



11th April 2018

NOTICE OF ANNUAL RURAL COUNCIL MEETING

The meeting of the Council will be held at

LOCKHART SHIRE COUNCIL OFFICE, LOCKHART, NSW

on

WEDNESDAY, 18th APRIL 2018 at 10.30 am.

and your attendance is requested accordingly.

8.30 am Leave Wagga Office Administration Office (transport to be provided for Wagga Councillors if needed)

9.30 am Presentation on results of Community Survey by consultants

10.15 am Morning Tea

10.30 am Council meeting

Midday (or at conclusion of Council meeting) Workshop on Community Grants Program (paper to be distributed prior)

1 pm Lunch

Yours sincerely

A handwritten signature in black ink, appearing to read "A Crakanthorp", is written over a light blue horizontal line.

Andrew Crakanthorp
GENERAL MANAGER



* AGENDA *

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GENERAL MANAGER'S REPORT TO THE COUNCIL

11th April 2018

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of February and March 2018 be received

In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 28th February and 31st March 2018 as follows:

- **Monthly investment report as at 28th February 2018**
- **Monthly Investment Report as at 31st March 2018**

Monthly Investment Report as at 28/2/18

a) Council's Investments as at 28/2/18

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										
ME Bank	20/12/2017	90	20/03/18	A-2	2.40	BBSW	1.68	4.499%	\$1,000,000.00	\$1,000,000.00
Defence Bank	31/01/2018	90	01/05/18	A-2	2.45	BBSW	1.68	6.749%	\$1,500,000.00	\$1,500,000.00
ME Bank	11/01/2018	90	11/04/18	A-2	2.50	BBSW	1.68	11.248%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	11/01/2018	90	11/04/18	A-1+	2.44	BBSW	1.68	6.749%	\$1,500,000.00	\$1,500,000.00
ME Bank	5/12/2017	91	06/03/18	A-2	2.40	BBSW	1.68	6.749%	\$1,500,000.00	\$1,500,000.00
ME Bank	14/12/2017	90	14/03/18	A-2	2.40	BBSW	1.68	4.499%	\$1,000,000.00	\$1,000,000.00
ME Bank	20/12/2017	90	20/03/18	A-2	2.40	BBSW	1.68	6.749%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	10/01/2018	120	10/05/18	A-1+	2.45	BBSW	1.67	4.499%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	19/12/2017	91	20/03/18	A-1+	2.43	BBSW	1.68	8.998%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	20/12/2017	90	20/03/18	A-1+	2.43	BBSW	1.68	6.749%	\$1,500,000.00	\$1,500,000.00
National Australia Bank	9/01/2018	91	10/04/18	A-1+	2.43	BBSW	1.68	8.998%	\$2,000,000.00	\$2,000,000.00
								76.49%	\$17,000,000.00	\$17,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.17	Cash Rate	1.50	12.43%	\$2,761,970.61	\$2,761,970.61
AMP				A-1	2.05	Cash Rate	1.50	11.087%	\$2,464,319.72	\$2,464,319.72
								23.51%	\$5,226,290.33	\$5,226,290.33
TOTAL INVESTMENTS								100.00%	\$22,226,290.33	\$22,226,290.33
Cash at Bank										\$901,438.45
TOTAL FUNDS										\$23,127,728.78

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,158,264.28
	Asset Replacement	\$2,091,192.96
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$8,249,457.24
Unrestricted Funds		\$14,878,271.54
TOTAL FUNDS		\$23,127,728.78

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

CERTIFICATE

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

M. L. Curran

M Curran

MANAGER CORPORATE SERVICES

Monthly Investment Report as at 31/3/18

a) Council's Investments as at 31/3/18

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										
Bank of Queensland	20/03/2018	92	20/06/18	A-2	2.45	BBSW	1.71	11.323%	\$2,500,000.00	\$2,500,000.00
Defence Bank	31/01/2018	90	01/05/18	A-2	2.45	BBSW	1.71	6.794%	\$1,500,000.00	\$1,500,000.00
ME Bank	11/01/2018	90	11/04/18	A-2	2.50	BBSW	1.71	11.323%	\$2,500,000.00	\$2,500,000.00
National Australia Bank	11/01/2018	90	11/04/18	A-1+	2.44	BBSW	1.71	6.794%	\$1,500,000.00	\$1,500,000.00
Beyond Bank	7/03/2018	98	13/06/18	A-2	2.40	BBSW	1.71	6.794%	\$1,500,000.00	\$1,500,000.00
Bank of Queensland	14/03/2018	92	14/06/18	A-2	2.40	BBSW	1.71	4.529%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	10/01/2018	120	10/05/18	A-1+	2.45	BBSW	1.70	4.529%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	20/03/2018	92	20/06/18	A-1+	2.53	BBSW	1.71	15.852%	\$3,500,000.00	\$3,500,000.00
National Australia Bank	9/01/2018	91	10/04/18	A-1+	2.43	BBSW	1.71	9.058%	\$2,000,000.00	\$2,000,000.00
								77.00%	\$17,000,000.00	\$17,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.05	Cash Rate	1.50	12.52%	\$2,764,967.85	\$2,764,967.85
AMP				A-1	1.80	Cash Rate	1.50	10.482%	\$2,314,319.72	\$2,314,319.72
								23.00%	\$5,079,287.57	\$5,079,287.57
TOTAL INVESTMENTS								100.00%	\$22,079,287.57	\$22,079,287.57
Cash at Bank										\$825,815.13
TOTAL FUNDS										\$22,905,102.70

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		\$0.00
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,158,264.28
	Asset Replacement	\$2,256,535.96
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$8,414,800.24
Unrestricted Funds		\$14,490,302.46
TOTAL FUNDS		\$22,905,102.70

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

CERTIFICATE

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

M. L. Curran

M Curran

MANAGER CORPORATE SERVICES

2. QUARTERLY BUDGET REVIEW – PERIOD ENDED THE 31ST MARCH 2018

RECOMMENDATION that the Quarterly Budget Review for the period ended 31 March 2018 be received and adopted.

The Quarterly Review of Council's Budget for the period ended 31 March 2018 is submitted for examination by the Council.

The anticipated Operating Result for 2017/2018 is a surplus of \$8,089,000. The Operating Result from the December 2017 review was a surplus of \$7,539,000. The Capital Works expenditure budget is in addition to this amount and is covered in the following paragraph. Proposed March quarterly review operational adjustments relate to:

- \$400,000 additional water sales due to unusually hot dry weather
- \$150,000 additional S64 developer contributions due to additional subdivision releases in Wagga Wagga

Also included is a quarterly review of Capital Works Projects. The proposed (revised) Capital Budget totals \$19,479,000. The Capital Budget from the December 2017 review was \$21,039,000. Proposed March quarterly review reductions total \$1,560,000, items of note include:

- \$103,000 additional for levee construction and project management
- \$200,000 additional plant purchases for items requiring tender
- (\$1,500,000) deferral of Water Treatment Plant project
- (\$185,000) deferral of mains system improvements
- \$300,000 additional developer mains works
- (\$230,000) deferral of reticulation main renewals
- (\$238,000) deferral of trunk main renewals

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

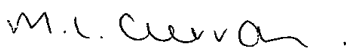
- [Quarterly Budget Review 31st March 2018](#)

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Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 31/03/18 indicates that Council's projected financial position at 30/6/18 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: 10/04/2018

Ms Michele Curran
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2018

											Current Year	Prior Year
(\$000's)	Original Budget 2017/18	Approved Changes Sep QBRS	Dec QBRS	Mar QBRS	Revised Budget 2017/18	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures	Actual YTD figures		
Income												
Rates and Annual Charges	5,016				5,016			5,016	3,947	3,912		
User Charges and Fees	20,901		620		21,521	400	2a	21,921	16,670	15,663		
Interest and Investment Revenues	200	150			350			350	297	277		
Other Revenues	125	30	32		187			187	400	495		
Grants & Contributions - Operating	207				207			207	18	5		
Grants & Contributions - Capital	2,662		1,200		3,862	150	2b	4,012	4,495	2,062		
Total Income from Continuing Operations	29,111	180	1,852	-	31,143	550		31,693	25,827	22,414		
Expenses												
Employee Costs	8,330		(283)		8,047			8,047	5,320	5,368		
Borrowing Costs	745	(43)	(32)		670			670	444	498		
Materials & Contracts	3,489		232		3,721			3,721	2,106	1,979		
Depreciation	7,120	(1,000)			6,120			6,120	4,528	4,297		
Other Expenses	5,015		31		5,046			5,046	2,791	2,266		
Total Expenses from Continuing Operations	24,699	(1,043)	(52)	-	23,604	-		23,604	15,189	14,408		
Net Operating Result from Continuing Operation	4,412	1,223	1,904	-	7,539	550		8,089	10,638	8,006		
Net Operating Result before Capital Items	1,750	1,223	704	-	3,677	400		4,077	6,143	5,944		

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

2a	\$400k additional water sales due to out the ordinary hot, dry weather
----	--

2b	Increase in S64 contributions due to extra subdivision releases not anticipated
----	---

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2018

									Current Year	Prior Year
(\$000's)	Original Budget 2017/18	Approved Changes Carry Forwards	Sep QBRS	Dec QBRS	Revised Budget 2017/18	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures	Actual YTD figures
Capital Expenditure										
Plant & Equipment	759		30	6	795	200	3a	995	548	977
Office Equipment & IT	791	161	(30)	(155)	767			767	195	262
Land & Buildings	1,675	240		(881)	1,034	123	3b	1,157	85	193
Water Infrastructure	20,298	5,649	30	(7,534)	18,443	(1,883)	3c	16,560	6,422	12,232
Other Assets					-			-		
Loan Repayments (Principal)	1,626				1,626			1,626		1,114
Total Capital Expenditure	25,149	6,050	30	(8,564)	22,665	(1,560)		21,105	7,250	14,778
Capital Funding										
Rates & Other Untied Funding	19,149	6,050	4,030	(6,564)	22,665	(1,560)		21,105	7,250	14,778
New Loans	6,000		(4,000)	(2,000)	-			-		-
Total Capital Funding	25,149	6,050	30	(8,564)	22,665	(1,560)		21,105	7,250	14,778
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-		-	-	-

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

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

3a	Additional plant purchases out for tender
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3b	Additional funds for construction and project management work on levee project
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3c	Primarily deferral \$1.5M deferral of treatment plant project, mains renewals
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Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2018

(\$000's)	Original Budget 2017/18	Approved Changes Sep QBRs	Dec QBRs	Revised Budget 2017/18	Variations for this Mar 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	1,181			1,181			1,181	1,158
Asset Replacement	1,941			1,941			1,941	2,257
Sales Fluctuation	3,000		2,000	5,000			5,000	5,000
Total Internally Restricted	6,122	-	2,000	8,122	-		8,122	8,415
(2) Funds that Council has earmarked for a specific purpose								
Unrestricted (ie. available after the above Restrictions)	62	(1,654)	5,601	4,009	2,061	4a	6,070	14,490
Total Cash & Investments	6,184	(1,654)	7,601	12,131	2,061		14,192	22,905

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Due to Cash & Investment balance at the start of the financial year being higher than anticipated after 2016/17 end of year final results, in addition to additional developer income, reduction in CAPEX budgets, anticipated cash on hand is higher than originally budgeted.

Investments

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

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/03/18

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		819
Investments on Hand		22,079
less: Unpresented Cheques	(Timing Difference)	(8)
add: Undeposited Funds	(Timing Difference)	15
Reconciled Cash at Bank & Investments		22,905
Balance as per Review Statement:		22,905
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
4a	Additional cash on hand anticipated due to higher water sales and S64 contributions from new land subdivision releases

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

Budget review for the quarter ended 31 March 2018

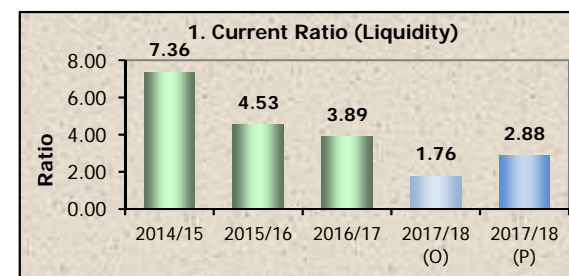
(\$000's)	Current Projection		Original Budget 17/18	Actuals	
	Amounts	Indicator		Prior Periods	
	17/18	17/18		16/17	15/16

The Council monitors the following Key Performance Indicators:

1. Current Ratio (Liquidity)

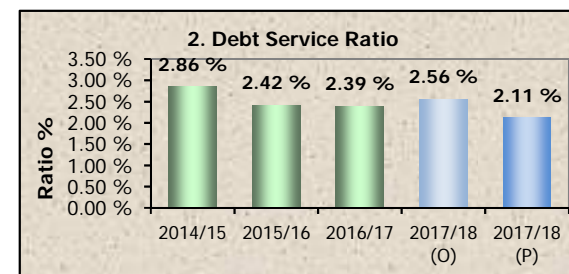
Current Assets	19833	2.88	1.76	3.89	4.53
Current Liabilities	6875				

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


2. Debt Service Ratio

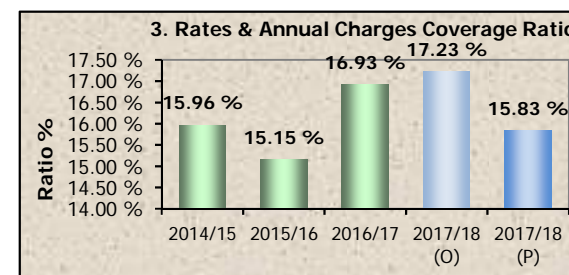
Debt Service Cost	670	2.11 %	2.56 %	2.39 %	2.42 %
Income from Continuing Operations	31693				

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


3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	5016	15.83 %	17.23 %	16.93 %	15.15 %
Income from Continuing Operations	31693				

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



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

Budget review for the quarter ended 31 March 2018

(\$000's)	Current Projection		Original Budget 17/18	Actuals	
	Amounts	Indicator		Prior Periods	
	17/18	17/18		16/17	15/16

The Council monitors the following Key Performance Indicators:

4. Capital Replacement Ratio

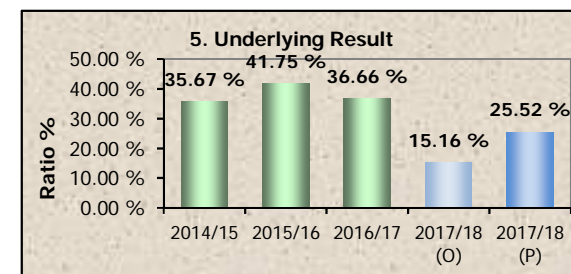
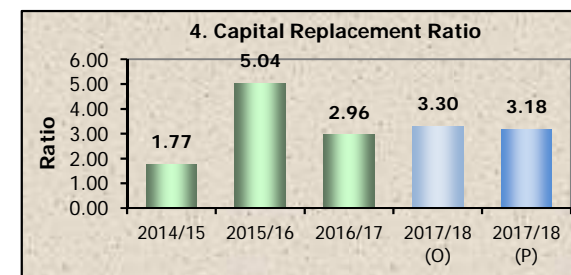
Infrastructure, Property, Plant & Equipment	19479	3.18	3.30	2.96	5.04
Depreciation	6120				

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	8089	25.52 %	15.16 %	36.66 %	41.75 %
Total Revenue	31693				

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



Contracts Budget Review Statement

Budget review for the quarter ended 31 March 2018

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

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
IPLEX Pipelines	Water Supply Pressure Pipes - Milbrulong/The Rock	518,000	9/01/2018	3 weeks	Yes	
Steelpipes	Levee Material Supply	791,750	19/03/2018	16 weeks	Yes	

Notes:

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

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	19,301	Y
Legal Fees	7,180	Y

Definition of a consultant:

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

Comments

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

Details

N/A

Riverina Water County Council

OPERATIONAL PLAN - MARCH 2018 REVIEW

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	2017/18 BUDGET \$'000	31/3/18 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
OPERATING INCOME								
Access Charges								
Urban	3,435	4,053	819	20%	4,053		4,053	
Non-Urban	713	963	250	26%	963		963	
	4,148	5,016	1,069	21%	5,016	0	5,016	
User Charges								
Consumption Charges								
Urban	14,031	16,916	3,792	22%	16,916	400	17,316	Increase water sales due to dry weather
Non-Urban	2,509	3,542	1,041	29%	3,542		3,542	
	16,540	20,458	4,833	24%	20,458	400	20,858	
Extra Charges								
Urban	52	20	-32	-159%	20		20	
Non-Urban	10	20	10	0%	20		20	
	62	40	-22	-56%	40	0	40	
Other Income	1,378	1,170	-208	-18%	1,170	0	1,170	
Interest	333	350	53	15%	350	0	350	
Operating Grants & Contributions	18	207	189	91%	207		207	
Capital Grants & Contributions	4,853	3,862	-634	-16%	3,862	150	4,012	S64 developer contributions
Private Works Income	5	40	35	0%	40		40	
TOTAL OPERATING INCOME	27,508	31,143	5,145	17%	30,972	550	31,693	
OPERATING EXPENSES								
Management	4,990	8,208	3,218	39%	8,208	0	8,208	
Operations & Maintenance								
Buildings & Grounds								
Urban	376	712	336	47%	712	0	712	
Non-Urban	38	49	11	23%	49	0	49	
	414	761	347	46%	761	0	761	

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	2017/18 BUDGET \$'000	31/3/18 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
<i>Management - Operations</i>								
Urban	590	1,000	410	41%	1,000	0	1,000	
Non-Urban	274	350	76	22%	350	0	350	
	865	1,350	485	36%	1,350	0	1,350	
<i>Sources</i>								
Urban	665	1,366	701	51%	1,366	0	1,366	
Non-Urban	217	307	91	30%	307	0	307	
	881	1,673	792	47%	1,673	0	1,673	
<i>Pumping Stations</i>								
Urban	277	474	197	42%	474	0	474	
Non-Urban	140	386	246	64%	386	0	386	
	417	860	443	51%	860	0	860	
<i>Reservoirs</i>								
Urban	183	191	8	4%	191	0	191	
Non-Urban	108	125	17	14%	125	0	125	
	291	316	25	8%	316	0	316	
<i>Treatment Plant</i>								
Urban	1,371	2,118	747	35%	2,118	0	2,118	
Non-Urban	349	719	370	51%	719	0	719	
	1,720	2,837	1,117	39%	2,837	0	2,837	
<i>Mains & Services</i>								
Supervision	127	319	192	60%	319	0	319	
Urban	810	1,015	205	20%	1,015	0	1,015	
Non-Urban	455	551	96	17%	551	0	551	
	1,392	1,885	493	26%	1,885	0	1,885	
<i>Other Operations</i>	-309	-406	-96	24%	-406		-406	
Depreciation	4,528	6,120	1,592	26%	6,120	0	6,120	
TOTAL OPERATING EXPENSES	15,189	23,604	8,415	36%	23,604	0	23,604	
OPERATING RESULT	12,319	7,539			7,368	550	8,089	

Riverina Water County Council

BALANCE SHEET

Projected
2017/18
\$'000

ASSETS

Current Assets

Cash & Cash Equivalents	14,192
Receivables	3,314
Inventories	2,327
Total Current Assets	19,833

Non-Current Assets

Infrastructure, Property, Plant & Equipment	349,061
Intangible Assets	3,575
Total Non-Current Assets	352,636
TOTAL ASSETS	372,469

LIABILITIES

Current Liabilities

Payables	847
Borrowings	1,668
Provisions	4,359
Total Current Liabilities	6,875

Non-Current Liabilities

Borrowings	9,012
Total Non-Current Liabilities	9,012
TOTAL LIABILITIES	15,887
Net Assets	356,583

EQUITY

Retained Earnings	118,288
Revaluation Reserves	238,295
Total Equity	356,583

31 MARCH 2018 CAPEX QUARTERLY REVIEW

Description	Current Budget 2017/18	YTD Actual 2017/18	Budget Remaining	31/3/18 QBR	Revised Budget 2017/18	Comment
	\$	\$	\$	\$	\$	
MANAGEMENT						
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS						
Administration Office	17,600	3,370	14,230	10,000	27,600	
Depot Buildings	15,252	15,252	0	10,000	25,252	Additional funds for CO2 monitoring before airconditioner upgrade
Workshops	5,000	0	5,000	0	5,000	
Access, Parking and Landscaping	996,658	67,418	929,240	103,000	1,099,658	Construction & project management costs for levee project
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	1,034,510	86,039	948,471	123,000	1,157,510	
PLANT & EQUIPMENT						
IT Equipment	182,500	100,968	81,532	0	182,500	
Office Furniture & Equipment	8,000	10,681	-2,681	0	8,000	
Working Plant & Vehicle Purchases	775,000	539,639	235,361	200,000	975,000	Additional plant purchases required
Fixed Plant Tools & Equipment	20,000	8,196	11,804	0	20,000	
Telemetry & Control Systems Upgrade	150,613	46,334	104,279	0	150,613	
Radio Communications Upgrade/Replacements/Improvements	388,225	22,873	365,352	0	388,225	
RTUs - New/Additional	15,000	3,089	11,911	0	15,000	
Energy Efficiency & Cost Minimisation	20,000	8,293	11,707	0	20,000	
CAD/GIS/Asset Management System	0	2,161	-2,161	0	0	
Communication Equipment	2,000	0	2,000	0	2,000	
SUB-TOTAL PLANT & EQUIPMENT	1,561,338	742,233	819,105	200,000	1,761,338	
TOTAL MANAGEMENT	2,595,848	828,273	1,767,575	323,000	2,918,848	
SOURCES						
Bores-renew/refurbish/decommission	264,504	83,884	180,620	0	264,504	
Source Works General Improvements	53,183	40,382	12,801	0	53,183	
Switchboards Improvements/Replacements	13,000	9,374	3,626	0	13,000	
TOTAL SOURCES	330,687	133,640	197,047	0	330,687	
TREATMENT PLANTS						
General Improvements	5,000	158	4,843	0	5,000	

Description	Current Budget 2017/18	YTD Actual 2017/18	Budget Remaining	31/3/18 QBR	Revised Budget 2017/18	Comment
	\$	\$	\$	\$	\$	
Aeration Tower Replacements	15,000	234	14,766	10,000	25,000	Gardners Crossing Aeration Tower
Aeration Tower Covers	147,082	18,333	128,749	-40,000	107,082	Ralvona Aeration Tower carryover to 2018/19
Specific Treatment Plant improvements	85,000	37,587	47,413	0	85,000	
Treatment Plant refurbishments	8,629,062	2,142,030	6,487,032	-1,500,000	7,129,062	Water treatment plant carryover to 2018/19
Laboratory Facilities Upgrade	30,000	2,060	27,940	15,000	45,000	Tarcutta Laboratory Facility
Treatment Plant Switchboards/Control Systems Replacement/Upgrade	5,000	274	4,726	0	5,000	
TOTAL TREATMENT PLANTS	8,916,144	2,200,675	6,715,469	-1,515,000	7,401,144	
PUMPING STATIONS						
General Improvements	24,070	4,070	20,000	0	24,070	
Magflow Replacements	10,000	11,297	-1,297	0	10,000	
Pump Stations Renewal/Refurbish/Upgrade	216,731	163,392	53,339	-15,000	201,731	Transfer to Tarcutta Laboratory Facility
Pump & Motor Maintenance / Replacements	25,000	-5	25,005	0	25,000	
Pump Station Switchboards/Control Systems Replacement/Upgrade	75,000	43,885	31,115	0	75,000	
TOTAL PUMPING STATIONS	350,801	222,639	128,162	-15,000	335,801	
RESERVOIRS						
General Improvements	19,247	7,957	11,290	0	19,247	
New/Replacement Reservoirs	3,167,959	491,690	2,676,269	0	3,167,959	
Reservoirs - Upgrade Ladders and Access	28,610	3,693	24,917	0	28,610	
Reservoir Hatches Magflows	42,000	50,412	-8,412	0	42,000	
Reservoirs - Control Valves & Systems	0	0	0	0	0	
TOTAL RESERVOIRS	3,257,816	553,752	2,704,064	0	3,257,816	
MAINS, SERVICES & METERS						
MAINS						
System Improvements	530,000	178,612	351,388	-185,000	345,000	Defer to 2018/19 System Improvements, Simmons St
Reticulation for Developers (including other extensions)	860,000	1,041,280	-181,280	300,000	1,160,000	Additional developer works
Renew Reticulation Mains	830,000	478,242	351,758	-230,000	600,000	Defer works to 2018/19
Renew Trunk Mains	2,457,911	1,015,769	1,442,142	-238,000	2,219,911	Defer works to 2018/19
SUB-TOTAL MAINS	4,677,911	2,713,902	1,964,009	-353,000	4,324,911	

Description	Current Budget 2017/18	YTD Actual 2017/18	Budget Remaining	31/3/18 QBR	Revised Budget 2017/18	Comment
	\$	\$	\$	\$	\$	
SERVICES						
Service Connections, new including Meters	550,000	389,643	160,357	0	550,000	
Renew Services	130,000	50,993	79,007	0	130,000	
SUB-TOTAL SERVICES	680,000	440,637	239,363	0	680,000	
METERS						
Water meters replacement	180,000	139,666	40,334	0	180,000	
Remote metering	25,000	15,459	9,541	0	25,000	
Water Filling Stations Upgrade	25,000	1,391	23,609	0	25,000	
SUB-TOTAL METERS	230,000	156,515	73,485	0	230,000	
TOTAL MAINS, SERVICES & METERS	5,587,911	3,311,054	2,276,857	-353,000	5,234,911	
TOTALS	21,039,207	7,250,033	13,789,174	-1,560,000	19,479,207	

3. OPERATIONAL PLAN – PERFORMANCE TARGETS

RECOMMENDATION: That the report detailing progress as at 31 March 2018, achieved towards the various objectives set out in the 2017/2018 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 2017/2018 Operational Plan.

Services

Measure	Key Performance Indicator	Progress to 31 March 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 31 March 2018
Projects completed from Capital Works Program	>85%	N/A – Annual Measure (Refer DoE Report for Progress)

Demand Management

Measure	Key Performance Indicator	Progress to 31 March 2018
Peak Day Demand (weekly average)	<65 ML	59.67 ML

WHS

Objectives	Key Performance Indicator	Progress to 31 March 2018	
Number of days lost through injury	< previous period	Dec Qtr 140	March Qtr. 7
Percentage of sick leave hours to ordinary hours worked	<3.5%	3.69%	2.8%
Total hours worked compared to time lost through injury & illness	< previous period	.085%	.198%

Environmental Protection

Key Performance Indicator	Key Performance Indicator	Progress to 31 March 2018
Power used per ML of water billed KWh	< same period last year	To be tabled at Council Meeting on 18 th April 2018
Power costs per ML of water billed \$	< same period last year	

Equal Employment Opportunity

Key Performance Indicator	Key Performance Indicator	Progress to 31 March 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 31 March 2018
Level of Water Charges overdue compared to water sales for previous 12 months	<5%	2.12%
Level of Sundry Debtor Accounts overdue compared to debtors raised for previous 12 months	<5%	0.27%

4. DRAFT DELIVERY PROGRAM 2018/19–2021/22 AND DRAFT OPERATIONAL PLAN 2018/19

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

The Draft Revised Delivery Program 2018/19 to 2021/22 and Draft Operational Plan that follow in this Report for the period 1st July 2018 to 30th June 2019 is submitted for Council's consideration.

A workshop to assist in the development of the budget was held on 28th February 2018. At this workshop Council looked at a number of options regarding pricing for 2018/19 and future years.

The consensus at the workshops was to increase the consumption charge by 1.8% for 2018/19.

The consensus was also to maintain the access charge at the same level as that in 2017/18, that is, \$160.00 per annum for residential land.

The following operational plan and future projections have been drawn up on the basis of increasing tariffs and other fees and charges by 1.8% annum for 2018/2019.

- **Draft Delivery Program 2018/19 – 2021/22 and Draft Operational Plan 2018/19 – See separate document**

5. MINUTES AUDIT & RISK COMMITTEE MEETING 7 MARCH 2018

RECOMMENDATION: That Council receive and note the Minutes of the Audit and Risk Committee Meeting held on 7 March 2018 and endorse the recommendations contained therein.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on WEDNESDAY, 7TH MARCH 2018 at 9.32 am

PRESENT:

Mr. David Maxwell (Chairperson)
Clr. Yvonne Braid OAM
Mr. Bryce McNair
Mr. Phillip Swaffield (CountPlus)
Mr. Steve Prowse (CountPlus)

IN ATTENDANCE:

General Manager	Mr. Andrew Crakanthorp
Chairperson	Clr. Greg Verdon
Manager Corporate Services	Ms. Michele Curran

The meeting of the Audit and Risk Committee commenced at 9.32 am.

1. APOLOGIES:

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

2. DECLARATIONS OF PECUNIARY INTEREST

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

3. CONFIRMATION OF MINUTES – 20TH NOVEMBER 2017

Recommendation:

On the motion of Mr. McNair and Clr. Braid OAM that the minutes of the proceedings of the Audit and Risk Committee meeting held 20th November 2017 be confirmed as true and accurate records.

CARRIED

4. COMPLYING WATER ACCOUNTS

Recommendation:

On the motion of Clr. Braid OAM and Mr. McNair that the Committee receive and note the report on the Riverina Water County Council's water account compliance.

CARRIED

5. AUDIT & RISK COMMITTEE ACTIONS REGISTER

Recommendation:

On the motion of Mr. McNair and Clr. Braid OAM that the Audit & Risk Committee receive and note the report.

CARRIED

6. INTERNAL AUDIT PROGRESS REPORT

Recommendation:

On the motion of Mr. McNair and Clr. Braid OAM that the Audit & Risk Committee receive and note the report.

CARRIED

The Chair advised the meeting that it was not his intention to have a planning session in April 2018 (as referenced in the Audit and Risk Committee Charter and as referenced in the report)

The Chair also noted that the Council's Risk Management Policy was overdue for review. The General Manager agreed with that observation and advised that the Policy would be reviewed by management and presented to the May meeting of the Committee for review prior to being presented to the June meeting of Council.

7. FOLLOW UP PREVIOUS AUDITS

Recommendation:

On the motion of Clr. Braid OAM and Mr. McNair that the Audit & Risk Committee receive and note the report.

CARRIED

8. AUDIT & RISK COMMITTEE MEETING SCHEDULE

This matter was considered by the Committee later in the meeting as part of agenda Item 12.

9. EXTERNAL AUDIT – CLIENT SERVICE PLAN 2018

Recommendation:

On the motion of Mr. Maxwell and Mr. McNair that the Audit & Risk Committee receive and note the Audit Office of NSW Client Service Plan for Council's 2017/18 external audit and express reservations about first two of the Key Issues – “assessing the fair value of Council's infrastructure, property, plant and equipment” and “early close reporting”

CARRIED

10. GENERAL MANAGER'S UPDATE ON CURRENT LITIGATION MATTERS (VERBAL REPORT ONLY)

Recommendation:

On the motion of Mr. McNair and Clr. Braid OAM that the General Manager's update on current litigation matters be noted.

CARRIED

On the motion of Mr. Maxwell and McNair that a summary report on entire Water Treatment Plant project be submitted.

CARRIED

11. LEAD ORGANISATIONAL CRITICAL ISSUES

Recommendation:

On the motion of Mr. McNair and Clr. Braid OAM that the Audit & Risk Committee receive and note the report.

CARRIED

12. AUDIT & RISK COMMITTEE FORWARD MEETING PLAN

Recommendation:

On the motion of Clr Braid OAM and Mr. McNair that the Audit & Risk Committee endorse the 2018 Forward Meeting Plan and set Meeting Dates for 2018 as follows:

Wednesday 7 March 2018

Wednesday 23 May 2018

Wednesday 25 July 2018

Wednesday 19 September 2018

Wednesday 14 November 2018

CARRIED

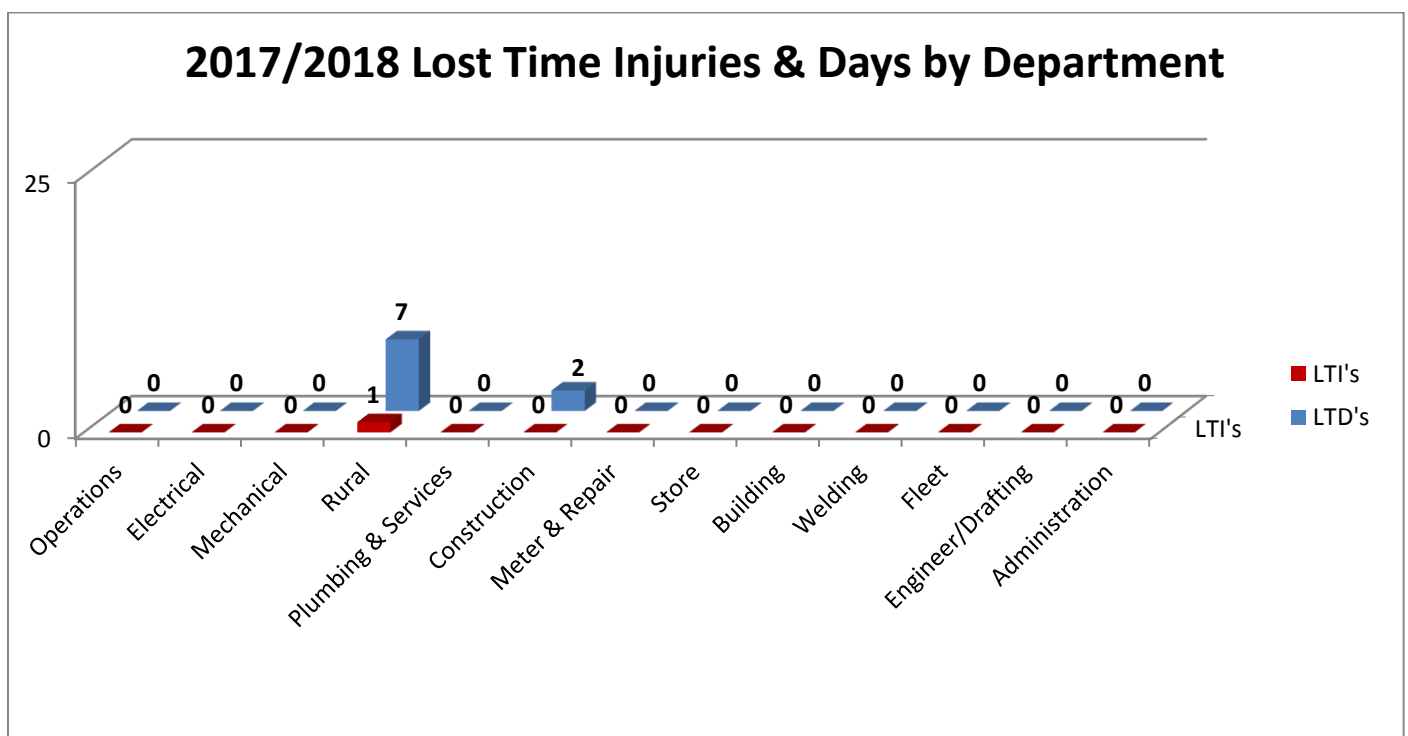
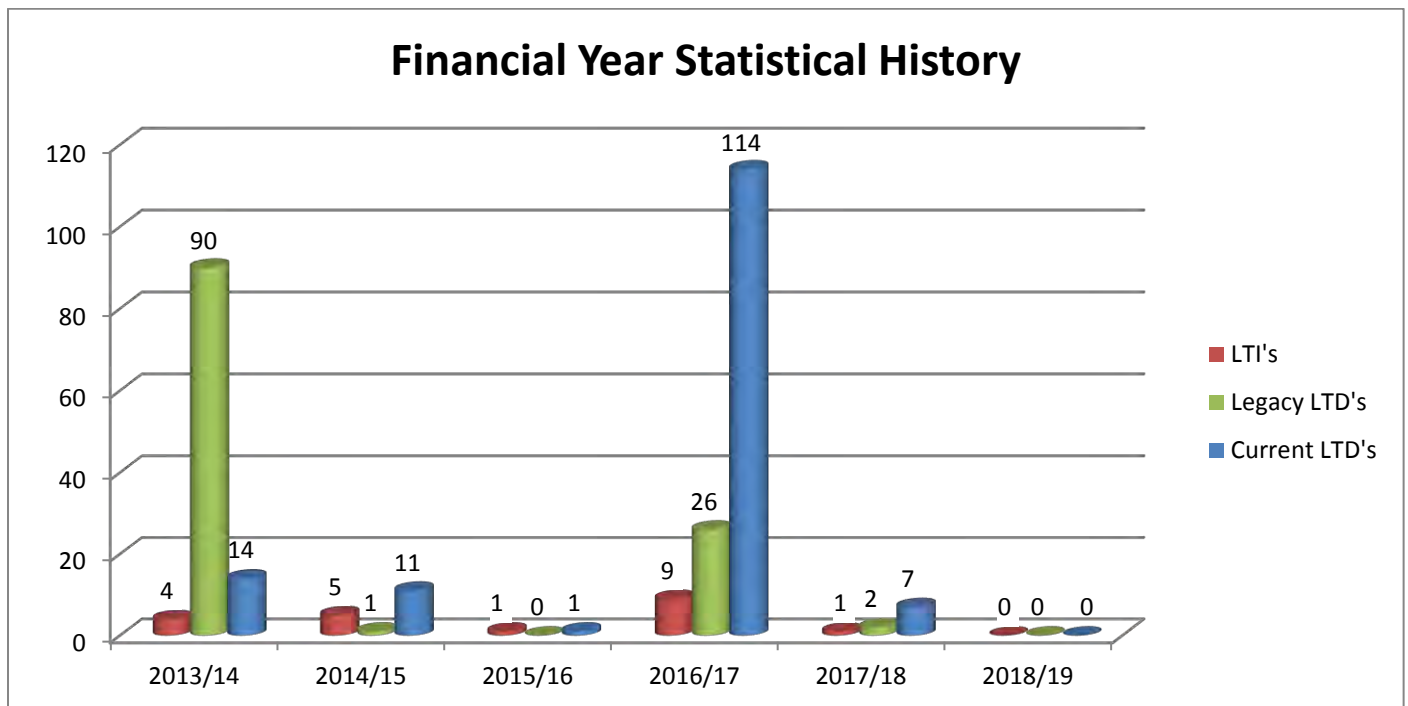
Next Meeting: Wednesday 23rd May 2018 at 9.30 am

Meeting Closed 10.44 am

6. LOST TIME INJURY STATISTICS

RECOMMENDATION that the quarterly statistics report on Lost Time Injuries for the 2017 / 2018 financial year to date be received and noted.

QUARTER	LOST TIME INJURIES	LOST TIME DAYS CURRENT INCIDENTS	LOST TIME DAYS LEGACY INCIDENTS	TOTAL LTD's
September 2017	0	0	3/2/17 complex hand injury	2
December 2017	1	22/11/17 back strain	7	0
March 2018	0	0	0	0
Year to date running tally	1	7	2	9



7. 2018 TAFE NSW RIVERINA EXCELLENCE AWARD – EMPLOYER OF THE YEAR

RECOMMENDATION:

- (a) that Council acknowledge the collective efforts of all staff in being awarded the TAFE NSW Riverina title of 2018 Employer of the Year.
 - (b) that Council delegate authority to the general manager to coordinate a staff function to acknowledge the achievement within existing budgets
-

On the 6 April 2018 Council representatives attended the TAFE NSW Riverina Regional Excellence Awards to receive the “2018 Employer of the Year Award.

The Award is presented “to an organisation that demonstrates commitment and equity to supporting employees undertake training and in their pursuit of excellence”

Chairman Verdon accepted the Award on behalf of Council and was joined at the function by Council’s Human Resources Coordinate and the General Manager.

The Award reflects very well on Riverina Water County Council as a whole. The previous general manager and current Executive Team can be rightly proud of their involvement in training programs over the years which led to the presentation of the Award.

The efforts of Council’s Human Resources Coordinator, Simon Thomson, in particular, deserve special mention. The decision by Council in 2014 to create the new role and the subsequent recruitment of Mr Thomson was an important decision by Council which, in part has contributed to the Award.

In saying that however, this report also acknowledges the many hours of study and effort invested by staff who have undertaken various Certificate Level courses and Diploma Level courses in recent years.

Below is an extract from the nomination form completed by staff at TAFE:

Riverina Water have shown foresight and innovation to work with the RTO to develop, collaborate and deliver a number of unique programs designed to achieve positive employment outcomes for their staff and contribute to a whole of workforce development plan.

These programs in include:

- Cert III Water Operations, trainees and existing workers
- Cert III Civil Construction Plant operations across 35 staff, some of these were qualified trade professionals that required civil skills and knowledge and other were long term staff with no formal qualifications.
- Leading Hand Skill set for 17 staff in team leader positions
- Fee for service skillsets to more than 35 water operators in digital literacy enabling staff to read water metres via tablet applications with actual software uploaded to tablets and training based on software designed for RWCC
- Cert IV Civil Supervision
- Skillsets in coaching and mentoring and sustainability
- Blended class of Certificate IV and Diploma of Project Management for 20 staff in various

roles where a whole methodology of project management was designed as the major project, this was presented to RWCC leadership and subsequently endorsed by RWCC.

- Current Certificate IV in leadership and management for 15 staff aligned to the capability framework of RWCC and focusing on managing staff performance.

Under HR Manager Simon Thomson's supervision and guidance, the relationship between our organisations has developed and now provides a significant contribution to effecting organisational change for RWCC as well as demonstrating an ongoing commitment to Riverina RTO and the Riverina Communities.

8. PROPOSED SPONSORSHIP OF WAGGA WAGGA FUSION MULTICULTURAL FESTIVAL

RECOMMENDED that:

- (a) Council sponsor the Fusion Multicultural Festival over a three-year period being 2018 to 2020 in the total amount of \$75,000 at \$25,000 each financial year.
- (b) Council continue discussions with Federation Council, Greater Hume Shire Council and Lockhart Shire Council with the intent of providing financial support to a major event in their respective local government areas
- (c) Make provision in future Delivery Plans and budget for an amount of up to \$75,000 per annum to support significant community events
- (d) Review Policy 1.25 – Sponsorship Policy and amend to reflect the matters raised in the report and included in the recommendations

Council has been approached to consider becoming the major sponsor of the Fusion Multicultural Festival which has been held in Wagga Wagga since 2012 and is coordinated by Wagga Wagga City Council (WWCC) in conjunction with the Multicultural Council of Wagga Wagga.

Held in October each year, the event has grown and developed into a showcase for the city and the region. In 2017 an estimated 12,000 people attended to participate in events and activities. The Festival has been conducted as a free public event in the Victory Memorial Gardens and Baylis St precinct, chosen for its location as the heart of the Wagga Wagga central business district.

A copy of the sponsorship proposal is attached (Attachment A) which provides considerable detail on the event including the benefits, recent and projected budgets, acknowledgement and publicity; and capacity, viability and partnerships.

A copy of Riverina Water County Council's Policy on sponsorship was provided to staff at WWCC to assist in the preparation of the sponsorship proposal.

The proposal addresses the requirements of the Policy and in particular the following matters:

- A statement of the objectives and detail of the sponsorship activity
- Capacity to deliver long term benefits to the Riverina Water County Council
- Demonstrated ability to achieve timeframes and budgets outlined in the proposal
- The organisation's capacity for administering the project
- The activity's viability in terms of support from any other relevant organisations

- Support of the activity by appropriate marketing and communications which will ensure Council's support is appropriately acknowledged and publicised
- Any proposal must include the names of other sponsors, proposed or confirmed, involved with the event or activity

This report has been prepared for Councils consideration due to the amount of sponsorship requested and also as the request extends across three financial years. WWCC advise that a three-year commitment by Riverina Water will allow them to leverage further grants from the NSW Government and ensure the continued growth and success of the Festival.

The proposal addresses the key criteria for sponsorship as required by Council's policy as follows:

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

Council's General Manager and Chair have recently held meetings with the General Manager and Mayors of Greater Hume Shire Council, Lockhart Shire Council and Wagga Wagga City Council and made reference to the request by WWCC. Discussions have commenced with those Councils regarding the potential for Council to sponsor major events staged or supported by any of those three constituent Councils. A meeting is yet to be held with Federation Council and will occur following the recruitment of a new general manager. All Councils are supportive of the proposal although they have indicated that identifying events that could be considered will be a challenge.

It is intended that an additional amount of \$100,000 be put in the Delivery Plan and Operational Plan for the next three years which complements the \$40,000 that has been included in previous Delivery Plans in recent years. The \$40,000 continues to support up to a further 30 minor sponsorships across the council area and this will be the subject of a separate report to Council to a future meeting.

The matters discussed in this report are also relevant to the discussion paper previously forwarded to Councillors and which are to be discussed at a workshop following the Council meeting on the 18th April 2018.

The report recommends Council support for the sponsorship. Council's involvement will contribute significantly to the long term sustainability of the Festival and assist the regional economy in many ways including accommodation, catering and improving the social cohesion in the community. The Festival seems likely to go from strength to strength and the purpose of the Festival aligns with the intent of Council's sponsorship policy.

Council also has the opportunity via its sponsorship, to have a presence at the Festival. The results of the Community Survey indicated that Council does have an opportunity to improve its engagement with the community. When answering the question 'Riverina Water engages the community in consultation' the level of agreement dropped from 3.13 in 2017 to 2.83 in 2018. In effect more people disagreed than agreed that Council effectively engages in consultation with the community.

A presence at the Festival would assist in addressing this matter and provide information regarding the high quality of our water and other information regarding water restrictions and the like. Further to this, Council management are currently exploring opportunities to make available water refill stations at community events (refer Attachment B), which would provide a free service and improve our profile in the community.

- **Sponsorship Proposal (Attachment A)**
- **Refill Stations at Community Events (Attachment B)**

Wagga Wagga City Council Sponsorship Proposal

Fusion Multicultural Festival



Dear Andrew

I am very happy to present to you this proposal for sponsorship from the Riverina Water County Council, to support Wagga Wagga City Council's flagship community event, the Fusion Multicultural Festival.

SUMMARY

Wagga Wagga City Council (WWCC) in partnership with the Multicultural Council of Wagga Wagga has delivered the Fusion Festival in October each year, since 2012. Over that time Fusion has seen varying levels of support from other community, commercial and government partners, in order to cover the costs and stage the Festival as a free public event in the Victory Memorial Gardens and Baylis Street precinct, chosen for its location as the heart of the Wagga Wagga central business district.

Over the six years since it was established, the Festival has grown and developed into a showcase for the city and the region. Most recently in 2017 an estimated 12,000 people attended to participate in Festival events and activities.

The Fusion Festival is founded on a simple and successful philosophy; that food, the creative and performing arts are a powerful means of engaging and uniting the whole community. It is about celebrating the mix of music, dance, food, culture and the creative arts to make our community unique and liveable.

The Festival is an entry point cultural experience for individuals, families and groups who want to experience cultural and religious diversity but have not had the opportunity to do so previously. It engages and connects with local and regional residents of all ages and walks of life; and it increases community connectedness and social cohesion.

The growth of the Festival has surpassed Council's contribution, which has meant that external sponsorship is essential to sustain community expectations and rising costs for convening this level of Festival for our City. It is with this in mind that we seek like-minded organisations keen to advance the liveability of our City, to join Council in a sponsorship arrangement. In return, a sponsorship arrangement will be recognised and acknowledged through all media, promotions and marketing of the Fusion Festival.



OUR PROPOSAL

This proposal is for Riverina Water County Council (RWCC) to sponsor the Fusion Festival over a three-year period 2018-2020 of \$75,000.00, at \$25,000.00 each year.

This sponsorship will specifically support the commissioning of activities and performances associated with the Fusion Festival. Acknowledgement of RWCC's sponsorship will be across all promotional and marketing activities, for local, regional and national levels of the Festival. There will also be additional opportunities provided for RWCC to participate in the Festival itself, and to engage with visitors and audiences.

BENEFITS

As a sponsor of the Fusion Multicultural Festival, RWCC will receive acknowledgement at local, regional and national levels for its commitment and dedication to the values upon which the Festival is founded: a strong and cohesive community, a vibrant and liveable region, and opportunities for cultural expression and economic entrepreneurship for all.

The Wagga Wagga Local Government Area (LGA) is home to community members drawn from 112 countries of origin, who speak 107 languages and practice 62 faiths. Our City was declared an official Refugee Welcome Zone in 2012, by the Refugee Council of Australia, cementing and enhancing our commitment to cultural and religious diversity. According to data gleaned from Profile ID, in 2016, 6% of people in the Wagga Wagga LGA came from countries where English was not their first language.

Responding to this diverse environment, the City of Wagga Wagga's *Wagga View: Our Future in Focus – Community Strategic Plan 2040* has identified several key outcomes on which the rationale for planning and delivering the Fusion Festival is based:

- *We are a multicultural community*
- *We have opportunities to connect with others*
- *We have a variety of events, festivals and activities*
- *We attract and support local businesses and industry*
- *We foster entrepreneurs and start-ups*

The results of the audience feedback survey from the 2017 Fusion Festival provides evidence that the event is assisting to achieve these outcomes. Results showed 33% of respondents identified as coming from a culturally and linguistically diverse (CaLD) background. The age mix of respondents was uniquely balanced at 16%-17% in all age groups, and 45% of respondents strongly agreed that attending the 2017 Festival had increased their knowledge of people whose backgrounds are different to their own, along with 35% also agreeing with this statement.

Importantly an on-going economic outcome has seen 96 members of our local CaLD communities participating as stallholders and receiving a *Statement of Attainment in Use Hygienic Practices for Food Safety* from the Riverina Community College. Many

of these participants have now set up small businesses and/or catering operations and are working at other festivals on the Wagga Wagga and regional circuit.

The Fusion Festival demonstrably contributed to the economic prosperity of our region, through overnight visitation and spend. Results indicated that 28% of respondents to the 2017 audience feedback survey were from outside the Riverina, including visitors from Victoria and Queensland as well as metropolitan and regional New South Wales. Also 42% of out-of-town respondents surveyed stayed one-night in the area while 42% of out-of-town respondents stayed two to three nights; 70% of respondents stayed at the home with a friend or relative (VFR), 11% in a hotel, while 8% stayed in a motel.

In contributing to the long-term sustainability of the Fusion Festival through this sponsorship, RWCC will thus be actively supporting our region's economic strength and community diversity goals for which the Festival has become not only a flagship for WWCC, but also an annual highlight for our residents and for participants across the Riverina.

BUDGET

October 2017:

The total financial cost of the 2017 Fusion Festival was **\$79,049.75** (excluding GST). This including the following items broken down as:

- Performance fees: \$30,684.44
- Performance production costs: \$7,289.77
- Promotion and collateral: \$18,538.13
- Equipment and logistics: \$14,823.58
- Sundry services and materials: \$7,959.06

Council's direct financial support for the 2017 Fusion Festival was **\$24,605.00**; with the remaining \$54,444.75 being contributed through stall hires, other fees and charges, and external grants, sponsorships and partnerships.

Total external in-kind support for the 2017 Fusion Festival was **\$27,785.96**, including support from 2AAA FM, Southern Cross Austereo, Littlewood Sign Solutions, The Daily Advertiser, Wollundry Rotary Club, JRC Electrics and Transport for NSW. (Please note that this figure does not include internal in-kind support, i.e. assistance within Council.)

October 2018 Proposal:

The proposed budget for the 2018 Fusion Festival, including proposed sponsorship at \$25,000.00 from Riverina Water County Council is as follows. This budget will address the growth in the Festival.

October 2018 Proposal:

Income (financial)	
Wagga Wagga City Council	\$50,000
<i>Riverina Water County Council</i>	\$25,000
Festival fees and charges	\$6,000
Other grants and sponsorships	\$20,000
Subtotal (financial)	\$81,000
Income (in-kind)	\$28,500
Total (financial and in-kind)	\$129,500

Expenditure (financial)	
Performance fees	\$43,000
Performance production costs	\$12,000
Promotion and marketing collateral	\$18,000
Equipment and logistics	\$20,000
Sundry services and materials	\$8,000
Subtotal (financial)	\$81,000
Expenditure (in-kind)	\$28,500
Total (financial and in-kind)	\$129,500



ACKNOWLEDGEMENT AND PUBLICITY

In recognition of RWCC's sponsorship of the Fusion Festival, extensive acknowledgement of RWCC as a major partner will be embedded throughout all marketing and communication activities promoting the Festival, and within the event itself.

The RWCC logo will be included prominently on the Festival marketing collateral, including:

- ✚ 3000 x A6 double sided full-colour postcards, distributed across Wagga Wagga and the Riverina
- ✚ 250 x A3 full-colour posters, distributed across Wagga Wagga
- ✚ 14 x panels (1800mm x 1200mm) displayed on nine (9) Axiom bus stop shelters across the city and suburbs of Wagga Wagga
- ✚ all high level and generic festival print ads published in Fairfax Regional Media owned newspapers
- ✚ all media releases distributed for the Festival; and
- ✚ Fusion Festival official program and 4 x large-scale onsite way finder panels.

Full acknowledgement of RWCC status as major sponsor will also be included in the significant campaign of radio advertising undertaken to promote the event on Riverina commercial and community stations across Wagga Wagga, Albury and Griffith.

Within the Festival event itself, RWCC will be provided with the opportunity to locate two branded marquees (to be supplied by RWCC) or stalls at highly visible and heavy traffic locations. Opportunities will also be provided for RWCC representatives to speak at the Victory Memorial Gardens stage during the event; and at the 2AAA Wagga Wagga FM107.1 community radio station outdoor broadcast scheduled for the Festival.

In addition, the Festival marketing and promotion team will work with RWCC to design and implement targeted social media posts across multiple platforms, to reach the many diverse audiences attracted by this event and highlighting RWCC's support as a major sponsor.





CAPACITY, VIABILITY & PARTNERSHIPS

The Fusion Festival is a significant initiative of WWCC, presented annually since 2012 in partnership with the Multicultural Council of Wagga Wagga. Council's staff have primary responsibility for the delivery of the Festival since its establishment, and this team retains expertise and corporate knowledge on the event ensuring consistency of planning, budgeting and marketing.

Initial funding for the first three years (2012-2014) of the Fusion Festival was provided by the state Community Relations Commission for a Multicultural NSW. Additional partners and sponsors of the Festival have included the Australia Council for the Arts, Multicultural NSW, Centacare South West NSW, Riverina Community College and St Vincent de Paul Society NSW, and the Daily Advertiser.

For the 2018 Fusion Festival, in addition to the ongoing relationship with the Multicultural Council of Wagga Wagga as the key community partner, partnerships are expected to continue with Centacare South West NSW, Riverina Community College and St Vincent de Paul Society NSW. Additional funding is being sought from Multicultural NSW for the 2018 event, and sponsorship proposals are now being initiated to the Daily Advertiser, Origin Energy, and the Commonwealth Bank of Australia. RWCC's status and acknowledgement as major sponsor will not be affected by any of these confirmed or proposed partnership arrangements.

Thank you for considering this proposal, and if you require any further information, I will be happy to accommodate that request.

Regards,

Janice Summerhayes
Director Community, Wagga Wagga City Council

ATTACHMENT B



9. REVIEW OF WORKFORCE PLAN AND LGEA REPRESENTATIONS TO NSW GOVERNMENT

RECOMMENDED that the report be noted.

As Council is aware, a review of the majority of Council strategic planning documents is about to commence and will extend over a three-year period. The first document to be reviewed is Council's Integrated Water Cycle Management Strategy 2011 which will then inform a review of the Council's Strategic Business Plan and Resourcing Strategy for Water Supply dated 2012.

The review of Council's Workforce Plan will also commence in 2018/19 and be driven internally and with the assistance of the NSW Office of Local Government. There are many challenges confronting Council as it commences the review of the Workforce Plan.

As Councillors are aware, Council's Director of Engineering is the President of the Local Government Engineers Association (LGEA), a position he has held for six years.

The LGEA have been lobbying the NSW government for some time in relation to the lack of qualified civil engineers within the local government sector. Recently Council's Director of Engineering (in his capacity as President of LGEA) met with the Shadow Minister for Local Government, Peter Primrose to discuss this very issue.

It was therefore pleasing to see the Shadow Minister address the NSW Parliament on this matter and a copy of the Hansard is reproduced below.

In October last year the Local Government Engineers Association and the NSW Division of the Institute of Public Works Engineering Australasia published a detailed report entitled "Building NSW Together: Improving the Infrastructure Delivery and Engineering Capacity of Local Government". The report argues that while local government in New South Wales has a long and valued history in the delivery and maintenance of community assets and services, it is now increasingly struggling to do so as a consequence of funding limitations and engineering de-skilling. I quote from the report:

"...One of the largest single issues preventing effective infrastructure investment across Australia is the lack of adequate engineering capacity within Local Government.

Infrastructure projects and their subsequent management are complex, and require engineering expertise. Recently, the trend has been to hire external consultants—not uncommonly from an overseas-based office—to design and construct significant infrastructure projects. But while consultants often have a high level of theoretical knowledge, they often lack the experience and expertise of in-house engineers. Council engineers need to have the practical, hands-on knowledge and broad skillsets to make things work, and routinely manage tight budgets, minimal resources and strict deadlines".

To address some of these issues, the report makes a number of recommendations that I hope the Government speedily responds to. These include the establishment of a local government infrastructure unit within the Office of Local Government to foster best practice procurement by councils, and headed by a qualified chief engineer. The unit would be charged with engaging "wise heads" from local government to improve consultation between State and Local government, learn from the past and develop tools, such as an infrastructure development manual, a general contract form, and a best practice procurement guide. It should be advised by a local government

engineering advisory council, comprised of representatives from local government, the engineering profession, and industry.

The report points out that limited engineering capacity and/or capability affects all areas of infrastructure investment, including scoping, supervision, prioritisation and maintenance. Engineering skills within local government can also be critical in informing the elected council, gaining community approval, giving councils the evidence base required to borrow for important investments, and supervising contractors to ensure they are meeting community needs.

Yet, despite the obvious need for greater engineering capacity, some councils—in particular those in regional areas—lack the funds for adequate workforce development. As a consequence, a collaborative approach between councils can result in a greater capacity to effectively provide the required infrastructure investment. If the Government provides the necessary structures and supports, regional joint organisations and regional organisations of councils [ROCs] have the potential to assist councils in meeting the infrastructure needs of their communities. The report recommends that each joint organisation includes an infrastructure unit headed by a chief engineer.

Under this system, councils would be able to share the cost of critical engineering capacity, enabling them to better deliver key projects. The system would also help reduce the costs of duplication and contracts, and facilitate the sharing of knowledge. Another recommendation is that the State Government establish an engineering workforce development committee, and provide funding for engineering cadetships in local government in order to build future engineering and delivery capacity. There are many other recommendations and I urge the Government to closely examine and consider all of the recommendations, in close consultation with Local Government NSW and the sector as a whole.

Council will be kept informed of the review of the strategic planning documents and will also be invited to be involved in various workshops as part of the review of the documents.

10. LOCAL GOVERNMENT NEW SOUTH WALES - 2018 WATER MANAGEMENT CONFERENCE

RECOMMENDED that:

- a) Council be represented at the Local Government New South Wales 2018 Water Management Conference,
- b) the Chairman or his nominee attend as a delegate,
- c) nominations of other Councillors to attend be called, and
- d) the General Manager and Director of Engineering or their nominees attend as observers

The Local Government New South Wales Water Management Committee has advised that the 2018 conference will be held at Armidale on 3rd to 5th September 2017, and hosted by Armidale Regional Council. The Conference will explore the changing landscape of water management and its implications for local government.

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

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

The 2017 conference was held in Dubbo with Cr Braid attending as Council's delegate with Cr Quinn also in attendance, together with the General Manager and the Director of Engineering, attending as observers. Council's Manager Operations attended and presented a paper and Council's Manager Works also attended.

Likely travel arrangements include flying Rex to Armidale via Sydney on Sunday 2nd September 2018 and returning to Wagga Wagga on the afternoon of Wednesday 5th September 2018.

11. GENERAL MANAGER'S PERFORMANCE REVIEW PROCESS

RECOMMENDATION:

1. That the processes as put in place by the Chairman be endorsed.
 - 2 That the following delegations be granted to the Performance Review Panel:
 - a. To implement a General Manager's Performance Review System that is in accordance with the Guidelines issued by the Office of Local Government;
 - b. To determine the General Manager's Performance Agreement and to undertake the Performance Appraisal in its entirety;
 - c. To review and make recommendations on the General Manager's current Total Remuneration Package subject to Clause 8.3 of that Contract and the Guidelines; and
 - d. To report the findings and recommendations of that Review to Council.
-

Following the Board's decision to appoint an independent facilitator to undertake the General Manager's Performance Review there are a number of decisions that the Board need to take, and a number of matters they need to be informed about.

The Chairperson of a NSW Local Government Authority has a legal responsibility to ensure that there is a Performance Management System in place that "cuts across" the whole organisation. Such a system is vital to ensure that the whole organisation from the Board, through the General Manager (GM), to the staff, are all informed and heading in the same direction.

Conversely, it allows the Board to put in place corrective measures if issues arise that are contrary to Council's viewpoint. The Performance Management System can work in Council's favour if there are significant issues between the Council and its GM. The Performance Management System should highlight these matters before they become significant. If such a situation arises however, the legal compensation to a GM on separation can be reduced from 38 weeks to 13 weeks. On the other hand, it also provides security to the GM by providing him clarity in respect of Council's goals and their expected modes of behaviour. In summary, a robust Performance Review Agreement prevents disputes occurring.

Performance Review Panel

The Guidelines issued by the Office of Local Government which are mandatory upon all councils, note that Council should delegate the Review process to a Performance Review Panel. In forming this Panel, the Board should delegate the task of reviewing the performance of the GM and undertaking all aspects in relation to that Review including the development of the Performance Agreement and then reporting the findings and recommendations to Council. The Guidelines indicate that the Panel should comprise the Chairperson, the Deputy Chairperson and another Councillor nominated by the Board. The GM does have the right to nominate a Councillor. Panel members must be trained in the performance management of the GM.

Council created the General Managers Performance Review Panel in October 2016 with membership comprising myself as Chair, Cr Paul Funnell in his capacity as Deputy Chair, Cr Tim Koschel and Cr Meyer, OAM.

All Councillors not on the Panel are able to contribute to the process by providing feedback to the Chairperson on the GMs performance. In addition, all Councillors are to be notified of relevant dates in the Performance Review cycle.

Timeline

The Act (and contract) provides that a Performance Agreement should be in place within three months of a GM taking up appointment. Given that Mr Crakanthorp commenced the role mid-January 2018, it places the commencement of a formal Agreement into early May. This first Agreement and the review will, due to this timeframe, be somewhat “light-on”. However, there are some issues that I have asked the GM to address and these will be included in the document. I have authorised an Agreement to be drawn up for the period 1 July 2018 to 30 June 2019 and it is this Agreement which will be more consultative and organisationally focussed.

As regards the training for the Panel, I note that this is mandatory, however I believe it may also be beneficial for the full Board to be appraised of the techniques and process involved in undertaking this Review. Therefore, Councillors will be advised as to when it’s on and they are welcome to attend.

A Review by the Panel of Mr Crakanthorp’s performance will be undertaken in August 2018 in terms of my comments above.

The timeline that will now occur is proposed as follows:

February/March	Development of a Performance Agreement for the period February – June 2018
March/April	Performance Management Training of the Panel (and other Councillors as desired)
	Preparation of the formal Agreement 1 July 2018 – 30 June 2019
August	Review of General Manager’s performance to date and confirmation of the above formal Agreement for 2018/19.

It is suggested that the following delegations be granted to the Performance Review Panel:

1. To implement a General Manager’s Performance Review System that is in accordance with the Guidelines issued by the Office of Local Government;
2. To determine the General Manager’s Performance Agreement and to undertake the Performance Appraisal in its entirety;
3. To review and adjust the General Manager’s current contract and the Total Remuneration Package subject to Clause 8.3 of that Contract and the Guidelines; and
4. To report the findings and recommendations of that Review to Council.

12. TENDER W.224 FOR SUPPLY OF TWO 4x2 TRUCKS WITH TIPPER

RECOMMENDATION: That Council consider the report “Tender W.224 for supply of two 4x2 Trucks with Tipper”, whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

13. ANNUAL RESIDENTS SURVEY

RECOMMENDATION that the General Manager's report into the 2018 Riverina Water County Council residents survey been received and noted.

As part of its efforts to improve customer service, Council undertakes, on an annual basis a survey of residents of the county council area. This survey sought residents' attitudes and opinions as part of the continued improvement of Council's service delivery.

A total of 504 interviews were conducted with residents from the county area and had a 54% completion rate.

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

The survey showed that 15.1% of residents (16.1% in 2017) from the county area had made contact with Riverina Water staff within the last 12 months.

The most common form of contact was by telephone, with 21.1% (15.4% in 2017) of enquiries related to account enquiries.

The results show that 72.4% of residents had their matter addressed by Riverina Water staff on the same day (63.9% in 2017).

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

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

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

Arrangements have been made for representatives from the company who undertook the survey (IRIS Research) to address Council on the results at a workshop prior to the April meeting of Council.

- **Annual Residents Survey – Executive Summary**

Executive Summary

This report presents the results of the Riverina Water Resident's Survey, 2018. IRIS Research was commissioned by Riverina Water to conduct a comprehensive telephone-based survey among the residents of the area. The survey sought a range of resident attitudes and opinions as input into the continual improvement of Riverina Water's delivery of services.

The 2018 survey was conducted on the IRIS Research Computer-Assisted Telephone Interviewing (CATI) system between the 26th and 28th of February 2018. A total of 504 interviews were conducted with residents from the Riverina Water Council area. To qualify for an interview, respondents had to have been a resident of the area for at least six months and aged 18 or older. The survey achieved a completion rate of 54%.

In brief, the survey has produced some very strong results for Council. The vast majority of residents who have had dealings with Riverina Water in the last twelve months have expressed a high level of satisfaction with their experience. Residents across the board have expressed their satisfaction with the quality of the water service that Riverina Water delivers. Some opportunities for improvement have been identified by respondents in the way that Riverina Water communicates with them.

The main findings of the 2018 survey are summarised under the key report headings below.

Contact with Riverina Water staff

Results showed that 15.1% of residents made contact with Riverina Water staff in the previous 12 months. This is on par with the counts for 2015, 2016 and 2017 but lower than 20.6% recorded in the 2014 survey. Considerably fewer rural residents [9.1%] reported having made contact with Council in the last twelve months than did urban residents [16.6%]. More than four in ten Wagga residents [45.3%] indicated that they had never made contact with a Riverina Water staff member, substantially higher than the 2017 result of 37.7%. The proportion of rural residents that reported never having made contact was 42.9% on par with the results reported by urban residents.

The overwhelming majority of residents [85.3%] would prefer to make contact with a staff member via the telephone, equivalent to average figure for 2014- 2017. Rural residents [91.8%] indicated an even stronger preference for telephone than did their urban counterparts [83.7%]. The proportion that preferred to use email [6.2%] is on par with the average for the period from 2014 through to 2017

Telephone enquiries were the main method by which contact was made in the last twelve months [72.4%], up from 2017 figure of 65.2%. A significantly higher proportion [88.9%] of rural residents used the telephone for their last contact when compared to Wagga residents [70.1%] but were less likely to have visited the Riverina Water office [11.1% to 16.4%].

The percentage of residents who made contact with Council for an account enquiry [21.1%] is up slightly on the 2016 [14.3%] and 2017 [15.4%] results but is significantly lower than the 2015 result of 33.7%. The proportion of residents reporting that the purpose of their last contact with Council was to pay an account [22.4%], is equivalent to the average result for 2014 through to 2017. 13.2% of residents cited 'Some other reason' as the purpose of their contact, made up primarily of 'Service enquiries' and 'Meter reading issues'.

Same day response reported by residents [72.4%] is up on the 2017 result [63.9%]. Results showed that urban residents were slightly more likely to have their request attended to on the same day of their enquiry [73.1%] when compared to their rural counterparts [66.7%].

Customer service

Residents, both rural and urban, have expressed 'High' level satisfaction with the service they received during their last interaction with staff at Riverina Water. All service attributes measured, recorded high level satisfaction mean scores ranging from 4.12 and 4.74 out of 5.

Overall satisfaction with service delivery has continued to trend upwards from the initial mean satisfaction score of 4.31 out of 5 in 2014 to the current result of 4.54 out of 5. This is a very high satisfaction score and indicates that Riverina Water is delivering a customer service experience of a very high standard.

Performance ratings – Quality

All residents were asked to rate their level of satisfaction with the quality of the water service provided by Riverina Water. There has been no statistically significant change in residents' satisfaction with these attributes from the 2017 measure.

Urban residents gave 'High' level mean satisfaction ratings to all five attributes measured with scores at or above to 4.0 out of 5.00. Rural residents gave two of the five attributes measured 'Medium' level satisfaction ratings with scores between 3.00 and 3.74. These attributes were 'Water pressure' [3.46] and 'Taste of water' [3.49].

As was the case with urban residents [4.71], the best performing service attribute amongst rural residents was the 'Reliability of water supply' [4.48].

Water resource management communication

All residents were asked to rate their agreement with 5 statements concerning water practices and knowledge.

Three of the statements achieved 'high' level agreement mean scores with scores of 3.75 and above. These were 'I normally drink water from the tap' [4.00], 'I am aware there is a permanent ban on sprinklers between 10am and 5pm' [3.90] and 'Riverina Water encourages me to conserve water' [3.88].

For four of the five statements there was little change in resident's level of agreement from 2017. The exception was 'Riverina Water engages the community in consultation', where the level of agreement dropped from 3.13 in 2017 to 2.83 in this 2018 measure. In effect more people disagreed than agreed that Council effectively engages in consultation with the community. This is clearly an opportunity for improvement.

Urban residents were generally more strongly in agreement with the statements than their rural counterparts. There is a significant gap between urban and rural responses for 'I normally drink water from the tap' [4.12 to 3.35], 'I am aware there is a permanent ban on sprinklers between 10am and 5pm' [3.96 to 3.57], 'Riverina Water keeps me informed about water restrictions' [3.47 to 2.91] and 'Riverina Water engages the community in consultation' [2.91 to 2.45]. This might indicate that Riverina Water has an opportunity to improve its communications with rural residents.

Office opening hours

Four in five residents [80.2%] have indicated that they are satisfied with the current office hours. Almost one in eight [12.1%] have indicated that they would like to see the office hours extended by an hour to close at 5pm.

Smart Water Meter Technology

Nearly two in three [63.1%] have expressed an interest in 'Smart Water Meter' technology. Of the residents who indicated an interest in the technology, nearly two in three [58.5%] indicated a willingness to pay extra for it. Nearly one in five [18.6%] indicated a willingness to pay up to \$50 per year, one in four [25.2%] up to \$20 and around one in seven [14.8%] felt that they would be willing to pay up to \$10 extra per year.

Of the residents who expressed an interest in the technology, two in five [41.5%] indicated that they were unwilling to pay extra for it. When combined with those who indicated that they had no interest in the technology, more than six in ten [63.1%], of the residents surveyed, indicated that they either had no interest in the technology or were unwilling to pay extra to have it.

14. COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 18 April 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.
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 11,250m2. Compensation estimated by OPTEON property group \$130,000.00 ex GST. 2) Lease the land on Lot 22 DP 835331 (adjacent to proposed acquisition area) for Low Level reservoir (10MG) replacement earthworks (for material storage) at Willans Hill. Lease on Approximate area of 9600m2 for 2 years. Lease amount per year estimated by OPTEON property group \$14,400.00 ex GST. 3) Delegate authority to the General Manager to negotiate the land purchase, lease, establishment of easements for the pipeline and access. 4) Affix Council's Common Seal to documents as required.	Proceeding with Council Resolution. Legal process ongoing. Earthworks 50% completed. Encountered some rock and as a consequence, a variation to the contract is being negotiated.
Meeting held 25 October 2017				
17/177	Feasibility of Incorporating the GHSC Water Function into RWCC Operations	DoE	That Riverina Water County Council advise Greater Hume Shire Council that it: 1) Would not support a proposal to incorporate the GHSC village water scheme into RWCC's existing operations 2) Would not support a proposal to incorporate the entire water supply operations of GHSC into RWCC's existing operations on the basis of	GHSC advised, awaiting response. Discussions continuing at management level.

			postage stamp pricing 3) Would support a proposal to incorporate the Culcairn town water system into RWCC's existing operations. 4) The matter lay on the table until the constituent Council has had an opportunity to consider the report.	
Meeting held 13 December 2017				
17/215	Tender W.223 for Levee Material Supply	MP	That Council: • Accept the Tender received from Steelpipes Pty Ltd in the amount of \$761,750 excl GST, • Authorise the General Manager to undertake post tender negotiations with Steelpipes, to finalise outstanding technical requirements and any adjustments to the quantity of materials.	Tender let and ongoing discussions in relation to some technical elements of the final design
17/216	Development of New General Manager's Performance Agreement	Chairperson	That the Chairperson be authorised to negotiate with Mr Terrey Kiss of Blackadder and Associates, for the engagement of their services for the development of a Performance Agreement, required under the employment contract with the new General Manager, Mr. Andrew Crakanthorp.	Draft Performance prepared and was signed by all parties on the 28 February. Draft Performance Agreement for 2018/19 in the process of being created. Training for Councillors took place on 11 April.
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 design and fit out, supported by an estimate of the works.	Working Party created to commence design process and first meeting held
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	JO's to be proclaimed prior to end June 2018.



Andrew Crakanthorp
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

1. WORKS REPORT COVERING FEBRUARY 2018

RECOMMENDATION That this report be received and noted.

- **February Works Report 2018**

DIRECTOR OF ENGINEERING'S REPORTS TO APRIL 2018 COUNCIL MEETING

7th March 2018

1 WORKS REPORT COVERING FEBRUARY 2018

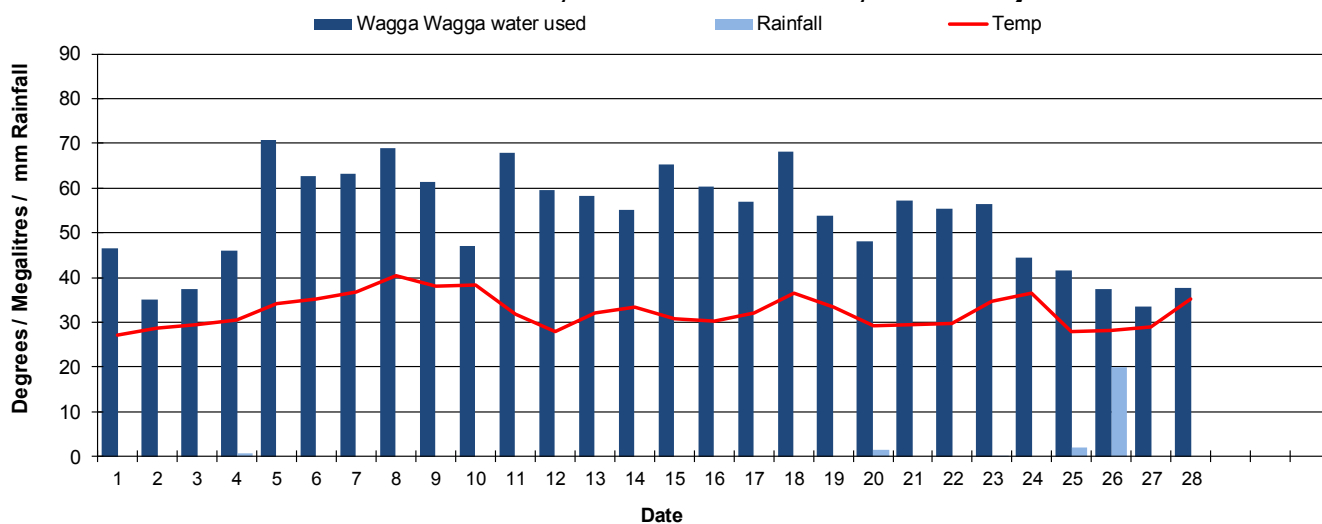
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

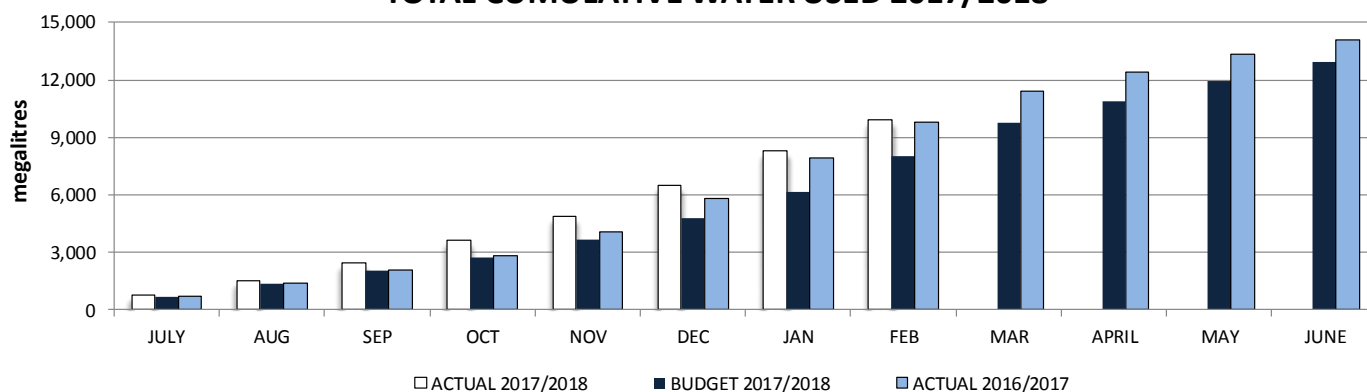
February	2016	2017	2018
Rainfall	0.0	18.6	24.2
Wet Days	0	6	5
WATER SOURCED February 2018 (MI)			
North Wagga bores	272.33	280.39	273.76
West Wagga bores	491.86	672.81	563.65
East Wagga bores	450.37	367.62	178.22
Murrumbidgee River	445.53	347.83	557.26
SUB-TOTAL	1,660.09	1,668.65	1,572.89
Bulgary Bores	58.56	52.22	40.35
Urana Source	8.40	10.74	8.95
Ralvona Bores	27.20	32.15	28.78
Walla Walla Bores	33.48	41.33	18.61
Goldenfields Water Supply System	4.11	6.41	0.00
SUB-TOTAL	131.75	142.85	96.69
Woomargama	2.09	2.18	2.03
Humula	0.96	0.81	0.57
Tarcutta	5.04	5.31	4.24
Oura	5.62	5.43	4.74
Walbundrie/Rand	3.91	4.44	4.40
Morundah	1.39	1.82	1.20
Collingullie	7.97	9.25	7.45
SUB-TOTAL	26.98	29.24	24.63
TOTALS	1,818.82	1,840.74	1,694.21

WATER USED February 2018 (MI)			
	2016	2017	2018
East Bomen	32.17	42.45	28.45
Estella	103.30	120.13	118.81
North Wagga	88.92	70.20	83.08
Wagga Wagga – Low Level	217.05	209.88	212.13
Wagga Wagga – High Level	882.80	876.95	829.12
Wagga Wagga – Bellevue Level	125.36	127.70	64.42
SUB-TOTAL	1,449.60	1,447.31	1,336.01
Ladysmith System	8.23	8.26	8.85
Brucedale Scheme	33.80	38.17	26.98
Currawarna Scheme	21.86	19.77	19.40
Rural south from Wagga Wagga	152.34	155.67	92.52
Rural from Walla Walla Bore	33.48	41.33	18.61
Bulgary, Lockhart and Boree Creek	48.24	33.56	21.58
From Boree Crk to Urana and Oaklands	27.24	30.09	28.53
Holbrook	27.20	32.15	28.78
SUB-TOTAL	352.39	359.00	245.25
Woomargama	2.09	2.18	2.03
Humula	0.96	0.81	0.57
Tarcutta	5.04	5.31	4.24
Oura	5.62	5.43	4.74
Walbundrie/Rand	3.91	4.44	4.40
Morundah	1.39	1.82	1.20
Collingullie	7.97	9.25	7.45
SUB-TOTAL	26.98	29.24	24.63
TOTALS	1,828.97	1,835.55	1,605.89

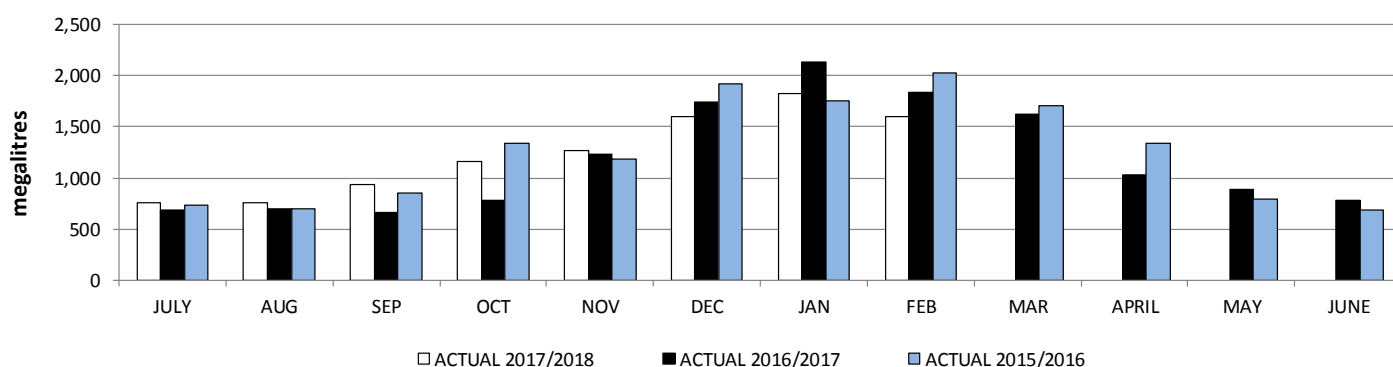
DAILY WATER USED, WAGGA WAGGA, February 2018



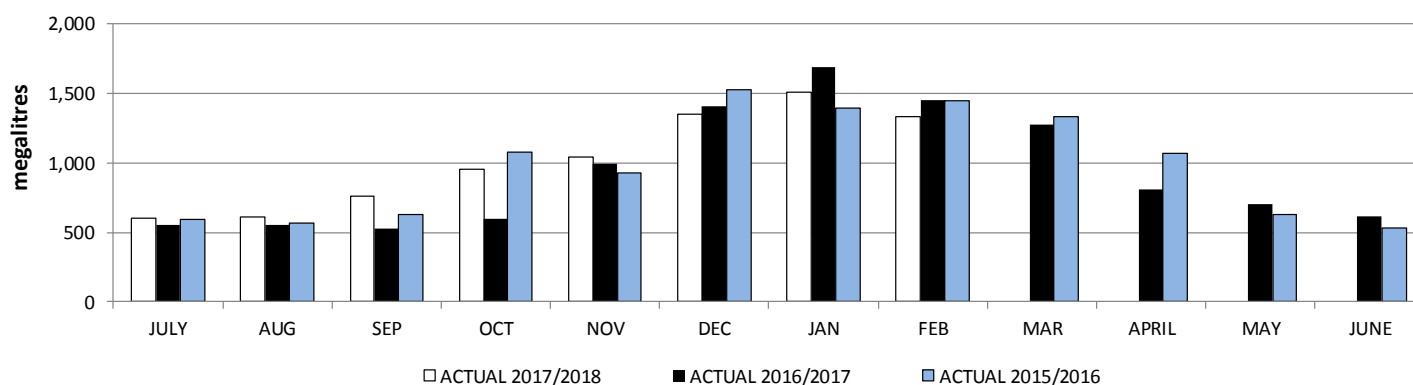
TOTAL CUMULATIVE WATER USED 2017/2018



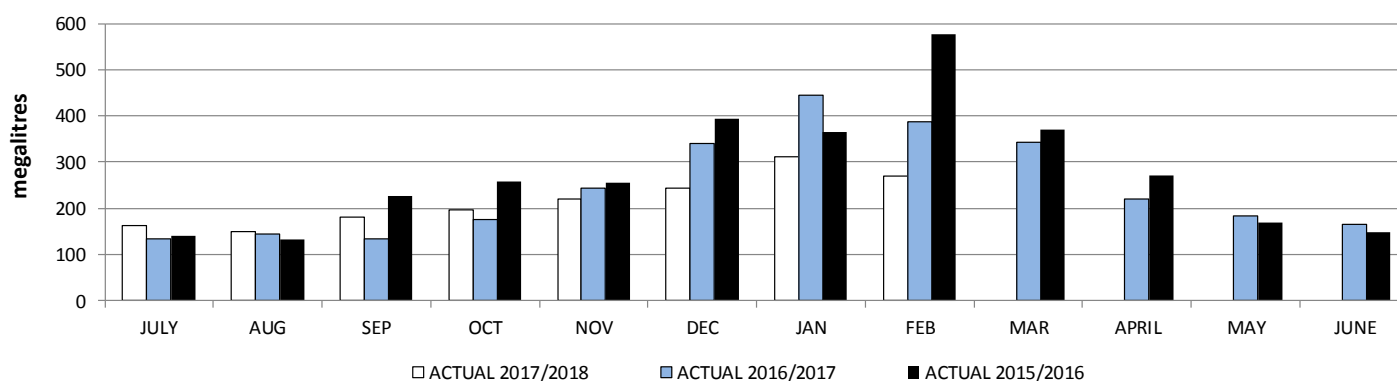
MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	35	1	4	26	2	2				45	5	10
Wagga Wagga			1	5	1					10	2	3
Forest Hill	1			1								
North Wagga										1		
Bomen										2		1
Estella										1		
South Wagga												
Koorringal			1	1		2				8		
Turvey Park			1	1						7	1	3
Lake Albert				1						4		1
Ashmont				2						2	1	
Tolland				2						4		
Mt Austin			1	3						4		1
Bourkelands	1			3							1	
Tatton					1							
Glenfield										1		1
Lloyd	8			1								
Springvale	2			2								
East Wagga		1		1						1		
Boorooma	10			2								
Gobbagombalin	10											
Gumly Gumly	3			1								
Brucedale				2								
Shepherds Siding					1					1		
Mt Pleasant												
Currawarna										1		
Euberta						1						
Humula				1								
Ladysmith				1								
Oura				3						1		
Tarcutta				2		1				3		
The Gap				2		1						
Bulgary				1								
Collingullie				2								
Lockhart												1
The Rock	1					2						
Uranquinty												1
Henty	1											
Holbrook			1	2						1		
Ralvona												
Walla Walla										1		
Woomargama			1							2		
Boree Creek										1		
TOTAL	37	1	6	43	2	7	0	0	0	55	5	12

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
2	Edward/Tarcutta Street	Wagga	600 CI	Pipe Failure (not	No	18:30	0	5
5	Henwood Avenue 47-	Koorinal	150 DICL	Pipe Failure (not	No	3:30	0	15
6	Inglewood Road	Lake Albert	150 AC	Pipe Failure (not	No	6:00	0	15
18	Narrung Street 64	Wagga	100 AC	T/ Band	No	1:30	0	0
19	Bluett Crescent	Turvey Park	100 AC	Pipe Failure (not	No	18:00	18	25
20	Fife/Brunskill Road	Forest Hill	100 AC	Pipe Failure (not	No	3:30	0	0
25	Gidya Street	Wagga	100 AC	Pipe Failure (not	No	2:00	0	0
28	Graham Street 40	Wagga	100 AC	Pipe Failure (not	No	2:00	0	0
8	Gurwood St (Front Old	Wagga	100 AC	Tree Roots	Yes		0	0
TOTALS						55:00	18	60
Total Breaks – 9				Breaks needing shut off -	8		Breaks affecting customers – 1	

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	Yerong creek Road	Pleasant Hills	40 PE	Pipe Failure -	No	3:00	4	18
7	Keightly Street	Henty	150 AC	Pipe Failure -	No	3:00	12	47
9	736 Melbourne Street	Woomargam	80 CI	Tree Roots	No	2:30	15	0
22	Naomi Street	Boree Creek	100 AC	Pipe Failure -	No	1:00	0	9
22	Lockhart Road	Boree Creek	200	Pipe Failure -	No	3:00	0	25
23	Herefield Silos	Bruce Dale	50 PVC	Pipe Failure -	No	2:00	5	0
26	Old Narrandera Road	The Gap	80 PVC	Pipe Failure (not	No	1:30	10	0
4	17 Norman Street	The Rock	100 AC	Pipe Failure -	Yes		0	12
8	Chaplins Lane	The Rock	50PE	Pipe Failure (not	Yes		0	0
13	Counter Boundary	Milbrulong	80 PVC	Pipe Failure (not	Yes		0	0
9	Rohans Road	Bulgary	250 CI	Pipe Failure -	Yes		0	13
15	Fowlers Lane	Walbundrie	63 PE	Pipe Failure -	Yes		0	8
20	Byrnes Road	The Rock	40 PE	Pipe Failure -	Yes		0	8
23	Holbrook Road	Morven	150 AC	Pipe Failure -	Yes		0	46
24	The rock narrandera	Bulgary	63 PE	Pipe Failure -	Yes		0	34
25	Graham st 16	Henty	100 AC	Pipe Failure -	Yes		0	12
26	John Alexandera Road	Boree Creek	200	Pipe Failure -	Yes		0	21
TOTALS						16:00	46	253
Total Breaks – 17				Breaks needing shut off -	7		Breaks affecting customers – 5	

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during February 2018 were:

Date	Location	Problem	Action Taken
1/02/2018	1 Poulton St, Ashmont	Taste	Customer not used to CI taste. WQ all within limits
5/02/2018	24 Fitzhardinge St, Wagga	Metallic taste	Flushed taps

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during February 2018 include:

LOCATION	PROJECT	100	100	150		200	
		OPVC	DICL	DICL	OPVC	OPVC	DICL
Smith St Henty	Main Extention	72	24	75			84
Harness Racing	Main Extention		8		174		
College Estate	New Sub-division		30				
Estella Heights S t2	New Sub-division				42		
Lloyd Stage 7	New Sub-division					248	468
Boorooma Stage 6	New Sub-division		54				
	TOTAL	72	116	75	216	248	552

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during February 2018 include:

LOCATION	PROJECT	200
		OPVC
The Rock to	Mains Replacement	6536
Milburlong		
	TOTAL	6536

1.6 OTHER CONSTRUCTION

Other construction works during February 2018 include:

LOCATION OR PROJECT	WORK DONE
Wagga Trucks	Install 100mm Fire Service

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during February 2018 include:

LOCATION OR PROJECT	WORK DONE
North Wagga Bore #1	Bore motor U/S removed and replaced
Urana Candy Tank	Install bird spikes
Tarcutta WTP	Replace manganese filter valve, remove and clean iron filter injectors.
Bulgary fluoride pump	Replaced

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during February 2018 include:

LOCATION	NUMBER OF FILLS
Bomen Hereford Street	49
Estella Farrer Road	371
Forest Hill Elizabeth Avenue	35
Glenfield Red Hill Road	122
Henty Olympic Way	3
Holbrook Millswood Road	116
Lake Albert Plumpton Road	197
Lockhart Napier Road	73
Pleasant Hills Manson Street	1
The Rock	26
Yerong Creek Finlayson Street	2

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
WHS - White Card	2
Chemical Contaminants in water	1
Truck Licence - HR	1

1.10 FLEET DISPOSALS

Fleet disposals made during February 2018 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
349	Admin G Haley	Sedan	Ford Mondeo 2015	2015	25000



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING MARCH 2018

RECOMMENDATION That this report be received and noted.

- [March Works Report 2018](#)

DIRECTOR OF ENGINEERING'S REPORTS TO APRIL 2018 COUNCIL MEETING

11th April 2018

1 WORKS REPORT COVERING MARCH 2018

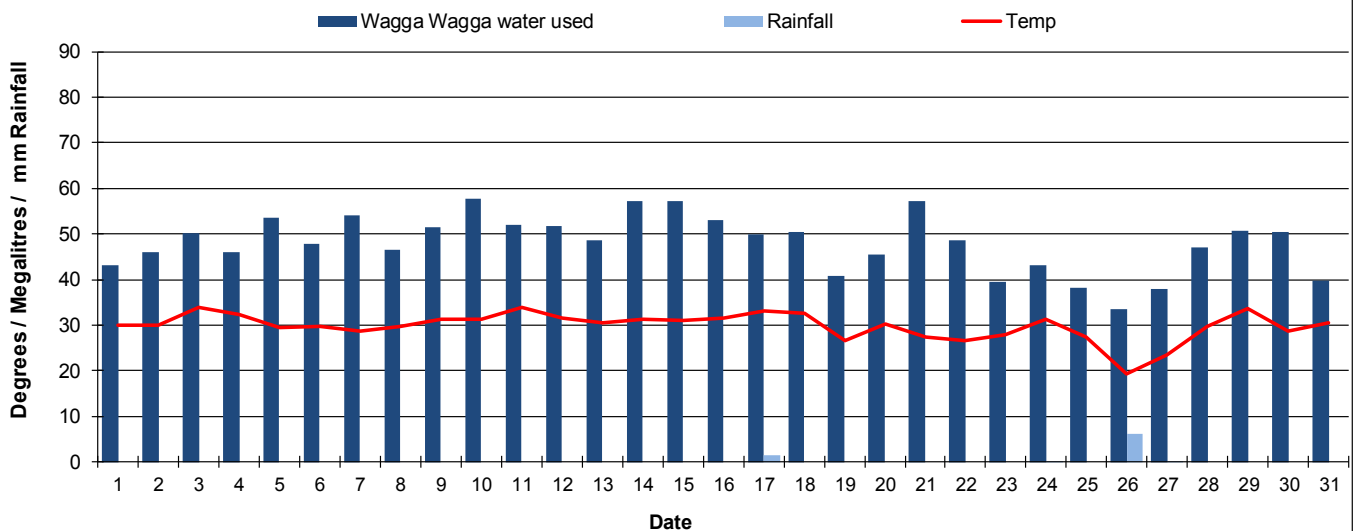
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

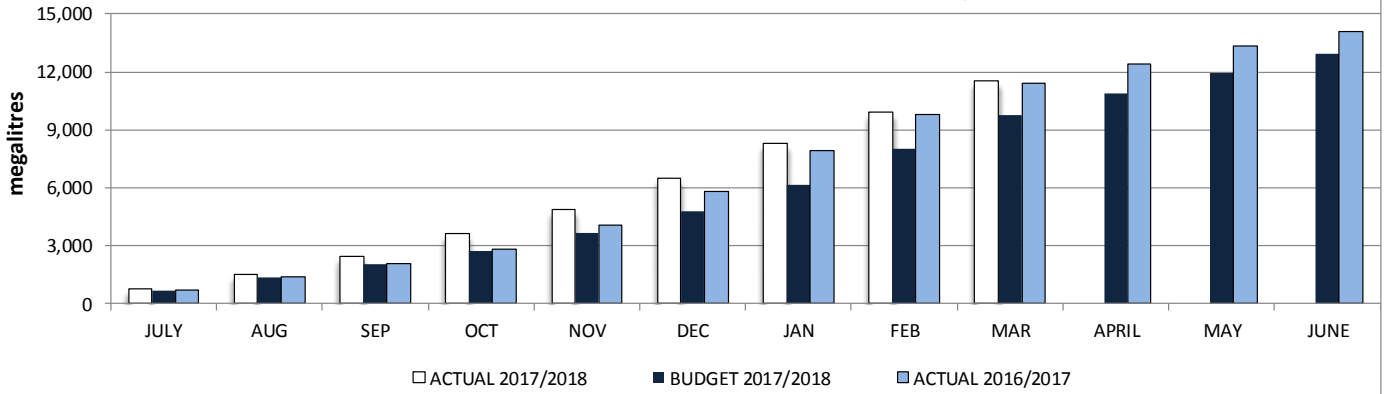
March	2016	2017	2018
Rainfall	33.2	44.6	8.0
Wet Days	8	9	4
WATER SOURCED March 2018 (MI)			
North Wagga bores	265.67	281.34	276.49
West Wagga bores	444.23	648.33	492.20
East Wagga bores	490.33	396.09	178.22
Murrumbidgee River	338.47	164.92	610.82
SUB-TOTAL	1,538.70	1,490.68	1,557.73
Bulgary Bores	59.93	42.11	44.66
Urana Source	7.22	5.99	9.58
Ralvona Bores	30.27	26.21	25.44
Walla Walla Bores	31.77	31.00	16.29
Goldenfields Water Supply System	6.46	4.59	4.51
SUB-TOTAL	135.65	109.90	100.48
Woomargama	2.44	2.11	1.33
Humula	0.87	0.80	0.59
Tarcutta	4.92	5.64	4.68
Oura	5.29	5.31	4.79
Walbundrie/Rand	4.77	4.40	5.26
Morundah	1.35	1.43	1.25
Collingullie	5.78	7.53	6.31
SUB-TOTAL	25.42	27.22	24.21
TOTALS	1,699.77	1,627.80	1,682.42

WATER USED March 2018 (MI)			
	2016	2017	2018
East Bomen	29.70	39.19	24.92
Estella	112.62	119.92	113.95
North Wagga	83.55	76.79	105.23
Wagga Wagga – Low Level	216.46	206.77	225.96
Wagga Wagga – High Level	798.63	729.10	785.48
Wagga Wagga – Bellevue Level	90.35	106.04	67.71
SUB-TOTAL	1,331.31	1,277.81	1,323.25
Ladysmith System	5.64	7.33	7.36
Brucedale Scheme	33.04	37.41	24.45
Currawarna Scheme	16.79	16.88	16.05
Rural south from Wagga Wagga	159.35	148.42	92.52
Rural from Walla Walla Bore	31.77	31.00	16.29
Bulgary, Lockhart and Boree Creek	38.87	23.98	26.21
From Boree Crk to Urana and Oaklands	29.30	24.95	28.88
Holbrook	30.27	26.21	25.44
SUB-TOTAL	345.03	316.18	237.20
Woomargama	2.44	2.11	1.33
Humula	0.87	0.80	0.59
Tarcutta	4.92	5.64	4.68
Oura	5.29	5.31	4.79
Walbundrie/Rand	4.77	4.40	5.26
Morundah	1.35	1.43	1.25
Collingullie	5.78	7.53	6.31
SUB-TOTAL	25.42	27.22	24.21
TOTALS	1,701.76	1,621.21	1,584.66

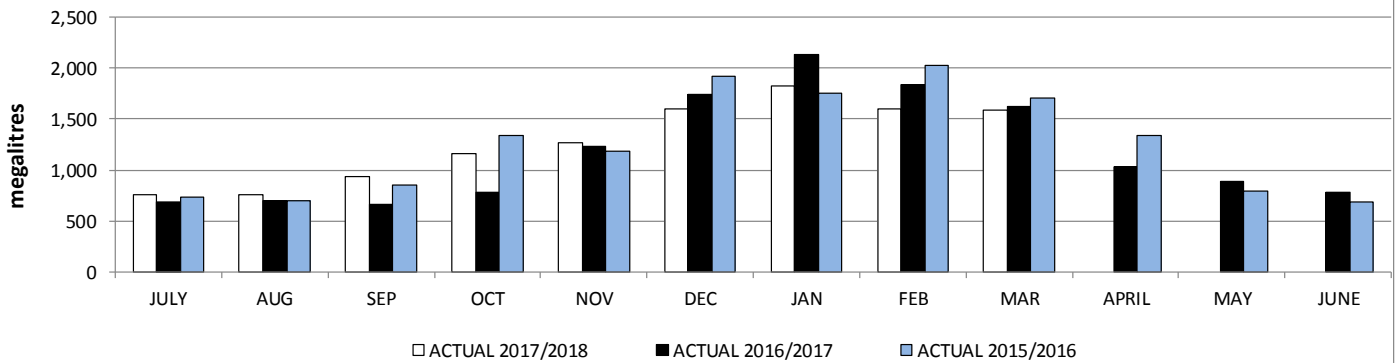
DAILY WATER USED, WAGGA WAGGA, March 2018



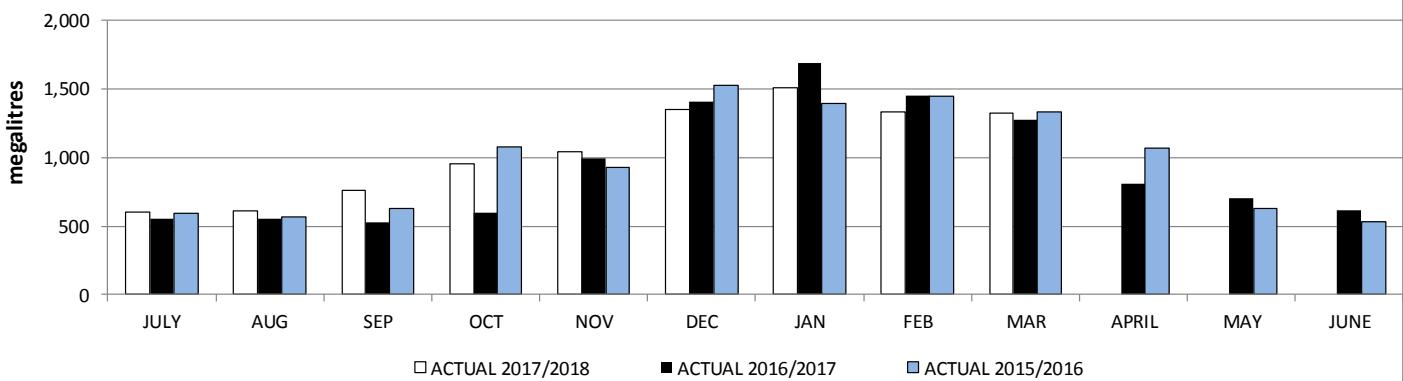
TOTAL CUMULATIVE WATER USED 2017/2018



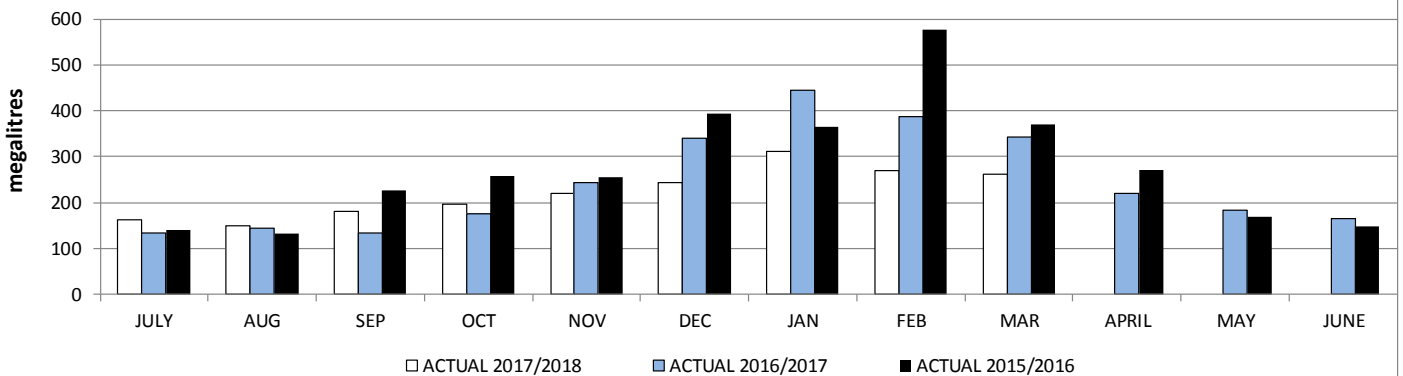
MONTHLY TOTAL WATER USED COMPARED TO PREVIOUS YEARS



MONTHLY WAGGA WATER USED COMPARED TO PREVIOUS YEARS



MONTHLY RURAL WATER USED COMPARED TO PREVIOUS YEARS



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	14	3	5	28	17	6				40	4	1
Wagga Wagga		2	1	10	2	1				5		1
Forest Hill	2			4	7	1				2	2	
North Wagga				1								
Bomen												
Estella										1		
South Wagga		1										
Koorinal			2	1	2					6		
Turvey Park			1	3	4	1						
Lake Albert				4		2				6		
Ashmont				1	1					5	1	
Tolland			1	1						3		
Mt Austin										5		
Bourkelands										1		
Tatton												
Glenfield										5	1	
Lloyd	2			1						1		
Springvale				1	1							
East Wagga				1								
Boorooma	4					1						
Gobbagombalin	1											
Gumly Gumly	2											
Brucedale				1								
Shepherds Siding										1		
Mt Pleasant												
Currawarna										1		
Euberta												
Humula										1		
Ladysmith										1		
Oura		1			1	1						
Tarcutta		1			1					1	1	
The Gap				1								
Bulgary												1
Collingullie												
Lockhart					1					1		
The Rock	1			1	1							
Uranquinty				1						1		
Henty			1									
Holbrook		1		3						2		1
Ralvona												
Walla Walla				1								
Woomargama										1		
Boree Creek												
TOTAL	15	6	6	40	21	7	0	0	0	50	5	4

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
7	Grandview/Trevor	Turvey Park	250 CI	Pipe Failure (not	No	24:00	0	10
11	Hodson Avenue 48	Turvey Park	100 AC	Pipe Failure (not	No	1:30	0	0
11	Halloran Street 2	Turvey Park	100 AC	Pipe Failure (not	No	4:00	0	0
17	Morgan Street 198	Wagga	100 AC	Pipe Failure (not	No	3:30	0	20
19	Main Street 67	Lake Albert	100 AC	Pipe Failure (not	No	0:00	0	20
21	Dunn Ave	Forest Hill	200 AC	Pipe Failure (not	No	2:30	0	0
27	Morgan Street 2/196	Wagga	100 AC	Pipe Failure (not	No	2:00	0	15
28	Koorungal Road 516	Koorungal	250 AC	Pipe Failure (not	No	4:00	0	0
TOTALS						41:30	0	65
Total Breaks – 8				Breaks needing shut off -	8	Breaks affecting customers – 0		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
7	Williams st	Urana	80 AC	Pipe Failure -	No	4:00	0	0
9	Lockhart Albury Rd	Lockhart	32 PE	Pipe Failure (not	No	1:00	2	0
12	6 Chapman St	Urana	100 AC	Tree Roots	No	1:00	17	0
19	7 Prospect st	Holbrook	100 AC	Pipe Failure -	No	24:00	25	78
20	47 Commercial St	Walla Walla	100 AC	Pipe Failure (not	No	4:00	50	4
4	Scott St	The Rock	100 AC	Pipe Failure -	No	3:00	25	45
4	6 Scott St	The Rock	100 AC	Pipe Failure -	No	2:00	25	9
2	Pleasant hills rd	Pleasant Hills	40 PE	Pipe Failure -	Yes		0	7
5	Linton st	Collingullie	100	Pipe Failure -	Yes		0	3
9	Cambournes Lane	The Gap	25 PVC	Pipe Failure -	Yes		0	2
12	71 Woodhouse St	Urana	100 AC	Pipe Failure (not	Yes		0	0
20	32 Hayes st	Lockhart	150 AC	Tree Roots	Yes		0	35
26	5 Chapman st	Urana	100 AC	Pipe Failure -	Yes		0	12
28	29 Kindra st	Rand	100 AC	Pipe Failure -	Yes		0	9
TOTALS						39:00	144	204
Total Breaks – 14				Breaks needing shut off -	7	Breaks affecting customers – 6		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during March 2018 were:

Date	Location	Problem	Action Taken
1/03/2018	45 Kincaid St, Wagga	Dirty washing	Turb <5NTU. Iron <0.3mg/L. Within ADWG
2/03/2018	Coleman St, Turvey Pk	Dirty water	Flushed. Gal on customers side
8/03/2018	Grandview Ave, Turvey Pk	Air in mains	Flushed main
9/03/2018	65 Fernleigh Rd, Turvey Pk	Dirty water	Flushed service. Nobody home, note left
12/03/2018	50 Paperbark Dr, Forest Hill	Dirty water	Flushed main
12/03/2018	17 Sackville Dr, Forest Hill	Dirty water	Flushed main
12/03/2018	36 Grove St, Koorringal	Dirty water	Flushed main
12/03/2018	19 Cox Ave, Forest Hill	Dirty water	Flushed suburb
13/03/2018	16 Fife St, Forest Hill	Dirty water	Flushed main
13/03/2018	5 Protea Pl, Forest Hill	Dirty water	Flushed main & service
13/03/2018	6 Lyons Cres, Forest Hill	Dirty water & boy sick	Flushed hydrant & house. 2NTU, 0.53mg/L Cl. Within ADWG
13/03/2018	3 Tanton Crt, Forest Hill	Dirty water. Resident sick	Flushed hydrant. Not home. 3.12NTU. Within ADWG
14/03/2018	11 Wilson St, Koorringal	Dirty water	Flushed main
16/03/2018	45 Kincaid St, Wagga	Washing still dirty	Flushed meter/service. 1NTU, Fe <0.3mg/L. Within ADWG.
21/03/2018	11 Urana St, The Rock	Dirty water	Flushed main. 1.92NTU, 0.86mg/L Cl
21/03/2018	10 Centenary Ave, Tarcutta	Strong Cl taste & odour	Flush taps through house.
26/03/2018	Manuka Rd, Springvale	Dirty water	Flushed meter/service.
27/03/2018	43 Alfred St, Oura	Dirty water	Hydrant flushed till clean
28/03/2018	30 Collins St, Turvey Pk	Dirty water	Mains clean. Gal in bathroom
28/03/2018	3830 Collingullie Rd, Lockhart	Dirty water, black stain in sink	Long service with gal pipe

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during March 2018 include:

LOCATION	PROJECT	100	100		150		200		300	
		OPVC	OPVC	DICL	DICL	OPVC	OPVC	DICL	OPVC	DICL
Estella Heights St 2	New Sub-division		456			31				
Estella Rise Stage 4	New Sub-division			60	39.5		42		48	90.5
Lloyd Stage 7	New Sub-division		270				156			
Brunlea Park	New Sub-division		220			142	88			
Carsons Rd The Rock	New Sub-division	290								
	TOTAL	290	946	60		173	286	552	48	90.5

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during February 2018 include:

LOCATION	PROJECT	200	
		OPVC	DICL
The Rock to	Mains Replacement	4079	45
Milburlong			
	TOTAL	4079	45

1.6 OTHER CONSTRUCTION

Other construction works during March 2018 include:

LOCATION OR PROJECT	WORK DONE
Dobney Ave	2 x 100mm Fire Services

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during March 2018 include:

LOCATION OR PROJECT	WORK DONE
Wagga WTP- sludge system	Drain and clean centrate pump station. Remove faulty pump.
Oura WTP	Disconnect and replace chlorination system
Patersons Rd	Replace pressure reducing valve
Woomargama WTP	Repair sodium hypochlorite dosing pumps

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during March 2018 include:

LOCATION	NUMBER OF FILLS
Bomen Hereford Street	63
Estella Farrer Road	235
Forest Hill Elizabeth Avenue	21
Glenfield Red Hill Road	169
Henty Olympic Way	10
Holbrook Millswood Road	72
Lake Albert Plumpton Road	244
Lockhart Napier Road	101
Pleasant Hills Manson Street	2
The Rock	18
Yerong Creek Finlayson Street	4

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Leadership & Mgmt CIV	13
C6 Crane	1
First Aid Refresher	4

1.10 FLEET DISPOSALS

Fleet disposals made during March 2018 are:




Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
76	Wagga	Vacuum unit	Spout vac	2002	

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during March 2018 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
388	3	Spout-Vac	Vacuum unit	Spout-Vac LP873	\$121

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

MAJOR PROJECTS 2017/18 (> Over \$100,000) - March 2018

Description	2017/18 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Land & Buildings for Admin, Depot & Workshops			
Access, Parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$897,658	\$1,041,940	Sheet piles delivery expected in June
PLANT & EQUIPMENT			
IT Equipment			
Computer Equipment - Urban	\$162,500	\$119,170	IT replacements underway as planned
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$775,000	\$621,862	
Telemetry & Control Systems Upgrade			
West Wagga WTP & Bores Control System Upgrade	\$106,965	\$118,453	
Radio Communications Upgrade/Replacements/Improvements			
Radio Communication	\$388,225	\$61,871	
SOURCES			
Bores-renew/refurbish/decommission			
Humula Well Replacement	\$180,000	\$0	Not yet commenced.

TREATMENT PLANTS			
Treatment Plant Refurbishments			
WTP Stage 1 - Urban	\$8,429,062	\$3,842,778	See detailed report
Urana WTP replacement - Non-Urban	\$200,000	\$35,232	Finalising master plan
Pump Stations Renewal/Refurbish/Upgrade			
West Wagga Shires pump upgrade - Urban	\$151,731	\$185,418	Largely complete, some electrical work to finish.
RESERVOIRS			
New/Replacement Reservoirs			
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$504,000	\$416,299	Excavation continuing. RWCC investigating option of blasting for removal of 12,500 cubic meters of hard rock.
Glenoak Res 2 x 4.5ML - Investigate, design, land matters	\$100,000	\$55,868	Draft Ecological assessment received and sent to WWCC for review
Shires Reservoir Relocation - Non-Urban	\$2,560,333	\$922,970	Construction continuing.
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$150,000	\$40,621	
Broad St	\$120,000	\$0	
Reticulation for Developers (including other extensions)			
Reticulation for Developers - Urban	\$800,000	\$1,022,165	

Renew Reticulation Mains			
Renew Reticulation Mains - Non-Urban	\$200,000	\$43,028	
Renew Reticulation Mains - Urban	\$325,000	\$133,031	
The Gap / Brucedale System - Non-Urban	\$115,000	\$130,865	Completed
Main St, Lake Albert - Urban	\$160,000	\$160,442	Completed
Renew Trunk Mains			
Renew Trunk Mains - Urban	\$138,000	\$0	
Renew Trunk Mains - Non-Urban	\$100,000	\$0	
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$400,000	\$359,148	Completed
Low & High Level Rising Mains from CWS	\$194,911	\$239,847	
The Rock - Milbrulong BT Trunk Mains Replacement	\$1,600,000	\$417,781	Ongoing
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$500,000	\$353,016	
Renew Services			
Renew Services - Urban	\$100,000	\$24,677	
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$130,000	\$101,233	



Bede Spannagle
DIRECTOR OF ENGINEERING

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

RECOMMENDATION: that Council note the report.

Background:

The Project team provide regular reports on the progress and current issues on the Wagga Wagga water treatment plant (WTP) construction contract.

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

- **UGL Project Status report – March 2018**

Contract issues:

The WTP has continued to produce potable water meeting specification throughout the third quarter using the temporary pipeline from the existing raw water pumps. Ongoing problems are occurring with flocculation suspension in the lamella clarifiers, and UGL and the RWCC project management team continue to work through this issue.

Operation of the Sludge treatment plant is improving and UGL are continuing to work with RWCC staff to improve the consistency of sludge and increase the percentage of solids in the sludge being fed to the plant.

The rock protection works around the Raw Water Intake concrete structure is now largely finished, and the coffer structure has been removed from the river, allowing water flow through the intake structure. Placement of rock protection works is continuing on the upper bank area.

The Raw Water pumps that arrived in February were out of specification and UGL have been in negotiations with Pentair regarding rectification works. RWCC understand this has now been resolved and the pumps will be returned to Pentair to be refitted as per the specification. This will delay the commissioning phase of the plant and RWCC has granted an extension of time to UGL until the end of June to allow commissioning at full capacity to commence in July. This delay will also provide UGL additional time to prove the clarification performance of the lamellas.

The RWCC and UGL project managers continue to meet weekly and are work through contractual issues. The contract Senior Executive's are also meeting regularly to work through the issues in regard to the lamella clarifiers.

Variations:

There have been no variations approved since the last Council meeting.

- **UGL Project Status report – March 2018**



PROJECT STATUS REPORT



March 2018

PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	8 th April 2017
REPORT NO.:	31
PROJECT MANAGER:	Doug Anderson
PREPARED BY:	Doug Anderson

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1.0 SUMMARY

Project progress in March was focussed on the following activities:

Electrical works - raw water FTPs & instrumentation; clearwater pump station cabling; test and quality documentation.

Raw Water Intake – Placement of the revetment on the West and East sides is complete up to the level of the sheetpiles, cofferdam will be removed in week 1 of April. Placement of rocks and gabions will continue through until mid-May 2018. Raw water piping has been fitted and welded out, air and potable water services are at 90%

Road works stage 2 anticipated completion early April with sealing of stage 1 & 2 by mid-April

Clearwater Pump Station Building – Erection of structure 97%, 1 x low and 1 x high level pumps have been removed from site for refurbishment.

Lamella Clarifiers – Issues with sludge build up within the clarifiers: Installation of a flow splitter in the raw water discharge trough to ensure even flow into the flocculation chambers, Relocation of poly dosing in train 2 to improve even distribution of floc.

Filters – Remaining filter coal has been loaded into cells 1,2 & 3; backwashing, chlorination and commissioning will be completed by early April

Civil/plumbing - Civil has focussed on various drainage works; and remediation of defects.

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 5993 hours. Subcontractor hours recorded on site were 3850. Total hours worked on the project to date is 242,649.

The following incidents occurred on site in March 2018.

Damage: Damage has been identified by UGL PM of the concrete apron in front of chemical building, damage done by truck drivers leaving site with material from coffer dam cutting corner when leaving site to remove material from the coffer dam.

Actions: Water bollards placed in location to stop drivers short cutting corner. The incident to be address at prestart meeting and to on pre-start agenda until coffer dam works are complete

Damage: During excavation for new site road, communication conduit was struck and damaged (cracked). Conduits where installed to high into the new road sub base and adjusted the height of the installed conduit was not provided on site red line drawings by previous UGL personnel. Excavation permit and site drawing provided to subcontractor.

Actions: Conduits exposed by hand and the conduits to covered in concrete or stabilized sand. Damaged conduit to be repaired by site electricians (patch kit).

Damage: Street light installed next to new site road which is currently been developed, was struck by an excavator during excavation to lower underground services under the new road. Causing the street light post to be turned 90degree and damage to street light post. Incident not reported until 2/3/2018 until UGL HSSE was informed of damage by another site subcontractor

Actions: Street light electrical equipment to be inspected by site electrician for damage, post to be repaired and moved back to correct location. UGL PM to discuss non- reporting of incident with subcontractor management.

Damage: Electrical cable tray under electric motor for Lamella tank sludge pump, has been damaged by unknown person or equipment. Damaged to cable tray identified and reported by subcontractor (PCT Plumbing) whom was working in the area yesterday afternoon

Actions: Incident / damage of cable tray discussed at pre-start & the UGL requirement of reporting incidents (damage) immediately. Electricians to repair electrical cable tray.

Near Miss: Labourer returned a positive alcohol test result at pre-start meeting blanket alcohol breath testing

Actions; Personnel tested as per UGL procedure and personnel removed from site for day and warning letter to be issued

MTI Injury: At appropriately 8.20am today, Peter Colclough an employee of Sanananda contractors was performing site roads works development as grade checker and spotter, injured his right index finger and is currently in Wagga base hospital. Peter was assisting the unloading of a truck and dog trailer of road base material after unloading the truck and trailer Peter informed the driver he was going to the rear of the trailer as the driver was going drive off forwards. Peter decided to clean the rear tail gate near the locking device of small rocks without informing the driver. The driver activated the tail gate locking device and Peter index finger was caught between the lock and the tail gate, the truck driver noticed Peter in distress in his side mirror and released the trailer locks. 1st aid provide onsite and transported to Wagga Base emergency by UGL HSSE.

Actions: Peter has been assessed at Wagga Base Hospital Emergency and has feeling and movement in his index finger and x-rays show no break in bones, Peter has been released from hospital and is required to attend Wagga base hospital tomorrow morning at 7.30am for precautionary cleaning and stitching of the wound of the index finger of his right hand.

Looking towards March/April we will be focussed on the following:

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

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

4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at October: -

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

5.0 CONTRACT/COMMERCIAL

5.1 Progress Claim

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

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)	97%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	100%	
4	Intake Works		
	Intake Works - General subtotal (3)	56%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	93%	
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)	99%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	99%	
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)	90%	
18	Electrical Items		
	Electrical subtotal (18)	98%	
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)	26%	
20	Post Process Proving		
	Post Process Proving (20)	24%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	98%	
22	Other Options Accepted		
	Options subtotal (20)	100%	
23	Variations		
	Variations Subtotal	83%	

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
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

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	\$0.00/\$ 297,940.00	On hold
W195 Progress Claim 32	Invoice #32	\$300,331.00	Pending

7.0 PROGRAMME

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

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

Construction/Completion Summary

- There are issues concerning sludge build up within the lamella clarifiers, site has installed flow splitters on the flocc tank inlets to ensure even flow and dosing is being adjusted to produce optimum flocculation. Site is also investigating concerns re discolouration/corrosion of the wetted parts
- Raw Water pumps have been delivered to site but inspection has discovered some defects which will require remediation prior to installation, negotiations with supplier continue.
- Raw water Intake - Placement of the revetment on the West and East sides is complete up to the level of the sheetpiles, cofferdam will be removed in week 1 of April. Placement of rocks and gabions will continue through until mid-May 2018 followed by riverbank rehabilitation that will be completed by the end of June.
- Mechanical installation within/on the raw water intake structure is 95% complete.
- Mechanical and electrical installation for the rest of the raw water intake structure is scheduled for completion by mid April
- Road works stage 2 anticipated completion early April with sealing of stage 1 & 2 by mid-April, and general site landscaping by June 2018
- Remaining filter coal has been loaded into cells 1,2 & 3, delay with backwashing due to lack of water; backwashing, chlorination and commissioning will be completed by April week 2
- All other miscellaneous works, footpaths, random slabs, additional drainage is targeted for completion by June 2018.
- It is the intention that the outstanding major defects (PLC wiring, isolation switches, electric motor replacement) will be completed during an 8 week period in winter, nominally from May to July 2018

8.0 QUALITY

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

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

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

The weekly monitoring of the flying fox colony near the Raw Water Intake has ceased as at the 31/3/18

10.0 INDUSTRIAL RELATIONS

No issues.

11.0 DESIGN AND TECHNICAL

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

12.0 COMMISSIONING

Temporary raw water supply & flowmeter 100%
Raw Water Pumps 0%
Lamella Clarifier – Train one 95%, train two 95%
Lamella Sludge Pumps 95%
PLC sequencing 90%
Instrument Wet Rack 95%
Sample Pumps 95%
Filters 75%
Backwash Pumps 95%
Washwater Pumps 95%
Process Water Pumps 95%
Chemical Dosing 90%
Clearwater Storage 95%
Clearwater Pumps 90%

The continuing focus of commissioning in the next month will be to complete the filters and raw water pumps.

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



Raw Water Intake



Raw Water Intake



Stage 2 Roadwork



Stage 2 Roadworks



Cofferdam Removal



Cofferdam Removal



Cofferdam Removal



Cofferdam Removal



Cofferdam Removal

APPENDIX A – SCOPE OF WORKS SUMMARY

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

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

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

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

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

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

- Raw water intake and pumping station. The intake would be constructed within the river. The pumping station would be built on Crown Land adjacent to the WTP on the bank of the Murrumbidgee River to supply raw water to the plant;
- Alum and polymer dosing systems;
- Inclined plate clarifiers (Lamella clarifiers);
- Six dual media filters including backwash pumps and air scour blowers;
- Chlorine storage and dosing system and channel-type static mixer for clear water storage;
- Fluoride dosing system;

- pH correction dosing systems;
- Dewatering building with two new centrifuges to dewater sludge material produced from clarification and filtration during the water treatment process.
- Backwash wastewater collection tank and pumping station for the wastewater produced from the clarification and filtration process;
- Clear water system upgrade including a new 3 ML clear water storage tank and low level and high level pumping stations each fitted with three pumps;
- Electrical works including switch-rooms, automation and control infrastructure, electrical substations and two new 1500kVA transformers;
- Filter wastewater collection sump and transfer pumps;
- Pipework and valves;
- Control room, water testing and analysing facilities;
- Internal access roads;

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

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

APPENDIX B – MONTHLY SAFETY REPORT

HSSE Monthly Safety Report –March 2018

1.0 Overview Statistics

	March 2018	Total to Date
UGL Hours	2143	70,063
Subcontractor hours	3850	172,586
Total Site Hours	5993	242,649
LTIFR: Target < .50	4.12	4.12
TRIFR: Target 2.70	0	0
MTIFR:	4.12	4.12
Lost Time Injuries (LTI)	0	1
Days lost to LTI	0	71
Medical Treatment Injuries (MTI)	1	1
1 st Aid Injuries	0	6
Incidents:		
Injury	1	8
Damage/ Loss	4	29
Near Miss	1	52
Hazard	6	155
Report Only	0	11
Journey Incident	0	1
Non-work-related injury	0	0
Environmental	0	14
Safety Initiatives:	0	13
Workplace Safety Inspections	10	725
Environmental Inspections	3	97
Safety Conversations (UGL)	11	1,122

Utake 5 (UGL)	120	5928
Hazobs	7	547
Site audit (e.g. Plant pre-start)	4	100
SWMS reviews	3	365
Site inductions	12	741
Tool box meetings	3	96
Training hours	0	134
Plant delivery inspections	6	202
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	1	4
Alcohol Breath tests	103	3826
Drug tests	0	176

2.0 Incident Summary

The following incidents occurred on site in March 2018.

Damage: Damage has been identified by UGL PM of the concrete apron in front of chemical building, damage done by truck drivers leaving site with material from coffer dam cutting corner when leaving site to remove material from the coffer dam.

Actions: Water bollards placed in location to stop drivers short cutting corner. The incident to be address at prestart meeting and to on pre-start agenda until coffer dam works are complete

Damage: During excavation for new site road, communication conduit was struck and damaged (cracked). Conduits where installed to high into the new road sub base and adjusted the height of the installed conduit was not provided on site red line drawings by previous UGL personnel. Excavation permit and site drawing provided to subcontractor.

Actions: Conduits exposed by hand and the conduits to covered in concrete or stabilized sand. Damaged conduit to be repaired by site electricians (patch kit).

Damage: Street light installed next to new site road which is currently been developed, was struck by an excavator during excavation to lower underground services under the new road. Causing the street light post to be turned 90degree and damage to street light post. Incident not reported until 2/3/2018 until UGL HSSE was informed of damage by another site subcontractor

Actions: Street light electrical equipment to be inspected by site electrician for damage, post to be repaired and moved back to correct location. UGL PM to discuss non-reporting of incident with subcontractor management.

Damage: Electrical cable tray under electric motor for Lamella tank sludge pump, has been damaged by unknown person or equipment. Damaged to cable tray identified and reported by subcontractor (PCT Plumbing) whom was working in the area yesterday afternoon

Actions: Incident / damage of cable tray discussed at pre-start & the UGL requirement of reporting incidents (damage) immediately. Electricians to repair electrical cable tray.

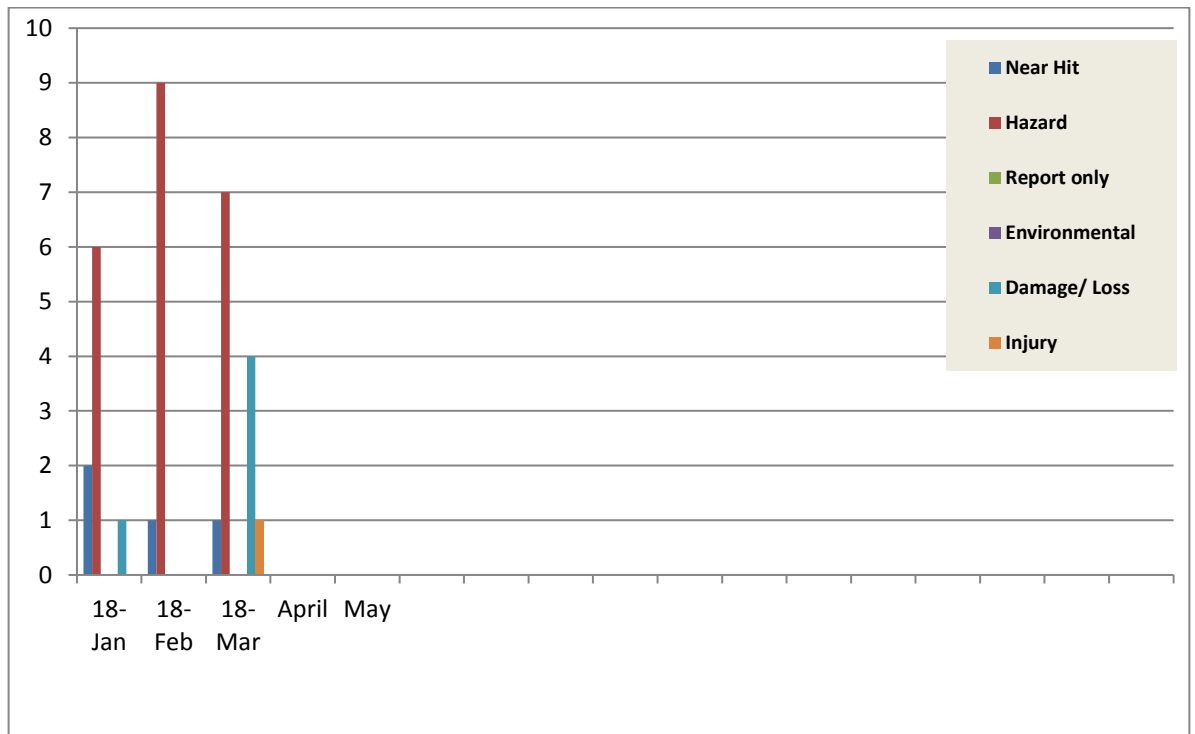
Near Miss: Labourer returned a positive alcohol test result at pre-start meeting blanket alcohol breath testing

Actions; Personnel tested as per UGL procedure and personnel removed from site for day and warning letter to be issued

MTI Injury: At appropriately 8.20am today, Peter Colclough an employee of Sanananda contractors was performing site roads works development as grade checker and spotter, injured his right index finger and is currently in Wagga base hospital. Peter was assisting the unloading of a truck and dog trailer of road base material after unloading the truck and trailer Peter informed the driver he was going to the rear of the trailer as the driver was going drive off forwards. Peter decided to clean the rear tail gate near the locking device of small rocks without informing the driver. The driver activated the tail gate locking device and Peter index finger was caught between the lock and the tail gate, the truck driver noticed Peter in distress in his side mirror and released the trailer locks. 1st aid provide onsite and transported to Wagga Base emergency by UGL HSSE.

Actions: Peter has been assessed at Wagga Base Hospital Emergency and has feeling and movement in his index finger and x-rays show no break in bones, Peter has been released from hospital and is required to attend Wagga base hospital tomorrow morning at 7.30am for precautionary cleaning and stitching of the wound of the index finger of his right hand.

Wagga Wagga WTP Incident trends



- March 2018 12 Site inductions not including visitor's inductions
- Site wide training in UGL Isolation procedure
- Continuing education of local subcontractors regarding SWMS & Safety Culture Development/ Awareness
- Safety Award March 2018

3.0 Project Safety Initiatives for April 2018

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

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Toolbox meeting:**

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

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

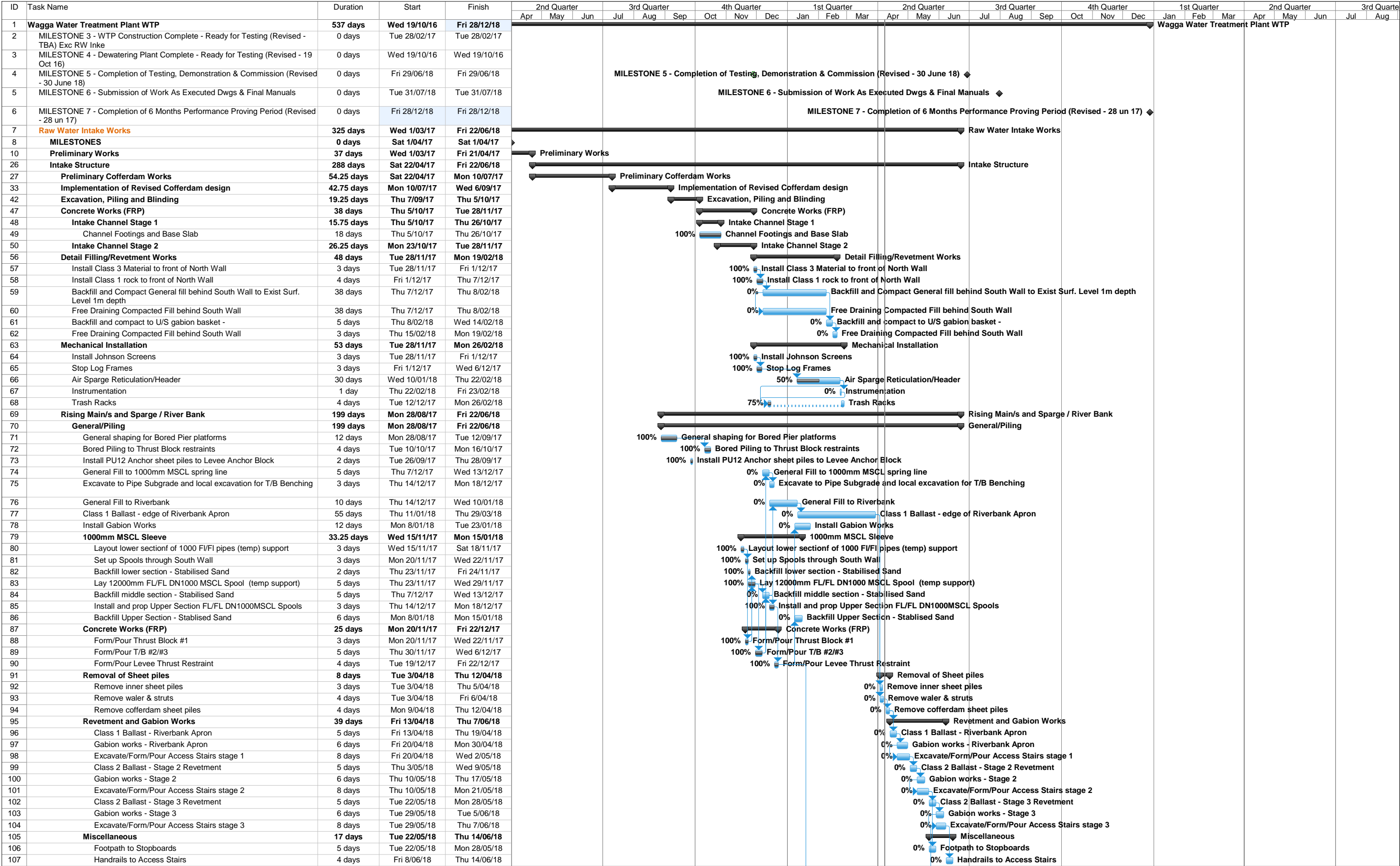
- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

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

Mark Hunter

UGL Safety Advisor

APPENDIX C – PROJECT PROGRAMME



QUESTIONS & STATEMENTS

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