

4th December 2015

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

FRIDAY, 11th DECEMBER 2015 at 1.30 pm

and your attendance is requested accordingly,

followed by Council Christmas Gathering.

Yours faithfully

G J Haley
GENERAL MANAGER



*** AGENDA ***

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GENERAL MANAGER'S REPORT TO THE COUNCIL

4th December 2015

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of October and November 2015 be received.

-
- List of Investments – October 2015
 - List of Investments – November 2015

Monthly Investment Report as at 31/10/15

a) Council's Investments as at 31/10/15

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/06/2015	202	13/01/16	A-2	2.95	BBSW	2.07	8.105%	\$2,500,000.00	\$2,500,000.00
ME Bank	3/09/2015	90	02/12/15	A-2	2.75	BBSW	2.04	3.242%	\$1,000,000.00	\$1,000,000.00
ME Bank	28/10/2015	91	27/01/16	A-2	2.85	BBSW	2.04	16.211%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/06/2015	183	02/12/15	A-2	2.95	BBSW	2.05	8.105%	\$2,500,000.00	\$2,500,000.00
Bendigo & Adelaide	11/06/2015	180	08/12/15	A-2	2.90	BBSW	2.05	8.105%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/08/2015	176	17/02/16	A-2	2.80	BBSW	2.05	3.242%	\$1,000,000.00	\$1,000,000.00
ME Bank	17/07/2015	118	12/11/15	A-2	2.95	BBSW	2.05	3.242%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	27/05/2015	182	25/11/15	A-1+	3.00	BBSW	2.05	6.484%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	29/10/2015	119	25/02/16	A-1+	2.91	BBSW	2.05	6.484%	\$2,000,000.00	\$2,000,000.00
AMP	12/02/2015	266	05/11/15	A-1	3.30	BBSW	2.12	6.484%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2015	91	03/12/15	A-1+	2.93	BBSW	2.04	6.484%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	27/10/2015	121	25/02/16	A-2	2.61	BBSW	2.05	6.484%	\$2,000,000.00	\$2,000,000.00
ME Bank	15/10/2015	61	15/12/15	A-2	2.65	BBSW	2.05	1.621%	\$500,000.00	\$500,000.00
								84.30%	\$26,000,000.00	\$26,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.57	Cash Rate	2.00	6.42%	\$1,979,380.98	\$1,979,380.98
AMP				A-1	2.55	Cash Rate	2.00	9.287%	\$2,864,379.72	\$2,864,379.72
								15.70%	\$4,843,760.70	\$4,843,760.70
TOTAL INVESTMENTS								100.00%	\$30,843,760.70	\$30,843,760.70
Cash at Bank										\$284,023.66
TOTAL FUNDS										\$31,127,784.36

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$6,353,455.61
		<u>\$6,353,455.61</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,099,288.61
	Asset Replacement	\$1,362,674.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,461,963.18</u>
Unrestricted Funds		\$17,312,365.57
TOTAL FUNDS		\$31,127,784.36

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

CERTIFICATE

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

M. L. Curran

**M Curran
MANAGER CORPORATE SERVICES**

Monthly Investment Report as at 30/11/15

a) Council's Investments as at 30/11/15

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/06/2015	202	13/01/16	A-2	2.95	BBSW	2.05	8.142%	\$2,500,000.00	\$2,500,000.00
ME Bank	3/09/2015	90	02/12/15	A-2	2.75	BBSW	2.05	3.257%	\$1,000,000.00	\$1,000,000.00
ME Bank	28/10/2015	91	27/01/16	A-2	2.85	BBSW	2.05	16.285%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/06/2015	183	02/12/15	A-2	2.95	BBSW	2.05	8.142%	\$2,500,000.00	\$2,500,000.00
Bendigo & Adelaide	11/06/2015	180	08/12/15	A-2	2.90	BBSW	2.05	8.142%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/08/2015	176	17/02/16	A-2	2.80	BBSW	2.05	3.257%	\$1,000,000.00	\$1,000,000.00
ME Bank	12/11/2015	33	15/12/15	A-2	2.25	BBSW	2.05	3.257%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	25/11/2015	120	24/03/16	A-1+	2.93	BBSW	2.05	6.514%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	29/10/2015	119	25/02/16	A-1+	2.91	BBSW	2.05	6.514%	\$2,000,000.00	\$2,000,000.00
AMP	5/11/2015	33	08/12/15	A-1	2.25	BBSW	2.05	6.514%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/09/2015	91	03/12/15	A-1+	2.93	BBSW	2.05	6.514%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	27/10/2015	121	25/02/16	A-2	2.61	BBSW	2.05	6.514%	\$2,000,000.00	\$2,000,000.00
ME Bank	15/10/2015	61	15/12/15	A-2	2.65	BBSW	2.04	1.629%	\$500,000.00	\$500,000.00
								84.68%	\$26,000,000.00	\$26,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.51	Cash Rate	2.00	6.48%	\$1,989,132.48	\$1,989,132.48
AMP				A-1	2.55	Cash Rate	2.00	8.841%	\$2,714,379.72	\$2,714,379.72
								15.32%	\$4,703,512.20	\$4,703,512.20
TOTAL INVESTMENTS								100.00%	\$30,703,512.20	\$30,703,512.20
Cash at Bank										\$448,360.34
TOTAL FUNDS										\$31,151,872.54

b) Application of Investment Funds

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$6,353,455.61
		<u>\$6,353,455.61</u>
Internally Restricted	Employee Leave Entitlements (30% of ELE)	\$1,099,288.61
	Asset Replacement	\$1,362,674.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<u>\$7,461,963.18</u>
Unrestricted Funds		\$17,336,453.75
TOTAL FUNDS		\$31,151,872.54

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

CERTIFICATE

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

M. L. Curran

**M Curran
MANAGER CORPORATE SERVICES**

2. AUDIT AND RISK COMMITTEE MINUTES

Author: Christine Priest

General Manager: Graeme Haley

RECOMMENDATION: That Council receive and note the Minutes of the Audit and Risk Committee Meeting held on 19th November 2015 and endorse the recommendations contained therein.

MINUTES of the MEETING of AUDIT & RISK COMMITTEE
held at 91 HAMMOND AVENUE, WAGGA WAGGA,
on THURSDAY, 19th NOVEMBER 2015 at 9.30 am

PRESENT:

David Maxwell (Chairperson)
Mr. Michael Commins
Clr Garry Hiscock

IN ATTENDANCE:

General Manager	Graeme Haley
Corporate Strategy – WWCC	Christine Priest
Manager Corporate Services	Michele Curran

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

PRESENT AND APOLOGIES

Recommendation:

Apologies for non-attendance were moved and accepted for Clrs. A. Negline and K. Poynter on the motion of Clr. G. Hiscock and Mr M. Commins.

CARRIED

DECLARATIONS OF PECUNIARY INTEREST

Declaration by Michael Commins. He has a position at Commins Hendriks Solicitors – This firm undertakes conveyancing on behalf of Riverina Water County Council at times. Mr Commins does not participate in these matters, since he works out of the Junee office of the firm.

CONFIRMATION OF MINUTES –1st OCTOBER 2015

Recommendation:

On the motion of Mr. D. Maxwell and Clr. G. Hiscock that the Minutes of the proceedings of the Audit and Risk Committee meeting of 1st October 2015 to be received and noted.

CARRIED

INVESTMENT REPORTS

Recommendation:

On the motion of Mr. M. Commins and Clr. G. Hiscock that the Investment Reports for 31st July, 31st August, 30th September and 31st October 2015 be received and noted.

CARRIED

FOLLOW UP ON PREVIOUS AUDITS

Recommendation:

On the motion of Clr. G. Hiscock and Mr. M. Commins that the Audit and Risk Committee receive and note the report.

CARRIED

AUDIT AND RISK COMMITTEE ACTIONS REGISTER

Recommendation:

On the motion of Mr. D. Maxwell and M. Commins that the Audit and Risk Committee receive and note the report.

CARRIED

GENERAL MANAGER'S UPDATE ON CURRENT LITIGATION MATTERS

Recommendation:

On the motion of Clr. G. Hiscock and Mr. M. Commins that the General Manager's update on current litigation matters be noted.

CARRIED

REPORT AUDIT AND RISK COMMITTEE CHARTER

Recommendation:

On the motion of Mr. D. Maxwell and Mr. M. Commins that the Audit and Risk Committee recommend to Council that the revised Audit and Risk Committee Charter be recommended to Council for adoption.

CARRIED

AUDIT AND RISK COMMITTEE MEETING SCHEDULE

Recommendation:

On the motion of Mr. D. Maxwell and Mr. M. Commins that the Audit and Risk Committee determined the dates for 2016:

29th February
23rd May
25th July
26th September

CHAIRMAN'S REPORT – LOCAL GOVERNMENT INTERNAL AUDIT FORUM 5th NOVEMBER 2015.

Recommendation:

On the motion of Mr. D. Maxwell and Clr. G. Hiscock that the Chairman's verbal report of the Local Government Internal Audit Forum be noted.

CARRIED

RWCC ANNUAL REPORT 2014/2015

Recommendation:

On the motion of Clr. G. Hiscock and Mr. M. Commins that the report of the General Manager be received and noted.

CARRIED

GENERAL BUSINESS

Mr. D. Maxwell: Due for report on delegation process?

Ms. Caroline Priest: Interim steps were put in place due to previous Auditor (Stephen Byrn) leaving. Recruitment process – no one appointed, bit too early. Put other interim steps in to allocate resources. Phillip Swaffield (Twomeys) has been available for contract work.

Next General Meeting: Monday, 29th February 2015.

Meeting Closed 10.45 am

3. WORKSHOP OPERATIONAL PLAN 2016/2017

RECOMMENDATION that Council hold a workshop to discuss key aspects of the 2016/2017 Operational Plan, following Council's February Meeting, with the Council Meeting to commence at 1.30 pm at Holbrook.

In the preparation of the Draft Operational Plans for the past three years, Council held a workshop prior to the February Council Meeting.

It is suggested to again hold a workshop adjacent to Council's February Meeting. Council has previously resolved to hold its February Meeting in Holbrook, commencing at 1.30pm.

4. DISCLOSURE OF INTEREST RETURNS

RECOMMENDED that the information be received.

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

5. ART PROJECT – RURAL RESERVOIR

RECOMMENDATION: That Riverina Water County Council appoint a subcommittee to work with Wagga Wagga City Council staff in selecting a suitable artist and design for the proposed public artwork on the Rural Reservoir.

At Council's ordinary Meeting held 2 September 2015, it was resolved:

That the General Manager proceed with further investigations into the painting of a mural on the Rural Reservoir on Willans Hill

Wagga Wagga City Council has approved the participation of their staff in the project.

An expression of interest process will commence shortly, with a view to appointing a suitably qualified artist to undertake the project. This process also will request the submission of a sketch concept design for the proposed artwork.

The budget for the artist will be \$15,000. There may be some small additional costs for the project, such as the hire of a cherry-picker to complete the artwork.

6. TENDER W199 CONSTRUCTION OF FLOCCULATION TANK AT URANA, NSW

RECOMMENDATION That Council consider the report "Tender W199 Construction of Flocculation Tank at Urana, NSW", 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.

7. TENDER W202 FOR THE CONSTRUCTION OF ONE ELEVATED 136KL STEEL WATER SUPPLY RESERVOIR AND ASSOCIATED ROOF AND LADDER STRUCTURE AT MORUNDAH

RECOMMENDATION That Council consider the report "Tender W202 for the Construction of one elevated 136kl Steel water supply Reservoir and Associated Roof and ladder structure at Morundah", 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.

8. POLICY 2.4 DEFERRED PAYMENTS FOR RURAL EXTENSIONS

RECOMMENDATION that Riverina Water County Council adopt the revised Policy 2.4 Deferred Payments for Rural Extensions.

In June 2010 Council resolved to adopt a proposal for deferred payments for rural mains extensions. This has been reviewed by staff and is the basis for a change to the existing policy.

A report was presented to Council's October 2015 Meeting recommending changes to the upper limit, or cap. The earlier Policy had an upper limit of \$35,000. The Report recommended that the limit be revised up to \$40,000.

Applications for rural mains extensions are dealt with by the Works Manager. This includes the reiterative process of designing the extensions with regard to affordability. There are already many variables and this policy should not introduce scope for haggling with the manager. All the offers for deferred payments should be on the same basis in accordance with the policy.

The recommended policy allowed for costs up to \$40,000 to be spread over five annual payments. As the first payment is prior to work commencing, this means the series is over 48 months, not 60 months. For any extension costing over \$40,000, the applicant can still benefit under the policy by paying the value above \$40,000 up front, prior to work commencing.

At the October Meeting it was resolved that Council revisit revised Policy 2.4 Deferred Payments for Rural Extensions and provide further report back to next Council Meeting.

The discussion leading up to this resolution suggested that there could be an interest component included with the repayments and that steps be taken to protect Council in the case of default.

Since RWCC is not a financial institution, there is some doubt as to whether it can charge interest, except where specifically authorised to do so, e.g. on access charges and water sales, unless specifically agreed to by the landowner.

It is felt that RWCC could increase the quote for any particular extension to cover the additional administrative burden of that particular extension. It is suggested that this charge be raised as follows:

- If fees were paid upfront, nil additional charge
- If fees were paid in 3 instalments: 5% additional charge
- If fees were paid in 4 instalments 7.5% additional charge
- If fees were paid in 5 instalments 10% additional charge

It is also suggested that a specific clause be included in the acceptance letter from the landowner agreeing to Council charging interest on overdue amounts, at the rate determined from time to time by the Minister for local Government, and adopted in Council's Operational Plan on an annual basis. This is the same interest rate as that charged on overdue water charges.

- **Policy 2.4 Deferred Payments for Rural Extensions**

DEFERRED PAYMENTS FOR RURAL EXTENSIONS

POLICY REFERENCE NUMBER:		POL 2.4	
Original publication date		June 2010	
Revision number	Issue Date	Approved	Approval date
0	2010	Res: 10/110	June 2010
Name change 22/11/13 from 1.14			
1	2015	Res 15/xxx	11 Dec 2015
<p>This document is to be reviewed 4 every years. Next review date: Oct 2019</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Purpose

The intent of this policy is establish the parameters for deferred payment arrangements for landowner contributions for rural mains extensions.

1.2 Policy Objectives

The objective of this Policy is to:

- Provide clear guidance to Council staff in making arrangements with landowners to facilitate time payment arrangements for their costs in paying for rural mains extensions.
- Provide information to members of the public about what arrangements can be made for deferred payment for rural mains extensions.
- Ensure that a consistent approach is made for deferred payment arrangements at low cost.
- Ensure that rural consumers are assisted in access to an affordable potable water supply.

1.3 Policy Scope

This policy is applicable to landowner contributions for rural mains extensions only.

1.4 Reference Documents

Nil

PART 2: POLICY CONTENT

Applications for rural mains extensions are dealt with by the Works Manager. This includes the reiterative process of designing the extensions with regard to affordably. There are already many variables and this policy should not introduce scope for haggling with the manager. All the offers for deferred payments should be on the same basis in accordance with the policy.

A component reflecting the additional administrative burden involved in the scheme will be added to the initial quote for works if it involves a time payment component.

This administrative component is listed as follows:

- If fees were paid upfront, nil additional charge
- If fees were paid in 3 instalments: 5% additional charge
- If fees were paid in 4 instalments 7.5% additional charge
- If fees were paid in 5 instalments 10% additional charge

A provision is to be included in the acceptance letter from the landowner agreeing to Council applying the applicable local government interest rate to outstanding amounts, in the case of default.

The policy allows for costs up to \$40,000 to be spread over five annual payments.

The first payment is to be made prior to work commencing, meaning that the series is over 48 months.

For any extension costing over \$40,000, the applicant can still benefit under the policy by paying the value above \$40,000 up front, prior to work commencing.

Rural non-urban extensions and connections to lots over 20 hectares may pay the costs under a deferred payment scheme which recognises the long distances involved. The specific terms are that:

- The components of cost that qualify for deferred payments include the extension costs and development servicing charge (headworks), but not the service connection fee.
- Payments (excluding the connection fee) totalling less than \$10,000 do not qualify for deferred payment and are to be paid in full prior to work commencing.
- Payments between the values of \$10,000 and \$20,000 to be paid in three equal instalments at 0, 12 and 24 months.
- Payments between the values of \$20,000 and \$30,000 to be paid in four equal instalments at 0, 12, 24 and 36 months.
- Payments between the values of \$30,000 and \$40,000 to be paid in five equal instalments at 0, 12, 24, 36 and 48 months.
- Payments over the value of \$40,000 to be paid with the balance above \$40,000 paid at 0 months and the remainder over 48 months as above.
- 0 months is immediately prior to the commencement of construction.

9. DRAFT POLICY 2.7 – BACKDATING OF PENSIONER REBATES

RECOMMENDATION: That the Draft Policy 2.7 – Backdating of Pension Rebates be adopted.

Policy 2.7 – Pensioner Rebate was adopted by Council in 2007. It is now due for review.

Staff have undertaken a review of this policy and are recommending some minor changes. A copy of the revised Draft Policy that is attached for Councillors information.

Recommended changes are to staff position titles together with changes to the title of the policy, suggested to more accurately describe the purpose of the policy.

- **Draft Policy 2.7 Backdating of Pensioner Rebates**

BACKDATING OF PENSIONER REBATES POLICY			
POLICY REFERENCE NUMBER:		POL 2.7	
Original publication date		2007	
Revision number	Issue Date	Approved	Approval date
0	2007	Res: 07/89	2007
Name change			22 November 2013
1	2015	15/???	11 December 2015
This document is to be reviewed once every Council term. Next review date: April 2018			
RESPONSIBLE OFFICER		Manager Corporate Services	

PART 1: INTRODUCTION

1.1 Policy Objectives

The intent of this policy is to establish the parameters for backdating pensioner concession rebates for eligible customers.

1.2 Scope of Policy

This policy shall apply to eligible customers of Riverina Water County Council.

1.3 Legislative Context

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Division of Local Government Circulars.

PART 2: POLICY PROVISIONS

2.1 Backdating of Pensioner Concession Rebates

Riverina Water County Council will backdate pensioner concession claims for a period of up to two (2) years from the date of application.

2.2 Backdating in the Case of Financial Hardship

Riverina Water County Council will in the case of genuine financial hardship give special consideration to extend the rebate period based on pension start date. This will be by approval of the General Manager or Manager Corporate Services.

10. DRAFT POLICY 2.8 - WATER BILLING HARDSHIP

RECOMMENDATION: That the Draft Policy 2.8 – Water Billing Hardship, be adopted.

Policy 2.8 – Water Billing Hardship was adopted by Council in August 2013. It is now due for review.

Staff have undertaken a review of this policy and are recommending some minor changes. These changes are highlighted on the Draft Policy that is attached for Councillors information. It is recommended that the Policy be reviewed once in each Council term, as opposed to every 2 years.

Other recommended changes are to staff position titles together with changes to the application form attached to the policy.

- **Draft Policy 2.8 – Water Billing Hardship**

WATER BILLING HARDSHIP POLICY

POLICY REFERENCE NUMBER:		POL 2.8	
Original publication date		August 2013	
Revision number	Issue Date	Approved	Approval date
1	28 th August 2013	13/109	28 th August 2013
2		15/xxx	11 th December 2015
<p>This document is to be reviewed <u>once per Council term every 2 years</u>.</p> <p>Next review date: August 2017</p>			
RESPONSIBLE OFFICER		<u>Finance & Administration Manager Corporate Services</u>	

PART 1 : INTRODUCTION

1.1 Objective

- 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

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 fail to comply with these arrangements.

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 Legislative Context

Local Government Act 1993

Local Government (Rates & Charges) Regulation 1993

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, and consideration will be given to acceptable arrangements to clear the debt where possible.

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. Any arrangement will be 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 ~~Finance & Administration~~ Manager Corporate Services. Any applicant who is dissatisfied with a determination by the abovementioned officers, may request that the General Manager

review the decision.



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: _____	Phone 2: _____
Post Code: _____	
Email: _____	

1. Pensions and Benefits:

- A. Do you receive and 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? Yes No Start Year: _____
- B. Are there people living at the property? Yes No (detail below)
- 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):

Amount: \$ _____ Weekly Fortnightly Monthly

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
------------------------------------	--	------------------------

Office Use Only

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

11. COUNCIL RESOLUTION SHEET

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

Council Resolution Sheet – Meeting held 2/09/2015				
Report Ref	Subject	Responsible Officer	Council Decision	Action Taken
Meeting held 12 December 2014				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing.
14/191	Purchase Of Land – New Shires Reservoir	GM	That Council: 1) Purchase the land for the Shires Reservoir of approximately 6,400 sq. metres on Lot 143 DP 754567, Olympic Highway. 2) Delegate authority to the General Manager to negotiate the land purchase and establishment of easements for pipeline and access. 3) Affix Council's Common Seal to documents as required.	Fresh valuations obtained, negotiations ongoing. Detailed survey being undertaken for legal documents.
Meeting held 2 September 2015				
15/117	Innovative Recruitment Practices	GM	That: a) the report of the General Manager be received and noted, and b) Council engage a consultant to make recommendations on the following:- (i) Ways that work at Riverina Water County Council could be structured to better support workplace diversity, while maintaining service standards, and (ii) Recruitment Practices to improve the diversity of qualified applicants	a) Noted (i) Enquiries re: consultant being made

15/118	Art Project – Rural Reservoir	GM	That the General Manager proceed with further investigations into the painting of a mural on the Rural Reservoir on Willans Hill.	Subject of GM Report to Councils Ordinary Meeting of 11 December 2015
15/129	Contestability Of Works	DoE	That: a) Expressions of Interest be sought from suitably qualified consultants for an external review of the contestability of capital works, and b) The results of the procurement process be reported back to Council.	Quotes received, currently being assessed.
Meeting held 28 October 2015				
15/141	Election of Chairperson	GM	Clr Hiscock was elected as Chairperson.	OLG, LGNSW & REROC Councils advised.
15/142	Election of Deputy Chairperson	GM	Clr Verdon was elected as Deputy Chairperson	OLG, LGNSW & REROC Councils advised
15/151	Policy 1.20 - Privacy	GM	That Riverina Water County Council adopt Policy 1.20 - Privacy	Updated Policy placed on Website
15/152	Policy 2.1 – Backflow Prevention	DoE	That Riverina Water County Council adopt Policy 2.1 – Backflow Prevention	Updated Policy placed on Website
15/153	Policy 2.4 – Deferred Payments for Rural Extensions	GM	That Riverina Water County Council revisit Policy 2.4– Deferred Payments for Rural Extensions	Policy subject of GM Report to Councils Ordinary Meeting of 11 December 2015
15/154	Policy 3.1 – Asset Management	DoE	That Riverina Water County Council adopt Policy 3.1 – Asset Management	Updated Policy placed on Website
15/159	Tender 195 – Concrete Change Proposal for Water Retaining Structures.	DoE	That Council accept the UGL Engineering Pty Ltd variation proposal to upgrade the concrete for water retaining structures to increase durability and service life at an estimate of \$136,579 ex GST	Contractor advised.
15/160	Tender 195 – Variation for Disabled Access to Control Room and Filter Area	DoE	That Council endorse proceeding with the detailed design development for a disabled access to limited areas of the Water Treatment Plant (WTP) to allow firm variation pricing by UGL Engineering Pty Ltd. The approximate cost of providing disabled access will be \$300,000	Contractor advised.
15/161	Community Grant – Morundah Community Centre/ Theatre	GM	That: a) Council provide a donation of \$3,085 from the Community Grants Program to the Morundah Bush Entertainment Committee for the purpose of providing a water supply connection to the Morundah Community Centre/Theatre; and b) Council waive the Development Servicing Charges for the Morundah Community Centre/Theatre.	Done

15/169	Tender W201 Design and Construction of 700KI Concrete Reservoir at Collingullie	DoE	That Council accept the tender offer of Hornick Constructions Pty Ltd for the Design and Construction of a 700KI Concrete Reservoir with Roof at Collingullie as per Council's Specification W201, for a lump sum of \$346,500 incl. GST.	Contract let
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.	Offer made, nothing further at this point.

QUESTION TRACKING

Meeting Held 28 October 2015

Cr Meyer OAM	Requested an update on the Henty Crossing. <i>Acting GM advised that ARTC are wanting us to do a geotechnical investigation each time, ongoing for the past 6 months.</i>	Waiting on final geotech report from Consultant.
-----------------	--	--

12. APPLICATION FOR ANNUAL LEAVE - GENERAL MANAGER

RECOMMENDATION that annual leave be approved for the period requested by the General Manager and that the Director of Engineering, Mr Bede Spannagle, be appointed as Acting General Manager during this time.

Application is made for annual leave to be granted to the General Manager from 27 October 2016 until 12 November 2016, inclusive (12 days).

This leave commences the day after Councils scheduled ordinary meeting on 26 October 2016.

13. SEASONS GREETINGS

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



Graeme J. Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

1. WORKS REPORT COVERING OCTOBER 2015

RECOMMENDATION: That this report be received and noted.

- **Works Report for October 2015**

**DIRECTOR OF ENGINEERING'S REPORTS
TO DECEMBER 2015 COUNCIL MEETING**

18th November 2015

1 WORKS REPORT COVERING OCTOBER 2015

RECOMMENDATION: That this report be received and noted.

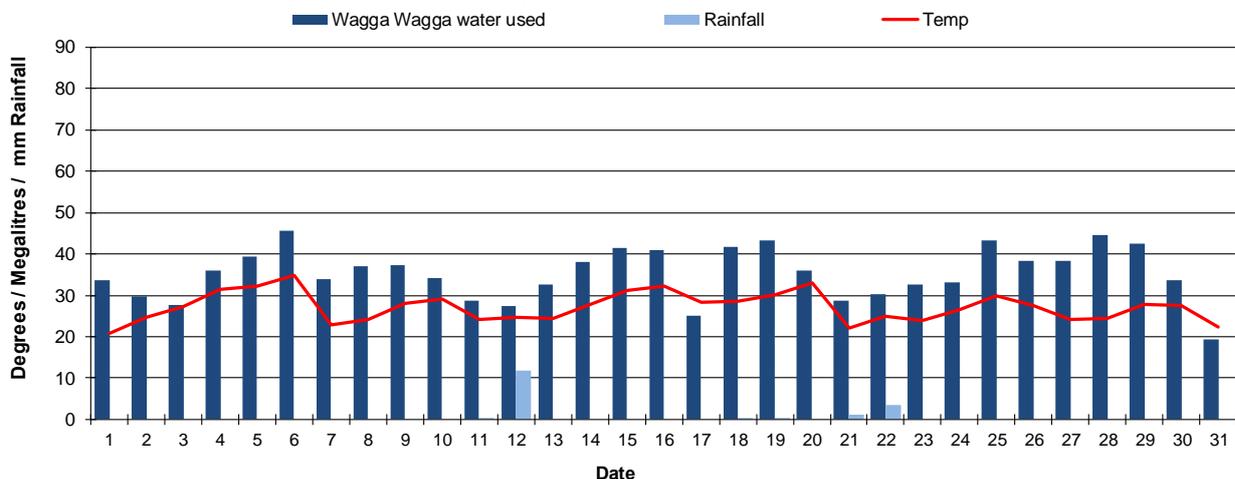
1.1 WATER SOURCED AND USED

October	2013	2014	2015
Rainfall	12.6	20.4	17.2
Wet Days	8	4	6
WATER SOURCED October 2015 (MI)			
North Wagga bores	192.00	217.59	227.86
West Wagga bores	339.00	445.76	558.53
East Wagga bores	442.83	419.72	347.12
Murrumbidgee River	55.34	64.66	109.02
SUB-TOTAL	1,029.17	1,147.73	1,242.53
Bulgary Bores	39.75	46.06	46.16
Urana Source	0.00	0.00	0.05
Ralvona Bores	21.35	24.52	24.96
Walla Walla Bores	13.94	11.31	0.00
Goldenfields Water Supply System	18.30	3.84	4.10
SUB-TOTAL	93.34	85.73	75.27
Woomargama	1.11	1.27	1.36
Humula	0.59	0.65	0.58
Tarcutta	3.01	4.14	3.76
Oura	2.58	3.12	3.15
Walbundrie/Rand	3.47	3.37	2.84
Morundah	0.79	0.88	1.15
Collingullie	4.38	6.83	5.19
SUB-TOTAL	15.93	20.26	18.03
TOTALS	1,138.44	1,253.72	1,335.83

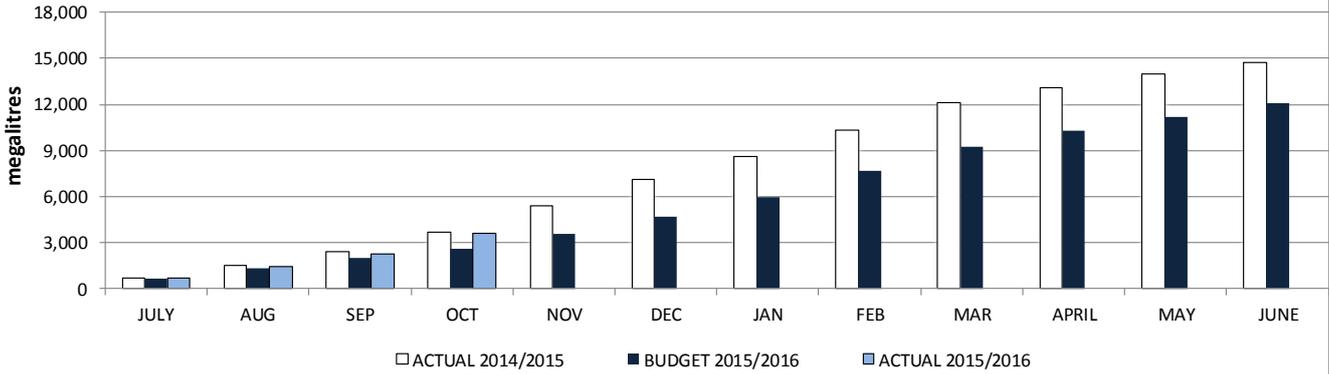
WATER USED October 2015 (MI)

	2013	2014	2015
East Bomen	25.33	24.65	21.76
Estella	52.07	68.41	67.42
North Wagga	96.49	104.86	108.72
Wagga Wagga – Low Level	151.34	153.14	183.70
Wagga Wagga – High Level	524.41	571.81	621.71
Wagga Wagga – Bellevue Level	62.05	70.46	73.12
SUB-TOTAL	911.69	993.33	1,076.43
Ladysmith System	4.63	4.47	4.79
Brucedale Scheme	23.38	22.11	22.07
Currawarna Scheme	14.09	4.28	15.42
Rural south from Wagga Wagga	95.43	128.26	128.56
Rural from Walla Walla Bore	13.94	11.31	0.00
Bulgary, Lockhart and Boree Creek	20.52	30.96	26.23
From Boree Crk to Urana and Oaklands	18.73	18.69	18.61
Holbrook	21.35	24.52	24.96
SUB-TOTAL	212.07	244.60	240.64
Woomargama	1.11	1.27	1.36
Humula	0.59	0.65	0.58
Tarcutta	3.01	4.14	3.76
Oura	2.58	3.12	3.15
Walbundrie/Rand	3.47	3.37	2.84
Morundah	0.79	0.88	1.15
Collingullie	4.38	6.83	5.19
SUB-TOTAL	15.93	20.26	18.03
TOTALS	1,139.69	1,258.19	1,335.10

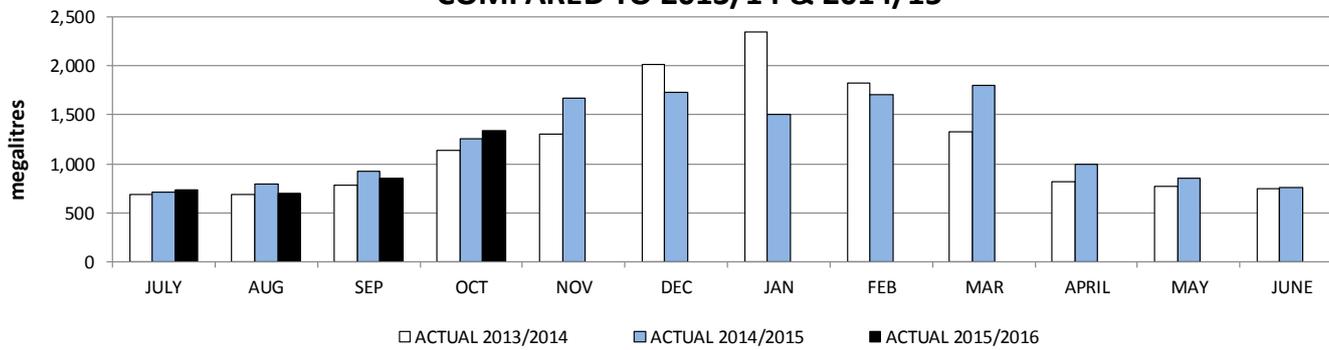
DAILY WATER USED, WAGGA WAGGA, October 2015



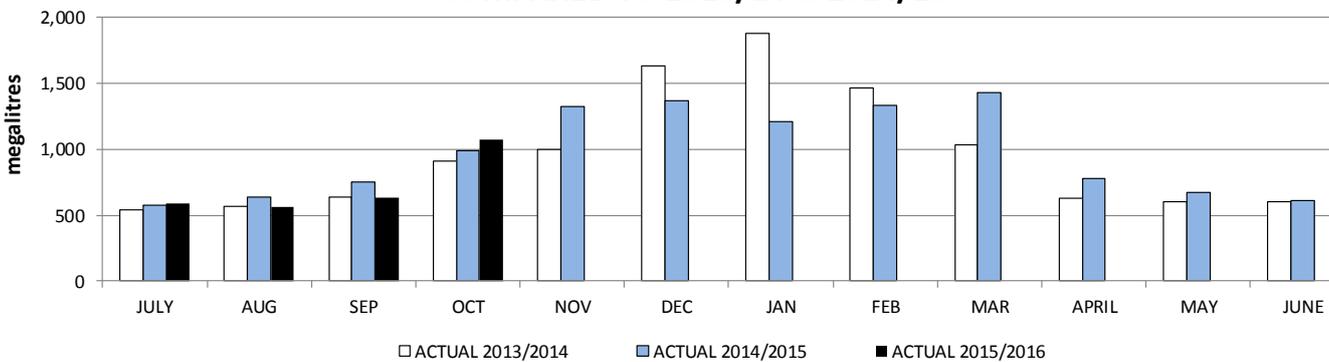
TOTAL CUMULATIVE WATER USED 2015/2016



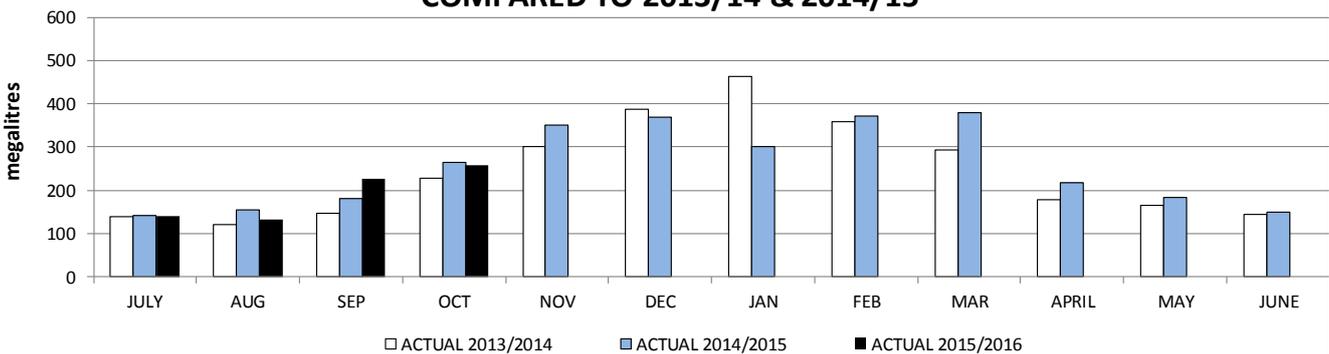
MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF OCTOBER 2015

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	17	3	1	22	2					43	6	10
Brucedale				1								
Currawarna												
Euberta												
Humula				1								
Ladysmith						1						
Oura												
San Isidore											1	
Tarcutta												
The Gap										1		
Bulgary												
Collingullie												
French Park												
Lockhart					1						2	
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock											3	
Uranquinty	3									1		
Yerong Creek				1								
Culcairn												
Henty				2								
Holbrook			1	1								
Morven												
Walbundrie												
Walla Walla				1								1
Woomargama												
Boree Creek												1
Morundah												
Oaklands				2	1							
Rand				2								
Urana				2							1	
TOTAL	20	3	2	35	4	1	0	0	0	45	13	12

1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
7	80 Plumpton Rd	Springvale	100 AC	Leaking SS clamp	Yes	0:00	0	5
12	4 McDonough Ave	Mt Austin	150 AC	Pipe Failure (not specified)	No	3:00	24	15
20	Lot 23 Blake St	Wagga Wagga	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
25	23 Bluett Cres	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:30	0	0
26	Fernleigh/Bluett St	Turvey Park	100 AC	Pipe Failure - Ground Movement	No	3:00	21	10
28	Inglis/Angel St	Lake Albert	100 AC	Pipe Failure - Ground Movement	No	5:15	21	15
31	62 Chaston St	Wagga Wagga	100 DICL	T/ Band Broken/Leaking	No	1:30	7	3
31	River Rd	Wagga Wagga	80 PVC	Pipe Failure - Ground Movement	No	2:30	10	20
TOTALS						17:45	83	68
Total Breaks – 8					Breaks needing shut off - 6	Breaks affecting customers – 5		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	22 O'Connell St	Lockhart	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
11	1 Rolvana Pumphouse	Holbrook	50 PVC	Corrosion	No	1:00	0	0
11	4 Princess St	Urana	100 AC	Pipe Failure (not specified)	No	1:00	0	0
16	Brookdale Rd	Bulgary	40 PVC	Leaking collar	Yes	0:00	0	0
21	Culcairn Rd	Morven	150 AC	Pipe Failure - Ground Movement	No	8:00	10	49
22	15 Princess St	Urana	150 AC	Pipe Failure - Ground Movement	No	4:15	34	78
23	32 Osbourne St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	15
25	Cobdens Lne	The Gap	50 PVC	Pipe Failure (not specified)	Yes	0:00	0	0
24	River Rd	The Gap	80 PVC	Pipe Failure (not specified)	No	2:00	0	0
TOTALS						16:15	44	142
Total Breaks – 9					Breaks needing shut off - 5	Breaks affecting customers – 2		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during October 2015 were:

Date	Location	Problem	Action Taken
6/10/2015	3 Nunkeri St, Glenfield	Dirty water	Water cleared overnight. No action
7/10/2015	1 Hayes St, Lockhart	Dirty water	Flushed service & main
8/10/2015	44 Buller St, Oaklands	Dirty water	Flushed service & main
12/10/2015	Watermark, Church St, Wagga	Dirty water	Flushed hydrant. Turb went from 16NTU to 5 NTU
19/10/2015	Brunskill Ave, Forest Hill	Milky water	Flushed main

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during October 2015 include:

LOCATION	PROJECT	100		150	200
		OPVC	DICL	DICL	DICL
Estella Rise	New Sub- Division	196	81.5		44
Wagga Docker Street	New Mains			13.5	
Mangoplah Kane Street	New Sub- Division	132			
	TOTAL	328	81.5	13.5	44

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during October 2015 include:

LOCATION	PROJECT	40	100		150	450
		Poly	OPVC	DICL	DICL	DICL
Holbrook Young Street	Mains Replacement		5	79.5		
Oura Wheel of Fortune Rd	Mains Replacement	80				
Collingullie Res	New Pipework				20	
Southern Trunk	Mains Replacement					519
	TOTAL	80	5	79.5	20	519

1.6 OTHER CONSTRUCTION

Other construction works during October 2015 include:

LOCATION OR PROJECT	WORK DONE
Wagga Wagga Court House	2 x 100mm Fire Services
Wagga Wagga City Council	Remove Meters from Parks

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during October 2015 include:

LOCATION OR PROJECT	WORK DONE
Colombo Ck	Raw water pump reinstall & commission
Waterworks	Raw water pumps service water replaced
Goldenfields Water	Overhaul & return Ganmain pump
Galore Repeater	Repair comms system - storm damage
Bomen Reservoir	Repair radio link - storm damage
Collingullie bores	Repair radio link - storm damage
Morundah WTP	Replace raw water magflow
Gardners Crossing	chlorine system upgrade

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during October 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	99
Lake Albert	49
Estella	180
Bomen	30
Forest Hill	63
Lockhart	11
Holbrook	70
Henty	16
Yerong Creek	8
Pleasant Hills	3

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during October 2015:

Training or Programme	Number of Staff
Traffic Controller – Blue Card	12
1st Aid Refresher	1

1.10 FLEET DISPOSALS

No fleet disposals made during October 2015.

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during October 2015 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
		Wagga Motors	Wagon	Holden Captiva 7 LS	\$29,393
		Wagga Trucks	Truck	Hino 921 Auto	\$71,843



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING NOVEMBER 2015

RECOMMENDATION: That this report be received and noted.

The Engineering Works Report for the month of November 2015 will be forwarded under separate cover.

3. CONTRACT W195 – WATER TREATMENT PLANT PROGRESS REPORT

RECOMMENDATION: that Council receive and note this report.

UGL Engineering continue to make good progress on the Wagga Wagga Water Treatment Plant project. Some delays caused by weather have resulted in UGL being slightly behind schedule.

Note that the price for Variation 5 that was approved by Council in October may change and is likely to decrease. This change is due to the difficulties experienced using the proposed XYPEX C5000 additive with the specified concrete mix. Due to time constraints, UGL were unable to resolve concrete workability and setting issues so an alternative solution of increasing cover in required tanks was adopted.

Detailed design development with RWCC's design team is almost complete with the last design review meeting scheduled in Clayton on Thursday 10 December.

The October/November UGL project status report is attached.

Councillors are invited for a site tour of the Water Treatment Plant project immediately following the Council Meeting.

- **UGL Project Status report – November 2015**



PROJECT STATUS REPORT



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: 20th November 2015

REPORT NO.: 3

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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1.0 SUMMARY

It has been agreed that the progress reporting period will now align with the monthly claims and progress meetings. As part of adjusting to this new timing, this particular report covers the period from October through to mid-November 2015.

During the period site works ramped up considerably peaking at more than 40 workers on site. Despite the challenges posed by the weather and ground conditions, bulk earthworks have now been essentially complete. The filter, backwash water tank and clear water storage areas have now been completed.

Concrete works were progressed during the period primarily focussed on both the lamella and filter areas in parallel. At the lamella end of the site the flocculators and part of the lamella slab was poured; steel placement commenced for the walls. This was after achieving a resolution on the approach for concrete in this structure after the proposed approach was impacted by poor performance and detrimental impact of the additive which was the agreed solution. In the filter area the filtered water tank base slab was poured, as well as the filter gallery; the filter floors had the reinforcing placement completed. There was some lost time impact during the month following a significant storm event that inundated the work area.

Stormwater works also commenced at the western end of the site.

Deliveries to site have focused on progress inputs for upcoming construction, specifically: reinforcing; cast-ins pipes, stormwater piping; conduits and pits.

Major procurement items awarded during the period included centrifuges; stormwater installation; vsd's control system hardware; and switchboards.

Detailed design continued through the period with finalisation of the majority of civil/structural and electrical design. Mechanical design continues to progress incorporating the inputs from the various design reviews held and vendor information. Further resources have been mobilised through November to try and bring the mechanical design to a conclusion.

Key Milestones achieved in the Period was:

- Completion of majority of bulk excavation works.
- Significant concrete pours for base slabs in both flocculator and filtered water tanks
- Blinding of backwash tank.
- Completion of water retaining structure design.
- Procurement of major electrical equipment.

2.0 SCOPE OF WORK

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

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

3.0 HSSE

Total hours worked on site in October is 5136 hours. Subcontractor hours recorded on site in October is 2840 hours while staff hours recorded are 2296 hours.

No lost time injury (LTI) or first aid injuries (FAI) were recorded in the month of October.

Site inductions of 52 individuals have been undertaken and 27 HSSE pre-start toolboxes were held. 3 safety incidents were recorded in the month of October with the most significant being the dropped reinforcing load – an incident investigation has been undertaken into this event and there have been changes made at both the supplier and UGL to reduce the risk of reoccurrence. In terms of proactive measures 250 Utake-5 observation cards and 15 Safety Inspections were completed in the month of October.

The October Safety Report is shown in Appendix B.

4.0 RISK / CRITICAL ACTION AREAS

During the period a number of risks materialised on the project specifically;

- ➔ Inclement weather event – this resulted in some damage to the works and lost time
- ➔ A number of minor adverse site conditions associated with bonded asbestos pipe
- ➔ Some design decisions relating to concrete selection impacting construction progress in the Lamella

Summary of Top Risks at November:-

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

5.0 CONTRACT/COMMERCIAL

5.1 Progress Claim

Monthly progress meeting number 3 was held at site. The third progress claims were agreed. The table below summarises the progress to the 20th November.

WAGGA WAGGA WATER TREATMENT PLANT		Month	Nov-15
Item No.	Schedule of Prices		
1	Provision of Preconstruction Activities	% complete	
	Preconstruction Activities subtotal (1)	100%	
2	Provision of Project Management and Site Running Activities	% complete	
	Project Management Activities subtotal (2)	23%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	70%	
4	Intake Works		
	Intake Works - General subtotal (3)	0%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	4%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	27%	
7	Filters		
	Filters subtotal (7)	18%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	44%	
9	Machinery Room		
	Machinery Room subtotal (9)	0%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	10%	
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	0%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	0%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	0%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	0%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	0%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	0%	
17	Other Items		
	Other Items subtotal (17)	11%	
18	Electrical Items		
	Fluoride Dosing subtotal (18)	2%	
19	Testing Demonstration Commissioning		
	Fluoride Dosing subtotal (18)	0%	
20	Post Process Proving		
	Fluoride Dosing subtotal (18)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	0%	
22	Other Options Accepted		
	Options subtotal (20)	18%	
23	Variations		
	Variations Subtotal	0%	

5.2 Variations

During the period a number of variations were identified that may deal with identified design issues or improve the overall design outcome.

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

Contract	Variation No.	Title	Amount (\$ 000)	Status (November)
W195	VO01	Control System Design for fully networked plant	15	Approved
W195	VO02	AC Road Surface	101	Approved
W195	VO03	Future UV	21	Re-submitted
W195	VO04	Disabled Access	234*	Approved (to DD and fix price)
W195	VO05	Aggressive Water Response	136	Approved
W195	VO06	NSC02 – removal of Gyprock	5	Approved
W195	VO07	Transformer supplied by principle	- 244	Approved
W195	VO08	Existing Balance Tank Walkway	82	Not submitted
W195	VO09	Chemical Dosing – Alum Storage	81	Submitted
W195	VO10	Switchboards additional spare capacity	8	Approved
W195	VO12	Lamella plate capacity	45	Approved
W195	VO13	Sewer pump station	6	Submitted
W195	VO14	Manual Penstocks on Clarifier Inlet	9	Submitted

* estimated value – subject to final design and price development

6.0 FINANCE

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

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

During the period a number of variations were approved as part of the W195 Contract. The table below summarises the current contract value of the contract.

Contract	Value (ex GST)	Contract Value Status (November)
W195	\$ 32,300,897	Increased

7.0 PROGRAMME

The combined construction programme is attached in Appendix C. There has been an extension to the project completion date as a result of the lost time associated with a storm event that led to inundation of site and another rain/lightening event. We continue to endeavour to regain time in the programme to get to achieve the baseline target completion. But with events this month the current completion is forecast at 8th December, 2016.

Detailed excavation was completed for the filter, backwash tank and clearwater storage areas. Concrete work commenced progressing in earnest on the water retaining structures base slabs poured for the filtered water tank, flocculators and filter gallery. Reinforcing placement has been progressing in the filter floor, filtered water tank and flocculator walls.

Stormwater work commenced at the western end of the site focussed on the large bore stormwater around the Clearwater Storage Tank.

During the period 190 design outputs were issued to RWCC being a combination of revisions and new documentation. Civil/structural and Electrical detailed design drawings are majority complete. During the month key control system related drawings were issued for review and to allow tendering. Mechanical detailed design drawings for the key structures were issued integrating key mechanical and electrical design interfaces were captured. Procurement focus continues to be for major long-lead mechanical and electrical equipment with 47 significant packages now issued for tender, with 36 awarded.

Key Revised Target Construction Dates for the month ahead are as follows:-

Activity	Target Date
Pour Filtered water south wall	27 th November 2015
Pour Filter area floor slab	23 rd November 2015
Filtered Water Tank North Wall	5 th December 2015
Flocculator Walls N/E half	7 th December 2015

8.0 QUALITY

Production of ITPs continues for civil/structural works at site.
Site visit by Glen Bolton to undertake site mobilisation audit. No substantive issues identified.

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan and associated sub-plans developed.
Implementation of site environmental measures commenced as part of mobilisation.

In the month of September, 2 Environmental inspections were conducted. 1 Environmental incident was reported.

A site visit was undertaken by Glen Bolton (UGL environmental manager) to review site environmental processes. No substantive issues identified.

10.0 INDUSTRIAL RELATIONS

Nothing to Report

11.0 DESIGN AND TECHNICAL

Detailed design still progressing with the design team operating at peak manning of more than 15 FTE spread across all disciplines during the period. Civil/structural and electrical design resources have now reduced consistent with the advanced status of design. Drawings being regularly distributed to RWCC for review.

Constructive design review sessions are now being completed fortnightly and outputs being integrated into the design. As the design has progressed there have been a number of items that require unanticipated further investigation or option investigation to ensure the best project outcome is achieved, we are endeavouring to support this process despite the challenge this provides in terms of available schedule.

The raw water design was discussed and reviewed during the month which further reinforced UGL's view that there is considerable IP embedded in this design from the tender phase which needs to be retained. The best mechanism for doing this is now under consideration.

The table below summarises design activities for the month.

12.0 CRITICAL ENGINEERING DELIVERABLES							
DOCUMENT	TOTAL DOCS	PLANNED DOCS TO DATE (A)	SUBMITTED DOCS TO DATE (B)	VAR (A - B)	PLANNED CLIENT APPROVED TO DATE	CLIENT APPROVED TO DATE (D)	VAR (C - D)
Civil Drawings	14.0	14.0	14.0	0.0	14.0	14.0	0.0
Structural Drawings	70.0	70.0	53.0	17.0	53.0	53.0	0.0
P&IDs	40.0	40.0	37.0	3.0	37.0	37.0	0.0
Electrical Single Lines	27.0	27.0	0.0	27.0	27.0	27.0	0.0
Mechanical GA's & Details	102.0	102.0	82.0	20.0	102.0	66.0	36.0

While design progress remains behind where we had anticipated on our baseline progress was made in November to recover in the mechanical area. We continue to monitor and ensure that there is no impact to construction or procurement, with key deliverables required for long lead items or initial construction works packages having been issued within the needed timeframe.

12.0 COMMISSIONING

Nothing to Report.

13.0 STAKEHOLDERS

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

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

14.0 SITE PROGRESS



Photo 1: Filter Area Reinforcing



Photo 2: Filtered Water Tank Base Concrete Pour



Photo 3: Filter area reinforcing and filtered water tank wall shutter placement



Photo 4: Washwater tank excavation



Photo 5: Clear Water Storage excavation

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 – OCTOBER MONTHLY SAFETY REPORT



HSSE Monthly Safety Report – October 2015

1.0 Overview Statistics

	October 15	Total to Date
UGL Hours	2296	8337
Subcontractor hours	2840	5631
Total Site Hours	5136	13968
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 st Aid Injuries	0	0
Incidents:		
Injury	0	0
Damage/ Loss	0	0
Near Miss	1	3
Hazard	1	3
Report Only	0	1
Journey Incident	0	0
Non-work related injury	0	0
Environmental	1	2
Safety Initiatives:	1	2
Workplace Safety Inspections	15	26
Environmental Inspections	4	6
Safety Conversations (UGL)	31	47

Utake 5 (UGL)	250	550
Hazobs	20	36
Site audit (e.g. Plant pre-start)	1	2
SWMS reviews	27	31
Site inductions	52	178
Tool box meetings	4	7
Training hours	0	75
Plant delivery inspections	11	25
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	73	118
Drug tests	0	0

2.0 Incident Summary

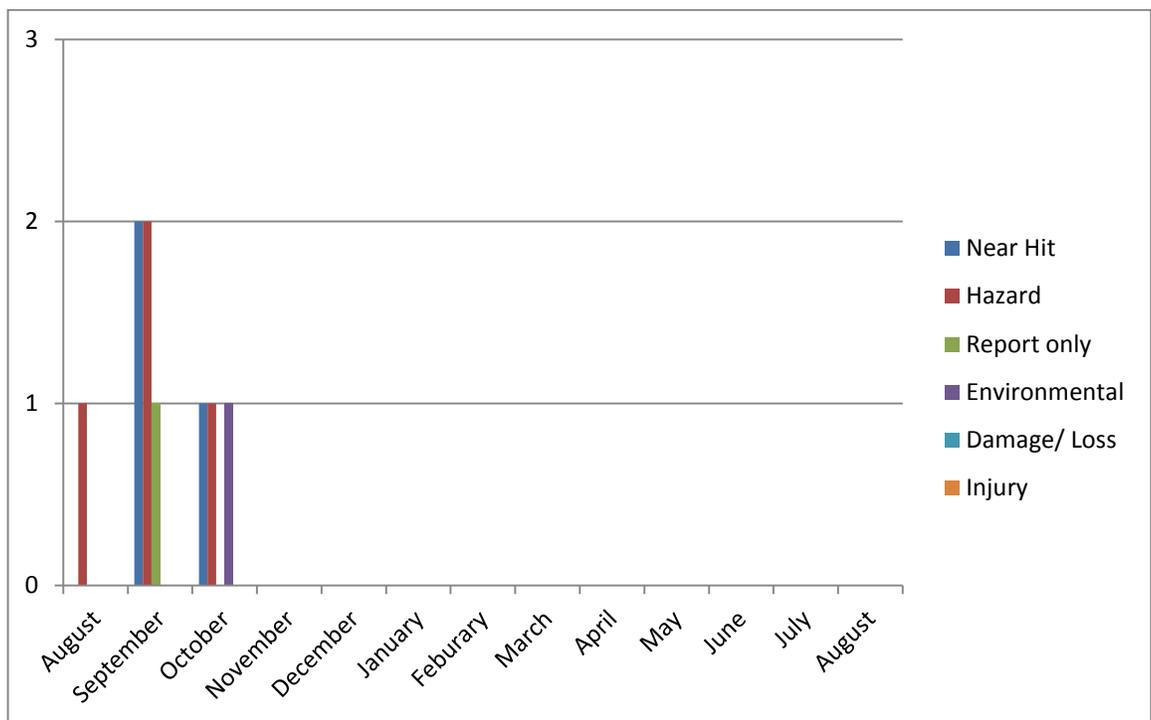
The following incidents occurred on site in October.

- **Environmental:** Minor sewerage over flow
- **Action:** New sewerage pit & system installed at site sheds

- **Near hit:** Dropped load of reinforcement bars
- **Actions:** Ensure delivery personnel complete utake5 & Sign onto SWMS for the task

- **Hazard:** Several pieces of bond ACM identified in excavation
- **Action:** Asbestos removed as per Code of Practice – safe removal of Asbestos – encouraged all site personnel to continue reporting identification of asbestos

Wagga Wagga WTP Incident trends



- October 2015 Site inductions 52 not including visitors inductions
- Construction Manager Monthly Safety Award David Emmett (Steel fixer Inform)
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

3.0 Project Safety Initiatives for November 2015

➤ **Training:**

- Fire Warden / emergency controller
- First Aid training
- SWMS development by subcontractors
- Continuing training site personnel in UGL Utake 5

➤ Continuing with Construction Manager Monthly Safety Awards

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Tools box meeting:**

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

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

- Continuing Alcohol testing at pre-start meeting

➤ Continuing Site Environmental inspections

Mark Hunter

UGL Safety Advisor

APPENDIX C – NOVEMBER PROJECT PROGRAMME

Activity ID	Activity Name	Original Duration	Start	Finish	Total Float	2015												2016												2017			
						Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr					
Wagga Wagga WTP Rev 1 - 21 nov 15 status for client						633.00	24-Apr-2015 A	04-Dec-2017	0.00																								
A1000	Submission of Tender	0.00	24-Apr-2015 A			Submission of Tender																											
A1002	Contract Award	0.00		22-Jul-2015 A		Contract Award																											
A10022	Site Access for WTP	0.00	22-Jul-2015 A			Site Access for WTP																											
A10045	Start Up Workshop / Kick Off Meeting	0.00		05-Aug-2015 A		Start Up Workshop / Kick Off Meeting																											
A10048	MILESTONE 1 - Submission of Project Plans (19 Aug15)	0.00		21-Aug-2015 A		MILESTONE 1 - Submission of Project Plans (19 Aug15)																											
A10051	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings	0.00		27-Nov-2015*	103.13	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings																											
A100522	Power Available from Authority	0.00	21-Jun-2016		-12.00	Power Available from Authority																											
A10053	MILESTONE 3 - WTP Construction Complete - Ready for Testing (60 wks - 14 Sep 16)	0.00		03-Oct-2016*	-13.00	MILESTONE 3 - WTP Construction Complete - Ready for Testing (60 wks - 14 Sep 16)																											
A100542	Site Access to Existing Plant	0.00	11-Jan-2016		53.13	Site Access to Existing Plant																											
A100544	Site Access for Dewatering Plant (27 May 16)	0.00	27-May-2016*		-3.00	Site Access for Dewatering Plant (27 May 16)																											
A10055	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (60 wks - 14 Sep 16)	0.00		14-Sep-2016*	-2.00	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (60 wks - 14 Sep 16)																											
A10056	MILESTONE 5 - Completion of Testing, Demonstration & Commission (70 wks - 23 Nov 16)	0.00		08-Dec-2016*	-10.88	MILESTONE 5 - Completion of Testing, Demonstration & Commission (70 wks - 23 Nov 16)																											
A10057	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (74 wks 21 Dec 16)	0.00		13-Jan-2017*	-6.88	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (74 wks 21 Dec 16)																											
A10058	MILESTONE 7 - Completion of 12 Months Performance Proving Period (23 Nov 17)	0.00		04-Dec-2017*	0.00	MILESTONE 7 - Completion of 12 Months Performance Proving Period (23 Nov 17)																											
Project Delays						61.00	03-Sep-2015 A	04-Nov-2015 A																									
AD001	D001 - Inclement Weather 3 Sep 15	1.00	03-Sep-2015 A	03-Sep-2015 A		D001 - Inclement Weather 3 Sep 15																											
AD002	D002 - Replacement of Filter Subbase Material	12.00	17-Sep-2015 A	05-Oct-2015 A		D002 - Replacement of Filter Subbase Material																											
AD003	D003 - Inclement Weather & Consequential Effects - Filters & Clarifier	3.00	02-Nov-2015 A	04-Nov-2015 A		D003 - Inclement Weather & Consequential Effects - Filters & Clarifier																											
Project Management & Approvals						372.00	03-Jun-2015 A	06-Jan-2017	-2.13																								
Design						168.88	09-Jul-2015 A	18-Apr-2016	403.00																								
Administration & Approvals						16.88	16-Jul-2015 A	27-Aug-2015 A																									
Client Design Reviews						59.00	28-Jul-2015 A	25-Nov-2015	483.88																								
Process						123.00	09-Jul-2015 A	27-Nov-2015	-3.00																								
Mechanical & Piping						82.00	09-Jul-2015 A	01-Dec-2015	503.00																								
Civil & Structural						93.88	09-Jul-2015 A	18-Dec-2015	467.00																								
Electrical						78.00	09-Jul-2015 A	09-Dec-2015	497.00																								
Instrumentation & Controls						164.00	09-Jul-2015 A	18-Apr-2016	-3.00																								
Procurement & Contracts						190.88	20-Jul-2015 A	20-May-2016	381.13																								
Process & Mechanical Equipment & Materials						190.88	20-Jul-2015 A	20-May-2016	381.00																								
Electrical equipment & Materials						173.00	30-Jul-2015 A	02-May-2016	405.00																								
Installation Contracts						136.88	27-Jul-2015 A	16-Mar-2016	420.13																								
Construction						258.00	20-Jul-2015 A	20-Sep-2016	299.00																								

File No:
Data Date : 20-Nov-2015
1 of 3

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

WAGGA WAGGA WTP
Program of Works - Summary



Date	Revision	Chec...	Approved
20-Nov-2015	Status as at 20 Nov 15		

QUESTIONS & STATEMENTS

CLOSURE OF MEETING TO THE PUBLIC (Confidential Reports)



**DIRECTOR OF ENGINEERING'S REPORTS
TO DECEMBER 2015 COUNCIL MEETING**

7th December 2015

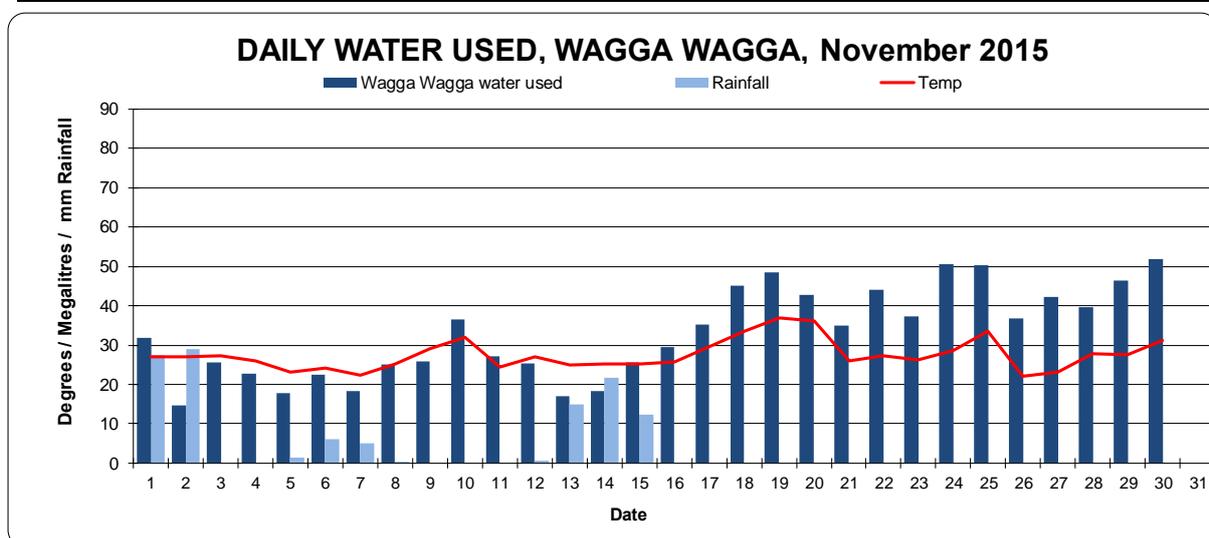
1 WORKS REPORT COVERING NOVEMBER 2015

RECOMMENDATION: That this report be received and noted.

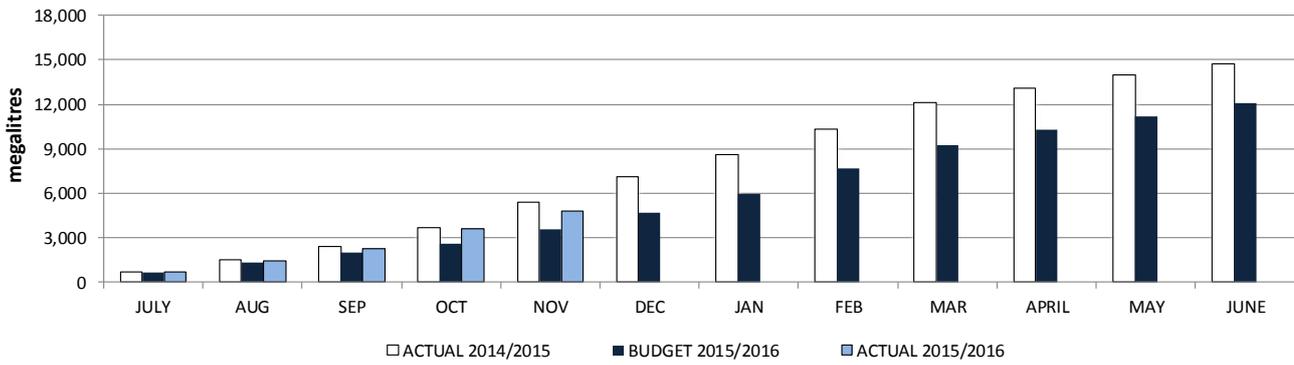
1.1 WATER SOURCED AND USED

November	2013	2014	2015
Rainfall	6	44.2	118.6
Wet Days	4	5	10
WATER SOURCED November 2015 (MI)			
North Wagga bores	265.36	253.07	199.92
West Wagga bores	588.54	499.00	396.81
East Wagga bores	230.56	413.02	195.53
Murrumbidgee River	351.18	349.79	288.84
SUB-TOTAL	1,435.64	1,514.88	1,081.10
Bulgary Bores	49.87	55.45	42.89
Urana Source	3.12	8.74	4.14
Ralvona Bores	25.26	29.54	20.90
Walla Walla Bores	29.27	33.28	9.73
Goldenfields Water Supply System	3.40	4.54	4.50
SUB-TOTAL	110.92	131.55	82.16
Woomargama	1.16	1.58	1.52
Humula	0.62	0.96	0.62
Tarcutta	4.28	4.88	3.92
Oura	3.61	4.68	3.10
Walbundrie/Rand	3.32	4.91	2.49
Morundah	0.84	0.97	1.23
Collingullie	7.05	7.39	5.19
SUB-TOTAL	20.88	25.37	18.07
TOTALS	1,567.44	1,671.80	1,181.33

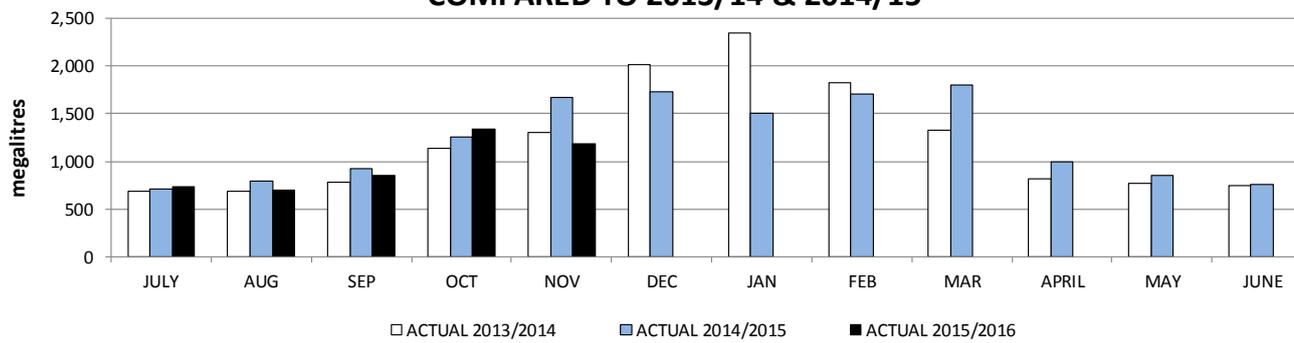
WATER USED November 2015 (MI)			
	2013	2014	2015
East Bomen	23.80	29.66	26.02
Estella	77.01	86.91	57.07
North Wagga	123.89	95.22	84.94
Wagga Wagga – Low Level	219.76	222.82	163.67
Wagga Wagga – High Level	741.68	783.50	545.87
Wagga Wagga – Bellevue Level	79.30	103.58	47.61
SUB-TOTAL	1,265.44	1,321.69	925.18
Ladysmith System	5.94	6.22	4.79
Brucedale Scheme	25.51	29.17	23.51
Currawarna Scheme	18.55	19.60	15.89
Rural south from Wagga Wagga	122.49	143.30	116.40
Rural from Walla Walla Bore	29.27	33.28	9.73
Bulgary, Lockhart and Boree Creek	28.32	37.83	20.68
From Boree Crk to Urana and Oaklands	24.01	27.19	25.07
Holbrook	25.26	29.54	20.90
SUB-TOTAL	279.35	326.13	236.97
Woomargama	1.16	1.58	1.52
Humula	0.62	0.96	0.62
Tarcutta	4.28	4.88	3.92
Oura	3.61	4.68	3.10
Walbundrie/Rand	3.32	4.91	2.49
Morundah	0.84	0.97	1.23
Collingullie	7.05	7.39	5.19
SUB-TOTAL	20.88	25.37	18.07
TOTALS	1,565.67	1,673.19	1,180.22



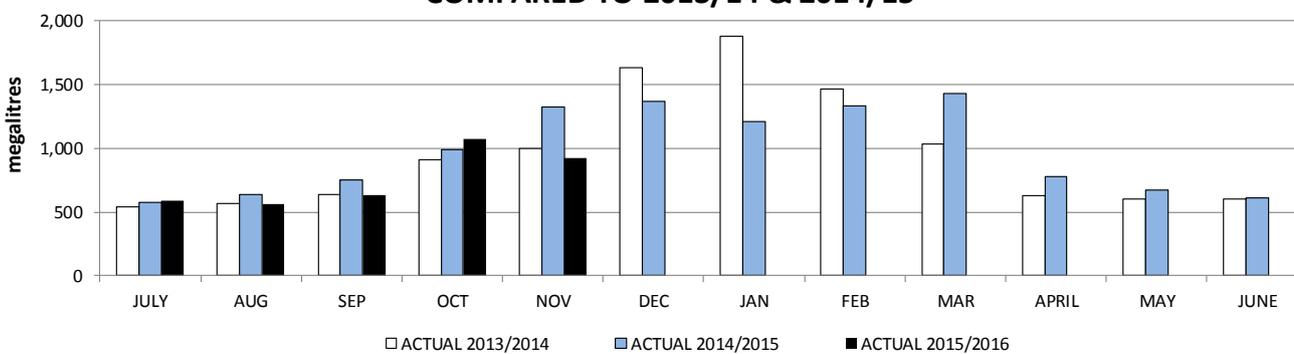
TOTAL CUMULATIVE WATER USED 2015/2016



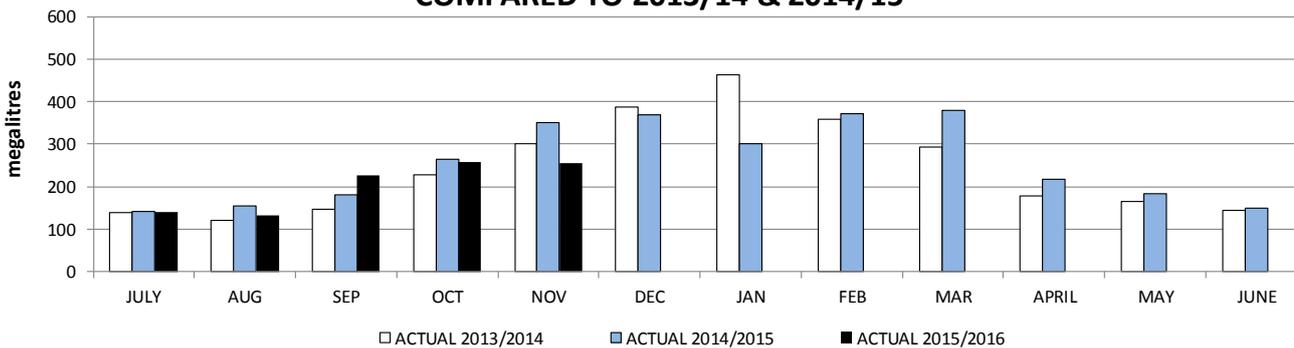
MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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



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



1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF NOVEMBER 2015

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	15	1	2	15	6	5				19	3	4
Brucedale												
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura				1								
San Isidore				1								
Tarcutta												
The Gap												
Bulgary												
Collingullie										2		
French Park												
Lockhart	1									4		1
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock				3	1	1					2	
Uranquinty	2											
Yerong Creek												
Culcairn				2								
Henty			1		1						1	1
Holbrook			1	1								
Morven												
Walbundrie												
Walla Walla												
Woomargama										1		
Boree Creek												
Morundah												
Oaklands				1						1		
Rand						1					1	
Urana												
TOTAL	18	1	4	24	8	7	0	0	0	27	7	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
12	6 Athol St	Turvey Park	80 CI	Pipe Failure - Ground Movement	No	0:00	0	8
23	10 Acacia St	Koorungal	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	6
22	Spring & West Pde	Wagga Wagga	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
22	Hakea Pl	Springvale	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	1	10
30	Blake St	Wagga Wagga	100 AC	Leaking SS clamp	Yes	1:00	0	10
TOTALS						1:00	1	44
Total Breaks – 5			Breaks needing shut off - 1			Breaks affecting customers – 1		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost Kl
3	Gap Hall Cross Roads	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
5	Gap Hall/Coolamon Rd	The Gap	100 WPVC	Pipe Failure - Ground Movement	No	3:00	13	10
9	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	5
8	Doigs Lane	Pleasant Hills	32 PVC	Pipe Failure (not specified)	Yes	0:00	0	5
12	Tarcutta T/P	Tarcutta	100 AC	Pipe Failure - Ground Movement	No	2:30	0	10
12	Gap Hall Rd	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
16	Yerong St	The Rock	300 CI	Leaking Gibault	No	1:30	0	5
19	Bakers Lane	Pleasant Hills	40 PVC	Leaking collar	No	0:45	3	3
5	Parkins Lane	Bruceedale	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	6
12	Bardwell/Sydney St	Tarcutta	100 AC	Pipe Failure - Ground Movement	No	2:00	8	10
20	Federation Way	Oaklands	100 WPVC	Pipe Failure (not specified)	No	1:00	0	5
22	Rohans Rd	Bulgary	50 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
23	Yerong Creek Rd	Pleasant Hills	32 PE	Pipe Failure - Ground Movement	Yes	0:00	0	2
24	Smart St	Henty	100 AC	Pipe Failure - Ground Movement	No	0:00	0	36
24	Comer St	Henty	100 AC	Pipe Failure - Ground Movement	No	5:00	20	35
21	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	2	5
22	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	5
27	Buller St	Oaklands	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	6
3	183 Eldershaws Rd	The Gap	32 PVC	Pipe Failure - Ground Movement	No	0:00	2	4
TOTALS						39:45	48	177
Total Breaks – 19		Breaks needing shut off -			9	Breaks affecting customers – 6		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during November 2015 were:

Date	Location	Problem	Action Taken
6/11/2015	Mortimer Pl, Wagga	Dirty water	Flushed main.
9/11/2015	4 Tywong St, Ladysmith	Strong chlorine, bad taste	Hydrant flushed.
11/11/2015	7 Campbell Pl, Wagga	Taste, colour	Mains within ADWG. Flushed house.
18/11/2015	45 Third Ave, Henty	Dirty water	Flushed main.
11/11/2015	14 Rhoda Ave, Wagga	Dirty water	Flushed main.
23/11/2015	Bullenbong Rd, The Rock	Dirty water	Flushed meter & house.
25/11/2015	1/30 Kilpatrick St, Kooringal	Taste & smell	Mains within ADWG. Flushed house.
19/11/2015	10 Warambee St, Glenfield	Particles in water (iron)	Report written & sent to Agent. Confirms particles are iron.
26/11/2015	10 Warambee St, Glenfield	Particles in water (iron)	Re-confirmation that it is iron. No health hazard.

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during November 2015 include:

LOCATION	PROJECT	100		150	200
		OPVC	DICL	DICL	DICL
Boorooma	New subdivison		49.5	50.5	
Urana Street	New subdivison		36		18
Estella Rise	New subdivison	240			
	TOTAL	240	85.5	50.5	18

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during November 2015 include:

LOCATION	PROJECT	40	375	450
		Poly	DICL	DICL
Mason Street	Bomen Rising main		89.5	
Wheel of Fortune Rd	Replacement	390		
Southern Trunk	Replacement			250
	TOTAL	390	89.5	250

1.6 OTHER CONSTRUCTION

Other construction works during November 2015 include:

LOCATION OR PROJECT	WORK DONE
Walla Walla, Henty, Walbundry, Holbrook	Flush Mains Water Quality

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during November 2015 include:

LOCATION OR PROJECT	WORK DONE
Tarcutta WTP	Clean Iron filters
Mangoplah H/L Reservoir	Clean & recommission
The Rock Pump Station	Valve repair
Brucedale Pump station	Remove #1 pump and motor
Tarcutta #4 bore	Remove pump and motor
The Rock - Henty magflow	repair
Morundah WTP	Replace raw water magflow

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during November 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	29
Lake Albert	39
Estella	123
Bomen	53
Forest Hill	42
Lockhart	136
Holbrook	160
Henty	8
Yerong Creek	4
Pleasant Hills	1

1.9 STAFF TRAINING & SAFETY

The following training and/or safety activities were undertaken during November 2015:

Training or Programme	Number of Staff
Warden Training	6
LG Procurement Annual Conference	1
LG Purchasing	2
PWTMP - Red Card	8

1.10 FLEET DISPOSALS

Fleet disposals made during November 2015 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
74	West Wagga	Fork Lift	Hyster	1970	1,833 hrs
298	Engineers	Wagon	Toyota Prado	2012	51,000
289	Engineers	Wagon	Hyundai Santa Fe	2012	54,227
270	Admin	Sedan	VW Passat	2011	31,585
299	Engineers	Wagon	Toyota Prado	2012	100,000
303	Works	Dual Cab Ute	Nissan Navara	2012	75,000
310	Admin	Sedan	Holden Caprice	2013	46,139

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during November 2015 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
340	3	Wagga Trucks	Truck	Hino 921 Auto	\$71,843
343	3	Riverina Lift Trucks	Second Hand Forklift	Hyster	\$14,250
344	15	Wagga Motors	Dual Cab Ute	Holden RG Colorado LTZ	\$35,044
345	12	Jupiter Motors	Wagon	Subaru Outback	\$34,785
346	15	Wagga Motors	Dual Cab Ute	Holden RG Colorado LS	\$31,244
347	15	Wagga Motors	Wagon	Holden Captiva 7 LS	\$29,393
348	15	Riverina Motor Group	Sedan	VW Jetta	\$29,422
349	8	Hillis Ford	Sedan	Mondeo Titanium	\$38,821

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

MAJOR PROJECTS 2015/16 (> Over \$100,000) - November 2015

Description	2015/16 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Land & Buildings for Admin, Depot & Workshops			
Store Building Hammond Ave - Urban	\$3,161,340	\$3,081,964	Office fit-out 90 % complete. Pavement preparation 95% complete and sealing to be completed in December. Practical completion scheduled for February 2016.
Access, parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$1,580,000	\$78,651	Design 90% complete. Working on two problem areas at Marshalls Creek (Sludge Treatment Plant) and heritage workshop.
Alternate access Hammond Ave - Urban	\$480,000	-	Meeting held with Caravan Park owners.
PLANT & EQUIPMENT			
IT Equipment			
Corporate IT software upgrade/improvements - Urban	\$380,500	\$85,487	Ongoing
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$1,043,000	\$555,736	Ongoing
Telemetry & Control Systems Upgrade			
Radio Telemetry SCADA Upgrade	\$150,000	\$49,826	Ongoing
SOURCES			
Bores-renew/refurbish/decommission			
Collingulie Bore 1 Reline	\$132,000	-	Not started

TREATMENT PLANTS			
Treatment Plant Refurbishments			
WTP Stage 1 - Urban	\$30,000,000	\$33,176,375	Works are progressing well. Major Earthworks complete and construction of concrete process units well underway.
Urana WTP replacement - Non-Urban	\$373,000	\$36,015	Tender recommendation for Candy Tank replacement completed.
Woomagama WTP - Non-Urban	\$120,000	-	Not started
RESERVOIRS			
New/Replacement Reservoirs			
Collingullie Reservoir Upgrade - Non-Urban	\$490,000	\$82,555	Foundations completed. Contractor to commence construction on site early January
Shires Reservoir Relocation - Non-Urban	\$1,390,000	\$24,189	Alternate sites currently being investigated.
Morundah 130kL Replacement - Non-Urban	\$320,000	\$40,115	Tender recommendation for replacement reservoir completed.
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$150,000	-	On-going
Reticulation for Developers (in. other extensions)			
Reticulation for Developers - Urban	\$800,000	\$334,467	On-going
Trunk Mains Extensions			
Gregadoo Rd to Lloyd Rd - 250mm (subject to network analysis) - Urban	\$180,000	-	Not started

Renew Reticulation Mains			
Renew Reticulation Mains - Urban	\$394,000	\$7,500	On-going
Lake Albert Rd Replacement	\$142,000	-	Not started
The Gap / Brucedale System - Urban	\$100,000	-	Not started
Beckwith St - Urban	\$100,000	-	Not started
Renew Trunk Mains			
Bomen Trunk Main B (north of river) - Urban	\$300,000	-	Not started
Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$1,989,000	\$634,223	In progress.
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	\$643	Not started
Low & High Level Rising Mains from CWS	\$282,000	\$61,141	In progress. Timed in line with Depot construction works.
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$600,000	\$206,818	On-going
Service Connections, new - Non-Urban	\$100,000	\$6,947	On-going
Renew Services			
Renew Services - Urban	\$120,000	\$6,062	On-going
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$53,440	On-going
Remote Metering			
Remote metering - Urban	\$250,000	-	On-going



Bede Spannagle
DIRECTOR OF ENGINEERING