



15th February 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

WEDNESDAY, 22nd FEBRUARY 2017 at 9.30 am

and your attendance is requested accordingly.

**Council Meeting to be followed by
BUDGET WORKSHOP and LUNCH**

Yours faithfully

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

G J Haley
GENERAL MANAGER



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G J Haley
GENERAL MANAGER

*** AGENDA ***

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GENERAL MANAGER'S REPORT TO THE COUNCIL

BUSINESS WITH NOTICE

15th February 2017

The Chairperson and Councillors:

1. FINANCIAL STATEMENTS - LIST OF INVESTMENTS

RECOMMENDED that the report detailing Council's external investments for the months of December 2016 and January 2017 be received.

-
- Investments December 2016
 - Investments January 2017

Monthly Investment Report as at 31/12/16

a) Council's Investments as at 31/12/16

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	19/10/2016	90	17/01/17	A-2	2.70	BBSW	1.62	16.258%	\$2,500,000.00	\$2,500,000.00
ME Bank	8/11/2016	91	07/02/17	A-2	2.65	BBSW	1.62	9.755%	\$1,500,000.00	\$1,500,000.00
ME Bank	12/10/2016	90	10/01/17	A-2	2.65	BBSW	1.62	6.503%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	15/12/2016	60	13/02/17	A-1+	2.33	BBSW	1.62	6.503%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	22/12/2016	90	22/03/17	A-1+	2.64	BBSW	1.62	13.006%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/11/2016	91	07/02/17	A-1+	2.78	BBSW	1.62	13.006%	\$2,000,000.00	\$2,000,000.00
								65.03%	\$10,000,000.00	\$10,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.54	Cash Rate	1.50	15.04%	\$2,312,648.14	\$2,312,648.14
AMP				A-1	2.30	Cash Rate	1.50	19.928%	\$3,064,379.72	\$3,064,379.72
								34.97%	\$5,377,027.86	\$5,377,027.86
TOTAL INVESTMENTS								100.00%	\$15,377,027.86	\$15,377,027.86
Cash at Bank										\$118,473.83
TOTAL FUNDS										\$15,495,501.69

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	\$1,516,740.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$7,657,387.69
Unrestricted Funds		\$7,838,114.00
TOTAL FUNDS		\$15,495,501.69

* 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 31/1/17

a) Council's Investments as at 31/1/17

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	17/01/2017	91	18/04/17	A-2	2.70	BBSW	1.62	10.839%	\$1,500,000.00	\$1,500,000.00
ME Bank	8/11/2016	91	07/02/17	A-2	2.65	BBSW	1.62	10.839%	\$1,500,000.00	\$1,500,000.00
ME Bank	10/01/2017	71	22/03/17	A-2	2.15	BBSW	1.62	7.226%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	15/12/2016	60	13/02/17	A-1+	2.33	BBSW	1.62	7.226%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	22/12/2016	90	22/03/17	A-1+	2.64	BBSW	1.62	14.452%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	8/11/2016	91	07/02/17	A-1+	2.78	BBSW	1.62	14.452%	\$2,000,000.00	\$2,000,000.00
								65.03%	\$9,000,000.00	\$9,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.49	Cash Rate	1.50	16.80%	\$2,324,840.71	\$2,324,840.71
AMP				A-1	2.30	Cash Rate	1.50	18.169%	\$2,514,379.72	\$2,514,379.72
								34.97%	\$4,839,220.43	\$4,839,220.43
TOTAL INVESTMENTS								100.00%	\$13,839,220.43	\$13,839,220.43
Cash at Bank										\$569,357.49
TOTAL FUNDS										\$14,408,577.92

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	\$1,516,740.00
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$7,657,387.69
Unrestricted Funds		\$6,751,190.23
TOTAL FUNDS		\$14,408,577.92

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

CERTIFICATE

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

M. L. Curran

M Curran

MANAGER CORPORATE SERVICES

2. QUARTERLY BUDGET REVIEW PERIOD 31st DECEMBER 2016

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

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

The anticipated Operating Result for 2016/2017 is a surplus of \$5,106,000. The Operating Result was originally budgeted for a surplus of \$5,016,000. The Capital Works expenditure budget is in addition to this amount and is covered in the following paragraph. There are no recommended variations to the Operating Result for the quarter.

Also included is a quarterly review of Capital Works Projects. The Proposed Capital Budget totals \$29,292,959. The original Capital Budget was \$24,431,000. Proposed December quarterly review capital works adjustments total \$1,780,000 and primarily relate to relate to:

- \$1.2M increase due to variations to Wagga Water Treatment Plant project
- -\$500K reduction to Main Low Level Reservoir to be deferred to future years
- \$1.1M increase due to Low & High Level Rising Main project associated with Water Treatment project

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

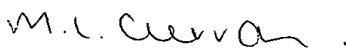
- **Quarterly Budget Review – 31st December 2016**

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Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 31/12/16 indicates that Council's projected financial position at 30/6/17 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: 

date: 1/02/2017

Ms Michele Curran
Responsible Accounting Officer

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2016

							Current Year	Prior Year
(\$000's)	Original Budget 2016/17	Approved Changes Carry Forwards	Sep QBRS	Revised Budget 2016/17	Variations for this Dec Qtr	Notes Projected Year End Result	Actual YTD figures	Actual YTD figures
Income								
Rates and Annual Charges	4,928			4,928		4,928	2,606	2,549
User Charges and Fees	19,394			19,394		19,394	7,089	7,459
Interest and Investment Revenues	200			200		200	180	355
Other Revenues	130			130		130	142	124
Grants & Contributions - Operating	207			207		207	3	9
Grants & Contributions - Capital	2,718			2,718		2,718	1,306	2,290
Total Income from Continuing Operations	27,577	-	-	27,577	-	27,577	11,326	12,786
Expenses								
Employee Costs	7,996			7,996		7,996	3,643	3,504
Borrowing Costs	885		(130)	755		755	313	343
Materials & Contracts	3,594			3,594		3,594	1,220	990
Depreciation	7,100			7,100		7,100	2,865	3,436
Other Expenses	2,986	40		3,026		3,026	1,290	1,391
Total Expenses from Continuing Operations	22,561	40	(130)	22,471	-	22,471	9,331	9,664
Net Operating Result from Continuing Operation	5,016	(40)	130	5,106	-	5,106	1,995	3,122
Net Operating Result before Capital Items	2,298	(40)	130	2,388	-	2,388	689	832

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2016

							Current Year	Prior Year
(\$000's)	Original Budget 2016/17	Approved Changes Carry Forwards	Sep QBRS	Revised Budget 2016/17	Variations for this Dec Qtr	Notes Projected Year End Result	Actual YTD figures	Actual YTD figures
Capital Expenditure								
Plant & Equipment	873			873			886	556
Office Equipment & IT	419	158		577	40	3a	188	253
Land & Buildings	1,790	192		1,982			153	3,018
Water Infrastructure	21,349	2,732		24,081	1,740	3b	8,260	11,586
Other Assets				-			-	
Loan Repayments (Principal)	1,642		(143)	1,499			739	692
Total Capital Expenditure	26,073	3,082	(143)	29,012	1,780		10,226	16,105
Capital Funding								
Rates & Other Untied Funding	18,073	3,082	7,857	29,012	1,780		10,226	16,105
New Loans	8,000		(8,000)	-			-	-
Total Capital Funding	26,073	3,082	(143)	29,012	1,780		10,226	16,105
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-		-	-

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

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

3a	Transfer West Wagga Pump upgrade budget to Solar Magflow
----	--

3b	Primarily due to WTP variations and High / Low Level Rising Mains from CWS associated with WTP, some minor transfers between projects
----	---

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2016

(\$000's)	Original Budget 2016/17	Approved Changes Sep QBRs	Revised Budget 2016/17	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted ⁽¹⁾							
Loan Funds - LIRS	-		-			-	-
Total Externally Restricted	-	-	-	-		-	-
(1) Funds that must be spent for a specific purpose							
Internally Restricted ⁽²⁾							
Employee Leave Entitlements	1,130		1,130			1,130	1,140
Asset Replacement	1,600		1,600			1,600	1,351
Sales Fluctuation	4,000		4,000			4,000	5,000
Total Internally Restricted	6,730	-	6,730	-		6,730	7,491
(2) Funds that Council has earmarked for a specific purpose							
Unrestricted (ie. available after the above Restrictions)	145	252	397	(3,701)	4a	(3,304)	8,954
Total Cash & Investments	6,875	252	7,127	(3,701)		3,426	16,445

Cash & Investments Budget Review Statement
Comment on Cash & Investments Position

Cash & Investment balance at the start of the financial year was slightly higher than anticipated after 2015/16 end of year final results, which has increased the 2016/17 anticipated end of year balance & reduced required borrowings.

Investments

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

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
 The date of completion of this bank reconciliation is 03/01/17

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		\$ 000's
Cash at Bank (as per bank statements)		2,401
Investments on Hand		15,377
less: Unpresented Cheques	(Timing Difference)	(1,364)
add: Undeposited Funds	(Timing Difference)	31
Reconciled Cash at Bank & Investments		16,445
Balance as per Review Statement:		16,445
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
4a	Additional CAPEX expenditure due to variations to Wagga Water Treatment Plant project, associated mains work

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

Budget review for the quarter ended 31 December 2016

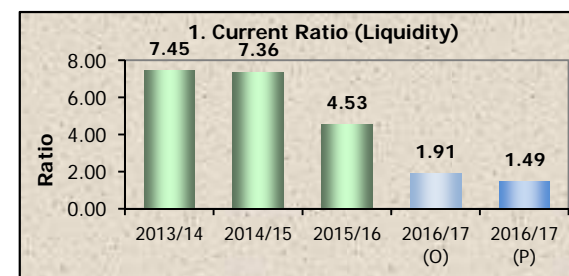
(\$000's)	Current Projection		Original Budget 16/17	Actuals	
	Amounts	Indicator		Prior Periods	
	16/17	16/17		15/16	14/15

The Council monitors the following Key Performance Indicators:

1. Current Ratio (Liquidity)

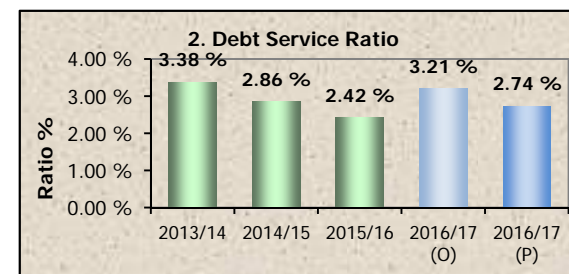
Current Assets	9936	1.49	1.91	4.53	7.36
Current Liabilities	6675				

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


2. Debt Service Ratio

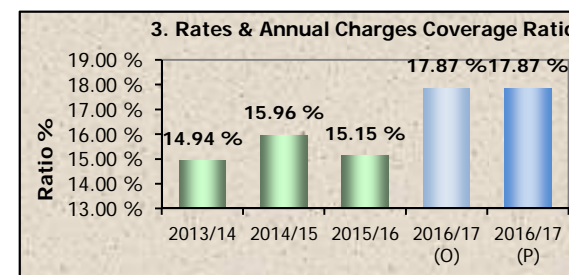
Debt Service Cost	755	2.74 %	3.21 %	2.42 %	2.86 %
Income from Continuing Operations	27577				

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


3. Rates & Annual Charges Coverage Ratio

Rates & Annual Charges	4928	17.87 %	17.87 %	15.15 %	15.96 %
Income from Continuing Operations	27577				

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



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

Budget review for the quarter ended 31 December 2016

(\$000's)	Current Projection		Original Budget 16/17	Actuals	
	Amounts	Indicator		Prior Periods	
	16/17	16/17		15/16	14/15

The Council monitors the following Key Performance Indicators:

4. Capital Replacement Ratio

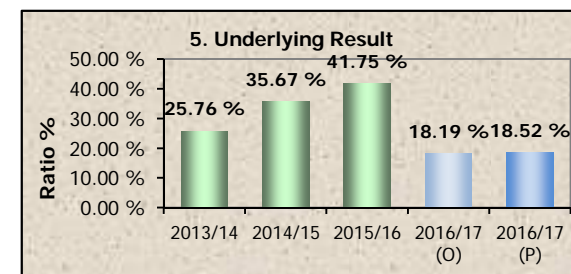
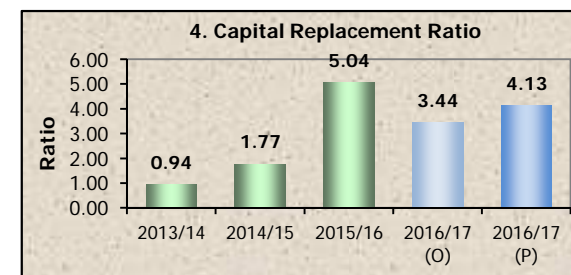
Infrastructure, Property, Plant & Equipment	29293	4.13	3.44	5.04	1.77
Depreciation	7100				

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

5. Underlying Result

Net Result	5106	18.52 %	18.19 %	41.75 %	35.67 %
Total Revenue	27577				

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



Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	2,228	Y
Legal Fees	4,427	Y

Definition of a consultant:

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

Comments

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

Details

N/A

Riverina Water County Council

OPERATING SUMMARY - 31 DECEMBER 2016 QUARTERLY BUDGET REVIEW

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	31/12/16 REVIEW ADJUSTMENT	REVISED BUDGET \$'000
OPERATING INCOME						
Access Charges						
Urban	2,141	3,964	1,823	46%		3,964
Non-Urban	465	963	499	52%		963
	2,606	4,928	2,322	47%	0	4,928
User Charges						
Consumption Charges						
Urban	5,753	15,299	9,546	62%		15,299
Non-Urban	1,025	3,252	2,227	68%		3,252
	6,778	18,551	11,773	63%	0	18,551
Extra Charges						
Urban	40	20	-20	-99%		20
Non-Urban	7	20	13	0%		20
	47	40	-7	-17%	0	40
Other Income	399	893	495	55%		893
Interest	173	200	27	13%		200
Operating Grants & Contributions	3	207	204	99%		207
Capital Grants & Contributions	1,306	2,718	1,216	45%	0	2,718
Private Works Income	7	40	33	0%		40
TOTAL OPERATING INCOME	11,523	27,577	15,859	58%	0	27,577
OPERATING EXPENSES						
Management	3,345	8,151	4,806	59%	0	8,151
Operations & Maintenance						
<i>Buildings & Grounds</i>						
Urban	320	712	392	55%	0	712
Non-Urban	32	54	22	40%	0	54
	352	766	414	54%	0	766

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	31/12/16 REVIEW ADJUSTMENT	REVISED BUDGET \$'000
<i>Management - Operations</i>						
Urban	468	1,000	532	53%	0	1,000
Non-Urban	161	410	249	61%	0	410
	629	1,410	781	55%	0	1,410
<i>Sources</i>						
Urban	296	802	506	63%	0	802
Non-Urban	59	223	163	73%	0	223
	355	1,025	670	65%	0	1,025
<i>Pumping Stations</i>						
Urban	93	234	140	60%	0	234
Non-Urban	104	180	76	42%	0	180
	197	414	217	52%	0	414
<i>Reservoirs</i>						
Urban	68	162	94	58%	0	162
Non-Urban	127	46	-81	-175%	0	46
	195	208	13	6%	0	208
<i>Treatment Plant</i>						
Urban	475	1,465	991	68%	0	1,465
Non-Urban	225	483	257	53%	0	483
	700	1,948	1,248	64%	0	1,948
<i>Mains & Services</i>						
Supervision	94	298	204	69%	0	298
Urban	395	861	466	54%	0	861
Non-Urban	227	606	378	62%	0	606
	716	1,764	1,049	59%	0	1,764
<i>Other Operations</i>	-78	-314	-236	0%		-314
Depreciation	2,865	7,100	4,235	60%		7,100
TOTAL OPERATING EXPENSES	9,275	22,471	13,196	59%	0	22,471
OPERATING RESULT	2,248	5,106			0	5,106

Riverina Water County Council

BALANCE SHEET

	Actual 2015/16 \$'000	Projected 2016/17 \$'000
ASSETS		
Current Assets		
Cash & Cash Equivalents	19,890	3,426
Receivables	5,079	2,916
Inventories	2,770	3,594
Total Current Assets	27,739	9,936
Non-Current Assets		
Infrastructure, Property, Plant & Equipment	320,524	342,400
Intangible Assets	3,500	3,500
Total Non-Current Assets	324,024	345,900
TOTAL ASSETS	351,763	355,836
LIABILITIES		
Current Liabilities		
Payables	826	877
Borrowings	1,499	1,582
Provisions	3,803	4,216
Total Current Liabilities	6,128	6,675
Non-Current Liabilities		
Borrowings	12,262	10,680
Total Non-Current Liabilities	12,262	10,680
TOTAL LIABILITIES	18,390	17,355
Net Assets	333,373	338,480
EQUITY		
Retained Earnings	98,893	104,000
Revaluation Reserves	234,480	234,480
Total Equity	333,373	338,480

31 DECEMBER 2016 CAPEX QUARTERLY BUDGET REVIEW

Description	Current Budget 2016/17	YTD Actual 2016/17	Budget Remaining	31/12/16 QBR	Proposed Revised Budget 2016/17
	\$	\$	\$	\$	\$
MANAGEMENT					
LAND & BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS					
Administration Office	215,000	74,984	140,016	0	215,000
Depot Buildings	40,000	41,725	-1,725	0	40,000
Workshops	10,000	0	10,000	0	10,000
Access, Parking and Landscaping	1,717,328	35,684	1,681,644	0	1,717,328
SUB-TOTAL LAND & BUILDINGS FOR ADMIN, DEPOTS & WORKSHOPS	1,982,328	152,393	1,829,935	0	1,982,328
PLANT & EQUIPMENT					
IT Equipment	145,000	49,893	95,107	0	145,000
Office Furniture & Equipment	4,000	0	4,000	0	4,000
Working Plant & Vehicle Purchases	858,000	883,741	-25,741	0	858,000
Fixed Plant Tools & Equipment	15,000	2,178	12,822	0	15,000
Telemetry & Control Systems Upgrade	268,000	26,484	241,516	0	268,000
Radio Communications Upgrade/Replacements/Improvements	100,000	0	100,000	0	100,000
RTUs - New/Additional	15,000	75,404	-60,404	40,000	55,000
RTUs - Replacements/Upgrades	0	10,914	-10,914	0	0
Energy Efficiency & Cost Minimisation	45,000	20,412	24,588	0	45,000
CAD/GIS/Asset Management System	0	4,688	-4,688	0	0
SUB-TOTAL PLANT & EQUIPMENT	1,450,000	1,073,716	376,284	40,000	1,490,000
TOTAL MANAGEMENT	3,432,328	1,226,108	2,206,220	40,000	3,472,328
SOURCES					
Bores-renew/refurbish/decommission	170,000	60,160	109,840	0	170,000
Source Works General Improvements	25,000	6,069	18,931	0	25,000
Switchboards Improvements/Replacements	5,000	692	4,308	0	5,000
TOTAL SOURCES	200,000	66,921	133,079	0	200,000

Description	Current Budget 2016/17	YTD Actual 2016/17	Budget Remaining	31/12/16 QBR	Proposed Revised Budget 2016/17
	\$	\$	\$	\$	\$
TREATMENT PLANTS					
General Improvements	5,000	0	5,000	0	5,000
Aeration Tower Replacements	15,000	33,924	-18,924	0	15,000
Aeration Tower Covers	350,000	0	350,000	0	350,000
Specific Treatment Plant improvements	30,000	4,536	25,464	0	30,000
Treatment Plant refurbishments	15,942,980	5,603,278	10,339,702	1,220,000	17,162,980
Laboratory Facilities Upgrade	50,000	0	50,000	0	50,000
Treatment Plant Switchboards/Control Systems Replacement/Upgrade	20,000	58	19,942	0	20,000
TOTAL TREATMENT PLANTS	16,412,980	5,641,797	10,771,183	1,220,000	17,632,980
PUMPING STATIONS					
General Improvements	30,000	3,720	26,280	0	30,000
Magflow Replacements	10,000	1,173	8,827	0	10,000
Pump Stations Renewal/Refurbish/Upgrade	95,000	7,643	87,357	-40,000	55,000
Pump & Motor Maintenance / Replacements	80,000	0	80,000	0	80,000
Pump Station Switchboards/Control Systems Replacement/Upgrade	85,000	0	85,000	0	85,000
TOTAL PUMPING STATIONS	300,000	12,536	287,464	-40,000	260,000
RESERVOIRS					
General Improvements	21,000	0	21,000	0	21,000
New/Replacement Reservoirs	2,022,651	176,056	1,846,595	-540,000	1,482,651
Reservoirs - Upgrade Ladders and Access	25,000	13,034	11,966	0	25,000
Reservoir Hatches Magflows	48,000	43,931	4,069	0	48,000
TOTAL RESERVOIRS	2,116,651	233,022	1,883,629	-540,000	1,576,651
MAINS, SERVICES & METERS					
MAINS					
System Improvements	170,000	43,257	126,743	40,000	210,000
Reticulation for Developers (including other extensions)	860,000	333,543	526,457	0	860,000

Description	Current Budget 2016/17	YTD Actual 2016/17	Budget Remaining	31/12/16 QBR	Proposed Revised Budget 2016/17
	\$	\$	\$	\$	\$
Trunk Mains Extensions	330,000	0	330,000	-330,000	0
Renew Reticulation Mains	1,306,000	455,158	850,842	-167,000	1,139,000
Renew Trunk Mains	1,200,000	1,126,105	73,895	1,557,000	2,757,000
SUB-TOTAL MAINS	3,866,000	1,958,064	1,907,936	1,100,000	4,966,000
SERVICES					
Service Connections, new including Meters	550,000	198,733	351,267	0	550,000
Renew Services	130,000	92,426	37,574	0	130,000
SUB-TOTAL SERVICES	680,000	291,159	388,841	0	680,000
METERS					
Water meters replacement	180,000	43,259	136,741	0	180,000
Remote metering	300,000	12,124	287,876	0	300,000
Water Filling Stations Upgrade	25,000	2,190	22,810	0	25,000
SUB-TOTAL METERS	505,000	57,574	447,426	0	505,000
TOTAL MAINS, SERVICES & METERS	5,051,000	2,306,797	2,744,203	1,100,000	6,151,000
TOTALS	27,512,959	9,487,181	18,025,778	1,780,000	29,292,959

3. OPERATIONAL PLAN – PERFORMANCE TARGETS

RECOMMENDATION: That the report detailing progress, as at 31st December 2016, achieved towards the various objectives set out in the 2016/2017 Operational Plan be noted and received.

In accordance with the provisions of Section 407 of the Local Government Act 1993, I report to Council on the progress achieved in the year for the various Key Performance Indicators set out in the 2016/2017 Operational Plan.

Services

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

Asset Replacement

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

Demand Management

Measure	Key Performance Indicator	Progress to 31 December 2016
Peak Day Demand (weekly average)	<65 ML	47.95 ML

WHS

Objectives	Key Performance Indicator	Progress to 31 December 2016	
Number of days lost through injury	< previous period	Sept Qtr. 30	Dec Qtr. 30
Percentage of sick leave hours to ordinary hours worked	<3.5%	4.74%	2.51%
Total hours worked compared to time lost through injury & illness	< previous period	.6826%	.6009%

Environmental Protection

Key Performance Indicator	Key Performance Indicator	Progress to 31 December 2016	
Power used per ML of water produced KWh	< same period last year	Dec Qtr. 2015 1,084KWh	Dec Qtr. 2016 1,041KWh
Power used per ML of water produced \$	< same period last year	\$178	\$184

Equal Employment Opportunity

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

Charges and Fees

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

4. CUSTOMER ADVISORY COMMITTEE

RECOMMENDED that Council establish a Customer Advisory Committee consisting of either option (a) or Option (b) as outlined in this report

One of the requirements of the Proclamation establishing Council is that it must establish a Customer Advisory Committee. No specific guidelines regarding such a committee are contained in the proclamation or appear to be documented elsewhere.

Contact has been made with the two other County Councils' which have the same requirement to establish a Customer Advisory Committee. The County Councils have not established an advisory committee to date, with one of the County Council's claiming that they will not be, but having their Council as the as the advisory committee. The other County Council issued a newsletter to their customers seeking expression of interest for nomination on the Advisory Committee, no nominations were received.

For Council to comply with the statutory requirement, Council needs to establish a Customer Advisory Committee.

A report was submitted to Council's February 2015 Meeting and it was subsequently resolved:

That Council defer the formation a Customer Advisory Committee until after the Fit for the Future process has been completed.

It appears that the Fit for the Future process for general purpose councils has been concluded, for the present. County Councils were excluded from this process.

In February 2015 two options were suggested:

- a. The Customer Advisory Committee consist of all Riverina Water Councillors, plus three additional persons nominated from industrial, commercial and residential users respectively.

In this case the three Shire councils might jointly nominate one representative, and Wagga Wagga nominate the other two.

OR

- b. The Customer Advisory Committee consist of 5 Riverina Water Councillors, plus up to six additional persons nominated from industrial, commercial and residential users. In this case, the additional members might be nominated or invited by (but not members of) the constituent councils.

Advisory Committee Meetings would be on an occasional basis, when specific issues exist for discussion and recommendation. Meetings could be held on the same day (and at the same venue) prior to County Council Meetings.

5. REVIEW OF CODE OF CONDUCT

RECOMMENDATION that Riverina Water County Council defer its review of Policy 1.1 Code of Conduct until such time as the Office of Local Government issues a revised Draft Code of Conduct.

A revised Code of Conduct was adopted by Riverina Water County Council in 2013, taking to account changes to local government regulations and the guidelines issued by the Division of Local Government. The Council Policy relating to its Code of Conduct is due for review in February 2017.

Over the past 3 months the Office of Local Government has been undertaking public consultation over a Revised Code of Conduct. It is anticipated that a revised Model Code of Conduct will be issued shortly. This revised code will take into account recent changes to the Local Government Act relating to Conflicts of Interest amongst other matters. It would be premature for Council to review its current policy while the model code is being revised.

6. REVIEW OF CODE OF MEETING PRACTICE

RECOMMENDATION that Riverina Water County Council defer its review of Policy 1.2 Code of Meeting Practice until such time as the Office of Local Government issues a revised Draft Code of Meeting Practice.

A revised Code of Meeting Practice was adopted by Riverina Water County Council in 2013, taking to account changes to local government regulations and the guidelines issued by the Division of Local Government. The Council Policy relating to its Code of Meeting Practice is due for review in February 2017.

Over the past 3 months the Office of Local Government has been undertaking public consultation over a Revised Code of Meeting Practice. It is anticipated that a revised Model Code of Meeting Practice will be issued shortly. It would be premature for Council to review its current policy while the model code is being revised.

7. POLICY 1.17 INTERNAL AUDIT

RECOMMENDATION: That Council adopt Policy 1.17 Internal Audit Policy.

Council adopted an Internal Audit Policy at its ordinary meeting in February 2012.

The Internal Audit Policy sets out the role and activities of Council's Internal Audit Program.

The activities set out in the Internal Audit Policy are based on the Internal Audit Guidelines under section 23A of the Local Government Act 1993, published by the Division of Local Government in September 2010. The Guidelines are designed to provide councils with assistance to implement internal audit and risk management and are considered to be best practice.

A copy of the draft Internal Audit Policy is attached for Councillors information.

There are no suggested changes from the previous Policy.

- **Policy 1.17 Internal Audit Policy**

INTERNAL AUDIT POLICY

POLICY REFERENCE NUMBER:		POL 1.17	
Original publication date		22 February 2012	
Revision number	Issue Date	Approved	Approval date
0	22 Feb 2012	Res: 12/08	22 Feb 2012
1	18 Feb 2013	No Change-New Format	N/A
2	3 February 2015	Res: 15/17	25 Feb 2015
3	22 Feb 2017	Res: 17/??	22 Feb 2017
<p style="text-align: center;">This document is to be reviewed once each Council term. Next review date: February 2021</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

Internal audit is *an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.*

It is important for Council to have an internal audit function for the following reasons:

- It supports good internal governance;
- To ensure consistency with other levels of government;
- To improve the effectiveness of risk management, control and governance processes; and
- Helps to instil public confidence in Council's ability to operate effectively.

1.1 Policy Objectives

The objective of internal audit is to provide independent assurance over the internal controls and risk management framework of Council. This policy establishes a formal, structured internal audit framework that is appropriate to Council's activities and operating environment.

1.2 Scope of Policy

This policy applies to Riverina Water County Council

1.3 Related Documents

Audit and Risk Committee Charter
Internal Audit Charter

PART 2: POLICY CONTENT

2.1 Responsibilities

One of the primary objectives of the internal audit function is to add value to Council operations. The scope of services provided by Internal Audit shall encompass:

- 2.1.1 Develop and implement a comprehensive risk based cyclical Strategic Internal Audit Plan which is endorsed by the Audit and Risk Committee.
- 2.1.2 Undertake an annual Internal Audit Planning Day in conjunction with the Audit and Risk Committee.
- 2.1.3 Develop and implement a detailed Internal Audit Annual Work Program which is endorsed by the Audit and Risk Committee incorporating the following key functions:

- a. The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour.
- b. Ascertaining conformity with the goals and objectives of Council.
- c. Assessment of the economic and efficient use of resources.
- d. The examination of compliance with policies, procedures, plans and legislation.
- e. Assessment of the reliability and integrity of information.
- f. Assessment of the safeguarding of assets.
- g. All activities of Council, whether financial or non-financial, manual or computerised.

2.1.4 Provide advice to the Council, General Manager and management as requested.

2.1.5 Undertake special assignments as requested by the General Manager.

2.1.6 Liaise with the external auditor and co-ordinate audit coverage.

2.1.7 Undertake internal audit work in accordance with the Institute of Internal Auditors Australia's *International Standards for the Professional Practice of Internal Auditing*.

2.2 Reporting Requirements

Internal Auditor has independent status within Council and reports administratively to the General Manager and functionally to the Audit and Risk Committee. The Internal Auditor reports to the Audit and Risk Committee at least four times per year.

8. DRAFT POLICY 1.16 ACKNOWLEDGEMENT OF COUNTRY

RECOMMENDATION that Riverina Water County Council adopt Draft Policy 1.16 Acknowledgement of Country

In August 2010 Riverina Water County Council adopted a policy regarding the acknowledgement of the Wiradjuri people as the traditional owners of country in the county area. This policy was reviewed in 2013.

As part of a review of Council's policies, this policy has again been revisited.

The purpose of the policy is to set out guiding principles for Riverina Water County Council, its management and staff in observing the appropriate protocols for the acknowledgement of the Wiradjuri people at the commencement of council meetings and council official functions.

The policy states that an acknowledgement of country should be made prior to each meeting of council and on special occasions (e.g. openings), at the discretion of the Chairperson.

The policy outlines typical statements of acknowledgement that could be made.

- **Draft Policy 1.16 Acknowledgement of Country**

POLICY REGISTER

ACKNOWLEDGMENT OF COUNTRY POLICY

POLICY REFERENCE NUMBER:		POL 1.16	
Original publication date		25 August 2010	
Revision number	Issue Date	Approved	Approval date
0	25 August 2010	Res: 10/107	25 Aug 2010
1	27 Feb 2013	Res: 13/14	27 Feb 2013
2	22 Feb 2017	Res: 17/??	22 Feb 2017
This document is to be reviewed every 4 years. Next review date: February 2021			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objective

The purpose of this policy is to set out guiding principles for Riverina Water County Council, its management and staff in observing the appropriate protocols for the acknowledgement of Wiradjuri people at the commencement of Council meetings and Council Official functions.

1.2 Scope of Policy

This policy shall apply the Chairperson, Acting Chairperson, Councillors and General Manager when conducting Council meetings or official functions of Council.

1.3 Definition

An "Acknowledgement of Country" is a means by which all people can show respect for Aboriginal and Torres Strait islander culture and heritage and the ongoing relationship the Traditional Custodians have with their land.

1.4 Legislative Context

Not applicable

1.5 Related Documents

Code of meeting Practice

PART 2: Policy Content

2.1 Policy Provision-Acknowledgement of Country

By incorporating "Acknowledgement of Country" at the opening of Council Meetings and appropriate official functions of Council we are able to:

- Recognise and pay respect to Aboriginal peoples, cultures and heritage.
- Communicate Aboriginal cultural practices to the broader community to promote respect and understanding.
- Demonstrate that Aboriginal cultures are living through maintenance and practice of ceremonies and protocols.
- Acknowledge Aboriginal people's unique position which can assist in building relationships and partnerships.

An "Acknowledgement of Country" should be made prior to each meeting of the Council and on special occasions (e.g. openings) at the discretion of the Chairperson.

On such occasions, a Chairperson or Council representative may begin by acknowledging that the meeting is taking place in the Country of the Traditional Custodians.

Typical "Acknowledgement of Country" statements may include any of the following:

"I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present". OR

"I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people". OR

"I would like to acknowledge that this meeting is being held on Wiradjuri land and recognise the strength, resilience and capacity of Aboriginal people in this land."

9. DRAFT POLICY 1.22 BUSINESS CONTINUITY

RECOMMENDATION that Riverina Water County Council adopt Draft Policy 1.22 Business Continuity.

As part of the overall review of Council's Policies and under guidance from StateWide Mutual Insurance Group, Riverina Water County Council adopted a policy in 2013 that provided a mechanism for the continuation of Council's operations during times of disruption to normal business activities.

This Policy has been reviewed and is again submitted for Councillors' consideration.

The objectives of the Policy are:-

Riverina Water County Council aims to:

- Maintain the highest possible integrity and continuity for services provided by the Council, Safeguard the Council's assets, including people, property and financial resources,
- Ensure the uninterrupted availability of resources so that Council can continue to perform the Critical Business Functions that support its critical objectives,
- Ensure that Council can appropriately deal with disruption,
- Demonstrate responsible Business Continuity Management processes that align with applicable Australian Standards, accepted best practice standards and methods, and
- Ensure the accurate and timely provision of information to staff, the community, business partners, stakeholders and other relevant levels of Government during an outage event.

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

- **Draft Policy 1.22 Business Continuity**

BUSINESS CONTINUITY POLICY

POLICY REFERENCE NUMBER:		POL 1.22	
Original publication date		27 February 2013	
Revision number	Issue Date	Approved	Approval date
0	27 Feb 2013	Res: 13/15	27 Feb 2013
Name changed 22/11/13 from Pol 5.32			
1	3 Feb 2015	Res: 15/18	25 Feb 2015
2	22 Feb 2017	Res 17/??	22 Feb 2017
This document is to be reviewed once every Council Term. Next review date: February 2021			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

Riverina Water County Council adopts Business Continuity Management as a core obligation of good governance and utilises the methodology specified in the AS/NZS 5050:2010 Business Continuity – Managing Disruption Related Risk.

Council recognises that Business Continuity is an integral part of good management practice and fully supports Business Continuity Management as an important element in its Good Governance Framework.

The purpose of this policy is to establish the systems and processes required to ensure the uninterrupted availability of all key resources necessary to support Council's identified Critical Business Functions during an Outage.

1.1 Policy Objectives

Riverina Water County Council aims to:

- Maintain the highest possible integrity and continuity for services provided by the Council, Safeguard the Council's assets, including people, property and financial resources,
- Ensure the uninterrupted availability of resources so that Council can continue to perform the Critical Business Functions that support its critical objectives,
- Ensure that Council can appropriately deal with disruption,
- Demonstrate responsible Business Continuity Management processes that align with applicable Australian Standards, accepted best practice standards and methods, and
- Ensure the accurate and timely provision of information to staff, the community, business partners, stakeholders and other relevant levels of Government during an outage event.

1.2 Scope of Policy

This policy applies to all areas of Council's operations.

1.3 Definitions

Business Continuity Management	The development, implementation and maintenance of policies, frameworks and programs to assist an entity manage a business outage. It is the capability that assists in the preventing, preparing for and responding to, managing and recovering from the impacts of an outage event.
Business Continuity Plan	A collection of procedures and information that is developed compiled and maintained in readiness for use during a business outage event.
Critical Business Functions	A business function or part thereof identified as essential for the survival of the organisation and achievement of its critical objectives.
Disaster Recovery Plans	Specific plans, procedures and documents for critical business processes that will enable critical business functions to continue during a business outage event. These plans support the Business Continuity Plan.
Outage	An event that has an effect on the critical business functions of the entity, and inhibits the achievement of its objectives. It may be acute, creeping or sustained event.

1.4 Related Documents

Business Continuity Plan
Risk Management Framework (Pending)
Risk Management Policy
Risk Management Strategy

PART 2: POLICY CONTENT

2.1 Council will:

- Manage Business Continuity based upon AS/NZS 5050:2010 Business Continuity and other relevant guidelines and standards;
- Update its Business Continuity *Plan*, Emergency Response Plans and Disaster Recovery Plans on an annual basis;
- Ensure that relevant and appropriate exercising of plans is undertaken at least annually;
- Ensure the accurate and timely provision of information, as it concerns the outage event, to staff, the community, business partners, stakeholders and other relevant levels of Government;
- Make informed judgements concerning the level of management and costs involved in achieving effective outcomes.

2.2 Council recognises the following benefits of Business Continuity Management:

- demonstrates to internal and external stakeholders, their dependability and good governance;
- ensures the continued delivery of critical services to the community;
- effective response to a business outage minimises damage to the organisation;
- enhances Council's ability to proactively identify the consequences of a business outage;
- effective management of uninsurable risks, and compliance with insurance policies;
- an opportunity to better understand the organisation with the potential to improve efficiency, governance and treatment of other risks;
- remain compliant with relevant legislative and other obligations;
- increases the awareness for the potential for disruption;
- allows Council to maintain a strong focus on critical functions thereby achieving critical objectives during an outage;
- building resilience that facilitates managing and recovering from a business outage event.

PART 3: POLICY IMPLEMENTATION GUIDELINES

This policy will be implemented through Council's *Business Continuity Plan* as shown below:

Business Continuity Policy

The Business continuity Policy sets out Councils commitment to business continuity and the principles upon which it will manage outage events

Business Continuity Plan

The Business Continuity Plan is a collection of procedures and information that is developed ,compiled and maintained in readiness for use in a business outage event.

The Business Continuity Plan identifies critical sub plans which address key areas of potential failure.

These sub plans identify processes to be followed as well as how the situation will be managed by Senior Management. Also included is a process of immediate responses primarily concerned with protection of life and property.

10. DRAFT POLICY 1.23 INVESTMENTS

RECOMMENDATION that Riverina Water County Council adopt Draft Policy 1.23 Investments.

As part of an ongoing review of Council's Policies, it was necessary to review Council's Investments Policy.

A draft policy has been prepared and is attached for Council's consideration.

The objectives of the Policy are:-

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment:

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

The draft policy takes into account the requirements of the Local Government Act, 1993, Local Government (General) Regulation 2005, Ministerial Investment Orders and general advice from the Division of Local Government.

- **Draft Policy 1.23 Investments**

INVESTMENTS POLICY

POLICY REFERENCE NUMBER:		POL 1.23	
Original publication date		27 April 2011	
Revision number	Issue Date	Approved	Approval date
0	27 April 2011	Res: 11/39	27 April 2011
1	24 April 2013	Res: 13/39	24 April 2013
2	June 2016	Res: 16/84	22 June 2016
<p>This document is to be reviewed once every Council Term.</p> <p>Next review date: February 2021</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Objectives

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment:

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

1.2 Scope of Policy

This policy shall apply to all investments made by Riverina Water County Council

1.3 Definitions

Act:	Local Government Act, 1993.
ADI:	Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.
Bill of Exchange:	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
BBSW:	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Council Funds:	Surplus monies that are invested by Council in accordance with section 625 of the Act
Debenture:	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
OLG:	NSW Office of Local Government, Department of Premier and Cabinet.
FRN:	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
Grandfathered:	Investments held by Council that were previously allowed under the Minister's Order but were Grandfathered (i.e. eligible to retain but not add to or restructure

existing investments) when the NSW State Government changed the list of Approved Investments as a result of the Cole enquiry reflected in the Ministerial Order dated 31/7/2008.

IP:	The Investment Policy (IP) provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IP.
LGGR:	Local Government (General) Regulation 2005 (NSW).
NCD:	Is a short term investment in an underlying security being a negotiable certificate of deposit (NCD) where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value.
RAO:	Responsible Accounting Officer of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR, clause 196)
T-Corp:	New South Wales Treasury Corporation.
UBSA BBI:	UBS Australia calculates a daily Bank Bill Index representing the performance of a notional rolling parcel of bills averaging 45 days.

1.4 Legislative Context

All investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

PART 2: POLICY PROVISIONS

2.1 Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's Investments to the Manager Corporate Services.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

2.2 Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

2.3 Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

2.4 Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

2.5 Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

2.6 Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- **Diversification** – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk;
- **Credit Risk** – the risk that a council has invested in fails to pay the interest and or repay the principal of an investment;
- **Market Risk** - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- **Liquidity Risk** - the risk an investor is unable to redeem the investment at fair price within a timely period; and
- **Maturity Risk** - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

2.7 Investment Advisor

The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

2.8 Investment Guidelines

Investments are to comply with three key criteria relating to:

- (a) **Portfolio Credit Framework:** - limit overall credit exposure of the portfolio;
- (b) **Counterparty/Institution Credit Framework:**-limit exposure to individual institutions based on their credit ratings, and;
- (c) **Term to Maturity Framework:** - limits based upon maturity of securities.

(a) Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard & Poors (S&P) ratings system criteria. The maximum available limits in each rating category are as follows:

OVERALL PORTFOLIO CREDIT LIMITS			
Long Term Credit Ratings	Short Term Credit Ratings	Maximum percentage of Portfolio	Definition
AAA Category	A-1+	100%	Extremely strong capacity to pay
AA Category	A-1	100%	Extremely strong capacity to pay
A Category	A-2*	75%	Strong capacity to pay
BBB Category*	A-3*	40%	Adequate capacity to pay
Unrated Category*	Unrated*	40%	Unrated eg. building societies

* Investments with counterparties below A Category (Long Term) and below A-1 (Short Term) are to be restricted to Authorised Deposit Taking Institutions (such as banks, building societies and credit unions) regulated by, and subject to the prudential standards of the Australian Prudential Regulation Authority (APRA).

(b) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the table below:

INDIVIDUAL INSTITUTION LIMITS			
Long Term Credit Ratings	Short Term Credit Ratings	Maximum percentage of total investments with any one institution	Definition
AAA Category	A-1+	60%	Extremely strong capacity to pay
AA Category	A-1	50%	Extremely strong capacity to pay
A Category	A-2*	40%	Strong capacity to pay
BBB Category*	A-3*	30%	Adequate capacity to pay
Unrated Category*	Unrated*	30%	Unrated eg. building societies

* Investments with counterparties below A Category (Long Term) and below A-1 (Short Term) are to be restricted to Authorised Deposit Taking Institutions.

The short-term credit rating limit will apply in the case of discrepancies between short and long-term ratings. If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

(c) Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints:

Overall Portfolio Term to Maturity Limits		
	Minimum	Maximum
Portfolio % < 1 Year	65%	100%
Portfolio % > 1 Year < 3 Years	0%	20%
Portfolio % > 3 Years < 5 Years	0%	15%
Portfolio % > 5 Years	0%	0%

Individual Investment Maturity Limits		
Non Authorised Deposit Taking Institutions (ADIs)	n/a	5 years*
ADI issues rated BBB or above*	n/a	5 years
ADI issues non-rated	n/a	n/a

* This will be the maximum investment term or WAL (weighted average life) for mortgage and asset backed securities.

2.9 Performance Benchmarks

Performance benchmarks need to be established and should be based on sound and consistent methodology.

Investment	Performance Benchmark
Cash	RBA Cash Rate
Fund	UBSA Bank Bill Index
Direct Investments	AFMA BBSW Rate: Average (term dependent on investment term)

2.10 Quotations on Investments

Not less than two (2) quotations shall be obtained from authorised institutions when a new direct investment is proposed. Investments may be 'rolled over' with the current holder of the investment within the guidelines set out above.

2.11 Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

This Investment Policy will be reviewed at least once a council term or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

11. POLICY 1.25 SPONSORSHIP

RECOMMENDATION that Riverina Water County Council adopt Policy 1.25 Sponsorships.

At Council's April 2017 Meeting Council adopted Policy 1.25 Sponsorships.

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

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

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

The objectives of the Policy are:-

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

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

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

- **Policy 1.25 Sponsorship**

**RIVERINA WATER COUNTY COUNCIL
SPONSORSHIP POLICY**

POLICY REFERENCE NUMBER:		POL 1.25	
Original publication date		18 February 2016	
Revision number	Issue Date	Approved	Approval date
0	27 April 2016	Res: 16/53	27 April 2016
1	2017	Res: 17/??	22 Feb 2017
<p style="text-align: center;">This document is to be reviewed every 4 years. Next review date: February 2021</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

1.1 Policy Summary

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

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

1.2 Policy Objectives

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

1.3 Background

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

1.4 Scope of Policy

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

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

1.5 Related Documents

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

PART 2 POLICY STATEMENT

2.1 Definition of sponsorship

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

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

Sponsorship is not:

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

2.2 Key criteria for sponsorship

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

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

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

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

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

- Business, industry or economic
- Cultural, social or the arts
- Sporting, or healthy lifestyle orientated

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

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

2.4 Assessment of Sponsorship Proposals

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

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

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

2.5 Return on investment

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

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

2.6 Sponsorship procedure – recommendations and approvals

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

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

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

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

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

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

2.7 Use of Riverina Water County Council Logo

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

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

PART 3 LEGISLATION, TERMINOLOGY AND REFERENCES

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

PART 4 IMPLEMENTATION AND DELEGATION

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

12. DRAFT INTERNAL POLICY 3.16 STAFF TRAVEL EXPENSES

RECOMMENDATION that Riverina Water County Council adopted Draft Internal Policy 3.16 Staff Travel Expenses.

In 2011 a policy was adopted to guide in the administration of staff travel expenses.

The Objective of the Policy was to:

- Set out the method in which bona fide travel and accommodation expenses incurred by staff in the performance of official duties will be reimbursed or paid by Council
- Ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by staff.

This policy has been the subject of a review following a recent Internal Audit of Credit Card Expenditure.

The audit raised questions about there being no monetary thresholds in regards to accommodation and meal limits in Council's Staff Travel Expenses Policy.

It is felt that since all credit card expenditure must be authorised by a higher level Manager (or by the Chairperson in the case of the General Manager) there are sufficient controls in place over this matter.

As an additional control, it is suggested that the Internal Policy be amended to require approval of accommodation expenses prior to travel.

A copy of the Draft Policy 3.16 Staff Travel Expenses is attached for Council's consideration.

- **Draft Internal Policy 3.16 Staff Travel Expenses**

INTERNAL POLICY REGISTER

TRAVEL EXPENSES POLICY			
POLICY REFERENCE NUMBER:	Internal Policy 3.16		
Original publication date		5TH October 2011	
Revision number	Approval Date by General Manager	Review by General Manager Reported on	Council Resolution
1(New template only)	24 Apr 2013		
2	3 Feb 2014	26 Feb 2014	14/16
3	11 Jan 2017	22 Feb 2017	17/??
This document is to be reviewed every two years. Next review date: February 2019			
RESPONSIBLE OFFICER	General Manager		

PART 1: INTRODUCTION

1.1 Policy Objective

Riverina Water County Council recognises that staff need to undertake travel on occasions in the course of their Council business. The purpose of this policy is to:

- Set out the method in which bona fide travel and accommodation expenses incurred by staff in the performance of official duties will be reimbursed or paid by Council
- Ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by staff.

Council staff ability to claim for travel expenses is a privilege not a right, and is for reasonable expenses related to Council business only. Council staff will be entitled to reasonable privileges that they would be used to at home (e.g. newspapers, meals) - costs associated with non-council accompanying persons will not be met by the Council.

1.2 Scope of Policy

This policy applies to all Riverina Water County Council employees.

1.3 Definitions

N/A

1.4 Legislative Context

Local Government Act 1993

Local Government (General) Regulation 2005

Independent Commission Against Corruption Act 1988

1.5 Related Documents

Public Policy 1.1 Code of Conduct

Public Policy 1.3 Good Governance

Public Policy 1.4 Statement of Business Ethics

Public Policy 1.8 Councillor Training & Development

Public Policy 1.10 Councillor Expenses & Facilities

PART 2: POLICY PROVISIONS

2.1 Cost Effectiveness

Travellers on Council business must:

- Exercise the same care in incurring expenses as a person travelling for personal reasons; and
- Make their business travel arrangements to ensure best value to Council whilst meeting minimum agreed standards for accommodation and travel.

2.2 Travel Authorisation

General Manager:

- Attendance at conferences, seminars and other meetings should generally be approved by Council resolution however, should this not be practicable, approval may be given by the Chairperson or in his or her absence, the Deputy Chairperson.
- Council may, by resolution, agree to pay expenses for the spouse/partner or accompanying person where a function is of a formal or ceremonial nature and it is considered that they be reasonably expected to attend. Alternatively, approval may be given by the Chairperson or Deputy Chairperson.

For Council Staff:

- Approval for attendance at conferences, seminars and other meetings should generally be approved by the employee's manager, in conjunction with associated training application approval.

2.3 Bookings for Conventions, Conferences and Meetings

Council shall pay all conference registration fees, including the costs related to official lunches and dinners and associated tours where they are relevant to the business and interest of Council. Prepayment of registration fees, accommodation and flights can be arranged through the use of Council's Corporate Credit Cards.

2.4 Reimbursement of Incidental Costs

Reasonable out of pocket expenses will be reimbursed by Council on presentation of receipts. No reimbursement will be made without receipts. Council will not meet the cost of:

- Laundry or dry cleaning services;
- Any tips provided by staff ;
- Any expenses incurred at bars (including the bar located at the hotel).

2.5 Report Required by General Manager/Staff

Following any conference or seminar attended by the General Manager or staff, a written report may be required and cover all aspects that are relevant to Council business and/or the local community.

2.6 Air Transportation

Class of Service

The least expensive class of service will be used for all employees unless specially approved by the General Manager or by Council in the case of the General Manager.

Exceptions to the use of the least expensive service are allowed:

- When such service is not available at the required time and flights at other times cannot meet the trip requirements;
- If there is a possibility the trip may need to be rescheduled to another date.

Awards

Coupons, cash, prizes or other forms of refund of expenses are and remain the property of the Council.

Itinerary Changes

When itinerary changes are absolutely necessary en route:

- Process the change via the nearest facility providing the required travel services;
- Provide to the relevant manager a report with any unused or partially used tickets, which should be treated the same as cash.

2.7 Ground Transportation

General Travel Arrangements

A Council motor vehicle should be used for travel wherever possible. Payment for private motor vehicle will only be considered where a Council vehicle is not available.

The most direct route is to be taken and the most practicable and economical mode of transport utilised, subject to any personal and/or medical considerations.

Where a motor vehicle is utilised, Council will pay the costs associated with parking and road tolls (it is noted that the latter may not render receipts). The driver is personally responsible for all traffic or parking fines incurred whilst utilising a motor vehicle on Council business. Claims for accident damage to private vehicles will not be met by Council.

Transfers

For transfers between airport and hotel:

- Taxis, trains, coaches and other transfer transport expenses will be met by the Council for approved travel, upon presentation of an official receipt;

- Car rental may not be the most effective method of local transport, considering rental, petrol and parking charges, time loss in acquiring and returning the car. The most appropriate car is to be arranged bearing in mind cost and travel requirements.

2.8 Accommodation & Food

Where the traveller does not have a Council Corporate Credit Card, an arrangement will be made with the accommodation venue to charge expenses back to Council.

Council will meet reasonable cost of accommodation. Council will pay for an appropriate standard of accommodation (not below 3 star for example) and acknowledges the economic and practical benefits of being accommodated at the conference/seminar venue. **The cost of accommodation should be approved prior to travel, (as per clause 2.2 above) taking into account the venue of the conference/seminar.**

Council will meet reasonable costs of meals where meals are not provided as part of the conference. Receipts of purchases will need to be presented for reimbursement. Costs for mini bar use will not be paid for by Council.

Staff may elect to receive a travel allowance for meals, instead of claiming for reimbursement of actual expenses. The staff member will need to submit the relevant claim form to their manager prior to travelling.

2.9 Authorisation of Claims

Travel claims will be authorised as follows:

- The General Manager or Director will authorise claims made by Managers, with claims made by all other staff members being authorised by the relevant Manager.
- The Chairperson will authorise the General Manager's travel claims.
- Travel expenses claimed by a traveller but not supported with receipts will not be paid for by Council
 - supporting documentation should be dated to allow the authorising officer to determine if the expense item related to the authorised period of travel
 - receipts should also contain details of the nature of the transaction to allow the authorising officer to determine if the item is valid or not
- Registration fees for a conference can entitle the traveller to included meals at the conference venue. Claims for meals at other venues when these included conference meals are available will not be paid for by Council. This particular clause does not affect employee travel allowance claims made under Council's enterprise award.
- Claims for expenses before or after conference attendance need to be approved by the relevant authorising officer, based on what they consider reasonable.
- Claims for meals / drinks / entertainment for "other people" will only be considered for possible authorisation if the name / position / organisation of the "other people" are detailed - if no details are provided, Council will not pay the claim.

13. DRAFT POLICY 4.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

RECOMMENDED that the Draft Policy 4.1 Equal Employment Opportunity and Anti-Discrimination be adopted.

Council has had a policy of Equal Employment Opportunity for some time. The policy was originally adopted in 1997 revised in 2012 and completely rewritten in 2015. This policy is due for review again.

The earlier policy had a focus on the hiring and promotion of staff. The revision of the policy continued to have that focus, but also included more of a mention of how staff treat each other in their current positions and ensuring that all are treated fairly.

There are no suggested changes to the policy.

A draft of the policy is included for Councillors information.

While the policy is still relatively concise it gives clear direction to staff.

- **Draft Policy 4.1 Equal Employment Opportunity Policy**

POLICY

EQUAL EMPLOYMENT OPPORTUNITY

POLICY REFERENCE NUMBER:		POL 4.1	
Original publication date		1997	
Revision number	Issue Date	Approved	Approval date
0	1997	Res: 97/57	27 August 1997
1	2005	Res: 05/86	19 October 2005
2	2007	Res: 07/108	7 December 2007
3	2012	Res:12/71	27 June 2012
4	2015	Res: 15/86	24 June 2015
5	2017	Res: 17/??	22 Feb 2017
<p>This document is to be reviewed once every council term.</p> <p>Next review date:</p> <p>February 2021</p>			
RESPONSIBLE OFFICER		General Manager	

PART 1: INTRODUCTION

Riverina Water County Council ('RWCC') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

RWCC aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. RWCC also tries to create a work environment which promotes good working relationships

It replaces all other Anti-Discrimination & Equal Employment Opportunity Policies (whether written or not).

1.1 Policy Objectives

- To protect the public interest,
- To support transparency and accountability,
- To promote individual responsibility and personal example,
- To build a supportive organisational culture.

1.2 Scope of Policy

This Policy applies to employees, agents and contractors (including temporary contractors) of RWCC, collectively referred to in this Policy as 'workplace participants'.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

1.3 Definitions

EEO laws: Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

Direct Discrimination: in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the federal, state and territory anti-discrimination laws and include sex, race, age etc. Relevant current prohibitive grounds for NSW are provided.

Race (including colour, nationality, descent, ethnic, ethno-religious or national origin), Religious belief, affiliation, conviction or activity, Sex, Marital status, domestic status, relationship status, Pregnancy (including potential pregnancy), Homosexuality, transsexuality, sexuality, sexual preference/orientation, lawful sexual activity, gender identity, Carers' responsibilities, family responsibilities, carer or parental status, being childless, Disability/impairment, including physical, mental and intellectual disability, Breastfeeding, Age (including compulsory retirement), Industrial/trade union membership, non-membership or activity, Political belief, opinion, affiliation, conviction or activity, Employer association

membership, non-membership or activity, HIV/AIDS, Defence service, Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited)

Indirect discrimination: may occur when an employer imposes a policy, requirement or condition which applies to everyone equally but it in fact operates to disadvantage a particular condition which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (i.e. a prohibited ground of discrimination).

Example: The Council imposes a height restriction on all applicants for the position of 'Maintenance Operator', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex.

Discrimination also includes the situation where a workplace participant harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

Vilification is a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, transgender, transsexuality or HIV/Aids. Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workplace participants can also be unlawful.

Examples of sexual harassment include, but are not limited to:

- physical contact such as pinching, touching, grabbing, kissing or hugging
- staring or leering at a person or at parts of their body
- sexual jokes or comments
- requests for sexual favours
- persistent requests to go out, where they are refused
- sexually explicit conversations
- displays of offensive material such as posters, screen savers, internet material etc.
- accessing or downloading sexually explicit material from the internet
- suggestive comments about a person's body or appearance
- sending rude or offensive emails, attachments or text messages.

Bullying is repeated, unreasonable and inappropriate behaviour directed towards an individual or group, which creates a risk to health and safety.

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workplace participants must not retaliate against a person who raises a complaint or subject them to any detriment.

2. POLICY CONTENT

2.1 Rights and responsibilities

All workplace participants must:

- understand and comply with this Policy;
- ensure they do not engage in any unlawful conduct towards other workplace participants, customers/clients or others with whom they come into contact through work;
- ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- follow the complaint procedure in this Policy if they experience any unlawful conduct;
- report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- maintain confidentiality if they are involved in the complaint procedure.

Workplace participants should be aware that they can be held legally responsible for their unlawful conduct.

Workplace participants, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

2.2 Gender equality in the workplace

RWCC aims to fulfil its obligations as outlined in the Local Government Act 1993 & New South Wales Anti-Discrimination Act 1977 ('the **Act**'), by developing and implementing a workplace program which will attempt to eliminate discrimination and contributing to gender equality in employment and in the workplace.

2.3 The aim of RWCC's actions are to:

- promote and improve gender equality (including equal remuneration between women and men) in employment and in the workplace; and
- support employers to remove barriers to the full and equal participation of women in the workforce, in recognition of the disadvantaged position of women in relation to employment matters; and
- promote, amongst employers, the elimination of discrimination on the basis of gender in relation to employment matters (including in relation to family and caring responsibilities); and
- foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace; and

- improve the productivity and competitiveness of Australian business through the advancement of gender equality in employment and in the workplace.
- These Actions are about attempting to achieve the potential of all workplace participants. It has direct benefits throughout the organisation. These benefits include increased productivity, increased morale, reduced absenteeism, and higher retention rates of employees. For these reasons, Actions in this area should be incorporated into RWCC's strategic and operational plans.

2.4 Breach of this policy

All workplace participants are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with RWCC terminated or not renewed.

If a person makes an unfounded complaint or a false complaint in bad faith (e.g. making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

2.5 Complaint handling procedure

If a workplace participant feels that they have been subjected to any form of unlawful conduct contrary to EEO laws or this Policy, they should not ignore it. RWCC has a complaint procedure for dealing with these issues. The complaint procedure has numerous options available to suit the particular circumstances of each individual situation. The manner in which a complaint will be handled is solely at the discretion of RWCC's Complaint Officer.

2.6 Examples of the ways in which a complaint can be dealt with

- Confront the issue

If a workplace participant feels comfortable doing so, they should address the issue with the person concerned. A workplace participant should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a workplace participant does not feel comfortable confronting the person, or the workplace participant confronts the person and the behaviour continues, the workplace participant should report the issue to a RWCC Complaints Officer.

If a workplace participant is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact an EEO Contact Officer for support and guidance. The EEO Contact Officers aim to assist people uncertain about their rights. EEO Contact Officers are listed at the end of this EEO Policy.

- Report the issue

A workplace participant should report the issue to a Complaints Officer. The Complaints Officer(s) in the workplace participant's workplace is/are the Human Resources Manager.

The Complaints Officer will aim to deal with the workplace participant's complaint in accordance with this Policy. There are two complaint procedures that can be used: informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

- Informal complaint procedure

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- the Complaints Officer discussing the issue with the person against whom the complaint is made; and/or
- the Complaints Officer facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

- Formal complaint procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by a Complaints Officer or a person from outside RWCC, appointed by RWCC.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Complaints Officer or the external investigator will make recommendations about resolving the complaint.

If RWCC considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be required not to report for work during the period of an investigation. RWCC may also provide alternative duties or work during the investigation period. Generally, employees will be paid their normal pay during any such period.

2.7 Confidentiality

The Complaints Officer will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workplace participants in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, RWCC will endeavour to take appropriate action in relation to the complaint.

All workplace participants involved in the complaint must also maintain confidentiality, including the workplace participant who lodges the complaint. Spreading rumours or gossip may expose workplace participants to a defamation claim. Workplace participants may discuss the complaint with a designated support person or representative (who is not a workplace participant employed or engaged by RWCC). However, the support person or representative must also maintain confidentiality.

2.8 Possible outcomes

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct or breach of this Policy, that person may be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected workplace participant and RWCC.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy may have their contracts with RWCC terminated or not renewed.

RWCC may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

- training to assist in addressing the problems underpinning the complaint;
- monitoring to ensure that there are no further problems;
- implementing a new policy;
- requiring an apology or an undertaking that certain behaviour stop; and/or
- changing work arrangements.

2.9 What to do if you are not satisfied with the outcome

Review

If any of the parties are not satisfied with the way the complaint was handled or the outcome of the complaint process they can contact the Human Resources Manager. The complaint handling process and/or the outcome may then be reviewed by the Senior Human Resources Manager. If a review is undertaken, the Human Resources Manager's decision in relation to the review will be final.

RWCC's goal is to resolve issues in-house wherever possible. Workplace participants can seek the assistance of an outside agency if they feel that their complaint has not been adequately addressed

2.10 Questions

If a workplace participant is unsure about any matter covered by this Policy, a workplace participant should seek the assistance of Human Resources Coordinator.

3.0 Related Documents

- Policy 1.1 Code of Conduct
- Policy 1.5 Complaints Management
- Internal Policy 3.2 Occupational Harassment Bullying
- Internal Policy 3.7 Employee Assistance Program
- Internal Policy 3.8 Workplace Stress

4.0 Monitoring & review

Riverina Water will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. RWCC reserves the right to vary, replace or terminate this policy from time to time.

5.0 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.

14. POLICY 4.2 SMOKE FREE ENVIRONMENT

RECOMMENDATION that Riverina Water County Council adopt Policy 4.2 Smoke Free Environment.

Council last reviewed a Policy encouraging a Smoke Free Environment in June 2015.

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

There are no suggested changes to the Policy.

The objectives of the Policy are:-

Riverina Water County Council aims to:

- Specify places where smoking is not permitted in the workplace
- Outline the responsibilities of staff including managers
- Promote smoke free workplace policy in recruitment and training of new employees
- Provide assistance for staff wishing to quit smoking
- Authorise placement of “No Smoking” signs

It is appropriate that this policy be adopted to again demonstrate Council's commitment to the reduction of risk associated with smoking in the workplace.

- **Policy 4.2 Smoke Free Environment**

POLICY REGISTER

SMOKE FREE ENVIRONMENT POLICY			
POLICY REFERENCE NUMBER:	POL 4.2		
Original publication date	August 2003		
Revision number	Issue Date	Council resolution	Council meeting date
1	January 2009		
2	October 2010		
3	February 2015	Res 15/19	25 Feb 2015
4	June 2015	Res 15/87	24 June 2015
5	February 2017	Res: 17/??	22 Feb 2017
This document is to be reviewed once every Council Term. Next review date: February 2021			
RESPONSIBLE OFFICER	General Manager		

PART 1: INTRODUCTION

1.1 Policy Objectives

The purpose of this policy is to protect the health of Council employees, contractors, visitors and Councillors by eliminating exposure to environmental tobacco smoke in and around all Riverina Water County Council buildings, facilities and vehicles.

The objectives of this policy are:

- Specify places where smoking is not permitted in the workplace
- Outline the responsibilities of staff including managers
- Promote smoke free workplace policy in recruitment and training of new employees
- Provide assistance for staff wishing to quit smoking
- Authorise placement of “No Smoking” signs

1.2 Scope of Policy

This policy shall apply to all employees, Councillors, contractors and visitors to Riverina County Council buildings, worksites, facilities and vehicles.

1.3 Definition

Environmental Tobacco Smoke (ETS)-is a combination of exhaled mainstream smoke (smoke breathed out by smoker) and side-stream smoke (smoke that drifts from the burning end of a cigarette)

1.4 Legislative Context

This policy has been developed in order to ensure compliance with Work Health and Safety legislation including:

NSW Work Health and Safety Act (WHS) 2012
NSW Work Health and Safety (WHS) Regulations 2012

1.5 Related Documents

Riverina Water County Council Work Health and Safety Policy

PART 2: Policy Content

2.1 General Principles

Riverina Water County Council has a duty of care under NSW WHS legislation to provide a safe and healthy workplace. This obligation extends all buildings, amenities, and motor vehicles.

Smoking is known to be a contributory factor in many serious and fatal illnesses such as cancer. However exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people's smoke (environmental Tobacco smoke). Passive smoking can affect smokers and non-smokers. Research indicates that there is no safe level of exposure to environmental tobacco smoke and prolonged exposure is known to increase the risks of lung cancer and heart disease, as well as the incidence of sore throats, nasal symptoms, asthma attacks and other chest illnesses

The dangers of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking. (Source: NSW Department of Health Facts Sheet at www.health.nsw.gov.au)

2.2 Policy Provisions

2.2.1 Specific Requirements

In order to comply with Council responsibilities under the Work, Health and Safety legislation the following requirements are established under this policy;

1. Smoking is prohibited in all Council buildings, facilities, plant and vehicles (including hire vehicles and vehicles privately used under council leaseback scheme);
2. There is no provision for the designation of smoke-permitted rooms or areas in or adjacent to buildings controlled by Council
3. It is the responsibility of staff, contractors, visitors or Councillors smoking outside buildings to ensure, as far as practicable, that they are not within ten meters of open windows, doorways, or air conditioning inlets, and that cigarette butts are fully extinguished and disposed of in a suitable receptacle.
4. It is the responsibility of smokers to ensure that they do not expose any other persons in the work environment to the smoke from their cigarettes.
5. Non-smoking staff shall not put themselves at risk by willingly exposing themselves to cigarette smoke.
6. All new employees will be informed of the smoke free environment policy at commencement of employment and at induction training for new staff.

2.2.2 Programs to assist in quitting smoking

Riverina Water County Council will provide assistance to any member of staff or councillor who wishes to stop smoking. This assistance is available by contacting the Return to Work Coordinator at council. This assistance will include provision of anti smoking aids and associated information.

2.2.3 Responsibilities

Council

Under this policy Council will:

- Provide support and encouragement for staff and councillors to “Quit” the smoking habit;
- Not discriminate on the grounds of a person’s smoking preferences;
- Consult with staff when reviewing this policy.

Managers and Supervisors

Under this policy Managers and Supervisors will;

- Ensure a quick response to any reports of policy breaches;
- Monitor that smoking is only undertaken in areas permitted under this policy.

All staff

Under this policy have the following obligations;

- All staff are responsible for ensuring that a smoke free environment is maintained by compliance with the provisions of this policy and reporting any incidents which breach these provisions.
- Staff are also expected to advise visitors and contractors of the smoke-free environment policy
- Staff who fail to consider the safety of others at work by not complying with this smoke free policy will be subject to disciplinary action in accordance with the Riverina Water County Council Enterprise Award and internal procedures.

15. APPOINTMENT OF INDEPENDENT MEMBERS OF THE AUDIT AND RISK COMMITTEE

RECOMMENDATION: That the Council consider the General Manager's Report "Appointment of Independent Members of the Audit and Risk Committee" whilst the meeting is closed to the public as it relating to personnel matters about an individual, as prescribed by Section 10A(2)(a) of the Local Government Act 1993.

16. PERFORMANCE REVIEW – GENERAL MANAGER

RECOMMENDED that the Council consider the Chairman's Report "Performance Review – General Manager" whilst the meeting is closed to the public as it relating to personnel matters about an individual, as prescribed by Section 10A(2)(a) of the Local Government Act 1993.

17. RECRUITMENT OF GENERAL MANAGER

RECOMMENDATION: That the Council consider the General Manager's Report "Recruitment of General Manager" whilst the meeting is closed to the public as it relates to commercial information of a confidential nature that would, if disclosed: prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(d)(i) of the Local Government Act 1993.

18. 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. Business Valuation completed. Additional investigations underway. Update report to December 2016 Council Meeting.
Meeting held 28 October 2015				
15/170	Land and Environment Court – Nash Bros Case	GM	That Council authorise the General Manager to negotiate a settlement to recover legal costs from Nash Bros Builders Pty Ltd in relation to the Grange Retirement Village Land & Environment Court case.	Nash Brothers appeal against the decision of the L&E Court. Matter dismissed, with costs awarded to RWCC. Council pursuing costs. Discussions ongoing between legal representatives. Settlement offer made.
Meeting held 24 August 2016				
16/123	Extension of Term of Appointment for Community Members of Audit and Risk Committee	GM	That Council extend the term of the two community members of the Audit and Risk Committee until March 2017.	Advertising for new positions commenced 18 th November 2016 (in conjunction with WWCC).
16/130	Request for Contribution – Lockhart Bowling Club	GM	That Riverina Water County Council make a contribution towards the cost of a defibrillator at the Lockhart Bowling Club of \$500.	Request made to Lockhart Bowling Club for a tax invoice to facilitate payment. Have been advised that a tax Invoice is to be forwarded at completion of appeal.

Meeting held 26 October 2016				
16/208	Replacement of Low Level Reservoir Land Matters	DoE	That Council: 1) Purchase the land on Lot 22 DP 835331 for the replacement of Low Level reservoir (10MG) at Willans Hill. The area to acquire is approximately 11,250m2. Compensation estimated by OPTEON property group \$130,000.00 ex GST. 2) Lease the land on Lot 22 DP 835331 (adjacent to proposed acquisition area) for Low Level reservoir (10MG) replacement earthworks (for material storage) at Willans Hill. Lease on Approximate area of 9600m2 for 2 years. Lease amount per year estimated by OPTEON property group \$14,400.00 ex GST. 3) Delegate authority to the General Manager to negotiate the land purchase, lease, establishment of easements for the pipeline and access. 4) Affix Council's Common Seal to documents as required.	Proceeding with Council Resolution.
Meeting held 9 December 2016				
16/221	Workshop Operational Plan 2017/2018	GM	That Council hold a workshop to discuss key aspects of the 2017/2018 Operational Plan, following Council's February 2017 Meeting.	Noted
16/222	Draft Policy 1.12 Access And Equity	GM	That Riverina Water County Council adopt Draft Policy 1.12 Access and Equity	Policy on Web Site
16/223	Draft Policy 1.18 Records Management	GM	That Riverina Water County Council adopt Policy 1.18 Records Management.	Policy on Web Site
16/224	Draft Policy 1.27 Related Party Disclosures	GM	That Riverina Water County Council adopt Draft Policy 1.27 Related Party Disclosures.	Policy on Web Site
16/225	Appropriate Level of Internal Restrictions for Sales Fluctuations and Employee Leave Entitlements	GM	That Riverina Water County Council re-determine that an appropriate maximum level of funds to be kept as an Internal Restriction for Sales Fluctuations be \$5 million and that it further determine that an appropriate level of Internal Restriction for Employee Leave Entitlements is 30% of Council's Leave Liability.	Noted
16/227	Application For Annual Leave – General Manager	GM	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.	Noted

16/230	Director Of Engineering's Report For Month Of November 2016	GM	That General Manager initiate a meeting with the owners of the Junction Motor In to discuss the recent main bursts and subsequent rectification.	Meeting held 6 February 2017, after Xmas break and subsequent main burst.
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QUESTION TRACKING

Meeting held 22 June 2016

Cr Funnell	Requested GM to contact Minister regarding TCorp Borrowing facility for County Councils.	Letter written 23 rd June 2016. GM & Chairperson discussed with Minister 2 nd August 2016. Minister to address the issue. Matter followed up – OLG looking at County Council borrowing issue.
Cr Keenan	Recent contamination fears at RAAF Base, Wagga Wagga.	Letter drop made to Forest Hill consumers following school holidays.



Graeme J. Haley
GENERAL MANAGER

DIRECTOR OF ENGINEERING'S REPORTS TO COUNCIL MEETING

1. WORKS REPORT COVERING DECEMBER 2016

RECOMMENDATION That this report be received and noted.

- Works Report December 2016

DIRECTOR OF ENGINEERING'S REPORTS TO FEBRUARY 2017 COUNCIL MEETING

19th January 2017

1 WORKS REPORT COVERING DECEMBER 2016

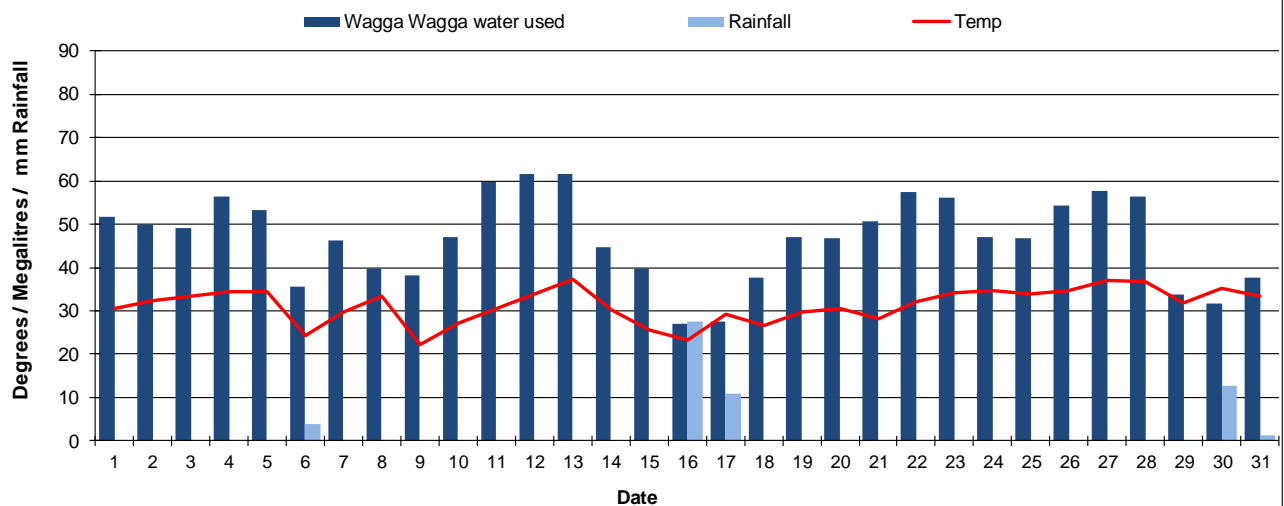
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

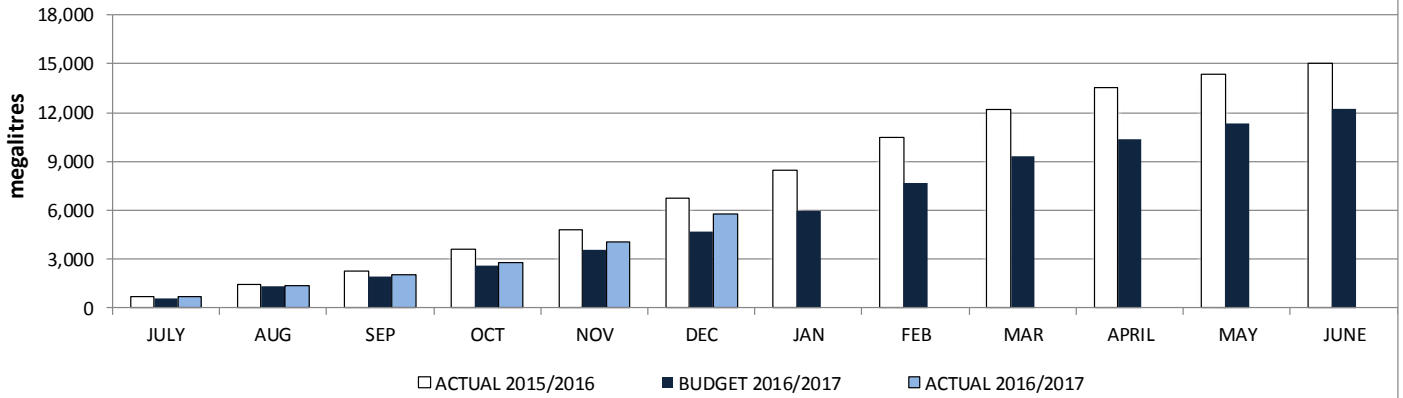
December	2014	2015	2016
Rainfall	27.0	37.6	57.0
Wet Days	15	4	7
WATER SOURCED December 2016 (MI)			
North Wagga bores	255.86	292.34	267.10
West Wagga bores	633.34	707.50	609.79
East Wagga bores	315.97	283.01	377.14
Murrumbidgee River	361.14	468.13	342.29
SUB-TOTAL	1,566.31	1,750.98	1,596.32
Bulgary Bores	59.53	62.08	52.48
Urana Source	11.33	7.98	5.58
Ralvona Bores	33.04	35.03	28.53
Walla Walla Bores	34.58	34.74	38.73
Goldenfields Water Supply System	3.27	5.21	9.29
SUB-TOTAL	141.75	145.04	134.61
Woomargama	1.95	2.61	2.00
Humula	1.02	1.24	0.62
Tarcutta	4.27	6.10	5.05
Oura	3.74	6.21	5.00
Walbundrie/Rand	5.29	4.32	3.07
Morundah	1.36	1.67	1.38
Collingullie	8.92	9.02	6.18
SUB-TOTAL	26.55	31.17	23.30
TOTALS	1,734.61	1,927.19	1,754.23

WATER USED December 2016 (MI)			
	2014	2015	2016
East Bomen	25.62	28.58	27.23
Estella	83.67	119.98	103.38
North Wagga	104.00	98.41	95.60
Wagga Wagga – Low Level	213.61	216.94	216.54
Wagga Wagga – High Level	839.17	920.50	849.17
Wagga Wagga – Bellevue Level	102.23	144.20	113.39
SUB-TOTAL	1,368.30	1,528.61	1,405.31
Ladysmith System	9.18	9.44	7.93
Brucedale Scheme	28.37	34.07	34.01
Currawarna Scheme	20.77	20.66	19.96
Rural south from Wagga Wagga	143.96	161.43	129.61
Rural from Walla Walla Bore	34.58	34.74	38.73
Bulgary, Lockhart and Boree Creek	41.64	37.76	33.78
From Boree Crk to Urana and Oaklands	30.29	30.95	25.07
Holbrook	33.04	35.03	28.53
SUB-TOTAL	341.83	364.08	317.62
Woomargama	1.95	2.61	2.00
Humula	1.02	1.24	0.62
Tarcutta	4.27	6.10	5.05
Oura	3.74	6.21	5.00
Walbundrie/Rand	5.29	4.32	3.07
Morundah	1.36	1.67	1.38
Collingullie	8.92	9.02	6.18
SUB-TOTAL	26.55	31.17	23.30
TOTALS	1,736.68	1,923.86	1,746.23

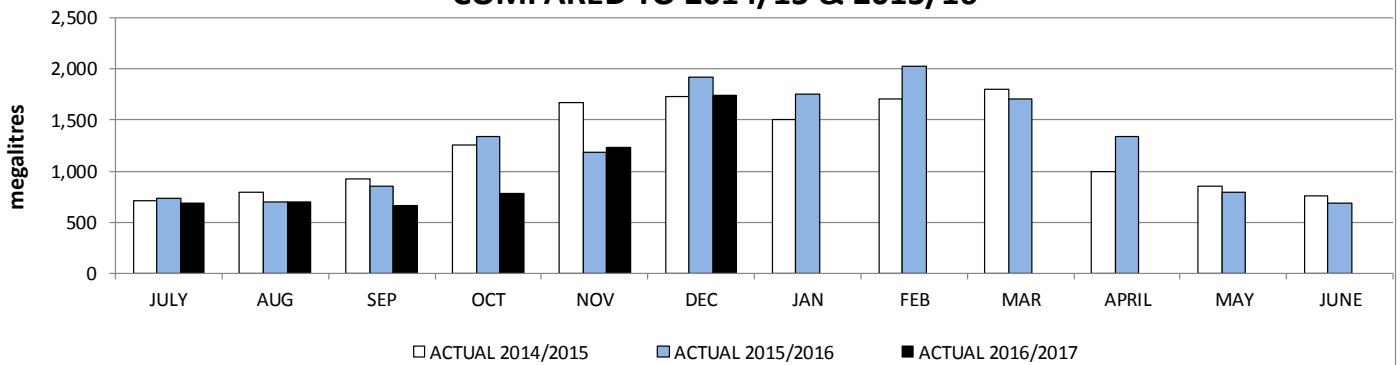
DAILY WATER USED, WAGGA WAGGA, December 2016



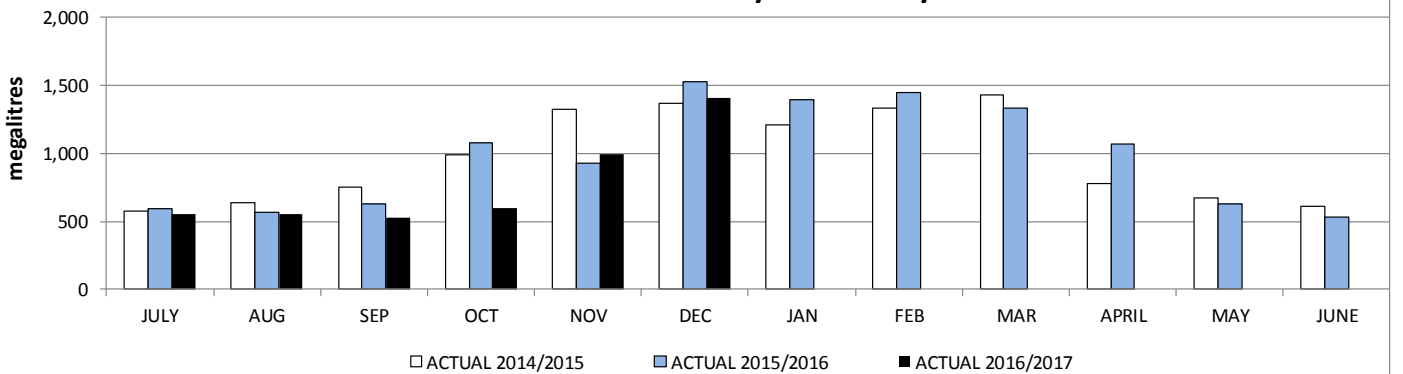
TOTAL CUMULATIVE WATER USED 2016/2017



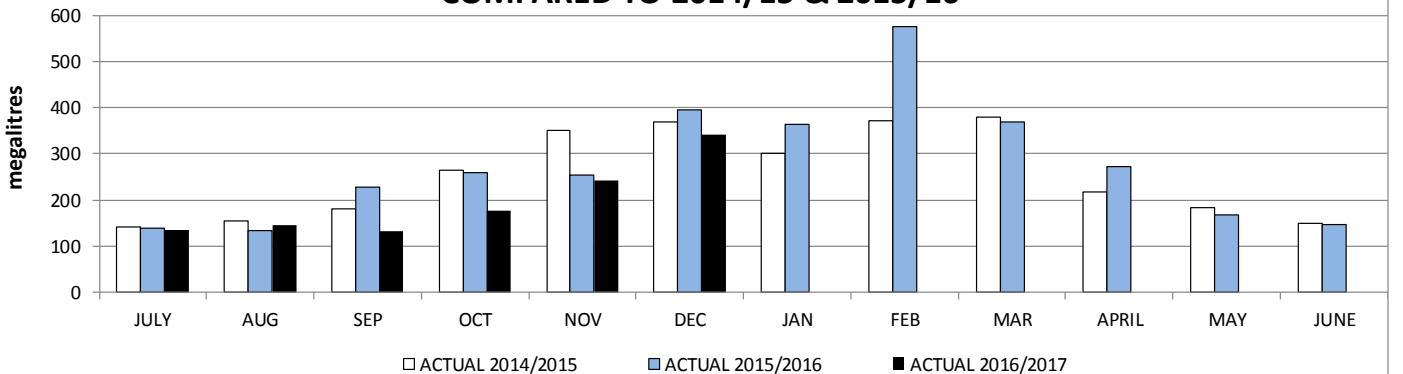
MONTHLY TOTAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



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 DECEMBER 2016

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	16	1	5	16	7	8				41	3	3
Brucedale				2								
Currawarna												
Euberta												
Humula												
Ladysmith										1		
Oura				1	3					2		
San Isidore												
Tarcutta						1				1		
The Gap				1								1
Bulgary												
Collingullie												
French Park												
Lockhart										1		1
Mangoplah					1							
Milbrulong												
Pleasant Hills												
The Rock			4	5	2	2						
Uranquinty		2										
Yerong Creek												
Culcairn			1							1		
Henty					1						1	
Holbrook											1	1
Morven	1											
Walbundrie	1									1		
Walla Walla			1			2						
Woomargama												
Boree Creek												
Morundah												
Oaklands	1											
Rand												
Urana												
TOTAL	19	3	11	25	14	13	0	0	0	48	5	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
10	Fife St	Forest Hill	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
11	20a Doyle Ave	Mt Austin	100 AC	Pipe Failure (not specified)	No	5:00	0	20
23	Condon Ave	Mt Austin	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
TOTALS						5:00	0	20
				Breaks needing		Breaks affecting		
	Total Breaks –	3		shut off -	1		customers –	0

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
3	Chaplins Lne	The Rock	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	7
4	Olympic Hwy	Culcairn	200 AC	Pipe Failure - Ground Movement	No	4:10	9	99
5	Fedral St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	12
3	8 Chapman St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	9
6	Ferrier St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	15
18	Mundowey Rd	Collingullie	50 PVC	Leaking collar	Yes	0:00	0	6
20	Sturt Hwy	Collingullie	50 PVC	Leaking collar	No	1:00	9	9
21	Cementry Rd	The Rock	25 PVC	Leaking collar	No	1:00	1	4
22	23 Cummins Dr	San Isidore	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	0
24	2 Bowler St	Holbrook	100 AC	Tree Roots	Yes	0:00	0	0
26	Bakes Lane	Pleasant Hills	40 PVC	Pipe Failure (not specified)	No	1:15	2	0
28	Old Trunk Rd	The Rock	300 DICL	Pipe Failure (not specified)	No	4:30	5	53
31	Pleasant Hills Rd	Pleasant Hills	40 PE	Pipe Failure - Ground Movement	Yes	0:00	1	13
31	Sturt Hwy	Collingullie	50 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	5
24	Vonarx Rd	Brucedale	32 PVC	Pipe Failure (not specified)	Yes	0:00	0	0
26	Davidson St	Oura	100 WPVC	Pipe Failure (not specified)	No	0:45	0	20
TOTALS						12:40	27	252
			Breaks needing			Breaks affecting		
	Total Breaks – 16		shut off -			6	customers – 6	

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during December 2016 were:

Date	Location	Problem	Action Taken
1/12/2016	1 Yungana PI Glenfield	Dirty water	Flushed main
1/12/2016	18 Murndal PI Bourkelands	Taste	Cold water within ADWG. HWS dirty
6/12/2016	27 Gilmore Ave Mt Austin	Black particles in water	Gal pipe corroding. Flushed at meter
7/12/2016	140 Morgan St Wagga	Dirty water	Flushed main
7/12/2016	52 Fox St Wagga	Misty water	Flushed service & meter. Gal pipes
12/12/2016	The Rock	Chemical taste	Increased Cl due to weather which had a stronger taste
15/12/2016	1 Leena PI Wagga	Dirty water	Flushed main
19/12/2016	10 Wagga St Oura	Dirty water	Flushed main & serve
19/12/2016	2 Wagga St Oura	Dirty water	Flushed main.
21/12/2016	91 Railway Pde Henty	Dirty water	Consumers side pipes
29/12/2016	6 Yerong St The Rock	Dirty water	Flushed main & serve
29/12/2016	Cox St Mangoplah	Air	Flushed main & serve

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during December 2016 include:

LOCATION	PROJECT	100		200		450
		OPVC	DICL	OPVC	DICL	
Dunn's Rd Rural Res	New pipework to Res					397
Estella Rise	New Sub-division			21		
Lloyd West stage 4A	New Sub-division		20			
Brunlea Park 13a	New Sub-division	50		36		
	TOTAL	50	20	57		397

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during December 2016 include:

LOCATION	PROJECT	100	600
		OPVC	DICL
Marshall's Creek	Mains Replacement Rising Main		33
Main St	Mains Replacement	94	
The Gap	Mains Replacement	2160	
	TOTAL	2254	33

1.6 OTHER CONSTRUCTION

No other construction works during December 2016.

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during December 2016 include:

LOCATION OR PROJECT	WORK DONE
North Wagga WTP	Replace faulty level transmitter - causing fluoride faults
Walla Wall Reservoir	Replace faulty inlet valve actuator
West Wagga Bore #4	Replace faulty radio in RTU
East Wagga Bores	New air valves fitted
Woomargama	Repair chlorine dosing system
Bulgary	Repair Silica dosing pump
Waterworks	Overhaul chlorine injectors
The Rock	Overhaul chlorine booster pump
West Wagga	Replace on-line analyser pump
Bulgary	fluoride batch tank stirrer repaired

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during December 2016 include:

LOCATION	NUMBER OF FILLS
Bomen	224
Estella	90
Forest Hill	250
Glenfield	91
Henty	7
Holbrook	57
Lake Albert	54
Lockhart	97
Pleasant Hills	1
The Rock	24
Yerong Creek	5

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
First Aid Refresher Training	4

1.10 FLEET DISPOSALS

Fleet disposals made during December 2016 are:

Vehicle Details					
Vehicle No	Description	Vehicle Type	Make & Model	Year	kms
314	Depot	Extra cab tray	Ford Ranger	2013	82,543
304	Plumbing	Dual cab ute	Isuzu D-Max	2013	110,974
325	Rural Operations	Extra cab tray	Ford Ranger	2014	105,912
300	Meters	Dual cab ute	Ford Ranger	2013	95,974
266	Depot	Extra cab tray	Isuzu D-Max	2011	88,927
68	Trades	Skid steer	Cat 226	2003	
323	Rural Operations	Extra cab tray	Ford Ranger	2014	138,035
284	Meters	Extra cab tray	Isuzu D-Max	2011	83,613
103	Depot	Single cab truck	Hino Dutro	2004	131,967
149	Depot	Tipper truck	Isuzu Giga	2005	
307	Depot	Extra cab tray	Isuzu D-Max	2013	84,837
321	Engineering	Wagon	Toyota Prado	2014	95,838
180	Depot	Backhoe	JCB 3CX	2007	
257	Trades	Ute	Holden Commadore	2010	67,515
334	Water Quality	Wagon	Hyundai	2014	
327	Engineering	Wagon	Toyota Prado	2014	86,870
320	The Rock	Extra cab tray	Ford Ranger	2013	104,696
295	Water Quality	Wagon	Hyundai	2012	
94	Trades	Trailer	Home Made	2006	

Disposal Details		
Vehicle No	Method	Price exc GST
314	Auction	\$26,818
304	Auction	\$23,636
325	Auction	\$26,818
300	Auction	\$25,000
266	Auction	\$18,636
68		\$0
323	Auction	\$24,091
284	Auction	\$20,000
103	Auction	\$15,455
149		\$0
307	Auction	\$0
321	Auction	\$0
180		\$0
257	Auction	\$0
334		\$0
327	Auction	\$0
320	Auction	\$0
295		\$0
94		\$0

1.11 FLEET ACQUISITIONS

Fleet acquisitions made during December 2016 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
360		Wagga Motors	Dual cab ute	Isuzu D-Max	\$31,760
361		Wagga Motors	Dual cab ute with canopy	Holden Colorado	\$30,675
358		Wagga Motors	Extra cab with tray	Isuzu D-Max	\$30,622
359		Wagga Motors	Extra cab with tray	Isuzu D-Max	\$30,622
362		Wagga Motors	7 Wagon	Holden Colorado	\$34,852
363		Westra	Skid steer	Cat 239D	\$77,100
356		Wagga Motors	Extra cab with tipper	Holden Colorado	\$28,460
357		Wagga Motors	Extra cab with tray	Holden Colorado	\$28,460
364		Wagga Motors	Truck with tray and work boxes	Isuzu NQR 450	\$84,508
365		Wagga Trucks	10m tipper	Hino FS2848 Proshift 700	\$178,200
366		Blacklocks	Space cab 4x4	Isuzu D-Max	\$29,737
371		Blacklocks	Wagon	Isuzu MU-X LST	\$39,522
372		Cadmac	Backhoe	JCB 3CX	\$158,950
368		Lieschke Motors	Dual cab ute	Holden Colorado	\$33,079
369		Riverina Motor Group	Wagon	Kia Sorento 4wd	\$36,233
370		Thomas Bros	Wagon	Toyota Prado	\$51,678
367		Hillis Motor Group	Extra cab 4x4	Ford Ranger	\$32,107
374		Thomas Bros	Wagon	Mitsubishi Outlander	\$34,061
373		Northstar Trailers	Plant trailer	Northstar	\$0



Bede Spannagle
DIRECTOR OF ENGINEERING

2. WORKS REPORT COVERING JANUARY 2017

RECOMMENDATION That this report be received and noted.

- Works Report January 2017

DIRECTOR OF ENGINEERING'S REPORT TO FEBRUARY 2017 COUNCIL MEETING

13th February 2017

1 WORKS REPORT COVERING JANUARY 2017

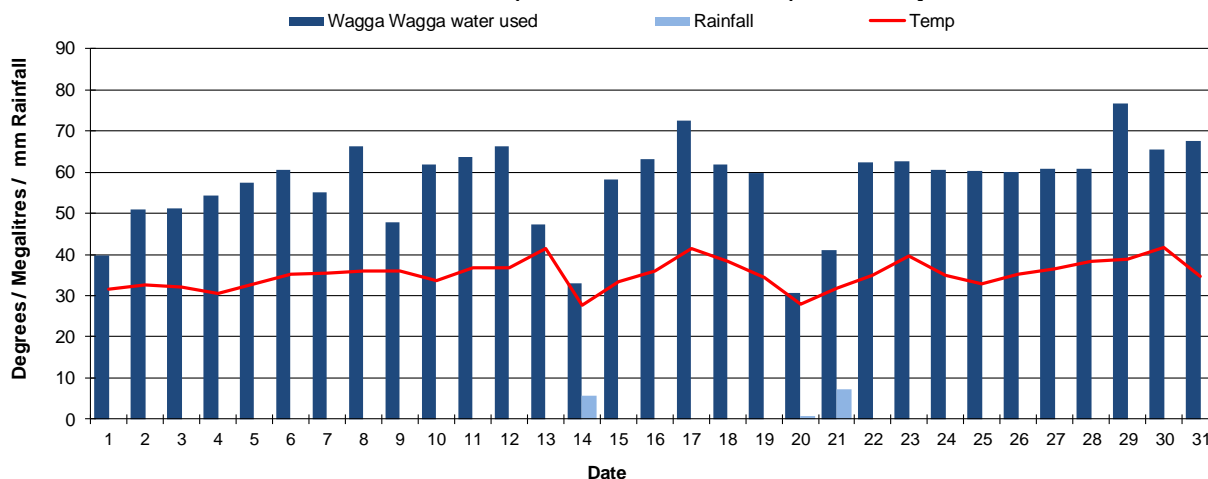
RECOMMENDATION: That this report be received and noted.

1.1 WATER SOURCED AND USED

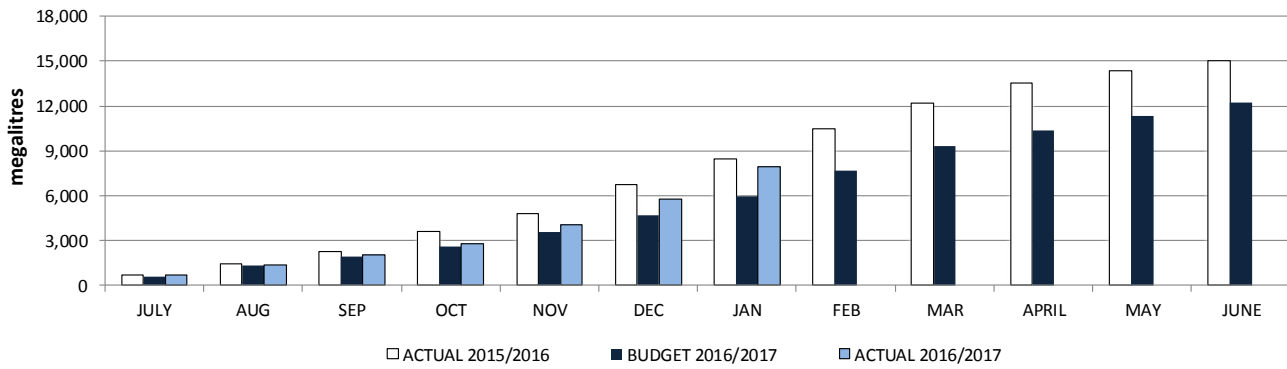
January	2015	2016	2017
Rainfall	87.6	54.2	13.8
Wet Days	8	13	3
WATER SOURCED January 2017 (MI)			
North Wagga bores	226.69	274.99	326.18
West Wagga bores	550.85	507.50	685.56
East Wagga bores	247.86	305.19	492.85
Murrumbidgee River	363.91	516.93	432.43
SUB-TOTAL	1,389.31	1,604.61	1,937.02
Bulgary Bores	54.58	58.69	66.31
Urana Source	9.12	9.62	10.89
Ralvona Bores	26.73	27.00	36.58
Walla Walla Bores	32.17	31.39	45.84
Goldenfields Water Supply System	3.05	5.40	10.76
SUB-TOTAL	125.65	132.10	170.38
Woomargama	1.76	2.36	2.66
Humula	0.96	1.12	0.91
Tarcutta	4.22	4.60	6.11
Oura	3.67	5.62	6.32
Walbundrie/Rand	3.70	4.34	3.82
Morundah	1.17	1.31	1.85
Collingullie	6.80	8.31	10.05
SUB-TOTAL	22.28	27.66	31.72
TOTALS	1,537.24	1,764.37	2,139.12

WATER USED January 2017 (MI)			
	2015	2016	2017
East Bomen	24.44	25.04	43.31
Estella	78.00	101.87	144.12
North Wagga	94.12	107.28	82.94
Wagga Wagga – Low Level	199.66	214.38	242.69
Wagga Wagga – High Level	666.50	835.20	1,031.59
Wagga Wagga – Bellevue Level	142.89	112.27	146.40
SUB-TOTAL	1,205.61	1,396.04	1,691.05
Ladysmith System	6.70	8.67	8.63
Brucedale Scheme	23.62	30.47	45.18
Currawarna Scheme	12.48	19.53	26.12
Rural south from Wagga Wagga	139.66	152.51	171.53
Rural from Walla Walla Bore	32.17	31.39	45.84
Bulgary, Lockhart and Boree Creek	38.50	35.01	45.06
From Boree Crk to Urana and Oaklands	26.23	32.02	33.37
Holbrook	26.73	27.00	36.58
SUB-TOTAL	306.09	336.60	412.31
Woomargama	1.76	2.36	2.66
Humula	0.96	1.12	0.91
Tarcutta	4.22	4.60	6.11
Oura	3.67	5.62	6.32
Walbundrie/Rand	3.70	4.34	3.82
Morundah	1.17	1.31	1.85
Collingullie	6.80	8.31	10.05
SUB-TOTAL	22.28	27.66	31.72
TOTALS	1,533.98	1,760.30	2,135.08

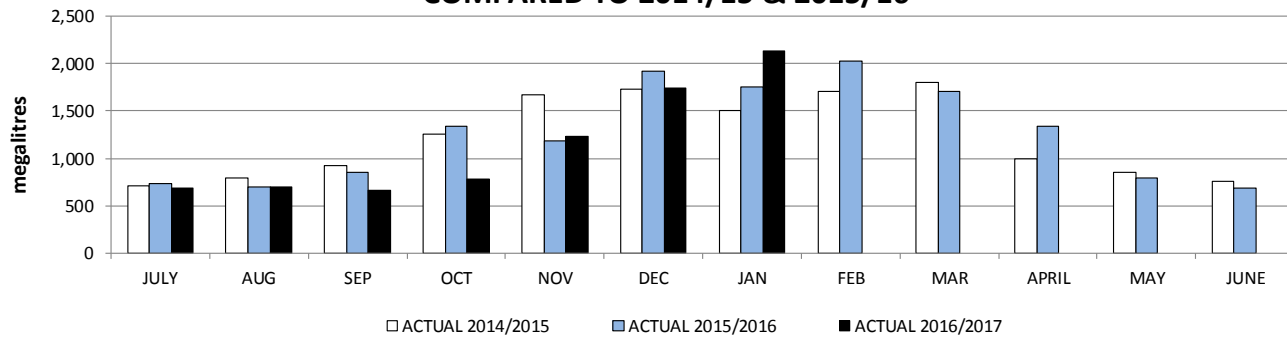
DAILY WATER USED, WAGGA WAGGA, January 2017



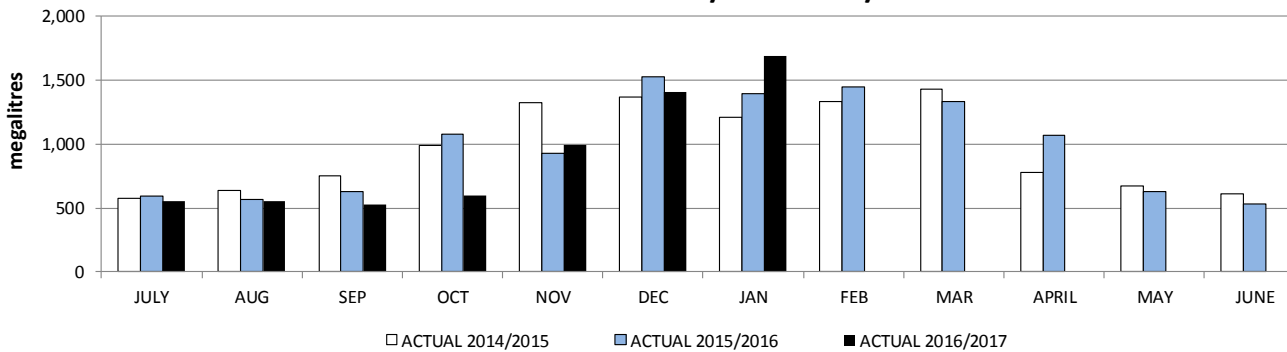
TOTAL CUMULATIVE WATER USED 2016/2017



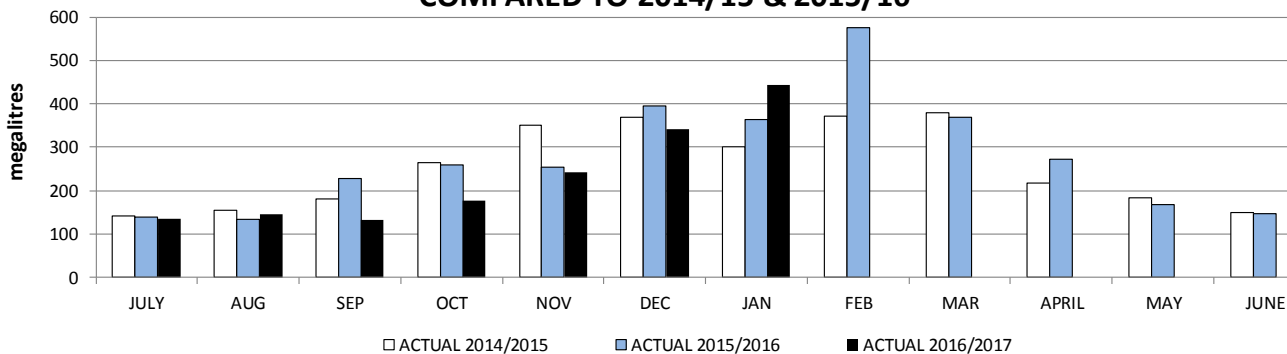
MONTHLY TOTAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



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 JANUARY 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	6	2	1	19	6	9				33	4	4
Brucedale												
Currawarna												
Euberta												1
Humula												
Ladysmith												
Oura					1							
San Isidore										1		
Tarcutta				1						1		
The Gap												
Bulgary												
Collingullie												
French Park				1								
Lockhart						1						
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock				2		1					1	
Uranquinty	1					1						
Yerong Creek												
Culcairn										1		
Henty			1	1						3		2
Holbrook				1	1	1				1		
Morven												
Walbundrie												
Walla Walla				1						2		
Woomargama				1							2	1
Boree Creek						2						
Morundah												
Oaklands												
Rand												
Urana				3								
TOTAL	7	2	2	30	8	15	0	0	0	42	7	8

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	38 Pugsley Ave	Estella	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
2	185 Fernleigh Rd	Ashmont	300 AC	Pipe Failure (not specified)	No	2:00	0	0
12	5 Bluett Cres	Turvey Park	100 BPVC	Pipe Failure (not specified)	Yes	0:00	0	0
10	16 Mount St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	5:00	0	0
27	69 Fernleigh Road	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	6:50	0	25
TOTALS						13:50	0	25
				Breaks needing		Breaks affecting		
	Total Breaks –	5		shut off -	3		customers –	0

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Lodge St	The Rock	25 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	9
4	Pleasant Hills Rd	Henty	150 WPVC	Leaking Gibault	No	1:00	0	2
5	Quondong Rd	Milbrulong	150 CI	Pipe Failure (not specified)	No	1:00	0	1
5	Peel St	Holbrook	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
6	Napier Rd	Lockhart	150 CI	Pipe Failure (not specified)	No	5:00	0	972
7	Milbrulong Rd	Lockhart	150 CI	Pipe Failure (not specified)	Yes	0:00	0	0
11	Quandong Rd	Milbrulong	200 AC	Pipe Failure (not specified)	Yes	0:00	0	100
12	Osbourne St	Lockhart	150 AC	Pipe Failure (not specified)	Yes	0:00	0	20
12	26 O'Connell St	Lockhart	100 AC	Pipe Failure (not specified)	Yes	0:00	0	5
3	Dunnings Rd	Bruce Dale	25 PVC	Pipe Failure (not specified)	Yes	2:00	0	0
17	Ivor St	Henty	100 AC	Pipe Failure - Ground Movement	No	0:00	12	13
18	Schneiders Ln	Pleasant Hills	40 PE	Pipe Failure - Ground Movement	Yes	1:30	0	4
18	Doigs Lne	Pleasant Hills	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	4
23	2 Grubeen St	Henty	100 AC	Pipe Failure (not specified)	Yes	0:00	0	0
28	Drummond St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	13
28	15 Hayes St	Lockhart	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	8
29	16 Orme St	Boree Creek	100 AC	T/ Band Broken/Leaking	Yes	0:00	0	9
30	Boree creek rd	Lockhart	150 BPVC	Pipe Failure - Ground Movement	Yes	0:00	0	23
31	Drummond st	Boree Creek	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	7
TOTALS						10:30	12	1,190
				Breaks needing		Breaks affecting		
Total Breaks – 19				shut off -	4	customers – 1		

1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during January 2017 were:

Date	Location	Problem	Action Taken
1/01/2017	21 Wagga Rd, Oura	Dirty water	Flushed main
12/01/2017	46 Marah St, Nth Wagga	Dirty water	Flushed service
14/01/2017	20 Malebo Pl, Tatton	Dirty water	Flushed main
16/01/2017	499 Culcairn Rd, Holbrook	Air & taste	Flushed main & services
16/01/2017	48 Bourke St, Mt Austin	Air	Flushed service
16/01/2017	46 Walana Cres, Koorungal	Dirty water	Flushed service
18/01/2017	18 Lusher Ave, Mt Austin	Dirty water	Flushed main & services
20/01/2017	19 Henwood St, Koorungal	Green staining on taps & sink	Staining is algae. WQ is within ADWG. Recommended cleaning sink & taps
23/01/2017	35 Deakin Ave, Lloyd	Dirty water	Flushed service

1.5 MAINS CONSTRUCTIONS

1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during January 2017 include:

LOCATION	PROJECT	100		150		375	450	600
		OPVC	DICL	OPVC	DICL	DICL	DICL	DICL
Wagga Depot	New treatment plant					6		18
Lloyd Stage 6	New subdivision	411		206				
Estella Heights	New subdivision		50		46			
Dunns Road	Pipe work to new res						671	
	TOTAL	411	50	206	46	6	671	18

1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during January 2017 include:

LOCATION	PROJECT	100
		OPVC
The Gap	Mains Replacement	1713
	TOTAL	1713

1.6 OTHER CONSTRUCTION

No other construction works during January 2017.

1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during January 2017 include:

LOCATION OR PROJECT	WORK DONE
West Wagga	Replace shires pump & motor
The Rock Pump Station	Replace chlorination booster pump
10 Million Reservoir	Replace chlorination heaters and drip legs
Waterworks	Overhaul fluoride pump

1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during January 2017 include:

LOCATION	NUMBER OF FILLS
Bomen	356
Estella	122
Forest Hill	87
Glenfield	120
Henty	9
Holbrook	55
Lake Albert	93
Lockhart	9
Pleasant Hills	1
The Rock	25
Yerong Creek	8

1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
First Aid Training	1
Earthmoving - LS, LL, BL, LE	4
WSH - Workcover	1
Confined Space Training	2
HR Truck Licence	1




1.10 FLEET DISPOSALS

No fleet disposals made during January 2017.

1.11 FLEET ACQUISITIONS

No fleet acquisitions made during January 2017.

1.12 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

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

Description	2016/17 Budget	Actual & Committed to Date	Comments
MANAGEMENT			
Land & Buildings for Admin, Depot & Workshops			
Replace Administration Airconditioning - Urban	\$175,000	\$138,373	
Access, Parking and Landscaping			
Levee protection stage 2 Hammond Ave - Urban	\$1,618,000	\$149,325	
PLANT & EQUIPMENT			
IT Equipment			
Corporate IT software upgrade/improvements - Urban	\$130,000	\$59,893	
Working Plant & Vehicle Purchases			
Routine plant & vehicle replacements	\$858,000	\$974,482	
Telemetry & Control Systems Upgrade			
West Wagga WTP & Bores Control System Upgrade	\$108,000	\$2,193	finalising detailed design reports
Radio Telemetry SCADA Upgrade	\$130,000	\$46,828	finalising detailed design reports
Radio Communications Upgrade/Replacements/Improvements			
Radio Communication	\$100,000	\$9,676	finalising detailed design reports

SOURCES			
Bores-renew/refurbish/decommission			
Bores-renew/refurbish/decommission - Urban	\$170,000	\$122,210	Scheduled pump and motor replacements ongoing
TREATMENT PLANTS			
Aeration Tower Covers			
East Wagga Aeration Basin cover - Urban	\$160,000	\$118	
Treatment Plant Refurbishments			
WTP Stage 1 - Urban	\$15,605,809	\$11,742,942	
Urana WTP replacement - Non-Urban	\$217,171	\$235,821	New clarifier fabricated, installed and commissioned
Woomagama WTP - Non-Urban	\$120,000	\$3,334	Defer works until reticulation mains have been extended to remove customers from rising main, to allow WTP to be relocated from creek zone
RESERVOIRS			
New/Replacement Reservoirs			
Woomargama Reservoir 3	\$100,000	\$53,694	Reservoir constructed and commissioned, with final access and control systems to be installed
Shires Reservoir Relocation - Non-Urban	\$1,317,430	\$234,059	
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$575,221	\$45,354	
MAINS, SERVICES & METERS			
MAINS			
System Improvements			
System Improvements - Urban	\$150,000	\$26,636	Ongoing
Reticulation for Developers (including other extensions)			
Reticulation for Developers - Urban	\$800,000	\$403,283	Ongoing - dependent on demand.

Trunk Mains Extensions			
Southern Trunk (Uranquinty Power Station) 6km x 150mm oPVC - Non-Urban	\$330,000	\$0	No requirement from the Power Station at present. Defer this project until an identified need.
Renew Reticulation Mains			
Renew Reticulation Mains - Non-Urban	\$200,000	\$95,200	
Lake Albert Rd Replacement	\$106,000	\$132,178	Completed
Renew Reticulation Mains - Urban	\$400,000	\$50,080	
The Gap / Brucedale System - Non-Urban	\$100,000	\$45,961	In progress
Main St, Lake Albert - Urban	\$150,000	\$27,109	
Angel St, Lake Albert - Urban	\$100,000	\$0	
Beckwith St - Urban	\$100,000	\$167,843	Completed
Renew Trunk Mains			
Bomen Trunk Main B (north of river) - Urban	\$300,000	\$43,864	In progress
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	\$200,114	In progress
SERVICES			
Service Connections, new including Meters			
Service Connections, new - Urban	\$500,000	\$195,993	Ongoing
Renew Services			
Renew Services - Urban	\$100,000	\$67,883	
METERS			
Water Meters Replacement			
Water meters replacement - Urban	\$150,000	\$33,065	
Remote Metering			
Remote metering - Urban	\$250,000	\$42	



Bede Spannagle
DIRECTOR OF ENGINEERING

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

RECOMMENDATION: that Council receive and note these reports.

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

- UGL Project Status report – December 2016
- UGL Project Status report – January 2017
- UGL Project Status report – February 2017

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

RECOMMENDATION: That the Council consider the Director of Engineering's Report "Contract W195 – Water Treatment Plant (WTP) Progress Report" whilst the meeting is closed to the public as it relates to commercial information of a confidential nature that would, if disclosed: prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(d)(i) of the Local Government Act 1993.



PROJECT STATUS REPORT



PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	23 rd December 2016
REPORT NO.:	16
PROJECT MANAGER:	David Murphy
PREPARED BY:	David Murphy

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1.0 SUMMARY

Construction progress in December continued to focus on structural steel and mechanical installation works in the filter and lamella area, as well as electrical and plumbing work chemical area.

The centrifuge plant continued to operate successfully outperforming expectations on sludge quality so far to date. During the month the RWCC Operators took over primary operations of the plant supported by the commissioning team as required. The balance of operator and maintainer training was undertaken and the control system SCADA interface has been created within the existing control room.

The chemical area installation mechanical and civil works focussed on installation of interconnecting pipework and electrical fitout and terminations.

Mechanical installation progress has been substantively focussed on the completion of clear water pump discharge pipework as well as installation of Lamella clarifier internals.

Underground works focussed on finalisation of clear water discharge thrust blocks and stormwater through the southern half of the site.

Key Milestones achieved in the Period were:

- Operations of the centrifuge by RWCC operators
- Structural installation in filter area complete to allow access
- Clear water pump station
- Tank 1 lamella trough installation commenced

Safety performance across the site continues to be good with no injuries occurring during the month.

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 November were 4,847 hours. Subcontractor hours recorded on site was 2,840 hours. Total hours worked on the project to date is 152,479.

No lost time injuries (LTI) and no first aid injuries (FAI) were recorded in the month of November.

Site inductions of 26 individuals have been undertaken and 23 HSSE pre-start toolboxes were held. No significant safety incidents were recorded in the month of November; the near miss events that occurred during the month were damage to conduit and compressed air line during construction, in addition to this there was also another brown snake sighting and relocation.

Routine random blood alcohol testing was undertaken on a number of occasions with total tests completed now 2460.

The November Safety Report is shown in Appendix B.

4.0 RISK / CRITICAL ACTION AREAS

Further detailed planning was undertaken for the raw water works intake now scheduled to be undertaken in 2017 to manage the risk associated with these works. An additional senior management resource was mobilised in November to undertake this planning and move through into co-ordination of the delivery phase. A risk review session was held with some of the key subcontractors to provide further detailed input to this planning to help provide improved schedule certainty.

The legacy of a number of quality issues associated with third party vendor supplied goods have continued to impact construction activities last month. Plans were implemented during the period to rectify these issues and allow installation to progress. The most significant of these is the clarifier internals which are now under a programme of rectification and inspection which is coming close to conclusion following introduction of a bath based pickling process to improve treatment methods.

Summary of Top Risks at December:-

Risk Description	Potential Impact	Control Measures
Filter media sampling and logistics impacts construction	Overrun to construction and commissioning programme	Undertake NATA sampling prior to delivery Staged deliveries and loading where possible. Utilise local sampler and analysis to expedite.
Defect rectification works take longer than anticipated	Overrun to construction programme	Apply additional resources Engage with specialist contractors as required Stage rectification impact works to allow commissioning works
Unexpected ground conditions	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.
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

Monthly progress meeting number 16 was held at site. The fifteenth progress claim was agreed. The table below summarises the progress to the 23rd December.

	WAGGA WAGGA WATER TREATMENT PLANT	Month	Dec-16
Item No.	Schedule of Prices	Total Claim to date	
1	Provision of Preconstruction Activities		
	Preconstruction Activities subtotal (1)	100%	
2	Provision of Project Management and Site Running Activities		
	Project Management Activities subtotal (2)	91%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	98%	
4	Intake Works		
	Intake Works - General subtotal (3)	25%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	37%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	83%	
7	Filters		
	Filters subtotal (7)	96%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	99%	
9	Machinery Room		
	Machinery Room subtotal (9)	96%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	88%	
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	93%	
12	PACl Dosing Plant		
	PACl Dosing Plant subtotal (12)	88%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	92%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	92%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	77%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	77%	
17	Other Items		
	Other Items subtotal (17)	61%	
18	Electrical Items		
	Electrical subtotal (18)	89%	
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)	5%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	95%	
22	Other Options Accepted		
	Options subtotal (20)	81%	
23	Variations		
	Variations Subtotal	50%	

5.2 Variations

During the period two variations was approved and one revision to submitted variations relating to design development and site conditions.

The raw water area continues to have most material differences in this scope and impacts from delay, these differences are being worked through to a resolution through senior executive engagement.

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

Variation No.	Title	Amount (\$ 000) Incl. GST	Status (November)
VO01	Control System Design for fully networked plant	15	Approved
VO02	AC Road Surface	101	Approved
VO03	Future UV	21	Approved
VO04	Disabled Access	305	Approved
VO05	Aggressive Water Response	87	Approved
VO06	NSC02 – removal of Gyprock	5	Approved
VO07	Transformer supplied by principle	- 244	Approved
VO08	Existing Balance Tank Permanent Walkway	82	Not accepted
VO09	Chemical Dosing – Alum Storage	81	Approved
VO10	Switchboards additional spare capacity	8	Approved
VO11	Lamella plate capacity	45	Approved
VO12	Sewer pump station	6	Approved
VO13	Manual Penstocks on Clarifier Inlet	10	Approved
VO14	Increased bearing capacity in the filters	30	Approved
VO15	Waste in excavation NSC04 & NSC06	11	Approved
VO16	Asbestos in Levee	29	Approved
VO17	Warehouse Facility	- 18	Approved
VO18	Filter Gallery Trenches	41	Approved
VO19	Additional 25mm cover to Slab	9	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	7	Approved
VO24	Clear Water Pumps Mechanical Seal	75	Not accepted
VO25	Bomen Line		Draft submitted
VO26	NSC11 Material Excavated under UGL Carpark	27	Submitted
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Submitted
VO28	NSC13 Poor Ground at Sludge	20	Submitted

	Thickener Tank		
VO29	Filter Water Overflow Changes	-80	Approved
VO30	Site Road Realignment	16	Submitted
VO31	Roof Access Ladder to Centrifuge Building	14	Approved
VO32	NSC14 Damage to Scour Line & Repair	11	Not accepted
VO33	Flowmeter Modbus Communications	14	Submitted
VO34	Caustic Building Lighting Changes	2	Submitted
VO36	Sludge Thickener Infill Slab	90	Re-submitted
VO37	NSC15 Reinstall DICL	22	Submitted
VO38	Modification to Filter Building Stair	TBA	
VO39	Field Isolators	TBA	
VO40	Street Light Fittings	TBA	

No extensions of time were approved during the period some still remain submitted but unassessed, these are primarily associated with inclement weather.

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	\$ 2,510,494.00	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	\$1,416,136.00	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	Submitted

During the period three variations were approved as part of the W195 Contract. The table below summarises the current approved Contract value of the Contract. Two variations were not accepted for adverse site conditions we will be engaging to discuss the basis of this decision as we thought they had merit.

Contract	Value (ex GST)	Contract Value Status (Dec)
----------	----------------	-----------------------------

7.0 PROGRAMME

The combined construction programme is attached in Appendix C. The Programme has been revised to show the Raw Water works occurring in 2017 with the formal performance testing to follow.

The schedule therefore shows a completion date of at November 27, 2017. The modification to this month has been further reviews and assessment of the raw water construction methodology and risk. The drive for majority construction of the main plant is targeting completion is in February next year. This has been impacted by filter media delivery and sampling and penstock installation commissioning in preparation for the raw water intake being available, this is also reflected in the Programme.

Construction progress in December continued to focus on structural steel and mechanical installation works in the filter and lamella area, as well as electrical and plumbing work chemical area.

The centrifuge plant continued to operate successfully outperforming expectations on sludge quality so far to date. During the month the RWCC Operators took over primary operations of the plant supported by the commissioning team as required. The balance of operator and maintainer training was undertaken and the control system SCADA interface has been created within the existing control room.

The chemical area installation mechanical and civil works focussed on installation of interconnecting pipework and electrical fit terminations.

Mechanical installation progress has been substantively focussed on the completion of clear water pump discharge pipework as well as installation of Lamella clarifier internals.

Underground works focussed on finalisation of clear water discharge thrust blocks and stormwater through the southern half of the site.

Key Milestones achieved in the Period were:

- Operations of the centrifuge by RWCC operators
- Structural installation in filter area complete to allow access
- Clear water pump station
- Tank 1 lamella trough installation commenced

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

Activity	Target
Chemical Area Commissioning Commencement	Early January 2016
Filter Media Commence Loading	Mid - January 2016
Lamella Installation Tank 1	Late - January 2016

8.0 QUALITY

Production of Inspection and Test Reports (ITPs) continues for civil/structural, mechanical and electrical works across the site. Regular meetings continue to be held to improve timely ITP sign-offs and communication between the site UGL and RWCC teams.

Disappointingly there have been some issues with quality of fabricated equipment which we continue to work through resolving and attempting to mitigate impacts to the schedule. We also continue to work through answering a number of RWCC queries on specification compliance which has generally been met, but takes time to demonstrate on some occasions due to the highly technical nature of some items. 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.

A number of Non-Conformance Reports (NCRs) have been issued associated with these items which will be used for assessing the impact, supplier assessments and lessons learned for future projects.

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented. In the month of December, two Environmental inspections were conducted. There was also the routine visit by the Environmental Representative with no significant issues, however as a result of recent high river levels, it was again noted that some the raw water intake silt management requires renewal. While the materials were procured for this activity it took longer to remedy than anticipated, this has now been remedied.

10.0 INDUSTRIAL RELATIONS

No significant issues.

11.0 DESIGN AND TECHNICAL

Design is ostensibly complete.

The remaining elements of design are associated with D&C packages for the Clear Water Pump Station Building. Both of which have been tendered but it has been difficult to get both acceptable offers and adequate design information as part of the tender process.

O&M Manual development has been focussed on the Dewatering area. There continues to be a review of the broader scope and further work to align with RWCC objectives and expectations for the O&M Manuals with the interface to Web FM.

12.0 COMMISSIONING

Commissioning activities have progressed with commissioning of the centrifuges and associated equipment undertaken. The centrifuge has been operating on for short runs easily coping with current process demands. The focus of commissioning in the next month will move

The SCADA and control systems have also been commissioned and are operating in automatic. A SCADA interface is being integrated into the existing control room to ensure ease of operator access. Seven training sessions have been undertaken for operations and maintenance staff in centrifuge and wastewater area.

The commissioning of the balance of the dewatering systems including the temporary works will occur throughout late November and Early November in parallel with the ramp-up and operation of the existing water treatment plant.

13.0 STAKEHOLDERS

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

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

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

14.0 SITE PROGRESS



Photo 1: Clear Water Pump Underground Piping



Photo 2: Clear Water Pump Underground Piping Thrust Block



Photo 3: Filter Area



Photo 4: Filter Media Delivery



Photo 5: Lamella Installation

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 – NOVEMBER MONTHLY SAFETY REPORT

HSSE Monthly Safety Report –November 2016

1.0 Overview Statistics

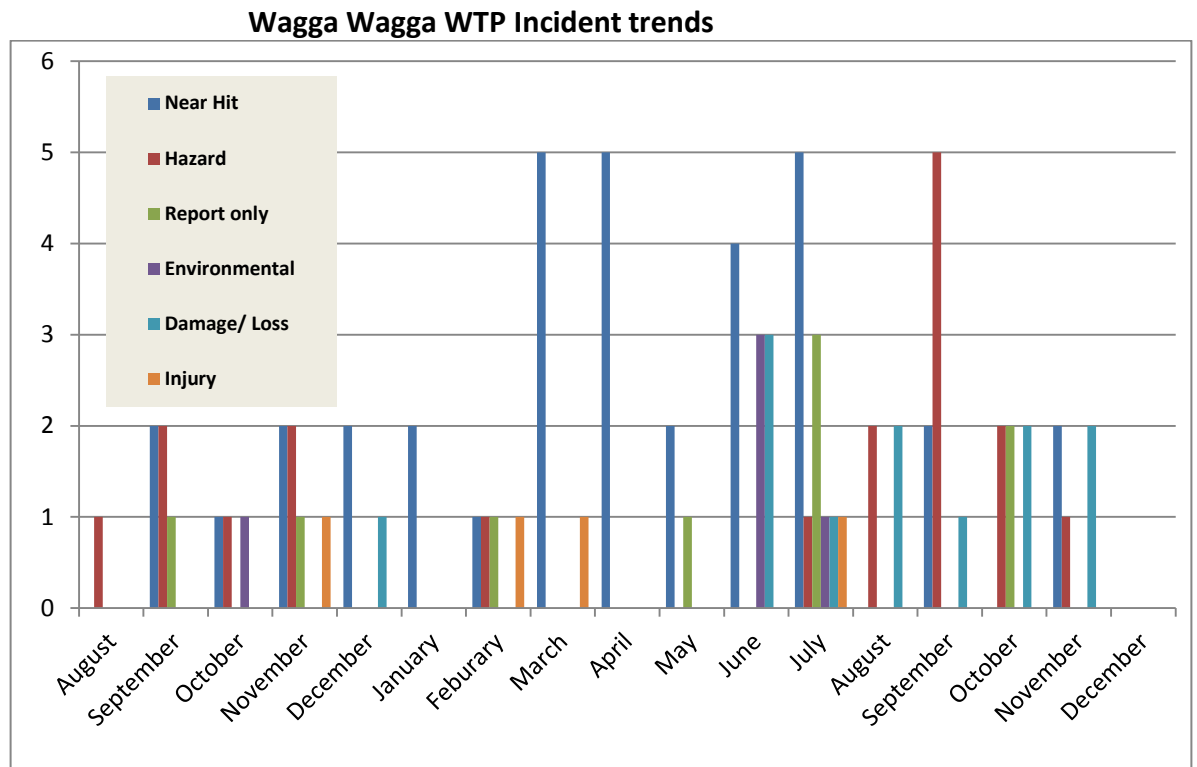
November 2016 Total to Date		
UGL Hours	2007	42,324
Subcontractor hours	2840	107,155
Total Site Hours	4847	152,479
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 st Aid Injuries	0	4
Incidents:		
Injury	0	4
Damage/ Loss	2	12
Near Miss	1	32
Hazard	2	13
Report Only	0	6
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	6
Safety Initiatives:	0	9
Workplace Safety Inspections	40	499
Environmental Inspections	4	50
Safety Conversations (UGL)	62	810

Utake 5 (UGL)	200	3898
Hazobs	7	397
Site audit (e.g. Plant pre-start)	4	41
SWMS reviews	23	216
Site inductions	26	518
Tool box meetings	2	48
Training hours	10	105
Plant delivery inspections	0	116
Checkit compliance (UGL)	90%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	107	2460
Drug tests	0	141

2.0 Incident Summary

The following incidents occurred on site in November 2016.

- **Near Miss:** Water released from filtered water outlet
 - **Action:** Revision of commissioning SWMS
- **Near Miss:** Non-compliant electrical box RWCC
 - **Action:** Reported non complaint electrical box to RWCC
- **Hazard:** Brown snake sighted on site
 - **Action:** Arranged snake catcher to attend site and try to locate snake.
- **Damage:** Underground non-commissioned compressed air line struck during excavation
 - **Action:** Changes to Wagga WTP excavation permits
- **Damage:** Damage to underground electrical conduits by Geo tech perform soil density test
 - UGL supervisor to ensure compliance with critical risk protocols



- November 2016 26 Site inductions not including visitors inductions
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

3.0 Project Safety Initiatives for December 2016

- **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:**

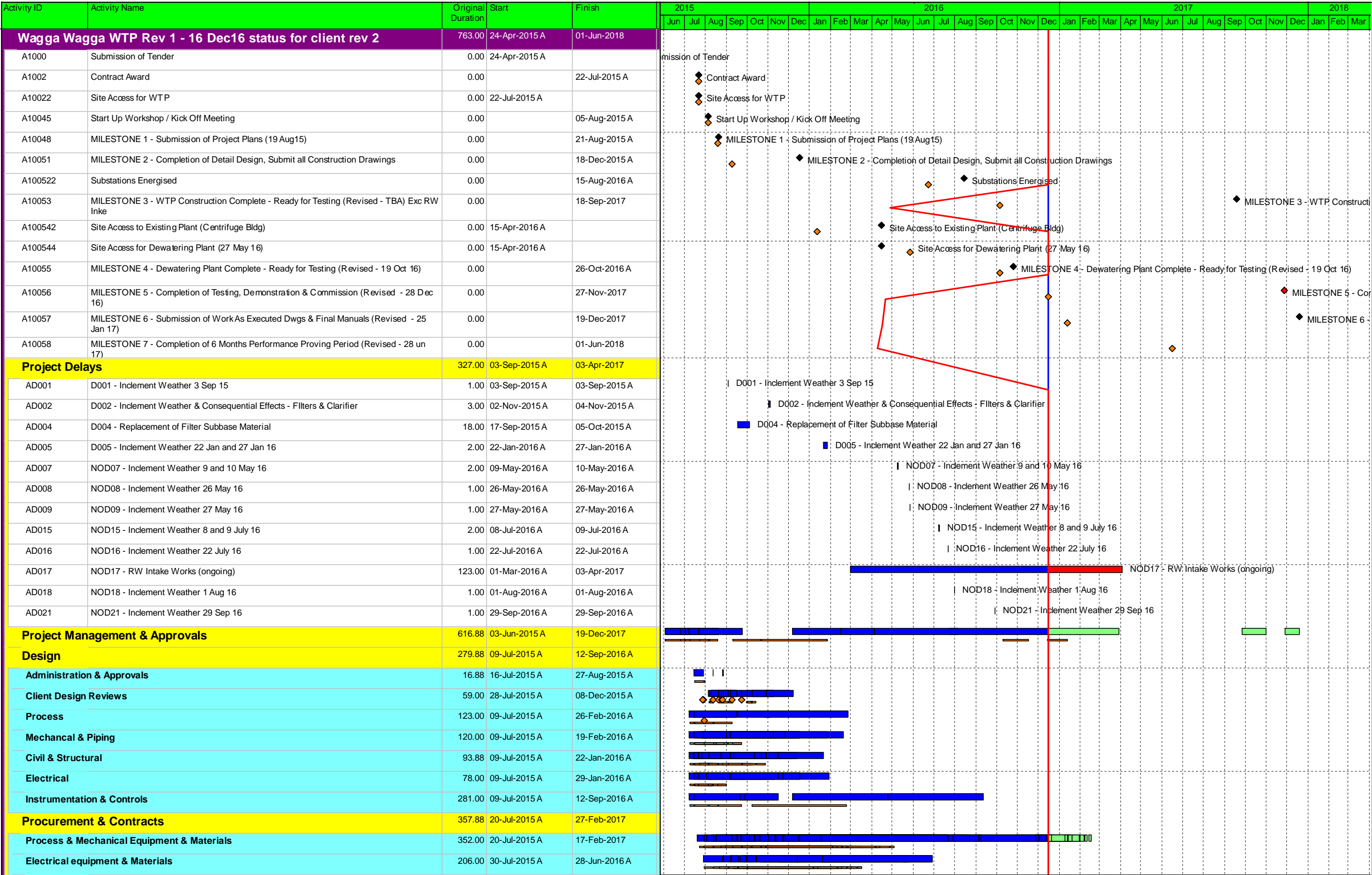
- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

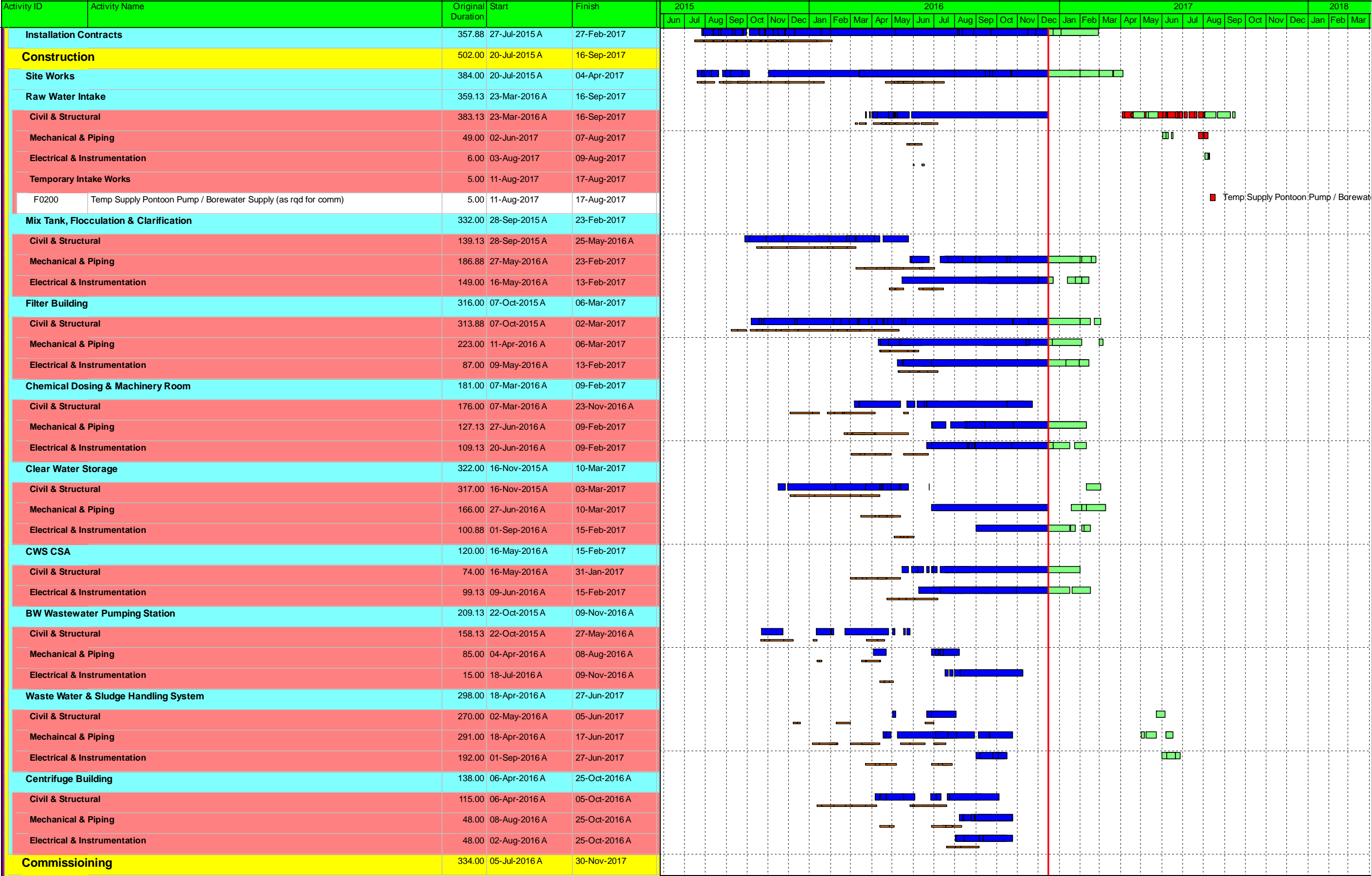
➤ Continuing Site Environmental inspections and education to subcontractors regarding environmental compliance.

Mark Hunter

UGL Safety Advisor

APPENDIX C – DECEMBER PROJECT PROGRAMME





Activity ID	Activity Name	Original Duration	Start	Finish	2015												2016												2017												2018																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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PROJECT STATUS REPORT



PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	23 rd January 2016
REPORT NO.:	17
PROJECT MANAGER:	David Murphy
PREPARED BY:	David Murphy

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1.0 SUMMARY

Construction progress in January was reduced due to the site closure for the Christmas break. The works undertaken focussed on structural steel and mechanical installation works in the clear water and lamella area, as well as electrical and plumbing work in the chemical and flocculator areas.

The centrifuge plant continued to operate across the Christmas period.

The chemical area installation works focussed on installation of interconnecting pipework and electrical fit-out and terminations.

Mechanical installation progress has been substantively focussed on the completion of clear water storage roofing as well as installation of Lamella clarifier internals.

Underground works focussed on finalisation of stormwater in area south of the filter gallery.

Key Milestones achieved in the Period were:

- Lamella 1 and 2 trough placement
- Clear water storage roof structural steel installation

Safety performance across the site continues to be good with no injuries occurring during the month.

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 December were 4,941 hours. Subcontractor hours recorded on site was 3,300 hours. Total hours worked on the project to date is 154,420.

No lost time injuries (LTI) and no first aid injuries (FAI) were recorded in the month of December.

Site inductions of 6 individuals have been undertaken and 20 HSSE pre-start toolboxes were held. One significant safety incident and three hazards were observed during the month of December; the near miss event that occurred during the month was a dropped steel plate that was incorrectly rigged during unloading. Hazards observed were a dropped drill from an elevated work platform (work area was cordoned off so no risk of injury), securing of mesh flooring in chemical area and another brown snake sighting and relocation.

The outcome of this dropped plate significant incident investigation has resulted in a focus on improving tracking and communication of subcontractor worker qualifications particularly in the field in relation to rigging and dogging

Routine random blood alcohol testing was undertaken on a number of occasions with total tests completed now 2493.

The December Safety Report is shown in Appendix B.

4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at January:-

Risk Description	Potential Impact	Control Measures
Filter media sampling and logistics impacts construction	Overrun to construction and commissioning programme	Improve sampling methodology. Staged deliveries and loading where possible. Utilise local sampler and analysis to expedite.
Defect rectification works take longer than anticipated	Overrun to construction programme	Apply additional resources Engage with specialist contractors as required Stage rectification impact works to allow commissioning works
Unexpected ground conditions	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

Monthly progress meeting number 17 was held at site. The sixteenth progress claim was agreed. The table below summarises the progress to the 23rd January.

	WAGGA WAGGA WATER TREATMENT PLANT	Month	Jan-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)	92%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	98%	
4	Intake Works		
	Intake Works - General subtotal (3)	25%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	37%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	92%	
7	Filters		
	Filters subtotal (7)	96%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	99%	
9	Machinery Room		
	Machinery Room subtotal (9)	96%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	89%	
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	97%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	94%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	95%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	97%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	97%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	86%	
17	Other Items		
	Other Items subtotal (17)	65%	
18	Electrical Items		
	Electrical subtotal (18)	90%	
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)	5%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	95%	
22	Other Options Accepted		
	Options subtotal (20)	81%	
23	Variations		
	Variations Subtotal	91%	

5.2 Variations

During the period four variations were approved relating to design development and site conditions.

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

Variation No.	Title	Amount (\$ 000) Excl. GST	Status (November)
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
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VO15	Waste in excavation NSC04 & NSC06	10	Approved
VO16	Asbestos in Levee	26	Approved
VO17	Warehouse Facility	- 18	Approved
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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	Submitted
VO25	Bomen Line	132	Submitted
VO26	NSC11 Material Excavated under UGL Carpark	27	Approved
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Submitted
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	Submitted
VO33	Flowmeter Modbus Communications	22	Submitted
VO34	Caustic Building Lighting Changes	3	Submitted
VO36	Sludge Thickener Infill Slab	90	Approved
VO37	NSC15 Reinstall DICL	22	Submitted
VO38	Modification to Filter Building Stair	38	Submitted
VO39	Field Isolators	67	Submitted
VO40	Street Light Fittings	9	Submitted
VO43	S&I 4.8 to 9.6 Garnet Filter Media	86	Approved

A number of extensions of time were approved in late December moving the completion late January 23rd, and there was an in principle agreement for a substantial extension of time extension of time was approved during the period for works associated with the raw water.

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
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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

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

Contract	Value (ex GST)	Contract Value Status (Dec)
W195	\$ 33,026,285	Increased

7.0 PROGRAMME

The combined construction programme is attached in Appendix C. The Programme has been revised to show the Raw Water works occurring in 2017 with the formal performance testing to follow. The schedule therefore shows a completion date of at November 27, 2017.

The centrifuge plant continued to operate across the Christmas period.

The chemical area installation works focussed on installation of interconnecting pipework and electrical fit-out and terminations. Energisation of light and power in this area occurred during the month.

Mechanical installation progress has been substantively focussed on the completion of clear water storage roofing as well as installation of Lamella clarifier internals.

Underground works focussed on finalisation of stormwater in area south of the filter gallery.

Filter hydro-testing commenced.

Key Milestones achieved in the Period were:

- Lamella Trough 1 & 2 Placement
- Clear water storage roof structural steel installation

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

Activity	Target
Completion Lamella Tank 1	Mid - February 2017
Filter Nozzle Installation	Late February 2017
Filter Hydro-testing	Early February 2017

8.0 QUALITY

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

Disappointingly there have been some issues with quality of fabricated equipment which we continue to work through resolving and attempting to mitigate impacts to the schedule. We also continue to work through answering a number of RWCC queries on specification compliance which has generally been met, but takes time to demonstrate on some occasions due to the highly technical nature of some items. 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.

No new non-conformance reports were issued during the period.

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

In the month of January, one Environmental inspection was conducted no issues were identified.

10.0 INDUSTRIAL RELATIONS

No significant issues.

11.0 DESIGN AND TECHNICAL

Design is complete.

The remaining elements of design are associated with D&C package for the Clear Water Pump Station Building. Which has been awarded and the design is in progress.

12.0 COMMISSIONING

Commissioning activities have progressed with commissioning of the centrifuges and associated equipment undertaken. The centrifuge has been operating on for short runs easily coping with current process demands. The focus of commissioning in the next month will move to the chemical and filters.

The SCADA and control systems within the main plant are being prepared for commissioning. SCADA and control systems support has been provided to RWCC operations as needed.

13.0 STAKEHOLDERS

The UGL site have continued to with other contractors on site as well RWCC staff and construction teams and no issues arising. Two site visits by RWCC office staff occurred during the month.

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

14.0 SITE PROGRESS



Photo 1: Centrifuge roof access ladder



Photo 2: Clear Water Storage Roof Steelwork



Photo 3: Lamella Sludge Pumps



Photo 4: Stormwater Pipe Installation Southern Side of Filters



Photo 5: Lamella Tank 2 Trough Installation

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 – DECEMBER MONTHLY SAFETY REPORT

HSSE Monthly Safety Report –December 2016

1.0 Overview Statistics

December 2016 Total to Date		
UGL Hours	1641	43,965
Subcontractor hours	3300	110,455
Total Site Hours	4941	154,420
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	4
Incidents:		
Injury	0	4
Damage/ Loss	0	12
Near Miss	1	33
Hazard	3	16
Report Only	0	6
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	6
Safety Initiatives:	0	9
Workplace Safety Inspections	11	510
Environmental Inspections	2	52
Safety Conversations (UGL)	24	834

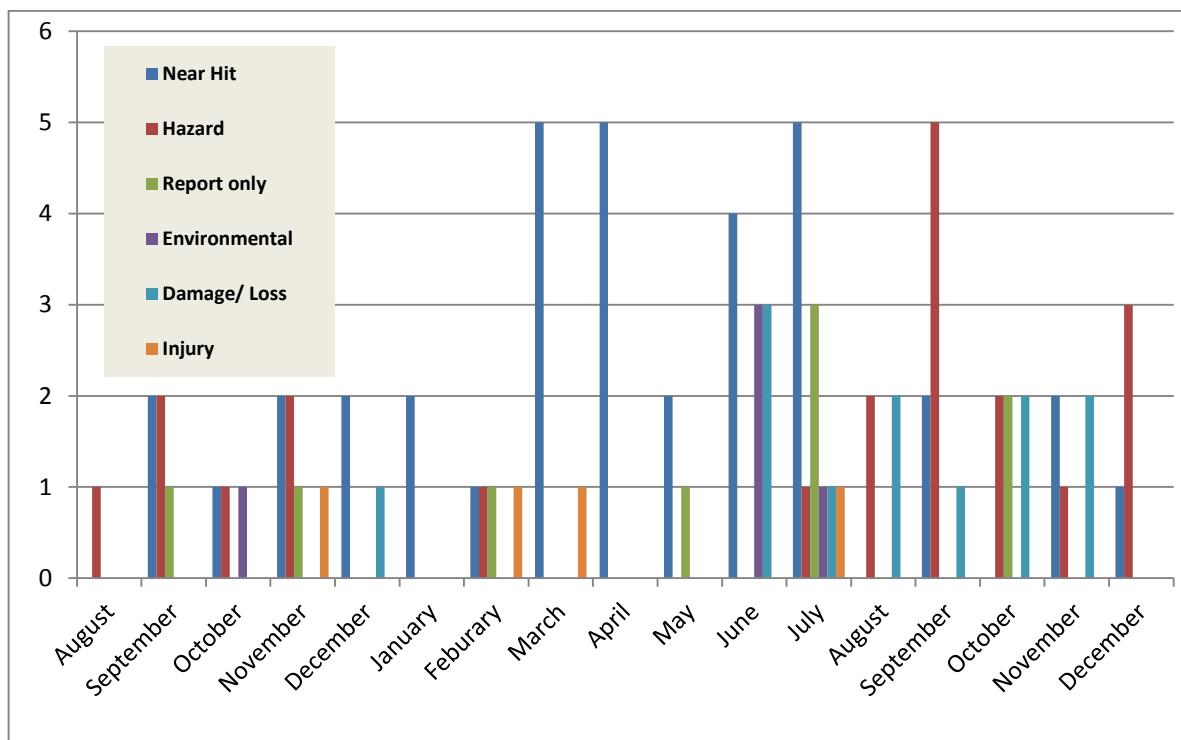
Utake 5 (UGL)	200	4098
Hazobs	3	400
Site audit (e.g. Plant pre-start)	3	44
SWMS reviews	4	220
Site inductions	6	524
Tool box meetings	2	50
Training hours	0	105
Plant delivery inspections	0	116
Checkit compliance (UGL)	65%	90%
UGL/ External Audits	0	0
Alcohol Breath tests	33	2493
Drug tests	0	141

2.0 Incident Summary

The following incidents occurred on site in December 2016.

- **Near Miss:**
 DTD were lifting steel bog plates from transport vehicle and placing the steel bog plates onto the ground to set up for a crane lift pad, during the lifting task the top steel bog plate (1.5 ton) slipped and fell to the ground from approximate high of 600 mm. During the initial investigation it appears that the DTD dogman did not attach the load (steel bog plates) as required and DTD supervisor reported that no personnel was within 3 meters of the load when it slipped. No injuries or damage occurred.
 - **Action:** Outlined in investigation report
- **Hazard:** Power plumber are working in an EWP installing eave lining to the roof of the water treatment plant control room, when a plumber accidentally kicked a battery drill over the kick rail on a EWP (boom Lift). Work area below EWP delineated with barriers and worker overhead signage in place.
 - **Action:** Plumbers to remove any excess equipment form EWP
- **Hazard:** Brown snake sighted on site
 - **Action** Local snake handler called to site & removed brown snake
- **Hazard:** There are grating floor panels in chemical building over 300mm chemical bund not secured between chemical tanks which are currently covered with light ply which may dislodge if trodden on
 - **Action:** Form work ply wood has been placed over loose floor panels which have not secured and floor to secured 6-12-2016

Wagga Wagga WTP Incident trends



- December 2017 6 Site inductions not including visitors inductions
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

3.0 Project Safety Initiatives for January 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:**

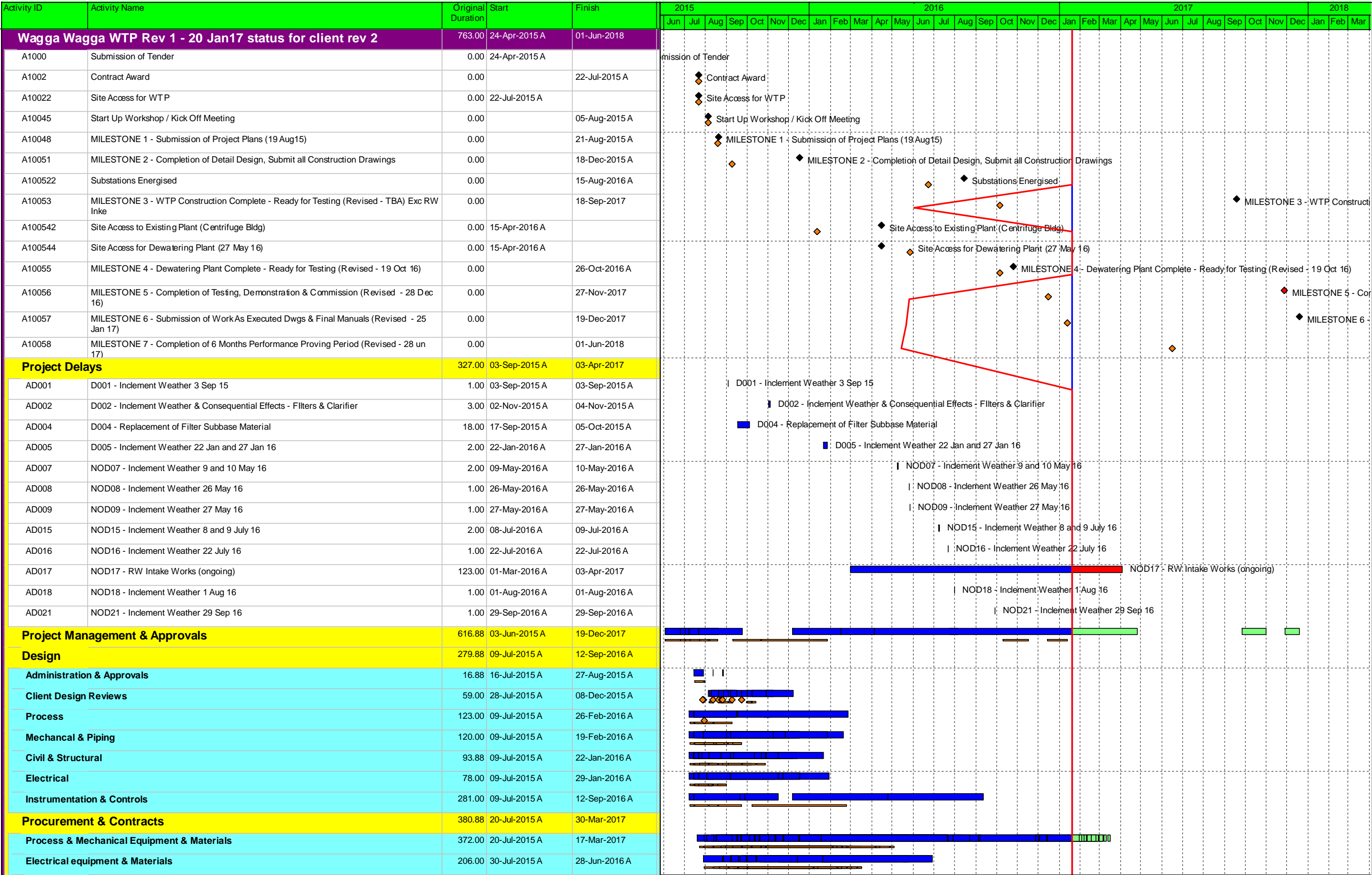
- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

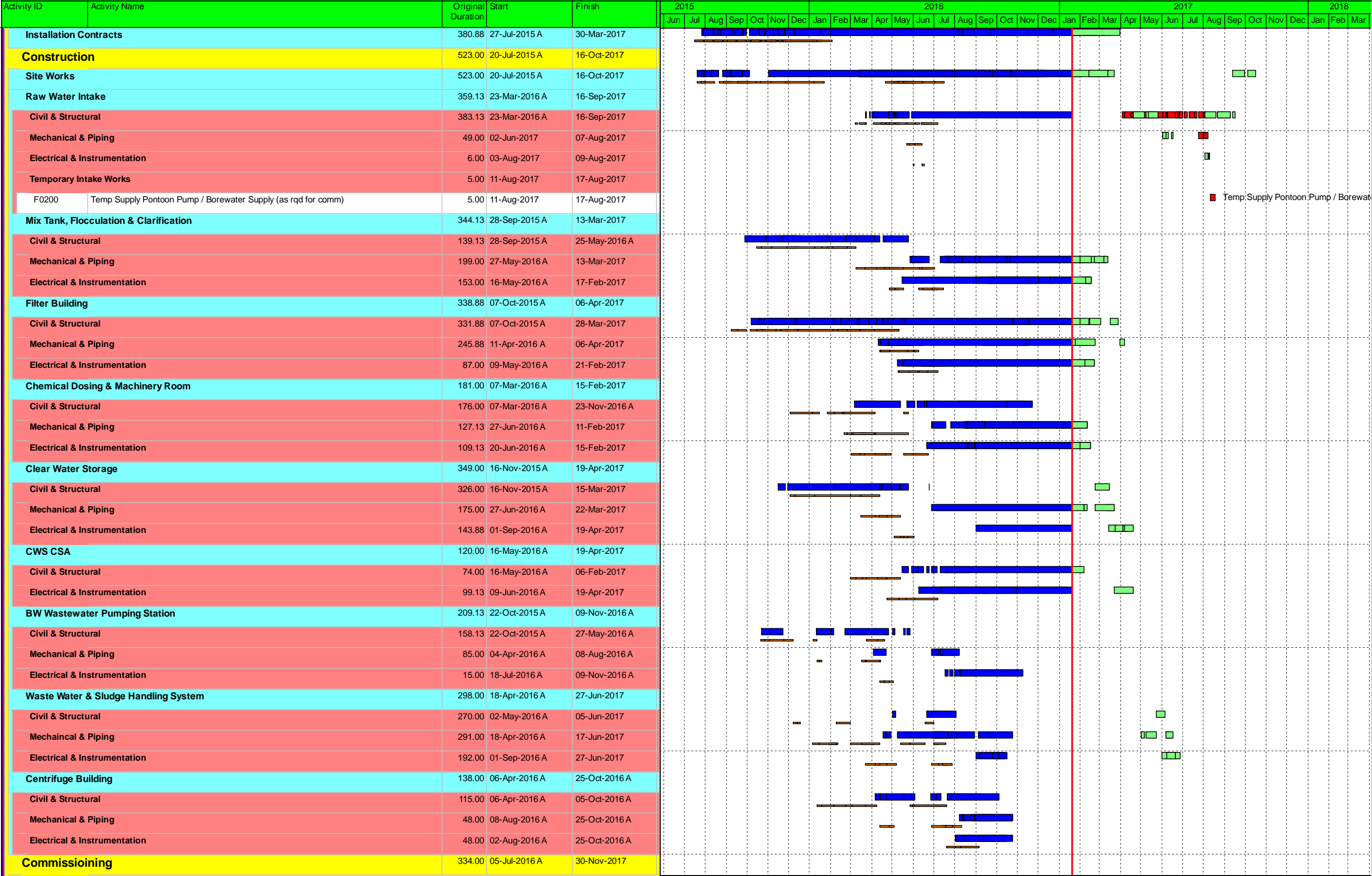
➤ Continuing Site Environmental inspections and education to subcontractors regarding environmental compliance.

Mark Hunter

UGL Safety Advisor

APPENDIX C – JANUARY PROJECT PROGRAMME







PROJECT STATUS REPORT



PROJECT:	Wagga Wagga WTP Upgrade
CLIENT:	Riverina Water County Council
CONTRACT NO.:	W195
UGL PROJECT NO.:	3200-0485
REPORT DATE:	23 rd January 2016
REPORT NO.:	17
PROJECT MANAGER:	David Murphy
PREPARED BY:	David Murphy

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1.0 SUMMARY

Project progress in February has been focussed on completion of the filter area in preparation for filter nozzle installation.

Plumbing works have been focussed on the laboratory wet rack and filter gallery instrumentation final connections.

Electrical works continue to be focussed on completion of the chemical building, in particular the fluoride room, and filter area, as well as some works in the clear water storage area.

Planning for the raw water works continues to advance with preparatory environmental inspections undertaken to allow works to commence as soon as access is available based on river levels.

Miscellaneous concrete works were completed during the period to finalise pipe and equipment supports across the site. The chemical building footpath and building access was also completed.

Mechanical installation progress has been substantively focussed on the installation of the filter penstock frames, structural steelwork and the Lamella internals. Filter hydro-testing was completed and final filter cleaning undertaken and nozzle installation commenced.

Underground works focussed on installation of the bore-water connection and the stormwater at the clearwater storage.

Key Milestones achieved in the Period were:

- Filter Hydrotesting
- Chemical building light and power energisation
- Borewater line installation
- Lamella plate installation

Safety performance across the site continues to be good with no injuries occurring during the month.

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 December were 4,740 hours. Subcontractor hours recorded on site was 3,750 hours. Total hours worked on the project to date is 159,160

No lost time injuries (LTI) or MTI and no 1st Aid (FAI) were recorded in the month of January.

Site inductions of 6 individuals have been undertaken with current total of 530 inductions completed not including visitor inductions and 20 UGL HSSE pre-start meetings were held also individual subcontractor pre-start meetings occurred on site daily. One environmental incident and ten hazards were observed during the month of January; the environmental event that occurred during the month was a - small amount of oil spilt from compressor in WTP compressor room.

We continue to focus on the identification of hazards as a proactive measure of preventing injuries:

- Personnel entry to filter cells
- Site personnel walking through barricades without adequate communication
- EWP parked over pit
- Slit media bags fall hazard
- Barricades not in place
- Verbal miscommunication isolation of electrical DB

Routine random alcohol breath testing was undertaken on a number of occasions with total tests completed now on site 2551.

The January Safety Report is shown in Appendix B.

4.0 RISK / CRITICAL ACTION AREAS

Summary of Top Risks at February:-

Risk Description	Potential Impact	Control Measures
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	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

Monthly progress meeting number 17 was held at site. The sixteenth progress claim was agreed. The table below summarises the progress to the 23rd January.

	WAGGA WAGGA WATER TREATMENT PLANT	Month	Feb-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)	93%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	98%	
4	Intake Works		
	Intake Works - General subtotal (3)	25%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	45%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	94%	
7	Filters		
	Filters subtotal (7)	97%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	99%	
9	Machinery Room		
	Machinery Room subtotal (9)	98%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	90%	
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)	90%	
17	Other Items		
	Other Items subtotal (17)	66%	
18	Electrical Items		
	Electrical subtotal (18)	91%	
19	Testing Demonstration Commissioning		
	Testing Demonstration and Commissioning (19)	5%	
20	Post Process Proving		
	Post Process Proving (20)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	95%	
22	Other Options Accepted		
	Options subtotal (20)	82%	
23	Variations		
	Variations Subtotal	87%	

5.2 Variations

During the period four variations were approved relating to design development and site conditions.

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

Variation No.	Title	Amount (\$ 000) Excl. GST	Status (November)
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	Submitted
VO25	Bomen Line	132	Submitted
VO26	NSC11 Material Excavated under UGL Carpark	27	Approved
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Submitted
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	Submitted
VO33	Flowmeter Modbus Communications	22	Submitted
VO34	Caustic Building Lighting Changes	3	Submitted
VO36	Sludge Thickener Infill Slab	90	Approved
VO37	NSC15 Reinstall DICL	22	Submitted
VO38	Modification to Filter Building Stair	38	Submitted
VO39	Field Isolators	67	Submitted
VO40	Street Light Fittings	9	Submitted
VO43	S&I 4.8 to 9.6 Garnet Filter Media	86	Approved

An extension of time was approved in the month taking account of the delays in access to Raw Water area which moved completion to late 2017.

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	\$ 2,510,494.00	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 17	Invoice #18	\$ 528,344.00	Draft

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

Contract	Value (ex GST)	Contract Value Status (Feb)
W195	\$ 33,026,285	No Change

7.0 PROGRAMME

Project progress in February has been focussed on completion of the filter area in preparation for filter nozzle installation.

Plumbing works have been focussed on the laboratory wet rack and filter gallery instrumentation final connections.

Electrical works continue to be focussed on completion of the chemical building, in particular the fluoride room, and filter area, as well as some works in the clear water storage area.

Planning for the raw water works continues to advance with preparatory environmental inspections undertaken to allow works to commence as soon as access is available based on river levels.

Miscellaneous concrete works were completed during the period to finalise pipe and equipment supports across the site. The chemical building footpath and building access was also completed.

Mechanical installation progress has been substantively focussed on the installation of the filter penstock frames, structural steelwork and the Lamella internals. Filter hydro-testing was completed and final filter cleaning undertaken and nozzle installation commenced.

Underground works focussed on installation of the bore-water connection and the stormwater at the clearwater storage.

Key Milestones achieved in the Period were:

- Filter Hydrotesting
- Chemical building light and power energisation
- Borewater line installation
- Lamella plate installation

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

Activity	Target
Completion of Stormwater Piping	Late February 2017
Filter Nozzle Installation	Late February 2017
Completion Lamella Tank 1	Late - February 2017
Road Works Phase One Mobilisation	Early March 2017
Raw Water Works mobilisation	March 2017

The overall project completion for milestone 5 and 6 have now been rescheduled to November 27th and December 22nd as part of an approved Extension of Time which recognised the issues and access associated with the raw water intake during 2016.

8.0 QUALITY

Production of Inspection and Test Reports (ITPs) continues for civil/structural, mechanical and electrical works across the site. Construction crews and suppliers are focussed on the production of a high quality finished project.

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, which has generally been met but takes time to demonstrate on some occasions due to the highly technical nature of some items. 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.

It has been recognised by both parties that the time taken to remedy some of the issues has been too slow, through the month further work was undertaken to reset this process through a meeting with the senior executives.

9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

In the month of February, two Environmental inspections were conducted and the visit from independent environmental representative was undertaken with no significant issues being identified, some weed management required.

During the month a survey of the flying foxes was undertaken in preparation for the raw water works and a submission prepared to ensure environmental approvals are in place prior to the commencement of works.

10.0 INDUSTRIAL RELATIONS

No significant issues.

11.0 DESIGN AND TECHNICAL

Design is complete.

The remaining elements of design are associated with D&C package for the Clear Water Pump Station Building. Which has been awarded and the design is in progress, the initial submission of drawings was received and reviewed.

12.0 COMMISSIONING

Commissioning activities have progressed with commissioning of the centrifuges and associated equipment undertaken. The centrifuge has been operating on for short runs easily coping with current process demands. The focus of commissioning in the next month will move to the chemical area and filter area as part of preparations for filter media loading.

The SCADA and control systems within the main plant are being prepared for commissioning. SCADA and control systems support has been provided to RWCC operations as needed within the dewatering plant.

13.0 STAKEHOLDERS

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

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

14.0 SITE PROGRESS



Photo 1: Site Overview February



Photo 2: Laboratory Instrumentation



Photo 3: Chemical Delivery Area Footpath



Photo 4: Stormwater Pipe Installation Southern Side of Filters



Photo 5: Bore Water Line Installation

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 – JANUARY MONTHLY SAFETY REPORT

HSSE Monthly Safety Report –January 2017

1.0 Overview Statistics

	January 2017	Total to Date
UGL Hours	990	44,955
Subcontractor hours	3750	114,205
Total Site Hours	4740	159,160
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	4
Incidents:		
Injury	0	4
Damage/ Loss	0	12
Near Miss	0	33
Hazard	8	24
Report Only	0	6
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	6
Safety Initiatives:	0	9
Workplace Safety Inspections	19	529
Environmental Inspections	2	54
Safety Conversations (UGL)	23	856

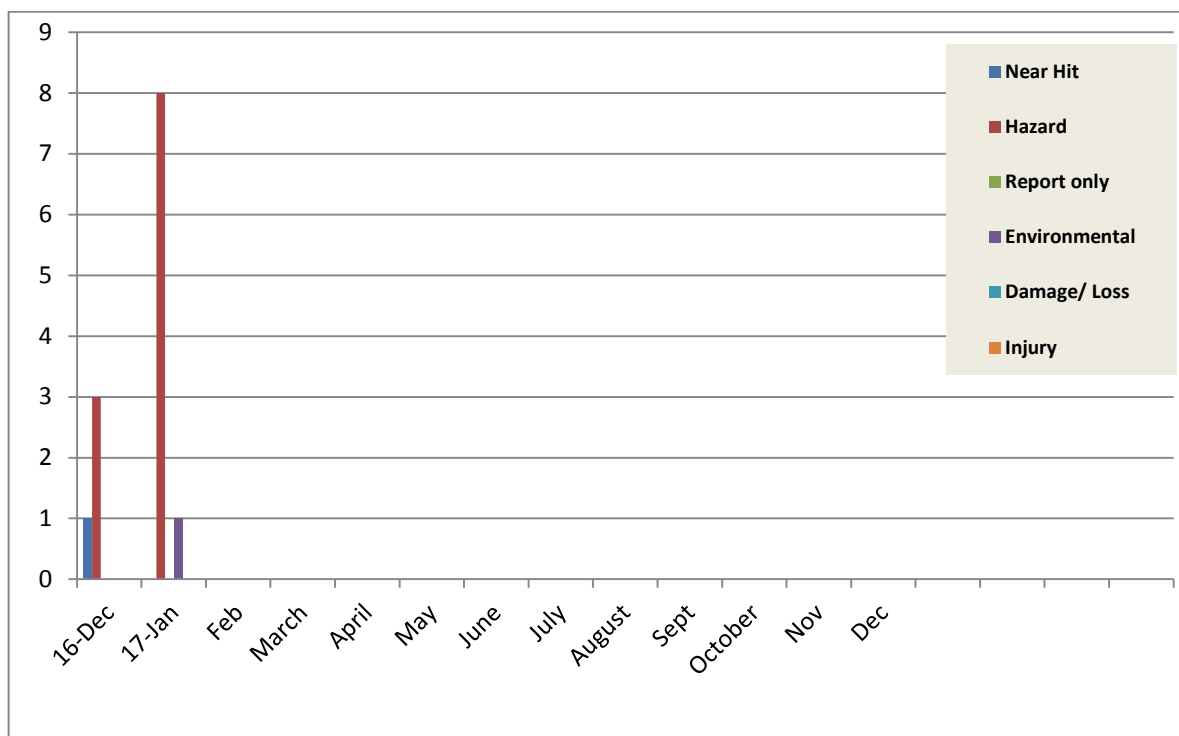
Utake 5 (UGL)	200	4298
Hazobs	8	408
Site audit (e.g. Plant pre-start)	3	47
SWMS reviews	9	220
Site inductions	6	530
Tool box meetings	2	52
Training hours	8	113
Plant delivery inspections	9	125
Checkit compliance (UGL)	95%	65%
UGL/ External Audits	0	0
Alcohol Breath tests	58	2551
Drug tests	0	141

2.0 Incident Summary

The following incidents occurred on site in January 2017.

- Environmental:** Air compressor in Water treatment plant mechanical plant room shut down due to high temperature alarm leaked oil from oil hose during the xmas break period with approx. 5 litres of compressor oil leaking from compressor.
Actions: Oil spill contained and location cleaned up, compressor tagged out

Wagga Wagga WTP Incident trends



- January 2017 6 Site inductions not including visitors inductions
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness
- Safety Award Zac Roberts PCT Plumbing

3.0 Project Safety Initiatives for February 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:**

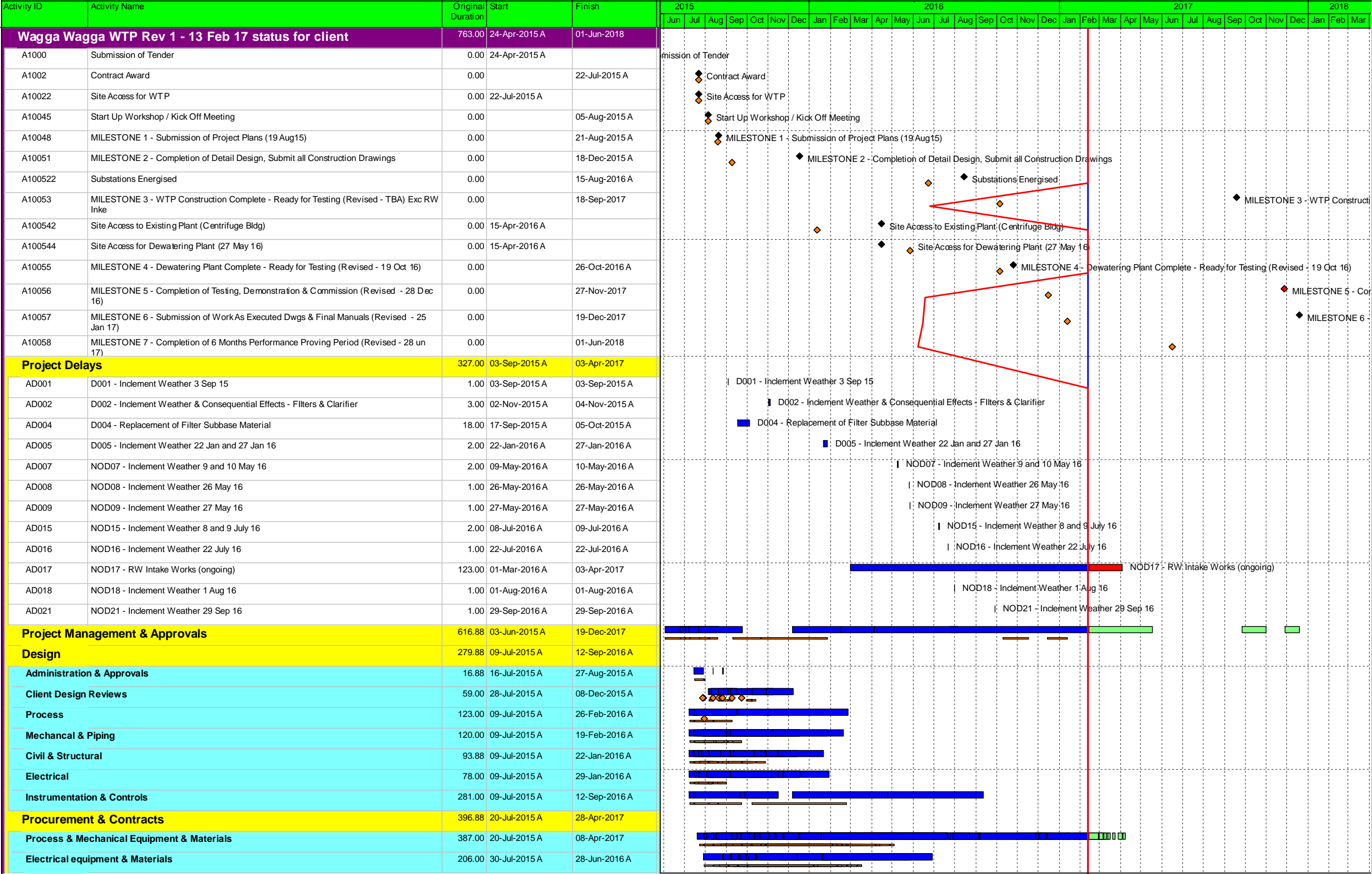
- Continuing Alcohol testing at pre-start meetings
- Drug testing as per Project Safety Management Plan

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

Mark Hunter

UGL Safety Advisor

APPENDIX C – FEBRUARY PROJECT PROGRAMME



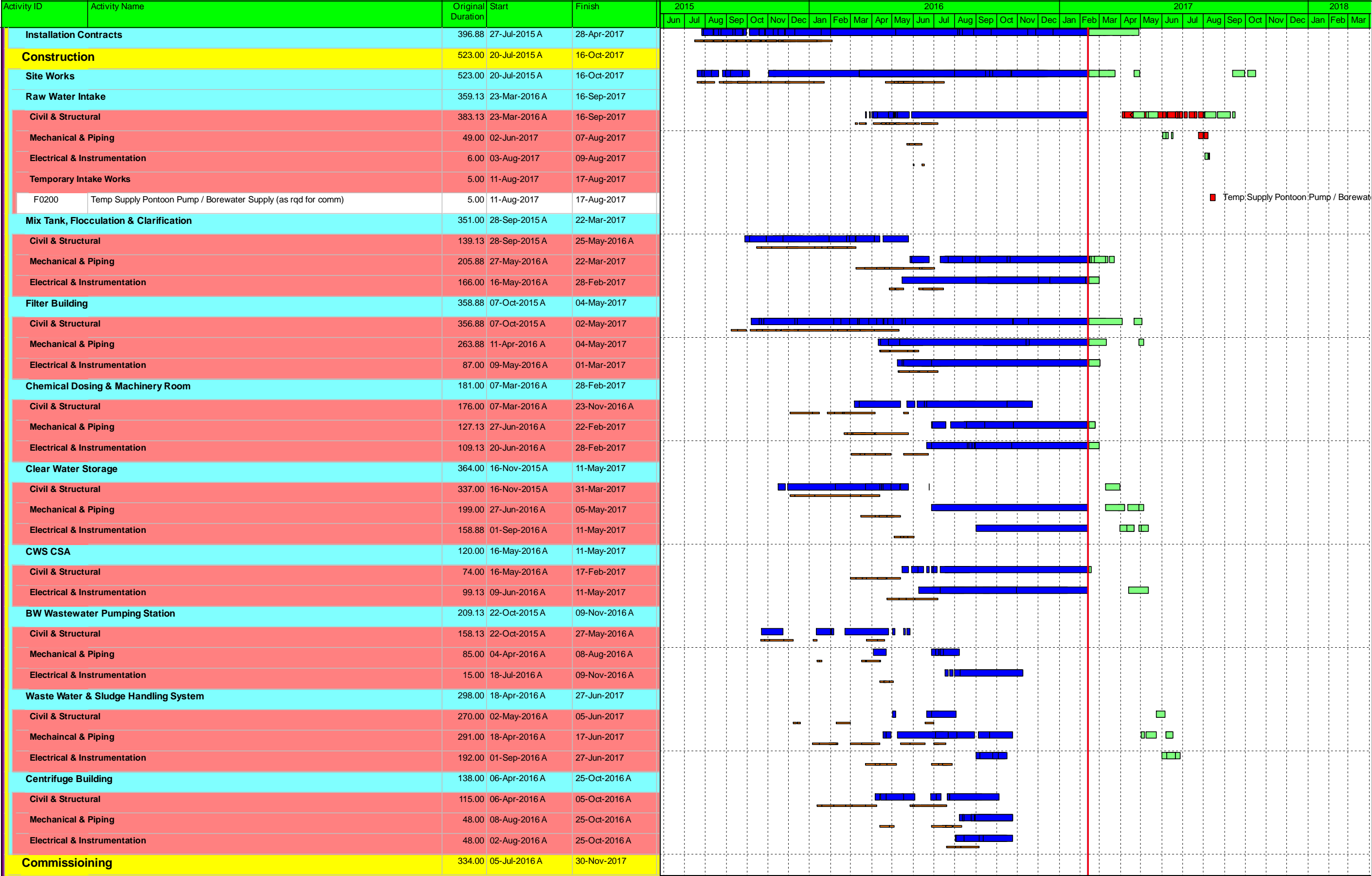
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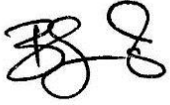
- Remaining Level of Effort
- Primary Baseline
- Actual Work
- Critical Remaining Work
- Remaining Work

WAGGA WAGGA WTP
Program of Works - Summary



Date	Revision	Chec...	Approved
14-Feb-2017	Status as at 13 Feb 17		





Bede Spannagle
DIRECTOR OF ENGINEERING

QUESTIONS & STATEMENTS

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