



11th October 2018

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, 17th OCTOBER 2018 at 9.30 am

and your attendance is requested.

Yours sincerely

A handwritten signature in black ink, appearing to read "A Crakanthorp", is positioned above the printed name.

Andrew Crakanthorp
GENERAL MANAGER

* AGENDA *

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GENERAL MANAGER'S REPORT TO THE COUNCIL

19th October 2018

The Chairperson and Councillors:

1. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

RECOMMENDATION that Council conduct the election of the Chairperson and Deputy Chairperson by the voting method determined by Council for the one year period from October 2018 to October 2019.

The purpose of this report is to facilitate the election of the Chairperson and Deputy Chairperson. In the case of the Council of Riverina Water County Council, the Chairperson is elected by the members from among the members.

Section 391 of the Local Government Act 1993 (the Act) requires Council to have a Chairperson who is elected in accordance with the provisions of the Act.

The Councillor elected as Chairperson at this meeting will hold that office for a period of one year, until the next Chairperson election in October 2019.

Election of the Chairperson – October 2018 to October 2019

The procedure to be followed for the election of Chairperson is outlined in Schedule 8 of the Local Government (General) Regulation 2005, and is reproduced here under:

Part 1 – Preliminary

2. Returning Officer

Councillors are advised that in accordance with Schedule 8 Part 1(2) of the Local Government (General) Regulations 2005, the General Manager, Mr Andrew Crakanthorp is the returning officer for the election of Chairperson and Deputy Chairperson.

4. Nomination

- (1) A member of a county council may be nominated without notice for election as chairperson of the county council.
- (2) The nomination is to be made in writing by 2 or more members of the county council (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the county council meeting at which the election is to be held.

5. Election

- (1) If only one member of the county council is nominated, that member is elected.
- (2) If more than one member is nominated, the county council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the county council meeting at which the county council resolves on the method of voting.
- (4) In this clause:
ballot has its normal meaning of secret ballot.
open voting means voting by a show of hands or similar means

Part 2 – Ordinary ballot or open voting

6. Application of Part

This part applies if the election proceeds by ordinary ballot or by open voting.

7. Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

8. Count – 2 Candidates

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

9. Count – 3 or more Candidates

- (1) At such a ballot, if there are 3 or more candidates, the one with the lowest number of votes is to be excluded.

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

Part 3 – Preferential ballot

10. Application of Part

This part is required if the election proceeds by preferential ballot.

11. Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The members of the county council are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of the ballot-paper under this Part is to be determined in accordance with clause 345(1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

12. Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.
- (4) In this clause, **absolute majority**, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

13. Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal— the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 – General

14. Choosing by Lot

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

15. Result

The result of the election (including the name of the candidate elected as chairperson of the county council) is:

- a) to be declared to the members of the county council at the county council meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

Election of the Deputy Chairperson – October 2018 to October 2019

It has been Council's normal practice to elect a Deputy Chairperson for the same term, immediately following the election of the Chairperson.

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

Nomination papers for the Chairperson and Deputy Chairperson are attached and have previously been distributed to Councillors. Nomination papers are to be delivered or sent to the Returning Officer (General Manager) prior to the commencement of the Council Meeting to be held Wednesday 17 October 2018 at 9.30am.

- ***Chairperson Nomination Form***
- ***Deputy Chairperson Nomination Form***



RIVERINA WATER COUNTY COUNCIL

NOMINATION FOR CHAIRPERSON

In accordance with Schedule 7 of the Local Government (General) Regulation 2005, we the undersigned, hereby nominate Councillor _____ for the office of **Chairperson**.

Name of Proposer: Councillor _____

Signature of Proposer: _____

Date: ____/____/2018

Name of Proposer: Councillor _____

Signature of Proposer: _____

Date: ____/____/2018

CONSENT

I, Councillor _____, hereby consent to my Nomination to the office of Chairperson.

Signature of Nominee: _____

Date: ____/____/2018



RIVERINA WATER COUNTY COUNCIL

NOMINATION FOR DEPUTY CHAIRPERSON

In accordance with Schedule 7 of the Local Government (General) Regulation 2005, we the undersigned, hereby nominate Councillor _____ for the office of **Deputy Chairperson.**

Name of Propose: Councillor _____

Signature of Proposer: _____

Date: ____/____/2018

Name of Proposer: Councillor _____

Signature of Proposer: _____

Date: ____/____/2018

CONSENT

I, Councillor _____, hereby consent to my Nomination to the office of Deputy Chairperson.

Signature of Nominee: _____

Date: ____/____/2018

3. DELEGATION OF AUTHORITY TO CHAIRPERSON

RECOMMENDED that in accordance with Section 377 Local Government Act 1993, Council ratify and grant the delegations as set out in the Delegations of Authority Register to the Chairperson.

With the election of a new Council it is appropriate for the Council to be reviewed. The delegations for the Chairperson have been summarised in the attached Draft Register, and are submitted for Council's consideration.

- *Draft Delegations of Authority*

Delegations of Authority

Riverina Water County Council

Adoption date:

Resolution:

Introduction

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

THE CHAIRPERSON

1. General

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

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

2. Specific Delegations-Chairman

(a) Conferring Powers or Duties

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

(b) Preside at Meetings of Council

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

(c) Negotiations on behalf of Council

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

(d) Code of Conduct

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

(e) Represent Council-Government and Other Forums

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

(f) Sign and Execute Documents

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

(g) Media Releases

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

(h) Approval of Urgent Works

To authorise expenditure outside the Council approved budget and in consultation with the General Manager ,to undertake urgent works in order to reduce or eliminate a significant safety hazard or critical matter affecting the operation of the water supply system up to an amount of \$100,000 subject to the action being reported to the next meeting of Council.

End of Delegation

4. FINANCIAL STATEMENTS 2017/2018

RECOMMENDATION that the 2017/2018 Audited Financial Statements be received.

The NSW Audit Office have completed their audit of the 2017/2018 Financial Statement. Bradley Bohun, Crowe Horwath will attend the meeting to present the Report on the Conduct of the Audit.

- *Financial Statements 2017/2018 – Separate document*

5. DISCLOSURE OF INTEREST RETURNS

RECOMMENDATION that the information be received.

Most returns in respect to Pecuniary Interest have been completed and returned to the General Manager and are now tabled.

The outstanding returns are expected to be lodged with the General Manager in the next week.

**6. AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED
30 JUNE 2018**

RECOMMENDATION that Council receive and note the Audit and Risk Committee Annual Report for the Year Ended 30 June 2018.

- *Riverina Water County Council Audit, Risk & Improvement Committee Report – year ended 30 June 2018*

RIVERINA WATER COUNTY COUNCIL
AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT
Year ended 30 June 2018

This Report is made in accordance with clause 9 of the Committee's Charter and covers the financial year just ended.

The Committee is an advisory committee appointed pursuant to section 355 of the Local Government Act 1993 and the terms and conditions of the Audit & Risk Committee Charter.

Committee membership during the period:	Meetings attended
<i>Independent External Member (Chairperson)</i>	
David Maxwell	5
<i>Independent External Member</i>	
Bryce McNair	5
<i>Councillors</i>	
Clr Yvonne Braid, OAM	4
Clr Tim Koschel	
Mayor, Greg Verdon	1
<i>Also attended</i>	
Mayor, Greg Verdon (ex officio)	1
General Manager, Graeme Haley (retired Jan 2018)	3
General Manager, Andrew Crakanthorp	2
Manager Corporate Services, Michelle Curran	4

Internal Audit and External Audit Representatives have also attended as required.

Committee meetings during the period

The Committee met on 31 July 2017, 20 November 2017, 7 March 2018 and 23 May 2018 (all ordinary meetings) and 25 September 2017 (special meeting to consider the draft Annual Financial Statements).

Reporting lines

The Committee reports to Council after each meeting in the form of minutes (all Councillors also receive copies of Committee agendas) and provides an annual report of activities undertaken each year. At need, the Committee will also provide additional reports on matters that it specifically wishes to draw to Council's attention, but has not done so during the year under review.

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

Approach of the Committee

The Committee takes what may broadly be described as a “risk management” approach which includes:

- annually reviewing the Lead Organisational Critical Issues List and Internal Audit Universe
- monitoring the risk exposure of Council
- reviewing the level of resources allocated to internal audit and the scope of its authority
- reviewing the scope of internal audit plans and the effectiveness of the function
- reviewing reports of internal audit and the extent to which Council and management react to matters raised by internal audit
- facilitating liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- critically analysing and following up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised
- identifying and referring specific projects or investigations deemed necessary through the General Manager, internal auditor and the Council as appropriate
- addressing issues brought to the attention of the Committee that are within the parameters of its terms of reference
- considering and recommending any changes to the Committee’s Charter and the Internal Audit Charter.

Internal Audit operations during the period

Internal Audit services have been provided by Countplus National Audits as external contract suppliers of internal audit services.

The Committee has considered Internal Audit Reports on the following matter:

- Risk Management

Assignments that will be completed before the end of June, but for which the reports will not be considered by the Committee until after the end of June are:

- IT Core Services
- Asset Management
- Additional testing – procurement and purchasing

The Committee has continued to monitor management action in relation to issues raised in previous Internal Audit reports.

The report relating to Risk Management identified potential enhancements to Council’s Risk Management Policy, Framework, Strategy and Plan, and these are being progressed by the General Manager and his staff. The Committee will be actively reviewing progress in this area.

External Audit operations during the period

At its special meeting held 25 September 2017 the Committee reviewed the draft Annual Financial Statements for the year ended 30 June 2017 and directed questions to the external auditors in attendance and to Council's Manager Corporate Services. The Committee reported to Council that it knew of no matter that would prevent Council from executing the certificates required by section 413 of the Local Government Act.

The Committee has also reviewed all correspondence from the external auditor in relation to the external audit and has not identified any specific matter to which it wishes to draw the attention of the Council. The major items of correspondence were:

- Interim Management letter 2017
- Audit Reports 2017
- Final Management letter 2017

Other Reports referred to the Committee

The following other reports have been referred to, and considered by, the Committee. There are no specific matters relating to these that the Committee wishes to draw to the attention of Council.

- Water treatment plant capitalisation and decommissioning
- RWCC Annual Report
- Annual Residents Survey

Other Committee Operations

In accordance with clause 7.8, the Committee Charter was reviewed and amendments were recommended to Council, and these were adopted by Council at its meeting 13 December 2017.

A review of the performance of the Committee in accordance with clause 7.7 of the Charter has been initiated and will be reported to Council early in the new year.

Attendances on behalf of the Committee

The Chairman attended at a briefing held by the Auditor-General on 20 April 2018 for Audit, Risk & Improvement Committee Chairs on the key issues emerging from the audits of Local Government for the 2017 financial year.

Local Government Amendment (Governance and Planning) Bill 2016

This Bill, now enacted (but the provisions relating to Audit, Risk & Improvement Committees have not commenced), will require changes to the existing structure and operations of this Committee. At the Auditor-General's forum it was reported that the proposed commencement date of these provisions will be following the next local government elections, and that draft Guidelines will be issued in the near future.

The General Manager will advise Council of any changes required upon the enactment of the legislation and gazettal of the regulations.

Staff

The Committee wishes to formally record its appreciation for the assistance it has received from the former General Manager, Graeme Haley, who retired in January 2018, and the former Manager Corporate Services, Ms Michelle Curran, who resigned in May 2018. We thank the new General Manager, Andrew Crakanthorp, for his ready and willing assistance and look forward to working with the new Manager Corporate Services in the future.

The Chairman of the Committee is willing to attend at a Council meeting to answer any questions upon request.

7. MINUTES OF AUDIT AND RISK COMMITTEE MEETING HELD 19 SEPTEMBER 2018

RECOMMENDATION that the Minutes of the Audit & Risk Committee Meeting be noted.

The Audit and Risk Committee met on 19 September 2018. The purpose of the meeting was to consider Council's Annual Financial Statement for the year ending 30 June 2018.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE **held at 91 HAMMOND AVENUE, WAGGA WAGGA,** **on WEDNESDAY, 19th SEPTEMBER 2018 at 9.30 am**

PRESENT:

Mr. David Maxwell (Chairperson)
Clr. Yvonne Braid OAM
Mr. Bryce McNair

IN ATTENDANCE:

General Manager	Mr. Andrew Crakanthorp
Auditor	Mr. Brad Bohun
Auditor	Ms. Lawrissa Chan (via phone connection)
Manager Corporate Services	Ms. Emily Tonacia

The meeting of the Audit and Risk Committee commenced at 9.38 am.

A. PRESENT & APOLOGIES:

Apologies for non-attendance were moved and accepted for Clr. T. Koschel on the motion of Clr.Y. Braid OAM and Mr. B. McNair.

B. DECLARATIONS OF INTEREST

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

C. FINANCIAL STATEMENTS 2017/18

Recommendation:

On the motion of Mr. B. McNair and Clr.Y. Braid OAM that the:

- i. Committee has considered the draft Annual Financial Statements, Special Purpose Reports and Special Schedules and asked such questions as it considered appropriate of Council's finance staff and auditors in attendance, and is satisfied with the responses received.
- ii. Committee is not aware of any matter which would prevent the Council from executing the certificates to the Annual Financial Statements and Special Purpose Reports required by section 413(2)(c) of the Local Government Act 1993.
- iii. Committee has considered the drafts of the external auditor's Report on the Conduct of the Audit, Management Letter on the Final Phase of the Audit and Engagement Closing Report.
- iv. Committee commends staff for the prompt and accurate preparation of the Financial Statements.

CARRIED

D. OTHER BUSINESS ARISING

Recommendation:

On the motion of Mr. B. McNair and Clr.Y. Braid OAM that:

- i. Management keep the Committee informed with the development of Council's strategic documents.
- ii. The following matters be listed on the audit follow up matrix for future report and consideration:
 - i. The treatment of cash and non-cash developer contributions (Note 3 (f))
 - ii. Accounting policy for intangible assets (Note 10)
 - iii. The review of both contracts of employment for senior staff (the general manager and the director engineering) to ensure compliance with Clause 8.7 of both contracts

CARRIED

Next Meeting: Wednesday 14th November 2018 at 9.30 am

Meeting Closed 11.05 am

8. EXTERNAL INVESTMENT REPORTS

RECOMMENDATION that the report detailing Council's external investments for the months of August and September 2018 be received.

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, details of the Council's external investments as at 31 August 2018 and 30 September 2018 are reported.

- *Investment Report – August 2018*
- *Investment Report – September 2018*

Monthly Investment Report as at 31/8/18

a) Council's Investments as at 31/8/18

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
AMP	21/06/2018	210	17/01/19	A-1	2.85	BBSW	1.86	10.204%	\$2,500,000.00	\$2,500,000.00
Defence Bank	30/07/2018	274	30/04/19	A-2	2.85	BBSW	1.86	6.122%	\$1,500,000.00	\$1,500,000.00
Defence Bank	10/07/2018	184	10/01/19	A-2	2.85	BBSW	1.83	10.204%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	10/07/2018	90	08/10/18	A-1+	2.75	BBSW	1.90	6.122%	\$1,500,000.00	\$1,500,000.00
Beyond Bank	13/06/2018	90	11/09/18	A-2	2.60	BBSW	1.90	6.122%	\$1,500,000.00	\$1,500,000.00
AMP	15/06/2018	242	12/02/19	A-1	2.80	BBSW	1.86	4.082%	\$1,000,000.00	\$1,000,000.00
Bank Australia	5/07/2018	365	05/07/19	A-2	3.00	BBSW	1.86	8.163%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/08/2018	90	01/11/18	A-1+	2.61	BBSW	1.90	4.082%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	20/06/2018	210	16/01/19	A-1+	2.85	BBSW	1.86	14.286%	\$3,500,000.00	\$3,500,000.00
National Australia Bank	9/07/2018	90	07/10/18	A-1+	2.70	BBSW	1.90	8.163%	\$2,000,000.00	\$2,000,000.00
								77.55%	\$19,000,000.00	\$19,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.04	Cash Rate	1.50	9.33%	\$2,285,824.14	\$2,285,824.14
AMP				A-1	1.80	Cash Rate	1.50	13.120%	\$3,214,319.72	\$3,214,319.72
								22.45%	\$5,500,143.86	\$5,500,143.86
TOTAL INVESTMENTS								100.00%	\$24,500,143.86	\$24,500,143.86
Cash at Bank										\$1,998,933.73
TOTAL FUNDS										\$26,499,077.59

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 (50% of ELE)	\$1,856,197.28
	Asset Replacement	\$1,858,430.25
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$8,714,627.53</u>
Unrestricted Funds		\$17,784,450.06
TOTAL FUNDS		\$26,499,077.59

* 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.



E Tonacia
MANAGER CORPORATE SERVICES

Monthly Investment Report as at 30/09/2018

a) Council's Investments as at 30/09/2018

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
AMP	21/06/2018	210	17/01/19	A-1	2.85	BBSW	1.83	10.203%	\$2,500,000.00	\$2,500,000.00
Defence Bank	30/07/2018	274	30/04/19	A-2	2.85	BBSW	1.85	6.122%	\$1,500,000.00	\$1,500,000.00
Defence Bank	10/07/2018	184	10/01/19	A-2	2.85	BBSW	1.83	10.203%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	10/07/2018	90	08/10/18	A-1+	2.75	BBSW	1.88	6.122%	\$1,500,000.00	\$1,500,000.00
Beyond Bank	13/06/2018	90	11/09/18	A-2	2.60	BBSW	1.88	6.122%	\$1,500,000.00	\$1,500,000.00
AMP	15/06/2018	242	12/02/19	A-1	2.80	BBSW	1.83	4.081%	\$1,000,000.00	\$1,000,000.00
Bank Australia	5/07/2018	365	05/07/19	A-2	3.00	BBSW	1.85	8.162%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/08/2018	90	01/11/18	A-1+	2.61	BBSW	1.88	4.081%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	20/06/2018	210	16/01/19	A-1+	2.85	BBSW	1.83	14.284%	\$3,500,000.00	\$3,500,000.00
National Australia Bank	9/07/2018	90	07/10/18	A-1+	2.70	BBSW	1.88	8.162%	\$2,000,000.00	\$2,000,000.00
								77.54%	\$19,000,000.00	\$19,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.04	Cash Rate	1.50	9.34%	\$2,289,252.97	\$2,289,252.97
AMP				A-1	1.80	Cash Rate	1.50	13.118%	\$3,214,319.72	\$3,214,319.72
								22.46%	\$5,503,572.69	\$5,503,572.69
TOTAL INVESTMENTS								100.00%	\$24,503,572.69	\$24,503,572.69
Cash at Bank										\$1,884,652.94
TOTAL FUNDS										\$26,388,225.63

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 (50% of ELE)	\$1,856,197.28
	Asset Replacement	\$1,479,937.25
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$8,336,134.53</u>
Unrestricted Funds		\$18,052,091.10
TOTAL FUNDS		\$26,388,225.63

* 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.



E Tonacia
MANAGER CORPORATE SERVICES

9. QUARTERLY BUDGET REVIEW – PERIOD ENDED THE 30 SEPTEMBER 2018

RECOMMENDATION that the Quarterly Budget Review for the period ended 30 September 2018 be received and adopted.

The Quarterly Review of Council's Budget for the period ending 30 September 2018 is submitted for examination by the Council.

The anticipated Operating Result for 2018/2019 is a surplus of \$9,920,000. The Operating Result was originally budgeted for a surplus of \$10,061,000. Proposed September quarterly review operational adjustments relate to:

- \$140,000 increase in Employee Costs due to approved organisational restructure.

Also included is a quarterly review Capital Works projects. The proposed Capital expenditure for 2018/2019 totals \$27,438,000. The original Capital expenditure budget for 2018/2019 was \$29,398,000. Proposed September quarterly review adjustments relate to:

- \$1,537,000 increase in Land & Buildings - Construction of the Hammond Ave levee bank. This project was originally budgeted in 2014 with works delayed due to the construction of the Water Treatment Plant. Budget increase is required to cover the change in scope of work.
- \$43,000 increase in Plant & Equipment - Purchase of a trench roller after an analysis of buy vs. lease was conducted.
- \$460,000 increase in Trunk Main Renewals – The bring forward of the Bulgary Rising Main renewal due to the project design being complete and capacity in this year's program for construction.
- \$(1,000,000) decrease in Treatment Plant Refurbishments – A detailed scope, estimate and timeline of the Urana Water Treatment Plant replacement project was conducted using design recommendations. As a result, the new timeline shows a delay in construction and therefore the entire project budget is not required in the 2018/19 financial year.
- \$(3,000,000) decrease in New Reservoirs – Due to a delay in the completion of earthworks due to hard rock (and need for blasting) for the Low Level Reservoirs, there is now a delay in the commencement of the construction and the entire budget is not required in the 2018/19 financial year.

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*

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Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 30/09/18 indicates that Council's projected financial position at 30/6/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Signed:

date: 10/10/2018

Ms Emily Tonacia
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2018

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	18/19 Actual YTD figures	17/18 Actual YTD figures
Income							
Rates and Annual Charges	5,085	5,085			5,085	1,327	1,312
User Charges and Fees	23,193	23,193			23,193	3,827	3,455
Interest and Investment Revenues	200	200			200	40	86
Other Revenues	236	236			236	230	48
Grants & Contributions - Operating	210	210			210	4	12
Grants & Contributions - Capital	3,803	3,803			3,803	1,066	862
Total Income from Continuing Operations	32,727	32,727	-		32,727	6,494	5,775
Expenses							
Employee Costs	8,032	8,032	140	1	8,172	1,887	1,537
Borrowing Costs	582	582			582	97	111
Materials & Contracts	3,672	3,672			3,672	956	563
Depreciation	6,100	6,100			6,100	1,511	1,509
Other Expenses	4,281	4,281			4,281	1,086	802
Total Expenses from Continuing Operations	22,667	22,667	140		22,807	5,537	4,522
Net Operating Result from Continuing Operations	10,060	10,060	(140)		9,920	957	1,253
Discontinued Operations - Surplus/(Deficit)		-			-		
Net Operating Result from All Operations	10,060	10,060	(140)		9,920	957	1,253
Net Operating Result before Capital Items	6,257	6,257	(140)		6,117	(109)	391

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2018

(\$000's)	Original Budget 2018/19	Approved Changes		Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	18/19	17/18
		Carry Forwards	17/18 Revotes					Actual YTD figures	Actual YTD figures
Capital Expenditure									
Land & Buildings	987	405	13	1,405	1,537	1(a)	2,942	548	45
Plant & Equipment	1,654	499	251	2,404	43	1(b)	2,447	868	244
Water Infrastructure	19,001	1,921	4,667	25,589	(3,540)	1(c)	22,049	3,880	1,201
Loan Repayments (Principal)	-	-	-	-	-		-	414	387
Total Capital Expenditure	21,642	2,825	4,931	29,398	(1,960)		27,438	5,710	1,877
Capital Funding									
Rates & Other Untied Funding	21,642	2,825	4,931	29,398	(1,960)		27,438	5,710	1,877
New Loans	-	-	-	-	-		-	-	-
Total Capital Funding	21,642	2,825	4,931	29,398	(1,960)		27,438	5,710	1,877
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-		-	-	-

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2018

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted ⁽¹⁾						
Loan Funds - LIRS	-	-			-	
Total Externally Restricted	-	-	-		-	-
(1) Funds that must be spent for a specific purpose						
Internally Restricted ⁽²⁾						
Employee Leave Entitlements	1,263	1,263			1,263	1,856
Asset Replacement	2,491	2,491			2,491	1,480
Sales Fluctuation	5,000	5,000			5,000	5,000
Total Internally Restricted	8,754	8,754	-		8,754	8,336
(2) Funds that Council has earmarked for a specific purpose						
Unrestricted (ie. available after the above Restrictions)	(1,654)	(1,654)			(1,654)	18,052
Total Cash & Investments	7,100	7,100	-		7,100	26,388

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Due to Cash & Investment balances at the start of the financial year being higher than anticipated after the 2017/18 end of year financial result cash on hand is higher than originally budgeted.

Investments

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

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$2,273,741

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 02/10/18

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:	\$ 000's
Cash at Bank (as per bank statements)	2,332
Investments on Hand	24,504
less: Unpresented Cheques	(Timing Difference) (529)
add: Undeposited Funds	(Timing Difference) 81
Reconciled Cash at Bank & Investments	<hr/> <hr/> 26,388
Balance as per Review Statement:	<hr/> <hr/> 26,388
Difference:	-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details



Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2018

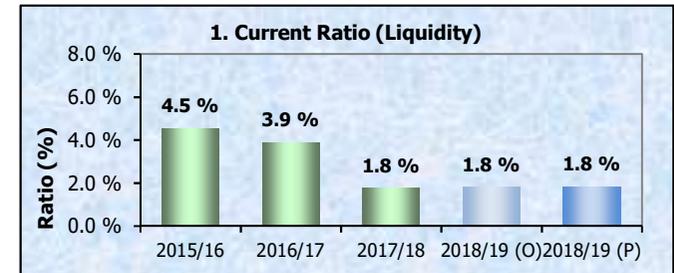
(\$000's)	Current Projection		Original Budget 18/19	Actuals Prior Periods	
	Amounts	Indicator		17/18	16/17
	18/19	18/19			

NSW Local Government Industry Key Performance Indicators (OLG):

1. Current Ratio (Liquidity)

Current Assets	13003	1.8 %	1.8 %	1.8 %	3.9 %
Current Liabilities	7090				

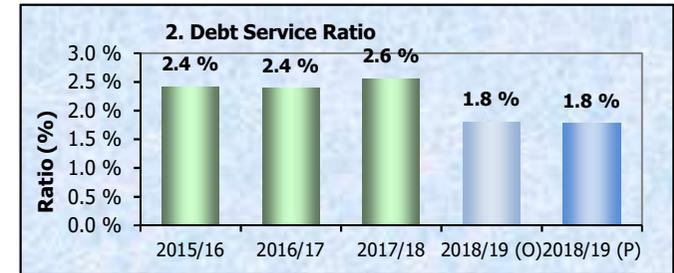
This measures Council's ability to pay existing liabilities in the next 12 months. (target >1.5)



2. Debt Service Ratio

Debt Service Cost	582	1.8 %	1.8 %	2.6 %	2.4 %
Income from Continuing Operations	32727				

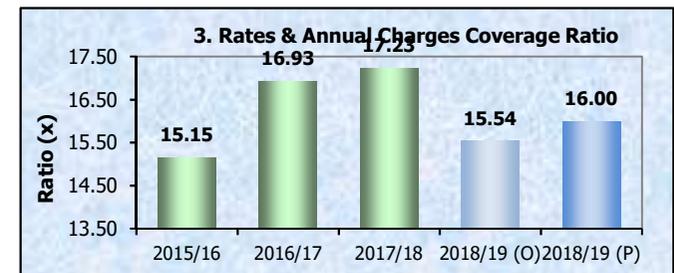
This measures Council's ability to meet interest repayments and therefore service debt. (target 0% to 5%)



3. Rates & Annual Charges Coverage Ratio

Current Assets less all External Restrictions	5085	16.00	15.54	17.23	16.93
Current Liabilities less Specific Purpose Liabilities	32727				

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 - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2018

(\$000's)	Current Projection		Original Budget 18/19	Actuals Prior Periods	
	Amounts	Indicator		17/18	16/17
	18/19	18/19			

NSW Local Government Industry Key Performance Indicators (OLG):

4. Capital Replacement Ratio

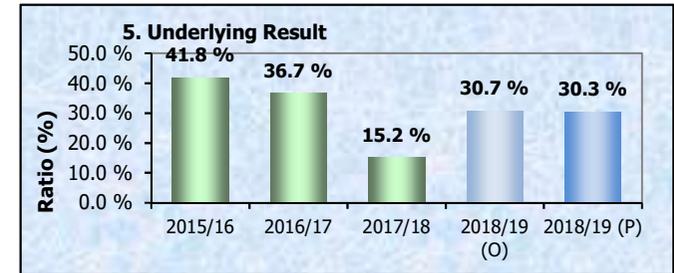
Infrastructure, Property, Plant & Equipment	364408	5.97	5.97	3.30	2.96
Depreciation	6100				

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	9920	30.3 %	30.7 %	15.2 %	36.7 %
Total Revenue	32727				

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



Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	19	Y
Legal Fees	-	-

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

Riverina Water County Council

2018 - 2022 OPERATIONAL PLAN

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	2018/19 BUDGET \$'000	30/9/18 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
OPERATING INCOME								
Access Charges								
Urban	1,089	4,117	3,027	74%	4,117		4,117	
Non-Urban	237	968	731	75%	968		968	
	1,327	5,085	3,758	74%	5,085	0	5,085	
User Charges								
Consumption Charges								
Urban	2,830	18,002	15,172	84%	18,002		18,002	
Non-Urban	625	4,142	3,516	85%	4,142		4,142	
	3,455	22,143	18,689	84%	22,143	0	22,143	
Extra Charges								
Urban	16	70	54	78%	70		70	
Non-Urban	2	20	18	0%	20		20	
	17	90	73	81%	90	0	90	
Other Income	573	1,156	583	50%	1,156		1,156	
Interest	40	200	160	80%	200		200	
Operating Grants & Contributions	4	210	206	98%	210		210	
Capital Grants & Contributions	1,066	3,803	3,803	100%	3,803	0	3,803	
Private Works Income	12	40	40	0%	40		40	
TOTAL OPERATING INCOME	6,493	32,727	27,312	83%	32,727	0	32,727	
OPERATING EXPENSES								
Management	1,957	8,622	6,666	77%	8,622	140	8,762	Costs associated with organisational restructure
Operations & Maintenance								
<i>Buildings & Grounds</i>								
Urban	211	614	403	66%	614	0	614	
Non-Urban	27	50	23	46%	50	0	50	
	238	664	426	64%	664	0	664	
<i>Management - Operations</i>								
Urban	204	1,000	796	80%	1,000	0	1,000	
Non-Urban	82	350	268	77%	350	0	350	
	286	1,350	1,064	79%	1,350	0	1,350	
<i>Sources</i>								
Urban	177	1,218	1,041	85%	1,218	0	1,218	
Non-Urban	72	224	152	68%	224	0	224	
	249	1,442	1,193	83%	1,442	0	1,442	
<i>Pumping Stations</i>								
Urban	98	407	310	76%	407	0	407	

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	2018/19 BUDGET \$'000	30/9/18 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
Non-Urban	37	267	229	86%	267	0	267	
	135	674	539	80%	674	0	674	
<i>Reservoirs</i>								
Urban	34	180	146	81%	180	0	180	
Non-Urban	17	151	134	89%	151	0	151	
	51	332	281	85%	332	0	332	
<i>Treatment Plant</i>								
Urban	433	2,240	1,807	81%	2,240	0	2,240	
Non-Urban	115	538	423	79%	538	0	538	
	548	2,778	2,230	80%	2,778	0	2,778	
<i>Mains & Services</i>								
Supervision	43	224	181	81%	224	0	224	
Urban	279	877	598	68%	877	0	877	
Non-Urban	145	502	357	71%	502	0	502	
	466	1,603	1,137	71%	1,603	0	1,603	
<i>Other Operations</i>	96	-410	-506	123%	-410		-410	
Depreciation	1,511	6,100	4,589	75%	6,100		6,100	
TOTAL OPERATING EXPENSES	5,538	23,156	17,618	76%	23,156	140	23,296	
OPERATING RESULT	955	9,571			9,571	-140	9,431	

Riverina Water County Council

BALANCE SHEET

	Projected 2017/18 \$'000	2018/19 \$'000	Projected Years		
			2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
ASSETS					
Current Assets					
Cash & Cash Equivalents	14,192	7,100	8,103	9,871	12,099
Receivables	3,314	3,517	3,458	3,462	3,468
Inventories	2,327	2,387	2,491	2,501	2,511
Total Current Assets	19,833	13,003	14,052	15,835	18,078
Non-Current Assets					
Infrastructure, Property, Plant & Equipment	349,061	364,408	370,222	374,656	378,136
Intangible Assets	3,575	3,575	3,575	3,575	3,575
Total Non-Current Assets	352,636	367,983	373,797	378,231	381,711
TOTAL ASSETS	372,469	380,986	387,849	394,066	399,789
LIABILITIES					
Current Liabilities					
Payables	847	833	861	884	901
Borrowings	1,668	1,761	1,860	1,964	1,587
Provisions	4,359	4,497	4,639	4,787	4,939
Total Current Liabilities	6,875	7,090	7,359	7,635	7,428
Non-Current Liabilities					
Borrowings	9,012	7,251	5,392	3,427	1,840
Total Non-Current Liabilities	9,012	7,251	5,392	3,427	1,840
TOTAL LIABILITIES	15,887	14,342	12,751	11,063	9,268
Net Assets	356,583	366,644	375,098	383,004	390,521
EQUITY					
Retained Earnings	118,288	128,349	136,803	144,709	152,226
Revaluation Reserves	238,295	238,295	238,295	238,295	238,295
Total Equity	356,583	366,644	375,098	383,004	390,521

30 SEPTEMBER 2018 CAPEX QUARTERLY BUDGET REVIEW

Description	Current Budget 2018/19	YTD Actual 2018/19	Budget Remaining	30/9/18 Review Adjustment	Revised Budget 2018/19	Comment
	\$	\$	\$	\$	\$	
MANAGEMENT						
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS						
Administration Office	34,850	12,765	22,085	0	34,850	
Depot Buildings	175,000	36,927	138,073	0	175,000	
Access, Parking and Landscaping	1,194,966	498,098	696,868	1,536,891	2,731,857	Original budget established 2014, project only commencing now due to WTP delays.
Environmental works - Urban		0		0	0	
Depot Residence - Urban		0		0	0	
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	1,404,816	547,790	857,026	1,536,891	2,941,707	
PLANT & EQUIPMENT						
IT Equipment	183,598	90,159	93,439	0	183,598	
Office Furniture & Equipment	15,000	2,645	12,355	0	15,000	
Working Plant & Vehicle Purchases	1,201,988	582,555	619,433	43,400	1,245,388	Purchase of new roller due to buy vs lease benefit.
Telemetry & Control Systems Upgrade	193,126	40,067	153,059	0	193,126	
Radio Communications Upgrade/Replacements/Improvements	760,475	152,424	608,051	0	760,475	
Energy Efficiency & Cost Minimisation	50,000	0	50,000	0	50,000	
SUB-TOTAL PLANT & EQUIPMENT	2,404,187	867,848	1,536,339	43,400	2,447,587	
TOTAL MANAGEMENT	3,809,003	1,415,639	2,393,364	1,580,291	5,389,294	
SOURCES						
Bores-renew/refurbish/decommission	344,600	0	344,600	0	376,600	
Source Works General Improvements	27,000	0	27,000		27,000	
Switchboards Improvements/Replacements	5,000	0	5,000		5,000	
TOTAL SOURCES	376,600	0	376,600	0	376,600	
TREATMENT PLANTS						
General Improvements	20,000	0	20,000	0	20,000	
Aeration Tower Replacements	25,000	0	25,000	0	25,000	
Aeration Tower Covers	329,220	25,719	303,501	0	329,220	

Description	Current Budget 2018/19	YTD Actual 2018/19	Budget Remaining	30/9/18 Review Adjustment	Revised Budget 2018/19	Comment
	\$	\$	\$	\$	\$	
Specific Treatment Plant improvements	35,000	6,899	28,101	0	35,000	
Treatment Plant refurbishments	9,204,326	2,123,039	7,081,287	-1,000,000	8,204,326	Update in project timeline for Urana WTP.
Laboratory Facilities Upgrade	50,000	0	50,000	0	50,000	
Treatment Plant Switchboards/Control Systems Replacement/Upgrade	5,000	0	5,000	0	5,000	
TOTAL TREATMENT PLANTS	9,668,546	2,155,656	7,512,890	-1,000,000	8,668,546	
PUMPING STATIONS						
Pump Stations Renewal/Refurbish/Upgrade	95,097	15,039	80,058	0	95,097	
Pump & Motor Maintenance / Replacements	32,000	8,438	23,562	0	32,000	
Pump Station Switchboards/Control Systems Replacement/Upgrade	60,000	28,448	31,552	0	60,000	
TOTAL PUMPING STATIONS	187,097	51,924	135,173	0	187,097	
RESERVOIRS						
General Improvements	180,000	0	180,000	0	180,000	
New/Replacement Reservoirs	8,331,889	671,868	7,660,021	-3,000,000	5,331,889	Delay in earthworks for Main Low Level Res is pushing project timeline back.
Reservoirs - Upgrade Ladders and Access	25,000	1,038	23,962	0	25,000	
Reservoir Hatches Magflows	77,000	0	77,000	0	77,000	
TOTAL RESERVOIRS	8,613,889	672,906	7,940,983	-3,000,000	5,613,889	
MAINS, SERVICES & METERS						
MAINS						
System Improvements	2,105,000	430,692	1,674,308	0	2,105,000	
Reticulation for Developers (including other extensions)	860,000	119,452	740,548	0	860,000	
Renew Reticulation Mains	1,300,000	98,188	1,201,812	0	1,300,000	
Renew Trunk Mains	1,425,000	50,576	1,374,424	460,000	1,885,000	Bring forward of Bulgary Rising Main project due to being desgined and ready to commence.
SUB-TOTAL MAINS	5,690,000	698,908	4,991,092	460,000	6,150,000	
SERVICES						
Service Connections, new including Meters	550,000	197,516	352,484	0	550,000	
Renew Services	130,000	21,251	108,749	0	130,000	

Description	Current Budget 2018/19	YTD Actual 2018/19	Budget Remaining	30/9/18 Review Adjustment	Revised Budget 2018/19	Comment
	\$	\$	\$	\$	\$	
SUB-TOTAL SERVICES	680,000	218,767	461,233	0	680,000	
METERS						
Water meters replacement	180,000	46,715	133,285	0	180,000	
Remote metering	75,000	0	75,000	0	75,000	
Water Filling Stations Upgrade	117,686	35,917	81,769	0	117,686	
SUB-TOTAL METERS	372,686	82,632	290,054	0	372,686	
TOTAL MAINS, SERVICES & METERS	6,742,686	1,000,307	5,742,379	460,000	7,202,686	
TOTALS	29,397,821	5,296,433	24,101,388	-1,959,709	27,438,112	

10. OPERATIONAL PLAN – PERFORMANCE TARGETS

RECOMMENDATION: That the report detailing progress, as at 30 September 2018, achieved towards the various objectives set out in the 2018/2019 Operational Plan be noted and received.

In accordance with the provisions of Section 407 of the Local Government Act 1993, I report to Council on the progress achieved in the year for the various Key Performance Indicators set out in the 2018/2019 Operational Plan.

Services

Measure	Key Performance Indicator	Progress to 30 September 2018
Customer Satisfaction Rating	>4 (out of 5)	N/A – Annual Measure
Water Quality Satisfaction	>4 (out of 5)	N/A – Annual Measure

Asset Replacement

Measure	Key Performance Indicator	Progress to 30 September 2018
Projects completed from Capital Works Program	>85%	N/A – Annual Measure (refer to DoE Report for progress)

Demand Management

Measure	Key Performance Indicator	Progress to 30 September 2018
Peak Day Demand (weekly average)	<65 ML	34 ML

WHS

Objectives	Key Performance Indicator	Progress to 30 September 2018	
Number of days lost through injury	0 or < previous period	2018 9	2019 22
Percentage of sick leave hours to ordinary hours worked	<3.5%	3.20%	3.12%
Total hours worked compared to time lost through injury & illness	< previous period	0.05%	0.37%

Environmental Protection

Key Performance Indicator	Key Performance Indicator	Progress to 30 September 2018	
Power used per ML of water produced KWh	< same period last year	2017/2018 830 kwh	2018/2019 827 kwh
Power used per ML of water produced \$	< same period last year	\$209	\$221

Equal Employment Opportunity

Key Performance Indicator	Key Performance Indicator	Progress to 30 September 2018
Number of legitimate EEO complaints resolved	100%	Nil lodged
Percentage of staff returning from parental leave	100%	100%

Charges and Fees

Key Performance Indicator	Key Performance Indicator	Progress to 30 September 2018
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

11. REVIEW OF RISK MANAGEMENT POLICY (POLICY 1.13)

RECOMMENDATION that Council:

- (a) Endorse draft Policy 1.13 Risk Management Policy and place it on public exhibition from 27 October to 23 November 2018 and invite public submissions on the draft policy during that period.
- (b) Receive a further report following the public exhibition and submission period:
 - (i) Addressing any submissions made in respect of the proposed Policy 1.13 Risk Management Policy
 - (ii) Proposing adoption of the Policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period.

Council's Risk Management Policy was last reviewed in December 2014 and has recently been reviewed and updated. The Policy has been reviewed and amended by the Council's Audit and Risk Committee with changes highlighted in red font on the attached draft.

Council will note that the Policy now includes such reference to the Audit Committee Framework within Section 6 of the Policy and referred to as Policy Implementation Guidelines.

It is now appropriate that Council consider the changes and suggest any further changes, with a view to then placing the Policy on exhibition for public comment as outlined in the recommendation.

- ***Policy 1.13 Risk Management***

RISK MANAGEMENT POLICY

POLICY REFERENCE NUMBER:		POL 1.13	
Original publication date		14 December 2012	
Revision number	Issue Date	Approved	Approval date
0	14 Dec 2012	Res:12/175	14 Dec 2012
Name Changed from 5.31 on 22/11/13			
1	15 Oct 2014	Res 14/170	12 Dec 2014
2	May 2018	Res 18/	July 2018
<p>This document is to be reviewed once every council term. Next review date: July 2020</p>			
RESPONSIBLE OFFICER		General Manager	

1. INTRODUCTION:

Risk is defined as the effect of uncertainty on objectives, and this uncertainty can have financial, operational, environmental and/or reputational consequences.

Riverina Water County Council (RWCC) recognises that whilst risk is inherent in all its activities, the management of that risk is an integral part of good management practice and supports risk management as a central element in its day-to-day operations. Therefore, all RWCC departments and operations will adopt a risk management approach consistent with AS/NZS ISO 31000:2009 in their planning, approval, review and control processes.

Risk management is a systematic process that involves establishing the context of risk management, identifying, analysing, evaluating, treating risks, periodic monitoring and communication. Risk management does not eliminate all risk. The application of risk management thinking, principles and practices aims to assist RWCC deliver quality services, improve decision making, set priorities for competing demands/resources, minimise the impact of adversity and loss, ensure regulatory compliance and support the achievement of RWCC's objectives.

The purpose of this policy is to establish and communicate RWCC's approach for managing risks and to establish clear objectives to ensure that all levels of management, staff and contractors are aware of and responsible for the management of risk.

1. OBJECTIVE:

RWCC aims to:

- provide appropriate levels of service, building on its reputation, and **provide** a comprehensive water supply to customers,
- operate, maintain and construct assets required to meet levels of service, incorporating continuous improvement/quality processes,
- create an environment where all **Councillors, Committee Members**, RWCC employees and contractors assume responsibility for managing risk,
- establish a formal, structured risk management approach that is appropriate to RWCC's activities and operating environment,
- adopt a risk management approach consistent with the principles of Australian and New Zealand risk management standard AS/NZS ISO: 31000:2009 where by risks are identified, analysed, evaluated, treated, monitored and communicated,
- establish and as necessary review RWCC's risk appetite,
- involve identified stakeholders in RWCC's risk management process as appropriate,
- ensure that it can appropriately deal with risk
- protect the community and the environment as a good corporate citizen.

2. SCOPE OF POLICY

This policy applies to all Councillors, **Committee Members**, management, staff and contractors across all RWCC activities and processes.

3. DEFINITIONS

Risk	Effect of uncertainty on objectives
Risk management	Coordinated activities to direct and control an organisation with regard to risk
Risk management framework	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
Risk management policy	Statement of the overall intentions and direction of an organisation related to risk management
Risk management plan	Scheme within the risk management framework specifying the approach, the management components and resources to be applied to the management of risk
Risk management strategy	Systematic application of management policies, procedure and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
Risk Appetite	The amount of risk that an organisation is prepared to seek, accept or tolerate.

4. RELATED DOCUMENTS

- Risk Management Plan
- Risk Management Framework
- Risk Management Strategy
- Good Governance Policy (1.3)
- Risk Register
- Business Continuity Plan
- Local Emergency Management Plan
- Fraud and Corruption Policy (1.14)
- Business Continuity Policy (1.22)
- Work, Health and Safety Policy (4.3)

5. POLICY CONTENT

Riverina Water County Council is committed to ensuring a strong risk management culture exists and will undertake a range of activities to help promote and embed risk management practices by:

- managing risk based on AS/NZS ISO 31000:2009 Risk Management and other relevant guidelines and standards;
- aligning risk management to RWCC's existing planning and operational processes;
- allocating sufficient funding to risk management activities;
- providing all RWCC staff with sufficient and appropriate training;
- including risk management responsibilities in job descriptions and staff performance appraisals;
- discussing risk management issues and incidents at team meetings;
- including risk management information and updates in RWCC reports and on RWCC intranet/internet sites;
- Update its Risk Management Plan annually;
- Make informed judgements concerning the level and costs of risk involved in achieving cost-effective outcomes.

RWCC supports the following principles as listed in AS/NZS ISO 31000:2009:

- **Risk management creates and protects value**

Risk management contributes to the demonstrable achievement of objectives and improvement of performance on, for example, human health and safety, security, legal and regulatory compliance, public acceptance, environmental protection, product and service quality, project management, efficiency in operations, governance and reputation.

- **Risk management is an integral part of all RWCC processes**

Risk management is not a stand-alone activity that is separate from the main activities and processes of RWCC. Risk management is part of the responsibilities of management and an integral part of all RWCC's processes, including strategic planning and all project and change management processes.

- **Risk management is a part of decision making**
Risk management helps decision makers make informed choices, prioritise actions and distinguish among alternative courses of action.
- **Risk management explicitly addresses uncertainty**
Risk management explicitly takes account of uncertainty, the nature of that uncertainty, and how it can be addressed.
- **Risk management is systematic, structured and timely**
A systematic, timely and structured approach to risk management contributes to efficiency and consistent, comparable and reliable results.
- **Risk management is based on the best available information**
The inputs to the processes of managing risk are based on information sources such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement. However, decision makers should inform themselves of, and should take into account, any limitations of the data or modelling used or the possibility of divergence among experts.
- **Risk management is tailored**
Risk management is aligned with RWCC's external and internal context and risk profile.
- **Risk management takes human and cultural factors into account**
Risk management recognises the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievement of RWCC's objectives.
- **Risk management is transparent and inclusive**
Appropriate and timely involvement of stakeholders and, in particular, decision makers at all levels of RWCC, ensures that risk management remains relevant and up-to-date. Involvement also allows stakeholders to be properly represented and to have their views taken into account in determining risk criteria.
- **Risk management is dynamic, iterative and responsive to change**
Risk management continually senses and responds to change. As internal and external events occur, context and knowledge change, monitoring and review of risks takes place, new risks emerge, some change and others disappear.
- **Risk management facilitates continual improvement of RWCC**
RWCC should develop and implement strategies to improve their risk management processes alongside all other aspects of RWCC.
- **Risk management is the responsibility of all RWCC staff**
Within each specialist area, all staff are responsible for applying risk management practices to identify, assess, communicate and mitigate risks.

6. POLICY IMPLEMENTATION GUIDELINES

This policy will be implemented through Council's Risk Management Framework, Risk Management Strategy and annual Risk Management Plan as shown below:

Risk Management Relationships

Risk Management Policy	Risk Management Framework	Risk Management Strategy
<p>The Risk Management Policy sets out Council's commitment to risk management and the principles upon which it will manage its risks</p>	<p>The Risk Management Framework establishes Council's risk context, risk appetite, risk criteria, and risk structure. It specifies roles and accountabilities, outlines the risk process and how risk management performance will be assessed.</p>	<p>The Risk Management Strategy sets out how Council will deal with risks. The five steps are:</p> <ul style="list-style-type: none"> Identify risks Analyse risks Evaluate risks Treat risks Communicate & consult

Risk Management Plan

The annual Risk Management Plan covers actions to be taken to treat strategic risks across the organisation. It identifies residual risk levels, any altered risk conditions, and any actions that need to be taken to reduce residual risk.

Risk Management Review and Report

Council's risk framework, policy, strategy, and plan is reviewed at least annually and amended as required. A report is then provided to the General Manager, WH & S and Risk Coordinator, and the Audit Risk and Improvement Committee of Council

Audit Committee Framework

The Audit Committee framework is a high level summary of:

- Identified risks with a residual risk of moderate or higher;
- Identified inherent risks of high or extreme with a residual risk level of moderate or low.

The Audit Committee framework is used by Audit, Risk & Improvement Committee to target testing of controls (including by internal audit) to those most relied on to reduce risk, or where the residual risk is highest.

12. ADOPTION OF PESTICIDE USE NOTIFICATION PLAN (POLICY 2.03)

RECOMMENDATION that Council:

- (a) notes that there no submissions received during the exhibition period for Policy 2.03 Pesticide Use Notification Plan
 - (b) adopts Policy 2.03 Pesticide Use Notification Plan
-

Council at its meeting on the 27 June 2018, resolved:

- (c) Endorse the draft Policy 2.03 Pesticide Use Notification Plan, that is to be placed on public exhibition from 9 June to 10 July 2018 and invite public submissions on the draft policy during that period.
- (d) Receive a further report following the public exhibition and submission period:
 - (iii) Addressing any submissions made in respect of the proposed Policy 2.03 Pesticide Use Notification Plan
 - (iv) Proposing adoption of the Policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period.

The policy was placed on exhibition form the 18 August t the 17 September with no submissions received. Accordingly, it is recommended that this policy be adopted as exhibited.

This policy was updated in 2012 and 2014 in accordance with requirements of the then Pesticide Regulation 2009 and reviewed again in 2016. The Pesticides Regulation 2017 has now been enacted requiring a further review of the Policy

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

- ***Policy 2.03 Pesticide Use Notification Plan***

PESTICIDE USE NOTIFICATION PLAN			
POLICY REFERENCE NUMBER:			POL 2.3
Original publication date 24TH August 2011 Min. No.11/94			
Revision number	Issue Date	Council resolution	Council meeting date
1	07/2007	07/45	July 2007
2 (update of format and dates only)	15/5/2012		
3	18/6/2014	14/67	25/06/2014
4	22/6/2016	16/85	22/6/2016
5	27/6/2016	18/85	27/6/2016
This document is to be reviewed every four years. Next review date: June 2020			
RESPONSIBLE OFFICER			General Manager

PESTICIDE USE NOTIFICATION PLAN

INTRODUCTION

This *Pesticide use Notification plan* has been prepared in accordance with the requirements of the 'Pesticides Regulation 2017'. The plan sets out how Council will notify members of the community of pesticide / herbicide applications it makes or allows to be made in public places that it has access to.

Riverina Water County Council is a water supply authority that supplies drinking water to a number of Local Government areas including the City of Wagga and the Shires of Greater Hume, Lockhart and Urana, which includes the towns of Uranquinty, Ladysmith, Tarcutta, Yerong Creek, Mangoplah, Humula, Henty, Morven, Ralvona, Holbrook, Woomargama, Culcairn, Walla Walla, Walbundrie, Rand, Oaklands, Pleasant Hills, Urana, The Rock, French Park, Milbrulong, Lockhart, Boree Creek, Morundah, Bulgary, Currawarna, Collingullie, The Gap, Brucedale, Oura and rural areas. There are over 27,000 customer connections within the 15,500 sq km served.

AIM

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

PUBLIC PLACES COVERED BY THIS PLAN

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

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

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

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

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

PESTICIDE / HERBICIDE USE

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

NOTIFICATION ARRANGEMENTS

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

In accordance with clause 40 (1) (h) of the Pesticides Regulation, the operator will be able to provide following information:

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

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

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

COMMUNITY INFORMATION

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

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

FUTURE REVIEWS OF THE PLAN

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

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

CONTACT DETAILS

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

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

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Andrew Crakanthorp
GENERAL MANAGER

13. DROUGHT ASSISTANCE UPDATE

RECOMMENDATION that Council note the report and receive a further, more detailed report to the December meeting of the Board.

Council resolved at its August meeting that the General Manager and Director Engineering prepare a report to the October meeting of the Board on possible methods of drought assistance that could be considered by Riverina Water

This report provides background information to the Board on current arrangements and provides other information relevant to the matter.

Council has been (for some time now) been providing additional support to our customers who are currently experiencing financial strain. Customers who approach Council are offered extended payment terms as well as a suspension of the application of any interest to the outstanding account.

Currently, there are less than five customers who have entered into such arrangements.

Options that could be considered by Council into the future include:

- Rainwater tank rebates (see Rous application form)
- Consider waiving water supply charges to people in financial distress
- Use the new community grants program in some innovative way?
- Consider full or partial waiver of access charges for all rural properties which equates to 909 properties at \$160 = \$145,000
- In July 2010 Council introduced a "Primary Producers Tariff" of \$1.46 which still applies today

Staff are also reviewing the drought assistance available through the NSW Rural Assistance Authority to determine if opportunities to complement their offerings are available.

Feedback from Board members on this initial report will inform the more detailed report to be presented to the December meeting.

14. JOINT ORGANISATIONS UPDATE

RECOMMENDATION that Council:

- (a) that Council receive a further report on the proposed membership of Joint Organisations at the December meeting
- (b) that Council write to both Riverina JO and RAMJO advising that Council is notes its obligations under the Local Government Act to take into account any strategic regional priorities and other plans, programs, strategies and policies of a joint organisation that apply to any relevant part of the county council's area of operations or that are relevant to the county council's operational functions.
- (c) Discuss the matter of seeking associate membership of one or more JO at its December 2018 meeting.

In 2017 the NSW Government introduced legislation to create Joint Organisations (JOs) which are intended to be a key NSW Government commitment to build stronger councils and improve service delivery and infrastructure across rural and regional communities. The Local Government Amendment (Regional Joint Organisations) Act 2017 commenced on 15 December 2017 allowing councils to voluntarily join new JOs in their planning region. JOs will provide a forum for local councils and State agencies to collaborate, plan, set priorities and deliver important projects in regional NSW.

Council has previously been advised of the creation of Joint Organisations across NSW and on 15 May the Minister for Local Government, the Hon Gabrielle Upton MP and the Deputy Premier of NSW, the Hon John Barillaro formally announced the creation of Joint Organisations of Councils.

Eleven Joint Organisations, or JOs, have been proclaimed across the State. The JOs are governed by the NSW *Local Government Act 1993* and when a JO is proclaimed it immediately comes into existence. However, before a JO can actually start operating it is required to undertake operational tasks such as creating an ABN and bank account as well as more complex tasks like preparing its Charter and adopting Codes of Meeting Practice and Conduct.

The Riverina-Murray Region will be serviced by two JOs, namely the "Riverina JO", which includes most of the existing REROC member councils and the "Riverina and Murray Joint Organisation" (RAMJO) which includes most of the previous RAMROC member councils. The Riverina JO Member Councils of Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, Junee, Lockhart and Temora have established an Implementation Working Party to develop the documents and processes required for the JO's operation. The Riverina JO Implementation Working Group has commenced a review of the documentation provided by the OLG to guide the establishment and operation of JO's.

It is relevant for the Board to note the following matters in relation to the membership of the new JO's:

- Wagga Wagga City Council (WWCC) is currently not a member of any JO
- Federation Council is a member of RAMJO
- Greater Hume and Lockhart Councils are members of Riverina JO

Wagga Wagga City Council have written to the Chair of the Riverina JO affirming their desire to join a JO consisting of Councils that surround Wagga Wagga. It is understood that the Implementation working Group for the Riverina JO has met twice in September to work on the key documents (including the Charter) for the operation of the JO. WWCC seeks to engage with Riverina JO on the following terms:

1. Clarification of the membership fee to join the Riverina JO (with one vote per council they believe the fee should be the same fee for all Councils).
2. That no resolution can be passed if there is a dissenting vote. If there is a dissenting vote, councils will continue to work together to reach an agreed position.
3. Executive officer recruitment. (They believe a recruitment process should commence early in the new year, to engage an executive officer to commence on 1 July 2019 as an employee of the JO)
4. That the JO form a General Manager's Committee to undertake the development and discharge of operational initiatives to be approved by the Board.
5. That all meetings be open to members of the public to attend (as per the Office of Local Governments position)
6. The future of REROC. (WWCC has advised in their letter that WWCC is likely to withdraw from REROC effective 30 June 2019).

The Steering Group of the JO have responded to WWCC and advised (in part) that a flat fee structure will be created for member Councils. Further, that recruitment for the Executive Officer will commence in the new year and that the JO will further consider the creation of a General Managers Committee.

A more comprehensive report will be presented to the December meeting of the Board (pending further progress being made) Council is yet to resolve to seek membership of any JO. A meeting of the JO Board occurred on the 27 September 2018 and a meeting of REROC will take place on the 19 October at which time more information may emerge. Some key points for County Councils in relation to JO's are:

Board membership (s400T of the Local Government Act)

- The board of the JO can invite "any other person" to be a non-voting member of the JO (this would include a representative from a County Council)
- The Regulation can also prescribe classes of person to be a non-voting member of the JO

The Regulations are still being developed, and the OLG advises that they are unsure if the government is considering including County Councils as a prescribed class of persons.

Impacts of JOs on County Councils (s394A of Local Government Act)

A further important amendment to the Local Government Act was made to require that County Council's must, when exercising their functions, take into account any strategic regional priorities and other plans of the JO that apply to any relevant part of the County Council's area of operations or that are relevant to the County Council's operational functions.

Given the above, it is considered critical that Riverina Water County Council is represented on both JO's in order that Council has an opportunity to influence any plans that they may develop.

In light of the above information, it is proposed to prepare a further report to the December meeting of the Board, when further information is available to allow the Board to consider passing a resolution seeking associate membership of one or more JO's.

15. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 17 October 2018				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 12 December 2014				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing. Business Valuation completed. Additional investigations underway. Discussions resumed with Executive Team recently with a view to implementing the decision. A meeting was with current owners on 6 July to progress the matter and a more recent valuation is being obtained with a view to negotiating the purchase of land. A report on this matter is included in this business paper
Meeting held 26 October 2016				
16/208	Replacement of Low Level Reservoir Land Matters	DoE	That Council: 1) Purchase the land on Lot 22 DP 835331 for the replacement of Low Level reservoir (10MG) at Willans Hill. The area to acquire is approximately 11,250m ² . Compensation estimated by OPTEON property group \$130,000.00 ex GST. 2) Lease the land on Lot 22 DP 835331 (adjacent to proposed acquisition area) for Low Level reservoir (10MG) replacement earthworks (for material storage) at Willans Hill. Lease on Approximate area of 9600m ² for 2 years. Lease amount per year estimated by OPTEON property group \$14,400.00 ex GST. 3) Delegate authority to the General Manager to negotiate the land purchase, lease, establishment of easements for the pipeline and access. 4) Affix Council's Common Seal to documents as required.	Proceeding with Council Resolution. Legal process ongoing. Earthworks 50% completed. Encountered some rock and as a consequence, Council has awarded a tender to undertake blasting which will take place in September 2018. The acquisition of land will be finalised after construction is complete so the appropriate amount of land is acquired. Blasting of the site occurred on 15 September and initial results are positive with earthworks recommenced. An update on the project is included in this business paper
Meeting held 28 February 2018				
18/12	New Board Room	GM	Council make provision in the 2018/19 Capital Works budget for the completion of the Board Room in the Stores Building and that the General Manager proceed with preparing an appropriate	The initial design concepts were presented to a workshop of Councillors on the 8 August. Feedback from that workshop is being considered by the consultant to finalise the

			design and fit out, supported by an estimate of the works.	design. Final designs will be considered by the project team in the week of the 2 October and estimates to undertake the work based on the design will be sought. The revised estimates for the project will be reported to Council in December. Work on preparing the room (remove ceiling and an internal wall) will be finished by December. The project will be managed in house by Council Engineering Project Officer, Tamarin Taylor. All subcontractors will be appointed in December and commence the fit out in February 2019.
18/10	Joint Organisations	GM	Council receive a further report on the formation of Joint Organisations following the proclamation of a Joint Organisation(s) in the Riverina Murray Planning region	This matter was reported to the June meeting of the Board. An update report is included in this business paper.
Meeting held 27 June				
18/82	Riverina Water Community Grants Program	GM and Community Engagement Officer	Staff create the guidelines and applications forms for the Program and that a further report on the draft guidelines be prepared and presented to a future meeting of Council (and as soon as practicable)	Work on the guidelines will commence in late October and be reported to the December meeting of the Board
18/85	Pesticide Use Notification Policy	GM	<p>Endorse draft Policy 2.03 Pesticide Use Notification Plan that is to be placed on public exhibition from 9 June to 10 July 2018 and invite public submissions on the draft policy during that period.</p> <p>Receive a further report following the public exhibition and submission period:</p> <ul style="list-style-type: none"> • Addressing any submissions made in respect of the proposed Policy 2.03 Pesticide Use Notification Plan • Proposing adoption of the Policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period. 	The Policy was placed on exhibition from 13 August to 13 September and a report is included in this business paper recommending adoption. No submissions were received.

18/103	Contract W.195 – Water Treatment Plant (WTP) Contract Variation	DE	(a) That Council authorise the General Manager to further negotiate a suitable outcome within the original project budget. (b) That Council be provided with an update on the contract negotiations at the Board meeting in August 2018. (c) That the financial implications of any negotiated outcome be reported to Council as part of the September 2018 Quarterly Financial Review	The DE and myself will provide an update to the Board at the October meeting on the favourable progress made in relation to this matter
Meeting Held 22 August 2018				
18/132	Drought Assistance	GM and DE	That the General Manager and Director Engineering prepare a report to the October meeting of the Board on possible methods of drought assistance that could be considered by Riverina Water	Work on this report has commenced and a detailed report will be presented to the December meeting of the Board. The absence of the Director Engineering has delayed finalisation of the report.

Yours sincerely



Andrew Crakanthorp
GENERAL MANAGER



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

1. WORKS REPORT COVERING AUGUST 2018

RECOMMENDATION that this report be received and noted.

- *Works Report for August 2018*

DIRECTOR OF ENGINEERINGS REPORTS TO OCTOBER 2018
COUNCIL MEETING

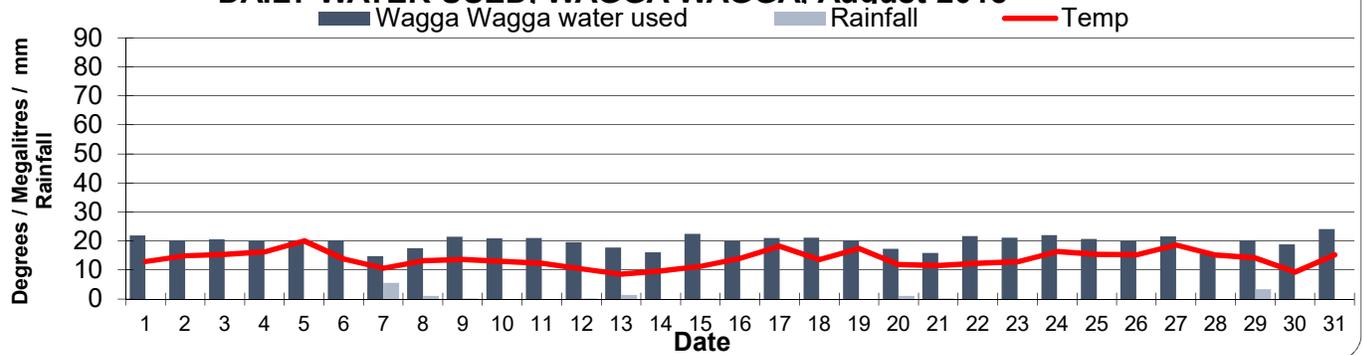
1 WORKS REPORT COVERING AUGUST 2018

1.1 WATER SOURCED AND USED

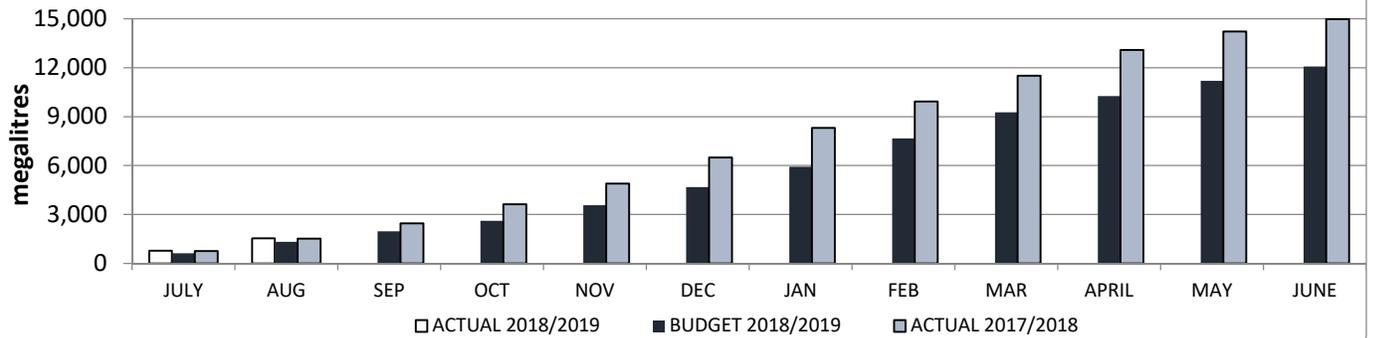
August	2016	2017	2018
Rainfall	83.4	52.2	13.6
Wet Days	20	19	11
WATER SOURCED August 2018 (MI)			
North Wagga bores	125.69	152.58	177.92
West Wagga bores	187.95	200.81	370.27
East Wagga bores	313.90	354.27	149.85
Murrumbidgee River	0.00	0.00	0.00
SUB-TOTAL	627.54	707.66	698.04
Bulgary Bores	32.60	21.04	26.17
Urana Source	0.00	0.00	0.00
Ralvona Bores	12.40	11.74	13.90
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	6.09	2.52	1.39
SUB-TOTAL	51.09	35.30	41.46
Woomargama	1.02	0.90	1.19
Humula	0.51	0.48	0.33
Tarcutta	1.90	2.49	2.40
Oura	1.79	1.87	2.07
Walbundrie/Rand	2.20	1.83	1.95
Morundah	0.41	0.34	0.78
Collingullie	4.23	2.87	10.15
SUB-TOTAL	12.06	10.78	18.87
TOTALS	690.69	753.74	758.37

WATER USED August 2018 (MI)			
	2016	2017	2018
East Bomen	19.33	21.79	22.05
Estella	35.28	45.04	46.41
North Wagga	53.00	69.00	86.96
Wagga Wagga – Low Level	113.12	115.59	77.91
Wagga Wagga – High Level	282.58	309.84	289.66
Wagga Wagga – Bellevue Level	32.23	40.83	55.07
SUB-TOTAL	535.54	602.09	578.06
Ladysmith System	2.63	3.65	2.19
Brucedale Scheme	14.65	13.58	15.62
Currawarna Scheme	7.59	7.67	10.11
Rural south from Wagga Wagga	64.76	92.52	92.52
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	24.34	7.57	15.01
From Boree Crk to Urana and Oaklands	8.84	13.92	11.67
Holbrook	12.40	11.74	13.90
SUB-TOTAL	135.21	150.65	161.02
Woomargama	1.02	0.90	1.19
Humula	0.51	0.48	0.33
Tarcutta	1.90	2.49	2.40
Oura	1.79	1.87	2.07
Walbundrie/Rand	2.20	1.83	1.95
Morundah	0.41	0.34	0.78
Collingullie	4.23	2.87	10.15
SUB-TOTAL	12.06	10.78	18.87
TOTALS	682.81	763.52	757.95

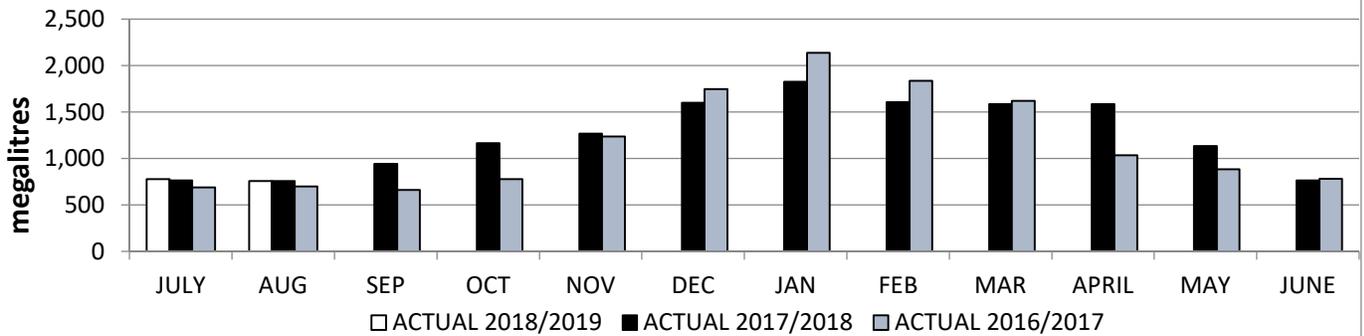
DAILY WATER USED, WAGGA WAGGA, August 2018



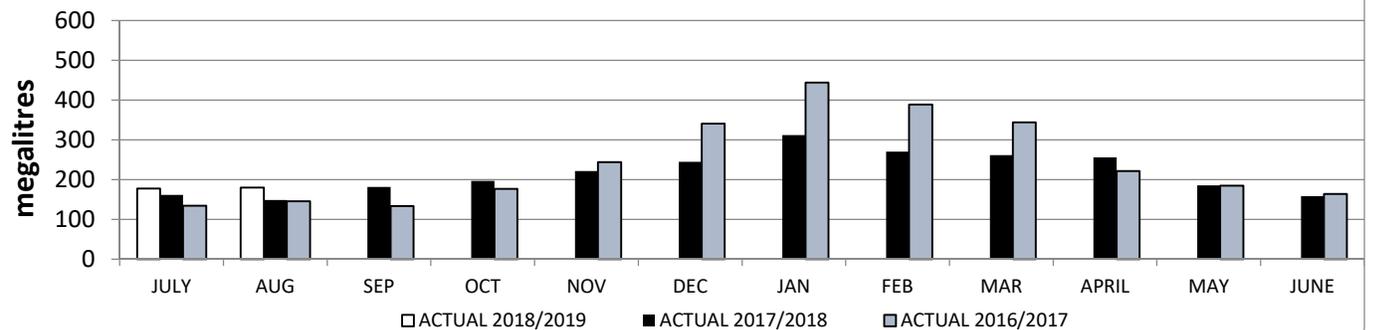
TOTAL CUMULATIVE WATER USED 2018/2019



MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



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	Mains Repair
Wagga Wagga	35	2	41	28	5	5			4	40	3	6	3
Wagga Wagga	1		40	16	2	2			1	14	1	5	1
Forest Hill	1		1	1						2			
North Wagga				1					1	3			
Bomen													
Estella	1									2		1	
Koorinal	1				1					3	2		
Turvey Park	2			1		1				1			
Lake Albert						1			1	3			2
Ashmont	1			1	1					5			
Tolland				1						3			
Mt Austin				2						2			
Bourkelands				1									
Tatton	1			1									
Glenfield				1		1			1	2			
Lloyd	5	1			1								
Boorooma	3			1									
Gobbagombalin	11												
Gumly Gumly	1												
Brucedale													
Tarcutta									1	1			
The Gap													1
Bulgary													
Collingullie				1									
Lockhart	1		1	1					4	2			
Milbrulong					1								1
The Rock	1			2						1			
Uranquinty									1	2			
Yerong Creek									1				
Henty				1						2			
Holbrook					1								1
Ralvona													
Morven	1												1
Woomargama										1			
Oaklands													
Kapooka													
Urana													1
TOTAL	39	2	43	37	8	6	0	0	11	50	3	6	10

Number of Sub meters in Wagga (Residential)

6

Number of Sub meters in Wagga (Commercial)

0

1.2 WATER SYSTEM REPAIRS

WAGGA WAGGA									
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI	
8	52 South Parade	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:00	0	10	
14	8 Sycamore Road	Lake Albert	100 AC	Pipe Failure - Ground Movement	Yes		0	10	
TOTALS						2:00	0	20	
Breaks needing							Breaks affecting		
Total Breaks –		2		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	
10	San Isadore Hill	San Isadore	100 WPVC	Pipe Failure (not specified)	No	4:00	40	20	
21	Old Trunk Road	The Gap	300 CI	Pipe Failure (not specified)	No	12:00	2	36	
28	Culcairn Road	Morven	150 AC	Pipe Failure - Ground Movement	No	3:30	0	36	
21	Railway Lane	Walla Walla	100 AC	Pipe Failure - Ground Movement	Yes		0	43	
27	19 young Street	Holbrook	100 AC	Pipe Failure - Ground Movement	Yes		0	7	
29	Federation Highway	Urana	100 WPVC	Pipe Failure - Ground Movement	Yes		0	17	
29	County boundary Road	Milbrulong	250 CI	Pipe Failure - Ground Movement	Yes		0	10	
TOTALS						19:30	42	169	
Breaks needing							Breaks affecting		
Total Breaks –		7		shut off -		3		Breaks affecting customers –	2

1.3 WATER QUALITY COMPLAINTS

Water quality complaints received during August 2018 were:

Date	Location	Problem	Action Taken
6/08/2018	4 Liberty Place, Wagga	Dirty water	Flushed main
9/08/2018	13 Bowler St, Holbrook	Taste	All WQ within ADWG. Matter of taste
10/08/2018	14 Henschke Ave, San Isadore	Dirty water, air	Flushed line
13/08/2018	Waterview Apts, Wagga	Itchy skin	All WQ within ADWG. May be soaps
13/08/2018	Milbrulong	Water hardness	Within limits for dishwasher
23/08/2018	6 Sepik St, Ashmont	Sick children-kidney infections	All WQ within ADWG, no E.coli. Contracted from another source
23/08/2018	3 Bradfield Pl, Lloyd	Taste	Due to medications
24/08/2018	84 Simkin Cres, Koorungal	Itchy Skin	All WQ within ADWG. May be a bit sensitive to slightly higher Cl
31/08/2018	16 Mimosa Drive, Mt Austin	Faulty HWS after flushing new main	Flushed & tested HWS. All OK

1.4 MAINS CONSTRUCTIONS

1.4.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during August 2018 include:

LOCATION	PROJECT	63	100	150
		Poly	DICL	OPVC
Lloyd West Stage 2	New Sub-division		96	
Boorooma	New Sub-division			87
East Millwood Rd	mains Extension	500		
	TOTAL	500		

1.4.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during August 2018 include:

LOCATION	PROJECT	63	100		150	
		Poly	OPVC	DICL	OPVC	DICL
Narrung Street	Mains Replacement	200				
Mimosa Drive	Mains Replacement		124	33		
River Rd Estella	Mains Replacement		1275			
The Rock laneways	Mains Replacement				750	58
	TOTAL	200	1399	33	750	58

1.5 OTHER CONSTRUCTION

Other construction works during August 2018 include:

LOCATION OR PROJECT	WORK DONE
Boorooma Stage 6	21 long services
Estella Heights 2	14 long services
RWCC Depot	Work on levee bank
RWCC Depot	Remove oil arrestor
RWCC Depot	Sewer locations

1.7 MAJOR REPAIRS/OVERHAULS

Major repairs/overhauls during August 2018 include:

LOCATION OR PROJECT	WORK DONE
10 Mill Reservoir	Drained and cleaned
West Wagga	High lift pump & motor removed for maintenance
North Wagga	Bore #1 pump & motor removed after failure
Tarcutta	Bore #5 reinstalled & commissioned after maintenance
Tarcutta WTP	Iron filter pipework and injectors cleaned and reinstalled

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during August 2018 include:

LOCATION	NUMBER OF FILLS
Bomen Hereford Street	66
Estella Farrer Road	103
Forest Hill Elizabeth Avenue	17
Glenfield Red Hill Road	48
Henty Olympic Way	9
Holbrook Millswood Road	22
Lake Albert Plumpton Road	39
Lockhart Napier Road	26
Pleasant Hills Manson Street	11
The Rock	43
Yerong Creek Finlayson Street	34

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during August 2018:

Training or Programme	Number of Staff
Workcover License - C6	1
Clear Scada Config & Program	2
Confined Space Refresher	19
Traffic Control - PWZTMP	7
WHS for supervisors	12
WHS for managers	9
DBYD Conference	2
AutoCAD Fundamentals	1
Leadership & MGMT - CIV	11
Track Safety Awareness	5

1.10 FLEET DISPOSALS

Fleet disposals made during August 2018 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	Kms
344	Engineering	Dual cab Ute	Holden LTZ Colorado	2015	
346	Meters	Dual cab Ute	Holden Colorado LS	2015	
355	Works	Dual cab with tray	ISUZU D-MAX	2016	
313	Electrician	Dual cab with tray	Ford Ranger	2013	
359	Culcairn	Space cab with tray	Ford Ranger	2016	
352	Urana	Space cab with tray	ISUZU D-MAX	2016	
357	The Rock	Space cab with tray	Holden Colorado LS	2016	
318	Electrician	Space cab with tray	Ford Ranger	2014	

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during August 2018.

**1.8 MAJOR CAPITAL PROJECTS
PROGRESS**



- On track



- Behind Schedule



- Unlikely this Financial Year

MAJOR PROJECTS 2018/19 (> Over \$100,000) - August 2018

Description	2018/19 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Depot Buildings			
Fit out new Council meeting room in new depot building	\$150,000	\$32,569	Scope is still being finalised. Budget to be revised at Quarterly review.
Land & Buildings for Admin, Depot & Workshops			
Access, Parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$1,097,966	\$482,611	Pile construction contract awarded. Budget to be revised at Quarterly review.
PLANT & EQUIPMENT			
IT Equipment			
Computer Equipment - Urban	\$160,000	\$81,846	
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,201,988	\$581,830	
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$155,000	\$0	

Radio Communications Upgrade/Replacements/Improvements			
Radio Communication	\$760,475	\$150,688	
SOURCES			
Bores-renew/refurbish/decommission			
Oura Bore 2 Replacement (or WTP upgrade)	\$250,000	\$0	
TREATMENT PLANTS			
Treatment Plant Refurbishments			
East Wagga Aeration Basin cover - Urban	\$160,000	\$2,676	
WTP Stage 1 - Urban	\$7,573,019	\$1,977,033	See detailed report
Urana WTP replacement - Non-Urban	\$1,426,307	\$19,758	Earthworks complete
RESERVOIRS			
New/Replacement Reservoirs			
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$4,400,000	\$366,367	Blasting contract awarded. Blasting anticipated in September.
Shires Reservoir Relocation - Non-Urban	\$1,752,956	\$190,482	Completion expected by end of October.
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$270,000	\$257,532	
Low Level Reservoirs Pipework	\$300,000	\$0	
WW WTP 600mm DICL Koorinal Rd	\$100,000	\$0	
Estella to CSU 450mm DICL	\$1,280,000	\$0	
The Rock Laneway King St	\$105,000	\$0	
Reticulation for Developers (including other extensions)			
Reticulation for Developers - Urban	\$800,000	\$81,798	
Renew Reticulation Mains			

Renew Reticulation Mains - Non-Urban	\$200,000	\$0	
Renew Reticulation Mains - Urban	\$400,000	\$0	
Gap Hall Coolamon	\$300,000	\$25,655	
Billigha Street	\$100,000	\$0	
Inglewood	\$250,000	\$0	
Renew Trunk Mains			
Renew Trunk Mains - Urban	\$200,000	\$0	
Renew Trunk Mains - Non-Urban	\$200,000	\$0	
The Rock - Milbrulong BT Trunk Mains Replacement	\$1,000,000	\$9,581	
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$500,000	\$111,055	
Renew Services			
Renew Services - Urban	\$100,000	\$18,328	
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$19,982	
Water Filling Stations Upgrade			
WFS - Non-Urban	\$117,686	\$35,917	



Bede Spannagle

DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING SEPTEMBER 2018

RECOMMENDATION that this report be received and noted.

- *Works Report for September 2018*

DIRECTOR OF ENGINEERING'S REPORTS TO OCTOBER 2018
COUNCIL MEETING

1 WORKS REPORT COVERING SEPTEMBER 2018

RECOMMENDATION: That this report be received and noted.

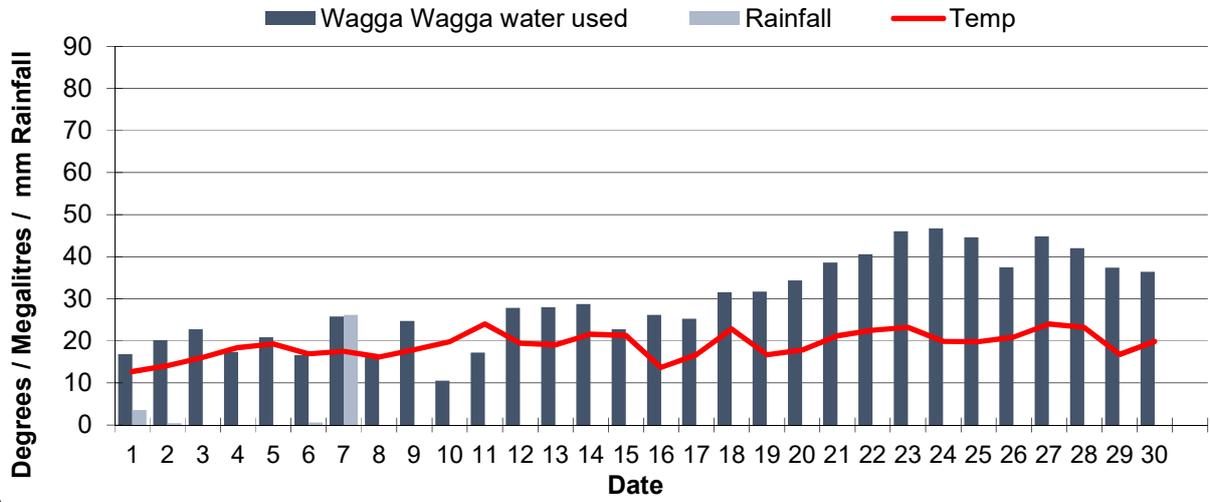
1.1 WATER SOURCED AND USED

September	2016	2017	2018
Rainfall	83.4	8.0	30.8
Wet Days	20	4	4
WATER SOURCED September 2018 (MI)			
North Wagga bores	125.69	183.41	195.44
West Wagga bores	187.95	308.14	412.88
East Wagga bores	313.90	419.61	483.40
Murrumbidgee River	0.00	0.00	142.57
SUB-TOTAL	627.54	911.16	1,234.29
Bulgary Bores	32.60	27.59	37.95
Urana Source	0.00	0.02	0.00
Ralvona Bores	12.40	12.94	14.90
Walla Walla Bores	0.00	2.93	0.00
Goldenfields Water Supply System	6.09	2.40	1.51
SUB-TOTAL	51.09	45.88	54.36
Woomargama	1.02	0.94	1.06
Humula	0.51	0.50	0.45
Tarcutta	1.90	2.37	2.50
Oura	1.79	2.15	2.34
Walbundrie/Rand	2.20	2.13	2.23
Morundah	0.41	0.64	0.72
Collingullie	4.23	3.77	4.20
SUB-TOTAL	12.06	12.50	13.50
TOTALS	690.69	969.54	1,302.15

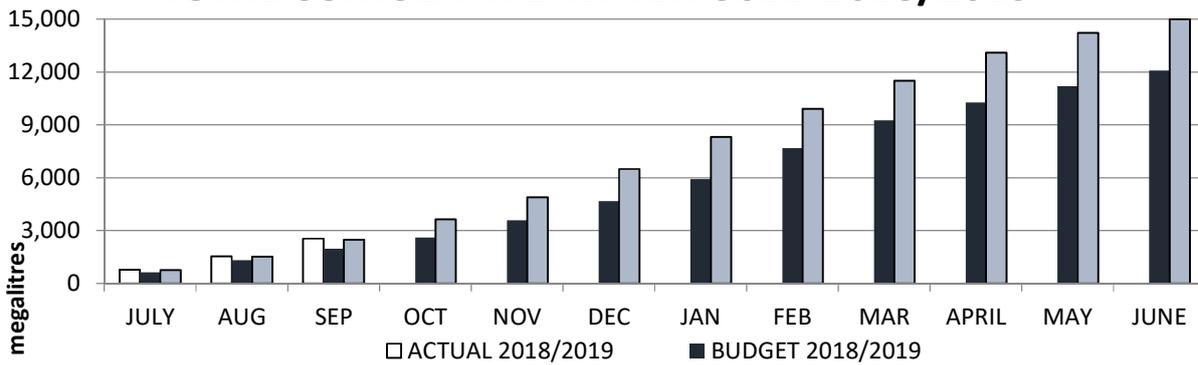
WATER USED September 2018 (MI)

	2016	2017	2018
East Bomen	19.33	24.61	17.60
Estella	35.28	57.28	67.87
North Wagga	53.00	70.25	83.83
Wagga Wagga – Low Level	113.12	130.92	186.19
Wagga Wagga – High Level	282.58	426.24	410.71
Wagga Wagga – Bellevue Level	32.23	51.39	45.31
SUB-TOTAL	535.54	760.69	811.51
Ladysmith System	2.63	4.67	3.89
Brucedale Scheme	14.65	17.22	14.18
Currawarna Scheme	7.59	10.44	11.45
Rural south from Wagga Wagga	64.76	92.52	92.52
Rural from Walla Walla Bore	0.00	2.93	0.00
Bulgary, Lockhart and Boree Creek	24.34	14.93	22.72
From Boree Crk to Urana and Oaklands	8.84	13.22	15.98
Holbrook	12.40	12.94	14.90
SUB-TOTAL	135.21	168.87	175.64
Woomargama	1.02	0.94	1.06
Humula	0.51	0.50	0.45
Tarcutta	1.90	2.37	2.50
Oura	1.79	2.15	2.34
Walbundrie/Rand	2.20	2.13	2.23
Morundah	0.41	0.64	0.72
Collingullie	4.23	3.77	4.20
SUB-TOTAL	12.06	12.50	13.50
TOTALS	682.81	942.06	1,000.65

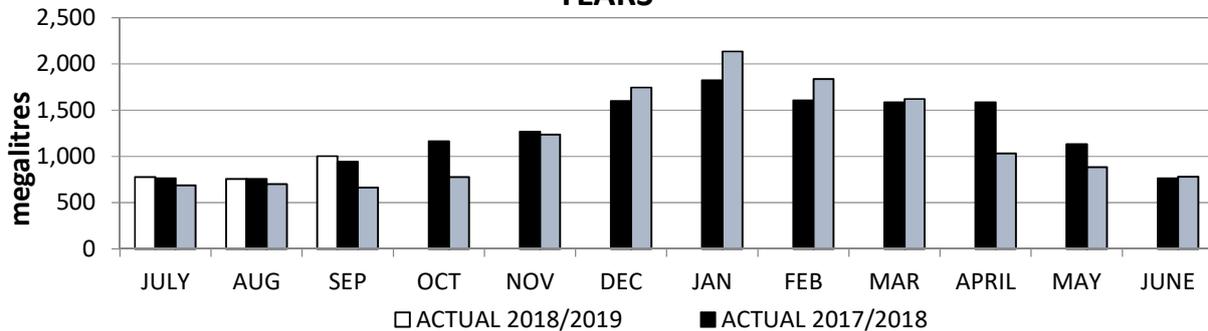
DAILY WATER USED, WAGGA WAGGA, September 2018

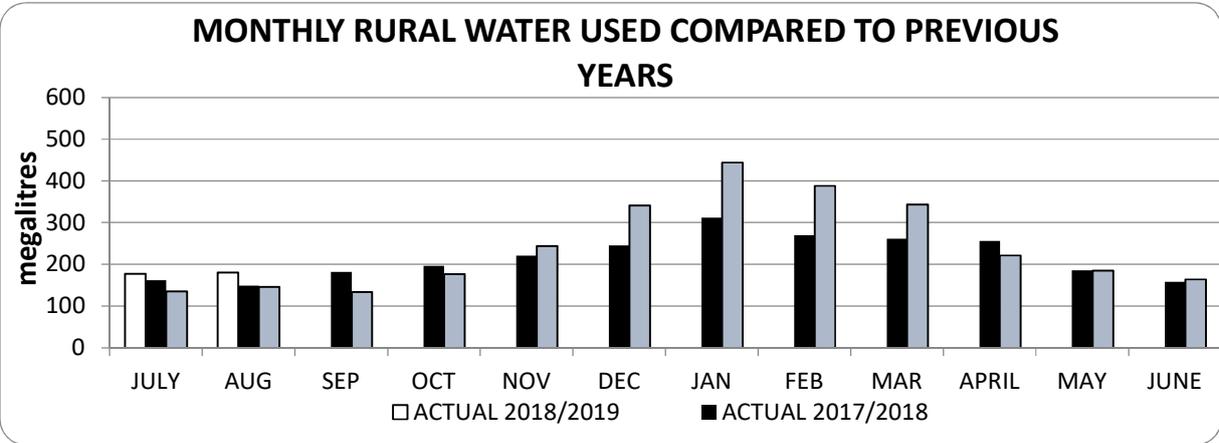
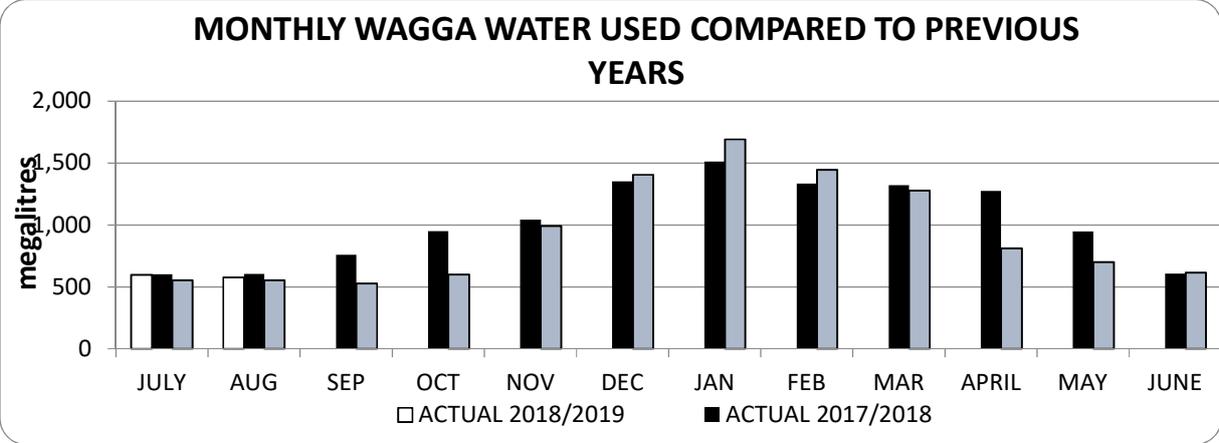


TOTAL CUMULATIVE WATER USED 2018/2019



MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS





1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF SEPTEMBER 2018

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	Olympic Highway	Henty	200 AC	Pipe Failure - Ground Movement	No	5:00	0	78
5	Holbrook Road	Morven	150 AC	Pipe Failure - Ground Movement	Yes		0	38
27	Steel Street	Holbrook	100 AC	Leaking Gibault	Yes		0	0
TOTALS						5:00	0	116
Breaks needing							Breaks affecting	
Total Breaks – 3		shut off - 1			customers – 0			

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during September 2018 were:

Date	Location	Problem	Action Taken
3/09/2018	122 Fitzmaurice St, Wagga	Dirty water	Gal pipes after meter
5/09/2018	98 Commercial St, Walla	Water corroding washing machine, deposits on shower screen	WQ through house within ADWG. Low range Fe from gal pipes. Rural maintenance flushed at end of street
10/09/2018	468 Koorungal Rd, Koorungal	Dirty water	Gal pipes after meter
8/09/2018	Darlow St, Wagga	Dirty water	WQ at meter within ADWG. Problem in house
10/09/2018	Cnr Murray & Millthorpe, Oaklands	Tastes of iodine	WQ along street & house within ADWG. Problem with jug
14/09/2018	5 Barton Ave, Lloyd	Dirty water & particles	Flushed hydrants. Resident to flush house
19/09/2018	31 Scott St, The Rock	Taste. Boiled is worse	WQ within ADWG. Jug has a metallic smell/taste
21/09/2018	69 Gurwood St, Wagga	Dirty water	Water at meter all clear. Problem is units irrigation system
28/09/2018	30 Rudd St, Turvey Park	Dirty water	Flushed service & new meter

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

There were no new water mains laid during September 2018.

1.5.2 REPLACEMENT OF EXISTING MAINS

LOCATION	PROJECT	32	50	124	100	
		Poly	Poly	Poly	OPVC	DICL
Nurrung Street	Mains Replacement		30	100	24	18
Dunnings Road	Mains Replacement	1110				
Robinson Road	Mains Replacement				519	
	TOTAL	1110	30	100	543	18

1.6 OTHER CONSTRUCTION

LOCATION OR PROJECT	WORK DONE
Boorooma & Estella Rise	62 services run into property boundary
Wagga Depot	Remove oil arrestor & reinstate

1.7 MAJOR REPAIRS/OVERHAULS

Major repairs/overhauls during September 2018 include:

LOCATION OR PROJECT	WORK DONE
Ralvona WTP	Drain and clean 1 & 2
Brucedale pump station	Remove & overhaul pump no2 recommission
10 Mill reservoir	Replace chlorine dosing lines
Bulgary bore no1	Remove pump after failure
Bulgary WTP	Drain and clean aeration
Walla reservoir	Core 150mm hole for mains replacement
Morundah WTP	Remove & replace raw water pump
Yerong Creek reservoir	Overhaul pressure sustaining inlet valve

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during September 2018 include:

LOCATION	NUMBER OF FILLS
Bomen Hereford Street	150
Estella Farrer Road	117
Forest Hill Elizabeth Avenue	12
Glenfield Red Hill Road	61
Henty Olympic Way	9
Holbrook Millswood Road	23
Lake Albert Plumpton Road	53
Lockhart Napier Road	91
Pleasant Hills Manson Street	8
The Rock	72
Yerong Creek Finlayson Street	12

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during September 2018:

Training or Programme	Number of Staff
WT - Operator Training Bathurst	1
Asset Management Online	1
First Aid Refresher	5
Risk & Contract MGMT	1
Rail PO1 & Recert	2
Leadership & MGMT - CIV	10

1.10 FLEET DISPOSAL

No fleet disposals made during September 2018.

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during September 2018.

1.12 CAPITAL WORKS

-  - On track
-  - Behind Schedule
-  - Unlikely this Financial Year

MAJOR PROJECTS 2018/19 (> Over \$100,000) - September 2018

Description	2017/18 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Depot Buildings			
Fitout new Council meeting room in new depot building	\$150,000	\$34,128	Scope is still being finalised. Budget to be revised at Quartlery review.
Land & Buildings for Admin, Depot & Workshops			
Access, Parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$1,097,966	\$494,313	Piling has been installed along eastern site boundary. Budget to be revised at quarterly review.
PLANT & EQUIPMENT			
IT Equipment			
Computer Equipment - Urban	\$160,598	\$83,209	
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,201,988	\$582,555	
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$155,000	\$0	Quotations received for West Wagga digital comms and RTUs upgrade project

Radio Communications Upgrade/Replacements/Improvements			
Radio Communication	\$760,475	\$152,424	Preparing Specification for quotations to upgrade digital comms and RTUs served via Galore Hill and (new) Bomen Reservoir digital repeaters
SOURCES			
Bores-renew/refurbish/decommission			
Oura Bore 2 Replacement (or WTP upgrade)	\$250,000	\$0	Project funds to be redirected to Humula Well Replacement. Test Bore drilling and hydrological assessment scheduled end of October 18
TREATMENT PLANTS			
Treatment Plant Refurbishments			
East Wagga Aeration Basin cover - Urban	\$160,000	\$2,676	
WTP Stage 1 - Urban	\$7,573,019	\$2,009,901	See detailed report
Urana WTP replacement - Non-Urban	\$1,426,307	\$23,138	
RESERVOIRS			
New/Replacement Reservoirs			
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$4,400,000	\$385,542	Blasting completed and earthworks contractor has begun removal of rock. See detailed report.
Shires Reservoir Relocation - Non-Urban	\$1,752,956	\$207,989	Completion expected by end of October.
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$270,000	\$326,515	
Low Level Reservoirs Pipework	\$300,000	\$0	
WW WTP 600mm DICL Koorungal Rd	\$100,000	\$0	
Estella to CSU 450mm DICL	\$1,280,000	\$0	
The Rock Laneway King St	\$105,000	\$0	
Reticulation for Developers (including other extensions)			
Reticulation for Developers - Urban	\$800,000	\$101,489	

Renew Reticulation Mains			
Renew Reticulation Mains - Non-Urban	\$200,000	\$16,048	
Renew Reticulation Mains - Urban	\$400,000	\$3,439	
Gap Hall Coolamon	\$300,000	\$36,873	
Billigha Street	\$100,000	\$0	
Inglewood	\$250,000	\$0	
Renew Trunk Mains			
Renew Trunk Mains - Urban	\$200,000	\$0	
Renew Trunk Mains - Non-Urban	\$20,000	\$0	
The Rock - Milbrulong BT Trunk Mains Replacement	\$1,000,000	\$9,581	
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$500,000	\$184,731	
Renew Services			
Renew Services - Urban	\$100,000	\$18,328	
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$32,349	
Water Filling Stations Upgrade			
WFS - Non-Urban	\$117,686	\$35,917	



Bede Spannagle

DIRECTOR OF ENGINEERING

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

RECOMMENDATION: that Council receive and note this report.

The Raw Water pumps have been tested and are operating.

The Raw Water Lifting frame has been erected and the Eilbeck Gantry crane has been installed.

The high level flow meter failed and has been replaced.

Contract issues and variations

RWCC have met with UGL and stated our position in relation to unresolved variations.

The contract Senior Executives have met to discuss the replacement of the Lamella Clarifiers and negotiations have progressed. RWCC have provided a draft deed of settlement and release to UGL and are waiting for formal response. The deadline for UGL's response has had significant slippage, and is now Friday 12 October.

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

- *UGL Project Status report – August 2018.*



PROJECT STATUS REPORT



August 2018

PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	9th October 2018
REPORT NO.:	36
PROJECT MANAGER:	Doug Anderson
PREPARED BY:	Doug Anderson



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1.0 SUMMARY

Project progress in August was focussed on the following activities:

WTP now operational

Electrical works – minor defects & omissions.

Raw Water Intake – Raw water pumps site testing

Clearwater Pump Station – High level flowmeter non-operational, replacement ordered; pump performance monitored during plant operations

Lamella Clarifiers – Issues with sludge build-up etc subject to negotiations with RWCC.

Filters – Optimizing operating sequence continues

Civil/plumbing – Remediation of plumbing in filter building complete awaiting Certificate of Occupancy,

Safety performance across the site continues to be well managed.

2.0 SCOPE OF WORK

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

3.0 HSSE

The total hours worked on the project this month were 947 hours. Subcontractor hours recorded on site were 296. Total hours worked on the project to date is 261,818.

Site operatives have been reduced to 2 x UGL and subcontractors as required.

The Safety Report as previously compiled will be discontinued.

4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks: -

Risk Description	Potential Impact	Control Measures
Quality and specification issues	Additional resources required for investigation and rework.	Engage with subcontractors & suppliers about prompt rectification of issues
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Liaise with RWCC to ensure storage has capacity for design flows

5.0 CONTRACT/COMMERCIAL

5.1 Progress Claim

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

WAGGA WAGGA WATER TREATMENT PLANT

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

	Aluminium Dosing Plant subtotal (11)	100%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	100%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	100%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	100%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	100%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	100%	
17	Other Items		
	Other Items subtotal (17)	100%	
18	Electrical Items		
	Electrical subtotal (18)	99%	
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)	28%	
20	Post Process Proving		
	Post Process Proving (20)	24%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	99%	
22	Other Options Accepted		
	Options subtotal (20)	100%	
23	Variations		
	Variations Subtotal	100%	

5.2 Variations

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

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



VO43	S&I 4.8 to 9.6 Garnet Filter Media	86	Approved
VO44	Lamella Corrosion	-300	Approved
VO45	Concrete slab between filters and Lamella	1	Approved
VO46	NSC16 Remove Concrete Slab	4	Approved
VO49	Bore Water Pressure Line Changes	9	Approved
VO50	Filter Building Pop out Power Outlets	2	Approved
VO53	NSC17 Asbestos at A2 to A203	4	Approved
VO56	Rework External Chemical Delivery Pipework	15	Approved
V061	Raw Water Piping HAZOP Changes	4	Approved
VO73	Road Subgrade Replacement	26	Approved
VO140	Power Failure Alarm Modification	5	Approved
VO141	Raw Water Disassembly Frame Footings	2	Approved
VO142	Chemical Building Forklift Access Ramps	12	Approved
VO143	Conversion of Hi & Low Lift Pumps to Mechanical Seals	64	Approved
VO144	Supply & Install additional WAPs	8	Approved
VO145	Surge Tank Footings	4	Approved
VO146	Stage 2 Road Redesign	6	Approved

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

6.0 FINANCE

The table below summarises the invoices and payment status.

Claim Description	Invoice no.	Amount	Claim/Invoice Status
W195 Progress Claim 1	Invoice # 1	\$ 879,128.59	Paid
W195 Progress Claim 2	Invoice # 2	\$ 1,428,346.00	Paid
W195 Progress Claim 3	Invoice # 3	\$ 1,246,918.00	Paid
W195 Progress Claim 4	Invoice # 4	\$ 2,341,562.00	Paid
W195 Progress Claim 5	Invoice # 5	\$ 2,269,089.00	Paid
W195 Progress Claim 6	Invoice #6	\$ 1,652,403.00	Paid
W195 Progress Claim 7	Invoice #7	\$ 2,039,696.00	Paid
W195 Progress Claim 8	Invoice #8	\$ 1,764,615.00	Paid
W195 Progress Claim 9	Invoice #9	\$ 2,037,494.00	Paid
W195 Progress Claim 10	Invoice #10	\$ 2,540,706.00	Paid
W195 Progress Claim 11	Invoice #11	\$ 3,296,966.00	Paid
W195 Progress Claim 12	Invoice #12	\$1,309,013.00	Paid
W195 Progress Claim 13	Invoice #13	\$1,208,270.00	Paid
W195 Progress Claim 14	Invoice #14	\$ 967,609.00	Paid
W195 Progress Claim 15	Invoice #15	\$ 714,741.00	Paid
W195 Progress Claim 16	Invoice #16	\$ 582,416.00	Paid
W195 Progress Claim 17	Invoice #17	\$ 723,083.00	Paid
W195 Progress Claim 18	Invoice #18	\$ 614,612.00	Paid



W195 Progress Claim 19	Invoice #19	\$ 502,532.00	Paid
W195 Progress Claim 20	Invoice #20	\$ 480,610.00	Paid
W195 Progress Claim 21	Invoice #21	\$ 327,361.10	Paid
W195 Progress Claim 22	Invoice #22	\$ 170,888.00	Paid
W195 Progress Claim 23	Invoice #23	\$ 304,322.00	Paid
W195 Progress Claim 24	Invoice #24	\$ 0.00	Paid
W195 Progress Claim 25	Invoice #25	\$ 0.00	Paid
W195 Progress Claim 26	Invoice #26	\$ 55,051.00	Paid
W195 Progress Claim 27	Invoice #27	\$ 303,036.00	Paid
W195 Progress Claim 28	Invoice #28	\$ 280,348.00	Paid
W195 Progress Claim 29	Invoice #29	\$ 341,270.00	Paid
W195 Progress Claim 29A	Invoice #29A	\$ 417,372.00	Paid
W195 Progress Claim 30	Invoice #30	\$ 252,965.00	Paid
W195 Progress Claim 31	Invoice #31	\$297,940.00	On hold/in dispute
W195 Progress Claim 32	Invoice #32	\$300,331.00	On hold/in dispute
W195 Progress Claim 33	Invoice #33	\$263,330.00	On hold/in dispute
W195 Progress Claim 34	Invoice #34	\$164,274.00	On hold/in dispute
W195 Progress Claim 35	Invoice #35	\$244,150.00	On hold/in dispute
W195 Progress Claim 36	Invoice #36	\$353,444.00	On hold/in dispute
W195 Progress Claim 37	Invoice #37	\$10,943.00	On hold/in dispute

7.0 PROGRAMME

A completion programme has been produced which details the remaining works and commissioning activities and would normally be included in App C.

No new program this month, awaiting confirmation on start dates for demonstration, fluoride commissioning etc prior to updating the program

Construction/Completion Summary

- WTP now operational
- The issues concerning sludge build up within the lamella clarifiers is now subject to negotiation with RWCC
- Raw Water pumps have been site tested, data to be analysed and a report produced.
- Clearwater Pump Station – High level flowmeter non-operational replacement ETA 16/10/18.
- Filter building plumbing issues completed, application with Wagga Council for certificate of occupancy.
- Filters – operating sequence of all 6 filters has been commissioned and will be optimized during plant operations.

8.0 QUALITY

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

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

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

10.0 INDUSTRIAL RELATIONS

No issues.

11.0 DESIGN AND TECHNICAL

Design is 98% complete.

12.0 COMMISSIONING

Raw Water Pumps 95%
Lamella Clarifier – Train one 95%, train two 95%
Lamella Sludge Pumps 98%
PLC sequencing 95%
Instrument Wet Rack 95%
Sample Pumps 95%
Filters 90%
Backwash Pumps 95%
Washwater Pumps 95%
Process Water Pumps 95%
Chemical Dosing 90%
Clearwater Storage 100%
Clearwater Pumps 95%
Plant hydraulic capacity 100%

13.0 STAKEHOLDERS

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

14.0 SITE PROGRESS



Riverbank Rehabilitation



Riverbank Rehabilitation



General Site Rehabilitation



General Site Rehabilitation



Clearwater Storage Inlet @ 60 ML/D flow



Clearwater Storage Inlet @ 66 ML/D flow

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.

4. JANAMAITRI WATER SUPPLY PROJECT – SUPPORTING SOUTH WAGGA WAGGA ROTARY

RECOMMENDATION: that Council:

- (a) Notes the report.
- (b) Endorse further advocacy by the Director of Engineering to encourage both WaterAid Australia and Rotary International to become partners in the Janamaitri Water Supply Project.
- (c) Continue to partner with South Wagga Wagga Rotary and develop an employee program enabling employee participation in aid projects.

Background:

In August 2018, South Wagga Wagga Rotary Club approached Riverina Water County Council regarding assisting them investigate and report back on their potential involvement in a water supply project in Sindhuli, Nepal. Council's Director Engineering subsequently travelled to Nepal in late September to investigate opportunities for Council's involvement in the project.

The Mayor of Kamalamai Municipal Council (Sindhuli), Khadga Khatri and Rotary Kathmandu have had preliminary discussions about Rotary's involvement in supplying water to a village area in the Sindhuli district. The existing population of the Janamaitri area is approximately 2,700 and is scattered in a subsistence farming community of 489 households, all of whom have to walk up to 5kms each way in steep terrain to manually collect water.

The extent of the involvement by the Director Engineering was to investigate the scope of the project, estimate of cost, potential for Rotary's (and indirectly Council's) involvement in the project and report back to Council and Rotary on his findings.

South Wagga Wagga Rotary are already involved in a number of significant projects in Nepal, and particularly in the Sindhuli area, including;

- The construction and operation of a Technical College in Sindhuli
- Sindhuli Primary Schools Sponsorship program
- The construction of an eye hospital, Banepa
- Hospital & Rehabilitation Centre for Disabled Children, Banepa.

This gives Rotary a particular advantage/ability to effectively deliver aid funding to the ground, having well established contacts, a partnership arrangement with Kathmandu Rotary and infrastructure already in place.

Issues:

Bruce Duffy (South Wagga Wagga Rotary), Suresh Singh (Kathmandu Rotary) and the Director Engineering met with the Mayor, CEO and Engineer of Kamalamai Municipal Council, along with the Chairman of the Janamaitri villages on 21 September 2018 for a briefing on the water supply project.



Photo: RWCC Director Engineering and Bruce Duffy, South Wagga Wagga Rotary meeting the Mayor, CEO and Engineer of Kamalamai Municipal Council.

The proposed water supply project will service;

- A current population of 2,700
- 489 existing households
- 2 schools
- Provision for livestock
- A total water demand of 183 kL/day

The project includes the following infrastructure;

- Intake works and watershed protection
- 7.65km of trunk main & 11.0km of distribution main
- A break pressure chamber
- 3 reservoirs
- 93 community connections.

It quickly became apparent that this project was of a much larger scale than first envisaged, and had a project cost in the order of \$700,000AUD. Whilst the Mayor offered a contribution of 10%, it is believed that this was only a preliminary offer and in reality the Municipality could in fact contribute between 20 – 30%, either in funding or in-kind work. However, this still leaves a funding shortfall in the order of \$550,000AUD. Clearly this is beyond the means of Riverina Water and South Wagga Wagga Rotary. A subsequent site meeting confirmed the difficult terrain and scattered households.



Photo: Proposed reservoir site (rear hill) and good example of the terrain the pipeline will cross.

The size (and cost) of the project does not however preclude Rotary or Council from assisting in ways other than funding, and the Director Engineering took the initiative to contact WaterAid Nepal, using Council's status as a Gold Corporate member of WaterAid Australia.

Fortunately, a meeting could be arranged with WaterAid Nepal's Head of Programmes, Kabir Das Rajbhandari in Kathmandu a few days later and the group had an opportunity to present the project to him. He was very positive about the merits of the project, but did clarify that it was required to comply with WaterAid's commitment to the UN's Sustainable Development Goals (SDG's), in particular SDG 6 (clean water and sanitation).

This requires a number of additions to the Janamaitri project such as;

- the Municipal Council needs a water and sanitation strategic plan,
- water connections to each household
- metered connections and water pricing structure
- operation & maintenance plan

WaterAid offered to investigate these matters further, as they have staff operating in the Sindhuli area undertaking a "Water for Women" project around menstrual health and he feels this project dovetails well with that program.

The two parties have subsequently made contact and will work through these outstanding issues.

Recommendations:

Council can remain a participant in the Janamaitri water supply project with advocacy work through our corporate membership of WaterAid Australia. The Director Engineering has already made initial contact in this regard. Council can also assist South Wagga Wagga Rotary with technical advice and input into their grant applications through Rotary International for funding for the project.

There is also an opportunity for Council to continue the partnership with South Wagga Wagga Rotary through participation in smaller water projects as they arise. For example, one of the schools in the existing sponsorship program provides a meal for students, however the cooking, serving and dining facilities are almost non-existent. As part of their project, Rotary are planning to send a team to Sindhuli next year to build a kitchen with cooking facilities, running water, electricity and preparation benches. This will enable a more hygienic meal preparation area, along with hand washing facilities and a covered area with tables and chairs for the children to eat their meals out of the weather. Given this project has a significant water supply element, Council could assist Rotary with direct funding for this project. Alternatively, Council could look at the opportunity for one or two staff members to participate in the school project team, and provide support with time-off to participate, and/or reimbursement of the travel costs. This would be an extremely rewarding positive experience for interested staff and establish an ongoing program supporting altruistic employees in partnership with South Wagga Wagga Rotary community programs both locally and abroad.



Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC
(Confidential Reports)