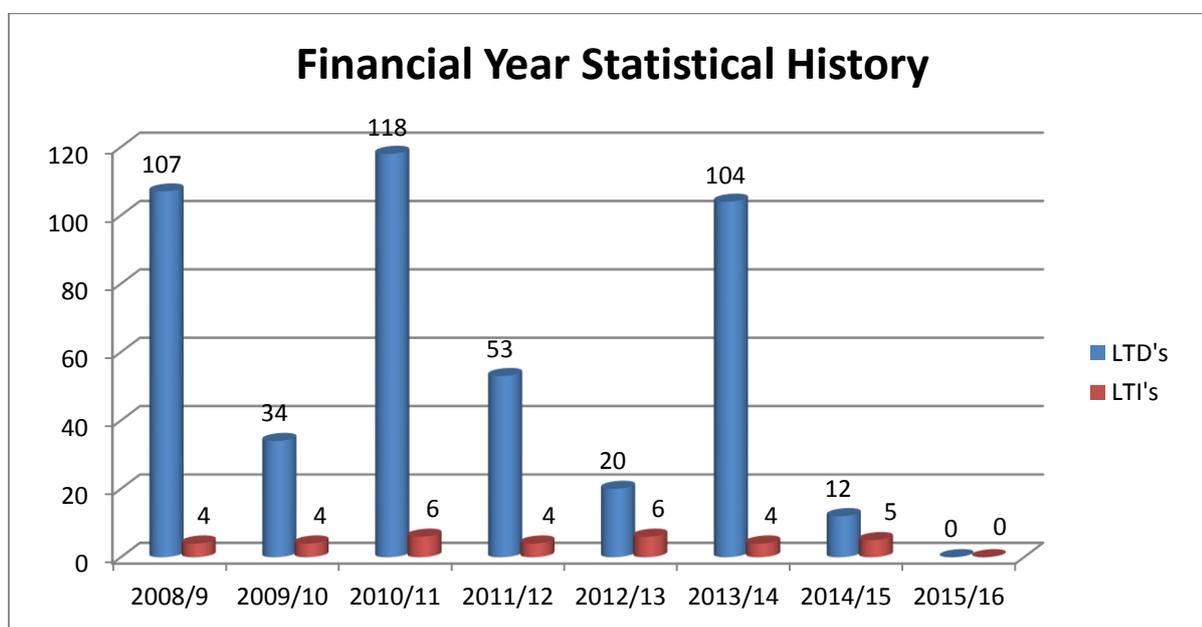
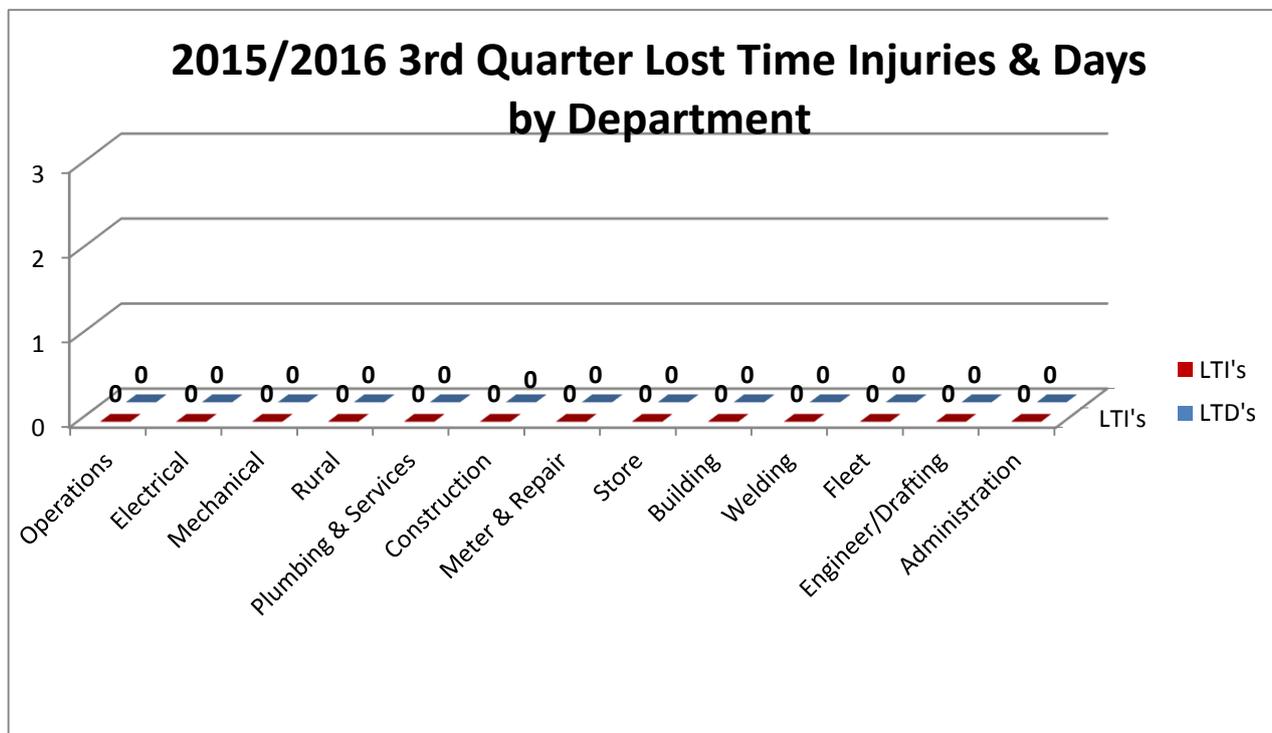
The following operational plan and future projections have been drawn up on the basis of increasing tariffs by 2% annum for 2016/2017.

- **Draft Delivery Program 2016/17 – 2018/19 and Draft Operational Plan 2016/17**

## 5. LOST TIME INJURY STATISTICS 2015/16

**RECOMMENDATION** that the quarterly statistics report on Lost Time Injuries for the 12 months ended March 2016 be received and noted.

QUARTER	LOST TIME INJURIES	LOST TIME DAYS
June 2015	1	5
Sept 2015	0	0
Dec 2015	0	0
Mar 2016	0	0
<b>4 X Quarter Running Tally</b>	<b>1</b>	<b>5</b>



## 6. LOCAL GOVERNMENT NSW 2016 ANNUAL CONFERENCE

**RECOMMENDATION** that:

- a) Council be represented the Local Government NSW 2016 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.

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Local Government NSW has advised that the Annual Conference of the Association will held at WIN Entertainment Centre Wollongong, from Sunday 16 October 2016 to Tuesday, 18 October 2016. The council was represented at the 2015 Conference by Councillor Hiscock (Delegate), together with Councillors Verdon and McInerney and the Director of Engineering (observers). The General Manager was on annual leave at the time of the 2015 Conference.

A copy of the Draft Program will be circulated in due course.

Registrations for the Conference will be open in July 2016.

The Business Paper for the Conference, including motions, will be forwarded to members at least two weeks prior to the Conference.

## 7. LOCAL GOVERNMENT NEW SOUTH WALES - 2016 WATER MANAGEMENT CONFERENCE

**RECOMMENDED** that:

- a) Council be represented at the Local Government New South Wales 2016 Water Management Conference,
- b) the Chairman or his nominee attend as a delegate,
- c) nominations of other Councillors to attend be called, and
- d) the General Manager and Director of Engineering or their nominees attend as observers

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The Local Government New South Wales Water Management Committee has advised that the 2016 conference will be held at Broken Hill on 28th to 30th August 2016, and hosted by Broken Hill City Council. The Conference will explore the changing landscape of water management and its implications for local government.

The programme structure includes a number of key note speakers, the water managers' forum, a local field trip, workshops on current issues and trade displays of industry products and government agencies.

The conference is of benefit to Council as a way of keeping up with changes and networking with other councils.

The 2015 conference was held in Bowral with the Chairman attending as Council's delegate with Crs Verdon and McInerney, together with the General Manager and the Director of Engineering, attending as observers.

## 8. EEO MANAGEMENT PLAN

**RECOMMENDATION** that Riverina Water County Council adopt the Revised EEO Management Plan 2016/2019

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In September 2015 a question was asked of the General Manager regarding innovative recruitment practices to enable Riverina Water County Council increase the diversity of its workforce to accurately reflect the increasing diversity in our community.

After some investigation it was decided that a review of Council's EEO Management Plan would be the first step in this process.

The EEO Management Plan would be used as a tool in increasing the diversity of the RWCC workforce.

A copy of a revised EEO Management Plan 2016/2019 is attached for Councillors' consideration.

- **Revised EEO Management Plan 2016/19**

# RWCC Equal Employment Opportunity Management Plan 2016 - 19

## Introduction

Riverina Water County Council (RWCC) is committed to promoting a culture that is supportive of Equal Employment Opportunity (EEO) principles and workplace diversity in the workplace. As an organisation, Council is committed to the following EEO principles as outlined in the Local Government Act 1993 (section 344) and New South Wales Anti-Discrimination Act 1977:

- Encourage the elimination and absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils; and
  - A person' sex,
  - gender identity,
  - sexual orientation
  - Intersex status
  - Pregnancy
  - Breastfeeding
  - Race (including colour, nationality, descent, ethnic or ethno-religious background)
  - Age
  - Marital or relationship status
  - Homosexuality
  - Disability
  - Transgender status
  - Carers' responsibilities
  - If a person has an infectious disease.
- To promote EEO for women, members of racial minorities and persons with disabilities as well as mature age workers.

## EEO Principles

RWCC is dedicated to providing a working environment which is safe, fair and rewarding. This applies to all facets of employment.

To ensure EEO is applied across Council the following principles in the EEO Policy and EEO Management Plan have been adopted

- Promote workplace standards where employees treat each other with respect through ethical behaviour, fairness, transparency and open communication
- Take all reasonable steps to provide a working environment that is free from bullying, harassment, discrimination and victimisation
- Adherence to a transparent, merit based recruitment process that ensure fairness and equity
- Provide training and awareness to employees regarding Council's commitment to the prevention and management of bullying, harassment, discrimination and victimisation

## RWCC Equal Employment Opportunity Management Plan 2016 - 19

in the workplace and monitoring our performance in this area; and

- Provide a confidential grievance process where employees are comfortable and confident to make enquiries and complaints about bullying, harassment, discrimination and victimisation in the workplace.

Council has in place the following to further support the EEO principles

- The Code of Conduct which refers to 'Respect' and the requirement to treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in Local Government decision making.
- An EEO policy that seeks to uphold all relevant government laws, including federal and state laws and any other applicable legislation or documents

### Objectives and Initiatives

The EEO Management Plan 2016 – 2019 supports the development and delivery of a Workforce Management Plan and ensures Council is regarded as an outstanding employer. The EEO Management objectives would be aligned to a Workforce Management Plan, however are targeted to EEO outcomes.

The EEO objectives are to:

- Communicate and raise awareness of EEO responsibilities and obligations
- Develop recruitment, selection and development practices that maintain EEO practices
- Enhance diversity in the workplace
- Create a workplace that is free from bullying, harassment, discrimination and victimization

## RWCC Equal Employment Opportunity Management Plan

### Initiative 1: Communicate and raise awareness of EEO responsibilities and obligations

Initiative	Target Group	Responsibility	Performance Indicators	Target Date
<ul style="list-style-type: none"> <li>Consult and engage support/advice from other local governments and a consultancy that can provide resources and support for the EEO plan and policy</li> </ul>		HR Coordinator General Manager	<ul style="list-style-type: none"> <li>Current policy and plan is validated</li> <li>Resources are developed in support of the plan</li> </ul>	<ul style="list-style-type: none"> <li>June 2016</li> </ul>
<ul style="list-style-type: none"> <li>All new employees receive a thorough Induction /Orientation including and reference in the EEO policy.</li> </ul>	All new staff	HR Coordinator  Manager/Supervisors	<ul style="list-style-type: none"> <li>All staff receive induction booklet</li> <li>Policies and practices are discussed with new employees during Supervisor Induction</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing in line with Induction Schedule</li> </ul>
<ul style="list-style-type: none"> <li>EEO training is provided to all Council employees, including the options of an e-Learning EEO module and face to face training where appropriate</li> </ul>	All staff	HR Coordinator	<ul style="list-style-type: none"> <li>All managers and staff have completed training within 6 months of employment</li> <li>Quarterly training status report produced and compliance monitored.</li> </ul>	<ul style="list-style-type: none"> <li>As per the EEO policy</li> </ul>
<ul style="list-style-type: none"> <li>Create EEO Contact Officers</li> </ul>	EEO Contact Officers	HR Coordinator  EEO Contact Officers	<ul style="list-style-type: none"> <li>New Contact Officers are identified and trained in their role.</li> <li>Existing Contact Officers receive refresher training</li> </ul>	<ul style="list-style-type: none"> <li>December 2016</li> </ul>
<ul style="list-style-type: none"> <li>Annually review and amend EEO Management Plan and report in progress and activities in Council's Annual Report.</li> </ul>	All staff	Executive  HR Coordinator	<ul style="list-style-type: none"> <li>Bi - annual review completed and report findings documented in the Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>July 2017</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that management and all employees have access to the EEO Policy and EEO Management Plan</li> </ul>	All staff	Managers  HR Coordinator	<ul style="list-style-type: none"> <li>All policies and procedures are available via the intranet, hard copy or Council's available communication channels.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

## RWCC Equal Employment Opportunity Management Plan

Initiative 2: - Develop recruitment, selection and development practices that maintain EEO practices

Initiative	Target Group	Responsibility	Performance Indicators	Target Date
<ul style="list-style-type: none"> <li>Implement revised recruitment and selection strategy, including manager/supervisor education</li> </ul>	Managers / Supervisors involved in the recruitment process	HR Coordinator	<ul style="list-style-type: none"> <li>Recruitment &amp; Selection Strategy in place.</li> <li>Guidelines included in the Supervisor Induction program</li> </ul>	<ul style="list-style-type: none"> <li>August 2016</li> </ul>
<ul style="list-style-type: none"> <li>Ensure all staff involved with recruitment and selection processes are trained in merit based selection</li> </ul>	Staff involved in recruitment and selection processes	HR Coordinator	<ul style="list-style-type: none"> <li>Training materials developed &amp; implemented</li> <li>All relevant staff undertake training prior to participating on selection panels.</li> </ul>	<ul style="list-style-type: none"> <li>August 2016</li> <li>Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>Review position descriptions to ensure inclusion of EEO responsibilities for all staff and that essential and desirable criteria are non-discriminatory</li> </ul>	All staff	HR Coordinator	<ul style="list-style-type: none"> <li>Job descriptions updated to include EEO responsibilities and non-discriminatory criteria as each new recruitment process is initiated.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>Provide all employees an opportunity to acquire skills relating to the job application process in order to build confidence and assist with skills development to apply for internal vacancies</li> </ul>	Existing staff	All managers /supervisors HR Coordinator	Resume Writing and Interview Techniques training offered	<ul style="list-style-type: none"> <li>Ongoing, and at least annually.</li> </ul>

# RWCC Equal Employment Opportunity Management Plan

## Initiative 3: Enhance diversity in the workplace

Initiative	Target Group	Responsibility	Performance Indicators	Target Date
<ul style="list-style-type: none"> <li>Develop a workplace diversity plan and reporting</li> </ul>	All staff	HR Coordinator  Manager & supervisors HR Coordinator	<ul style="list-style-type: none"> <li>Workforce diversity development plan developed and endorsed by Council</li> <li>Workforce development reporting developed and completed</li> <li>Workplace diversity strategies &amp; support developed               <ul style="list-style-type: none"> <li>Aboriginal</li> <li>Female development</li> <li>Disability development &amp; accessibility</li> <li>Youth &amp; mature age</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>July 2016</li> <li>Annual</li> <li>July 2016</li> </ul>

## RWCC Equal Employment Opportunity Management Plan

Initiative 4: Promote a workplace that is free from bullying, harassment, victimisation and discrimination

Initiative	Target Group	Responsibility	Performance Indicators	Target Date
<ul style="list-style-type: none"> <li>Ensure an EEO Contact Officer is appointed and trained for each working area within Council.</li> </ul>	All Staff	HR Coordinator	<ul style="list-style-type: none"> <li>Workplace Contact Officer network is in place and relevant training has been provided</li> </ul>	Dec 2016, then ongoing
<ul style="list-style-type: none"> <li>EEO Contact Officers to meet on a half-yearly basis and provide support and advice on EEO matters to employees within their work area.</li> </ul>	EEO Contact Officers	HR Coordinator	<ul style="list-style-type: none"> <li>Meetings are taking place and Contact Officer Network is actively involved in EEO promotion.</li> </ul>	Dec 2016, then ongoing
<ul style="list-style-type: none"> <li>Develop a Bullying and Harassment Awareness session for all employees - online</li> </ul>	All staff	HR Coordinator	<ul style="list-style-type: none"> <li>Bullying and Harassment session – online</li> </ul>	December 2016
<ul style="list-style-type: none"> <li>Conduct a review of all HR policies and procedures to ensure EEO compliance.</li> </ul>	All staff	HR Coordinator	<ul style="list-style-type: none"> <li>HR policies and procedures are reviewed when legislation changes occur and/or every 3 years in line with Council policy</li> </ul>	Commenced and ongoing

## 9. POLICY 1.25 SPONSORSHIP

**RECOMMENDATION** that Riverina Water County Council adopt Policy 1.25 Sponsorship.

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At Council's February Meeting Council considered a report on a Draft Sponsorship Policy. It was resolved that the General Manager revise this policy and present it to the April Council Meeting.

Riverina Water County Council has for a number of years sponsored various community groups/events. These sponsorships have evolved over time. It is felt that there should be more rigour involved in the sponsorship process.

The draft policy relating to sponsorship has been revised and is attached for Councillors' information.

A provision of \$41,000 will be included in Council's draft Operational Plan to fund the sponsorship program. This figure has been arrived at as being the amount of tax equivalents that RWCC would normally pay.

The objectives of the Policy are:-

To provide clear definitions, guidelines and procedures for sponsorships, to ensure an accessible, open and transparent process in assessing sponsorship proposals for Riverina Water County Council

The main changes to the draft policy has been to revise the need to advertise requesting applications, and that the General Manager is authorised to determine sponsorships, after consultation with the Chairperson, and that sponsorships be reported to Council on an annual basis.

It is appropriate that this draft policy be adopted to again demonstrate Council's commitment to the reduction of risk, wherever practicable, throughout Council's operations.

- **Policy 1.25 Sponsorship**



## POLICY REGISTER

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### RIVERINA WATER COUNTY COUNCIL SPONSORSHIP POLICY

<b>POLICY REFERENCE NUMBER:</b>		POL 1.25	
<b>Original publication date</b>		18 February 2016	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
0	27 April 2016	Res: ??/16	27 April 2016
This document is to be reviewed every 4 years. Next review date: <b>February 2020</b>			
<b>RESPONSIBLE OFFICER</b>		General Manager	

## **PART 1: INTRODUCTION**

### **1.1 Policy Summary**

Riverina Water County Council may enter into sponsorship arrangements with organisations or individuals to support new or existing programs, services, facilities or events which contribute to the quality of life for the community of the Riverina Water County Council area.

This Policy sets out the principles and procedures for the Riverina Water County Council's sponsorship of a program, service, event or project.

### **1.2 Policy Objectives**

This Policy aims to provide clear definitions, guidelines and procedures for sponsorships, to ensure an accessible, open and transparent process in assessing sponsorship proposals for Riverina Water County Council

### **1.3 Background**

All existing sponsorship arrangements will be assessed (as commitments expire) in a consistent manner against the criteria stated in this Policy.

### **1.4 Scope of Policy**

This policy applies to all Council Officials as defined within this policy.

This policy operates in addition to all other obligations under the Local Government Act 1993 (the Act), any other legislation, or relevant codes and policies regarding the disclosure of any interests.

### **1.5 Related Documents**

- Code of Conduct
- Conflicts of Interest Policy
- Statement of Business Ethics
- Anti-fraud and Corruption Policy
- Good Governance Policy

## **2 Policy Statement**

### **2.1 Definition of sponsorship:**

For the purposes of this Policy, sponsorship is defined as a commercial arrangement in which a sponsor provides a contribution in money or in kind, to support a service, event or facility or program in return for specified benefits. Sponsorship differs from grants or donations.

Sponsorship arrangements will only be considered when there is alignment with objectives outlined in the Riverina Water County Council Strategic Plan and benefits to the Riverina Water County Council are demonstrable.

Sponsorship is not:

- A donation or grant
- An endorsement of any product, service or factional cause by the Riverina Water County Council
- Part of normal assistance programs of the Riverina Water County Council
- Advertising, or any part of an advertising package

### **2.2 Key criteria for sponsorship:**

- The organisation whose public image, products and services are consistent with the goals and values of the Riverina Water County Council, and a commitment to enhance community life in the county area
- Sponsorship may assist in enabling local, national or international programs, events and activities to be held within the County area. Such events may contribute to the identity of the County area, economic growth and promote community participation by residents and visitors. Such sponsorships which are strategically focussed and reflect the values and objectives of the Riverina Water County Council will be considered
- Council may to commit to sponsoring an event for a more than one year in special circumstances,
- Additionally, organisations involved in political fields (e.g. political parties or unions) or are seen to be in potential conflict with Council's policies and responsibilities to the community, will not be eligible for sponsorship

All sponsorship arrangements will be undertaken in a professional and co-ordinated manner, and in accordance with relevant Riverina Water County Council policies.

### **2.3 Riverina Water County Council sponsorship of an organisation's activity**

Council may enter into sponsorship arrangements to provide support to outside organisations.

All sponsorship proposals should be able to demonstrate a valid contribution to outcomes for the communities of Riverina Water County Council area, and should fall into one of the following categories:

- Business, industry or economic

- Cultural, social or the arts
- Sporting, or healthy lifestyle orientated

Sponsorship of organisations may be proposed or sought in the following ways:

- Pro-active investigation and recommendation of activities which the Riverina Water County Council may want to be associated with:
  - On an ongoing basis (subject to annual review)
  - As seeding sponsorship over a defined period of time
  - A 'one-off' sponsorship
- Review and recommendation of submissions as they are received

#### **2.4 Assessment of Sponsorship Proposals**

Any sponsorship proposal made requesting that the Riverina Water County Council sponsor an activity should address the following:

- A statement of the objectives and detail of the sponsorship activity
- Capacity to deliver long term benefits to the Riverina Water County Council
- Demonstrated ability to achieve timeframes and budgets outlined in the proposal
- The organisation's capacity for administering the project
- The activity's viability in terms of support from any other relevant organisations
- Support of the activity by appropriate marketing and communications which will ensure Council's support is appropriately acknowledged and publicised
- Any proposal must include the names of other sponsors, proposed or confirmed, involved with the event or activity

Riverina Water County Council does not generally sponsor conferences, seminars, functions, individuals, record attempts or fundraisers unless they are directly related to the corporate objectives or local government.

#### **2.5 Return on investment:**

The Riverina Water County Council has an expectation that it receives a return on this investment through demonstrated benefits including but not limited to:

- Appropriate branding and profile raising opportunities
- Ability to leverage sponsorship through media or advertising
- Ability to leverage support through attendance or staging of display or complementary event where appropriate
- Specific sponsorship category benefits
- Ability to reach traditional and non-traditional audiences

#### **2.6 Sponsorship procedure – recommendations and approvals**

Where the Riverina Water County Council is approached by a party for sponsorship the General Manager in liaison with the Chairperson may approve the arrangement.

When granting sponsorship, the Riverina Water County Council is obliged to consider the provisions relating to granting financial assistance in the Local Government Act.

The General Manager shall report to Council, on an annual basis, on sponsorships provided by Riverina Water County Council.

Recipients of Riverina Water County Council sponsorship will be required to:

- Submit a tax invoice to Council and enter a formal agreement with Riverina Water County Council that details the commitment of both parties
- Submit a completed sponsorship acquittal which includes a project report and a financial acquittal within three months of the project's completion.

Sponsorship funding must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a sponsorship may not be changed without prior written approval.

### **2.7 Use of Riverina Water County Council Logo**

Permission to use the Riverina Water County Council logo and relevant artwork is to be obtained from Council.

The Riverina Water County Council's logo will be used in association with any displays/promotions associated with the sponsorship.

## **3 Legislation, terminology and references**

Part 2.3 of the Local Government Act establishes the role, functions and objectives of Councils which provide the basis for Riverina Water County Council's active role in community, cultural and social development.

## **4 Implementation and delegation**

Sponsorships will be approved and implemented in line with the processes outlined in this policy.

## **10. TENDER W.208 FOR PURCHASE OF BACKHOE/LOADER**

**RECOMMENDATION:** That Council consider the report “Tender W.208 for Purchase of Backhoe/Loader”, 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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## **11. TENDER W.207 FOR PURCHASE OF WATER METER ELECTRONIC READING EQUIPMENT**

**RECOMMENDATION:** That Council consider the report “Tender W.207 for Purchase of Water Meter Reading Equipment”, 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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## 12. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 2/09/2015				
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.
14/191	Purchase Of Land – New Shires Reservoir	GM	That Council: 1) Purchase the land for the Shires Reservoir of approximately 6,400 sq. metres on Lot 143 DP 754567, Olympic Highway. 2) Delegate authority to the General Manager to negotiate the land purchase and establishment of easements for pipeline and access. 3) Affix Council's Common Seal to documents as required.	Fresh valuations obtained, negotiations ongoing. Detailed survey being undertaken for legal documents.
<b>Meeting held 2 September 2015</b>				
15/117	Innovative Recruitment Practices	GM	That: a) the report of the General Manager be received and noted, and b) Council engage a consultant to make recommendations on the following:- (i) Ways that work at Riverina Water County Council could be structured to better support workplace diversity, while maintaining service standards, and (ii) Recruitment Practices to improve the diversity of qualified applicants	a) Noted  (i) Enquiries re: consultant made. (ii) Report on revised EEO Management Plan to be submitted to Council's April 2016 Meeting

<b>Meeting held 28 October 2015</b>				
15/170	Land and Environment Court – Nash Bros Case	GM	That Council authorise the General Manager to negotiate a settlement to recover legal costs from Nash Bros Builders Pty Ltd in relation to the Grange Retirement Village Land & Environment Court case.	Nash Brothers have lodged an appeal against the decision of the L&E Court. Matter listed for hearing in NSW Supreme Court on 15 June 2016.
<b>Meeting held 11 December 2015</b>				
15/207	Contestability of Works	Manager Works	That: a) Council note the results of the procurement process; and b) Collaborative Planning and Engineering Associates be engaged to undertake an external review of the contestability of capital works at a cost of \$16,321.	Contract signed. Information being provided to consultant.
<b>Meeting held 24 February 2016</b>				
16/12	Council Boundary Review – Possible Submission	GM	That Riverina Water County Council authorise the Chairperson and General Manager to prepare, and circulate to all councillors prior to lodgement, a submission regarding the proposed amalgamation of Corowa, Urana and Lockhart Shire Council Areas	Draft submission circulated to Councillors and submitted 26 February 2016
16/14	Request for Assistance – Lake Albert Working Group	GM	That Riverina Water County Council provide funding of \$15,000 to the Lake Albert working Group to assist with the establishment of a bore.	Letter sent advising of assistance and requesting tax invoice.
16/15	Request for Assistance with Water Accounts – Can Assist	GM	That Riverina Water County Council assist the Cancer Patients Assistance Society of NSW (Can Assist) by charging them at the flat consumption charge for water consumed at Lillier Lodge, 317-321 Edward Street, Wagga Wagga.	Letter sent advising of assistance.
16/16	Request for Assistance with Access Charge – Lockhart Red Cross	GM	That Riverina Water County Council assist the Lockhart Red Cross by granting them a full rebate of the Access Charge for the Water Connection for their Shop at 124 Green Street, Lockhart.	Letter sent advising of assistance.
16/17	Policy 1.25 Sponsorship	GM	That the General Manager report back to Council with a revised Policy on sponsorship.	Report to be submitted to April 2016 Meeting.
16/27	Offer To Settle Outstanding Debt	GM	That the report be received and noted and that Council accept the offer to settle the outstanding debt.	Outstanding debt finalised, as per agreement.
16/35	Consideration of Tender for W.206 for Supply and Delivery of Pressure Pipe	MW	That the tender received from Viadux for the supply of 2,300m of Ductile Iron Cement Lin3ed (DICL) pipe for \$276,000 be accepted.	Tenderers notified
16/36	Tender W.208 for Purchase of Backhoe/Loader	MP	Defer consideration of this tender to next meeting to receive an evaluation of the tenders submitted.	Evaluation underway.

16/37	Tender W.209 for the Fabrication and Erection of Steel Bridge for Foot Traffic and Water Pipelines at Wagga Wagga	MP	That Council accept the tender offer of JC Butko Engineering Pty Ltd for the Fabrication and Erection of Steel Bridge for Foot Traffic and Water Pipelines at Wagga Wagga as per design drawings and Specifications W.209 for the lump sum of \$227,754.47 plus GST.	Tenderers notified. Work commenced.
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**QUESTION TRACKING**

**Meeting Held 24 February 2016**

Cr Meyer OAM	Requested an update on the Henty Crossing.	Geotech report completed and subsequently approved by ARTC. Awaiting formal entry permit from ARTC.
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Graeme J. Haley  
GENERAL MANAGER

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

### **1. WORKS REPORT COVERING FEBRUARY 2016**

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

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- **February Works Report 2016**

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

30th March 2016

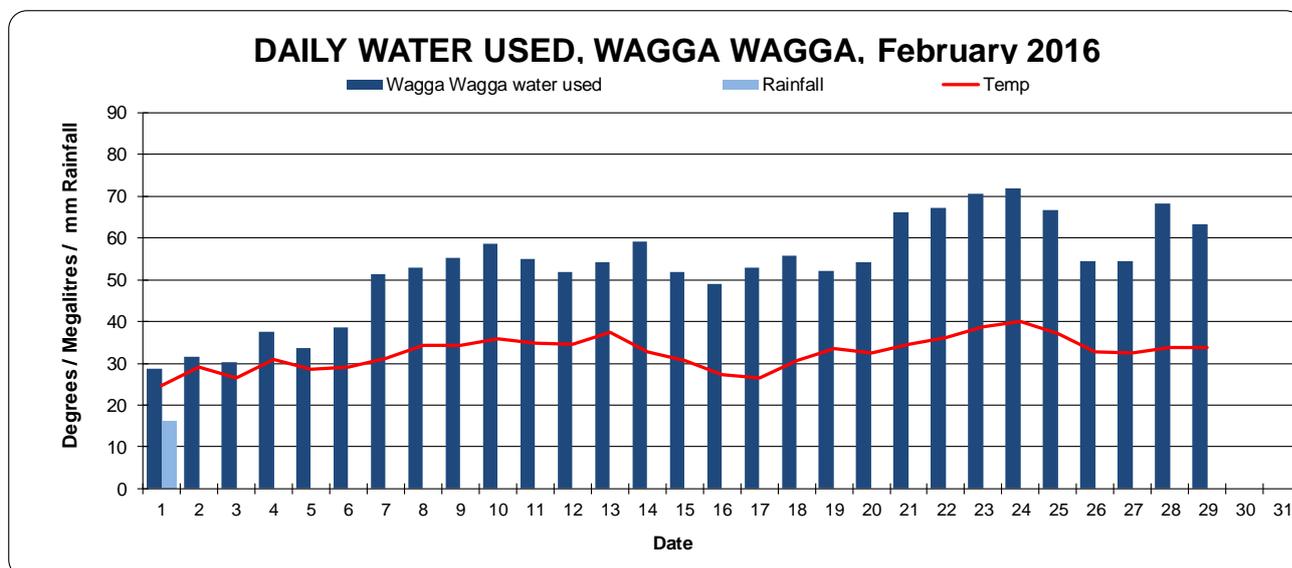
**1 WORKS REPORT COVERING FEBRUARY 2016**

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

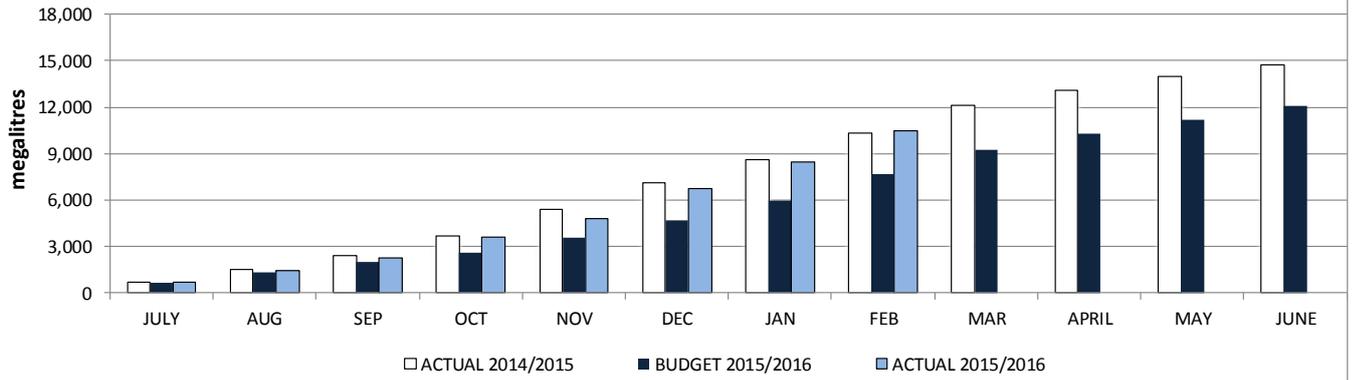
**1.1 WATER SOURCED AND USED**

<b>February</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Rainfall	39.4	12.4	16.2
Wet Days	6	3	1
<b>WATER SOURCED February 2016 (MI)</b>			
North Wagga bores	274.50	253.17	272.33
West Wagga bores	578.24	603.52	491.86
East Wagga bores	350.86	270.43	450.37
Murrumbidgee River	471.01	405.61	445.53
<b>SUB-TOTAL</b>	<b>1,674.61</b>	<b>1,532.73</b>	<b>1,660.09</b>
Bulgary Bores	52.07	51.13	58.56
Urana Source	10.43	9.46	8.40
Ralvona Bores	38.71	57.21	27.20
Walla Walla Bores	34.83	34.35	33.48
Goldenfields Water Supply System	3.56	3.50	4.11
<b>SUB-TOTAL</b>	<b>139.60</b>	<b>155.65</b>	<b>131.75</b>
Woomargama	2.64	1.39	2.09
Humula	1.06	1.05	0.96
Tarcutta	5.98	4.38	5.04
Oura	4.71	4.42	5.62
Walbundrie/Rand	3.74	4.11	3.91
Morundah	1.04	1.13	1.39
Collingullie	9.01	7.94	7.97
<b>SUB-TOTAL</b>	<b>28.18</b>	<b>24.42</b>	<b>26.98</b>
<b>TOTALS</b>	<b>1,842.39</b>	<b>1,712.80</b>	<b>1,818.82</b>

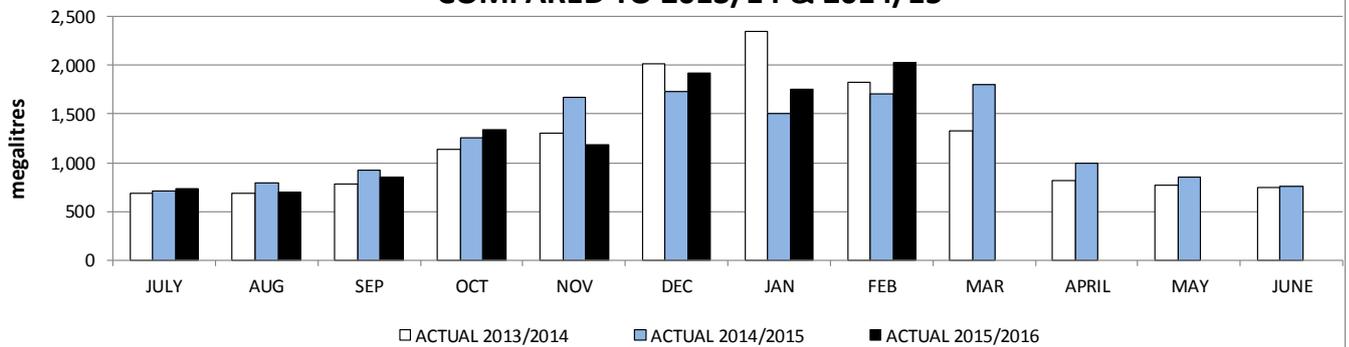
<b>WATER USED February 2016 (MI)</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
East Bomen	30.77	27.11	32.17
Estella	104.14	84.65	103.30
North Wagga	93.26	103.67	88.92
Wagga Wagga – Low Level	224.43	199.98	217.05
Wagga Wagga – High Level	900.00	815.63	882.80
Wagga Wagga – Bellevue Level	113.98	101.24	125.36
<b>SUB-TOTAL</b>	<b>1,466.58</b>	<b>1,332.28</b>	<b>1,449.60</b>
Ladysmith System	9.23	7.96	8.23
Brucedale Scheme	31.64	26.00	33.80
Currawarna Scheme	21.42	17.10	21.86
Rural south from Wagga Wagga	133.37	144.60	152.34
Rural from Walla Walla Bore	34.83	34.35	33.48
Bulgary, Lockhart and Boree Creek	31.84	33.38	48.24
From Boree Crk to Urana and Oaklands	30.13	27.45	27.24
Holbrook	38.71	57.21	27.20
<b>SUB-TOTAL</b>	<b>331.17</b>	<b>348.05</b>	<b>352.39</b>
Woomargama	2.64	1.39	2.09
Humula	1.06	1.05	0.96
Tarcutta	5.98	4.38	5.04
Oura	4.71	4.42	5.62
Walbundrie/Rand	3.74	4.11	3.91
Morundah	1.04	1.13	1.39
Collingullie	9.01	7.94	7.97
<b>SUB-TOTAL</b>	<b>28.18</b>	<b>24.42</b>	<b>26.98</b>
<b>TOTALS</b>	<b>1,825.93</b>	<b>1,704.75</b>	<b>1,828.97</b>



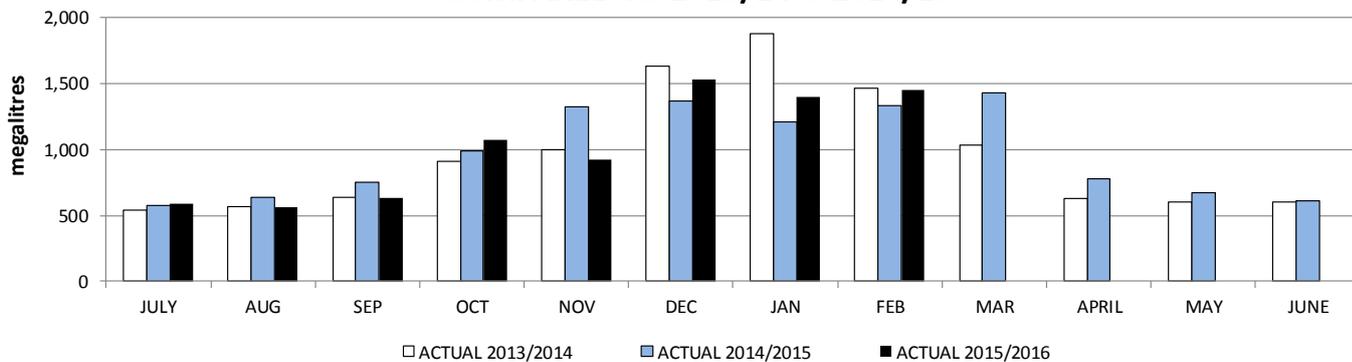
### TOTAL CUMULATIVE WATER USED 2015/2016



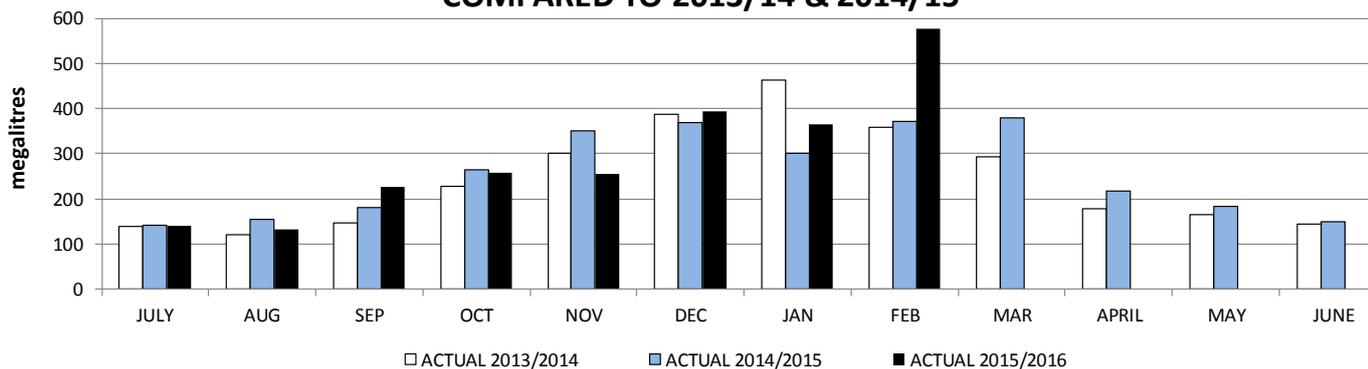
### MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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



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



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	27	5	2	35	6	7				32	10	7
Brucedale						1						
Currawarna												
Euberta												
Humula										1		
Ladysmith												
Oura												
San Isidore												
Tarcutta				1						1		
The Gap						1						
Bulgary											1	
Collingullie				1								
French Park												
Lockhart		1		2						1		
Mangoplah												
Milbrulong										1		
Pleasant Hills												
The Rock				1						2		
Uranquinty										1	1	
Yerong Creek												
Culcairn				1		1				1		
Henty				1						2	1	
Holbrook										1		
Morven				1								
Walbundrie										1		
Walla Walla				2						1		
Woomargama										1		
Boree Creek												
Morundah												
Oaklands												
Rand										1		
Urana				2								
<b>TOTAL</b>	<b>27</b>	<b>6</b>	<b>2</b>	<b>47</b>	<b>6</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>13</b>	<b>7</b>

### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	38 Graham St	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
5	331 Lake Albert Rd	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
8	9 Mair St	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
9	55 Grevillea St	Lake Albert	150 BPVC	Pipe Failure - Ground Movement	No	1:00	17	10
16	17 Simpson Ave	Forest Hill	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
29	Cowells Rd	Forest Hill	100 AC	Pipe Failure (not specified)	No	1:00	2	10
27	51 Balmoral Cres	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	0:00	0	10
27	11 Inglis St	Lake Albert	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
28	7 Oates Ave	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	1:00	1	5
28	3 Geneva Cres	Lake Albert	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
<b>TOTALS</b>						1:00	20	90
				Breaks needing	Breaks affecting			
Total Breaks – 10				shut off -	3	customers – 3		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Poiles Rd	Brucedale	40 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
2	Osbourne St	Urana	150 WPVC	T/ Band Broken/Leaking	No	2:00	4	9
2	Cobdens Lane	The Gap	80 PVC	Pipe Failure - Ground Movement	No	2:00	2	5
1	Keightley St	Henty	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	9
4	Rankin St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	14
11	Cambournes Rd	The Gap	25 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
2	Gumly Gumly	Gumly Gumly	300 AC	Pipe Failure - Ground Movement	No	2:00	0	30
12	Rohans Rd	Bulgary	250 DICL	Pipe Failure - Ground Movement	No	3:00	25	56
15	Lot 9 Wallace St	Holbrook	100 BPVC	T/ Band Broken/Leaking	No	1:00	2	4
15	101 Eldershaws Rd	The Gap	80 PVC	Pipe Failure (not specified)	No	1:00	16	10
15	611 Poiles Rd	Brucedale	32 PE	Pipe Failure (not specified)	Yes	0:00	0	5
15	Gap Rd & Agriculture Way	The Gap	50 PVC	Pipe Failure (not specified)	Yes	0:00	1	5
18	Chaplins Lne	The Rock	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	5
18	11 Macdonnel St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	6
22	Narrandera Rd	Lockhart	150 BPVC	Pipe Failure - Ground Movement	Yes	0:00	0	35
19	Kilpatrick St	Oaklands	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	12
22	Eldershaws Lane	The Gap	80 PVC	T/ Band Broken/Leaking	Yes	0:00	9	10
25	Short St	Walla Walla	100 AC	Accidental damage	Yes	0:00	0	9
20	Cambourne Lane	The Gap	32 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
28	Brucedale Res	Brucedale	150 AC	Pipe Failure (not specified)	Yes	0:00	0	15
29	Locks Rd	Brucedale	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
<b>TOTALS</b>						11:00	59	259
					Breaks needing shut off -		Breaks affecting customers -	
Total Breaks – 21					6		7	

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during February 2016 were:

Date	Location	Problem	Action Taken
2/02/2016	Cox St, Forest Hill	Dirty water	Flushed main
10/02/2016	17 Coleman St, Turvey Park	Dirty water	Flushed main & service
10/02/2016	9/7 Menzies Ave, Koorngal	Suspect rainwater is entering drinking water	All water in unit is mains. Cl & F present
15/02/2016	5 Hovea Pl, Springvale	Strong Cl taste & smell	Randon slug of Cl. Main flushed
18/02/2016	24 Indigo Dr, Glenoak	Brown stains in basin & toilet	Turb high in house & HWS dirty, House flushed. Some high Turbs in area. Maint to flush/scour
19/02/2016	10 Oleander Cres, Lk Albert	Dirty water	Gal pipes delivering dirty water after resident had been on holidays. Flushed taps

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during February 2016 include:

LOCATION	PROJECT	100		150		200
		OPVC	DICL	OPVC	DICL	OPVC
Boorooma Stage 4b	new subdivision	180		24	518	
CSU Urana Street	new subdivision	335				126
Pine Gully Rd Stage 1	new subdivision		24		24	
	<b>TOTAL</b>	515	24	24	542	126

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during February 2016 include:

LOCATION	PROJECT	100		150	375
		OPVC	DICL	DICL	DICL
Mason Street	Mains Replacement				150
The Haven Wagga Wagga	Mains Upgrade	39			
Johnston Street	Mains Replacement		187		
Holbrook Swift St	Mains Replacement	60			
Urana Treatment Plant	Mains Replacement			38	
Flinders St	Mains Replacement			90	
Collingullie Resorvior	Mains Replacement			131	
	<b>TOTAL</b>	99	187	259	150

## 1.6 OTHER CONSTRUCTION

Other construction works during February 2016 include:

LOCATION OR PROJECT	WORK DONE
Rules Club Wagga Wagga	100mm Fire Service
The Rock	New 80mm Fill Station Tapping

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during February 2016 include:

LOCATION OR PROJECT	WORK DONE
Bulgary WTP	Underground cable repairs
East Wagga #1 bore	Remove and replace motor
Tarcutta WTP	Clean manganese filters media x 2
Lockhart filling station	Replace electric valve actuator
Waterworks #1 raw water pump	Replace seal
Collingullie WTP filters	Replace solenoid valves
North Wagga WTP fluoride	Replace weight scales indicator
Waterworks sludge building	clean out
Gardners Crossing WTP	Replace analyser discharge pump

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during February 2016 include:

LOCATION	NUMBER OF FILLS
Bomen	35
Estella	342
Forest Hill	51
Glenfield	182
Henty	5
Holbrook	135
Lake Albert	37
Lockhart	21
Pleasant Hills	3
Yerong Creek	4

## 1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Blue Green Algae Training	3
First Aid Refresher Training	6

## 1.10 FLEET DISPOSALS

Fleet disposals made during February 2016 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
340		Truck	Hino 921 Auto		

Disposal Details		
Vehicle No	Method	Price exc GST
340	Auction	\$19,364

## 1.11 FLEET ACQUISITIONS

Fleet acquisitions made during February 2016 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
305	9	Wagga Motors	Dual Cab Ute with Canopy	Holden Colorado LTZ	\$37,754
282	7	Wagga Motors	Xtra Cab Ute with Hard Cover	Isuzu D-Max	\$29,637



Bede Spannagle  
DIRECTOR OF ENGINEERING

## 2. WORKS REPORT COVERING MARCH 2016

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

---

- March Works Report 2016

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

19<sup>th</sup> April 2016

**1 WORKS REPORT COVERING MARCH 2016**

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

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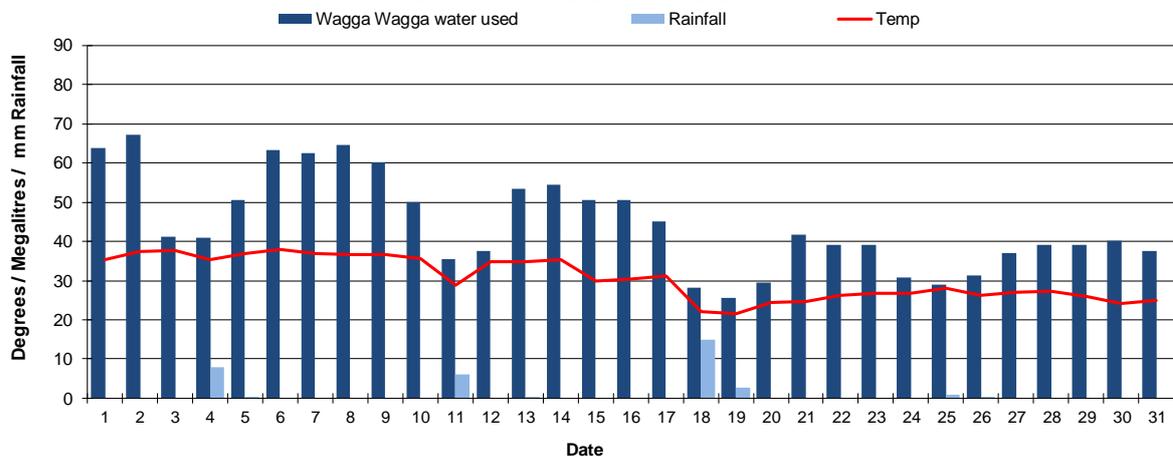
**1.1 WATER SOURCED AND USED**

<b>March</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Rainfall	58.4	1.4	33.2
Wet Days	15	3	8
<b>WATER SOURCED March 2016 (MI)</b>			
North Wagga bores	245.94	283.37	265.67
West Wagga bores	300.05	729.40	444.23
East Wagga bores	215.21	246.87	490.33
Murrumbidgee River	436.44	399.13	338.47
<b>SUB-TOTAL</b>	<b>1,197.64</b>	<b>1,658.77</b>	<b>1,538.70</b>
Bulgary Bores	47.56	55.32	59.93
Urana Source	7.49	10.39	7.22
Ralvona Bores	25.86	30.57	30.27
Walla Walla Bores	30.02	28.93	31.77
Goldenfields Water Supply System	1.14	3.77	6.46
<b>SUB-TOTAL</b>	<b>112.07</b>	<b>128.98</b>	<b>135.65</b>
Woomargama	1.61	1.49	2.44
Humula	1.09	1.16	0.87
Tarcutta	4.15	5.59	4.92
Oura	2.58	5.22	5.29
Walbundrie/Rand	3.14	3.90	4.77
Morundah	0.80	1.12	1.35
Collingullie	6.34	9.67	5.78
<b>SUB-TOTAL</b>	<b>19.71</b>	<b>28.15</b>	<b>25.42</b>
<b>TOTALS</b>	<b>1,329.42</b>	<b>1,815.90</b>	<b>1,699.77</b>

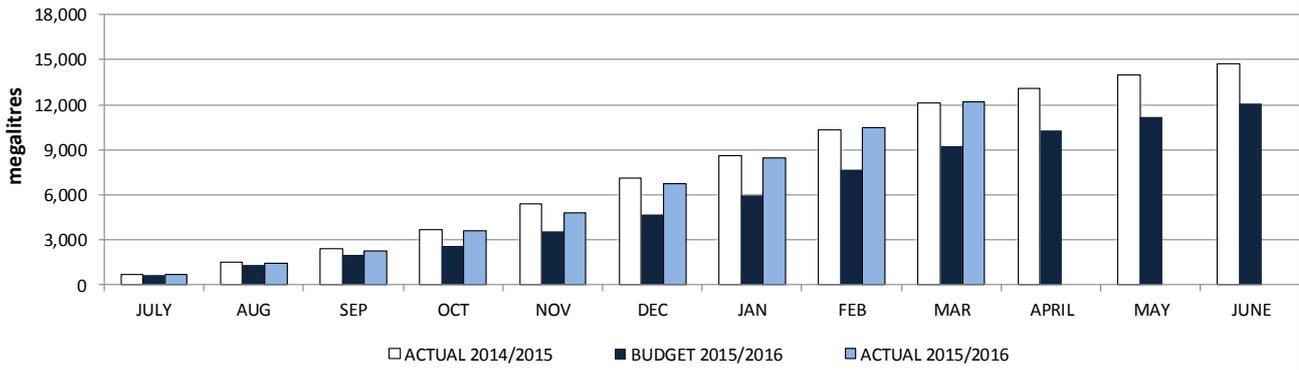
## WATER USED March 2016 (MI)

	2014	2015	2016
East Bomen	25.02	33.04	29.70
Estella	83.52	99.05	112.62
North Wagga	101.20	103.92	83.55
Wagga Wagga – Low Level	193.33	213.25	216.46
Wagga Wagga – High Level	565.95	857.78	798.63
Wagga Wagga – Bellevue Level	66.25	120.73	90.35
<b>SUB-TOTAL</b>	<b>1,035.27</b>	<b>1,427.77</b>	<b>1,331.31</b>
Ladysmith System	4.44	9.54	5.64
Brucedale Scheme	22.69	33.38	33.04
Currawarna Scheme	18.03	21.42	16.79
Rural south from Wagga Wagga	119.23	160.12	159.35
Rural from Walla Walla Bore	30.02	28.93	31.77
Bulgary, Lockhart and Boree Creek	31.13	35.21	38.87
From Boree Crk to Urana and Oaklands	23.33	31.09	29.30
Holbrook	25.86	30.57	30.27
<b>SUB-TOTAL</b>	<b>274.73</b>	<b>350.26</b>	<b>345.03</b>
Woomargama	1.61	1.49	2.44
Humula	1.09	1.16	0.87
Tarcutta	4.15	5.59	4.92
Oura	2.58	5.22	5.29
Walbundrie/Rand	3.14	3.90	4.77
Morundah	0.80	1.12	1.35
Collingullie	6.34	9.67	5.78
<b>SUB-TOTAL</b>	<b>19.71</b>	<b>28.15</b>	<b>25.42</b>
<b>TOTALS</b>	<b>1,329.71</b>	<b>1,806.18</b>	<b>1,701.76</b>

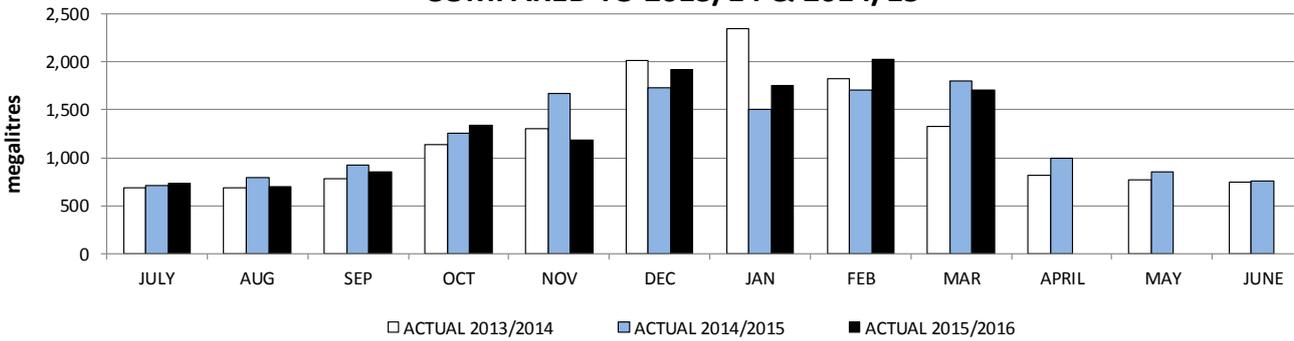
### DAILY WATER USED, WAGGA WAGGA, March 2016



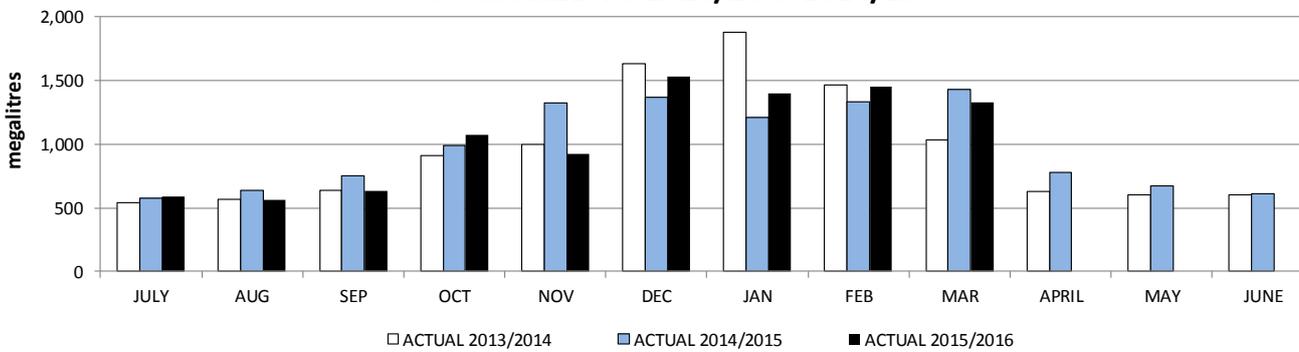
### TOTAL CUMULATIVE WATER USED 2015/2016



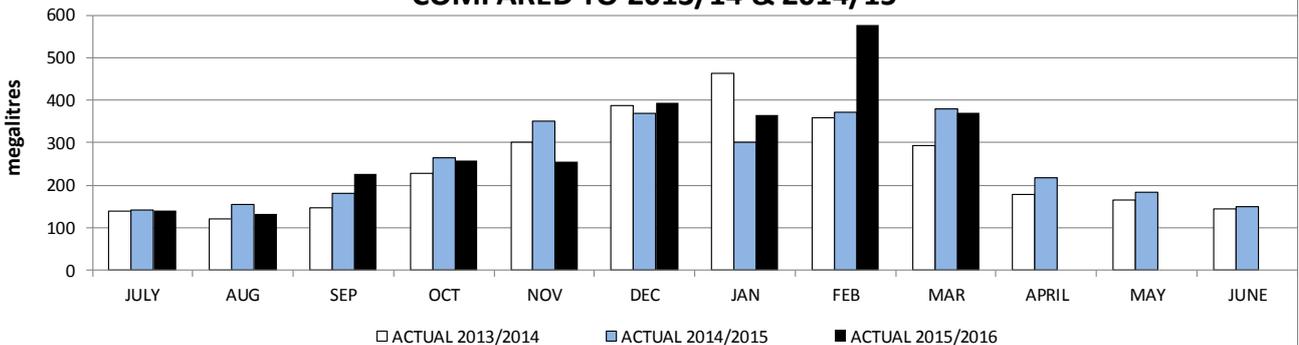
### MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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



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



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

Location	New Connect, Residential	New connect, Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	23		2	29	3	5				28	11	3
Brucedale										1		
Currawarna					1							
Euberta												
Humula												
Ladysmith				1						1		
Oura										1		
San Isidore												
Tarcutta												
The Gap				1						1		
Bulgary				1							1	
Collingullie												
French Park												
Lockhart	1		1	2						1		
Mangoplah				1								
Milbrulong				1								
Pleasant Hills				1								
The Rock				2								1
Uranquinty				1								
Yerong Creek						1						
Culcairn				1								
Henty											1	
Holbrook		2	1							1		
Morven												
Walbundrie												
Walla Walla				1						2	1	
Woomargama	1											
Boree Creek										1		
Morundah												
Oaklands												
Rand												
Urana						1					1	
<b>TOTAL</b>	<b>25</b>	<b>2</b>	<b>4</b>	<b>42</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>15</b>	<b>4</b>

### 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
9	Cooramin & Hampden	North Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
22	Casleys Lane	Wagga Wagga	100 WPVC	Pipe Failure (not specified)	Yes	1:00	0	0
23	Captain Cook Drive	Wagga Wagga	80 AC	Pipe Failure (not specified)	No	0:00	0	2
23	Sturt Highway	Wagga Wagga	150 WPVC	Pipe Failure (not specified)	Yes	2:00	0	0
29	21 Lloyd Road	Wagga Wagga	150 AC	Pipe Failure (not specified)	Yes	0:00	0	0
29	1 Joyes Place	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
<b>TOTALS</b>						0:00	0	2
Total Breaks – 6					Breaks needing shut off - 1	Breaks affecting customers – 0		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
7	Reid St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	23
7	Cambournes Lne	The Gap	25 PVC	Pipe Failure (not specified)	Yes	0:00	0	0
8	The Rock Rd	Mangoplah	100 WPVC	T/ Band Broken/Leaking	No	2:00	7	12
12	5 Stirbeck St	Holbrook	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	13
13	Narrandera Rd	Lockhart	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	9
14	Yerong Creek Rd	Pleasant Hills	32 PE	Pipe Failure - Ground Movement	No	1:00	0	3
16	Chaplins Lne	The Rock	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	5
16	1 Jacob Wenke Dr	Walla Walla	150 AC	T/ Band Broken/Leaking	No	0:00	20	12
16	Chaplins Lne	The Rock	40 PE	Pipe Failure - Ground Movement	Yes	1:30	0	3
19	Albury Rd	Lockhart	200 AC	Leaking collar	No	0:00	0	0
20	Olympic Highway	The Rock	300 CI	Pipe Failure (not specified)	No	3:30	5	0
17	Culcairn Rd	Ralvona	50 PVC	Pipe Failure - Ground Movement	Yes	4:00	0	4
21	5 Williams St	Urana	100 AC	T/ Band Broken/Leaking	No	0:00	16	12
22	55 Ivor St	Henty	150 AC	T/ Band Broken/Leaking	No	2:00	20	3
16	Olympic Highway	Brucedale	150 AC	Pipe Failure (not specified)	No	1:00	0	0
18	Gap Hall Coolamon Road	Brucedale	100 WPVC	Pipe Failure (not specified)	No	3:00	0	0
28	3 Scott Street	The Rock	100 WPVC	Pipe Failure (not specified)	Yes	1:30	0	0
31	Mitchells Rd	Milbrulong	150 CI	Pipe Failure - Ground Movement	No	0:00	5	86
31	Urana Rd	Boree Creek	200 WPVC	Pipe Failure - Ground Movement	No	3:00	6	29
29	Reservoir	San Isidore	150 WPVC	Pipe Failure (not specified)	No	0:00	0	0
29	Cunningdroo Street	Ladysmith	200 WPVC	Pipe Failure (not specified)	Yes	0:00	0	0
<b>TOTALS</b>						46:30	79	214
					Breaks needing		Breaks affecting	
Total Breaks – 21					shut off - 12		customers – 7	

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during March 2016 were:

Date	Location	Problem	Action Taken
17/03/2016	21 Blake St, Wagga Wagga	Dirty water	Flushed service
30/03/2016	13 Headley Pl, Koorinal	Sprinkler overspray has left spots on vehicle	WQ within ADWG. Suspected to be calcium deposits
31/03/2016	9 Gunn Dr, Estella	Strong Cl taste & smell	Samples taken from Nth Wagga system all within ADWG
31/03/2016	40 Thomas St, Currawarna	Deposits on car windows	Would be calcium deposits. Suggested cleaning windows with a mild acid
31/03/2016	RSL Club, Wagga	Misting sprays & 5mm filters blocking up with mud	No other issues in area. May be old pipework within club. Coolzone to investigate

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during March 2016 include:

LOCATION	PROJECT	100	150	200		450
		DICL	DICL	OPVC	DICL	DICL
CSU ESTATE	NEW SUB-DIVISION			66	18	
PINE GULLY ROAD	NEW SUB-DIVISION	66	26		24	
SOUTHERN TRUNK	NEW MAINS					880
	<b>TOTAL</b>	66	26	66	42	880

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during March 2016 include:

LOCATION	PROJECT	100
		DICL
JONHSTON STREET	MAINS REPLACEMENT	14
FLINDERS STREET	MAINS REPLACEMENT	114
	<b>TOTAL</b>	128

## 1.6 OTHER CONSTRUCTION

Other construction works during March 2016 include:

LOCATION OR PROJECT	WORK DONE
Tarcutta Treatment Plant	Change pipework from bore lines
Jones Street	100mm Fire Service
Johnston Street	Service Renewals
North Wagga	Unload 375mm DCI pipe
Collingullie	Flushed Mains

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during March 2016 include:

LOCATION OR PROJECT	WORK DONE
West Wagga bore #4	Replaced magflow transmitter
Collingullie WTP	Replaced faulty phase failure relay & filter solenoid valves
Waterworks	Replaced faulty Ranger weight indicator
Rand Reservoir	Replaced faulty 8000 RTU power supply
West Wagga WTP	Replaced silica dosing pipe work
Waterworks sludge plant	Replaced faulty lime pit pump

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during March 2016 include:

LOCATION	NUMBER OF FILLS
Bomen	32
Estella	290
Forest Hill	84
Glenfield	200
Henty	4
Holbrook	56
Lake Albert	94
Lockhart	12
Pleasant Hills	0
Yerong Creek	11

## 1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Asbestos Removal Training	4
ChemCert Chemical Recertification	4
Skid Steer - Comp Certificate	5

## 1.10 FLEET DISPOSALS

No fleet disposals made during March 2016.

## 1.11 FLEET ACQUISITIONS

Fleet acquisitions made during March 2016 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
95	4	Southwest Trailers	Trailer	Southwest Trailer	\$10,909
266	9	Wagga Motors	Extra Cab with Tray	Holden Colorado	\$28,186

## 1.12 MAJOR CAPITAL PROJECTS PROGRESS



- On track



- Behind Schedule



- Unlikely this Financial Year

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

Description	2015/16 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
Store Building Hammond Ave - Urban	\$3,161,340	\$3,218,668	Project complete.
<b>Access, parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$1,580,000	\$96,072	Construction in 2016/17.
Alternate access Hammond Ave - Urban	\$480,000		- In confidential - still in discussion with land owners.
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Corporate IT software upgrade/improvements - Urban	\$380,500	\$104,751	Ongoing.
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$1,043,000	\$776,453	Ongoing.
<b>Telemetry &amp; Control Systems Upgrade</b>			
Radio Telemetry SCADA Upgrade	\$150,000	\$55,097	Ongoing.

<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Bores-renew/refurbish/decommission - Urban	\$135,000	\$93,934	Ongoing. Purchasing replacement motors.
<b>TREATMENT PLANTS</b>			
<b>Treatment Plant Refurbishments</b>			
WTP Stage 1 - Urban	\$30,000,000	\$33,530,494	See UGL progress report.
Urana WTP replacement - Non-Urban	\$373,000	\$261,488	Fabrication of replacement SS Clarifier 90% complete.
Woomagama WTP - Non-Urban	\$120,000	-	Project scope being developed.
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Collingullie Reservoir Upgrade - Non-Urban	\$490,000	\$437,299	Reservoir construction completed. Scheduled to be commissioned in April/May 2016.
Shires Reservoir Relocation - Non-Urban	\$1,390,000	\$36,598	Agreement with Landowner at alternate site reached. Survey, environmental and geotechnical investigations commenced.
Morundah 130kL Replacement - Non-Urban	\$320,000	\$350,899	Reservoir construction completed. Paint testing to be completed in April. Commissioned scheduled for May.
<b>MAINS, SERVICES &amp; METERS</b>			
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Urban	\$150,000	-	On-going.
<b>Reticulation for Developers (in. other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	\$598,641	On-going.

<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Non-Urban	\$300,000	\$257,564	On-going.
Renew Reticulation Mains - Urban	\$144,000	\$91,314	On-going.
Lake Albert Rd Replacement	\$142,000	-	Not started. Design completed, work scheduled to be commenced in May 2016.
The Gap / Brucedale System - Urban	\$100,000	-	Not started. Design underway, work scheduled to be commenced in May 2016.
Beckwith St - Urban	\$100,000	-	Not started.
<b>Renew Trunk Mains</b>			
Bomen Trunk Main B (north of river) - Urban	\$400,000	\$4,728	Not started.
Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$1,989,000	\$922,734	Pipe installation nearing completion. Cut-ins and connections to be completed by end of financial year.
Low & High Level Rising Mains from CWS	\$282,000	\$234,249	Materials on order. Construction to commence in April 2016.
<b>SERVICES</b>			
<b>Service Connections, new including Meters</b>			
Service Connections, new - Urban	\$600,000	\$337,897	On-going.
Service Connections, new - Non-Urban	\$100,000	\$16,264	On-going.
<b>Renew Services</b>			
Renew Services - Urban	\$120,000	\$9,563	On-going.
<b>METERS</b>			
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	\$81,986	On-going.
<b>Remote Metering</b>			
Remote metering - Urban	\$250,000	\$595	Not started.



Bede Spannagle  
DIRECTOR OF ENGINEERING

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

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

---

UGL Engineering Pty Ltd continue to make good progress on the Wagga Wagga Water Treatment Plant project. Concrete works for the Lamella Clarifiers, Filters tanks and Clear Water Storage tank are now complete.

During the last month we have encountered more asbestos near the existing Water Treatment Plant. This asbestos was friable and required specialist contractors to remove the contaminated soil from site. The removal of this material cost approximately \$60K.

In the past month RWCC and UGL have been working with Public Works to develop the design for the Raw Water Intake.

The contractor has indicated that they believe the scope in the final design exceeds the scope documented in the tender which may expose council to increased costs.

The March and April 2016 UGL project status reports are attached.

- **UGL Project Status report – 23 March 2016**
- **UGL Project Status report – 21 April 2016**



# PROJECT STATUS REPORT



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: 23<sup>rd</sup> March 2016

REPORT NO.: 7

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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## 1.0 SUMMARY

The primary focus of works on the project is on finalising procurement relating to site construction works and undertaking construction works.

Concrete works made further progress during the again taking advantage of uninterrupted access to structures and site. The lamella clarifier walls were poured and inlet and outlet channels progressed. In the filter area the final major filter wall pour and filter gallery pours were undertaken. There was some lost time in February due to the impact of extremely hot weather which prevents concrete pours.- Focus will be to complete the balance of minor elements over the next month in preparation for mechanical works to commence. Building works commenced for the control room building with tilt panels and steel work being erected in preparation for the intermediate floor pour. In addition the chemical building footings and slab commenced.

In the clear water storage area the slab was completed while formwork and reinforcing placement moved towards finalisation in preparation for pouring in the northern section of the tank.

Stormwater, underground pit and conduit works continued to progress after overcoming pit fabrication and essential energy access issues in high voltage conduit easement.

The backwash water tank was completed and hydro-testing was commenced.

Raw water intake access was completed.

The major procurement items awarded during the period were the electrical installation contract and raw water intake pipework. The major procurement activities are focused on finalising the raw water inlet works and site-wide plumbing contracts.

Detailed design finalisation continues with integration of vendor/supplier technical information being undertaken into the construction design. PLC/SCADA system development is progressing. There was further design review undertaken of the raw water intake area following review of the site and specialist contractor engagement.

Key Milestones achieved in the Period were:

- Lamella wall and outlet channels pour completed
- Filter final wall pour and gallery completed
- Buildings works commenced for control room and filtered water.
- Raw water intake works in-depth planning and environment preparations works commenced
- Clear Water storage slab completed and 50% wall poured.

## 2.0 SCOPE OF WORK

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

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

### 3.0 HSSE

Total hours worked on the project in February is 10,135 hours. Subcontractor hours recorded on site in February is 8,685 hours while staff hours recorded are 1450 hours. Total hours worked on the project to date is 53,273.

No lost time injury (LTI) and one first aid injury (FAI) were recorded in the month of February. Site inductions of 13 individuals have been undertaken and 25 HSSE pre-start toolboxes were held. 2 safety incidents were recorded in the month of February with the most significant being the first aid injury to a subcontract labourer following the failure of a ladder rung. A subsequent inspection was undertaken of all of the scaffold ladders on the site to visually check for other potential failures. Proactive measures undertaken include 220 Utake-5 observation cards and 46 Safety Inspections. Routine random blood alcohol testing was undertaken on a number of occasions with 172 individual tests being undertaken. The February Safety Report is shown in Appendix B.

### 4.0 RISK / CRITICAL ACTION AREAS

During the period no significant risks materialised on the project.

Summary of Top Risks at March:-

Risk Description	Potential Impact	Control Measures
Program Construction Overrun - critical path	Overrun above the construction program	Additional staff & blue collar resources required. Spread workload through multiple subcontractors to share risk and increase capacity Utilise weekend works
Key Suppliers / performance delays	Late arrival of equipment and materials.	Supplier contracts incorporate LD's. Continuous status checks with suppliers to update delivery schedule. Meet with suppliers to view / check in on status of key equipment.
Labour productivity	Subcontractors falling behind on program schedule.	Additional resources brought in to increase productivity on site. Weekend work required to increase productivity.
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Commission plant in stages and work with RWCC to optimise witnessing process. Weekend work required to commission plant by the required date. Additional commissioning resources required.
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Dewatering equipment readily available and established to dewater deep excavations. Labour relocated to other work fronts. Levee bank crated to protect site from major flooding. Inlet structure works completed during low flows in the river.

## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

Monthly progress meeting number 7 was held at site. The seventh progress claim was agreed. The table below summarises the progress to the 23<sup>rd</sup> March.

WAGGA WAGGA WATER TREATMENT PLANT		Month	Mar-16
<b>Item No.</b>	<b>Schedule of Prices</b>	<b>Total Claim to date</b>	
1	Provision of Preconstruction Activities		
	Preconstruction Activities subtotal (1)	100%	
2	Provision of Project Management and Site Running Activities		
	Prooject Management Activities subtotal (2)	47%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	98%	
4	Intake Works		
	Intake Works - General subtotal (3)	2%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	9%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	53%	
7	Filters		
	Filters subtotal (7)	70%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	74%	
9	Machinery Room		
	Machinery Room subtotal (9)	12%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	47%	
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	0%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	0%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	0%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	0%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	0%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	0%	
17	Other Items		
	Other Items subtotal (17)	26%	
18	Electrical Items		
	Electrical subtotal (18)	20%	
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)	0%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	8%	
22	Other Options Accepted		
	Options subtotal (20)	50%	
23	Variations		
	Variations Subtotal	59%	

## 5.2 Variations

During the period one additional variations was submitted relating to the sharing of RWCC warehouse storage facility.

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

Contract	Variation No.	Title	Amount (\$ 000) Incl. GST	Status (February)
W195	VO01	Control System Design for fully networked plant	15	Approved
W195	VO02	AC Road Surface	101	Approved
W195	VO03	Future UV	21	Approved
W195	VO04	Disabled Access	305	Approved
W195	VO05	Aggressive Water Response	87	Approved (value to be finalised)
W195	VO06	NSC02 – removal of Gyprock	5	Approved
W195	VO07	Transformer supplied by principle	- 244	Approved
W195	VO08	Existing Balance Tank Permanent Walkway	82	Not accepted
W195	VO09	Chemical Dosing – Alum Storage	81	Approved
W195	VO10	Switchboards additional spare capacity	8	Approved
W195	VO11	Lamella plate capacity	45	Approved
W195	VO12	Sewer pump station	6	Approved
W195	VO15	Manual Penstocks on Clarifier Inlet	10	Approved
W195	VO14	Increased bearing capacity in the filters	30	Approved
W195	VO15	Waste in excavation NSC04 & NSC06	11	Approved
W195	VO16	Asbestos in Levee	29	Approved
W195	VO17	Warehouse Facility	- 14	Submitted

## 6.0 FINANCE

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

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

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

Contract	Value (ex GST)	Contract Value Status (February)
W195	\$ 32,705,059	No Change

## 7.0 PROGRAMME

The combined construction programme is attached in Appendix C. The schedule shows a completion date of at 19<sup>th</sup> December, 2017 a movement of days following the impact of some extremely hot weather impacting works. We continue to endeavour to work with RWCC to explore ways to regain time in the programme to get closer to achieving the original target completion.

There have been significant works undertaken on site in the last month including mobilisation of additional trades on site. The increased resources applied in February achieved the desired outcome of improving progress in the lamella and filter areas. The final wall pours were undertaken in both the filter and lamella areas allowing the focus to move to inlet and outlet channels which are progressing with slabs poured and wall steelwork placement advanced. The clear water storage southern slab was and the northern walls were poured.

Electrical conduits and pits, stormwater works continues at the south western end of the sites. Although progress has been slow due to some issues with pit procurement and the underground HV interface. Both of these issues have now been resolved following agreement being reached with Essential Energy on working in their easement and an alternative pit construction approach being adopted. The first process piping works were undertaken around the backwash tank. Attempts to commence underground piping works with the existing plant were impacted by the presence of asbestos. Works has been ceased pending disposal of the contaminated material by RWCC.

Buildings subcontractor mobilised to site and progressed works in the chemical building area and control room building. Fabrication drawings for the chemical building continue to be developed.

The focus in procurement is on the installation packages with the electrical installation works awarded during the month. The remaining major installation packages are associated with the raw water and site-wide plumbing and will be awarded next month. Equipment deliveries will commence in greater earnest this month with a key focus on expediting. Part of this review has identified some issues with delivery date slippage for a couple of key equipment items. We are working with the suppliers to ensure this is mitigated as much as possible including where practicable insisting on air freight of components. There is no impact on the overall completion date based on the current revised dates.

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

Activity	Target
<b>Pour Rapid Mix</b>	1 <sup>st</sup> April 2016
<b>Raw Water Works Commence</b>	Mid April 2016
<b>Clear Water Storage Southern Walls and Roof</b>	20 <sup>th</sup> and 8 <sup>th</sup> of April 2016
<b>Control Room Building Floor and roofing</b>	Early April 2016
<b>Mobilisation of the Mechanical subcontractor</b>	23 <sup>rd</sup> March 2016

## **8.0 QUALITY**

Production of Inspection and Test Reports (ITPs) continues for civil/structural works at site. Disappointingly a number of Non-conformance Reports (NCRs) have been issued in the month. We are working to resolve these few issues with subcontractors in terms of both immediate rectification and to review our methods for preventing issues from occurring in the future.

## **9.0 ENVIRONMENTAL**

Project Construction Environmental Management Plan continues to be implemented. There has been some significant planning and review of documentation in preparation for the raw water works.

In the month of February, 4 Environmental inspections were conducted. There were no environmental incidents reported.

## **10.0 INDUSTRIAL RELATIONS**

No significant issues.

## **11.0 DESIGN AND TECHNICAL**

Minor design review and discussion continues on the balance of drawings and documents being issued as updated equipment vendor information is being re-issued.

Site design review for the raw water area and raw water area operations and maintenance review was held.

## **12.0 COMMISSIONING**

The revised commissioning plan is is being developed and the schedule adjusted to reflect the agreed approach.

## **13.0 STAKEHOLDERS**

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

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

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

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

The building permit has progressed to allow the

## 14.0 SITE PROGRESS



Photo 1: View towards control room building and filters



Photo 2: Filters Area shutters and access scaffold



Photo 3: Backwash water tank with mechanical installation commencing



Photo 4: Chemical Building foundation preparations



Photo 5: Clear Water Storage roof formwork and shutters



Photo 6: Electrical Conduit and Pit works beside Clear Water Storage

## 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 – FEBRUARY MONTHLY SAFETY REPORT**



## HSSE Monthly Safety Report –February 2016

### 1.0 Overview Statistics

	February 16	Total to Date
UGL Hours	1450	15595
Subcontractor hours	8,685	37642
Total Site Hours	10135	53273
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 <sup>st</sup> Aid Injuries	1	2
<b>Incidents:</b>		
Injury	1	2
Damage/ Loss	0	1
Near Miss	1	9
Hazard	0	5
Report Only	0	2
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	2
<b>Safety Initiatives:</b>	1	4
Workplace Safety Inspections	46	144
Environmental Inspections	4	17
Safety Conversations (UGL)	68	200

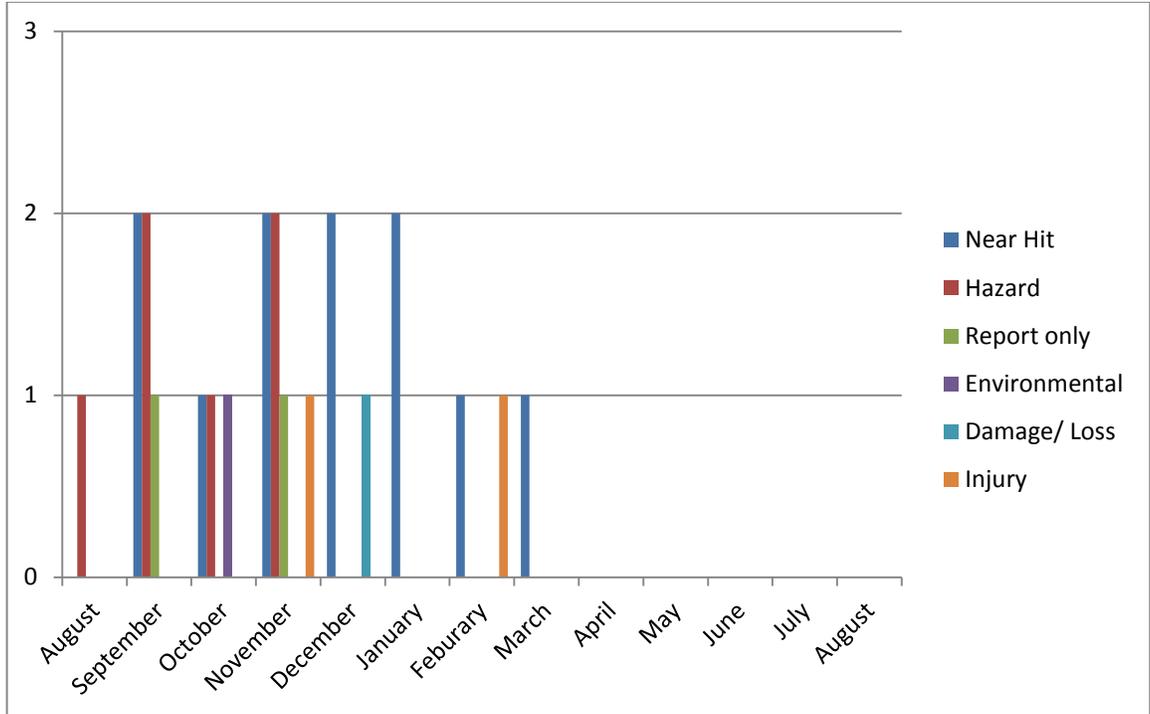
Utake 5 (UGL)	220	1270
Hazobs	50	136
Site audit (e.g. Plant pre-start)	1	6
SWMS reviews	6	88
Site inductions	13	264
Tool box meetings	4	21
Training hours	4	95
Plant delivery inspections	3	48
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	172	769
Drug tests	0	40

## 2.0 Incident Summary

The following incidents occurred on site in February.

- **1<sup>st</sup> aid Injury:** Form worker fell 180mm when bottom rung of scaffold ladder failed
- **Action:** Inspection of all site scaffold ladders
  
- **Near Miss:** Asbestos in ash identified in excavation
- **Action:** Sample test & confirmed- wait RWCC instructions to remove

### Wagga Wagga WTP Incident trends



- February 2016 13 Site inductions not including visitors inductions
- February Construction Manager Monthly Safety Award Clem Williamson (Inform)
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

### 3.0 Project Safety Initiatives for March 2016

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

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Tools box meeting:**

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

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

- Continuing Alcohol testing at pre-start meeting

➤ Continuing Site Environmental inspections

Mark Hunter

UGL Safety Advisor

## APPENDIX C – MARCH PROJECT PROGRAMME

Activity ID	Activity Name	Original Duration	Start	Finish	Total Cost	2015												2016												2017			
						Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr					
<b>Wagga Wagga WTP Rev 1 - 29 Feb 16 status for client</b>						515.00	24-Apr-2015 A	20-Jun-2017	1.00																								
A1000	Submission of Tender	0.00	24-Apr-2015 A		0.00	Submission of Tender																											
A1002	Contract Award	0.00		22-Jul-2015 A	0.00	Contract Award																											
A10022	Site Access for WTP	0.00	22-Jul-2015 A		0.00	Site Access for WTP																											
A10045	Start Up Workshop / Kick Off Meeting	0.00		05-Aug-2015 A	0.00	Start Up Workshop / Kick Off Meeting																											
A10048	MILESTONE 1 - Submission of Project Plans (19 Aug15)	0.00		21-Aug-2015 A	0.00	MILESTONE 1 - Submission of Project Plans (19 Aug15)																											
A10051	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings	0.00		18-Dec-2015 A	0.00	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings																											
A100522	Power Available from Authority	0.00	23-Jun-2016		1.00	Power Available from Authority																											
A10053	MILESTONE 3 - WTP Construction Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)	0.00		17-Oct-2016*	1.00	MILESTONE 3 - WTP Construction Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)																											
A100542	Site Access to Existing Plant	0.00	11-Apr-2016		1.13	Site Access to Existing Plant																											
A100544	Site Access for Dewatering Plant (27 May 16)	0.00	29-Apr-2016*		1.00	Site Access for Dewatering Plant (27 May 16)																											
A10055	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)	0.00		22-Sep-2016*	1.00	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)																											
A10056	MILESTONE 5 - Completion of Testing, Demonstration & Commission (Revised for EOT 1,2,3 - 15 Dec 16)	0.00		20-Dec-2016*	1.00	MILESTONE 5 - Completion of Testing, Demonstration & Commission (Revised for EOT 1,2,3 - 15 Dec 16)																											
A10057	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (Revised for EOT 1,2,3 - 12 Jan 17)	0.00		18-Jan-2017*	1.88	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (Revised for EOT 1,2,3 - 12 Jan 17)																											
A10058	MILESTONE 7 - Completion of 6 Months Performance Proving Period (23 Nov 17)	0.00		20-Jun-2017*	1.00	MILESTONE 7 - Completion of 6 Months Performance Proving Period (23 Nov 17)																											
<b>Project Delays</b>						87.00	03-Sep-2015 A	27-Jan-2016 A																									
AD001	D001 - Inclement Weather 3 Sep 15	1.00	03-Sep-2015 A	03-Sep-2015 A		D001 - Inclement Weather 3 Sep 15																											
AD002	D002 - Replacement of Filter Subbase Material	12.00	17-Sep-2015 A	05-Oct-2015 A		D002 - Replacement of Filter Subbase Material																											
AD003	D003 - Inclement Weather & Consequential Effects - Filters & Clarifier	3.00	02-Nov-2015 A	04-Nov-2015 A		D003 - Inclement Weather & Consequential Effects - Filters & Clarifier																											
AD005	D005 - Inclement Weather 22 Jan and 27 Jan 16	2.00	22-Jan-2016 A	27-Jan-2016 A		D005 - Inclement Weather 22 Jan and 27 Jan 16																											
<b>Project Management &amp; Approvals</b>						379.88	03-Jun-2015 A	18-Jan-2017	1.00																								
<b>Design</b>						191.88	09-Jul-2015 A	23-May-2016	1.13																								
<b>Administration &amp; Approvals</b>						16.88	16-Jul-2015 A	27-Aug-2015 A																									
<b>Client Design Reviews</b>						59.00	28-Jul-2015 A	08-Dec-2015 A																									
<b>Process</b>						123.00	09-Jul-2015 A	26-Feb-2016 A																									
<b>Mechanical &amp; Piping</b>						120.00	09-Jul-2015 A	19-Feb-2016 A																									
<b>Civil &amp; Structural</b>						93.88	09-Jul-2015 A	22-Jan-2016 A																									
<b>Electrical</b>						78.00	09-Jul-2015 A	29-Jan-2016 A																									
<b>Instrumentation &amp; Controls</b>						176.88	09-Jul-2015 A	23-May-2016	1.13																								
<b>Procurement &amp; Contracts</b>						216.88	20-Jul-2015 A	21-Jul-2016	1.00																								
<b>Process &amp; Mechanical Equipment &amp; Materials</b>						216.88	20-Jul-2015 A	21-Jul-2016	1.00																								
<b>Electrical equipment &amp; Materials</b>						178.00	30-Jul-2015 A	16-May-2016	1.00																								
<b>Installation Contracts</b>						205.88	27-Jul-2015 A	05-Jul-2016	1.00																								

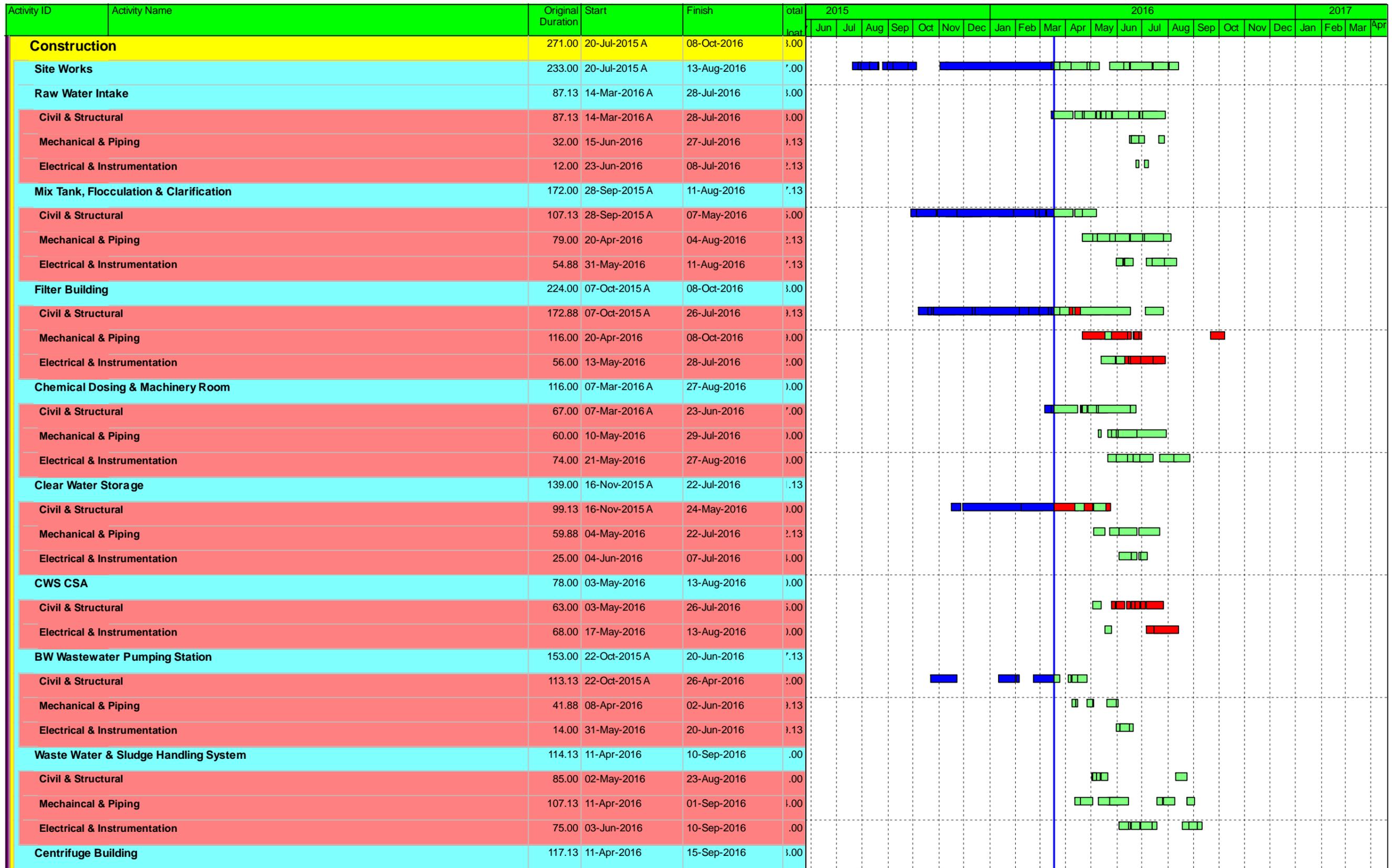
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 Data Date : 18-Mar-2016  
 1 of 3

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

**WAGGA WAGGA WTP**  
**Program of Works - Summary**



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



File No:  
 Data Date : 18-Mar-2016  
 2 of 3

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

**WAGGA WAGGA WTP**  
**Program of Works - Summary**



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





# PROJECT STATUS REPORT



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: 23<sup>rd</sup> April 2016

REPORT NO.: 8

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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## 1.0 SUMMARY

The primary focus of works on the project is on finalising procurement relating to construction of the raw water works and undertaking construction works.

Concrete works made further progress during the month again taking advantage of uninterrupted access to structures and site. The lamella clarifier walls was completed and commenced hydro-testing. In the filter area and the filter gallery was completed and preparations for the pour of the inlet channel were completed. The remaining elements of the filter gallery pours were undertaken. Focus will be to complete the balance of minor elements over the next month in preparation for mechanical works to commence. Building works continued for the control room building with for the intermediate floor pour being completed to allow access to the switchroom for the electrical installation crew. The chemical building slab was partially completed in preparation for standing steel work and pre-cast panels which were fabricated during the period.

In the clear water storage area the northern section of the tank was poured and the pump-station roof was poured. Baffle wall fabrication commenced.

A leaking pressure relief valve was repaired in the backwash tank which allowed hydro-testing to recommence.

Underground process pipeworks commenced in earnest including the raw water inlet, backwash water line and filtered water lines.

Mechanical installation subcontractor mobilised and commenced works in the filter gallery and filtered water tank.

Raw water intake environmental measures were undertaken and earthworks commenced. Following finalisation of design scope.

The major procurement items awarded during the period were the electrical installation contract and raw water intake pipework. The major procurement activities are focused on finalising the raw water inlet works and site-wide plumbing contracts.

Detailed design finalisation continues with integration of vendor/supplier technical information being undertaken into the construction design. PLC/SCADA system development is progressing. There was further design review undertaken of the raw water intake area following review of the site and specialist contractor engagement.

Key Milestones achieved in the Period were:

- Lamella structure completed ready for testing
- Clear Water Storage concrete walls and roof completed
- Buildings works commenced for chemical building and continued for the control room
- Mechanical installation commenced onsite focussed on pipework in the filter gallery
- Underground major process piping commenced.
- Raw water intake works clearing and earthworks undertaken.
- Electrical installation subcontractor mobilised.
- Demolition of existing centrifuge building commenced with mechanical and electrical stripping completed
- Significant equipment deliveries and now being stored at Say St.

## 2.0 SCOPE OF WORK

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

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

## 3.0 HSSE

Total hours worked on the project in March is 10,135 hours. Subcontractor hours recorded on site in March is 8,685 hours. Total hours worked on the project to date is 53,273.

No lost time injury (LTI) and one first aid injury (FAI) were recorded in the month of March. Site inductions of 42 individuals have been undertaken and 25 HSSE pre-start toolboxes were held. Six safety incidents were recorded in the month of March with the most significant being the first aid injury to a subcontract labourer following the LBL formwork.

Proactive measures undertaken include 250 Utake-5 observation cards and 43 Safety Inspections. Routine random blood alcohol testing was undertaken on a number of occasions with 253 individual tests being undertaken.

The March Safety Report is shown in Appendix B.

## 4.0 RISK / CRITICAL ACTION AREAS

During the period no significant risks materialised on the project.

Summary of Top Risks at April:-

Risk Description	Potential Impact	Control Measures
Program Construction Overrun - critical path	Overrun above the construction program	Additional staff & blue collar resources required. Spread workload through multiple subcontractors to share risk and increase capacity Utilise weekend works Prepare contingency plan for dewatering facility to allow production from existing treatment plant.
Key Suppliers / performance delays	Late arrival of equipment and materials.	Supplier contracts incorporate LD's. Continuous status checks with suppliers to update delivery schedule. Meet with suppliers to view / check in on status of key equipment.
Labour productivity	Subcontractors falling behind on program schedule.	Additional resources brought in to increase productivity on site. Increase direct supervision and interaction. Weekend work required to increase productivity.
Commissioning Program	Plant not ready for	Commission plant in stages and work with

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

## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

Monthly progress meeting number 8 was held at site. The ninth progress claim was agreed. The table below summarises the progress to the 23<sup>rd</sup> April.

WAGGA WAGGA WATER TREATMENT PLANT		Month	Apr-16
Item No.	Schedule of Prices	Total Claim to date	
1	Provision of Preconstruction Activities		
	Preconstruction Activities subtotal (1)		100%
2	Provision of Project Management and Site Running Activities		
	Prooject Management Activities subtotal (2)		53%
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)		98%
4	Intake Works		
	Intake Works - General subtotal (3)		21%
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)		13%
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)		55%
7	Filters		
	Filters subtotal (7)		79%
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)		84%
9	Machinery Room		
	Machinery Room subtotal (9)		27%
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)		58%
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)		0%
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)		0%
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)		0%
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)		0%
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)		0%
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)		0%
17	Other Items		
	Other Items subtotal (17)		31%
18	Electrical Items		
	Electrical subtotal (18)		25%
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)		0%
20	Post Process Proving		
	Post Process Proving (20)		0%
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)		11%
22	Other Options Accepted		
	Options subtotal (20)		62%
23	Variations		
	Variations Subtotal		63%

## 5.2 Variations

During the period four additional variations was submitted relating to design development and further scope definition.

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

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

## 6.0 FINANCE

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

Claim Description	Invoice no.	Amount	Claim/Invoice Status
W195 Progress Claim 1	Invoice # 1	\$ 879,128.59	Paid
W195 Progress Claim 2	Invoice # 2	\$ 1,428,346.00	Paid
W195 Progress Claim 3	Invoice # 3	\$ 1,246,918.00	Paid
W195 Progress Claim 4	Invoice # 4	\$ 2,341,562.00	Paid
W195 Progress Claim 5	Invoice # 5	\$ 2,269,089.00	Paid

<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	Submitted

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

<b>Contract</b>	<b>Value (ex GST)</b>	<b>Contract Value Status (February)</b>
<b>W195</b>	\$ 32,705,059	No Change

## 7.0 PROGRAMME

The combined construction programme is attached in Appendix C. The schedule shows a completion date of at 13<sup>th</sup> December, 2017.

There have been significant works undertaken on site in the last month including mobilisation of additional trades on site. Throughout the next month we will have all trades on site as the transition occurs from civil/structural activities through to mechanical and electrical works.

Concrete works made further progress during the month again taking advantage of uninterrupted access to structures and site. The lamella clarifier walls were completed and commenced hydro-testing. In the filter area and the filter gallery was completed and preparations for the pour of the inlet channel were completed. The remaining elements of the filter gallery pours were undertaken. There was some lost time in February due to the impact of extremely hot weather which prevents concrete pours.- Focus will be to complete the balance of minor elements over the next month in preparation for mechanical works to commence. Building works continued for the control room building with for the intermediate floor pour being completed to allow access to the switchroom for the electrical installation crew. The chemical building slab was partially completed in preparation for standing steel work and pre-cast panels which were fabricated.

In the clear water storage area the northern section of the tank was poured and the pump station roof was poured. Baffle wall fabrication commenced.

A leaking pressure relief valve was repaired in the backwash tank which allowed hydro-testing to recommenced and was positive.

Underground process pipeworks commenced in earnest including the raw water inlet, backwash water line and filtered water lines.

Mechanical installation subcontractor mobilised and commenced works in the filter gallery and filtered water tank.

Raw water intake environmental measures were undertaken and earthworks commenced. Following finalisation of design scope temporary works design was undertaken with mobilisation of the subcontractor to occur next week.

The major procurement items awarded during the period were the electrical installation contract and raw water intake pipework. The major procurement activities are focused on finalising the raw water inlet works and site-wide mechanical contracts.

Detailed design finalisation continues with integration of vendor/supplier technical information being undertaken into the construction design. PLC/SCADA system development is progressing. There was further design review undertaken of the raw water intake area following review of the site and specialist contractor engagement.

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

Activity	Target
<b>Pour UV Pit and Filter Inlet/Outlet Channel</b>	29 <sup>th</sup> April 2016
<b>Hydrotesting Water Retaining Structures (Lamella/Clearwater/Filters)</b>	Various May 2016
<b>Demolish Existing Centrifuge Building</b>	29 <sup>th</sup> April 2016
<b>Raw Water Works Cofferdam Dam Works Piling Commence</b>	27 <sup>th</sup> April 2016
<b>Electrical Works Commence in Filtered Water building switchroom</b>	4 <sup>th</sup> May 2016
<b>Chemical Building Panels and Steelwork Installation</b>	Early May 2016
<b>Installation of Filter Galley Pipework</b>	May 2016
<b>Commence Building Works for Dewatering Building</b>	4 <sup>th</sup> May 2016

## 8.0 QUALITY

Production of Inspection and Test Reports (ITPs) continues for civil/structural works at site. As noted last month disappointingly a number of Non-conformance Reports (NCRs) have been issued on the project recently. We have implemented a number of strategies including review of inspection and supervision processes to improve the outcome.

## 9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented. There has been implementation of updated methodologies associated with the raw in preparation for the raw water works.

In the month of March, 5 Environmental inspections were conducted. There was also the routine visit by the Environmental Representative with no issues identified.

## **10.0 INDUSTRIAL RELATIONS**

No significant issues.

## **11.0 DESIGN AND TECHNICAL**

Minor design review and discussion continues on the balance of drawings and documents being issued as updated equipment vendor information is being re-issued.

Site design review for the raw water area and raw water area operations and maintenance review was held.

## **12.0 COMMISSIONING**

The revised commissioning plan is being developed and the schedule adjusted to reflect the agreed approach.

## **13.0 STAKEHOLDERS**

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

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

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

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

The building permit has progressed to allow the

## 14.0 SITE PROGRESS



Photo 1: Raw water site clearing and earthworks



Photo 2: Gallery pipework installation



Photo 3: Future UV Pit Slab Preparations



Photo 4: Chemical Building slab preparations



Photo 5:Chemical Build Slab Western End



Photo 6: Lamella filling in preparation for hydrotesting



Photo 7: Workers undertaking group safety pre-start inspections

## 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 – MARCH MONTHLY SAFETY REPORT



## HSSE Monthly Safety Report – March 2016

### 1.0 Overview Statistics

	March 16	Total to Date
UGL Hours	8,430	24025
Subcontractor hours	8,685	37642
Total Site Hours	10135	53273
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 <sup>st</sup> Aid Injuries	1	2
<b>Incidents:</b>		
Injury	1	3
Damage/ Loss	0	1
Near Miss	5	13
Hazard	0	5
Report Only	0	2
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	2
<b>Safety Initiatives:</b>	1	5
Workplace Safety Inspections	43	187
Environmental Inspections	5	22
Safety Conversations (UGL)	103	303

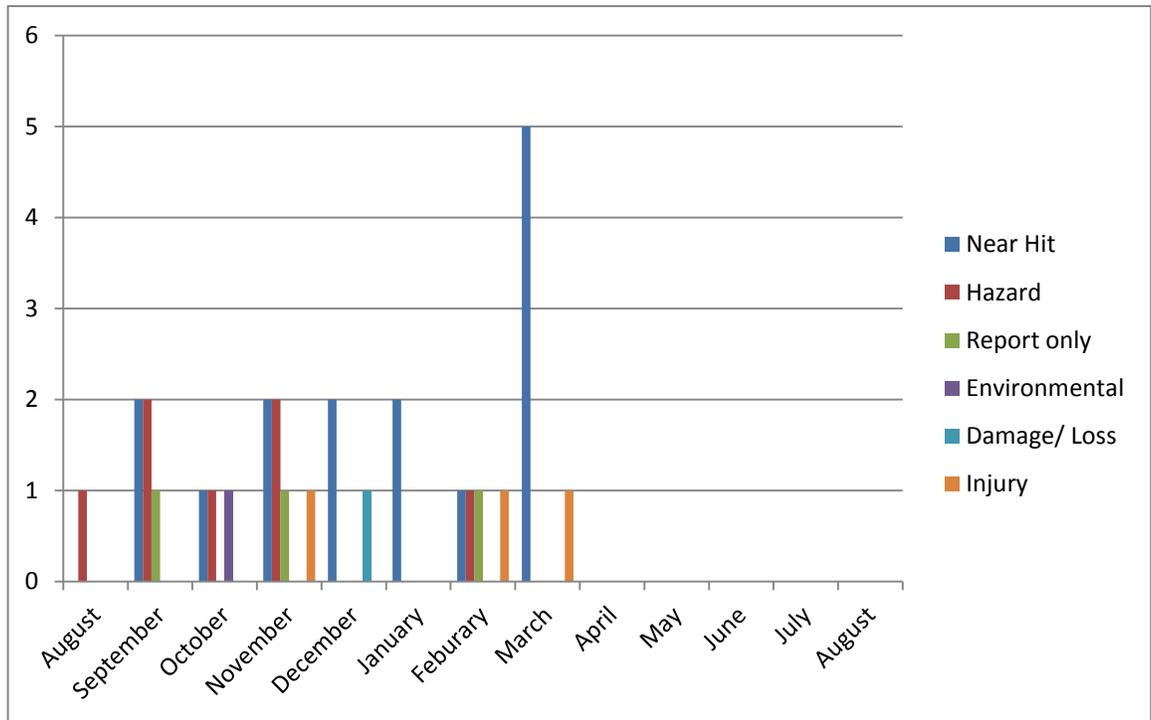
Utake 5 (UGL)	250	1520
Hazobs	57	197
Site audit (e.g. Plant pre-start)	4	10
SWMS reviews	36	124
Site inductions	42	306
Tool box meetings	3	24
Training hours	0	95
Plant delivery inspections	26	75
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	253	1069
Drug tests	0	40

## 2.0 Incident Summary

The following incidents occurred on site in March 2016.

- **1<sup>st</sup> aid Injury:** Form worker struck by falling short piece of LBL formwork
- **Action:** Injury treated – personnel remained on site during treatment
  
- **Near Miss:** Crane driver observed dogging own load
- **Action:** meeting with inform & crane crew , Inform instructed that this behavior was unacceptable & crane crew warned that any other breach of safety will in occur a warning letter by UGL construction manager
  
- **Near Miss:** Formwork labourer observed climbing down outside of scaffold deck 1 to ground
- **Action:** 1<sup>st</sup> & final warning letter issued to formwork labourer
  
- **Near Miss:** Concrete personnel climbed temp scaffold without ladder in place
- **Action:** Warning letters issued to concrete personnel
- 
- **Near Miss:** Damage to scaffold hand rail cell 3 filter tank
- **Action:** No personnel identified- Inform instructed that any other damage to scaffold will not be tolerated.
- **Near Miss:** Defective 660 EWP
- **Action:** Coates inspected EWP no fault identified

### Wagga Wagga WTP Incident trends



- March 2016 42 Site inductions not including visitors inductions
- March 2016 Construction Manager Monthly Safety Award Ray Straford (dogman) Wagga Wagga Mobile Cranes
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

### 3.0 Project Safety Initiatives for April 2016

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

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Tools box meeting:**

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

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

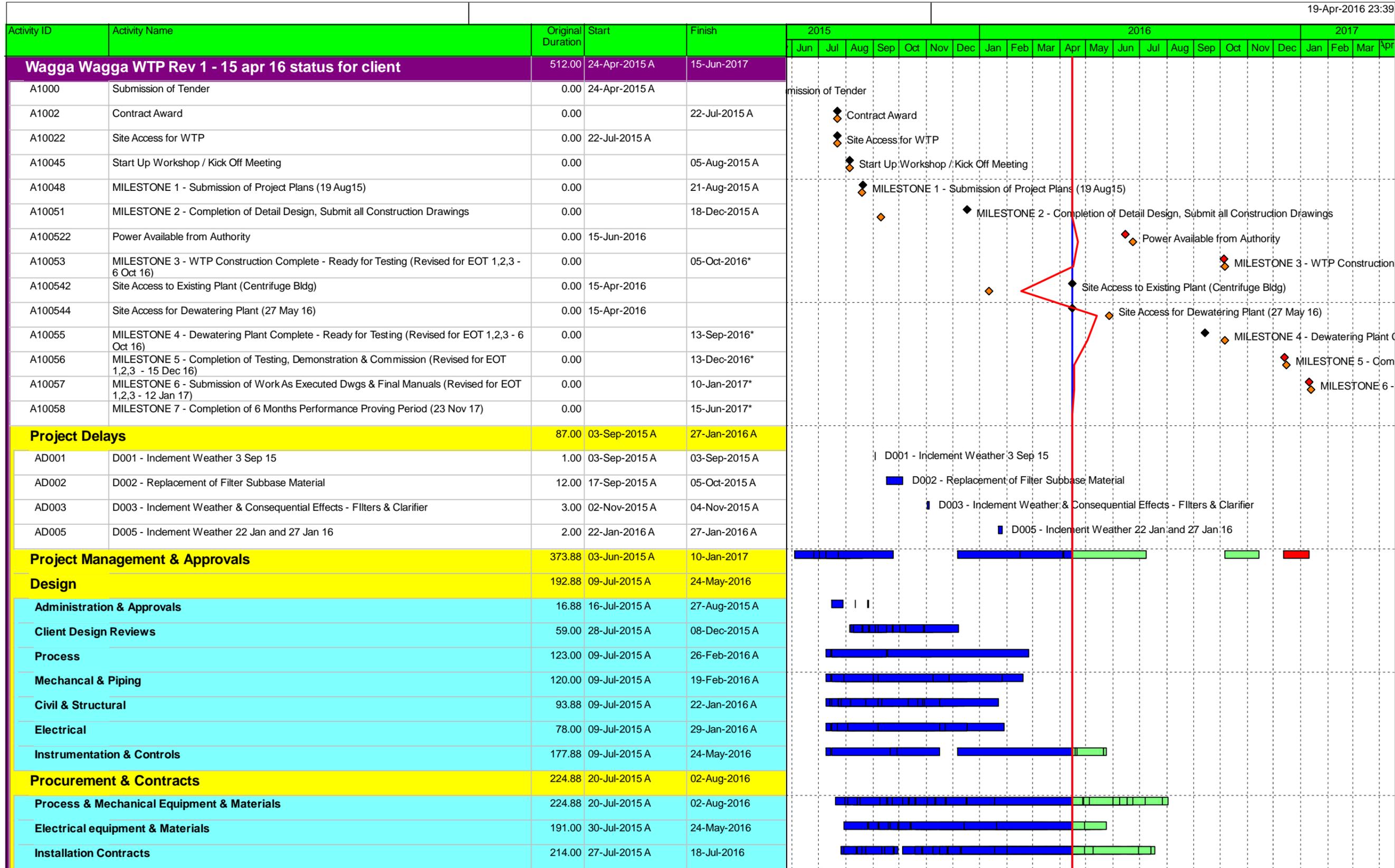
- Continuing Alcohol testing at pre-start meeting
- Drug testing as per PSMP

➤ Continuing Site Environmental inspections

Mark Hunter

UGL Safety Advisor

## APPENDIX C – APRIL PROJECT PROGRAMME



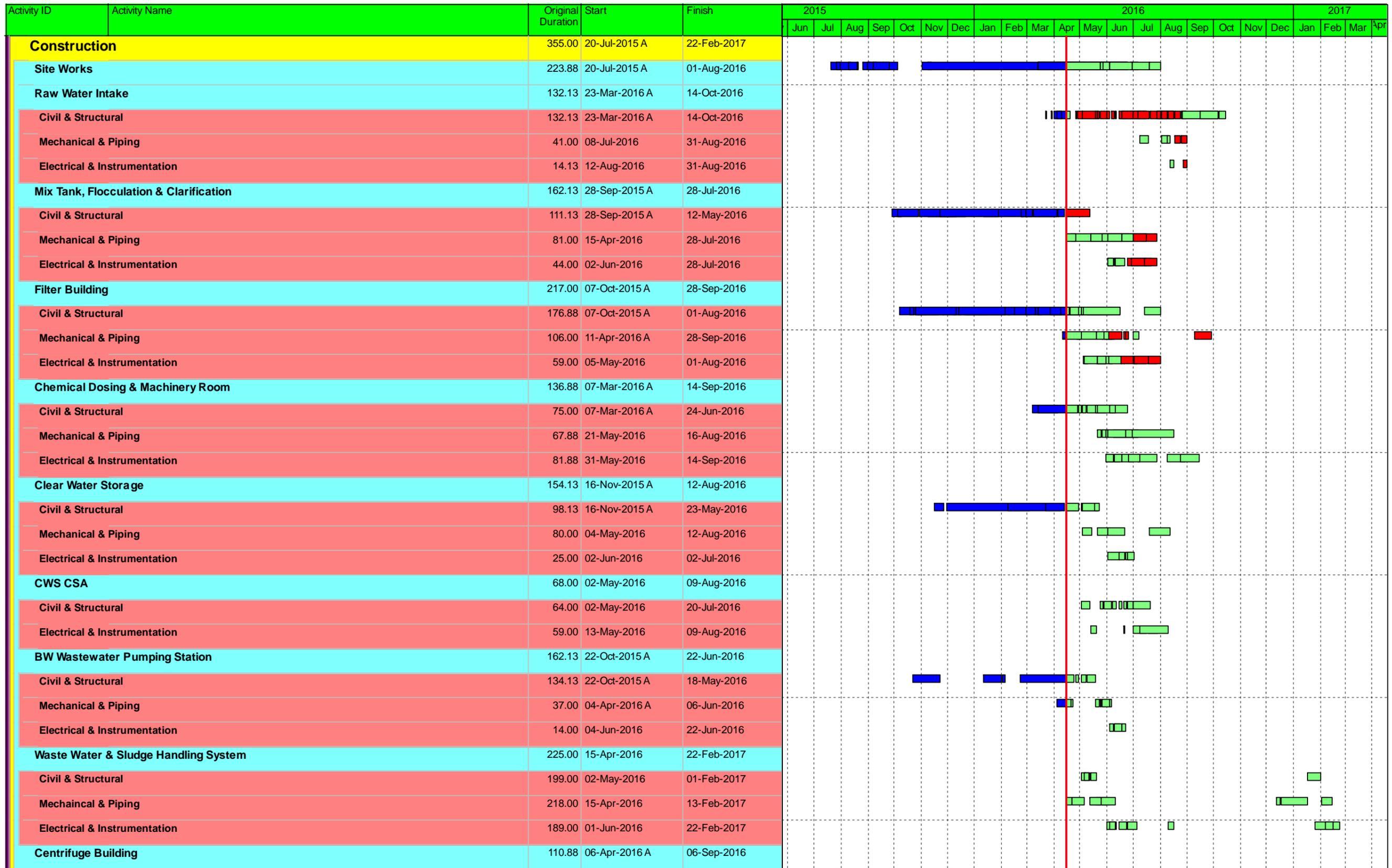
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Data Date : 15-Apr-2016  
1 of 3

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

**WAGGA WAGGA WTP**  
**Program of Works - Summary**



Date	Revision	Chec...	Approved
19-Apr-201...	Status as at 15 Apr 16		



File No:  
 Data Date : 15-Apr-2016  
 2 of 3

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

**WAGGA WAGGA WTP**  
**Program of Works - Summary**



Date	Revision	Chec...	Approved
19-Apr-201...	Status as at 15 Apr 16		



**QUESTIONS & STATEMENTS**

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