



22nd June 2017

## NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

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

on

**WEDNESDAY, 28<sup>th</sup> JUNE 2017 at 9.30 am**

and your attendance is requested accordingly

Yours faithfully

A handwritten signature in blue ink, appearing to read 'G J Haley', is written over a light blue horizontal line.

G J Haley  
GENERAL MANAGER

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

22nd June 2017

The Chairperson and Councillors:

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

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

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In accordance with the provisions of Clause 19(3) of the Local Government (Financial Management) Regulation 1993, I report details of the Council's external investments as at 30 April 2017 and 31 May 2017 as follows:

- Investment Report – April 2017
- Investment Report – May 2017

## Monthly Investment Report as at 30/4/17

**a) Council's Investments as at 30/4/17**

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	18/04/2017	86	13/07/17	A-2	2.45	BBSW	1.63	8.308%	\$1,500,000.00	\$1,500,000.00
Beyond Bank	6/03/2017	92	06/06/17	A-2	2.65	BBSW	1.63	8.308%	\$1,500,000.00	\$1,500,000.00
ME Bank	22/03/2017	90	20/06/17	A-2	2.50	BBSW	1.63	5.538%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	13/04/2017	90	12/07/17	A-1+	2.55	BBSW	1.63	5.538%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	22/03/2017	90	20/06/17	A-1+	2.53	BBSW	1.63	11.077%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	7/04/2017	90	06/07/17	A-1+	2.58	BBSW	1.63	11.077%	\$2,000,000.00	\$2,000,000.00
								49.85%	\$9,000,000.00	\$9,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.41	Cash Rate	1.50	29.86%	\$5,391,574.66	\$5,391,574.66
AMP				A-1	2.05	Cash Rate	1.50	20.294%	\$3,664,349.72	\$3,664,349.72
								50.15%	\$9,055,924.38	\$9,055,924.38
TOTAL INVESTMENTS								100.00%	\$18,055,924.38	\$18,055,924.38
Cash at Bank										\$800,195.22
TOTAL FUNDS										\$18,856,119.60

**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)	\$1,140,647.69
	Asset Replacement	\$1,643,131.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$7,783,778.69
Unrestricted Funds		\$11,072,340.91
<b>TOTAL FUNDS</b>		<b>\$18,856,119.60</b>

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

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**MANAGER CORPORATE SERVICES**

## Monthly Investment Report as at 31/5/17

**a) Council's Investments as at 31/5/17**

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	18/04/2017	86	13/07/17	A-2	2.45	BBSW	1.62	7.930%	\$1,500,000.00	\$1,500,000.00
Beyond Bank	6/03/2017	92	06/06/17	A-2	2.65	BBSW	1.62	7.930%	\$1,500,000.00	\$1,500,000.00
ME Bank	22/03/2017	90	20/06/17	A-2	2.50	BBSW	1.62	5.286%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	13/04/2017	90	12/07/17	A-1+	2.55	BBSW	1.62	5.286%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	22/03/2017	90	20/06/17	A-1+	2.53	BBSW	1.62	10.573%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	7/04/2017	90	06/07/17	A-1+	2.58	BBSW	1.62	10.573%	\$2,000,000.00	\$2,000,000.00
								47.58%	\$9,000,000.00	\$9,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.34	Cash Rate	1.50	28.56%	\$5,402,179.41	\$5,402,179.41
AMP				A-1	2.05	Cash Rate	1.50	23.865%	\$4,514,349.72	\$4,514,349.72
								52.42%	\$9,916,529.13	\$9,916,529.13
TOTAL INVESTMENTS								100.00%	\$18,916,529.13	\$18,916,529.13
Cash at Bank										\$333,266.97
TOTAL FUNDS										\$19,249,796.10

**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)	\$1,140,647.69
	Asset Replacement	\$1,643,131.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$7,783,778.69
Unrestricted Funds		\$11,466,017.41
<b>TOTAL FUNDS</b>		<b>\$19,249,796.10</b>

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

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**MANAGER CORPORATE SERVICES**

## 2. DETERMINATION OF REMUNERATION FEES FOR COUNCILLORS AND CHAIRPERSON 2017/2018

**RECOMMENDED** that the fees for 2017/2018 be set at:

- i. Councillors \$5,790, and
- ii. Additional fee for Chairperson \$9,510

Section 241 of the Local Government Act 1993, states that the annual fees to be paid for each of the categories Councils, as determined under section 239, to Councillors and Chairperson, during the period 1st July 2017 to 30th of June 2018 are determined as follows:

Category		Councillor/Member		Mayor/Chairperson	
		Annual Fee		Annual Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	\$ 26,310	\$ 38,580	\$ 160,960	\$ 211,790
	Major CBD	\$ 17,540	\$ 32,500	\$ 37,270	\$ 105,000
	Metropolitan Large	\$ 17,540	\$ 28,950	\$ 37,270	\$ 84,330
	Metropolitan Medium	\$ 13,150	\$ 24,550	\$ 27,940	\$ 65,230
	Metropolitan Small	\$ 8,750	\$ 19,310	\$ 18,630	\$ 42,120
General Purpose Councils - Non-Metropolitan	Regional City	\$ 17,540	\$ 30,500	\$ 37,270	\$ 95,000
	Regional Strategic Area	\$ 17,540	\$ 28,950	\$ 37,270	\$ 94,330
	Regional Rural	\$ 8,750	\$ 19,310	\$ 18,630	\$ 42,120
	Rural	\$ 8,750	\$ 11,570	\$ 9,310	\$ 25,250
County Councils	Water	\$ 1,740	\$ 9,650	\$ 3,730	\$ 15,850
	Other	\$ 1,740	\$ 5,770	\$ 3,730	\$ 10,530
	60% of Maximum		\$ 5,790		\$ 9,510

\* This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249 (2))

The annual fee is paid in monthly instalments in arrears.

Riverina Water County Council Fees for 2016/2017 are: Chairperson \$9,276 and Councillor \$5,646.

Council's Resolution (07/39) of 27th June 2007, in respect of Councillor Fees, was that Councillors' and Chairperson's annual fee be set at 60% of the maximum allowable, as determined annually by the Local Government Remuneration Tribunal, pursuant to section 242 of the Local Government Act 1993.



### 3. ADOPTION OF REVISED DELIVERY PROGRAM 2017/2021 AND OPERATIONAL PLAN 2017/2018

**RECOMMENDED** that the Draft Revised Delivery Program 2017/2021 and Operational Plan 2017/18, as exhibited, following close of public comments, be adopted as Council's Delivery Program 2017/2021 and Operational Plan for 2017/2018, subject to the following changes:-

	2016/2017	2016/2017
Search /Enquiry Fee – S603 (as for property transfer)	\$75	\$80
Interest on Overdue Accounts	8.0%	7.5%

An amended Revised Delivery Program and Operational Plan is attached.

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Council placed its Draft Revised Delivery Program 2017/2021 and Draft Operational Plan 2017/2018 on Exhibition on 14 May 2017. Submissions from the public were invited until 19 June 2017. No public submissions were received.

A number of changes are necessary to the Draft Operational Plan, in light of events that have occurred since it was placed on exhibition.

The NSW Office of Local Government has indicated that fee to be charged for a Certificate under Section 603 of the Local Government Act has increased from \$75 to \$80 and also that the maximum interest chargeable on overdue accounts has been reduced from 8.0% to 7.5%.

### 4. MAKING OF RATES AND CHARGES FOR 2017/2018

**RECOMMENDED** that the rates and charges be made for the 2017/2018 year, as outlined in the adopted Operation Plan 2017/2018.

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### 5. AUGUST 2017 COUNCIL MEETING

**RECOMMENDATION** that Council hold its August 2017 Ordinary Meeting on 16 August 2017 commencing at 9.30am.

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Council normally holds its Council Meetings on the 4<sup>th</sup> Wednesday of February, April, June, August and October.

The Chairperson has indicated that he will be overseas on 23<sup>rd</sup> August this year. He has circulated the Councillors seeking their views on whether it is practical to change the date to one week earlier and hold the Ordinary Meeting on 16<sup>th</sup> August.

No objections have been raised.

## 6. LOCAL GOVERNMENT NSW 2017 ANNUAL CONFERENCE

### **RECOMMENDATION** that:

- a) Council be represented the Local Government NSW 2017 Annual Conference;
- b) Council delegate be the Chairman and the General Manager (observer);
- c) Nominations be invited from any other Councillor to attend as an observer.
- d) Council determine motions that it believes are of concern and should be discussed at the Conference.

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Local Government NSW has advised that the Annual Conference of the Association will held at Hyatt Regency, Sydney, from Monday 4 December 2017 to Wednesday 6 December 2017. The council was represented at the 2016 Conference by the Chairperson, Councillor Hiscock (Delegate), together with Councillor Verdon and the General Manager (observers).

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

Registrations for the Conference will be open in August 2017.

Other key dates are as follows:

<b>Deadline</b>	<b>Action</b>
Monday 9 October	Deadline for payment of membership fees (required for your council to be entitled to vote for motions and the LGNSW Board)
Friday 13 October	Members notified of number of delegates that can vote: <ul style="list-style-type: none"><li>• on motions</li><li>• for the LGNSW Board</li></ul>
Tuesday 7 November	Deadline to nominate as a candidate for a position on the LGNSW Board (Note this date is currently subject to confirmation by the Australian Electoral Commission. LGNSW will advise if it changes.)
Monday 13 November	Deadline for members to provide names to LGNSW of delegates who will vote for: <ul style="list-style-type: none"><li>• motions</li><li>• the LGNSW Board</li></ul>

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

## 7. RWCC SPONSORSHIPS

**RECOMMENDATION** that the advice from the General Manager regarding sponsorships by RWCC for the year 2016/2017 be noted.

Riverina Water County Council has for a number of years sponsored various community groups/events.

Council has requested that I report on sponsorships made on an annual basis.

A copy of sponsorships for 2016/2017 follow:-

It should be noted that some of these sponsorships are once off assistance, such as:

Bidgee Dragons Abreast	2016 Dragon Boat Challenge	\$1,000
Immune Deficiency Foundation	2016 World Festival of Magic	\$ 550
Lockhart Bowling Club	Donation towards defibrillator	\$ 500
Quinty Men's Shed	Water Connection	\$4,063
SRCC/SREW Reunion 2017	Sponsorship	\$ 500
Wagga Wagga Country Club	2017 Pro Am	\$ 990
Total		<u>\$7,603</u>

The remainder have been more of an ongoing arrangement.

City of Wagga Wagga	Silver Sponsorship 2017 Big Business Breakfast	\$ 1,500.00
Committee 4 Wagga	Sponsorship New Year Eve Festivities 2016/2017	\$ 2,200.00
GTES	Apprentice & Traineeship Awards 2016	\$ 1,000.00
Henty Bowling Club	Sponsorship 2017 Invitation Triples	\$ 220.00
Henty & District Lifestyle Centre	Sponsorship 2016/17	\$ 180.00
Henty Show Society Inc	Sponsorship 2016 Show	\$ 1,000.00
Kurrajong-Waratah Industries	Membership 2016/2017	\$ 200.00
Kurrajong-Waratah Industries	Christmas Spectacular 2016	\$ 1,500.00
Lillier Lodge - Wagga Wagga	Subsidise Water Account (flat rate)	\$ 1,980.25
Lockhart Golf Club	Sponsorship 2016 Annual Mens Tournament	\$ 500.00
Lockhart Picnic Race Club Inc	1/2 page advert in Lockhart Picnic Race Book 2016	\$ 500.00
Murrumbidgee Rotary Club	Sponsorship 2017 Science & Engineering Challenge	\$ 2,000.00
Oaklands Lions Truck & Equipme	Sponsorship 2017 Truck Show	\$ 2,500.00
Riverina Summer School of Strings	Sponsorship 2016/17	\$ 2,750.00
Rotary Club of South Wagga Inc	Sponsorship 19th Annual Golf Day	\$ 300.00
Rotary Club of South Wagga Inc	Sponsorship of Circus Quirkus 2017	\$ 600.00
Spirit of the Land Lockhart In	Sponsorship 2016 Festival	\$ 2,000.00
TAFE NSW Riverina Insitutue	Sponsorship 2017 TAFE NSW Awards	\$ 250.00
TAFE NSW Riverina Insitutue	Sponsorship 2017 Scholarship	\$ 1,000.00
The Rock Show Society Incorporated	Sponsorship 2016 Show	\$ 1,000.00
Turvey Park Public School	Sponsorship Speech Night 2016	\$ 100.00
Urana Vintage Machinery Club	Sponsorship of 2016 Show	\$ 1,000.00
Uranquinty Progress Assoc	Sponsorship Xmas Celebrations 2016	\$ 500.00
Wagga & District Bowling Asoci	Sponsorship Annual Bowls Calendar 2016/2017	\$ 90.00
Wagga School of Arts Community	Sponsorship of Play Festival 2017	\$ 1,250.00
Wagga Wagga High School	Sponsorship Speech Night 2016	\$ 100.00
		<u>\$ 26,220.25</u>

## 8. ADVOCACY FOR MURRAY DARLING MEDICAL SCHOOL

**RECOMMENDATION** that Riverina Water County Council support the Murray Darling Medical School as requested.

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Riverina Water County Council's Constituent Councils have been approached by Charles Sturt University seeking support for a proposed Murray Darling Medical School (MDMS).

This Medical School is being proposed by Charles Sturt University and La Trobe University.

They have requested that Councils sign their 'change.org' petition, circulate this amongst Council's networks and feature it in any Council newsletter or email update.

While the promotion of such a Medical School would normally fall under the ambit of our general purpose council colleagues, it is felt that this issue affects the whole community and is worthy of Riverina Water County Council's support.

## 9. REMUNERATION OF INDEPENDENT MEMBERS OF AUDIT AND RISK COMMITTEE

**RECOMMENDATION** that Council pay remuneration to the two independent members of the Audit and Risk Committee as follows:

1. Chairperson \$442 per meeting
  2. Committee Member \$331 per meeting
- 

Council last set meeting fees for the independent members of the Audit and Risk Committee in December 2012.

Since that time Councillors fees have increased by 2.5% per annum. A similar increase is suggested for the independent members of the Audit and Risk Committee. If the same increase granted to Councillors had been applied to the Audit and Risk Committee, then the fees would now be approximately \$442 and \$331.

It is suggested that the fees for the Independent members be reviewed annually.

The current independent committee members bring to the Committee a great deal of knowledge and resources to undertake their respective duties and roles.

The meeting times are estimated at 2-4 hours per meeting as required.

At the present time the Chairperson is paid \$400 per meeting and the Committee Member is paid \$300 per meeting.

It is proposed that there will be 4 meeting per year of the Audit and Risk Committee.

## 10. AUDIT AND RISK COMMITTEE MINUTES

**RECOMMENDATION** that Council receive and note the minutes of the Audit and Risk Committee Meeting held 5<sup>th</sup> June 2017 and endorse the recommendations contained therein.

- 
- Minutes Audit & Risk Committee

**MINUTES of the MEETING of AUDIT & RISK COMMITTEE**  
**held at 91 HAMMOND AVENUE, WAGGA WAGGA,**  
**on MONDAY, 5<sup>th</sup> JUNE 2017 at 9.30 am**

**PRESENT:**

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

**IN ATTENDANCE:**

General Manager	Graeme Haley
Manager Corporate Services	Michele Curran

The meeting of the Audit and Risk Committee commenced at 9.40 am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

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

**3. MINUTES OF PREVIOUS MEETING – 27<sup>TH</sup> FEBRUARY 2017**

***Recommendation:***

On the motion of David Maxwell and Clr Braid that the minutes of the proceedings of the Audit and Risk Committee meetings held 27<sup>th</sup> February 2017 be confirmed as true and accurate records.

**CARRIED**

**4. AUDIT & RISK COMMITTEE ACTIONS REGISTER**

***Recommendation:***

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

**CARRIED**

**5. LEAD ORGANISATIONAL CRITICAL ISSUES**

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

**CARRIED**

## **6. INTERNAL AUDIT EXPRESSION OF INTEREST**

### ***Recommendation:***

On the motion of David Maxwell and Bryce McNair that the advice of the General Manager be received and noted.

**CARRIED**

## **7. INTERNAL AUDIT UNIVERSE AND STRATEGIC PLAN**

### ***Recommendation:***

On the motion of Bryce McNair and Clr Braid that the Audit & Risk Committee:-

- a) adopt the following internal audit program for the year ending 30 June 2018
  - i) Risk Management
  - ii) Workplace Health & Safety
  - iii) IT Core Systems
  - iv) Asset Management (some aspects)
- b) General Manager prepare a brief scope of work for the assignments and supply these to committee members for confirmation out of session prior to the next meeting.

**CARRIED**

## **8. EXTERNAL AUDIT – TIMETABLE AND PLAN**

### ***Recommendation:***

On the motion of David Maxwell and Bryce McNair that the advice of the General Manager and Manager of Corporate Services be received and noted.

**CARRIED**

## **9. ANNUAL RESIDENTS SURVEY**

### ***Recommendation:***

On the motion of Bryce McNair and Clr Braid that the General Manager's report into the 2017 Riverina Water County Council residents survey be received and noted.

**CARRIED**

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

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

**CARRIED**

**11. REPORT ON ATTENDANCE AT AUDITOR-GENERAL'S FORUM SYDNEY 3RD MARCH 2017**

***Recommendation:***

On the motion of David Maxwell and Clr Braid that the report be received and noted.

**CARRIED**

**12. GENERAL BUSINESS**

A brief discussion was held regarding the follow up of previous audits.

Next General Meeting: Monday 31 July 2017 at 9.30 am

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Meeting Closed 11.37 am

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## 11.INTERNAL POLICY 3.25 LEAVE

**RECOMMENDATION** that Riverina Water County Council adopt Internal Policy 3.25 Leave.

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In 2011, Riverina Water County Council adopted a Policy regarding the taking of leave by employees. This policy was reviewed in 2013 and was again due for review in 2016.

This policy review has now been completed and is attached for Councillors' information, together with Leave Guidelines.

This policy applies to the leave provisions of all employees entitled to leave and in compliance with the Riverina Water Council Enterprise Award 2016.

The Policy states that all employees and RWCC representatives will consider the operational needs of RWCC as well as the individual's needs to ensure:

- All employees are aware of leave entitlements, discretionary leave provisions and responsibilities.
  - RWCC is committed to providing opportunities, where employees' work in a safe and healthy family friendly environment and balance their work and life commitments.
  - The operational requirements of RWCC are taken into account through appropriate work planning.
- 
- **Internal Policy 3.25 Leave**
  - **RWCC Leave Guidelines**

## INTERNAL POLICY

### LEAVE POLICY

POLICY REFERENCE NUMBER:		IP 3.25	
Original publication date 5 <sup>th</sup> October 2011 Min. No. 11/125			
Revision number	Issue Date	Council resolution	Council meeting date
0	2011	11/125	5/10/2011
Name changed 26/11/13 from 4.26			
1	12/12/2014	14/169	12/12/2014
2	21/06/2017	17/???	28/06/2017
This document is to be reviewed every three years. Next review date: December 2019			
RESPONSIBLE OFFICER		General Manager	

## **PURPOSE**

Riverina Water County Council is committed and seeks to ensure compliance with the Riverina Water Council Enterprise Award 2016 to provide all employees with appropriate leave provisions.

All employees and RWCC representatives will consider the operational needs of RWCC as well as the individual's needs to ensure:

- All employees are aware of leave entitlements, discretionary leave provisions and responsibilities.
- RWCC is committed to providing opportunities, where employees' work in a safe and healthy family friendly environment and balance their work and life commitments.
- The operational requirements of RWCC are taken into account through appropriate work planning.

## **SCOPE**

This policy applies to the leave provisions of all employees entitled to leave and in compliance with the Riverina Water Council Enterprise Award 2016.

## **COMMITMENTS**

Riverina Water is committed to:

- Ensuring policies and guidelines are in plain English and accessible to all employees
- Are compliant with the provision of relevant Acts and Riverina Water Council Enterprise Award 2016

## **IMPLEMENTATION**

The General Manager has specific responsibility for the implementation, review and monitoring the effectiveness of this policy and may delegate management accordingly.

In order to implement this policy Riverina Water will:

- Communicate the policy provision during induction to all existing and new staff;
- Ensure adequate resources are available

Guidelines supporting and compliant with Riverina Water Council Enterprise Award 2013, relevant Acts and good practice will be maintained for recognised leave entitlements and arrangements including:

- Annual
- Sick &
- Personal carers
- Bereavement
- Long Service
- Maternity
- Paternity
- Defence force training
- Community Service
- Trade Union
- Study
- Union Picnic day
- Rostered day off
- Leave without pay

## **MONITORING & REVIEW**

Riverina Water will establish appropriate information and monitoring systems to assist the effective implementation of relevant policy and guidelines

## COMPLAINTS

Individuals who believe they have suffered any form of discrimination are entitled to raise the matter through the agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

## LEGISLATION

The documents and reference used to compile and support this policy and relevant guidelines include:

- [Riverina Water Council Enterprise Award 2016](#)
- [Defence Act 1903](#)
- [Defence Reserve Service \(Protection\) Act 2001](#)
- [Defence Reserves Support](#) -
- [State Emergency & Rescue Management Act 1989](#)
- [Annual Holidays Act 1944](#)
- [Anti-Discrimination Act 1977](#)
- [Public Holidays Act 2010](#)
- [Long Service Leave Act 1955](#)
- [Workers Compensation Act 1987](#)
- [Industrial Relations Act 1996](#)
- [Industrial Relations \(Child Employment\) Act 2006](#)
- [Gendered Violence Research Network](#)

# Riverina Water County RWCC Leave Guidelines

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# Introduction

RWCC provides the following types of leave to eligible employees:

- annual leave
- sick leave & personal carers'
- bereavement/compassionate
- public holidays
- long service
- maternity and parental
- defence force training
- jury service
- voluntary service
- trade union
- study (refer to separate policy & procedures)
- family violence (refer to separate policy and procedures)
- rostered day off
- leave without pay

The following guidelines are based on a full time employees working ordinary agreed hours

- Either 38 or 35 hours per week depending on the RWCC Enterprise Agreement and classification
- Fractional employees leave entitlements are calculated on a proportionate basis.
- Casual employees are paid a loading in lieu of leave entitlements unless otherwise referred to the Enterprise Award.
- Unless otherwise noted leave may be taken for periods of a whole day or greater, except in the case of long service leave, which is normally taken in blocks of no less than one week.

## Leave types

### Annual leave

- Full-time employees are entitled to annual leave on full pay at the rate of 20 working days for each completed year of service from the date of appointment.
- Employees engaged on shift rosters will be entitled to an additional 20 hours of annual leave after each twelve months of service.
- An employee will apply for leave indicating when they wish the leave to commence, normally giving reasonable notice.
- Leave will be allowed or deferred at the discretion of the Supervisor. Taking of annual leave will be such that the operational requirements of the organisation are met.
- Supervisors are to ensure that employees have adequate opportunity to take annual leave as a continuous period and employees are to inform their supervisor of intentions to take leave.
- Where a public holiday occurs during the period of annual leave no deduction for this day will be made from the annual leave credits of the employee.

- Where an employee's leave entitlement equals or exceeds eight working weeks, the employee's supervisor may direct the employee to take leave, providing at least 4 weeks' notice.
- When an employee is ill for five or more consecutive working days whilst on annual leave, on provision of appropriate documentation application to the general manager can be made for that leave to be re-credited.
- Employees will be paid annual leave as part of their normal pay or they may request payment in advance. On termination of employment, the employee will be paid pro-rata all accrued annual leave credits not taken.

### Sick leave

- Full-time employees are entitled to paid sick leave for up to 15 working days per year.
- Sick leave is available twelve months in advance during the first year of service, and then accrues on a proportionate, cumulative basis.
- After 5 yrs of continuous service this increases to eighteen days.
- Casual employees are entitled to unpaid leave of up to two days on each occasion of a personal illness and must provide a medical certificate from a medical practitioner or completed statutory declaration form.
- An employee absent from work through illness must advise their supervisor as soon as practicable on the first day of absence.
- Documentation supporting requests for sick leave of two or more days or after three separate periods in each year of service may be required, stating the nature of the illness and the period or approximate period for which sick leave is required This Acceptable documentation would only include a;
  - certificate from a medical practitioner or
  - a signed statutory declaration.
- When an employee is ill for five consecutive days whilst on annual or long service leave, supported by appropriate documentation no deduction of annual or long service leave credits will be made for the period of illness. No re-credit will be granted to an employee on annual or long service leave immediately prior to retirement, resignation or termination of employment.
- A supervisor can request an employee with a proven regular pattern of sick leave to provide a medical certificate or statutory declaration for any sick leave taken in the six months following the supervisor's request.
- Employees who have used their full entitlement of sick leave may be granted sick leave without pay, subject to the approval of the supervisor and satisfactory medical certification. In addition, an employee can use any annual leave entitlement.
- Where a supervisor has concerns about an employee's ability to perform their normal duties on their return from a period of sick leave, they can request that the employee provide a medical clearance certifying that the employee is fit to resume normal duties.
- An employee with at least ten years' service with Riverina Water may at the recommendation of their supervisor and at discretion of the General Manager be granted additional sick leave where an illness or injury results in the employee exhausting their accumulated sick leave.
- An employee, who has been granted paid sick leave and who in respect of the period of leave receives compensation under any Act or law shall reimburse Riverina Water from the compensation, amounts paid for leave.
- Untaken sick leave which accrues from year to year is not paid upon termination unless there are unclaimed credits from previous awards or agreements at 15 February, 1993.

## Personal Carers' leave

- Carers' leave is available for an employee's absence to provide care and support for a member of their immediate family or household under their care when they are ill.
- In normal circumstance, an employee shall not take personal carer's leave where another person is providing the immediate family or household member with care.
- Sick leave entitlements, conditions and expectations are to be used for personal carer's leave.
- Personal carer's leave may be taken for part of a single day.
- Immediate family includes a:
  - spouse (including a former spouse, a de facto spouse and a former de facto spouse of the opposite or same sex);
  - child (including an adopted child, a step-child, ex-nuptial child or foster child), or grandchild;
  - parent, grandparent, or sibling of the employee or the employee's spouse, and
  - relative of the employee who is a member of the same household as defined in enterprise agreement.

## Bereavement leave

- Employees, other than casuals may be granted up to four days paid bereavement leave on full pay, with provision of satisfactory evidence.
- Person in respect of whom, bereavement leave may be claimed shall include a:
  - spouse of the employee; or
  - de facto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
  - child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee; or
  - same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
  - relative of the employee who is a member of the same household, where for the purposes of this paragraph:
    - 'Relative' means a person related by blood, marriage or affinity;
    - 'Affinity' means a relationship that one spouse because of marriage has to blood relatives of the other; and
    - 'Household' means a family group living in the same domestic dwelling.

## Bereavement Entitlements for Casual Employees

- Subject to providing satisfactory evidence to the RWCC, casual employees are entitled to not be available to attend work, or to leave work upon the death of a person prescribed in Sub Clauses (i)(a) to (i)(e) above.
- RWCC and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 96 hours (i.e. four days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.
- RWCC must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of the RWCC to engage or not engage a casual employee are otherwise is not affected.



### Long service leave

- Employees who complete ten years continuous service are entitled to long service leave of 13 weeks.
- From eleven to fifteen years an additional 1.7 weeks per year.
- After the completion of the sixteenth year and each year following an additional 2.7 weeks
- To be taken at a time mutually convenient to RWCC and the employee in minimum period so of one week.

### Paid maternity and parental

- Paid maternity leave applies to;
  - female fulltime and part time employees who have 12 months continuous service with RWCC immediately prior to the commencement of maternity leave or special maternity leave
  - female casual employees who have worked a regular and systematic basis with RWCC for a t least 12 months prior to the commencement of maternity leave or special maternity leave
  - leave shall mean leave taken by a female employee in connection with pregnancy or birth of a child of the employee
  - an unbroken period of service either 28 weeks half pay or 14 weeks full pay or combination as long as it does not exceed the equivalent of 14 weeks full pay
- Paid special maternity leave is leave taken by an employee where the pregnancy of the employee terminate before the expected date of birth (other by the birth of a living child) or where she suffers illness related to her pregnancy , and she is not then on paid maternity leave provided that a medical practitioner certifies such leave to be necessary before her return top work.
- The employee may choose to commence paid maternity leave before the expected date of birth.
- Other leave and accumulated time in lieu may be taken in conjunction with paid maternity leave and special maternity leave, subject to council approval, provided that the total period of leave does not exceed 52 weeks.
- Is taken into account in calculating the employee's long service leave, annual and sick leave accruals.
- Paid maternity leave may not be extended beyond the first anniversary of the child's birth
- Payment is at the employee's ordinary rate prior to commencing the leave.
  - Permanent part time employee's will paid at their ordinary part time rate of pay calculated on the regular number of hours worked.
  - Casula employee's rate of pay will be calculated by averaging the employee's weekly wage in the 12 months immediately prior to the employee commencing leave

### Defence force training

- Employees who are members of the Australian Defence Force Reserve are entitled to leave without pay for up to 14 calendar days.
- An additional 14 days leave without pay in the first year of ADF Reserve service to allow the employee to attend and common induction training requirements.
- For all other periods of ADF Reserve service, an employee may elect to apply for:
  - leave without pay;
  - annual leave;
  - long service leave;
  - other accrued leave entitlement; or

- a combination of the above to cover the required period of Defence service.
- ADF Reserve service leave is based on a financial year and is in addition to any other accrued leave (e.g. Annual Leave, Long Service Leave etc.).
- With the exception of Continuous Full Time Service (CFTS), up to six weeks ADF Reserve service leave per year is treated as unbroken service for the purpose of calculating accrued leave (e.g. Annual Leave, Long Service Leave, Sick Leave, etc.).
- RWCC may contact the nominated ADF Unit point of contact to discuss possible alternative dates when the absence of an employee may cause significant difficulties for our operational requirements.
- At the start of each working year, the employee will inform RWCC of their anticipated ADF Reserve service commitment for the next 6-12 months, even when specific dates are unknown. Once specific dates are available, employees should notify RWCC at the earliest practicable opportunity.
- Provide RWCC with written ADF notification of the training/activity to be undertaken and include this with the leave application.
- Attempt to resolve ADF Reserve service related issues at the lowest appropriate level, e.g. immediate supervisor. When an internal resolution is unsuccessful, the employee should utilise any internal RWCC grievance or dispute resolution process. The employee should provide RWCC with the details of an appropriate ADF Reserve Unit point of contact.

#### Jury service

- An employee who is required to attend a Court for the purpose of jury service will be entitled to the difference between the jury service fee and the employee's ordinary rate of pay
- Casual employees are entitled to unpaid leave for the purposes of jury service.

#### Community Service Leave

- Any full-time, fractional employee who is a voluntary member of any recognised emergency service management body can take paid or unpaid leave during an emergency declared by a RWCC recognised authority.
- Casual employees can take unpaid leave.
- The employee's period of service continue unbroken during the period of leave, so that other entitlements continue to accrue.
- The employee must give RWCC notice of their absence, either verbal or written as soon as practicable.

#### Trade Union leave

- An employee who is sponsored by a union to attend a course of training will be paid a leave of absence to attend.
- A total of ten days in any one calendar year will be provided.
- Leave is non-cumulative.

#### Study (refer to separate policy & procedures)

#### Union Picnic Day

- Union Picnic day is a holiday for employees who are financial members of union(s)
- The Union Picnic Day shall be on a day as is agreed between the RWCC and the union(s)
- The union(s) advise RWCC two weeks prior to the Union Picnic Day of financial members
- Non-financial members of the Union(s) who work on the Union Picnic Day will be paid at ordinary pay for their normal working day
- Non-financial members may apply to take approved leave on this day.

## Family Violence

- As this can be very sensitive and may require specific support depending on the individual situation please refer to RWCC policy on Family Violence.
- Riverina Water recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work.
- Riverina Water is committed to providing support and retaining confidentiality to staff that experience family violence.
- An employee experiencing family violence may raise the issue with the immediate supervisor or the Human Resources Coordinator.

## Roster Day Off

- Unless otherwise agreed all RWCC fulltime employees are entitled to a rostered day off (RDO) after every nine days worked.
- RDO's are to be taken on a regular mutually agreed regular day.
- If the regular RDO falls on an award holiday the employee may take the next scheduled working day as a RDO or this may be deferred upon consent of your supervisor
- Employees at either RWCC request or on their own request and with the approval of RWCC., may defer and accumulate RDO's to be taken at a mutually agreed time provided that an employee shall not accumulate more than five rostered days off at any one time.

## Leave without pay

- Leave without pay may be granted at the discretion an employee's supervisor and at a time mutually convenient to RWCC and the employee.
- This must be authorised by the employees supervisor and then the General Manager
- It will not be regarded as service for the purpose of computing long service leave, sick leave or annual leave.
- These periods will not constitute a break in the employee's continuity of service.
- Public holidays will not be paid during absence of approved leave with pay.

## Applying for leave

- Employee's accruals for annual, sick and long service leave (when entitled) are provided on the employee's payslip and via Authority (insert link)
- Leave forms are used to apply for all leave (insert link)
- Employees other than causals are entitled to leave after an employee's first anniversary date of employment.

## The role of the employees

- It is the responsibility of the employee to apply for leave for the period of their absences as soon as possible.
- In the cases of Annual and Long Service Leave, employees may become aware of absences well in advance of the period of leave. In these situations, it is the employee's responsibility to advise their supervisor of their intended absence so other work arrangements can be made or negotiation can occur.
- The employee will, wherever practicable, give notice prior to an absence of the:

- intention to take leave
- reasons for taking leave (including the relationship involved when accessing Carers' and Bereavement/Compassionate leave)
- estimated length of absence

In the cases where it is not possible for an employee to give prior notice of the absence, the employee will notify their supervisor of the absence as soon as practicable, stating the details outlined above.

- Excluding sick leave, where an employee and supervisor anticipate the absences due to personal reasons may be regular or for extended periods, the employee and supervisor should explore alternative means of balancing RWCC needs, family and personal responsibilities, which may include fractional work and job sharing arrangements.
- It is the employee's responsibility to ensure that approval has been given before proceeding on leave.

### The role of supervisors and managers

- Wherever possible, leave applications must be approved prior to the commencement of the leave period.
- Where this is not possible (e.g. sick leave) the supervisor can complete a leave application on behalf of the employee or the employee can complete an application on their return to work.

### The role of Human Resources

- Human Resources via Clerical Officer - Payments maintain and process employee records, including leave applications. Human Resources can provide advice on:
  - different types of leave available to employees
  - leave entitlements
  - current leave applications
  - previous leave applications

### References

[Riverina Water Enterprise Award 2016](#)  
[Archery Australia](#)  
[Leave Guidelines - University of the Sunshine Coast](#)  
[Wollongong City Council Policy and Procedures](#)

## **12. POLICY 1.15 PUBLIC ACCESS TO INFORMATION**

**RECOMMENDATION** that Riverina Water County Council adopt Policy 1.15 - Public Access to Information.

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In October 2012 Riverina Water County Council adopted Policy 5.26 – Public Access to Information. This Policy summarised the rights of the public in accessing Council Information.

This Policy was renumbered in 2013 and is now called Policy 1.15 - Public Access to Information.

Minor changes were made to the Policy following a review in 2014.

The policy is now due for review again. No suggestions for changes are made. The policy is attached for Councillors' information.

The objectives of the Policy are:-

- The purpose of this Policy is to facilitate the public's right to access government information under the Government Information (Public Access) 2009 (GIPA Act).
- This Policy sets out the documents and types of information that are available to members of the public as a matter of routine (open access information), and information not made publicly available which may be requested via the formal access application process.
- This Policy establishes an internal process for processing formal access applications and informal requests for access to Council records, and aims to demonstrate Council's commitment to the principles of the GIPA Act.

It is appropriate that this policy be adopted to demonstrate Council's commitment to good governance.

- **Policy 1.15 Public Access to Information**

### PUBLIC ACCESS TO INFORMATION POLICY

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 1.15</b>	
<b>Original publication date</b>		<b>24 October 2012</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved at</b>	<b>Approval date</b>
0	24 Oct 2012	Res: 12/152	24 Oct 2012
Name Changed from Pol 5.26 on 22/11/13			
1	15 Oct 2014	Res: 14/134	15 Oct 2014
2	28 June 2017	Res: 17/???	
<p>This document is to be reviewed once every Council term.</p> <p>Next review date: October 2021</p>			
<b>RESPONSIBLE MANAGER</b>		<b>GENERAL MANAGER</b>	

## PART 1: INTRODUCTION

Members of the public have a legally enforceable right to access government information held by the Riverina Water County Council. The Government Information (Public Access) Act 2009 extends the right of the community to have access to information held by State Government departments, local and public authorities with a view to achieving more open, accountable, fair and transparent government.

The Riverina Water County Council, as a local authority, is subject to the Government Information (Public Access) Act 2009 (GIPAA) and accordingly acknowledges the right of the public to obtain government information about Council's structure, policies

### 1.1 Policy Objectives

- The purpose of this Policy is to facilitate the public's right to access government information under the Government Information (Public Access) 2009 (GIPA Act).
- This Policy sets out the documents and types of information that are available to members of the public as a matter of routine (open access information), and information not made publicly available which may be requested via the formal access application process.
- This Policy establishes an internal process for processing formal access applications and informal requests for access to Council records, and aims to demonstrate Council's commitment to the principles of the GIPA Act.

### 1.2 Principles

The Riverina Water County Council is committed to the following principles regarding public access to government information held by Council:

- Service Quality
- Open and transparent government
- Respect for the privacy of individuals
- Consideration of the public interest in relation to access requests

### 1.3 Scope of Policy

This Policy applies to all members of the public wishing to access Council information, all Councillors and Council personnel.

### 1.4 Definitions

<b>Council</b>	The Riverina Water County Council
<b>Council Officials</b>	Includes Councillors, members of the staff of Council, contractors and delegates of Council
<b>Disclose Information</b>	Includes making information available for release or provide access to information
<b>GIPA Act, or GIPAA</b>	The Government Information (Public Access) Act 2009

<b>Formal Access Application</b>	Valid application for access to government information under Part 4 of the GIPA Act.
<b>Open Access Information</b>	Records containing government information which is publicly available
<b>Government Information</b>	<p>The information contained in a record held by Council:</p> <ul style="list-style-type: none"> <li>. any paper or other material on which there is writing,</li> <li>. any paper or other material on which there are marks, figures, symbols or perforations having a meaning for a person qualified to interpret them,</li> <li>. any disc, tape or other article or any material from which sounds, images, writings or messages are capable of being produced or reproduced (with or without the aid of another article or device)</li> </ul>
<b>Disclosure Log</b>	Is a list of documents released following a decision about a valid access application for access under the Act, which is published on Council's website
<b>Contracts Register</b>	Is a register of government contracts that records information about each government contract to which Council is a party that has a value of \$150,000 or more
<b>Publication Guide</b>	Sets out the kinds of information that Council makes publicly available and routinely publishes on the website
<b>Personal Information</b>	Information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion (definition from NSW PPIPA 1998)

## 1.5 Legislative Context

- NSW Government Information (Public Access) Act 2009 (GIPA A)
- NSW Local Government Act NSW 1993 (LGA)
- NSW Privacy and Personal Information Protection Act NSW 1998 (PPIPA)
- NSW Privacy Code of Practice (Local Government)
- NSW Health Records and Information Privacy Act 2002 (HRIPA)
- NSW State Records Act 1998 (SRA)
- Federal Copyright Act 1968



## 1.6 Related Documents

- RWCC Policy 5.1 Code of Conduct
- RWCC Policy 5.12 Privacy Management Plan

## 1.7 Responsibilities

<b>Customer Service</b>	Receiving applications, answering incoming informal enquiries, releasing information held by Council through authorised proactive release
<b>Information Access Officer</b>	Responsible for processing of informal requests, formal access applications, making decisions regarding the release of information within the timeframes stipulated in the Act, providing assistance to the applicants with invalid applications, searching for information held by Council, maintaining and updating of Publication Guide and Disclosure Log
<b>Contract Services</b>	Maintaining contracts register
<b>All Council Officers</b>	Responsible for ensuring the security of all Council records and refusing to directly provide ad-hoc information to any person without forwarding it to the appropriate Council officer for processing, unless the document is otherwise available e.g. on Council's website.

## 1.8 Reporting Requirements

Council must prepare an annual report on its obligations under GIPA Act and submit it to the responsible Minister. A copy of the report must be also forwarded to the Information Commissioner.

## 1.9 Review procedures

This policy must be reviewed by the policy owner in accordance with the review schedule noted above.

## 1.10 Breaches of this Policy

Breaches of this policy will be investigated in accordance with Council's Code of Conduct

## **PART 2: POLICY CONTENT**

### **2.1 Legislative Requirements**

The Riverina Water County Council is committed to providing, as far as possible, an open, accountable and transparent environment, which enables members of the public access to Council records which do not require recourse to formal procedures. Council will seek to ensure that legitimate requests for access to information are handled promptly and that members of the public are able to access information, subject to the need to protect the privacy of others, commercially sensitive information and information the disclosure of which would not be in the public interest.

### **2.2 Access to Information**

#### ***2.2.1 Accessing Personal Information & Amendment of Council records***

1. The GIPA Act recognises privacy as a key principle against disclosure - Section 14 (2). Where an application for access to personal information involves the disclosure of personal information about another person, Council must consult with that other person before providing the applicant with access to the information requested.
2. The GIPA Act transfers the right for amendment of personal information held in Council's records from Part 4 of the Freedom of Information Act (FOI) to the new Part 6A of the Privacy and Personal Information Protection Act 1998 (PPIPA) - Schedule 3, Part 2, Section 4. All applications for amendment of Council's records will be dealt with under PPIPA.

#### ***2.2.2 Ways to access government information***

Under the GIPA Act, a person seeking access to Council information has a legally enforceable right to be provided with access unless there is an overriding public interest against disclosure of the information.

In accordance with Part 2, Division 1 of the GIPA Act, access to government information may be exercised in four ways:

1. Mandatory proactive release of certain government information. Council publishes open access information, defined in Section 18 of the GIPA Act, on its website at [www.rwcc.com.au](http://www.rwcc.com.au)

The following publications constitute open access information:

- Publication guide - described in Part 3, Division 2 of the GIPA Act
  - Policy documents - described in Part 3, Division 3 of the GIPA Act
  - Disclosure log - described in Part 3, Division 4 of the GIPA Act.
  - Register of government contracts - described in Part 3, Division 5 of the GIPA Act.
  - Additional open access information - described in Part 3, Division 1 Section 18(b), (f) & (g) of the GIPA Act.
2. Authorised proactive release of government information, which must be exercised in an appropriate manner by or with the authority of Council's principal officer, free of charge (or at the lowest reasonable cost), unless there is an overriding public interest against disclosure of the information - Part 2, Section 7 of the GIPA Act.

3. Informal release of government information via release of the information to a person in response to an informal request unless there is an overriding public interest against disclosure of the information. This may only be exercised by or with the authority of Council's principal officer - Part 2, Section 8 of the GIPA Act.
4. Formal access application. According to Part 2, Section 9 of the GIPA Act, in some limited circumstances, people seeking access to government information will need to make a formal request for that information (eg. where consultation with other agencies or third parties is required, or where the scope of request means that it will take significant agency resources to provide information).

### **2.2.3 Public interest considerations & the public interest test**

*Part 2, Division 2* of the GIPA Act provides a description of public interest considerations in favour (*Section 12*) and against disclosure of government information (*Section 14*).

In deciding which information to release, Council may apply the public interest test - in accordance with *Part 2, Division 2 Section 13* of the GIPA Act.

*Schedule 1* of the GIPA Act provides 12 categories of information for which there is always an overriding public interest against disclosure. Any formal access applications for information described in those categories, are invalid under the GIPA Act.

## **2.3 Making a Formal Access Application**

In some limited circumstances, when the government information is not open access information published on the website or available from the Customer Service Counter, and when releasing of the information requires previous consultation with third parties, this information may be accessed through a formal access application process.

### **2.2.3 How to make an access application**

In accordance with Part 4, Division 1, Section 41 of the GIPA Act, a valid formal access application must:

- be in writing,
- specify it is made under the GIPA Act;
- state a postal address in Australia;
- be accompanied by the \$30 fee
- provide sufficient detail to enable the Council to identify the requested information.

In making an application, a person may include any other additional information they think is relevant to the public interest test, which should be taken into account in determining whether or not there is an overriding public interest against disclosure of the information. Access application may be amended or withdrawn by the applicant at any time.

The application form for access to information is available from Council's website, at Council's Customer Service centre, or by calling the Information Access Officer on 1300 292 442.

### **2.2.4 Processing access application**

#### **1. Initial decision as to validity of application.**

The Information Access Officer is to decide whether the application is a valid access application (made in accordance with Part 4, Division 1, Section 41) or not (falls outside the scope of the Act), and notifies the applicant about the decision within 5 working days after the application is received - Part 4, Division 3, Section 51 of the GIPA Act.

The notification that the application is not valid must include - according to *Part 4, Division 3, Section 52* of the GIPA Act - a statement of the reason why it is not valid, and provide assistance to the applicant to provide such information as may be necessary to enable the applicant to make a valid access application.

## **2. Decide the application and provide notice of the decision**

According to Part 4, Division 4, Section 57 of the GIPA Act, the Information Access Officer must decide a valid access application and give the applicant a notice of the decision within 20 working days after receiving an application.

If consultation with a third party is required and/or records are required to be retrieved from the archive - the decision period can be extended by up to 10 -15 working days.

## **3. The Decision**

In accordance with Part 4, Division 4, Section 58 of the GIPA Act - to respond to valid access applications, the Information Access Officer may make the following types of decision:

- Decision that information is already available to the applicant
- Decision to refuse to deal with application
- Decision to refuse to provide access to information
- Decision to provide access to government information

### **2.4 Granting Access to Government Information**

In accordance with Part 4, Division 6, Section 72 of the GIPA Act the access to the information in response to access information may be exercised by:

- Providing opportunity to inspect a record
- Providing a copy of a record
- Providing written transcript of the information

Council must provide access in the way requested by the applicant. Exceptions to that rule are described in *Part 4, Division 6, Section 72 (2)* of the GIPA Act.

The applicant has a period of 6 months to access the information. The access period starts from when notice of decision to grant access is given to the applicant.

### **2.5 Review of Decision**

In accordance with Part 5, Division 1 of the GIPA Act, any member of the public who is dissatisfied with Council's decision for access to information, may lodge a request for review of Council's decision.

There are three ways of review of Council decision:

- **Internal review by a Senior Officer of Council** – an application for internal review must be made within 20 working days of receiving the decision, and accompanied by a \$40 fee - Part 5, Division 2 of GIPA Act.

Council must complete its internal review within 15 working days of receiving the application, which may be extended by up to 10 working days if further consultation is required.

- **External review by the Information Commissioner** – an application for Information Commissioner's review must be made within eight weeks of the person receiving notice of the council's decision - Part 5, Division 3 of the GIPA Act.
- **External review by the Administrative Decisions Tribunal** – an aggrieved person may seek review by the ADT within eight weeks of the decision or four weeks after the Information Commissioner's review - Part 5, Division 4 of the GIPA Act.

## **2.6 Other Provisions**

### ***2.6.1 Access to information listed in Section 12 of Local Government Act 1993***

The GIPA Act abolishes the access to information regime under the Local Government Act 1993 (LGA). Section 12 of LGA now falls under the open access information - Schedule 5, Part 2, Section 3 of the GIPA Act.

### ***2.6.2 State Records Act not affected***

The GIPA Act does not affect the operations of the State Records Act 1998 (SRA) - Section 123.

### ***2.6.3 Copying of public access documents***

Published and released Council records are intended for general use and information. Information and files may be downloaded, stored, displayed and printed. Content must not be modified, copied, reproduced, or republished except with the written authorisation of Riverina Water County Council.

Copyright laws apply to all copies of documents provided for information purposes by Council, where the documents are used for any other purpose.

Council supports the sharing of information and the use of website content for the purposes of private study, research, criticism or review, as permitted under copyright legislation. However, Council does not give permission to reproduce or reuse content on its website for commercial purposes.

### ***2.6.4 Personal Information about Council Employees***

Personal information about employees of Council is not available to the general public unless it is subpoenaed or required by law.

### ***2.6.5 Information about Tenders and Contractors***

Information about the name and price of successful tenders, and also information about contracts, is publicly available from the Council's Contract Register, published on Council's

website - Part 3, Division 5 of the GIPA Act. Accessing any further information about tenders will be processed on receipt of formal access application for information access.

### **13. POLICY 1.20 – PRIVACY**

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

---

In October 2015 Riverina Water County Council adopted Policy 1.20 – Privacy.

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

No changes are suggested for the Policy, except that it be reviewed once every Council Term, as opposed to the previous case of every 2 years.

The objectives of this policy are:

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

- **Policy 1.20 - Privacy**

## PRIVACY POLICY

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 1.20</b>	
<b>Original publication date</b>		<b>August 2013</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
1	Oct 2015	Res 15/151	28 Oct 2015
2	June 2017	Res 17/???	28 June 2017
<p>This document is to be reviewed once every Council Term. Next review date: <b>June 2021</b></p>			
<b>RESPONSIBLE OFFICER</b>		General Manager	

## PART 1: INTRODUCTION

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

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

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

### 1.1 Scope of Policy

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



## 1.2 Policy Objectives

The objectives of this policy are:

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

## 1.3 Definitions

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

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

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

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

## 1.4 Legislative Context

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

## 1.5 Related Documents

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

## **PART 2- : POLICY**

### **2.0 Statement**

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

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

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

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

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

### **2.1 Access to personal and Health Information**

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

### **2.2 Disclosure of Personal Information**

Disclosure of personal information in Public Registers and other Council Registers to third parties is covered in Council's Privacy Management Plan in more detail. Council will comply with the relevant legislation and Privacy Code of Practice in regards to

the disclosure of Privacy Information. Personal information will be provided at Council's discretion, only where it would be in the public interest to do so.

## **2.3 Requesting a Review**

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

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

## **PART 3: POLICY IMPLEMENTATION GUIDELINES**

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

## **14. POLICY 2.8 - WATER BILLING HARDSHIP**

**RECOMMENDATION** that the Policy 2.8 – Water Billing Hardship, be adopted.

---

Policy 2.8 – Water Billing Hardship was adopted by Council in December 2015.

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

Some minor changes are suggested and are indicated on the tracked changes in the amended policy.

The Objectives of the Policy are:

- To ensure consistency, fairness, integrity and confidentiality of all proceedings for both the debtor and the Council
  - To be sympathetic to consumers suffering genuine financial hardship
  - To fulfil the statutory requirements of the Local Government Act, 1993 (the Act) with respect to the recovery of water billing charges
  - To maximise the collection of water charges payable to Council
- 
- **Policy 2.8 Water Billing Hardship**

## **WATER BILLING HARDSHIP POLICY**

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 2.8</b>	
<b>Original publication date</b>		<b>August 2013</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
1	28 <sup>th</sup> August 2013	13/109	28 August 2013
2		15/187	11 December 2015
3		17/???	28 June 2017
<p>This document is to be reviewed once per Council term. Next review date: <b>August 2021</b></p>			
<b>RESPONSIBLE OFFICER</b>		Manager Corporate Services	

## PART 1: INTRODUCTION

### 1.1 Objective

- To ensure consistency, fairness, integrity and confidentiality of all proceedings for both the debtor and the Council
- To [provide a process for consideration and assistance](#) ~~be sympathetic~~ to consumers suffering genuine financial hardship
- To fulfil the statutory requirements of the Local Government Act, 1993 (the Act) with respect to the recovery of water billing charges
- To maximise the collection of water charges payable to Council

### 1.2 Scope of Policy

This policy applies to consumers claiming hardship in respect to water billing accounts within the area serviced by Riverina Water County Council.

Established procedures provide for customer service staff to negotiate an arrangement for payment of water charges where customers advise that payment in full cannot be made by the due date. These arrangements are made by telephone or at the counter and are negotiated with the aim of recovering all arrears and the current water consumption account within the financial year where possible.

This policy will apply in circumstances where customers [are unable](#) ~~fail~~ to comply with these arrangements, [due to hardship](#).

### 1.3 Definitions

“Hardship” - is recognised by Council as “the state of someone who is identified by either themselves or an independent accredited financial Counsellor as having the intention, but not the financial capacity, to make the required payments within the timeframe detailed within any account issued by Council”. Where a debtor falls within this definition Council may apply this policy.

### 1.4 [Policy /](#) Legislative Context

Local Government Act 1993  
Local Government (Rates & Charges) Regulation 1993  
[Policy 2.9 Debt Recovery](#)  
[Customer Service Charter](#)

## PART 2- : POLICY

### 2.0 Statement

Riverina Water County Council acknowledges that customers can, for various reasons, fail to pay for water charges when they become due and payable. It is not Council's intention to cause hardship to any customers through debt recovery procedures. [Council will seek to work with the customer to make suitable](#) ~~and consideration will be given to acceptable~~

arrangements to clear the debt where possible. [External debt collection action is seen as a last resort when all other arrangements and considerations have failed.](#)

## 2.1 Hardship Provisions

Provision is made under Section 564 of the Local Government Act 1993 for Council to accept payment of water accounts due and payable in accordance with an agreement made with the person.

Arrangements are to be negotiated with the aim of recovering all arrears and the current water consumption account within the financial year where possible.

Where a customer defaults on an approved arrangement for payment, recovery action will recommence from the stage which had been reached prior to the latest arrangement being made. This may include restriction or disconnection of the water supply to the property covered by this arrangement.

## 2.3 Application Process

### Options Available for Relief

Applications under this policy shall be based on one of the following options;

- a. Extension of time to make payment in full of arrears of the account beyond the due dates, or
- b. An arrangement for periodic payment of the account by instalments that go beyond the due dates

### Eligibility

To qualify for relief from water charges the following must apply before consideration:

- a. The applicant must be the registered owner or a legally recognised interested party to the property;
- b. The property for which the financial hardship application applies must be the principal place of residency of the applicant/s
- c. [Agreement that](#) Any arrangement ~~will be~~ is subject to a Direct Debit commitment

## 2.4 Information Required

Applications for financial hardship must be made in writing and accompanied by supporting documentation which must include (but is not limited to):-

- i. Reasons why the customer is unable to pay the water account when it becomes due and payable
- ii. Details of income and expenditure
- iii. In circumstances where the applicant is receiving advice from a recognised financial Counsellor, financial planner or community funded counselling/support service provider a letter from the provider shall also be attached to this application.

## 2.5 Determination of Applications

Applications for relief under this policy, where the determination relates solely to an extension of time to make payment in full or an arrangement for periodic payments, will be assessed on their merits and determined against:

- (a) Whether hardship exists based on the evidence; and if so
- (b) The scope of relief given

In special circumstances interest charges may be suspended for the period of the arrangement.

The application will be determined by the Customer Service Administrator and/or Manager Corporate Services. Any applicant who is dissatisfied with a determination by the abovementioned officers, may request that the General Manager review the decision.

Non-adherence to the terms of the agreement reached between Council and the customer will result in hardship consideration being reversed. It is the responsibility of the customer to advise Council of any change to their circumstances.

A periodic review of approved hardship agreements will be undertaken every 6 months.





## Riverina Water County Council

### APPLICATION FOR RELIEF; WATER BILLING HARDSHIP

Please provide additional information on separate sheets if necessary.

PLEASE ANSWER ALL QUESTIONS RELEVANT TO YOU IN BLOCK LETTERS, TICKING APPROPRIATE BOXES

#### RWCC Customer Details

Name: \* \_\_\_\_\_ Water Account: \* \_\_\_\_\_  
Address: \* \_\_\_\_\_ Date: \* \_\_\_\_\_  
Postal Address: \* \_\_\_\_\_ Phone: \* \_\_\_\_\_  
City/Town: \* \_\_\_\_\_ Post Code: \* \_\_\_\_\_ Phone 2: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 1. Pensions and Benefits:

- A. Do you receive any pensions or benefits? ☐ Yes ☐ No
- B. Do you have a current Pensioner Card issued by the Commonwealth Government, or a Gold Card issued by the Department of Veterans Affairs? ☐ Yes ☐ No

**\*If Yes; Please complete a Riverina Water Pension Rebate Application Form if you are not already claiming a Pension Rebate with Riverina Water.**

#### 2. Property Details:

- A. Is this property your principal residence? Start Year: ☐ Yes ☐ No
- B. Are there people living at the property? (detail below) ☐ Yes ☐ No
- ☐ Sole Owner
- ☐ My spouse and myself: Spouse Name \_\_\_\_\_
- ☐ Myself and the following people: Name \_\_\_\_\_  
(if children, please note ages) Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_
- ☐ Life Tenant
- C. Share of ownership: \_\_\_\_\_% Evidence of Ownership is attached: ☐ Yes ☐ No
- D. Do you own (fully or partially) any other land or buildings? ☐ Yes ☐ No
- If yes, list addresses: \_\_\_\_\_

#### 3. Financial Hardship:

- A. What is the cause of financial hardship? \_\_\_\_\_
- B. How long have you been in hardship? \_\_\_\_\_
- C. Please state gross WEEKLY income below: (Allow for wage/salary from employment, pensions and benefits, compensation, insurance, retirement payments, spousal income, rent, family allowance, and interest)


D. Please provide name and current balance of all bank, credit union or building society accounts you hold:

_____	\$ _____
_____	\$ _____
_____	\$ _____

E. Please provide details of WEEKLY outgoings: (Allow for rent/ home loan, other loans and hire purchase, health costs, council rates and charges, and other bills such as gas, phone, electricity)

_____
_____
_____

F. Proposed Payment Arrangement (Please circle): [a separate payment arrangement form will need to be signed if hardship is approved](#)

Amount: \$ \_\_\_\_\_ Weekly Fortnightly Monthly

[Proposed end date of arrangement:](#) \_\_\_\_\_

Formatted: Left

G. Please note or attach any additional information that may assist with your application.

Number of attached pages: \_\_\_\_\_

Notes:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

#### 4. Customer Authorisation

I hereby declare that the information provided in this application is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application form to:	Riverina Water PO Box 456 WAGGA WAGGA NSW 2650	or Fax to 02 6921 2241
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#### Office Use Only

Approved:	_____	Period Commencing:	1/ __ __ / 20__ __
Registered:	_____	Processed:	_____



## **15. CONSIDERATION OF QUOTATIONS FOR INTERNAL AUDIT SERVICES**

**RECOMMENDED** that Council consider the report Consideration of Quotations for Internal Audit Services whilst the meeting is closed to the public, as it relates to Commercial Information, the disclosure of which would be likely to prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

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## **16. TENDER W219 FOR THE CONSTRUCTION OF RESERVOIRS PAD AND ACCESS ROAD AT WILLANS HILL, WAGGA WAGGA.**

**RECOMMENDATION** that Council consider the report “Tender W.219 for the Construction of Reservoirs Pad and Access Road at Willans Hill, Wagga Wagga, whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

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## **17. TENDER W.220 FOR CLEANING OF FACILITIES AT VARIOUS BUILDINGS OF RIVERINA WATER LOCATED AT 91 HAMMOND AVENUE.**

**RECOMMENDATION** that Council consider the report “Tender W.220 for Cleaning of facilities at various buildings of Riverina Water located at 91 Hammond Avenue Wagga Wagga”, whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

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## 18.COUNCIL RESOLUTION SHEET

Council Resolution Sheet – Meeting held 28 June 2017				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
<b>Meeting held 12 December 2014</b>				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing. Business Valuation completed. Additional investigations underway.
<b>Meeting held 28 October 2015</b>				
15/170	Land and Environment Court – Nash Bros Case	GM	That Council authorise the General Manager to negotiate a settlement to recover legal costs from Nash Bros Builders Pty Ltd in relation to the Grange Retirement Village Land & Environment Court case.	Settlement amount and payment plan agreed and commenced. Council has received the first 3 payments.
<b>Meeting held 26 October 2016</b>				
16/208	Replacement of Low Level Reservoir Land Matters	DoE	That Council: 1) Purchase the land on Lot 22 DP 835331 for the replacement of Low Level reservoir (10MG) at Willans Hill. The area to acquire is approximately 11,250m <sup>2</sup> . Compensation estimated by OPTEON property group \$130,000.00 ex GST. 2) Lease the land on Lot 22 DP 835331 (adjacent to proposed acquisition area) for Low Level reservoir (10MG) replacement earthworks (for material storage) at Willans Hill. Lease on Approximate area of 9600m <sup>2</sup> 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.	Proceeding with Council Resolution. Legal process ongoing.

			4) Affix Council's Common Seal to documents as required.	
<b>Meeting held 26 April 2017</b>				
17/55	Draft Delivery Program 2017/18 – 2020/21 and Draft Operational Plan 2017/18	GM	That in accordance to Sections 404 and 405 of the Local Government Act, 1993, the Draft Revised Delivery Program and Draft Operational Plan be placed on public exhibition and that it be on display at the Administrative Headquarters, Hammond Avenue Wagga Wagga.	Delivery Program and Operational Plan placed on exhibition. Report to June 2017 Meeting.
17/58	Local Government NSW – 2017 Water Management Conference	GM	That: a) Council be represented at the Local Government New South Wales 2017 Water Management Conference, b) Clr. Funnell to attend as Chairman's nominee (if available) as a delegate, c) Clrs. Braid and Quinn to attend., and d) the General Manager and Director of Engineering or their nominees attend as observers.	Noted, registrations to be arranged at appropriate time.
17/59	Annual Residents Survey	GM	That the General Manager's report into the 2017 Riverina Water County Council residents survey been received and noted. Congratulations on good comments to be passed onto staff.	Congratulation passed onto staff.
17/60	Policy 4.3 Work Health & Safety	GM	That Riverina Water County Council adopt Policy 4.3 Work Health & Safety.	On Council's web page
17/61	Draft Policy 1.28 Related Disclosure Policy	GM	That Riverina Water County Council adopt Draft Policy 1.28 Related Disclosure Policy.	On Council's web page
17/62	Request For Change in Tariff – Origin Energy Uranquinty Power Station	GM	That Riverina Water County Council change the tariff applicable to Origin Energy's Uranquinty Power Station from Commercial to Industrial, conditional on the site consuming the minimum 3,000KL per month required by the Industrial tariff over the next 12 month period.	Noted
17/63	Investigation into the Incorporation of GHSC Water Function into RWCC	DoE	That Council endorse the commitment to further investigate the option of incorporating all or part of GHSC's water operations into RWCC's operations, with the cooperation of GHSC.	Investigations continuing
17/79	Correction of Total Remuneration Package of General Manager	Chairperson	That, due to an error in the report to Council on 22 February 2017, it be noted that the total remuneration package of the General Manager should have been increased to \$211,447.25 commencing 17 January 2017.	Noted

17/80	Tender W192 for the Construction of 5ml Reservoir at Dunns Road, Wagga Wagga	GM	That Council: i) Accept the APS tender for Tender W192 – Construction of One 5MI Reservoir, Lot 11 DP 1054410, Dunns Road, Wagga Wagga for \$1,379,055.00 ex GST. ii) Amend the 2017/2018 draft Capital Works budget to include the additional \$580,000 to complete the Shires Reservoir project.	i) Tender documents completed ii) Capital Works budget amended.
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## QUESTION TRACKING

### Meeting held 26 April 2017

Clr. Meyer OAM	Recent media statement issue on asbestos (Mr. Fluffy). In Holbrook 34 homes to be demolished. GHSC concerned losing homes to Wagga, mostly retired, pensioners. Homes valued ½ value. Government assistance would make it easier for senior to people to rebuild? Asking if RWCC would assist by wiping disconnection/reconnection fee?	RWCC does not charge a disconnection /reconnection fee in these instances, if on same block. The few that are on a new block, will be looked at on an individual basis.
Clr. Quinn	How long will the GHSC/RWCC proposal take?	12 month investigation work
Clr. Conkey	Connection figures don't match WWCC's figures. Could Acting General Manager supply RWCC connection figures for last 10 years?	Explanation and figures sent to Clrs.
Clr. Conkey	RWCC has allowed WWCC to use Shephard's Siding standpipe which causes pressure problems for residents.	Investigation revealed that low pressure was not caused by use of standpipe, a local neighbour issue. Explanation sent to Clrs.



Graeme J Haley  
GENERAL MANAGER

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

### **1. WORKS REPORT COVERING APRIL 2017**

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

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- Works Report for April 2017



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

17<sup>TH</sup> May 2017

**1 WORKS REPORT COVERING APRIL 2017**

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

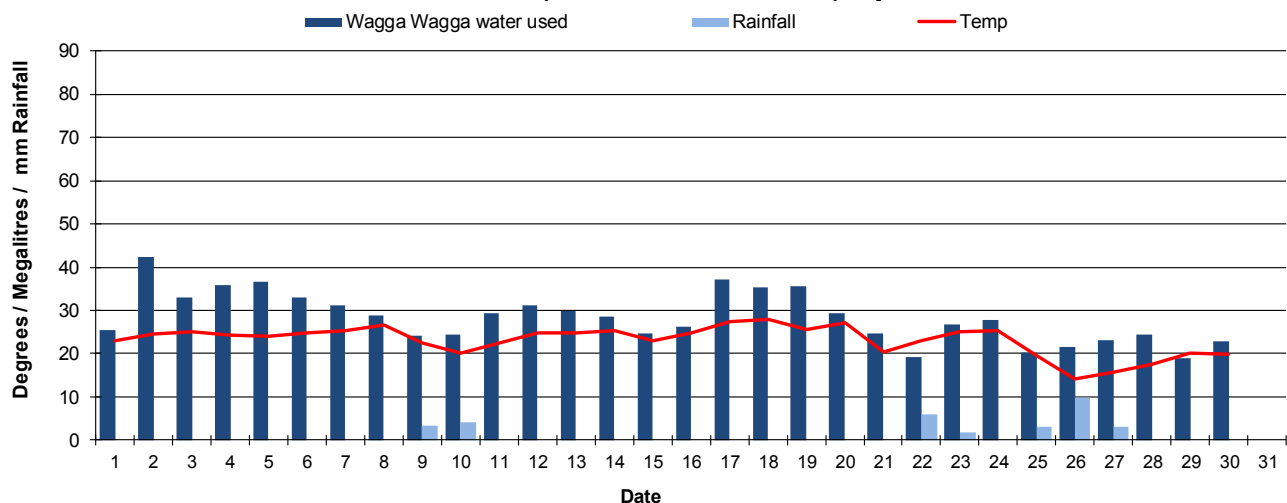
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**1.1 WATER SOURCED AND USED**

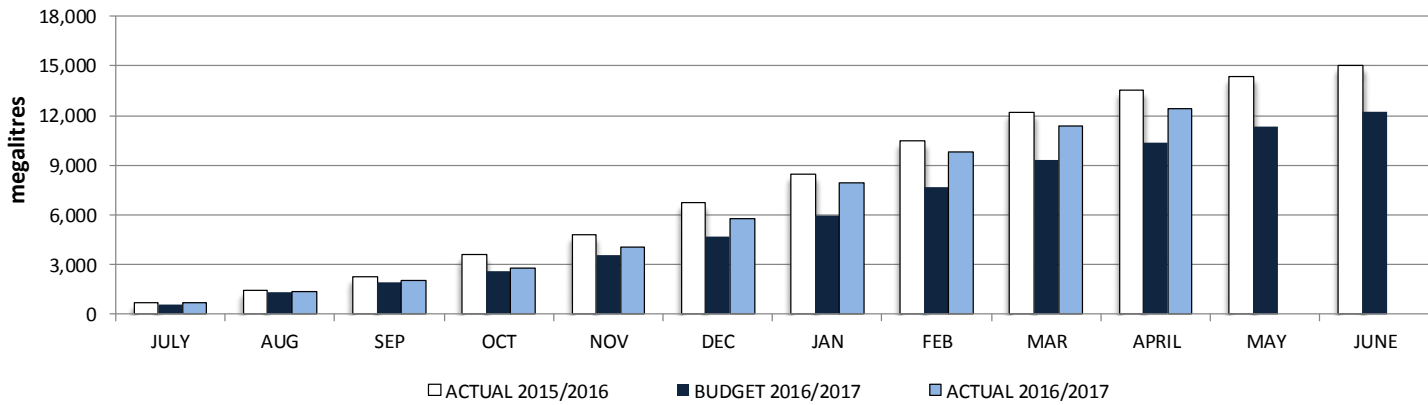
<b>April</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Rainfall	49.4	10.8	31.6
Wet Days	10	4	7
<b>WATER SOURCED April 2017 (MI)</b>			
North Wagga bores	186.27	230.09	186.32
West Wagga bores	458.73	420.24	383.63
East Wagga bores	98.88	571.57	406.43
Murrumbidgee River	176.92	0.00	0.00
<b>SUB-TOTAL</b>	<b>920.80</b>	<b>1,221.90</b>	<b>976.38</b>
Bulgary Bores	34.64	45.84	32.86
Urana Source	1.46	0.00	0.00
Ralvona Bores	15.68	19.17	15.73
Walla Walla Bores	8.20	21.38	0.00
Goldenfields Water Supply System	2.51	5.33	2.74
<b>SUB-TOTAL</b>	<b>62.49</b>	<b>91.72</b>	<b>51.33</b>
Woomargama	0.95	1.73	1.30
Humula	0.69	0.58	0.72
Tarcutta	3.49	3.23	3.63
Oura	0.17	3.09	4.07
Walbundrie/Rand	3.46	4.45	2.92
Morundah	0.77	0.72	0.91
Collingullie	5.51	6.39	4.21
<b>SUB-TOTAL</b>	<b>15.04</b>	<b>20.19</b>	<b>17.76</b>
<b>TOTALS</b>	<b>998.33</b>	<b>1,333.81</b>	<b>1,045.47</b>

WATER USED April 2017 (MI)			
	2015	2016	2017
East Bomen	21.16	26.00	28.14
Estella	52.99	84.16	71.75
North Wagga	87.08	90.66	56.46
Wagga Wagga – Low Level	146.74	180.23	132.58
Wagga Wagga – High Level	414.80	610.77	460.77
Wagga Wagga – Bellevue Level	51.42	72.55	62.15
<b>SUB-TOTAL</b>	<b>774.19</b>	<b>1,064.37</b>	<b>811.85</b>
Ladysmith System	3.50	6.61	3.48
Brucedale Scheme	17.98	24.22	23.04
Currawarna Scheme	12.12	12.58	12.14
Rural south from Wagga Wagga	107.50	121.10	115.79
Rural from Walla Walla Bore	8.20	21.38	0.00
Bulgary, Lockhart and Boree Creek	26.87	25.98	14.41
From Boree Crk to Urana and Oaklands	9.83	20.71	19.12
Holbrook	15.68	19.17	15.73
<b>SUB-TOTAL</b>	<b>201.68</b>	<b>251.75</b>	<b>203.71</b>
Woomargama	0.95	1.73	1.30
Humula	0.69	0.58	0.72
Tarcutta	3.49	3.23	3.63
Oura	0.17	3.09	4.07
Walbundrie/Rand	3.46	4.45	2.92
Morundah	0.77	0.72	0.91
Collingullie	5.51	6.39	4.21
<b>SUB-TOTAL</b>	<b>15.04</b>	<b>20.19</b>	<b>17.76</b>
<b>TOTALS</b>	<b>990.91</b>	<b>1,336.31</b>	<b>1,033.32</b>

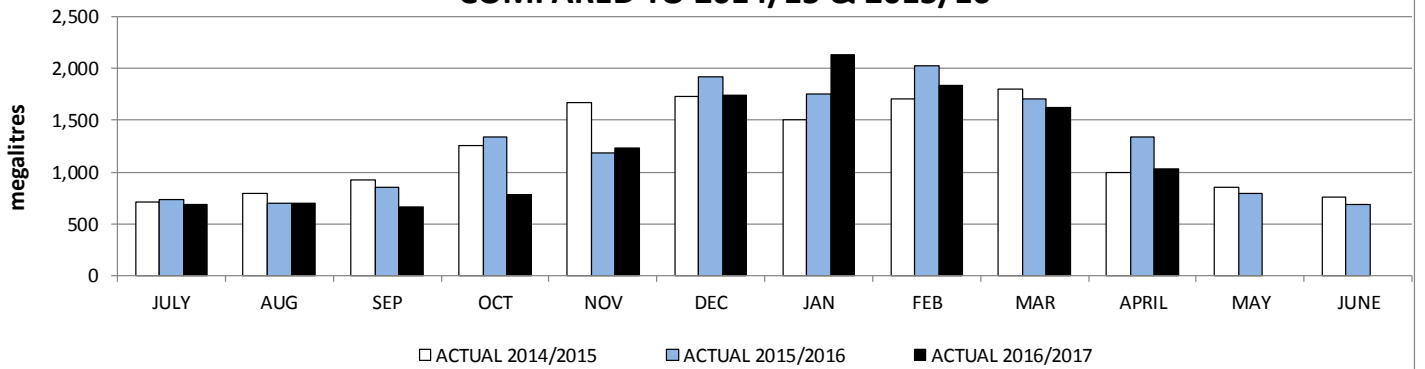
### DAILY WATER USED, WAGGA WAGGA, April 2017



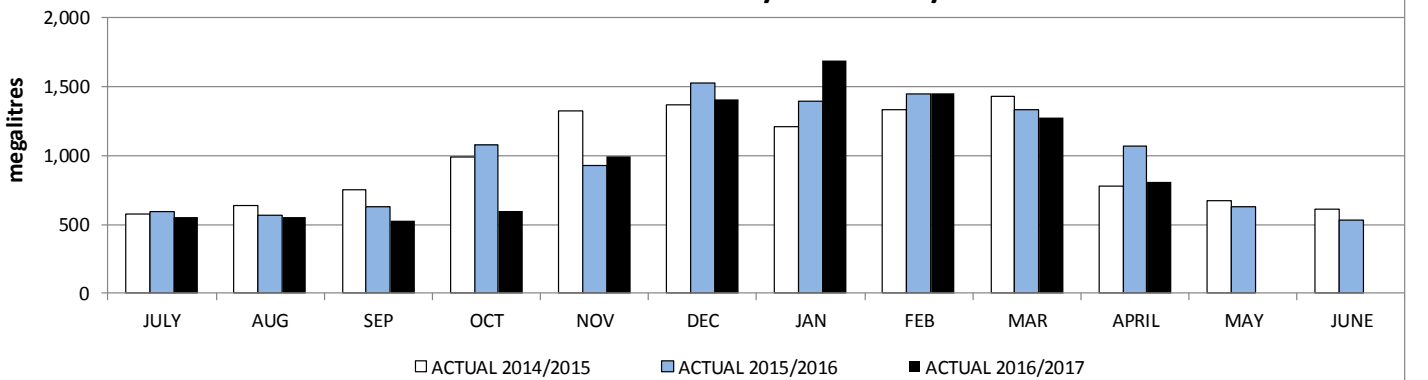
## TOTAL CUMULATIVE WATER USED 2016/2017



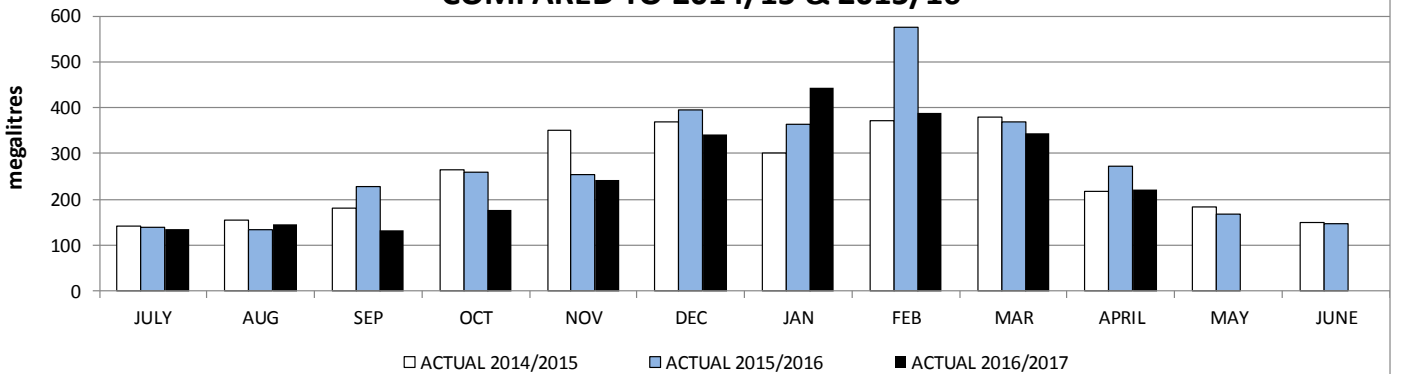
## MONTHLY TOTAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



## MONTHLY WAGGA WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



## MONTHLY RURAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



## 1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF APRIL 2017

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	5		3	32	1	11				31	1	2
Brucedale				1								1
Currawarna												
Euberta												
Humula										1		
Ladysmith												
Oura												1
San Isidore												
Tarcutta												
The Gap												2
Bulgary												
Collingullie												
French Park												
Lockhart										2		
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock			1		1							
Uranquinty										3	1	
Yerong Creek				1								
Culcairn				1								
Henty												
Holbrook										1		
Morven										1		
Walbundrie				1						1		
Walla Walla				1								
Woomargama												
Boree Creek												
Morundah												
Oaklands					1							
Rand				1								
Urana				1								
<b>TOTAL</b>	5	0	4	39	3	11	0	0	0	40	2	6

### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
4	171 Bourke St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	1:00	0	0
7	84 Plumptre Rd	Lake Albert	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	0
12	122 Docker St	Wagga Wagga	100 AC	Tree Roots	No	2:00	15	0
15	McNickle Rd	Wagga Wagga	100 WPVC	Pipe Failure (not specified)	No	2:00	0	15
18	57 Huthwaite St	Wagga Wagga	150 AC	Pipe Failure - Ground Movement	No	5:00	24	30
19	Bomen Station	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
26	9 Tony Pl	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	3:00	0	0
28	Graham St	Lake Albert	100 AC	Tree Roots	Yes	0:00	0	0
29	Malebo Hill	Wagga Wagga	80 PVC	Pipe Failure (not specified)	No	2:00	0	0
<b>TOTALS</b>						15:00	39	45
Total Breaks – 9		shut off - 6				customers – 2		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
4	Lodge St	The Rock	25 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	7
4	Old Narrandera Rd	Euberta	80 PVC	Pipe Failure (not specified)	No	1:00	0	0
5	Bakes Ln	Pleasant Hills	40 PVC	Leaking collar	Yes	0:00	0	5
10	75 Milne St	The Rock	100 AC	Tree Roots	Yes	0:00	0	0
12	Olympic Hwy	The Rock	300 CI	Pipe Failure (not specified)	No	3:00	3	108
20	Leitch St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	4
30	Richmond St	Morven	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	15
<b>TOTALS</b>						4:00	3	139
Total Breaks – 7			Breaks needing shut off - 2			Breaks affecting customers – 1		

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during April 2017 were:

Date	Location	Problem	Action Taken
5/04/2017	18 Rankin St, Oaklands	Dirty water	Customer flushed house. All OK
21/04/2017	233 Baylis St, Wagga	High Cl at Air-Con service (Integra Water)	All WQ within ADWG
22/04/2017	Old Trunk Rd, The Rock	Dirty water	Flushed service
28/04/2017	6 Orme St, Boree Ck	Dirty water	Flushed service, main & town

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during April 2017 include:

LOCATION	PROJECT	100		150	300	450
		OPVC	DICL	DICL	DICL	DICL
Dunns Road	Main to new res					70
Estella Heights	New Sub-division	618				
Boorooma	New Sub-division		36			
Bomen	RIFL			30	640	
	<b>TOTAL</b>	618	36	30	640	70

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during April 2017 include:

LOCATION	PROJECT	375	450
		DICL	DICL
Kapooka Pump House	Renew main		12
North Wagga	Bomen rising main	308	
	<b>TOTAL</b>	308	12

## 1.6 OTHER CONSTRUCTION

Other construction works during April 2017 include:

LOCATION OR PROJECT	WORK DONE
Cootamundra Temora Street	36 mtrs 150mm OPVC
Cootamundra Temora Street	156 mtrs x 20mm copper services

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during April 2017 include:

LOCATION OR PROJECT	WORK DONE
Ralvona WTP	Highlift #2 overhaul pump and motor and reinstall
Waterworks	Drain and clean Floc tank 1 & 2 prior to handover to UGL
Waterworks	Drain & clean sludge Balance tank & Thickener prior to handover to UGL
Walbundrie Bore #2	Fit new motor and reinstall
West Wagga	Overhaul silica dosing pump and reinstall
North Wagga	Install 70kg chlorine system as trial and repair dosing control valve

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during April 2017 include:

LOCATION	NUMBER OF FILLS
Bomen	206
Estella	52
Forest Hill	38
Glenfield	39
Henty	0
Holbrook	13
Lake Albert	55
Lockhart	4
Pleasant Hills	2
The Rock	5
Yerong Creek	6

## 1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Workcover Licence - Dogging	5
Chainsaw	1

## 1.10 FLEET DISPOSALS

No fleet disposals made during April 2017.

## 1.11 FLEET ACQUISITIONS

No fleet acquisitions made during April 2017.



Bede Spannagle  
DIRECTOR OF ENGINEERING

## 2. WORKS REPORT COVERING MAY 2017

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

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- Works Report for May 2017



## DIRECTOR OF ENGINEERING'S REPORTS TO JUNE 2017 COUNCIL MEETING

21st June 2017

### 1 WORKS REPORT COVERING MAY 2017

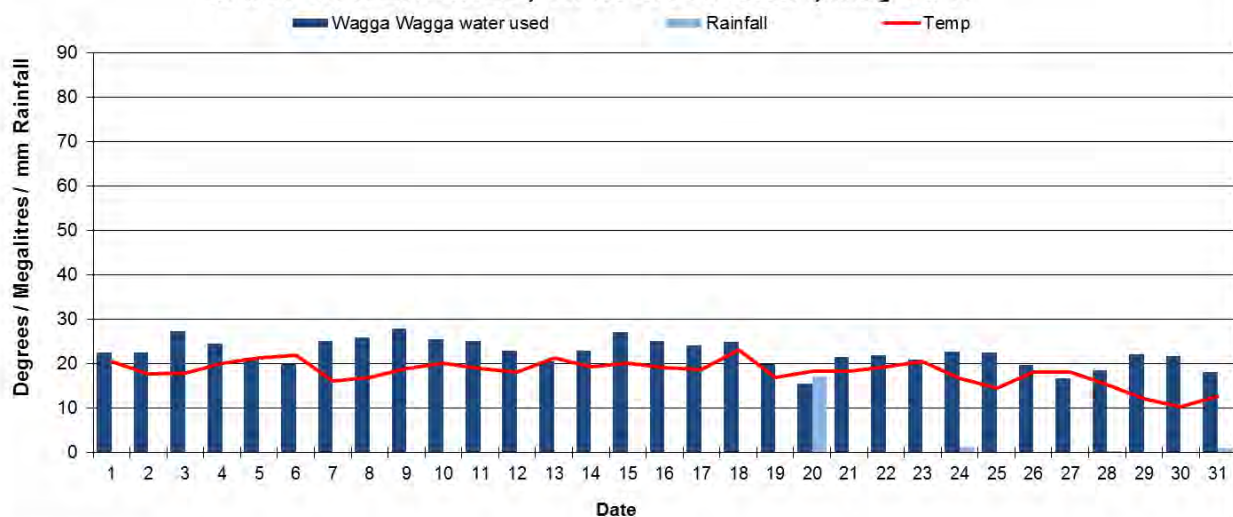
**RECOMMENDATION:** That this report be received and noted.

#### 1.1 WATER SOURCED AND USED

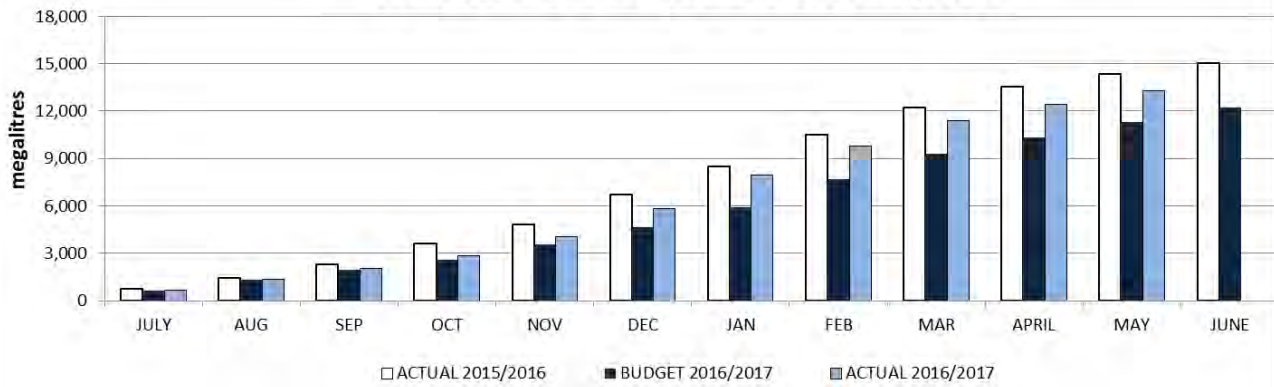
May	2015	2016	2017
Rainfall	23.8	109.8	20.2
Wet Days	10	14	6
<b>WATER SOURCED May 2017 (MI)</b>			
North Wagga bores	172.01	155.09	174.67
West Wagga bores	236.10	191.29	326.95
East Wagga bores	390.54	392.59	326.20
Murrumbidgee River	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>798.65</b>	<b>738.97</b>	<b>827.82</b>
Bulgary Bores	33.34	29.92	25.85
Urana Source	0.00	0.98	0.00
Ralvona Bores	13.53	14.18	14.58
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	2.33	4.81	3.14
<b>SUB-TOTAL</b>	<b>49.20</b>	<b>49.89</b>	<b>43.57</b>
Woomargama	0.84	1.17	0.94
Humula	0.70	0.72	0.72
Tarcutta	2.43	2.26	2.34
Oura	2.04	2.10	5.17
Walbundrie/Rand	2.31	3.02	3.17
Morundah	0.60	0.49	0.65
Collingullie	4.81	3.73	3.11
<b>SUB-TOTAL</b>	<b>13.73</b>	<b>13.49</b>	<b>16.10</b>
<b>TOTALS</b>	<b>861.58</b>	<b>802.35</b>	<b>887.49</b>

WATER USED May 2017 (MI)			
	2015	2016	2017
East Bomen	21.13	25.77	25.45
Estella	41.91	51.98	57.56
North Wagga	83.83	56.16	66.44
Wagga Wagga – Low Level	138.72	118.91	126.04
Wagga Wagga – High Level	347.46	333.54	380.72
Wagga Wagga – Bellevue Level	41.67	44.16	43.77
<b>SUB-TOTAL</b>	<b>674.72</b>	<b>630.52</b>	<b>699.98</b>
Ladysmith System	3.30	2.05	4.57
Brucedale Scheme	17.00	18.37	20.36
Currawarna Scheme	12.28	9.83	10.01
Rural south from Wagga Wagga	90.52	79.00	92.52
Rural from Walla Walla Bore	0.00	0.00	0.00
Bulgary, Lockhart and Boree Creek	19.51	17.58	6.89
From Boree Crk to Urana and Oaklands	14.14	13.94	19.46
Holbrook	13.53	14.18	14.58
<b>SUB-TOTAL</b>	<b>170.28</b>	<b>154.95</b>	<b>168.39</b>
Woomargama	0.84	1.17	0.94
Humula	0.70	0.72	0.72
Tarcutta	2.43	2.26	2.34
Oura	2.04	2.10	5.17
Walbundrie/Rand	2.31	3.02	3.17
Morundah	0.60	0.49	0.65
Collingullie	4.81	3.73	3.11
<b>SUB-TOTAL</b>	<b>13.73</b>	<b>13.49</b>	<b>16.10</b>
<b>TOTALS</b>	<b>858.73</b>	<b>798.96</b>	<b>884.47</b>

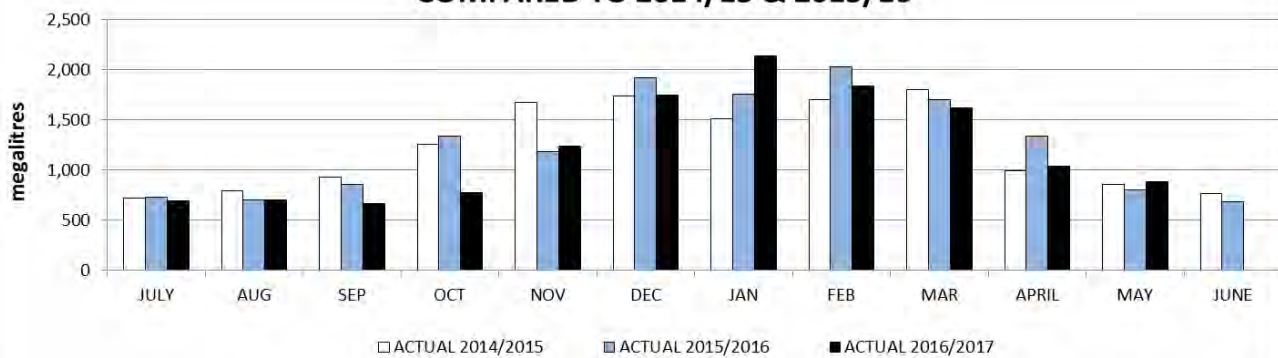
### DAILY WATER USED, WAGGA WAGGA, May 2017



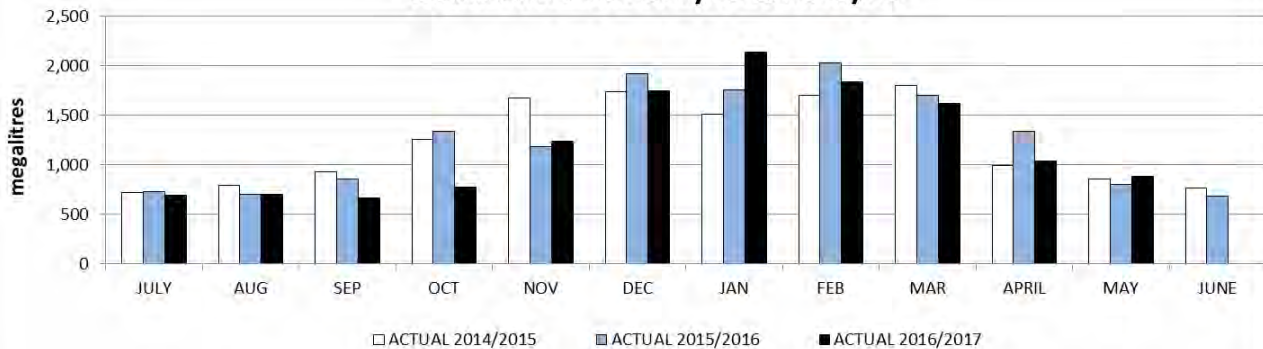
### TOTAL CUMULATIVE WATER USED 2016/2017



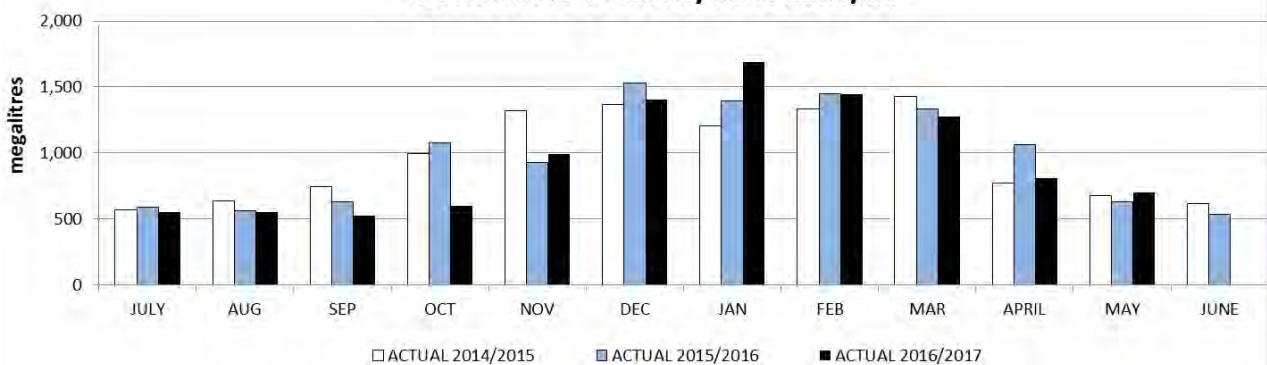
### MONTHLY TOTAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



### MONTHLY TOTAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



### MONTHLY WAGGA WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



## 1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF MAY 2017

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga Wagga	14	1	2	41	6	5				25	1	4
Brucedale				1		1						
Currawama												
Euberta												
Humula												
Ladysmith				1								
Oura				2								
San Isidore				1								
Tarcutta				1						1		
The Gap												
Bulgary												
Collingullie				1						1		
French Park												
Lockhart					1	1						
Mangoplah		1										
Milbrulong												
Pleasant Hills	1					1						
The Rock			1	1	1	1				1	1	
Uranquinty	4											
Yerong Creek												
Culcairn			1									
Henty												1
Holbrook	1					2				2		
Morven												
Walbundrie												
Walla Walla												
Woomargama												
Boree Creek					1					2	1	
Morundah												
Oaklands	1				1							
Rand												
Urana												
<b>TOTAL</b>	<b>21</b>	<b>2</b>	<b>4</b>	<b>49</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>3</b>	<b>5</b>

### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
5	178 Morgan St	Wagga	100 AC	Pipe Failure (not	No	4:00	15	0
TOTALS						4:00	0	0
Total Breaks –		0	Breaks needing shut off -		0	Breaks affecting customers –		0
RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
18	Chaplins Ln	The Rock	40 PVC	Pipe Failure (not	Yes		0	0
TOTALS						0:00	0	0
Total Breaks –		0	Breaks needing shut off -		0	Breaks affecting customers –		0

### 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during May 2017 were:

Date	Location	Problem	Action Taken
3/05/2017	Oura	Flushed main	Flushed main
9/05/2017	78-80 Milthorpe St, Oaklands	Brown water	Flushed meter, bathroom only
16/05/2017	32 Lockhart The Rock Rd	Unusual taste	Discussed change in source
16/05/2017	7 The Esplande	Dirty water	Flushed main
23/05/2017	10/200 Fitzmaurice St	Brown dirty water	Flushed hydrant
23/05/2017	4 Travers St	Brown dirty water	Flushed hydrant
23/05/2017	15/11 Crampton St	Brown water	Flushed hydrant
24/05/2017	40 Incarnie Cres	Dirty water	Flushed service
24/05/2017	143 Ray St	Dirty water	Hot water only
26/05/2017	Harry Davies Dr, Lockhart	Dirty water	Flushed main and service

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during May 2017 include:

#### 5.1 NEW WORK, EXTENSIONS ETC.

LOCATION	PROJECT	150	200	250	
		DICL	DICL	OPVC	DICL
Bomen	RIFL	174		606	120
Governors Hill	New Sb-division	11.5	97		
Crooked Creek	New Sb-division	51			
	<b>TOTAL</b>	236.5	97	606	120

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during May 2017 include:

#### 5.2 REPLACEMENT OF EXISTING MAINS

LOCATION	PROJECT	375	450	
		OP DICL	OPVC	DICL
Bomen	Bomen Rising Main	611		
Lake Albert	Angel Street			
Culcairn	Baird Street			
Dunns Road	Rural Main To New Res			52
Freneilgh Road	Mains Replacement			
		35		
	<b>TOTAL</b>	646	0	52

## 1.6 OTHER CONSTRUCTION

Other construction works during May 2017 include:

LOCATION OR PROJECT	WORK DONE
West Wagga Telemetry and Comms upgrade	Purchased comms hardware
Bulgary WTP Switchboard Replacement	Purchased Switchboard
Morundah Laboratory Facility	Installed new Laboratory demountable

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during May 2017 include:

LOCATION OR PROJECT	WORK DONE
North Wagga WTP	Highlift pump #2 overhauled & recommissioned
West Wagga WTP	Aeration basins drained and cleaned
Oura Reservoirs	Drained & cleaned
North Wagga WTP	Aeration basins drained and cleaned
Holbrook Pump Station	Highlift pump #1 overhauled & recommissioned
Ralvona WTP	Highlift pump #2 overhauled & recommissioned
West Wagga WTP	Fluoride transfer pump - repair & recommission
Bulgary Bores	Silica transfer pump repaired

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during May 2017 include:

LOCATION	NUMBER OF FILLS
Bomen	206
Estella	58
Forest Hill	52
Glenfield	22
Henty	2
Holbrook	20
Lake Albert	38
Lockhart	9
Pleasant Hills	3
The Rock	14
Yerong Creek	2

## 1.9 STAFF TRAINING & SAFETY

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

TRAINING OR PROGRAMME	NUMBER OF STAFF
Ductile Pipe Training	8
Oz Water Conference	1
Rockwell Automation Training	1
First Aid Refresher Training	4
Chainsaw Training	1

### 1.10 FLEET DISPOSALS

Fleet disposals made during May 2017 are:

Disposal Details		
Vehicle No	Method	Price exc GST
68	Auction	\$21,363.64
334	Auction	\$22,272.73
94	Auction	\$4,545.45




### 1.11 FLEET ACQUISITIONS

Fleet acquisitions made during May 2017 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
373	2	1	plant trailer	Northstar single axle	\$25,990



## 1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

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

Description	2016/17 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
Replace Administration Airconditioning - Urban	\$175,000	\$149,219	Completed.
<b>Access, Parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$118,000	\$160,645	Tenders for construction to be advertised early next financial year.
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Corporate IT software upgrade/improvements - Urban	\$130,000	\$113,394	PC replacements taken place as planned. Printer replacement deferred as current printer will last longer than anticipated.
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$858,000	\$975,067	
<b>Telemetry &amp; Control Systems Upgrade</b>			
West Wagga WTP & Bores Control System Upgrade	\$210,000	\$122,821	Project associated with 'Radio Communication Upgrade' Project below. Detailed design completed and purchased hardware. Using part unexpended funds from 'Radio Telemetry SCADA upgrade'
Radio Telemetry SCADA Upgrade	\$130,000	\$50,583	Project completed. Additional cost associated software licensing for 2017/18

<b>Radio Communications Upgrade/Replacements/Improvements</b>			
Radio Communication	\$130,000	<b>\$153,252</b>	Detailed design completed and purchased Bomen Res communication hut and comms equipment. Using part unexpended funds from 'Radio Telemetry SCADA upgrade'
<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Bores-renew/refurbish/decommission - Urban	\$170,000	<b>\$122,490</b>	Ongoing motor and pump maintenance during winter period
<b>TREATMENT PLANTS</b>			
<b>Aeration Tower Covers</b>			
East Wagga Aeration Basin cover - Urban	\$0	<b>\$118</b>	Project deferred until WTP complete and site handed back to RWCC
<b>Treatment Plant Refurbishments</b>			
WTP Stage 1 - Urban	\$10,805,809	<b>\$12,261</b>	Commissioning anticipated in November 2017.
Urana WTP replacement - Non-Urban	\$237,171	<b>\$248,382</b>	Stage 1 completed.
Woomagama WTP - Non-Urban	\$0	<b>\$3,595</b>	Deferred to 2019/20, awaiting reticulation mains improvements
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Shires Reservoir Relocation - Non-Urban	\$1,317,430	<b>\$269,834</b>	Earthworks 95% completed.
<b>MAINS, SERVICES &amp; METERS</b>			
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Non Urban	\$120,000	<b>\$68,635</b>	

<b>Reticulation for Developers (including other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	<b>\$664,119</b>	
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Non-Urban	\$300,000	<b>\$95,410</b>	
Renew Reticulation Mains - Urban	\$528,000	<b>\$767,571</b>	Additional capital works and income associated with RIFL development
Lake Albert Rd Replacement	\$131,000	<b>\$132,314</b>	Completed
The Gap / Brucedale System - Non-Urban	\$100,000	<b>\$56,556</b>	Completed
Main St, Lake Albert - Urban	\$150,000	<b>\$27,157</b>	
Angel St, Lake Albert - Urban	\$100,000	<b>\$18,104</b>	
Beckwith St - Urban	\$165,000	<b>\$167,843</b>	Completed
<b>Renew Trunk Mains</b>			
Bomen Trunk Main B (north of river) - Urban	\$300,000	<b>\$140,523</b>	
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$1,330,000	<b>\$881,227</b>	
Low & high Rising Mains from CWS	\$1,100,000	<b>\$1,097</b>	
<b>SERVICES</b>			
<b>Service Connections, new including Meters</b>			
Service Connections, new - Urban	\$500,000	<b>\$301,633</b>	
<b>Renew Services</b>			
Renew Services - Urban	\$100,000	<b>\$74,939</b>	
<b>METERS</b>			
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	<b>\$70,865</b>	
<b>Remote Metering</b>			
Remote metering - Urban	\$0	<b>\$42</b>	



Bede Spannagle  
DIRECTOR OF ENGINEERING

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

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

---

Stage 1 of the roadworks has been completed during the last 2 months which has tied up the site.

UGL continue to struggle with the construction of the Raw Water Intake. Although some progress has been made, UGL suspended work due to safety concerns. UGL now intend to construct an additional sheet pile coffer dam outside of the existing coffer dam and have indicated that the Raw Water Intake may not be completed in time to commission the plant in October. UGL and RWCC have been discussing an alternate temporary raw water supply from RWCC's existing intakes.

Installation of the Lamella frames and plates has now been completed and roofing material for the tank has arrived on site.

UGL have bubble tested the filters and the 3 layers of Filter garnet have been installed. Washing the garnet layers will commence in late June. The next media layer, filter sand, will be delivered to site in July in installed shortly afterwards. The final layer of media layer is filter coal and this material has been reordered by UGL. The original filter coal was supplied from overseas and did not meet the specification.

#### **Progress on Contract issues**

RWCC have had meetings with UGL to resolve a number of contractual issues.

Some progress has been made, with several variations now being agreed and closed out.

There are a number of significant unresolved issues that the project team are continuing to work on including;

- Non-compliant or defect work
- Capacity of the Lamella Clarifier
- Design responsibility

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

- **UGL Project Status report – April 2017**
- **UGL Project Status report – May 2017**



## **PROJECT STATUS REPORT**



**April 2017**

PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	16 <sup>th</sup> May 2017
REPORT NO.:	21
PROJECT MANAGER:	Doug Anderson
PREPARED BY:	Doug Anderson

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## 1.0 SUMMARY

Project progress in April was focussed on progressing the road works and Raw Water works

Electrical works continue to be focussed on punchlist works within the filter, lamella and chemical areas as works principally were complete - along with associated test and quality documentation within the month. Cabling works in the clear water storage switchroom.

The raw water works undertaken during the month were focussed on improving access following Geotech report requiring some further bank & crane pad stabilisation as well as commencement of dewatering activities. The existing sludge handling infrastructure was reconfigured to treat the silt laden water pumped from the coffer dam

Mechanical installation progress has been substantively focussed on lamella grouting, repairs to the backwash discharge pipe and reconfiguration of the sludge handling facilities.

- Underground works focussed on completion of remaining works to facilitate the road works as well as potable water, process water and sample lines

Key Milestones achieved in the Period were:

- Roadworks excavation and sub-base preparation
- Completion of RWI access & crane pads
- Potable water, process water and sample lines

While safety performance across the site continues to be good in terms lag indicators such as injuries, there remains scope for improvement in performance of hazard reporting. A key area of focus has been works planning and communication.

## 2.0 SCOPE OF WORK

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

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

## 3.0 HSSE

The total hours worked on the project in April was 4,690 hours. Subcontractor hours recorded on site was 3970 hours. Total hours worked on the project to date is 177,657.

No lost time injuries (LTI) or MTI and no First Aid (FAI) were recorded in the month of April.

Site inductions of 12 individuals have been undertaken with current total of 573 inductions completed not including visitor inductions and 25 UGL HSSE pre-start meetings were held also individual subcontractor pre-start meetings occurred on site daily. There were 2 positive alcohol tests, both from the same contractor who has been excluded from site, there were also 4 damage incidents during the month which applied to contact with buried services within the road formation.

Looking towards May/June we will be focussed on the following:

- Works preparation and planning
- Review of the AMS (activity method statement) for the Raw Water Intake

- SWMS development by subcontractors and UGL.
- Continuing training site personnel in UGL Utake 5 and HAZOB
- UGL new Critical Risk Protocols all site personnel

Routine random alcohol breath testing was undertaken on a number of occasions with total tests completed now on site 2782.

While safety performance across the site continues to be good in terms lag indicators such as injuries, hazard reporting needs improvement.

The April Safety Report is shown in Appendix B.

## 4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at April:-

Risk Description	Potential Impact	Control Measures
Raw Water Works Construction overrun	Overrun to construction programme	Where possible undertake preparatory works and assess works wherever possible. Contractors in place and planning completed Have planning in place for water disposal
Filter media sampling and logistics impacts construction	Overrun to construction and commissioning programme	Undertake sampling at point of manufacture Improve sampling methodology. Staged deliveries and loading where possible. Utilise local sampler and analysis to expedite.
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	Engage in regular forums for resolution of issues Apply additional resources Ensure suppliers and subcontractors
Unexpected ground conditions (RW)	Revisions to works methodology and overrun to construction programme	Temporary works and geotechnical engineer engaged/available Access site as early as possible. Works methodology to include for contingency actions for poor ground; including surface preparation, temporary materials and water management.
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Commission plant in stages and work with RWCC to optimise sign-off processes. Weekend work required to commission plant by the required date. Additional commissioning resources as needed.
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Use construction methodologies which mitigate impacts. Inlet structure works completed during low flows in the river. Insurance policies in place Ensure familiarity with RWCC flood response plan



## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

The table below summarises the progress to the 23<sup>rd</sup> April.

	WAGGA WAGGA WATER TREATMENT PLANT	Month	Apr-17
Item No.	Schedule of Prices	Total Claim to date	
1	Provision of Preconstruction Activities		
	Preconstruction Activities subtotal (1)	100%	
2	Provision of Project Management and Site Running Activities		
	Project Management Activities subtotal (2)	95%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	100%	
4	Intake Works		
	Intake Works - General subtotal (3)	26%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	53%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	98%	
7	Filters		
	Filters subtotal (7)	97%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	100%	
9	Machinery Room		
	Machinery Room subtotal (9)	96%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	91%	
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	98%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	95%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	97%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	98%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	98%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	99%	
17	Other Items		
	Other Items subtotal (17)	72%	
18	Electrical Items		
	Electrical subtotal (18)	94%	
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)	9%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	96%	
22	Other Options Accepted		
	Options subtotal (20)	82%	
23	Variations		
	Variations Subtotal	87%	

## 5.2 Variations

The table below provides a summary of variations against the contract, which has not been updated from last month

Variation No.	Title	Amount (\$ 000) Excl. GST	Status (April)
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
VO08	Existing Balance Tank Permanent Walkway	127	Not proceeding.
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
VO22	Non-relocation of Workshop Sewer	- 6	Submitted
VO23	Pits under existing centrifuge building - NSC10	8	Approved
VO24	Clear Water Pumps Mechanical Seal	78	Not Proceeding
VO25	Bomen Line	132	Rejected – UGL Issue NOI09
VO26	NSC11 Material Excavated under UGL Carpark	27	Approved
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Rejected – UGL Issue NOI10
VO28	NSC13 Poor Ground at Sludge Thickener Tank	20	Submitted
VO29	Filter Water Overflow Changes	-80	Approved
VO30	Site Road Realignment	17	Submitted
VO31	Roof Access Ladder to Centrifuge Building	14	Approved

<b>VO32</b>	NSC14 Damage to Scour Line & Repair	11	Rejected – UGL Issue NOI06
<b>VO33</b>	Flowmeter Modbus Communications	22	Submitted
<b>VO34</b>	Caustic Building Lighting Changes	3	Submitted
<b>VO35</b>	Provision of Eave Linings to buildings	80	Rejected – UGL to Respond
<b>VO36</b>	Sludge Thickener Infill Slab	90	Approved
<b>VO37</b>	NSC15 Reinstall DICL	22	Rejected – UGL Issue NOI07
<b>VO38</b>	Modification to Filter Building Stair	38	Rejected – UGL Issue NOI08
<b>VO39</b>	Field Isolators	67	Rejected – UGL to Respond
<b>VO40</b>	Street Light Fittings	9	Approved
<b>VO41</b>	Offsite cleaning of SS Reo	26	Rejected – UGL to Respond
<b>VO42</b>	Design changes roads and gutters	0	Submitted
<b>VO43</b>	S&I 4.8 to 9.6 Garnet Filter Media	86	Approved
<b>VO44</b>	Lamella Corrosion	-300	Approved
<b>VO45</b>	Concrete slab between filters and Lamella	1	Not proceeding at \$35
<b>VO46</b>	NSC16 Remove Concrete Slab	4	Approved
<b>VO47</b>	Failed Pressure Test due to Existing Sludge Suction Valve	9	Submitted
<b>VO48</b>	Changes to Sludge Discharge Pipework	25	Rejected – UGL Issue NOI10
<b>VO49</b>	Bore Water Pressure Line Changes	63	Submitted
<b>VO50</b>	Filter Building Pop out Power Outlets	2	Approved
<b>VO51</b>	Centrate Pump Station Re-route to wash water holding	71	Submitted
<b>VO52</b>	Additional Landscaping & Footpaths	167	Rejected – UGL to Respond
<b>VO53</b>	NSC17 Asbestos at A2 to A203	4	Submitted
<b>VO54</b>	Buildings Roof Drainage Connection to Stormwater System	74	Submitted
<b>VO55</b>	High Low Lift Check Valves	24	Submitted
<b>VO56</b>	Rework External Chemical Delivery Pipework	15	Submitted
<b>VO57</b>	Rework of Sludge Thickener Riser	9	Submitted
<b>VO58</b>	Encase Stormwater A4_1 to A4_1_1	11	Submitted
<b>VO59</b>	Encase Stormwater A4_3 to A4_3_2	15	Submitted
<b>VO60</b>	Encase Wash Water under Roadway	42	Submitted
<b>VO61</b>	Raw Water Piping Hazop Changes	54	Submitted
<b>VO62</b>	Ancillary Pipework Material Changes	80	Submitted
<b>VO63</b>	Dewatering Controls Changes	7	Submitted
<b>VO64</b>	Control Room Joinery Changes	22	Submitted

<b>VO65</b>	Thickener Rake Bearing Flushing Line	16	Submitted
<b>VO66</b>	Power Monitor Comms with PLC	5	Submitted
<b>VO67</b>	Additional Reinforcement in WRS	313	Submitted
<b>VO68</b>	Additional Hydrotite Jointing to WRS	43	Submitted

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 within each of the contract.

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	Approved
W195 Progress Claim 21	Invoice #21	\$ 327,361.10	Approved

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

Contract	Value (incl GST)	Contract Value Status (April)
W195	\$ 36,619,005	No Change

## 7.0 PROGRAMME

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

This programme is not yet fully developed but does contain most of the key activities; the programme has been constructed with Microsoft Project and will be managed by site, it will remain a live document which will be continually updated as circumstances dictate.

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

Activity	Target
Filter Media Loading and Washing	Late July 2017
Completion Lamella Installation	Late June 2017
Road Works Stage One Completion	Early May 2017
Raw Water Intake Concrete works	Mid June 2017

## 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. There is an ongoing process of working through answering a number of RWCC queries on specification compliance within the work. In some instances remedial works have been required to meet the aspects of the specification and we are working with suppliers as needed to remedy these.

## 9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

## 10.0 INDUSTRIAL RELATIONS

No significant issues.

## 11.0 DESIGN AND TECHNICAL

Design is 95% complete, area lighting design for the UV building, clearwater storage and clearwater pump building will be submitted shortly for review and approval.

## **12.0 COMMISSIONING**

Commissioning has been focused on confirming equipment operations in the lamella and filter areas and that communications are functioning. There has also been works to set-up instrumentation in field and confirm communications with the PLC. The filter waste water pumps and blowers were operated. The sludge handling facility has been partially commissioned to allow processing of the coffer dam water

The continuing focus of commissioning in the next month will be on the chemical area and filter area as part of filter media loading.

## **13.0 STAKEHOLDERS**

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

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



## 14.0 SITE PROGRESS



Photo 1: Road Construction



Photo 2: Raw Water Access





Photo 3: Raw Water Access



Photo 4: Raw Water Crane Pads



## 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 –April 2017

### 1.0 Overview Statistics

	April 2017	Total to Date
UGL Hours	2230	50,922
Subcontractor hours	2460	126,735
Total Site Hours	4690	177,657
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 <sup>st</sup> Aid Injuries	0	5
Incidents:		
Injury	0	5
Damage/ Loss	4	19
Near Miss	5	40
Hazard	8	51
Report Only	1	7
Journey Incident	1	1
Non-work related injury	0	0
Environmental	0	8
Safety Initiatives:	1	12
Workplace Safety Inspections	15	567
Environmental Inspections	4	64
Safety Conversations (UGL)	21	927

Utake 5 (UGL)	150	4848
Hazobs	8	439
Site audit (e.g. Plant pre-start)	4	59
SWMS reviews	23	260
Site inductions	12	573
Tool box meetings	2	58
Training hours	0	121
Plant delivery inspections	4	143
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	3
Alcohol Breath tests	100	2782
Drug tests	0	141

## 2.0 Incident Summary

**The following incidents occurred on site in April 2017.**

**Near Miss:** Fosters excavation personnel Michael De long returned a positive result for alcohol at pre-start meeting site alcohol testing. This was Michael 3rd returned positive result for alcohol .A warning letter was issued for the 1st positive result and 2nd positive result was a low positive result which Michael returned a negative result after 20 minutes. Today Michael returned a 3rd positive alcohol test result (on passive setting) and refused to return a reading on standard setting so no actual alcohol level was obtained, Michael walked off site.

**Actions:** An email was sent to Michael's employer R Foster (21/4/2017)after the 2nd positive test result informing Fosters Excavation that and another positive test result for alcohol by Michael DeLong would result in Michael's site access been removed. Michael site access removal has been confirmed by Project Manager D Anderson. 27/4/2017. R Foster was advised he should transport his personnel home.

**Damage:** Whist travelling home on Saturday 22/4/2017 along Trungelly Hall road Trungelly (Temora) through roads where the 1/2 the road was closed due to stockpiles of gravel stored on the road, while travelling around a corner during the road works at the sign posted speed of 40 kph (vision was obscured),I observed rear wheel guard had been dislodged of a truck previously using the road in the middle of the only available lane of the road. The only option available to me was to brake hard as there

was stockpiles of gravel on my right and deep V drain to my left and the truck rear wheel guard became struck under the front bumper guard causing damage to the bumper guard. I had passed a couple double gravel trucks heading back to Temora prior to reaching the road works location

**Actions:** I removed the truck rear wheel guard from under the UGL vehicle and travelled home, the vehicle front bumper was secured and made safe. Vehicle is still in a safe road condition but with damage to front bumper.

**Near miss:** Road works subcontractor was mixing cement powder and road base mixture with excavator to improve the base for new road, due to inappropriate soil material. Road works subcontractor was mixing road base and cement powder while the cement powder was being unloaded from a rigid tipper causing cement powder dust problem.

**Actions:** Tipping and mixing of cement powder & road base material was stopped and UGL instructed another site subcontractor to supply a water cart and to spray water mist onto the cement powder as the powder was unload and mixed with road base work continued.

**Damage:** DTD personnel where operating an EWP (Scissor lift) inside the lamella tank to gain access to the end of lamella troughs to assist installing formwork for concrete pour, while operating the EWP in a restricted and tight work location the operator raised the EWP to access the top of the lamella trough as the EWP was raised the rear of the EWP (handrail)struck the lamella trough stainless steel sheeting causing damage to the stainless-steel sheeting. A spotter was in place inside the lamella tank and the EWP operator holds a HRW ticket WP and has been VOC on site.

**Actions:** DTD to replace the stain steel sheeting

**Report Only:** During excavation for new site road by excavator several unidentified bones were discovered in virgin soil. Road works is in front of a 100-year-old site cottage, not near river.

**Actions:** Excavation stopped/ area barricaded. CS University animal expert called to site but could not identify all bones as farm animals. Report to NSW Police made by RWCC (client). NSW police attended site 13/4/2017 (general duties & detectives) and could not confirm all bones where of farm animals. Photos and bones taken away by NSW Police for forensic testing. Also bones taken back to CS University animal expert for additional assessment prior to bones been sent to NSW Police forensic testing. Area barricaded no work within 20 metres of bones location until the informed by NSW Police that the bones are from farm animals resulting in the area been barricaded off for a unknown period of time. 18/4/2018 bones identified as cattle and sheep by surgeons at Wagga Wagga referral hospital and report provided to N SW Police at Wagga Wagga

**Near Miss:** Positive alcohol test result returned at pre-start meeting site wide testing. 1st test 7.00am result .058 & 2nd test 7.40am result .054.

**Actions:** Personnel taken home by subcontractor, warning letter to be issued by project manager

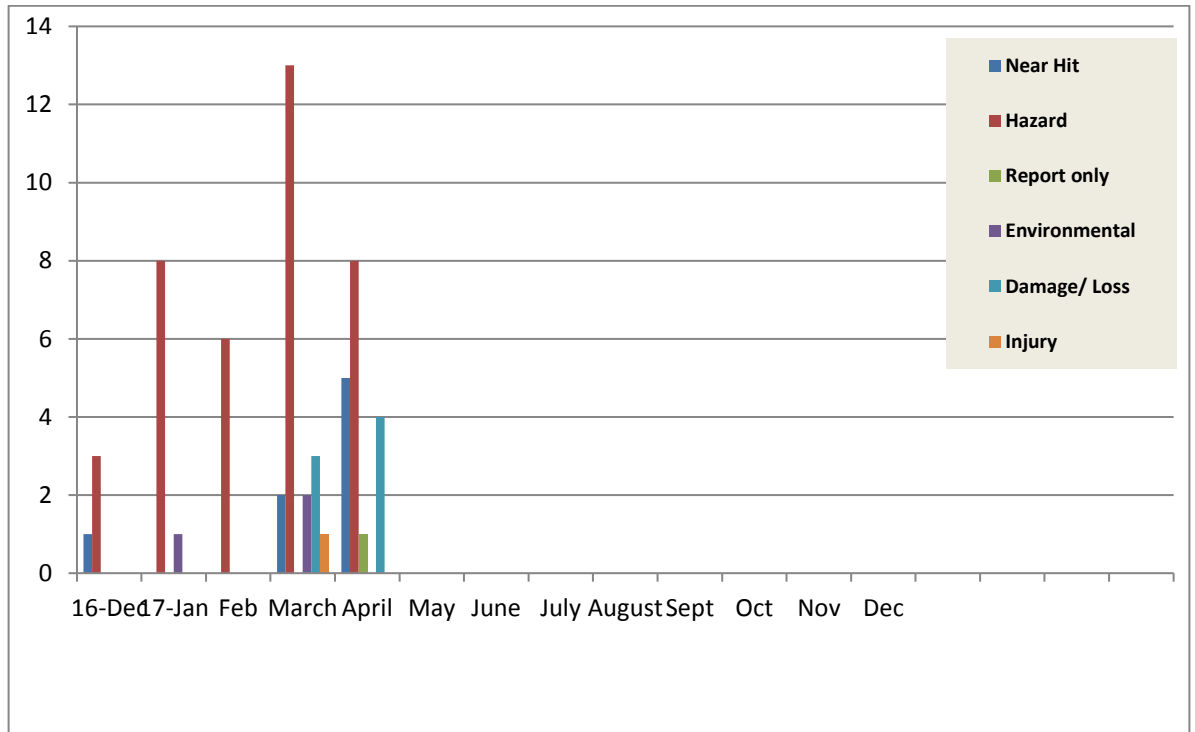
**Near Miss:** Underground communication conduits under new WTP roads had been exposed to allow for concrete encasement of the conduits under the new road but 0.5 of a metre of conduits length was not required to be concrete encased and was left exposed. Unreported damage to conduit was observed by UGL personnel - small hole and cracking in the communication conduit possibly caused by a rock another item dropped or kicked into excavation and onto the conduit. Conduit excavation had barrier boarding around the small excavation.

**Actions:** Conduit repaired

**Near Miss:** During excavation for new site road, the excavator struck a redundant and unknown underground asbestos storm water pipe, causing part of the asbestos pipe to be damaged. The excavator was loading the excess soil into a rigid tipper for removal of excess spoil to local sporting ground with permission of Wagga Wagga City Council. The excavator operator was unaware that the asbestos pipe had been hit and keep loading excess spoil into a rigid tipper and the tipper was sent to the sporting for disposal of the excess spoil.

**Actions:** Work stopped on site in the pipe location with the RWCC (client) taking charge of the asbestos pipe removal. The load of excess spoil tipped at the local sporting field was taped off and arrangement has been made for the recovery of the load of spoil back to Wagga WTP site for storage. NOTE: 10/4/201 pm 3.30pm the load of excavated spoil containing asbestos pipe tipped at local sporting field was returned to Wagga WTP site and covered with black plastic

**Wagga Wagga WTP Incident trends**



- April 2017 12 Site inductions not including visitor's inductions
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness
- Safety Award April 2017 Not issued

### 3.0 Project Safety Initiatives for May 2017

- **Training:**
  - 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:**

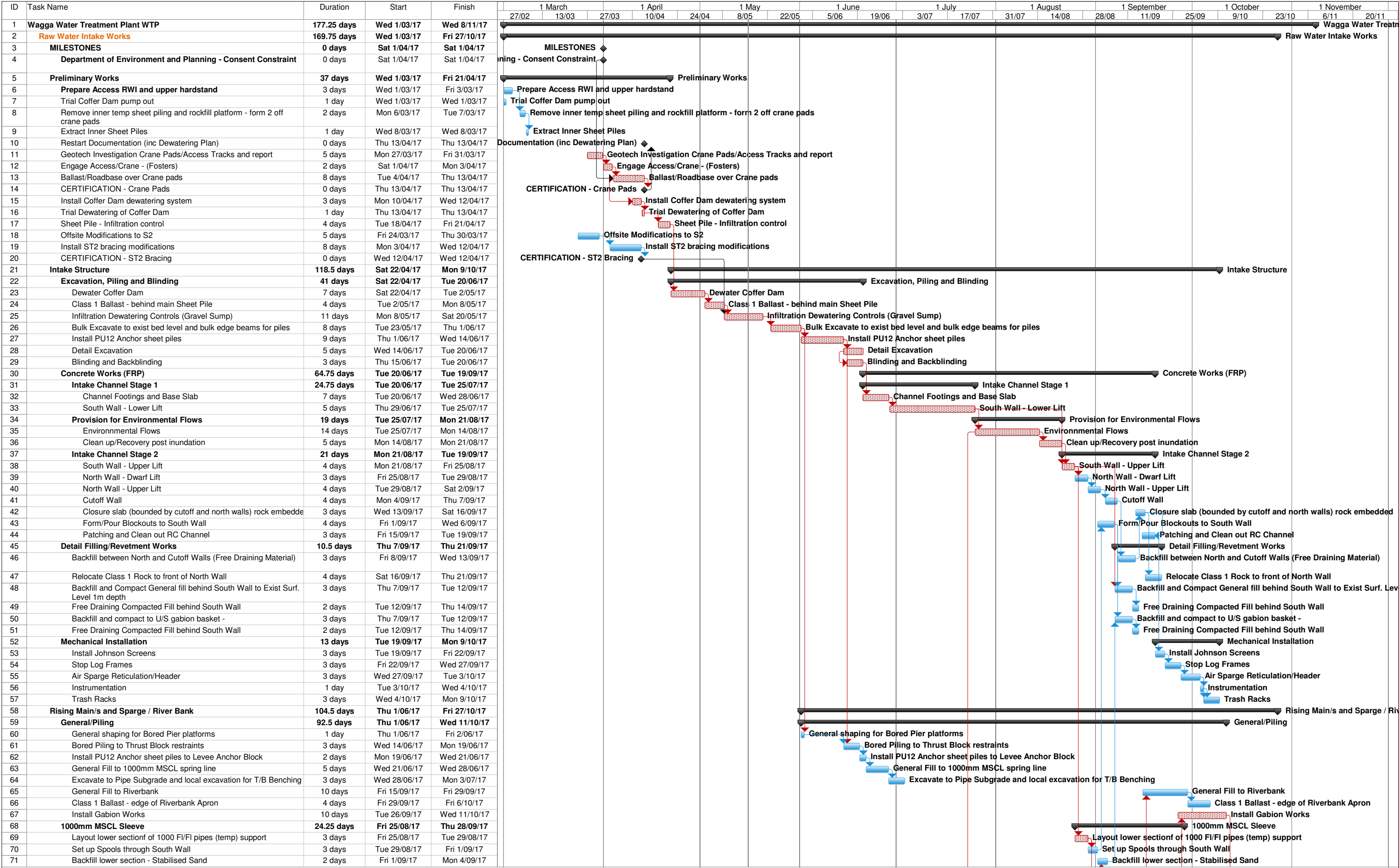
- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

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

Mark Hunter

UGL Safety Advisor

## **APPENDIX C – PROJECT PROGRAMME**



Date: Tue 16/05/17  
File : Wagga WTP Schedule to Complete.1705116a.

Task

Critical Task

Milestone

Summary

Rolled Up Task

Rolled Up Critical Task

Rolled Up Milestone

Rolled Up Progress

Split

External Tasks

Project Summary

Group By Summary

Inactive Task

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Critical

Critical Split

Progress

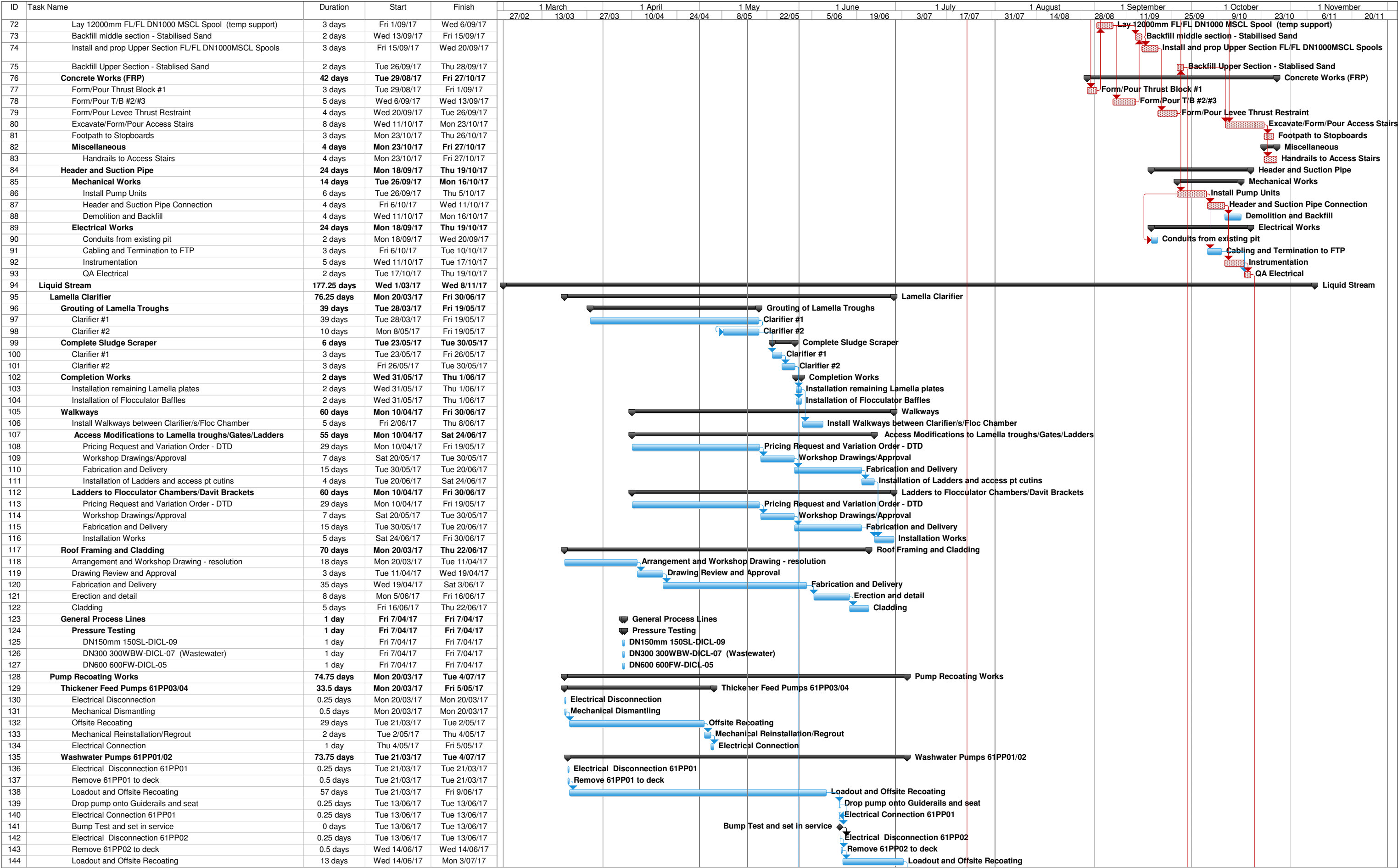
Deadline

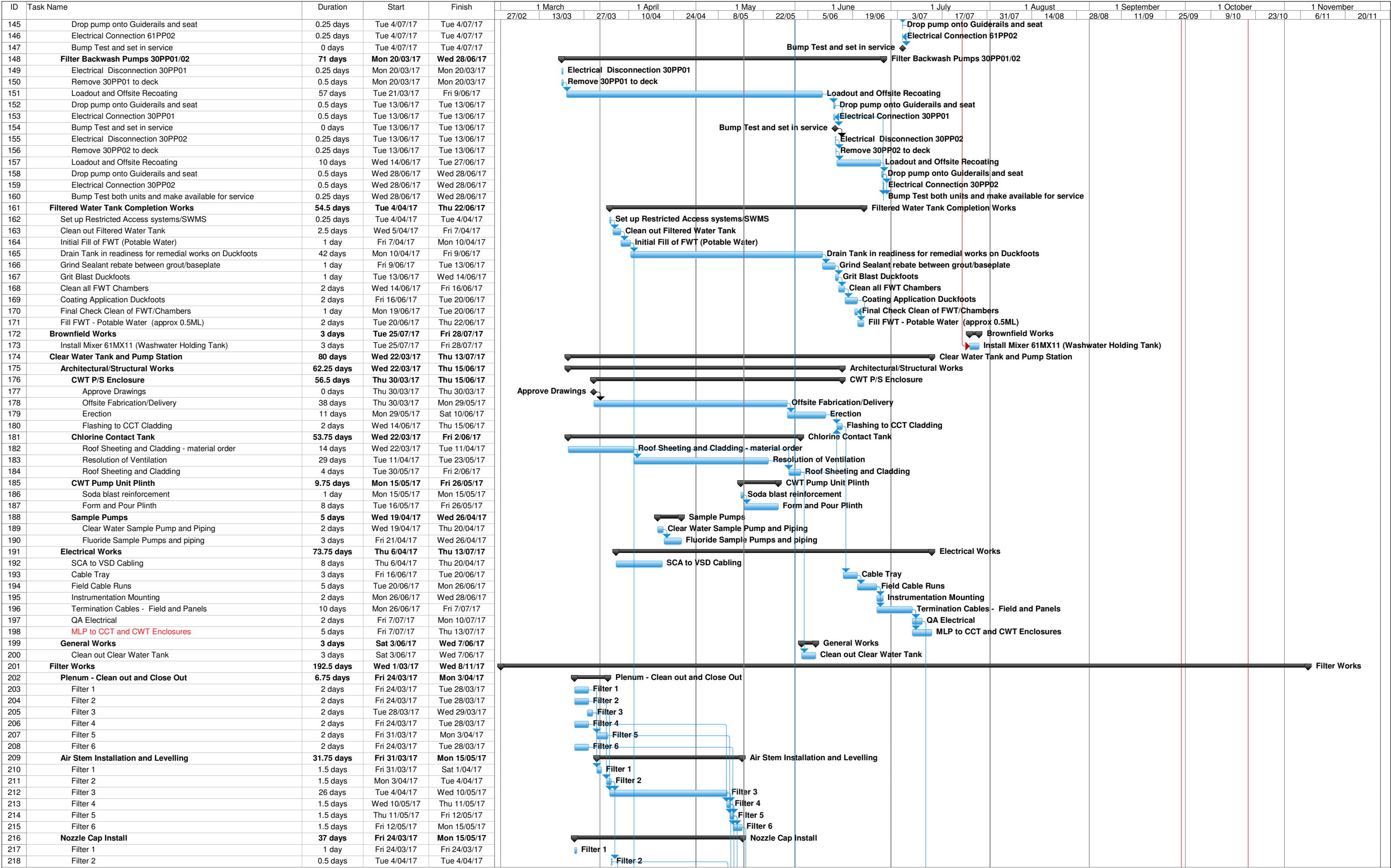
Drawn: David Walmsley  
Checked:  
Authorised

Date: &{Date}

Wagga Wagga WTP

Page 1 of 6







ID	Task Name	Duration	Start	Finish	1 March		1 April		1 May		1 June		1 July		1 August		1 September		1 October		1 November			
219	Filter 3	0.5 days	Thu 11/05/17	Thu 11/05/17	27/02	13/03	27/03	10/04	24/04	8/05	22/05	5/06	19/06	3/07	17/07	31/07	14/08	28/08	11/09	25/09	9/10	23/10	6/11	20/11
220	Filter 4	0.5 days	Fri 12/05/17	Fri 12/05/17						Filter 3														
221	Filter 5	0.5 days	Sat 13/05/17	Sat 13/05/17						Filter 4														
222	Filter 6	0.5 days	Mon 15/05/17	Mon 15/05/17						Filter 5														
223	dP and Turbidity Instrumentation/Piping	26 days	Wed 5/04/17	Thu 11/05/17						Filter 6														
224	Filters 1 through 6	26 days	Wed 5/04/17	Thu 11/05/17						dP and Turbidity Instrumentation/Piping														
225	Filter Inlet Works	34.25 days	Fri 31/03/17	Wed 17/05/17						Filters 1 through 6														
226	Pipe Supply to Pneumatic Panels	2 days	Tue 4/04/17	Wed 5/04/17						Filter Inlet Works														
227	Pneumatic Controls and Tubing to Penstocks	4 days	Fri 31/03/17	Wed 5/04/17						Pipe Supply to Pneumatic Panels														
228	Supplementary Weir Plates	2 days	Mon 15/05/17	Wed 17/05/17						Pneumatic Controls and Tubing to Penstocks														
229	Remove Silicon from Penstocks	2 days	Thu 11/05/17	Sat 13/05/17						Supplementary Weir Plates														
230	Cleanout Inlet Channel and Backwash Chamber	1 day	Tue 4/04/17	Tue 4/04/17						Remove Silicon from Penstocks														
231	Static Hydrotest - Inlet and Backwash Channels	22 days	Wed 5/04/17	Mon 8/05/17						Cleanout Inlet Channel and Backwash Chamber														
232	Filter Media and Commissioning Works	28.75 days	Wed 1/03/17	Thu 6/04/17						Static Hydrotest - Inlet and Backwash Channels														
233	Confirm all I/O, Settings and Manual Sequencing Valves/Penstocks on Air/Backwash Systems	0 days	Thu 6/04/17	Thu 6/04/17						Filter Media and Commissioning Works														
234	Check functionality/sequence	1 day	Wed 1/03/17	Wed 1/03/17						Check functionality/sequence														
235	Air Scour Distribution Test - Low Level / High Level	26.75 days	Wed 5/04/17	Fri 12/05/17						Penstocks on Air/Backwash Systems														
236	Filter 1	1.5 days	Wed 5/04/17	Thu 6/04/17						Air Scour Distribution Test - Low Level / High Level														
237	Filter 2	0.5 days	Thu 6/04/17	Thu 6/04/17						Filter 1														
238	Air Scour Distribution/Backwash Test	22 days	Tue 11/04/17	Fri 12/05/17						Filter 2														
239	Filter 1 (Backwash Distribution Test Only)	0.5 days	Tue 11/04/17	Tue 11/04/17						Air Scour Distribution/Backwash Test														
240	Filter 2 (Backwash Distribution Test Only)	0.5 days	Tue 11/04/17	Tue 11/04/17						Filter 1 (Backwash Distribution Test Only)														
241	Filter 3	4 days	Mon 8/05/17	Fri 12/05/17						Filter 2 (Backwash Distribution Test Only)														
242	Filter 4	4 days	Mon 8/05/17	Fri 12/05/17						Filter 3														
243	Filter 5	4 days	Mon 8/05/17	Fri 12/05/17						Filter 4														
244	Filter 6	4 days	Mon 8/05/17	Fri 12/05/17						Filter 5														
245	Load Filter Media	53 days	Wed 17/05/17	Tue 25/07/17						Filter 6														
246	Media Delivery	41.75 days	Wed 17/05/17	Mon 10/07/17						Load Filter Media														
247	Garnet 4.8mm-9.6mm Delivery	2 days	Wed 17/05/17	Thu 18/05/17						Media Delivery														
248	Garnet 2.4mm-4.8mm Delivery	2 days	Sat 27/05/17	Tue 30/05/17						Garnet 4.8mm-9.6mm Delivery														
249	Garnet 1.2mm-2.4mm Delivery	2 days	Mon 5/06/17	Wed 7/06/17						Garnet 2.4mm-4.8mm Delivery														
250	Sand Delivery	3 days	Thu 15/06/17	Tue 20/06/17						Garnet 1.2mm-2.4mm Delivery														
251	Coal Delivery	4 days	Tue 4/07/17	Mon 10/07/17						Sand Delivery														
252	Filter 1	42 days	Thu 18/05/17	Tue 11/07/17						Coal Delivery														
253	Garnet 4.8mm-9.6mm (150mm - 6.3m3)	3 days	Thu 18/05/17	Tue 23/05/17						Filter 1														
254	Garnet 2.4mm-4.8mm (100mm - 4.2m3)	3 days	Tue 30/05/17	Fri 2/06/17						Garnet 4.8mm-9.6mm (150mm - 6.3m3)														
255	Garnet 1.2mm-2.4mm (100mm - 4.2m3)	3 days	Wed 7/06/17	Sat 10/06/17						Garnet 2.4mm-4.8mm (100mm - 4.2m3)														
256	Wash Media (10min wash - 350cum/wash)	0.5 days	Wed 14/06/17	Wed 14/06/17						Garnet 1.2mm-2.4mm (100mm - 4.2m3)														
257	Draindown to TOP of Garnet	0.5 days	Wed 14/06/17	Wed 14/06/17						Wash Media (10min wash - 350cum/wash)														
258	Install Sand (300mm - 12.6m3)	1 day	Tue 20/06/17	Wed 21/06/17						Draindown to TOP of Garnet														
259	Wash/Scrape Sand - Multiple Washes (5min wash 175cum /wash)	2 days	Wed 21/06/17	Fri 23/06/17						Install Sand (300mm - 12.6m3)														
260	Draindown to FSL of Anthracite	0.25 days	Fri 23/06/17	Fri 23/06/17						Wash/Scrape Sand - Multiple Washes (5min wash 175cum /wash)														
261	Install Anthracite (1400mm - 58.8m3)	2 days	Wed 5/07/17	Fri 7/07/17						Draindown to FSL of Anthracite														
262	Fill and Soak Anthracite	1 eday	Fri 7/07/17	Sat 8/07/17						Install Anthracite (1400mm - 58.8m3)														
263	Wash Anthracite (5min wash 175cum /wash)	2 days	Mon 10/07/17	Tue 11/07/17						Fill and Soak Anthracite														
264	Filter 2	44 days	Thu 18/05/17	Thu 13/07/17						Wash Anthracite (5min wash 175cum /wash)														
265	Garnet 4.8mm-9.6mm (150mm - 6.3m3)	3 days	Thu 18/05/17	Tue 23/05/17						Filter 2														
266	Garnet 2.4mm-4.8mm (100mm - 4.2m3)	3 days	Tue 30/05/17	Fri 2/06/17						Garnet 4.8mm-9.6mm (150mm - 6.3m3)														
267	Garnet 1.2mm-2.4mm (100mm - 4.2m3)	3 days	Wed 7/06/17	Sat 10/06/17						Garnet 2.4mm-4.8mm (100mm - 4.2m3)														
268	Wash Media (10min wash - 350cum/wash)	0.5 days	Thu 15/06/17	Thu 15/06/17						Garnet 1.2mm-2.4mm (100mm - 4.2m3)														
269	Draindown to TOP of Garnet	0.5 days	Thu 15/06/17	Thu 15/06/17						Wash Media (10min wash - 350cum/wash)														

Date: Tue 16/05/17  
File : Wagga WTP Schedule to Complete.1705116a.

Task

Critical Task

Milestone

Summary

Rolled Up Task

◆

Rolled Up Critical Task

Rolled Up Milestone

Rolled Up Progress

Split

External Tasks

Project Summary

Group By Summary

Inactive Task

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Critical

Critical Split

Progress

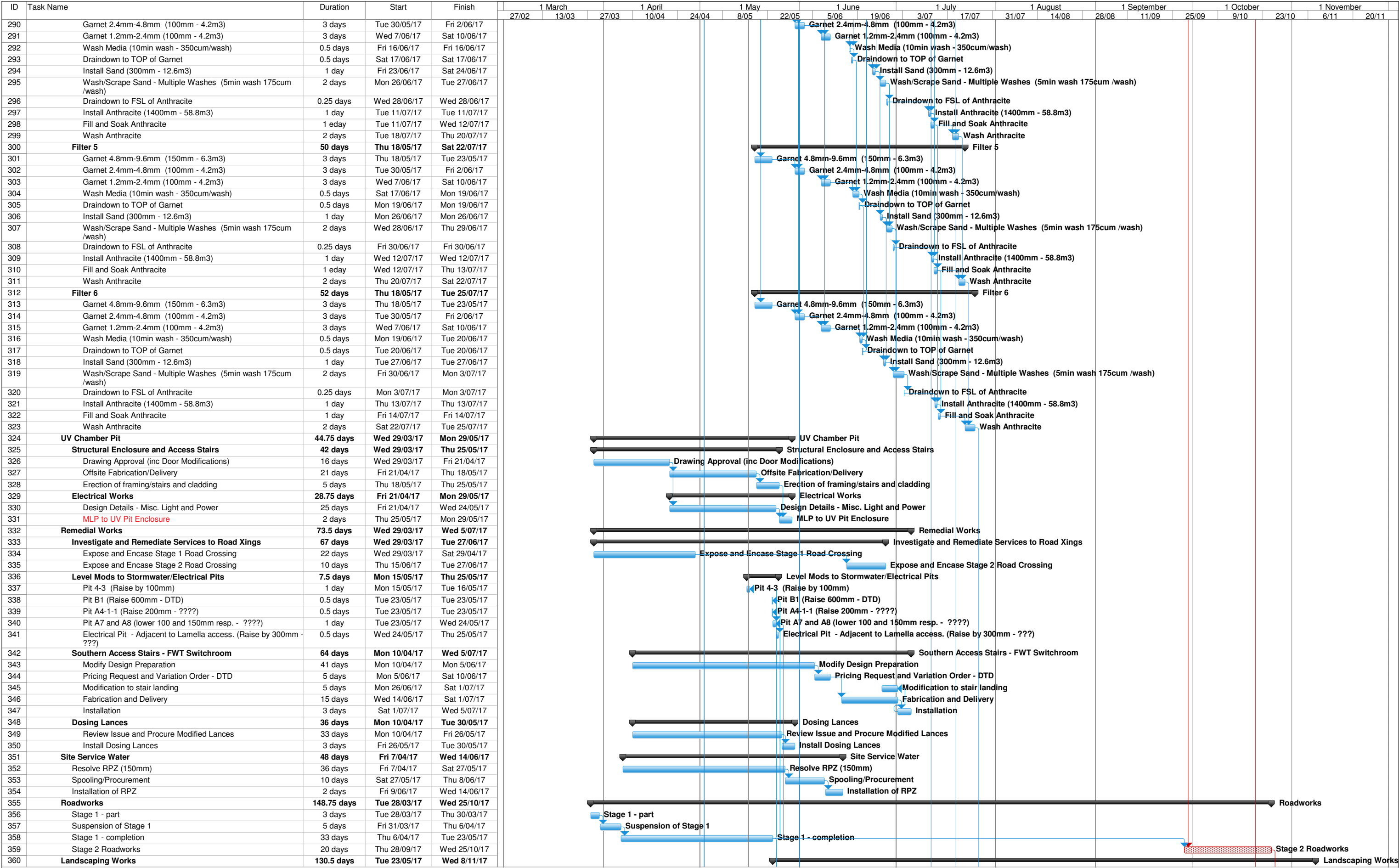
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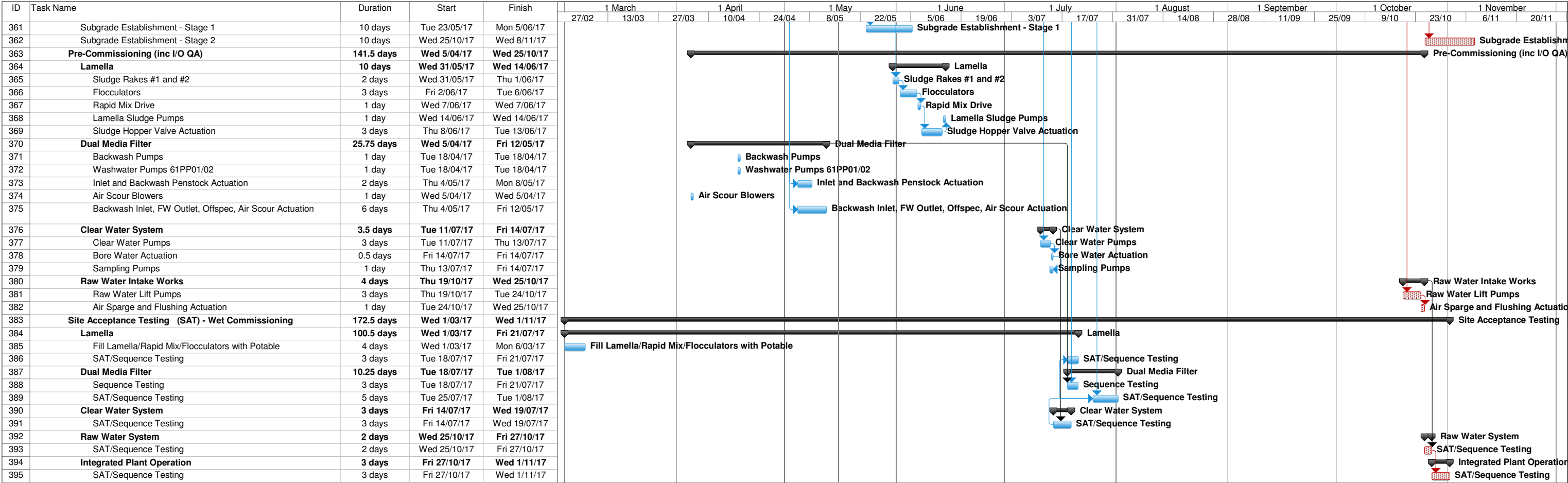
Drawn: David Walmsley  
Checked:  
Authorised:

Date: &{Date}

Wagga Wagga WTP

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## **PROJECT STATUS REPORT**



**May 2017**

PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	20 <sup>th</sup> June 2017
REPORT NO.:	22
PROJECT MANAGER:	Doug Anderson
PREPARED BY:	Doug Anderson

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## 1.0 SUMMARY

Project progress in May was focussed on progressing the Raw Water works; road works and filter media loading

Electrical works continue to be focussed on punchlist works within the filter, lamella and chemical areas as works principally were complete - along with associated test and quality documentation within the month. Cabling works in the clear water storage switchroom.

Excavation commenced within the cofferdam for the raw water inlet structure but was suspended late May due to safety concerns, geotechnical assessment of the bearing capacity would necessitate over-excavation to achieve design bearing capacity bringing into question the stability of the ballast rock and sheet piles, cofferdam design is currently under review with an outcome expected by the 23/6/17, most likely outcome will be a recommendation for a second containment.

Mechanical installation progress has been substantively focussed on lamella grouting and defect rectification

Civil works other than the RWI focussed on preliminary landscaping

The UV pit structural steel was installed and framing installed for ventilation of the clearwater storage structure, roofing and cladding to commence 22/6/17.

Key Milestones achieved in the Period were:

- Stage 1 road, minus AC
- Completion of Lamella grouting
- Completion of bubble testing and commencement of media loading for the filters

While safety performance across the site continues to be good in terms lag indicators such as injuries, there remains scope for improvement in performance of hazard reporting. A key area of focus continues to be works planning and communication.

## 2.0 SCOPE OF WORK

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

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

## 3.0 HSSE

The total hours worked on the project in May was 6,362 hours. Subcontractor hours recorded on site were 3990. Total hours worked on the project to date is 184,019.

No lost time injuries (LTI) or MTI and no First Aid (FAI) were recorded in the month of April.

Site inductions of 18 individuals have been undertaken with current total of 591 inductions completed not including visitor inductions and UGL HSSE pre-start meetings were conducted on all working days, also individual subcontractor pre-start meetings occurred on site daily. There was one positive drug test, and the individual has been excluded from site.

Looking towards June/July we will be focussed on the following:

- Works preparation and planning
- Review of the AMS (activity method statement) for the Raw Water Intake to address the new cofferdam installation.
- SWMS development by subcontractors and UGL.
- Continuing training of site personnel in UGL Utake 5 and HAZOB

While safety performance across the site continues to be good in terms lag indicators such as injuries, hazard reporting still requires a more proactive approach.

The May Safety Report is shown in Appendix B.

## 4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at May: -

Risk Description	Potential Impact	Control Measures
Raw Water Works Construction overrun	Overrun to construction programme	Redesign of cofferdam to provide a safe & secure working area
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
Unexpected ground conditions (RW)	Revisions to works methodology and overrun to construction programme	Temporary works and geotechnical engineer engaged/available Access site as early as possible. Works methodology to include for contingency actions for poor ground; including surface preparation, temporary materials and water management.
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Commission plant in stages and work with RWCC to optimise sign-off processes. Additional commissioning resources as needed.
Raw Water Works Construction overrun	Constraint on commissioning activities	Plan and execute a temporary raw water supply utilizing the existing RWCC river pumps
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Use construction methodologies which mitigate impacts. Inlet structure works completed during low flows in the river. Insurance policies in place Ensure familiarity with RWCC flood response plan

## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

The table below summarises the progress to the 19<sup>th</sup> June.

	WAGGA WAGGA WATER TREATMENT PLANT	Month	Jun-17
Item No.	Schedule of Prices	Total Claim to date	
1	Provision of Preconstruction Activities		
	Preconstruction Activities subtotal (1)	100%	
2	Provision of Project Management and Site Running Activities	% complete	Claim Value
	Prooject Management Activities subtotal (2)	95%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	100%	
4	Intake Works		
	Intake Works - General subtotal (3)	26%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	54%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	98%	
7	Filters		
	Filters subtotal (7)	99%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	100%	
9	Machinery Room		
	Machinery Room subtotal (9)	96%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	92%	
11	Aluminuium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	98%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	95%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	97%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	98%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	98%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	99%	
17	Other Items		
	Other Items subtotal (17)	79%	
18	Electrical Items		
	Electrical subtotal (18)	95%	
19	Testing Demonstration Commissioning		
	Testing Demonstation and Commissioning (19)	16%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	97%	
22	Other Options Accepted		
	Options subtotal (20)	84%	
23	Variations		
	Variations Subtotal	87%	

## 5.2 Variations

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

Variation No.	Title	Amount (\$ 000) Excl. GST	Status (May)
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
VO08	Existing Balance Tank Permanent Walkway	127	Not proceeding.
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
VO22	Non-relocation of Workshop Sewer	- 6	Submitted
VO23	Pits under existing centrifuge building - NSC10	8	Approved
VO24	Clear Water Pumps Mechanical Seal	78	Not Proceeding
VO25	Bomen Line	80	Approved at with agreed discount
VO26	NSC11 Material Excavated under UGL Carpark	27	Approved
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Rejected – UGL Issue NOI10
VO28	NSC13 Poor Ground at Sludge Thickener Tank	20	Submitted
VO29	Filter Water Overflow Changes	-80	Approved
VO30	Site Road Realignment	17	Submitted

VO31	Roof Access Ladder to Centrifuge Building	14	Approved
VO32	NSC14 Damage to Scour Line & Repair	11	Rejected – UGL Issue NOI06
VO33	Flowmeter Modbus Communications	22	Submitted
VO34	Caustic Building Lighting Changes	3	Submitted
VO35	Provision of Eave Linings to buildings	80	Rejected – UGL to Respond
VO36	Sludge Thickener Infill Slab	90	Approved
VO37	NSC15 Reinstall DICL	22	Rejected – UGL Issue NOI07
VO38	Modification to Filter Building Stair	38	Rejected – UGL Issue NOI08
VO39	Field Isolators	67	Rejected – UGL to Respond
VO40	Street Light Fittings	9	Approved
VO41	Offsite cleaning of SS Reo	26	Rejected – UGL to Respond
VO42	Design changes roads and gutters	0	Submitted
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	Not proceeding at \$35
VO46	NSC16 Remove Concrete Slab	4	Approved
VO47	Failed Pressure Test due to Existing Sludge Suction Valve	9	Submitted
VO48	Changes to Sludge Discharge Pipework	25	Rejected – UGL Issue NOI10
VO49	Bore Water Pressure Line Changes	63	Submitted
VO50	Filter Building Pop out Power Outlets	2	Approved
VO51	Centrate Pump Station Re-route to wash water holding	71	Submitted
VO52	Additional Landscaping & Footpaths	167	Rejected – UGL to Respond
VO53	NSC17 Asbestos at A2 to A203	4	Submitted
VO54	Buildings Roof Drainage Connection to Stormwater System	74	Submitted
VO55	High Low Lift Check Valves	24	Submitted
VO56	Rework External Chemical Delivery Pipework	15	Submitted
VO57	Rework of Sludge Thickener Riser	9	Submitted
VO58	Encase Stormwater A4_1 to A4_1_1	11	Submitted
VO59	Encase Stormwater A4_3 to A4_3_2	15	Submitted
VO60	Encase Wash Water under Roadway	42	Submitted
VO61	Raw Water Piping Hazop Changes	54	Submitted
VO62	Ancillary Pipework Material Changes	80	Submitted
VO63	Dewatering Controls Changes	7	Submitted



<b>VO64</b>	Control Room Joinery Changes	22	Submitted
<b>VO65</b>	Thickener Rake Bearing Flushing Line	16	Submitted
<b>VO66</b>	Power Monitor Comms with PLC	5	Submitted
<b>VO67</b>	Additional Reinforcement in WRS	313	Submitted
<b>VO68</b>	Additional Hydrotite Jointing to WRS	43	Submitted
<b>VO69</b>	Provision of Water Meters	12	Submitted
<b>VO70</b>	NSC18 Reroute and Extend Control Room Sewer	15	Submitted
<b>VO71</b>	Encase Stormwater A10 to A11	24	Rejected
<b>VO73</b>	Road Subgrade Replacement	76	Submitted

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 within each of the contract.

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



## 7.0 PROGRAMME

A revised programme has been produced which encompasses the remaining works and the most recent version is included in App C.  
This programme is not yet fully developed but does contain most of the key activities; the programme has been constructed with Microsoft Project and will be managed by site, it will remain a live document which will be continually updated as circumstances dictate.

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

Activity	Target
Filter Media Loading and Washing	Late August 2017
Completion Lamella Installation	Early August 2017
Road Works Stage One Completion	Early May 2017
Raw Water Intake Concrete works	Mid October 2017

## 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. There is an ongoing process of working through answering a number of RWCC queries on specification compliance within the work. In some instances remedial works have been required to meet the aspects of the specification and we are working with suppliers as needed to remedy these.

## 9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

## 10.0 INDUSTRIAL RELATIONS

No significant issues.

## 11.0 DESIGN AND TECHNICAL

Design is 95% complete, area lighting design for the UV building, clearwater storage and clearwater pump building have been submitted for review.

## **12.0 COMMISSIONING**

Commissioning has been focused on confirming equipment operations in the lamella and filter areas and that communications are functioning. There has also been works to set-up instrumentation in field and confirm communications with the PLC. The filter waste water pumps and blowers were operated. The sludge handling facility has been partially commissioned to allow processing of the coffer dam water

The continuing focus of commissioning in the next month will be on the chemical area and filter area as part of filter media loading and washing.

## **13.0 STAKEHOLDERS**

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

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

## 14.0 SITE PROGRESS



Photo 1: Road Construction and initial landscaping



Photo 2: Road Construction and initial landscaping



Photo 3: Lamella Grouting



Photo 4: Media loading (Garnet)





Photo 5: UV Structure



Photo 6: UV Structure

## 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 –May 2017

### 1.0 Overview Statistics

	May 2017	Total to Date
UGL Hours	2372	53,294
Subcontractor hours	3990	130,725
Total Site Hours	6362	184,019
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 <sup>st</sup> Aid Injuries	0	5
Incidents:		
Injury	0	5
Damage/ Loss	1	22
Near Miss	2	40
Hazard	14	65
Report Only	0	7
Journey Incident	0	1
Non-work related injury	0	0
Environmental	0	8
Safety Initiatives:	1	13
Workplace Safety Inspections	28	595
Environmental Inspections	4	68
Safety Conversations (UGL)	55	982



Utake 5 (UGL)	150	4998
Hazobs	14	453
Site audit (e.g. Plant pre-start)	4	63
SWMS reviews	15	275
Site inductions	18	591
Tool box meetings	2	60
Training hours	0	121
Plant delivery inspections	10	153
Checkit compliance (UGL)	100	100%
UGL/ External Audits	0	3
Alcohol Breath tests	146	2923
Drug tests	35	176

## 2.0 Incident Summary

**The following incidents occurred on site in May 2017.**

**Near Miss:** Earthworks subcontractor 5ton excavator became bogged over the tracks in coffer dam during excavation of a sump in coffer dam to allow the installation of a dewatering pump into the coffer dam. Excavation task was occurring during local rain event.

**Actions:** Work stopped, retrieval plan developed, appropriate retrieval equipment supplied by subcontractor and excavator removed from coffer dam at 3.30pm 19/5/2017

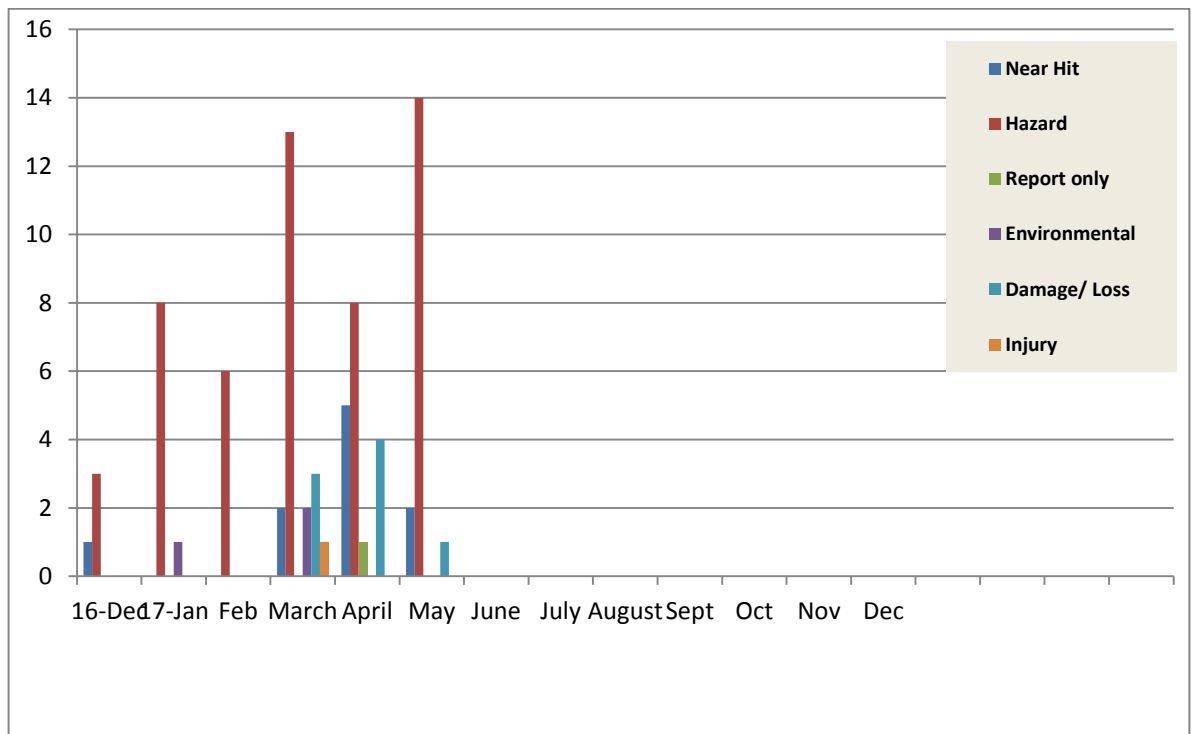
**Damage:** During rolling of new road sub base material, the roller operator hit the base of centrifuge building outer wall sheeting with the roller

**Actions:** Work stopped. SWMS revised no rolling within 1 meter of centrifuge building.

**Near Miss:** 1 Positive drug test result returned

**Action:** Site access withdrawn

**Wagga Wagga WTP Incident trends**



- May 2017 18 Site inductions not including visitor's inductions
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness
- Safety Award May 2017 Not issued

### 3.0 Project Safety Initiatives for June 2017

➤ **Training:**

- 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:**

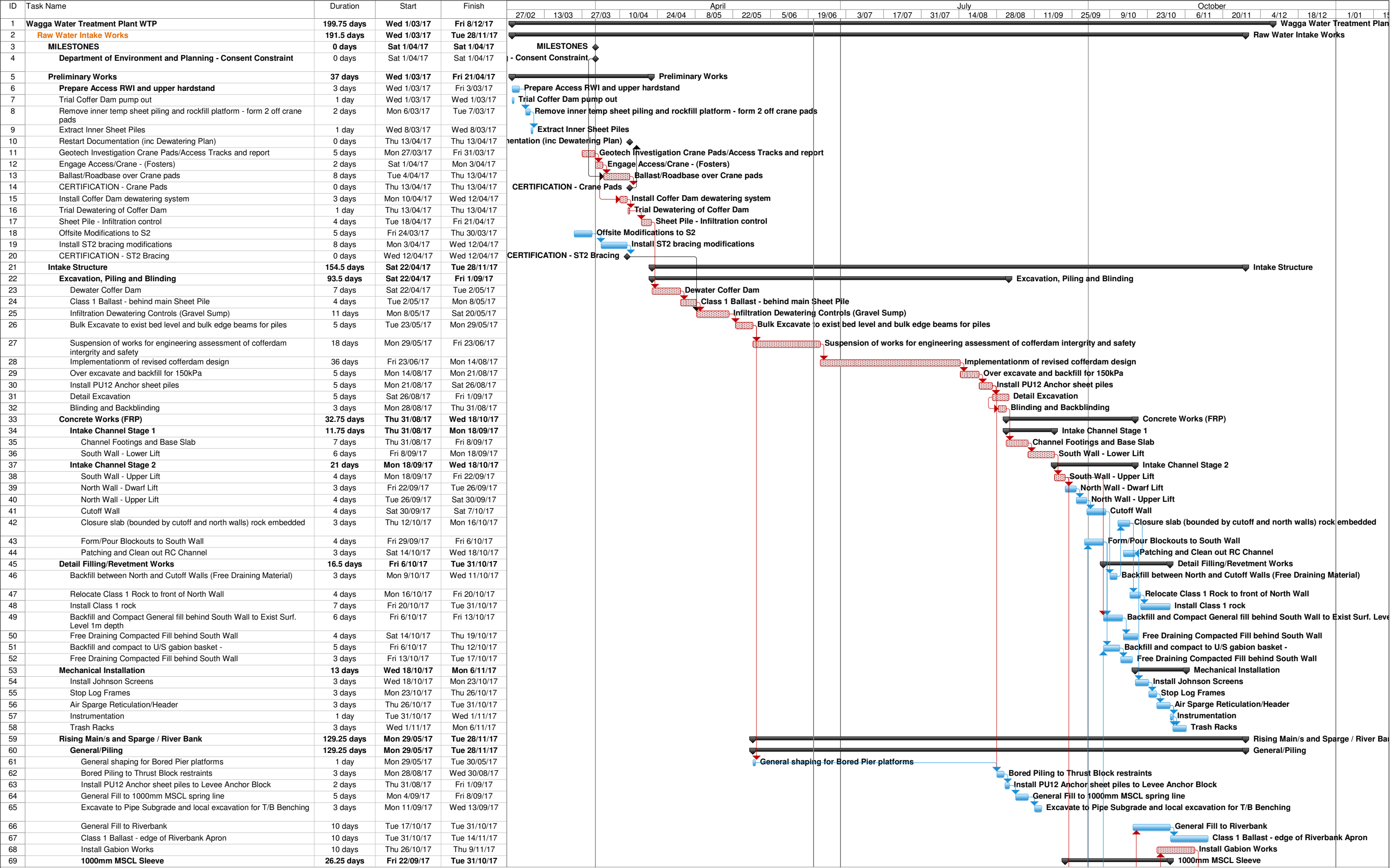
- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

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

Mark Hunter

UGL Safety Advisor

## **APPENDIX C – PROJECT PROGRAMME**



Date: Wed 21/06/17  
File : Wagga WTP Schedule to Complete.170620.mp

Task

Critical Task

Milestone

Summary

Rolled Up Task

Rolled Up Critical Task

Rolled Up Milestone

Rolled Up Progress

Split

External Tasks

Project Summary

Group By Summary

Inactive Task

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Critical

Critical Split

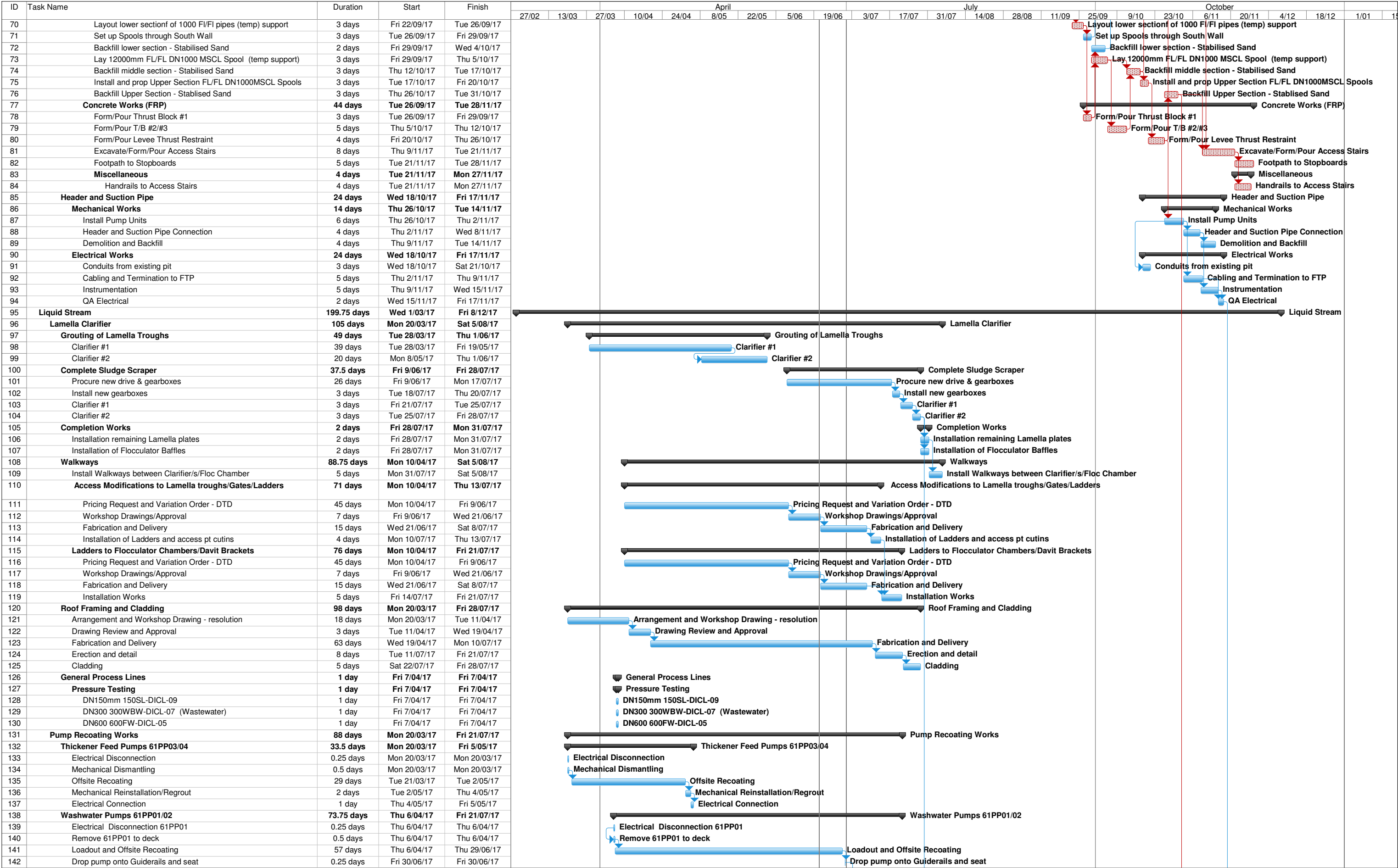
Progress

Deadline

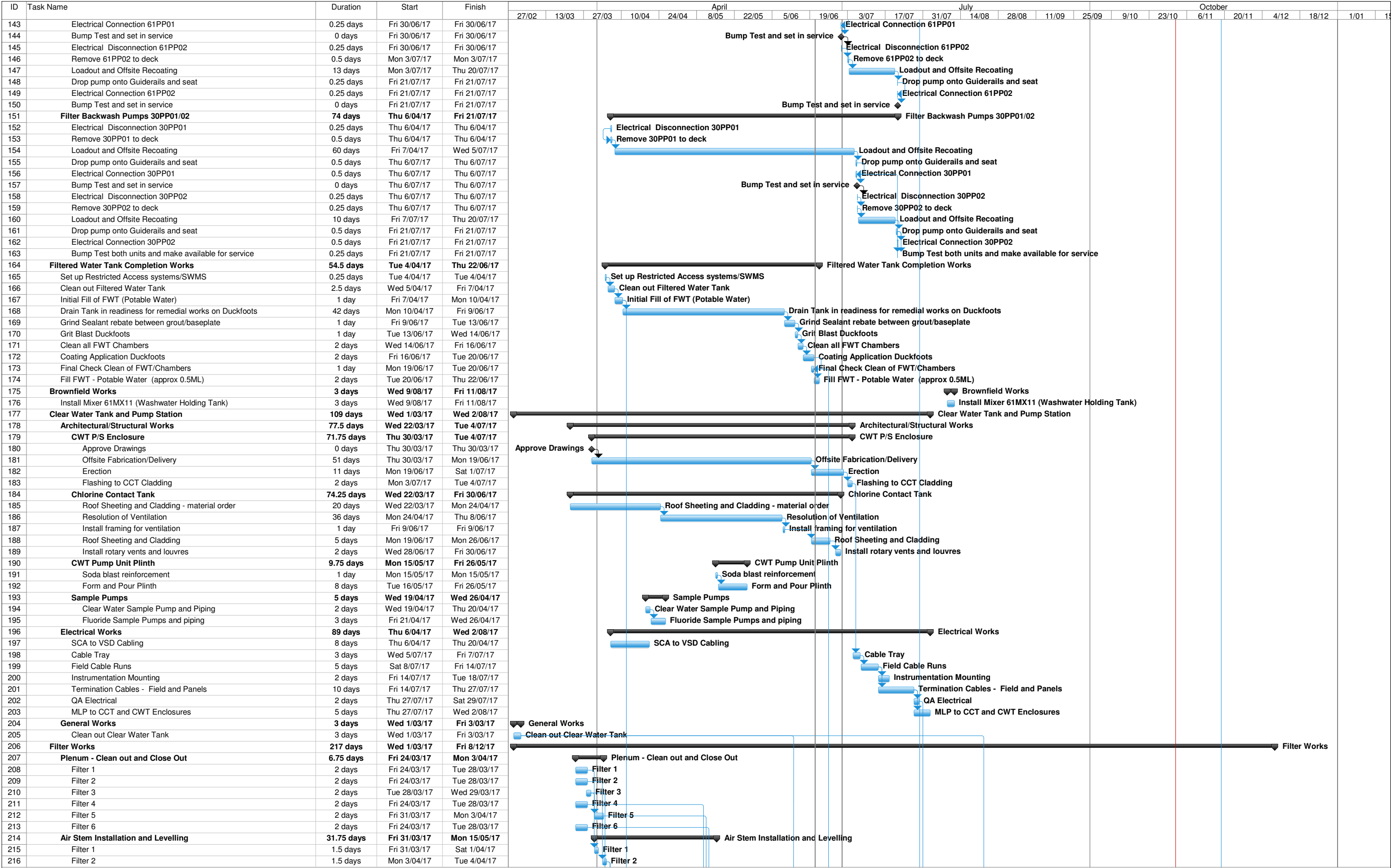
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Wagga Wagga WTP

Page 1 of 7







Date: Wed 21/06/17  
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Task

Critical Task

Milestone

Summary

Rolled Up Task

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Rolled Up Critical Task

Rolled Up Milestone

Rolled Up Progress

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Project Summary

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Critical

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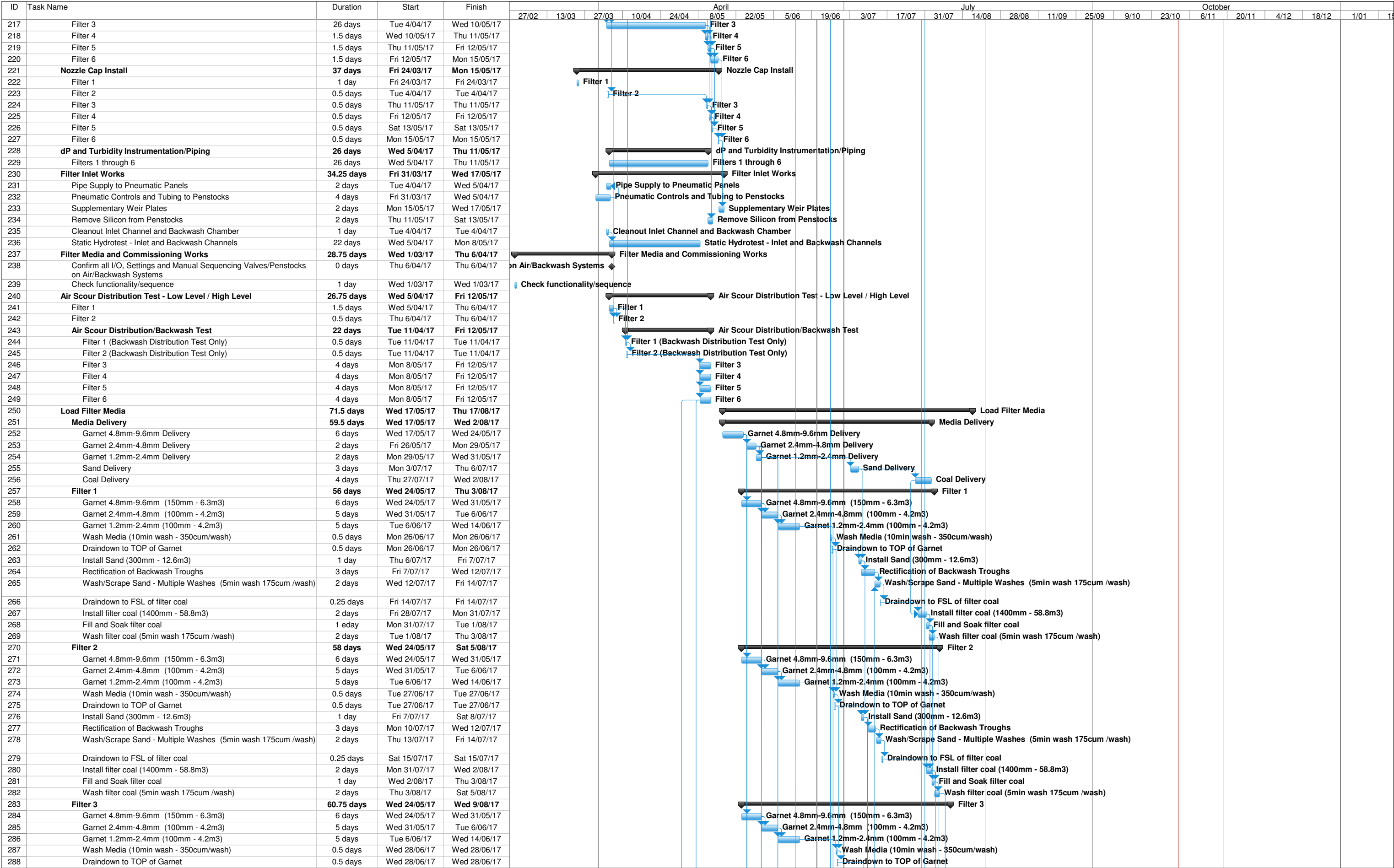
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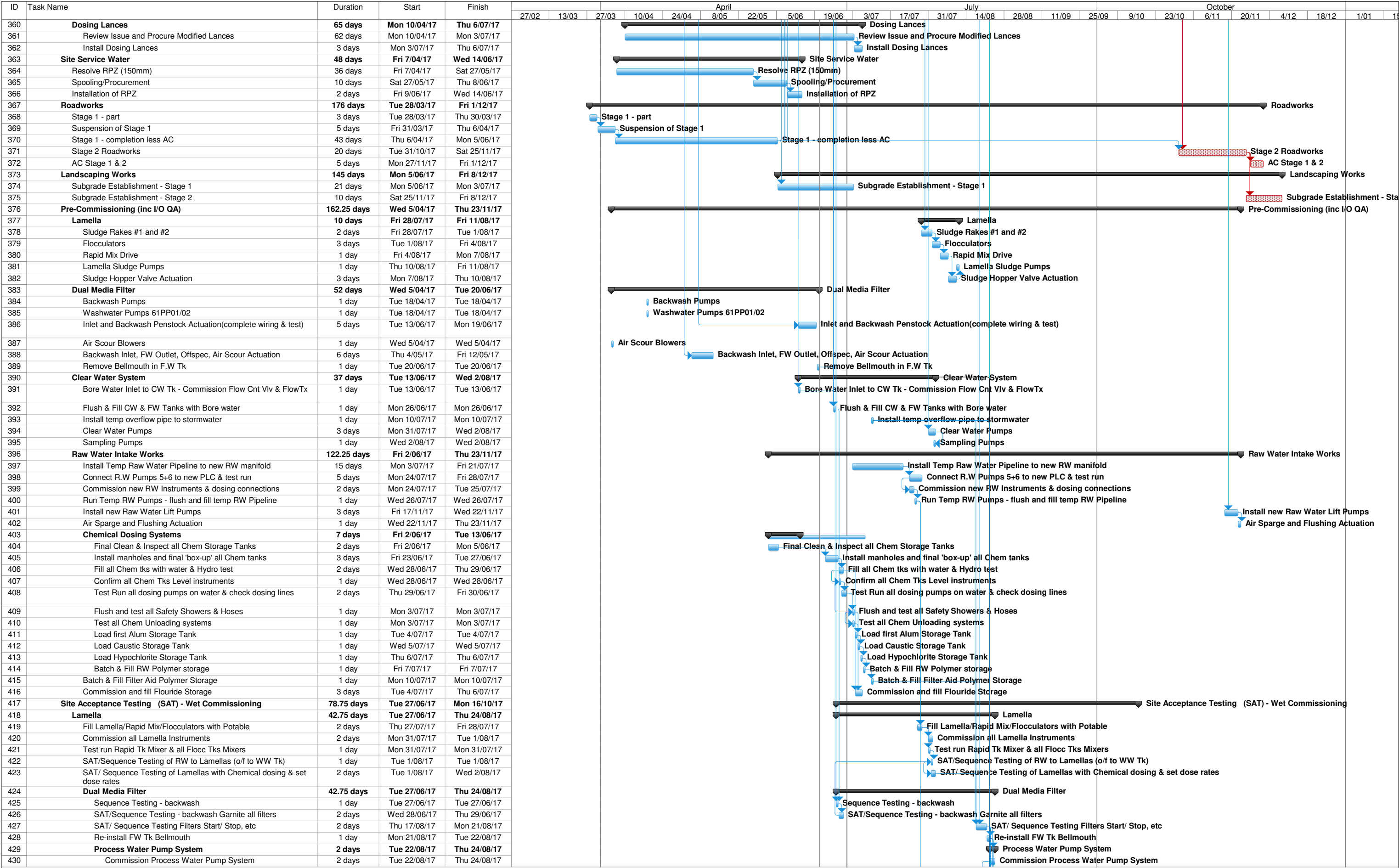
Wagga Wagga WTP

Page 3 of 7



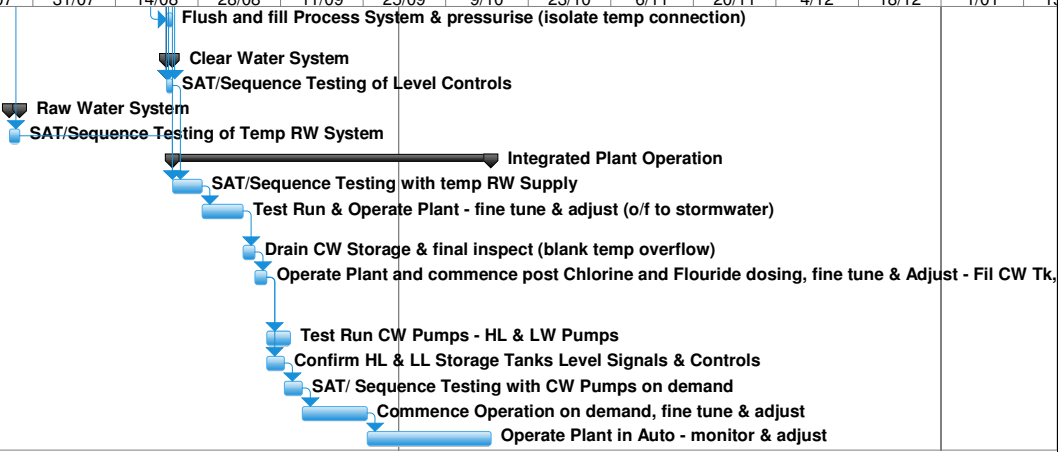








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Date: Wed 21/06/17  
File : Wagga WTP Schedule to Complete.170620.mp

Task

Critical Task

Milestone

Summary

Rolled Up Task

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Manual Task

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Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Critical

Critical Split

Progress

Deadline

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Wagga Wagga WTP

Page 7 of 7

#### **4. CONTRACT W221 – 1in100 LEVEE REVIEW OF ENVIRONMENTAL FACTORS (REF)**

**RECOMMENDATION:** that Council;

- 1) Adopt the updated REF completed by Hunter Water Australia and Nghenvironmental and,
  - 2) Determine to proceed with the construction of 1 in 100 Levee.
- 

RWCC commenced planning the 1in100 year Levee in 2014.

Prior to finalising the WTP and Depot/store design, the RWCC board requested a report to compare making the buildings at Hammond Avenue flood resilient compared to protecting the site with a Levee.

This report was presented to Council 15 October 2014.

Council determined to proceed with construction of the 1in100 Levee to protect the new WTP and existing structures.

NSW Public Works have undertaken the design of the 1in100 year Levee. The design is all but complete with only minor changes required to finalise the design and drawings.

Nghenvironmental have updated the REF that was initially prepared by Hunter Water Australia. The revised REF considers the final design by NSW Public Works and addresses the associated environmental issues.

The executive summary from the REF is attached.

RWCC's intention is to advertise the tender for construction in July 2017 pending the approval of Council.

# Executive Summary

## *Background*

The Wagga Wagga Water Treatment Plant (WTP) is located off the Sturt Highway (Hammond Avenue) (Lot 2, DP 540063) in Wagga Wagga. The WTP in combination with the West Wagga Wagga WTP, North Wagga WTP and smaller bore systems supplies reticulated water to the City of Wagga Wagga and the Shires of Lockhart, Greater Hume, and Urana. The current WTP can produce approximately 44 ML/d of potable water from the Murrumbidgee River under typical river conditions. The current and future WTP, Riverina Water County Council's (RWCC) maintenance depot, and RWCC administration buildings occupy the same site.

The WTP and nearby RWCC facilities are located on flood prone land. An earthen levee borders the site which provides protection for a 1 in 20 year flood. RWCC is proposing to upgrade the existing 1 in 20 year levee to a levee with 1 in 100 year protection.

The proposed works assessed in this REF involve upgrading the existing levee surrounding the entire RWCC site. The RWCC site covers an area of 8.43 ha and the length of the existing levee is around 1100 m. The proposed levee would be primarily sheet piling with a concrete block wall along a small section of Marshalls Creek.

## *Environmental Planning*

The proposed levee upgrade is flood mitigation work and is permitted without development consent under Clause 50 of *State Environmental Planning Policy (Infrastructure) 2007* ('Infrastructure SEPP'). The REF can be determined by RWCC pursuant to Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act). Under Section 111 of the EP&A Act, RWCC is required to complete an environmental impact assessment (EIA) of the proposed works. This Review of Environmental Factors (REF) has been prepared to fully consider the environmental impacts of the proposed works.

## *Environmental Impacts*

Key environmental considerations for the Proposal from the construction phase include:

- Waste management – minimisation, containment and removal of waste to avoid pollution.
- Surface water – effective erosion and sediment control following ground disturbance.
- Heritage – Wagga Wagga WTP is listed as a local heritage item under the Wagga Wagga Local Environmental Plan (LEP). The proposed works have been planned so as to minimise any impacts to the heritage values of the site. Mitigation measures have been identified to minimise impact to the heritage value of the site.
- Construction noise – there would be temporary noise impacts to adjoining sensitive noise receivers due to construction. It is not anticipated that noise levels would exceed the highly affected noise trigger level of 75 dB(A).
- Flora and fauna – The proposed works would require the removal of juvenile and adult River Red Gums. Additionally large hollow bearing redgums would also require some pruning. No hollows are proposed to be removed. Ground cover vegetation dominated phalaris and some Black Wattle (Lime Pit) on the western side of the RWCC site would also be removed. Construction work has the potential to impact on a colony of grey-headed flying foxes. Mitigation measures have been identified to minimise impacts by constructing the levee within 200m of the grey-headed flying fox colony outside the breeding season.

Key environmental considerations for the operation of the levee are:

- Improved protection of the WTP facility during larger flood events. This would ensure security of water supply to the city and surrounding area.
- Changes in flooding patterns due to the increased height of the levee.

- Visual – Sheet piling would be a new visual feature. This would be mitigated with plantings, capping and where reasonable and feasible limited painting.

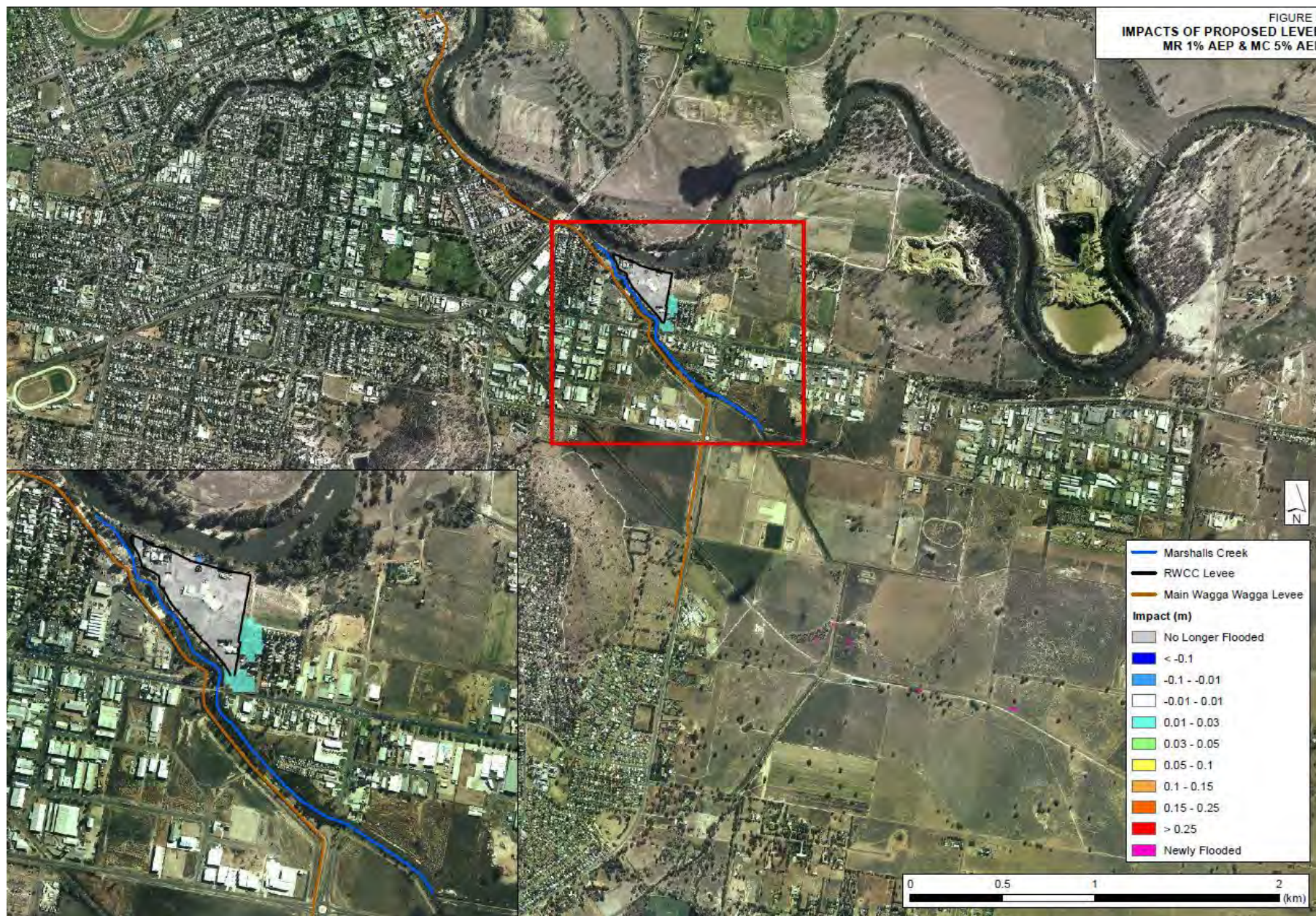
#### *Conclusion*

Based on the information presented in this REF it is concluded that by adopting the safeguards identified in this assessment it is unlikely that there would be significant adverse environmental impacts associated with the proposed works. Preparation of an Environmental Impact Statement is not required.

#### Attachment 2

- **Levee Council Report October 2014**







### 3. REVIEW OF STRATEGIC DESIGN ON 1:100 YEAR FLOOD LEVY

**RECOMMENDATION** that Council;

- 1) Proceed with the 1:100 year Flood Levee Project as the preferred solution for flood protection for the Hammond Ave site.
  - 2) Complete the detailed design of the 1:100 year levee prior to commencing public consultation.
- 

#### Background

Council at its last meeting, 20<sup>th</sup> August 2014, resolved the following:  
1 in 100 YEAR FLOOD LEVEE – FLOOD IMPACT ASSESSMENT

14/100        RESOLVED on the motion of Cllrs. Funnell and Poynter that:

- a) Council accept the Flood Impact Assessment as tabled, for information purposes only and that Council permit Mr, Stephen Gray (author of the report) to present to Council an overview of the report;
- b) Director of Engineering prepare a comparison report on building the new treatment plant and stores to be flood compatible instead of building the levee; and
- c) Suspend temporarily public consultation on levee, pending further discussions.

The strategic direction of Riverina Water County Council to date has been to protect the Hammond Avenue site by means of a 1:100 year flood levee. As an interim measure, the existing 1:20 year flood levee was built following the 2012 floods. The cost of flood damage and clean up after the 2012 flood was \$220,000.

The 1:100 year levee project was previously included in the 2013/14 Operational Plan and detailed design and flood modelling was commenced at a cost of \$88,000. Council adopted the 2014/15 to 2016/17 Delivery Programme that included \$2,000,000 for construction of the levee over the next 2 financial years. The final Flood Impact Assessment was presented to Council at its August meeting.

The merits of 'flood resistance', i.e. levee verses flood resilience, i.e. flood compatible buildings were discussed by Council at that meeting.

Additional relevant information and the current status of projects affected by the proposed levee;

- The Flood Impact Assessment has been completed for the 1:100 year flood levee with the only measurable impact being on RWCC's immediate neighbours, the caravan park.
- The 1:100 year flood levee design is 70% complete, but further work is currently suspended pending the outcome of Council's deliberations.
- The new Water Treatment Plant (WTP) detailed design is 60% complete and is continuing under existing contractual arrangements.
- The high voltage project is 98% complete and is expected to be complete in the next few weeks.

As part of the review, a detailed estimate of the current levee design was undertaken. Due to the large amount of sheet piling to accommodate width restrictions, the estimate has been revised to \$2,500,000 - \$3,000,000.

At this stage of the design, there are still some issues surrounding constructability, underground services and width restrictions that need to be worked through, however, I believe a realistic final estimate for the construction phase of this project is \$2,750,000.

#### **Option 4 – Flood Compatible New Buildings**

##### **New Water Treatment Plant (WTP)**

The proposed WTP is a 55ML per day plant designed to provide Wagga Wagga and surrounds with high quality drinking water beyond 2040.

The construction budget is approximately \$45 million over a 3 financial year period.

To ensure the WTP can operate under flood conditions, a number of changes need to be made to the design. Our existing detailed design engineers (Department of Public Works) were engaged to provide new estimates for a WTP with critical components raised 2 metres to be above the 1:100 year flood levels. The additional costs involved for this solution are estimated to be \$2,425,000. The detailed breakdown of this amount can be found in the attachment at the end of this report.

##### **New Stores Building**

The proposed stores building has a foot print of 2650sqm and would need to be raised 1.6 metres to be above the 1:100 year flood level. At this height, integration into the surrounding infrastructure is not feasible. The recommended increase to the floor level is approximately 800mm which would provide some protection up to an estimated 1:40 year flood level. Modifications to the electrical wiring, building structure, fuel bowser/tank could then be carried out to provide flood 'resilience' to a 1:100 year flood event.

The combined estimate for raising the floor level and making design changes to the facility is \$380,000.

##### **Existing infrastructure on the site**

The cost of damage and cleaning after the 2012 flood was \$220,000. Since lessons were learnt during this flooding event, we could expect a lower cost for a future event, however, a 1:100 year flood would increase the risk of water velocity damage and this cost is impossible to estimate. Therefore in this report the figure of \$220,000 has been adopted.

##### **High Voltage Transformers**

The recently completed high voltage (HV) relocation project was designed and approved by Essential Energy on the basis that RWCC would construct a 1:100 year flood levee. Essential Energy will require the transformers and switching stations (currently at ground level) to be raised 2 metres if RWCC does not proceed with the levee.

Since Essential Energy will not allow HV cables to be joined, this would also require the replacement of the existing cable. Each transformer and switching station raised is estimated to cost \$30,000 (5 in total equals \$150,000). Some of the current cable is direct buried and may not be able to be reused, so replacement cost is estimated to be \$83,000, plus \$15,000 for new terminations.

The total retrofit would cost approximately \$248,000.

(Note: This is a concept estimate only, based on the recently tendered prices. An allowance has been made to use two sections of existing cable. If these sections of the existing direct buried cable cannot be used, the estimate may be higher).

**Summary of additional costs for flood compatible buildings.**

The additional costs involved in making the new WTP, stores building and existing HV installations flood compatible and allowing for the damage and clean-up on two occasions during the foreseeable life of the infrastructure are summarised below. (All estimates are present day costs);

WTP	\$2,425,000
Stores Building	\$ 380,000
HV Transformers	\$ 248,000
2 flood incidents during life of WTP	\$ 440,000
	<hr/>
	\$3,493,000

COMPARISON TABLE FOR FLOOD PROTECTION OPTIONS		
	Advantages	Disadvantages
<b>1:100 Year Flood Levee</b>	<ul style="list-style-type: none"> <li>• Flood protection for the whole site including existing infrastructure</li> <li>• Lower cost option in the order of \$750,000</li> <li>• Known level of safety for staff working in flood conditions</li> </ul>	<ul style="list-style-type: none"> <li>• 20mm flood impact on our eastern neighbour</li> <li>• Unquantifiable cumulative flood level impact</li> <li>• External aesthetics</li> </ul>
<b>Raising new buildings to be flood compatible</b>	<ul style="list-style-type: none"> <li>• Little or no impact to peak flood levels on neighbours</li> </ul>	<ul style="list-style-type: none"> <li>• Higher cost option of \$750,000</li> <li>• No flood protection for existing infrastructure including new electricians/fitters workshop, trades workshop, depot offices, training room, amenities, existing WTP and residence (heritage)</li> <li>• Whilst stores building and WTP could operate, there would still be access issues for staff, which would require crossing flooded areas by boat</li> <li>• Higher buildings would have a detrimental effect aesthetically</li> <li>• Larger construction footprint</li> </ul>

- **Breakdown Costs of New WTP**

WAGGA WTP

Impacts, Modifications and Re-design Requirements, and Increase in Capital Cost without a 1:100 year Levee

OPTION 2 - GRAVITY - Raise all structures by 2m

Structure	Impact	Modifications	Re-designs required	Estimated hours Engineer	Geotech E	Draftperson	Fees	Increase in Capital cost
Rapid Mixer	Need to raise by 2m. Taller structure	Taller columns with same foundation level	Re-design of columns (now slender)-Geotech advice. Amend drawings	21	2	30	8980	38000
Clarifiers (Reactivator)	Need to raise by 2m. Same structure on a 2m fill	2m filling required. Need geotech advice	No re-design. 2m fill. Amend drgs to show new RLS	12	2	14	4800	320000
Clarifier (Lamella)	Need to raise by 2m	2m filling required. Need geotech advice	No re-design. 2m fill. Amend drawings to show new RLS	12	2	14	4800	165000
Filters - Units - Pipe gallery - FW Channel	Need to raise by 2m	None. Geotech advice on foundation preparation	None. Amend drawings to show new RLS etc.	12	4	14	5200	210000
	Need to raise by 2m. Will still be inundated	Raise side wall, provide access, raise cranes, water bars for expansion joint, flap for drainage	Design side walls and modify drawings (5 Nos)	35		35	11900	51000
	Need to raise by 2m	2m filling required.	No re-design. 2m fill. Amend drawings to show new RLS	14		21	5880	40000 As for pump option
Clear Water Tank	Raise by 2m	Raise the tank by 2m. Modify pipework, provide access, seek geotech advice for foundation preparation	Amend drawings to show new RLS, access, modified pipework etc.and foundation requirements Uplifting check not required as advised by RWCC	21	2	35	9780	165,000 As for pump option
Chemical building	Need to raise by 2m	2m fill is required with batters OR retaining walls	No design changes unless otherwise advised by geotech. Engineer d fill. Amend drawings to show new RLS	21	4	35	10180	166000
Electrical switch room - RWPS	Raise by 2m	Raise the building (support on columns) , access	Re-design the floor including foundation	35		28	10780	99000 As for pump option
			Geotech advice	2			360	
			Access	1		5	980	
Electrical switch room - CW Pumps	Raise by 2m	Raise the building (support on columns) , access	Re-design the floor including foundation with new access	35	2	28	11180	69300 As for pump option
Centrifuge Building	Inundation of electricals	Raise electrical room floor and modify layout	Design electrical room floor and modify building, amend drawings	35		35	10000	100000
Access road	From the Entry to end of Chemical building need to be raised by 2m.	Need 1:3 batters OR retaining walls dependin on the available space.	Re-design of site layout showing new road levels, fill areas, batters, r/w etc.	35	2	65	17100	550000
Interconnection pipework and walkways	Need to raise by 2m	Redesign all supports which will be taller by 2m	Redesign and amend drawings	21	2	35	9780	50000
RWPS	Inundation	Raw water pump capacity increased to 190kW	Additional pump cost				5000	90000
Electrical		Field termination panels and other field installations to be raised	Switchgear and other equipment Electrical installation additional cost Additional pump installation				20000	60000 90000 15000
							\$ 146,700	\$ 2,278,300

TOTAL

\$ 2,425,000

## 5. INVESTIGATION INTO THE INCORPORATION OF GHSC WATER FUNCTION INTO RWCC

**RECOMMENDATION** that Council consider and determine whether Riverina Water continue to investigate the option of incorporating all or part of GHSC's water operations into RWCC's operations.

---

### **Background**

Council at its April 2017 meeting considered a report regarding the investigation of options for incorporating Greater Hume Shire Councils (GHSC) Villages Potable Water Scheme and the Culcairn Town Water Scheme into RWCC's operations. Council resolved to *"further investigate the option of incorporating all or part of GHSC's water operations into RWCC's operations, with the cooperation of GHSC."*

The Director Engineering has commenced preliminary investigations and the collection of data for an analysis of both the options of the Villages Scheme and the Township of Culcairn.

The two parties have further met and continue to work cooperatively to understand all the issues that need consideration.

### **Issues**

RWCC has been advised by GHSC of a recent development in relation to the Villages Scheme.

GHSC at its meeting 21 June 2017 resolved the amended motion below;

#### **1.1 NOTICE OF MOTION – CR QUINN – VILLAGES WATER SUPPLY**

**MOTION** [Quinn/Hicks]

*That Greater Hume Shire Council request that Albury City Council take over the Villages Water Supply Scheme and that Staff endeavour to negotiate the best possible deal for ratepayers with a projected transfer date of 1 December 2017.*

#### **4xxxx AMENDMENT** [Meyer/Schilg]

*That in concert with the current discussions being undertaken with Riverina Water, management be authorised to commence discussions with Albury City Council with the view of Albury City Council investigating the feasibility of taking control of the supply and operation of Villages Water Supply Scheme with a report on the advantages/disadvantages being presented to Council by 31 December 2017.*

**ON BEING PUT TO THE VOTE, THE AMENDMENT WAS CARRIED, BECAME THE SUBSTANTIVE MOTION AND ON BEING PUT TO THE VOTE, WAS CARRIED.**

*Crs Quinn and Hicks requested that their opposition to the motion be recorded.*

Given the proximity of the Villages Scheme and its current bulk supply from Albury City Council (ACC), it is highly unlikely that RWCC could supply water at a more cost effective way than ACC.

Continuing to analyse the feasibility of the Culcairn township's water operations as a separate entity would still have value for both parties, to assist with any future deliberations that Council may have in relation to this matter.

## 6. PROVISION OF FINANCIAL ASSISTANCE FOR HOLBROOK RESIDENTS AFFECTED BY ASBESTOS INSULATION

**RECOMMENDATION** that Council:

- not provide direct, voluntary financial assistance to homeowners affected by asbestos,
- confirm with GHSC its in-principle support, pending the availability of other funding options.

---

### **Background**

Riverina Water County Council (RWCC) at its April meeting resolved to provide financial support to Holbrook homeowners affected by asbestos insulation via the waiving of connection and disconnection fees.

### **Issues**

Communication with Greater Hume Shire Council (GHSC) revealed there were a variety of resolutions possible with the homes affected by asbestos.

The majority of these options would not include the requirement for water related fees from RWCC.

Further advice from the Department of Fair Trading would indicate (albeit somewhat confusing), that homeowners may have an opportunity to claim any fees (for example, RWCC connection costs) through the funding available from the NSW Governments loose-fill asbestos voluntary purchase and demolition program.

These other government sources of funding should be further explored before RWCC provides any financial assistance.



Bede Spannagle  
DIRECTOR OF ENGINEER

## **QUESTIONS & STATEMENTS**

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