



5th December 2016

## **NOTICE OF MEETING OF THE COUNCIL**

The meeting of the Council will be held at

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

on

**FRIDAY, 9<sup>th</sup> DECEMBER 2016 at 2.00 pm**

and your attendance is requested accordingly,

followed by Council Christmas Gathering.

Yours faithfully

G J Haley  
GENERAL MANAGER



# **\* AGENDA \***

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## GENERAL MANAGER'S REPORT TO THE COUNCIL

5th December 2016

The Chairperson and Councillors:

### 1. FINANCIAL STATEMENTS – LIST OF INVESTMENTS

***RECOMMENDED*** that the report detailing Council's external investments for the months of October and November 2016 be received.

- 
- List of Investments – October 2016
  - List of Investments – November 2016

## Monthly Investment Report as at 31/10/2016

**a) Council's Investments as at 31/10/2016**

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	1.63	14.857%	\$2,500,000.00	\$2,500,000.00
ME Bank	10/08/2016	90	08/11/16	A-2	2.65	BBSW	1.63	14.857%	\$2,500,000.00	\$2,500,000.00
ME Bank	12/10/2016	90	10/01/17	A-2	2.65	BBSW	1.63	5.943%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	20/09/2016	86	15/12/16	A-1+	2.52	BBSW	1.63	11.886%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	27/09/2016	86	22/12/16	A-1+	2.51	BBSW	1.63	11.886%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	10/08/2016	90	08/11/16	A-1+	2.78	BBSW	1.63	11.886%	\$2,000,000.00	\$2,000,000.00
								71.31%	\$12,000,000.00	\$12,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.54	Cash Rate	1.50	15.23%	\$2,562,648.14	\$2,562,648.14
AMP				A-1	2.30	Cash Rate	1.50	13.457%	\$2,264,379.72	\$2,264,379.72
								28.69%	\$4,827,027.86	\$4,827,027.86
TOTAL INVESTMENTS								100.00%	\$16,827,027.86	\$16,827,027.86
Cash at Bank										\$876,485.31
TOTAL FUNDS										\$17,703,513.17

**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		\$10,046,125.48
<b>TOTAL FUNDS</b>		<b>\$17,703,513.17</b>

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

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**MANAGER CORPORATE SERVICES**

## Monthly Investment Report as at 30/11/2016

**a) Council's Investments as at 30/11/2016**

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	15.265%	\$2,500,000.00	\$2,500,000.00
ME Bank	8/11/2016	91	07/02/17	A-2	2.65	BBSW	1.62	9.159%	\$1,500,000.00	\$1,500,000.00
ME Bank	12/10/2016	90	10/01/17	A-2	2.65	BBSW	1.62	6.106%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	20/09/2016	86	15/12/16	A-1+	2.52	BBSW	1.62	12.212%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	27/09/2016	86	22/12/16	A-1+	2.51	BBSW	1.62	12.212%	\$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	12.212%	\$2,000,000.00	\$2,000,000.00
								67.17%	\$11,000,000.00	\$11,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.54	Cash Rate	1.50	14.12%	\$2,312,648.14	\$2,312,648.14
AMP				A-1	2.30	Cash Rate	1.50	18.712%	\$3,064,379.72	\$3,064,379.72
								32.83%	\$5,377,027.86	\$5,377,027.86
TOTAL INVESTMENTS								100.00%	\$16,377,027.86	\$16,377,027.86
Cash at Bank										\$105,734.70
TOTAL FUNDS										\$16,482,762.56

**b) Application of Investment Funds**

Restricted Funds	Description	Value
Externally Restricted	LIRS Loan Funds	\$0.00
		<hr/>
		\$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
		<hr/>
		\$7,657,387.69
		<hr/>
Unrestricted Funds		\$8,825,374.87
<b>TOTAL FUNDS</b>		<b>\$16,482,762.56</b>

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

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**MANAGER CORPORATE SERVICES**

## 2. AUDIT AND RISK COMMITTEE MINUTES

**Author:** Christine Priest

**General Manager:** Graeme Haley

**RECOMMENDATION:** That Council receive and note the Minutes of the Audit and Risk Committee Meeting held on 21st November 2016 and endorse the recommendations contained therein.

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**MINUTES of the MEETING of AUDIT & RISK COMMITTEE**  
**held at 91 HAMMOND AVENUE, WAGGA WAGGA,**  
**on MONDAY, 21<sup>st</sup> NOVEMBER 2016 at 9.30 am**

**PRESENT:**

David Maxwell (Chairperson)  
Michael Commins  
Clr. Yvonne Braid

**IN ATTENDANCE:**

General Manager	Graeme Haley
Director of Engineering	Bede Spannagle
Corporate Strategy – WWCC	Christine Priest
Manager Corporate Services	Michele Curran

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

### 1. PRESENT & APOLOGIES

### 2. DECLARATIONS OF PECUNIARY INTEREST

Declaration by David Maxwell. Has Software, Handbooks and Training to all Councils, but not RWCC.

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

### 3. MINUTES OF PREVIOUS MEETING – 26TH SEPTEMBER 2016

**Recommendation:**

On the motion of Mr Commins and Clr. Braid that the minutes of the proceeds of the Audit and Risk Committee meetings held 25<sup>th</sup> July 2016 and 26<sup>th</sup> September 2016 be confirmed as true and accurate records.

**CARRIED**

### 4. ARC ACTIONS REGISTER

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

**CARRIED**



## **5. INTERNAL AUDIT PROGRESS REPORT**

On the motion of Clr. Braid and Mr Commins that the Audit and Risk Committee receive and note the report and that consideration of the Audit into the Development Assessment Process be deferred until the next meeting, following management comments.

**CARRIED**

On the motion of Mr Commins and Clr. Braid that the information supplied on previous audits be noted.

**CARRIED**

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

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

**CARRIED**

## **7. ASSET MONITORING REPORT**

On the motion of Mr Commins and Clr. Braid that the Committee note the report and thank the Director of Engineering for the comprehensiveness of the Report.

**CARRIED**

## **8. LEAD ORGANISATIONAL CRITICAL ISSUES**

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

**CARRIED**

## **9. AUDIT & RISK COMMITTEE MEETING SCHEDULE**

On the motion of Mr Commins and Clr. Braid that the Audit and Risk Committee approve meeting dates for 2017, being 27 February, 29 May, 31 July, 25 September (financial statements only) and 20 November, subject to confirmation of availability.

**CARRIED**

## **10. RWCC ANNUAL REPORT 2015/2016**

On the motion of Mr Commins and Clr. Braid that the Report of the General Manager be received and noted.

**CARRIED**

## **11. GENERAL BUSINESS**

Members were advised that expressions of interest for independent members of the Audit and Risk Committees of Wagga Wagga City Council and Riverina Water County Council were invited by public advertisement on Saturday 19 November.

The Chairman thanked Christine Priest for the work that she has done for the Committee.

Next General Meeting: Monday, 27<sup>th</sup> February 2017 at 9.30 am

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Meeting Closed 11.10 am

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### 3. WORKSHOP OPERATIONAL PLAN 2017/2018

**RECOMMENDATION** that Council hold a workshop to discuss key aspects of the 2017/2018 Operational Plan, following Council's February Meeting.

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In the preparation of the Draft Operational Plans for the past four years, Council held a workshop in conjunction with the February Council Meeting.

It is suggested to again hold a workshop adjacent to Council's February Meeting.

### 4. DRAFT POLICY 1.12 ACCESS AND EQUITY

**RECOMMENDATION** that Riverina Water County Council adopt Draft Policy 1.12 Access and Equity.

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In 2012, under guidelines issued by the Division of Local Government, Riverina Water County Council adopted a policy that summarised the Council's commitment to the provision of water services having due regard to the cultural and linguistic diversity and the needs of people with disability within the constituent local government areas of the county district.

A policy has been developed and adopted by Council at that time.

This Policy is now due for review.

Only minor changes are recommended – being a change in the reference to the guiding legislation.

A copy of a suggested Draft Policy is attached for Councillors' information.

The objectives of the Policy are:-

- 1) To recognise and value the diversity of the community.
- 2) To provide for community participation in decisions relating to Council's water service programs and policies.
- 3) To foster communication and community understanding so that the rights and responsibilities of all people are recognised.
- 4) To provide disability access to its office associated facilities and workplace.

It is appropriate that this policy be adopted to demonstrate Council's commitment to access and equity.

- **Draft Policy 1.12 Access and Equity**

**POLICY**
**ACCESS AND EQUITY**

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 1.12</b>	
<b>Original publication date</b>		<b>14 December 2012</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
0	14 Dec 2012	Res:12/171	14 Dec 2012
NAME CHANGED 22/11/13 FROM 5.28			
1		Res: 16/??	9 Dec 2016
<p>This document is to be reviewed every 4 years.</p> <p>Next review date: <b>December 2020</b></p>			
<b>RESPONSIBLE OFFICER</b>		General Manager	

# PART 1: INTRODUCTION

Council is committed to provision of water services having due regard to the cultural and linguistic diversity and the needs of people with disability within the constituent local government areas serviced by Riverina Water County Council.

## 1.1 Policy Objectives

- 1) To recognise and value the diversity of the community.
- 2) To provide for community participation in decisions relating to Council's water service programs and policies.
- 3) To foster communication and community understanding so that the rights and responsibilities of all people are recognised.
- 4) To provide disability access to its office associated facilities and workplace.

## 1.2 Scope of Policy

Applies to all residents and ratepayers within the constituent local government areas serviced by Riverina Water County Council.

The provisions of this policy relate to access to water supply services, policies and communications relating to this function.

## 1.3 Definitions

**Access** means that any individual who is entitled to water supply services from Riverina Water County Council will, regardless of cultural or linguistic difference or disability, be able to receive such service within the standards and in the time frames provided by Council.

**Equity** means that Council resources will be allocated so that all who are entitled to a water supply service will have equal opportunity to benefit from that entitlement at the standard and in the timeframe proposed by Council.

**Access and equity** are about ensuring that all people have the opportunity to gain access to water supply services and facilities provided by Council, regardless of their race, culture, religion, language, age, gender or disability.

## 1.4 Legislative Context

### STATUTORY POSITION

The legislative requirements that govern Council in this regard are:

#### **The Local Government Act 1993 (Section 8)**

Specifies that a Council's Charter includes providing directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community, with due regard to the cultural and linguistic diversity of its community.

## **MULTICULTURAL NSW ACT 2000**

This Act:

- (a) promotes the equal rights and responsibilities of all the people of New South Wales within a cohesive and multicultural society in which:
  - (i) individuals share a commitment to New South Wales and to Australia, and
  - (ii) diversity is regarded as a strength and an asset, and
  - (iii) English is the common language, and
- (b) recognises and values the different linguistic, religious and ancestral backgrounds of the people of New South Wales.

## **Commonwealth Disability Discrimination Act 1992**

The objects of the Act that relate most to Council are:

- to eliminate, as far as possible, discrimination against persons on the grounds of disability in the areas of work, accommodation, education, access to premises, clubs and sport; the provision of goods, facilities, services and land; and the administration of Commonwealth laws and programs
- to promote recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.

## **Anti-Discrimination Act 1977 (NSW)**

This Act prohibits discrimination at work, racial vilification, sexual harassment, sex discrimination, transgender discrimination, homosexuality discrimination, marital status discrimination, disability discrimination, compulsory retirement discrimination, HIV/AIDS vilification or age discrimination.

Council is bound under this Act in three main areas of work

- the service Council provides to the community and the way in which the water supply services are provided
- how Council runs meetings and makes decisions
- Council employment practices

## **1.5 Related Documents**

- Good governance Policy
- Code of Conduct

## **1.6 Responsibilities**

It is the responsibility of all Council Officers to abide by the intent of this policy.

## **1.7 Review procedures**

Policy to be reviewed every four 4 years following Council elections

## **PART 2: POLICY CONTENT**

### **2.1 Policy Statement**

Council will ensure that:

- resources are fairly distributed
- the communities within the Riverina Water County Council constituent local government areas have opportunity for input into decisions relating to water supply program development and service delivery
- the rights and responsibilities of all consumers are recognised AND
- Water supply services and programs are effectively targeted to meet the needs of all members of the community.

#### **Implementation**

To ensure that this policy is implemented across Council, reference to this policy will be made in procedural documents that guide the day to day operations of staff.

## 5. POLICY 1.18 RECORDS MANAGEMENT

**RECOMMENDATION** that Riverina Water County Council adopt Policy 1.18 Records Management.

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In 2009, Riverina Water County Council adopted a policy that outlined the necessary steps to appropriately manage its records.

Since that time Council has implemented an Electronic Records Management System (EDMS) and the Policy was reviewed in 2014.

This Policy again due for review and is attached for Councillors' information.

The only change suggested is that the review date be every 4 years, rather than every two years.

The objective of the Policy is to determine the requirements for managing all records for Riverina Water County Council in both electronic and hardcopy formats in accordance with relevant legislation, standards and codes of best practice approved by the State Records Authority.

It is appropriate that this policy be adopted to demonstrate Council's commitment to the appropriate management of its records.

- **Policy 1.18 Records Management**



## POLICY REGISTER

### RECORDS MANAGEMENT POLICY

<b>REFERENCE NUMBER:</b>	<b>POL 1.18</b>		
<b>Original publication date</b>	<b>2005</b>		
<b>Revision number</b>	<b>Issue Date</b>	<b>Council resolution</b>	<b>Council meeting date</b>
1	19/1/2009		19 Jan 2009
2	12/12/2014	Res 14/171	12 Dec 2014
3	9/12/2016	Res 16/??	9 Dec 2016
This document is to be reviewed every four years. Next review date: December 2020			
<b>RESPONSIBLE OFFICER</b>			General Manager



## **PART 1: INTRODUCTION**

### **1.1 Policy Objective**

This policy determines the requirements for managing all records for Riverina Water County Council in both electronic and hardcopy formats in accordance with relevant legislation, standards and codes of best practice approved by the State Records Authority.

### **1.2 Scope of Policy**

This policy applies to Councillors and staff of Riverina Water County Council.

### **1.3 Definitions**

Archives-those records that are appraised as having continuing value

Records-“..any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means.”

Recordkeeping Systems-“..information systems which capture, maintain and provide access to records over time..”

State records-“..any record made or kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for use of a public office..”

State Archive-A State record that the State Records Authority of New South Wales has control of under the State Records Act 1998(NSW).

### **1.4 Legislative Context**

State Records Act 1998 and State Records Regulation 2010.

This legislation is supported by the following standards and guidelines;

- Australian Standard, AS ISO 15489-2002, Records Management
- Australian Standard AS5090-2003, Work process analysis for recordkeeping
- NSW Ombudsman, Good Conduct and Administrative Practice: Guidelines for State and local government2003

Other related legislation includes;

- Copyright Act 1968 (Commonwealth)
- Evidence Act 1995 (NSW)
- Government Information (Public Access) Act 2009
- Health records and information Privacy Act 2002
- Local Government Act 1993

- Privacy and Protection of Personal Information Act 1998

## **1.5 Related Documents**

- Policy 1.1 Code of Conduct
- Policy 1.2 Code of Meeting Practice
- Policy 1.9 Councillor access to information and interaction with staff
- Policy 1.15 Public Access to Information
- Policy 1.20 Privacy Policy
- InfoXpert Workbench user guide

## **PART 2: POLICY CONTENT**

As a public agency, Riverina Water County Council is bound by the regulations and requirements of the State Records Act 1998. The Act sets out codes of best practice to which Council must comply. Failure to do so could leave Council open to criticism in an investigation-whether by a Minister, a Royal Commission, an auditor or a law enforcement body. State Records legislation requires Riverina Water County Council to make and keep records that fully and accurately document operations and administration.

Why we need “full and accurate “records:

- i. Facilitate action by employees at any level, and by their successors;
- ii. Make possible a proper scrutiny of the conduct of business by anyone authorised to undertake such scrutiny, and,
- iii. Protect the financial, legal and other rights of the organisation, its clients and any other people affected by its actions and decisions.
- iv. To comply with all external requirements relating to record keeping practices.

To be a “full and accurate” record the Australian Standard requires that records possess the following attributes.

ATTRIBUTE	EXPLANATION OF ATTRIBUTE
Compliant	Complying with the recordkeeping requirements from the regulatory environment in which the organisation operates
Adequate	For the purposes for which they are kept
Complete	Containing not only the content, but also the structural and contextual information necessary to document a transaction, as
Meaningful	With links to other records documenting a sequence of transactions
Comprehensive	Documenting the complete range of the organisation’s business
Accurate	Reflecting accurately the transaction that they document
Authentic	Enabling proof that they are what they purport to be and their purported creators indeed created them
Inviolable	Securely maintained to prevent unauthorised access, alteration or

Records are a vital ingredient in support of Council’s ongoing business activities. Effective management and preservation of Council’s corporate memory is intrinsic to both the decision making process and productivity within Council.

### **Disposal of Records**

Records must be protected, maintained, accessible, and useable for their entire retention period, as outlined in the General Authority 39 (GA 39), Local Government Records.

Records cannot be disposed of other than in accordance with the State Records Act 1998, GA 39 .The approval of the General Manager or person/s delegated by him is also a requirement for records disposal.

The State Records Act 1998 (NSW) requires public offices to ‘make and keep full and accurate records’ of their business activities.

Poor record keeping practices within the public sector contribute to inefficiencies and poor decision making. Poor record keeping means that evidence may not even exist or may not be adequate to meet Council requirements for accountability. Records are vital for ongoing business and for internal and public accountability.

The NSW Public Sector Code of Conduct requires that public officials should 'maintain adequate documentation to support any decision made in the performance of their duties.

## **Councillors**

Councils are identified as public offices under the State Record Records Act 1998. When discharging functions of Council, Councillors are subject to the Act when they create or receive 'State Records'. It is recognised that in practice these circumstances are limited and include such items as:

- A petition received from a community group
- Written complaints, suggestions or enquiries by ratepayers about council services

Originals of such records are to be made available to the General Manager for inclusion in Councils official records.

## **Staff**

All Council employees have a number of basis obligations regarding records:

- i. Make records to support the conduct of Council's business activities.
- ii. Create records that would not otherwise be created e.g. Meetings, telephone discussions, conference and oral decisions must be documented.
- iii. Register records into either paper or electronic recordkeeping systems. All official outgoing communications should contain reference to the Document ID number from infoXpert.
- iv. Learn how and where records are kept at Council.
- v. Do not destroy Council records without authority to do so from the General Manager.
- vi. Do not lose records
- vii. Be aware of records management procedures.
- viii. Council will support relevant staffing positions by providing training in the use of the Electronic Management System, InfoXpert. Other training in the management of council records will be provided by supervisors as part of "on the job" training.

## 6. DRAFT POLICY 1.27 RELATED PARTY DISCLOSURES

**RECOMMENDATION** that Riverina Water County Council adopt Draft Policy 1.27 Related Party Disclosures.

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The Office of Local Government has advised that the Australian Accounting Standards Board has determined that, from 1 July 2016, AASB 124 related party disclosures will apply to government entities, including local governments.

In Council's Annual Financial Statements for 2016-17, council must disclose related party relationships, transactions and outstanding balances, including commitments.

A copy of the suggested Draft Policy has been developed and is circulated for Councillor information and consideration.

The purpose of the Policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the relevant Accounting Standard.

It is appropriate that this policy be adopted to demonstrate Council's commitment to transparency in its financial dealings and compliance with relevant Accounting Standards.

- **Draft Policy 1.27 Related Party Disclosures**

## POLICY REGISTER

### RELATED PARTY DISCLOSURES

<b>POLICY REFERENCE NUMBER:</b>		<b>POL 1.27</b>	
<b>Original publication date</b>		<b>2016</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
0	9 Dec 2016	Res: 16/???	9 Dec 2016
<p>This document is to be reviewed once every Council term.</p> <p>Next review date: Dec 2020</p>			
<b>RESPONSIBLE OFFICER</b>		Manager Corporate Services	

## PART 1: INTRODUCTION

### 1.1 Purpose

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Riverina Water County Council (Council) to achieve compliance with *AASB124 - Australian Accounting Standard 124 Related Party Disclosures*. The Standard ensures that Council's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions with them.

### 1.2 Scope of Policy

This policy shall apply to Related Parties of Council and Related Party Transactions.

### 1.3 Legislative Context

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- AASB124 Related Party Disclosures;
- Policy 1.15 Public Access to Information
- Policy 1.20 Privacy

### 1.4 Definitions

**AASB 124** – Australian Accounting Standard 124 Related Party Disclosures

**Close family members of the family or person** – in relation to a key management person, family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- a) That person's children and spouse or domestic partner;
- b) Children of that person's spouse or domestic partner; and
- c) Dependants of that person or that person's spouse or domestic partner.

**Key management personnel (KMP)** – person(s) having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. Specifically, KMP of Council includes the Chairperson, Councillors, the General Manager and Director of Engineering. Other persons may be considered KMP of Council if they meet the definition requirements. Persons acting in a KMP position will not be considered KMP unless they meet the definition requirements or are acting for a period of more than five consecutive weeks.

**KMP Related Party Transactions Notification (Notification)** – notification form to be used to report Related Party Transactions to the General Manager.

**Materiality** – means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**Ordinary citizen transaction** – a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

**Related Party:** a person or entity that is related to Council as defined in AASB124, paragraph 9. Examples include:

- a) Council subsidiaries;
- b) Key management personnel;
- c) Close family members of key management personnel;
- d) Entities that are controlled or jointly controlled by KMP or their close family members.

**Related Party Transaction:** a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. Examples include:

- a) Purchases or sales of goods;
- b) Purchases or sales of property and other assets;
- c) Rendering or receiving of services;
- d) Rendering or receiving of goods;
- e) Development applications;
- f) Leases;
- g) Commitments to do something if a particular event occurs or does not occur in the future;
- h) Settlement of liabilities on behalf of Council or by Council on behalf of that related party.

## **PART 2: POLICY PROVISIONS**

### **2.1 Policy Statement**

Council will prepare and report related party disclosures in accordance with Australian Accounting Standard requirements. To do this, Council will implement a system to identify and capture related party transactions with related parties.

### **2.2 Related Party Relationships**

Council will identify any entities and KMP that fall within the definition of a related party.

### **2.3 Related Party Transactions**

Key Management Personnel must provide a KMP Related Party Transactions Notification, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, to the General Manager.

The notification requirement above does not apply to:

- a) Related party transactions that are ordinary citizen transactions not assessed as being material; and
- b) For Councillors, expenses incurred and facilities provided to a Councillor during the financial year, under Council's Councillor Expenses and Facilities Policy, the particulars of which are contained in Council's Annual Report.

## 2.4 Required Disclosures & Reporting

AASB124 provides that Council must disclose the following financial information in its financial statements for each financial year:

- a) *Disclosure of any related party relationship* – must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.
- b) *KMP Compensation Disclosures* – must disclose in the annual financial statements KMP for each of the following categories of compensation in total:
  - a. Short-term employee benefits
  - b. Post-employment benefits
  - c. Other long-term benefits
  - d. Termination benefits
  - e. Share-based payment

## 2.5 Related Party Transaction Disclosures

Council must disclose all material and significant Related Party Transactions in its annual financial statements. Disclosures shall include:

- a) The nature of the related party relationship; and
- b) Information about transactions and outstanding balances including:
  - a. The amount of the transactions;
  - b. The amount of outstanding balances, including commitments, and:
    - i. Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
    - ii. Details of any guarantees given or received;
  - c. Provisions for doubtful debts related to the amount of outstanding balances; and
  - d. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

Related Party Transactions that are to be disclosed if they are of a material and significant nature include, but not limited to:

- a) Purchases or sales of goods;
- b) Purchases or sales of property and other assets;
- c) Rendering or receiving of services;
- d) Leases;
- e) Settlement of liabilities on behalf of Council or by Council on behalf of the related party;
- f) Quotations and/or tender; and
- g) Commitments.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- a) Significance of transactions in terms of size;
- b) Whether the transaction was carried out on non-market terms;
- c) Whether the transaction is outside normal day-to-day business operations, such as purchase and sale of assets;
- d) Whether the transaction is disclosed to regulatory or supervisory authorities;
- e) Whether the transaction has been reported to senior management; and
- f) Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

All transactions involving Related Parties will be captured and reviewed to determine materiality and significance.

## 2.6 Information Privacy

- Information (including personal information) provided by a KMP in a notification form is classified as confidential and is not available for inspection or disclosure to the public, including a GIPA request.



- A GIPA request for access to information about a KMP Notification will be refused on the grounds that the document or information comprises information the disclosure of which would, on balance, be contrary to the public interest.
- Except as specified in this policy, Council and other permitted recipients will not use or disclose personal information provided in a Notification by a KMP, for any other purpose or to any other person except with the prior written consent of the subject KMP.
- The following persons are permitted to access, use and disclose the information (including personal information) provided in a Notification:
  - KMP for information about themselves;
  - Officers of Council's Corporate Services Department responsible for maintaining related party information and preparing financial reports;
  - Members of Council's audit committee;
  - Auditors of Council.

KMP RELATED PARTY TRANSACTIONS NOTIFICATION

[Note: This document is confidential and is not RTI-accessible. See Council’s Related Party Disclosure Policy]

Name of Key Management Person:  
.....

Position of Key Management Person:  
.....

Please read the Privacy Collection Notice provided with this notification, which explains what is a related party transaction and the purposes for which Council is collecting, and will use and disclose, the related party information provided by you in this notification.

Please complete the table below for each related party transaction with Council that you, or a close member of your family, or an entity related to you or a close member of your family:  
(a) has previously entered into and which will continue in the \_\_\_\_/\_\_\_\_ financial year; or  
(b) has entered into, or is reasonably likely to enter into, in the \_\_\_\_/\_\_\_\_ financial year.

Description of Related Party Transaction	Related Name	Party's	Related Relationship	Party's

Notification

I \_\_\_\_\_ notify that, to the best of my knowledge, information and belief, as at the date of this notification, the above list includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the \_\_\_\_/\_\_\_\_ financial year. I make this notification after reading the Related Party Disclosures Policy provided by Riverina Water County Council, which details definitions and the purposes for which this information will be used and disclosed. I permit the General Manager and Manager Corporate Services to access information about the interests of me and persons related to me and to use this information for the purposes specified in that policy.

Signature of named Key Management Person: \_\_\_\_\_

Dated: \_\_\_\_\_

## 7. APPROPRIATE LEVEL OF INTERNAL RESTRICTIONS FOR SALES FLUCTUATIONS AND EMPLOYEE LEAVE ENTITLEMENTS

**RECOMMENDATION** 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.

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At Council's Ordinary meeting held 26 October 2016 a report was requested on an appropriate level of Internal Restrictions needed for Sales Fluctuations and Employee Leave Liabilities.

In its Best Practice Guidelines, the New South Wales Office of Water (NOW), recommends that Local Water Utilities maintain an Internal Restriction (sometimes called a reserve) of up to 10% of turnover to allow for sales fluctuations. In the case of Riverina Water County Council (RWCC), with a normal operating turnover of between \$27M and \$30M, this would suggest an Internal Restriction of approximately \$2.7M to \$3M.

The level of rainfall in the Riverina is more variable than many other areas of the state, so it is believed that a higher level of Internal Restriction than that suggested by NOW would be appropriate.

This is supported by recent history. RWCC's revenue from water sales dropped substantially in 2010/2011 and 2011/2012 due to successive wet summers. The total reduction in revenue over these two years was approximately \$6.5M (\$3.5M and \$3M respectively).

It is felt that an appropriate level of Internal Restriction for Sales Fluctuations of RWCC would be between \$3M and \$5M.

The New South Wales local government industry standard for setting aside funds for employees leave liabilities has, for a number of years, been between 20% and 30% of the outstanding liability. Riverina Water County Council has been setting aside funds at the higher end of this scale, currently 30%. Given the age profile of staff at Riverina Water (listed below), which shows that 45% of staff at RWCC are over 50, it would be prudent to maintain an Internal Restriction of Funds to 30% of the Employees' Leave Liabilities, for at least the next decade.

Age profile of staff at Riverina Water County Council:

Demographic	Number	%
> 20	1	1
20 - 29	8	9
30 -39	13	15
40 -49	26	30
50 -59	31	36
> 60	8	9
Total	87	100

(Note: total number excludes casuals and apprentices)

## 8. 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
<b>Meeting held 12 December 2014</b>				
14/190	Purchase of Land for Alternative Access to Hammond Ave	GM	That Council: 1) Purchase land for operational and access requirements in accordance with Section 187 of the Local Government Act 1993. 2) Delegate authority to the General Manager to negotiate the land purchase and sign the relevant sale documents. 3) Affix Council's Common Seal to documentation as required.	Negotiations continuing. Business Valuation completed. Additional investigations underway. Update report to December 2016 Council Meeting.
<b>Meeting held 28 October 2015</b>				
15/170	Land and Environment Court – Nash Bros Case	GM	That Council authorise the General Manager to negotiate a settlement to recover legal costs from Nash Bros Builders Pty Ltd in relation to the Grange Retirement Village Land & Environment Court case.	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..
<b>Meeting held 24 August 2016</b>				
16/121	Council Meeting Dates and Times	GM	That Council's December Council Meeting be held on Friday 9th December 2016 commencing at 2.00 pm.	Invitations sent to Councillors.
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 to commence shortly (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. Awaiting invoice.

Meeting held 26 October 2016				
16/162	Election of Chairperson	GM	There was only nomination for the office of Chairperson for the ensuing year that of Clr. G. Verdon.	Notification sent to OLG, LGNSW, Constituent Councils & REROC Councils.
16/163	Election of Deputy Chairperson	GM	There was only one nomination for the office of Deputy Chairperson for the ensuing year, that of Clr. P. Funnell.	Notification sent to OLG, LGNSW, Constituent Councils & REROC Councils.
16/169	Oath or Affirmation of Office by Councillors	GM	That it be noted that all Councillors have taken an oath of office or made an affirmation of office with the exception of Mr. M. Eden.	Noted
16/170	Delegation of Authority to Chairperson and General Manager	GM	That in accordance with Section 377 Local Government Act 1993, Council ratify and grant the delegations as set out in the Delegations of Authority Register to the Chairperson and General Manager.	Delegations Register updated.
16/172	Appointment of Council Representatives	GM	That Council appoint the following representatives to the named Committees: a) General Manager's Performance Review Committee: Chairperson, Deputy Chairperson, Clrs. Koschel and Meyer OAM. b) Audit and Risk Committee: Clr. Braid, with Clr. Koschel as the alternate. d) Murray Darling Association – Murrumbidgee Region: The Chairperson and General Manager e) Riverina Eastern Regional Organisation of Councils (REROC): Chairperson and General Manager, with Deputy Chairperson as the alternate.	Noted
16/173	Disclosure of Interest Returns	GM	That the information be noted.	Noted
16/174	Financial Statements 2015/16	GM	That the 2015/2016 Audited Financial Statements be received.	Noted
16/176	April 2017 Council Meeting	GM	Meeting to be held in Urana in April 2017	Noted
16/177	Audit and Risk Committee Annual Report for the Year Ended 30 June 2016	GM	That Council receive and note the Audit and Risk Committee Annual Report for the Year Ended 30 June 2016.	Noted
16/178	Minutes of Audit and Risk Committee Meeting Held 27 September 2016	GM	That Council receive and note the Audit and Risk Committee Meeting held 26 September 2016 and that the General Manager submit a report to the December 2016 Meeting on the level of Council's Reserves.	General Manager to Report to Council's December 2016 Meeting.

16/179	External Investment Reports	GM	That the report detailing Council's external investments for the months of August and September 2016 be received.	Noted
16/180	Quarterly Budget Review – Period Ended 30 September 2016	GM	That the Quarterly Budget Review for the period ended 30 September 2016 be received and noted.	Noted
16/181	Operational Plan – Performance Targets	GM	That the report detailing progress, as at 30 September 2016, achieved towards the various objectives set out in the 2016/2017 Operational Plan be noted and received.	Noted
16/182	Policy 1.3 – Good Governance	GM	That Riverina Water County Council adopt Policy 1.3 – Good Governance.	Adopted policy placed on council web page
16/183	Draft Policy 1.4 – Statement of Business Ethics	GM	That Riverina Water County Council adopt Policy 1.4 – Statement of Business Ethics.	Adopted policy placed on council web page
16/184	Draft Policy 1.5 – Complaints Management	GM	That Riverina Water County Council adopt Policy 1.5 – Complaints Management.	Adopted policy placed on council web page
16/185	Draft Policy 1.6 - Conflict of Interest	GM	That Riverina Water County Council adopt Policy 1.6 – Conflict of Interest Policy.	Adopted policy placed on council web page
16/186	Draft Policy 1.7 – Gifts and Benefits	GM	That Riverina Water County Council adopt the Draft Gifts and Benefits Policy.	Adopted policy placed on council web page
16/187	Draft Policy 1.8 Councillors Training and Development	GM	That Riverina Water County Council adopt the Draft Policy 1.8 Councillor's Training and Development.	Adopted policy placed on council web page
16/188	Policy 1.9 Councillor's Access to Information, Interaction with Staff and Access to Council Premises	GM	That Riverina Water County Council adopt Policy 1.9 – Councillor's Access to Information, Interaction with Staff and Access to Council Premises.	Adopted policy placed on council web page
16/189	Draft Policy 1.10 Councillor's Expenses and Facilities	GM	That the Draft Policy 1.10 Councillor's Expenses and Facilities be adopted.	Adopted policy placed on council web page
16/190	Policy 1.11 – Protected Disclosures	GM	That Riverina Water County Council adopt Policy 1.11 – Protected Disclosures.	Adopted policy placed on council web page
16/191	Policy 1.25 – Project Management Framework	GM	That the Draft Policy 1.25 Project Management Framework be adopted.	Adopted policy placed on council web page
16/192	Draft Policy 2.7 – Pensioner Concession Rebates	GM	That the Draft Policy 2.7 – Pensioner Concession Rebates be adopted.	Adopted policy placed on council web page

16/193	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
16/195	Works Report Covering August 2016	DoE	That the Director of Engineering's report covering the month of August 2016 received and noted.	Noted
16/196	Works Report Covering September 2016	DoE	That the Director of Engineering's report covering the month of September 2016 received and noted.	Noted
16/197	Water Supply to The Rock 30 Year Plan for Future Growth	DoE	That Council: <ul style="list-style-type: none"> <li>• Include the 1000m of main replacement in The Rock in the current 2016/17 Capital Works</li> <li>• Further investigate the site location for the proposed reservoir and proceed with land negotiations.</li> </ul>	Letter sent to Lockhart Shire Council advising of strategy.
16/203	Contract W.195 – Water Treatment Plant (WTP) Progress Report	DoE	That Council receive and note these reports.	Noted
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.
16/209	Tender W.215 For A/C Upgrades At Riverina Water Administration Building	DoE	That Council accept the Martin & Wheeler Pty Ltd tender for a Daikin A/C System, fully conforming to tender specifications, for a price of \$128,050.00 excluding GST.	Contract commenced.
16/210	Tender W.216 for Purchase of Backhoe/Loader	DoE	That Council accept the Cadmac tender for a JCB 3CX Elite Backhoe/Loader for a price of \$158,950 ex GST.	Proceeding with Council Resolution.

16/211	Tender W.185 for the Construction of Reservoirs Pad and Access Road at Dunns Road, Wagga Wagga	DoE	That Council accept the Stephen Shaw tender for Tender W.185 – Construction of Reservoirs Pad and Access Road at Lot 11 DP 1054410 Dunns Road, Wagga Wagga for \$140,000 ex GST.	Proceeding with Council Resolution.
16/212	Tender W.217 for Supply and Delivery of Water Supply Pressure Pipes	DoE	That Council accept the tender received from IPLEX Pipelines for the supply of 1,600m of Ductile Iron Cement Lined (DICL) pipe for \$228,947.	Proceeding with Council Resolution.

#### QUESTION TRACKING

##### Meeting held 22 June 2016

Cr Funnell	Requested GM to contact Minister regarding TCorp Borrowing facility for County Councils.	Letter written 23 <sup>rd</sup> June 2016. GM & Chairperson discussed with Minister 2 <sup>nd</sup> August 2016. Minister to address the issue. Matter followed up – OLG looking at County Council borrowing issue.
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## 9. APPLICATION FOR ANNUAL LEAVE - GENERAL MANAGER

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

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Application is made for additional annual leave to be granted to the General Manager for the following period in 2017:

28 March 2017 until 28 April 2017 inclusive (19 days).

## 10. SEASONS GREETINGS

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



Graeme J. Haley  
GENERAL MANAGER

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

### **1. WORKS REPORT COVERING OCTOBER 2016**

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

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- Works Report for October 2016

## DIRECTOR OF ENGINEERING'S REPORTS TO DECEMBER 2016 COUNCIL MEETING

24<sup>th</sup> November 2016

### 1 WORKS REPORT COVERING OCTOBER 2016

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

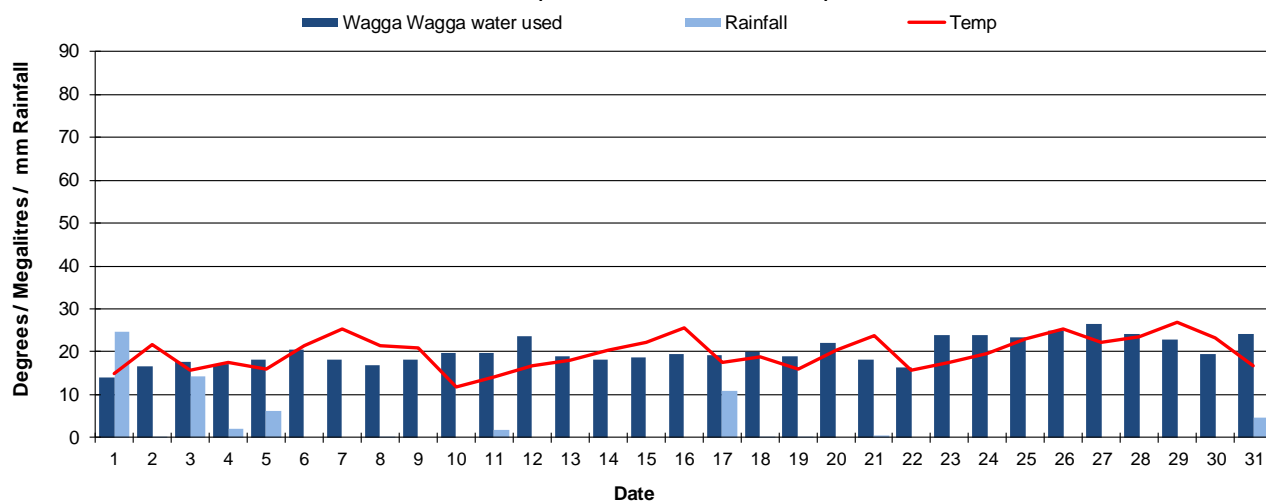
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#### 1.1 WATER SOURCED AND USED

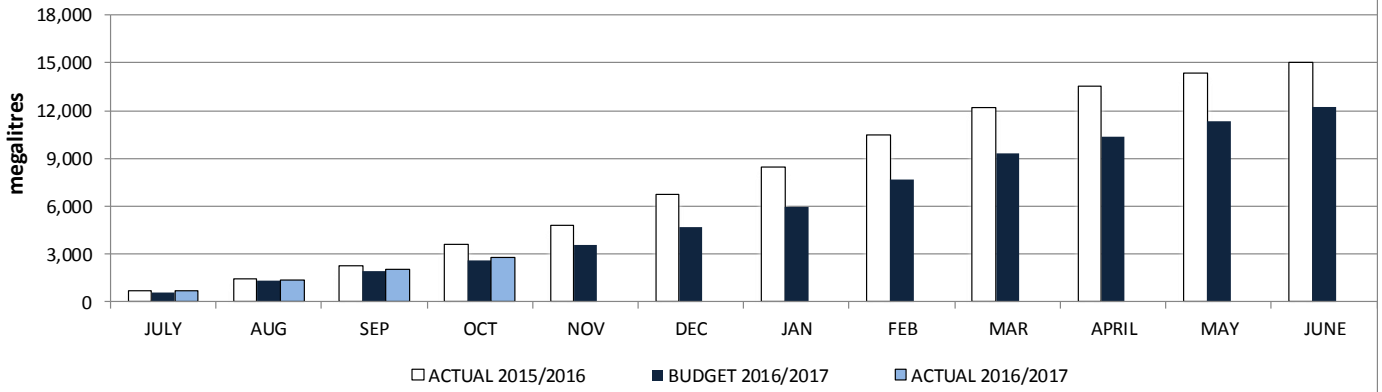
October	2014	2015	2016
Rainfall	35.8	18.2	65.6
Wet Days	8	6	12
<b>WATER SOURCED October 2016 (MI)</b>			
North Wagga bores	182.80	148.25	147.32
West Wagga bores	271.24	400.77	281.25
East Wagga bores	422.81	175.84	301.95
Murrumbidgee River	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>876.85</b>	<b>724.86</b>	<b>730.52</b>
Bulgary Bores	30.46	26.95	21.21
Urana Source	1.33	0.00	0.00
Ralvona Bores	17.20	18.78	16.91
Walla Walla Bores	0.00	0.00	0.00
Goldenfields Water Supply System	1.32	2.99	2.13
<b>SUB-TOTAL</b>	<b>50.31</b>	<b>48.72</b>	<b>40.25</b>
Woomargama	1.31	1.00	0.82
Humula	0.52	0.41	0.54
Tarcutta	4.31	2.52	2.33
Oura	1.95	1.69	1.79
Walbundrie/Rand	2.44	2.19	1.54
Morundah	0.58	0.57	0.37
Collingullie	3.83	2.22	3.09
<b>SUB-TOTAL</b>	<b>14.94</b>	<b>10.60</b>	<b>10.48</b>
<b>TOTALS</b>	<b>942.10</b>	<b>784.18</b>	<b>781.25</b>

<b>WATER USED October 2016 (MI)</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
East Bomen	24.65	21.76	22.04
Estella	68.41	67.42	44.17
North Wagga	104.86	108.72	54.54
Wagga Wagga – Low Level	153.14	183.70	124.04
Wagga Wagga – High Level	571.81	621.71	317.27
Wagga Wagga – Bellevue Level	70.46	73.12	38.92
<b>SUB-TOTAL</b>	<b>993.33</b>	<b>1,076.43</b>	<b>600.98</b>
Ladysmith System	4.47	4.79	3.69
Brucedale Scheme	22.11	22.07	18.48
Currawarna Scheme	4.28	15.42	12.65
Rural south from Wagga Wagga	128.26	128.56	92.53
Rural from Walla Walla Bore	11.31	0.00	0.00
Bulgary, Lockhart and Boree Creek	30.96	26.23	12.38
From Boree Crk to Urana and Oaklands	18.69	18.61	9.20
Holbrook	24.52	24.96	16.91
<b>SUB-TOTAL</b>	<b>244.60</b>	<b>240.64</b>	<b>165.84</b>
Woomargama	1.27	1.36	0.82
Humula	0.65	0.58	0.54
Tarcutta	4.14	3.76	2.33
Oura	3.12	3.15	1.79
Walbundrie/Rand	3.37	2.84	1.54
Morundah	0.88	1.15	0.37
Collingullie	6.83	5.19	3.09
<b>SUB-TOTAL</b>	<b>20.26</b>	<b>18.03</b>	<b>10.48</b>
<b>TOTALS</b>	<b>1,258.19</b>	<b>1,335.10</b>	<b>777.30</b>

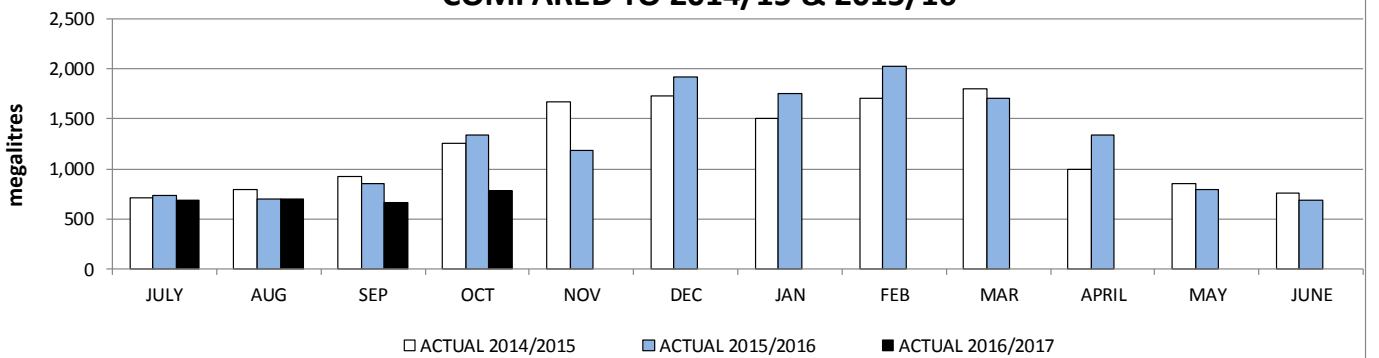
### DAILY WATER USED, WAGGA WAGGA, October 2016



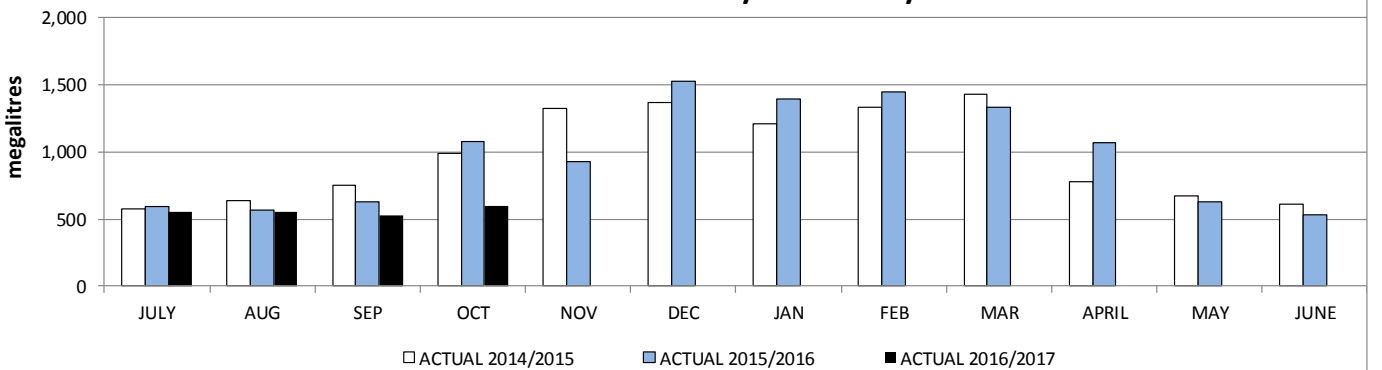
### TOTAL CUMULATIVE WATER USED 2016/2017



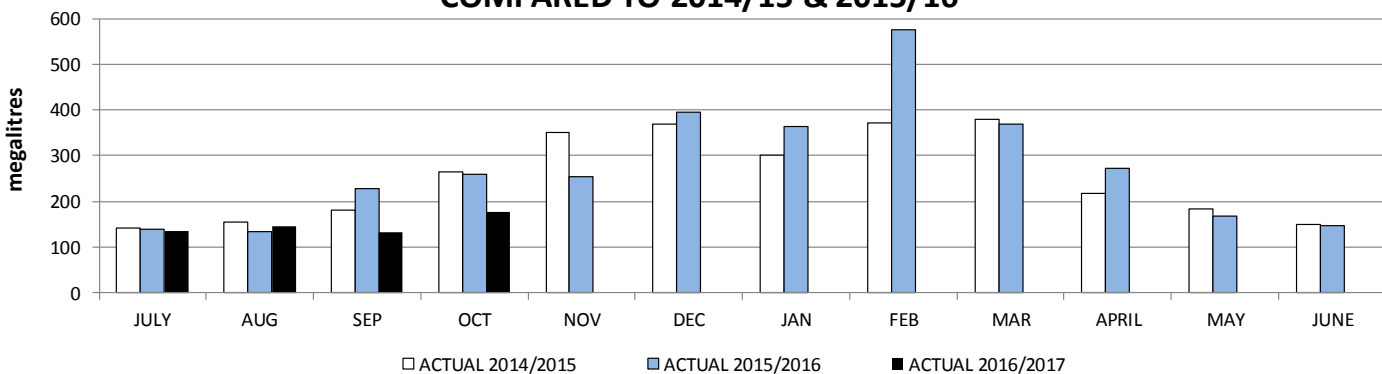
### MONTHLY TOTAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



### 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 OCTOBER 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	15			18	5	3				48	3	11
Brucedale				2		1						
Currawarna												
Euberta												
Humula												
Ladysmith												
Oura												
San Isidore				1								
Tarcutta				1								
The Gap						1						
Bulgary												
Collingullie												
French Park												
Lockhart				1								
Mangoplah												1
Milbrulong												
Pleasant Hills												
The Rock			8							1		
Uranquinty	1	1		2								1
Yerong Creek												
Culcairn												
Henty				1								
Holbrook			2	1						1	4	
Morven												
Walbundrie												
Walla Walla										2	1	
Woomargama										1		
Boree Creek			1	2								
Morundah												
Oaklands												
Rand												
Urana												
<b>TOTAL</b>	16	1	11	29	5	5	0	0	0	53	8	13

### 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
1	7 Wav Pl	Wagga Wagga	100 AC	Tree Roots	No	4:00	0	5
5	193 Morgan St	Wagga Wagga	32 PVC	Accidental damage	No	0:45	0	0
8	1540 Olympic Way	Wagga Wagga	150 AC	Pipe Failure (not specified)	No	5:00	0	0
9	Ashmont Ave	Ashmont	100 AC	Pipe Failure (not specified)	No	6:00	0	0
9	Adam St	Wagga Wagga	150 AC	Pipe Failure (not specified)	No	2:30	27	10
12	103 Ashmont Ave	Ashmont	100 AC	Pipe Failure (not specified)	Yes		0	0
12	Sturt Hwy	Wagga Wagga	300 AC	Pipe Failure (not specified)	No	11:00	0	0
14	117 Ashmont Ave	Ashmont	100 AC	Pipe Failure (not specified)	No	3:45	10	10
17	Ashmont Ave	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	3:45	10	10
18	Ashmont Ave	Ashmont	100 AC	Pipe Failure (not specified)	No	3:30	10	10
19	Young St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	5:30	0	10
30	1 Angel St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	3:30	17	30
30	3 Makay Pl	Wagga Wagga	100 BPVC	Pipe Failure (not specified)	No	1:30	8	2
<b>TOTALS</b>						3:00	82	82
Breaks needing shut off -					12	Breaks affecting customers – 6		
Total Breaks –		13						

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
12	41 Cannorton St	Uranquinty	100 BPVC	T/ Band Broken/Leaking	Yes		0	9
22	Olympic Hwy	Henty	200 AC	Pipe Failure - Ground Movement	No	3:15	2	42
25	13 Bridge St	Uranquinty	100 AC	Leaking Gibault	No	2:00	15	12
25	Steel St	Holbrook	100 AC	Pipe Failure - Ground Movement	No	3:00	19	79
<b>TOTALS</b>						7:00	36	142
Breaks needing shut off -					3	Breaks affecting customers – 3		
Total Breaks –		4						

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during October 2016 were:

Date	Location	Problem	Action Taken
6/10/2016	11/8 Bulolo St, Ashmont	Staining in toilet, taste after standing	WQ within ADWG
19/10/2016	3/18 Darlow St, Wagga	Dirty water	Flushed service. Water clean
24/10/2016	156 Kincaid St, Wagga	Dirty water	Flushed mains

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during October 2016 include:

LOCATION	PROJECT	100		150		200
		OPVC	DICL	OPVC	DICL	OPVC
Farrer Road	New Subdivision			204		
Fuller St Nth Wagga	Main Extention	282				
Lloyd West	New Subdivision		47		23	
Estella Rise	New Subdivision	236				63
Brunlea Park 13a	New Subdivision		39			
	<b>TOTAL</b>	518	86	204	23	63

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during October 2016 include:

LOCATION	PROJECT	150
		DICL
Beckwith Street	Mains Replacement	149
	<b>TOTAL</b>	149

## 1.6 OTHER CONSTRUCTION

No other construction works during October 2016.

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during October 2016 include:

LOCATION OR PROJECT	WORK DONE
Oura	Drain and clean reservoirs x 2
Waterworks	Raw water pump #1 replace seal
Urana WTP	Relocate carbon contact tank
Waterworks	Clear sludge line blockage
Ralvona WTP	Drain and clean #2 aeration prior to reline
Walbundrie WTP	Install temporary CWS
Walla Reservoir	Replace electric inlet valve
Waterworks	Replace #3 fluoride feeder drive



## **1.8 WATER FILLING STATION ACTIVITY**

Water Filling Station activity during October 2016 include:

<b>LOCATION</b>	<b>NUMBER OF FILLS</b>
Bomen	93
Estella	27
Forest Hill	57
Glenfield	46
Henty	1
Holbrook	12
Lake Albert	12
Lockhart	2
Pleasant Hills	0
The Rock	10
Yerong Creek	0

## **1.9 STAFF TRAINING & SAFETY**

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

<b>Training or Programme</b>	<b>Number of Staff</b>
Consultative Committee	3
Workcover Licence - EWP	1
Dangerous Goods Licence	1
Diploma LG Procurement	1
Certificate III Civil Construction Assess	23
Civica Conference	2
IPWEA Conference	2
Statecover Workshop	1

## **1.10 FLEET DISPOSALS**

No fleet disposals made during October 2016.

## **1.11 FLEET ACQUISITIONS**

No fleet acquisitions made during October 2016.



Bede Spannagle  
**DIRECTOR OF ENGINEERING**

## 2. WORKS REPORT COVERING NOVEMBER 2016

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

---

- Works Report for November 2016

## DIRECTOR OF ENGINEERING'S REPORTS TO DECEMBER 2016 COUNCIL MEETING

5th December 2016

### 1 WORKS REPORT COVERING NOVEMBER 2016

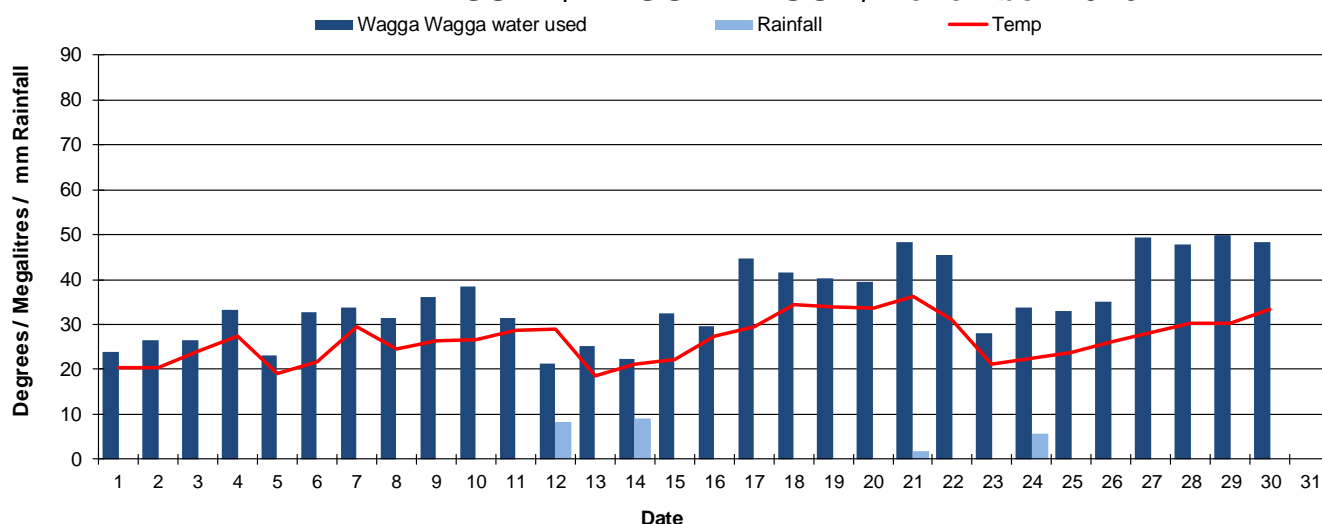
**RECOMMENDATION:** That this report be received and noted.

#### 1.1 WATER SOURCED AND USED

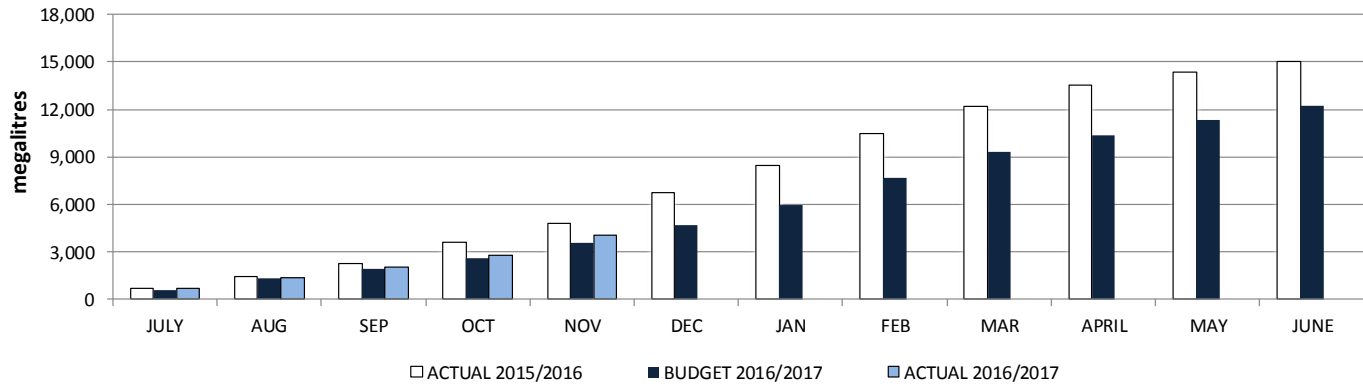
November	2014	2015	2016
Rainfall	44.2	118.6	25.2
Wet Days	5	10	4
<b>WATER SOURCED November 2016 (MI)</b>			
North Wagga bores	253.07	199.92	205.49
West Wagga bores	499.00	396.81	445.13
East Wagga bores	413.02	195.53	393.61
Murrumbidgee River	349.79	288.84	102.89
<b>SUB-TOTAL</b>	<b>1,514.88</b>	<b>1,081.10</b>	<b>1,147.12</b>
Bulgary Bores	55.45	42.89	38.87
Urana Source	8.74	4.14	0.63
Ralvona Bores	29.54	20.90	22.63
Walla Walla Bores	33.28	9.73	12.15
Goldenfields Water Supply System	4.54	4.50	5.12
<b>SUB-TOTAL</b>	<b>131.55</b>	<b>82.16</b>	<b>79.40</b>
Woomargama	1.58	1.52	1.06
Humula	0.96	0.62	0.00
Tarcutta	4.88	3.92	2.93
Oura	4.68	3.10	0.00
Walbundrie/Rand	4.91	2.49	2.30
Morundah	0.97	1.23	1.11
Collingullie	7.39	5.19	4.34
<b>SUB-TOTAL</b>	<b>25.37</b>	<b>18.07</b>	<b>11.74</b>
<b>TOTALS</b>	<b>1,671.80</b>	<b>1,181.33</b>	<b>1,238.26</b>

<b>WATER USED November 2016 (MI)</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
East Bomen	29.66	26.02	28.19
Estella	86.91	57.07	65.21
North Wagga	95.22	84.94	79.79
Wagga Wagga – Low Level	222.82	163.67	158.35
Wagga Wagga – High Level	783.50	545.87	587.78
Wagga Wagga – Bellevue Level	103.58	47.61	71.94
<b>SUB-TOTAL</b>	<b>1,321.69</b>	<b>925.18</b>	<b>991.26</b>
Ladysmith System	6.22	4.79	0.00
Brucedale Scheme	29.17	23.51	26.18
Currawarna Scheme	19.60	15.89	14.46
Rural south from Wagga Wagga	143.30	116.40	116.35
Rural from Walla Walla Bore	33.28	9.73	12.15
Bulgary, Lockhart and Boree Creek	37.83	20.68	22.16
From Boree Crk to Urana and Oaklands	27.19	25.07	18.01
Holbrook	29.54	20.90	22.63
<b>SUB-TOTAL</b>	<b>326.13</b>	<b>236.97</b>	<b>231.94</b>
Woomargama	1.58	1.52	1.06
Humula	0.96	0.62	0.00
Tarcutta	4.88	3.92	2.93
Oura	4.68	3.10	0.00
Walbundrie/Rand	4.91	2.49	2.30
Morundah	0.97	1.23	1.11
Collingullie	7.39	5.19	4.34
<b>SUB-TOTAL</b>	<b>25.37</b>	<b>18.07</b>	<b>11.74</b>
<b>TOTALS</b>	<b>1,673.19</b>	<b>1,180.22</b>	<b>1,234.94</b>

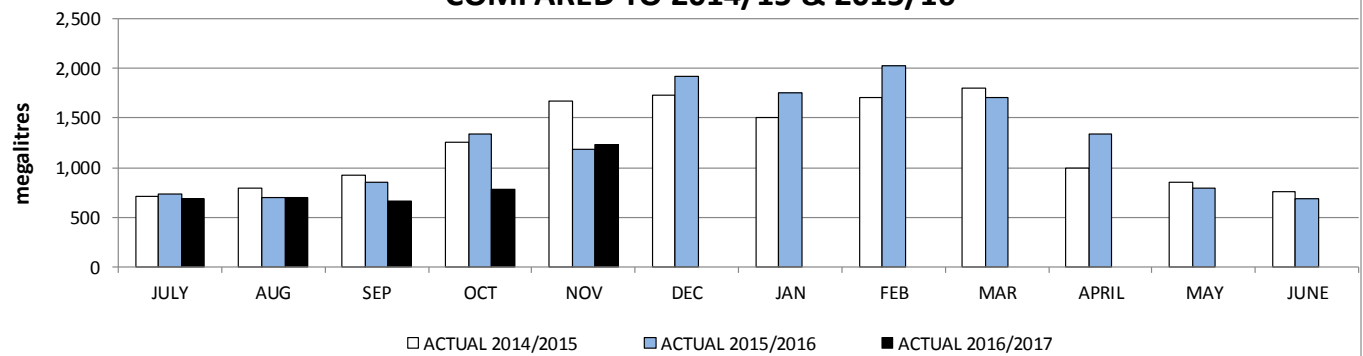
### DAILY WATER USED, WAGGA WAGGA, November 2016



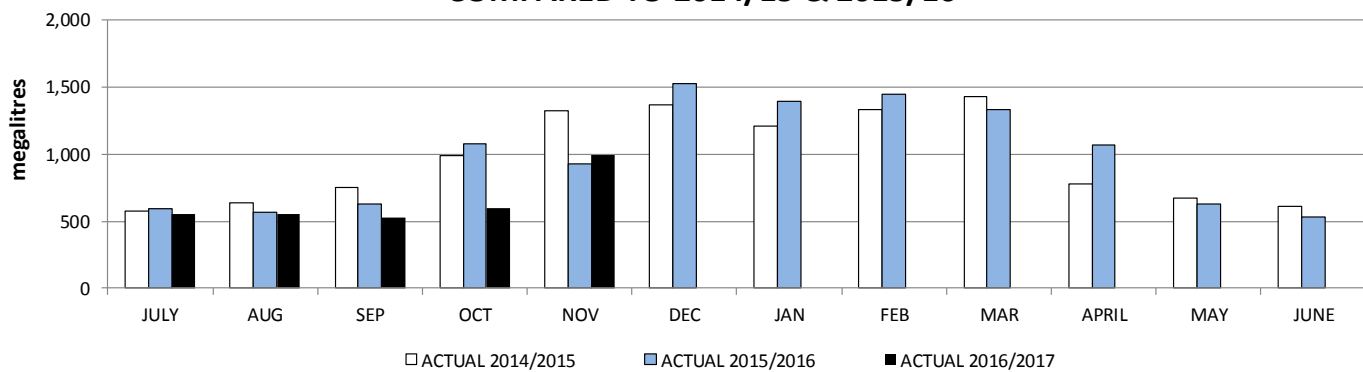
### TOTAL CUMULATIVE WATER USED 2016/2017



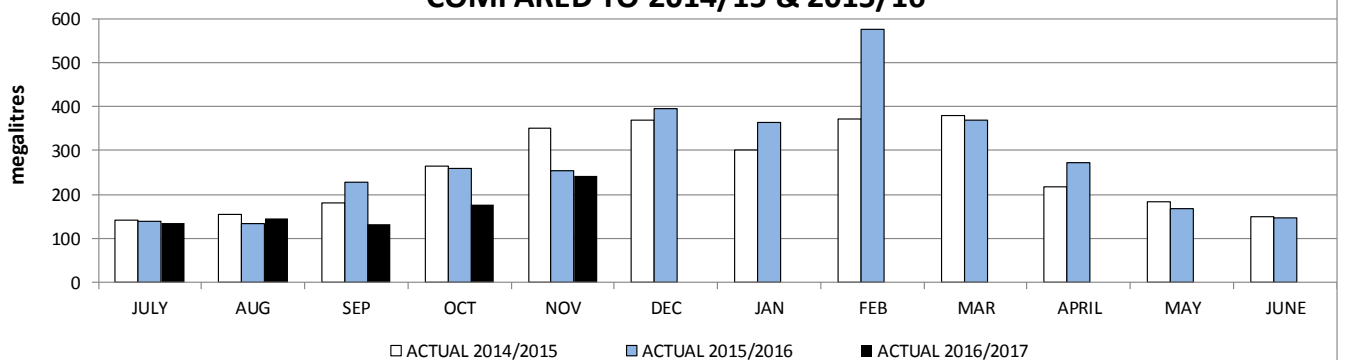
### MONTHLY TOTAL WATER USED 2016/17 COMPARED TO 2014/15 & 2015/16



### 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 NOVEMBER 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	27	2	3	12	15	8				43	3	10
Brucedale				1	1							
Currawarna												
Euberta												
Humula											1	
Ladysmith					1							
Oura				2								
San Isidore				1								
Tarcutta												
The Gap				4	1	1						
Bulgary				1								
Collingullie				2								
French Park												
Lockhart												
Mangoplah												
Milbrulong												
Pleasant Hills												
The Rock												
Uranquinty				1								
Yerong Creek			2								1	
Culcairn												
Henty				2						1		2
Holbrook				1						1	1	
Morven												
Walbundrie												
Walla Walla				3								
Woomargama	1			1						1		1
Boree Creek												
Morundah												
Oaklands			1									
Rand												
Urana												
<b>TOTAL</b>	28	2	6	31	18	9	0	0	0	46	6	13

### 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
6	27 Hardy Ave	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	3:00	0	1
11	River Rd	Estella	32 PVC	Pipe Failure (not specified)	No	2:00	0	0
12	River Rd	Estella	80 PVC	Pipe Failure (not specified)	No	1:00	0	0
12	River Rd	Estella	80 PVC	Pipe Failure (not specified)	No	1:00	0	0
13	River Rd	Estella	32 PVC	Pipe Failure (not specified)	No	1:30	0	0
<b>TOTALS</b>						8:30	0	0
Total Breaks – 5					Breaks needing shut off - 5	Breaks affecting customers – 0		

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
4	Bakes Lne	Pleasant Hills	40 PVC	Pipe Failure - Ground Movement	No	1:00	2	8
8	Linton St	Collingullie	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	12
17	Weilys Lne	The Rock	100 BPVC	Pipe Failure - Ground Movement	No	2:30	9	4
22	Old Trunk Rd	The Rock	80 CI	Pipe Failure - Ground Movement	Yes	0:00	0	15
22	Old Trunk Rd	The Rock	80 CI	Pipe Failure - Ground Movement	Yes	0:00	0	2
23	Commercial St	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	5:00	0	38
24	12 McDonnell St	Collingullie	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	0
<b>TOTALS</b>						8:30	11	79
Total Breaks – 7					Breaks needing shut off - 3	Breaks affecting customers – 2		

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during November 2016 were:

Date	Location	Problem	Action Taken
1/11/2016	19 Cox Ave, Forest Hill	Milky water	Flushed service
2/11/2016	3/70 Tamar Dr, Tatton	Dirty water	HWS dirty. Cold within ADWG
2/11/2016	9 Park Pl, Lloyd	Scale	Explained WQ in area
8/11/2016	3/6 Shaw St, Wagga	Dirty water	Flushed service
10/11/2016	Wagga RSL	Dirty water	flushed service & mains
14/11/2016	854 Narrandera Rd, The Gap	Milky water	Flushed air valves
15/11/2016	4 Tywong St, Ladysmith	Taste	Flushed main
17/11/2016	18 Henwood Ave, Koorungal	Dirty water	Flushed service. Old gal pipe
19/11/2016	1/4 Gossett St, Wagga	Dirty water	Flushed main
21/11/2016	39 Spring St, Wagga	Dirty water	Flushed service
21/11/2016	Mercure Tarcutta St, Wagga	Dirty water	Flushed hydrant
21/11/2016	71 Simmons St, Wagga	Dirty water	Flushed hydrant
21/11/2016	MTC, Wagga	Dirty water	Flushed services
21/11/2016	30 Thorne St, Wagga	Dirty, green water	Flushed service
21/11/2016	Specialist Medical Centre 325 Edward St, Wagga	Dirty water	Break cnr Shaw & Edward St caused dirty water
22/11/2016	46 Marah St, Nth Wagga	Dirty water	Flushed service
22/11/2016	12 Rhoda Ave, Wagga	Dirty water	Flushed service
23/11/2016	The Gap Hall, Brucedale	Dirty water	Flushed main & service
23/11/2016	160 Forsyth St, Wagga	Dirty water	WQ within ADWG. Caused by Shaw St burst
28/11/2016	19 Galing Pl, Wiradjuri	Dirty water	Flushed main

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during November 2016 include:

LOCATION	PROJECT	100	200
		OPVC	OPVC
Estella Rise	new sub division	684	364
Brunslea Park stage 13a	new sub division	270	24
	<b>TOTAL</b>	954	388

### 1.5.2 REPLACEMENT OF EXISTING MAINS

No mains replaced during November 2016.

## 1.6 OTHER CONSTRUCTION

Other construction works during November 2016 include:



LOCATION OR PROJECT	WORK DONE
Buckman Reservoir	New pipework to Bellevue pumps

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during November 2016 include:

LOCATION OR PROJECT	WORK DONE
Urana WTP	Commission
Gardners Crossing WTP	Commission and bring on line
Humula Well	Drain and clean CWS
Tarcutta WTP	Pressure clean and inspect iron filter
Walbundrie Reservoir x 2	Drain and clean prior to relining
Walbundrie CWS	Drain and clean prior to relining
Ralvona Aeration	Drain and clean prior to relining
Walbundrie #1 bore	Run to waste and recommission

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during November 2016 include:

LOCATION	NUMBER OF FILLS
Bomen	311
Estella	80
Forest Hill	186
Glenfield	73
Henty	5
Holbrook	53
Lake Albert	51
Lockhart	100
Pleasant Hills	1
The Rock	16
Yerong Creek	2

## 1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
Diploma LG Procurement	1
Cert. III Civil Construction	12
LGP Conference	1
Ground Support - Shoring	18
Fluoride Operator Training	4




## 1.10 FLEET DISPOSALS

No Fleet disposals made during November 2016.

## FLEET ACQUISITIONS

No Fleet acquisitions made during November 2016.

## 1.11 MAJOR CAPITAL PROJECTS PROGRESS

	- On track
	- Behind Schedule
	- Unlikely this Financial Year

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

Description	2016/17 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
Replace Administration Airconditioning - Urban	\$175,000	\$5,265	Contract has been awarded and work has commenced.
<b>Access, Parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$1,618,000	\$160,211	Project Manager engaged and design being finalised.
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Corporate IT software upgrade/improvements - Urban	\$130,000	\$46,634	IT equipment replacements in progress throughout the year. Website upgrade is likely to come in under original budget.
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$858,000	\$902,014	
<b>Telemetry &amp; Control Systems Upgrade</b>			
West Wagga WTP & Bores Control System Upgrade	\$108,000	\$2,193	
Radio Telemetry SCADA Upgrade	\$130,000	\$42,973	
<b>Radio Communications Upgrade/Replacements/Improvements</b>			
Radio Communication	\$100,000	\$9,676	
<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Bores-renew/refurbish/decommission - Urban	\$170,000	\$122,210	

<b>TREATMENT PLANTS</b>			
<b>Aeration Tower Covers</b>			
East Wagga Aeration Basin cover - Urban	\$160,000	\$0	To commence after completion of WTP.
<b>Treatment Plant Refurbishments</b>			
WTP Stage 1 - Urban	\$15,605,809	\$11,607,843	Completion scheduled for November 2017. Refer to detailed report.
Urana WTP replacement - Non-Urban	\$217,171	\$215,214	Stainless Steel Flocculation tank installed. Temporary connection to be completed for Summer operations.
Woomagama WTP - Non-Urban	\$120,000	\$2,460	
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Woomargama Reservoir 3	\$100,000	\$49,345	Tank completed. Control system being finalised.
Shires Reservoir Relocation - Non-Urban	\$1,317,430	\$215,164	Earthworks contractor engaged. Work to commence in Early 2017.
Main Low Level Reservoir 2x11ML Investigation & Design - Urban	\$575,221	\$37,577	Received consent from NSW Department Education for purchase of land. Site survey completed and draft Review of Environmental Factors (REF) report received.
<b>MAINS, SERVICES &amp; METERS</b>			
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Urban	\$150,000	\$24,502	Ongoing
<b>Reticulation for Developers (including other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	\$268,031	Ongoing - dependent on demand.
<b>Trunk Mains Extensions</b>			
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.
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Non-Urban	\$200,000	\$94,410	
Lake Albert Rd Replacement	\$106,000	\$117,265	Completed
Renew Reticulation Mains - Urban	\$400,000	\$0	
The Gap / Brucedale System - Non-Urban	\$100,000	\$748	
Main St, Lake Albert - Urban	\$150,000	\$17,117	
Angel St, Lake Albert - Urban	\$100,000	\$0	
Beckwith St - Urban	\$100,000	\$163,684	Completed

<b>Renew Trunk Mains</b>			
Bomen Trunk Main B (north of river) - Urban	\$300,000	<b>\$43,774</b>	In progress
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	<b>\$55,693</b>	In progress
<b>SERVICES</b>			
<b>Service Connections, new including Meters</b>			
Service Connections, new - Urban	\$500,000	<b>\$145,929</b>	Ongoing
<b>Renew Services</b>			
Renew Services - Urban	\$100,000	<b>\$63,260</b>	
<b>METERS</b>			
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	<b>\$30,249</b>	
<b>Remote Metering</b>			
Remote metering - Urban	\$250,000	<b>\$42</b>	



Bede Spannagle  
DIRECTOR OF ENGINEERING

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

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

---

UGL Engineering Pty Ltd have focussed on the completion and commissioning of the Sludge Treatment Plant (STP) to allow the existing WTP to operate this Summer. The STP has been commissioned and the existing WTP is now back in operation.

Work continues on rectification of the weld quality issues reported at the August Council meeting. The Stainless Steel (SS) Lamella frame welds have been repaired and treated using two different methods. This work has taken much longer than expected and some of the weld contamination was not removed by the treatment processes. RWCC believe that the remaining weld contamination presents a risk that may result in corrosion and require repair during their service life. RWCC are currently negotiating a suitable warranty with UGL to mitigate this risk.

The Contract Senior Executives have met four times to work on a resolution for the Raw Water Issues related to the scope of the work. The Senior Executive have now finalised a variation for the agreed scope of work.

The revised project programme for the WTP now shows completion being in November 2017. The Contract Senior Executives are negotiating an appropriate Extension Of Time (EOT) for the revised completion date.

The November 2016 UGL project status report is attached.

- **UGL Project Status report – November 2016**



# **PROJECT STATUS REPORT**



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: 23<sup>rd</sup> November 2016

REPORT NO.: 15

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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## 1.0 SUMMARY

Construction progressed in November focussed on structural steel and mechanical installation works in the filter and lamella area, as well as electrical and plumbing work chemical area.

A significant commissioning milestone was achieved in the centrifuge area with operation of the plant in conjunction with the existing WTP and production of sludge from the new centrifuge dewatering plant.

The chemical area installation mechanical and civil works focussed on installation of grating, interconnecting pipework and electrical fit out of drives, instrumentation and lighting.

Mechanical installation progress has been substantively focussed on the erection of structural steel and installation filter internals, as well as Lamella sludge piping.

Underground works focussed on stormwater and clearwater discharge piping completion.

Electrical installation works continue to progress across all plant areas outside of the centrifuge area. A significant activity for the month was the decommissioning of the HV lines and completion of the secondary HV supply to site, which also required the completion of the tie-in of the works to the existing RWCC boards.

Key Milestones achieved in the Period were:

- Centrifuge commissioning
- Secondary HV works supply and energisation works
- Energisation of the main plant switchboard to feed the existing RWCC buildings
- Substantial works on chemical delivery bund and HV crossings completed

Safety performance across the site continues to be good with no significant incidents 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

Total hours worked on the project in October were 11,120 hours. Subcontractor hours recorded on site was 9,660 hours. Total hours worked on the project to date is 142,780.

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

Site inductions of 6 individuals have been undertaken and 24 HSSE pre-start toolboxes were held. No significant safety incidents were recorded in the month of November; the most significant near miss events occurred was a brown snake was observed at the site sheds and reversing truck damaged a parked and unattended skid steer. Routine random blood alcohol testing was undertaken on a number of occasions with total tests completed now 2353.

The October Safety Report is shown in Appendix B.



## 4.0 RISK / CRITICAL ACTION AREAS

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.

The cumulative impacts of the inclement weather, combined with some of the other risks have impacted the ability of the project to finish sufficient early to mitigate the risks of meeting early water demands. This has seen the implementation of a series of temporary works undertaken to allow the connection of the old treatment plant and new dewatering/centrifuge facility to allow for the production of water to meet summer demands. This risk has been successfully mitigated with the plant now in operation and preparing for transfer of operations to RWCC.

Summary of Top Risks at October:-

Risk Description	Potential Impact	Control Measures
Centrifuge commissioning and old plant interfaces prove more complex	Overrun to commissioning programme Impact to production of water	Pre-planning meetings held with operations existing plant Separate PLC to be used to run old plant (to separate from new plant) Simplify design and implementation of temporary works
Filter penstock grout installation impacts construction	Filter penstock grout installation	Review product selection Engage with penstock vendor on methodologies
Filter media sampling and logistics impacts construction	Impact to site access Impact to efficiency	Staged deliveries and loading where possible. Utilise local sampler and analysis
Defect rectification works take longer than anticipated	Overrun to construction programme	Offsite quality inspection and expediting Apply additional resources
Commissioning Program Overrun	Plant not ready for performance trial by the required date.	Commission plant in stages and work with RWCC to optimise witnessing process. Weekend work required to commission plant by the required date. Additional commissioning resources required.
Exceptional Inclement Weather	Delays associated with site inundation due to additional rainfall on site and rise in river levels.	Purchase/implementation of additional site stabilisation material. 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 15 was held at site. The fourteenth progress claim was agreed. The table below summarises the progress to the 23<sup>rd</sup> November.

WAGGA WAGGA WATER TREATMENT PLANT		Month	Nov-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)	87%	
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)	81%	
7	Filters		
	Filters subtotal (7)	94%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	99%	
9	Machinery Room		
	Machinery Room subtotal (9)	99%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	77%	
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)	60%	
18	Electrical Items		
	Electrical subtotal (18)	84%	
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)	96%	
22	Other Options Accepted		
	Options subtotal (20)	81%	
23	Variations		
	Variations Subtotal	50%	

## 5.2 Variations

During the period one variation was approved and two additional variations submitted 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		Senior Exec Review
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		Submitted
VO26	NSC11 Material Excavated under UGL Carpark	27	Under revision
VO27	NSC12 Asbestos at Wash Water Holding Tank	3	Under revision
VO28	NSC13 Poor Ground at Sludge Thickener Tank	20	

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	157	Submitted
VO37	NSC15 Reinstall DICL	22	Not accepted

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	Draft

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 (Nov)
W195	\$ 32,661,285	Reduced

## 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 14, 2017. The modification to this month has been a move to show 1<sup>st</sup> April commencement in accordance with planning requirements and the firmer demonstration testing.

The team is focussed on operation production of water utilising the existing plant and leveraging the new waste water facilities and has been focussed on completion and commissioning in this area.

The push for completion in December of the main plant has been impacted by filter media delivery and sampling and a penstock is still planned to drive to complete construction of the balance of main plant in 2016 has been impacted and undertake partial commissioning in preparation for the raw water intake being available, this is also reflected in the Programme.

Construction progressed in November focussed on structural steel and mechanical installation works in the filter and lamella area, as well as electrical and plumbing work chemical area.

A significant commissioning milestone was achieved in the centrifuge area with operation of the plant in conjunction with the existing WTP and production of sludge from the new centrifuge dewatering plant.

The chemical area installation mechanical and civil works focussed on installation of grating, interconnecting pipework and electrical fit out of drives, instrumentation and lighting.

Mechanical installation progress has been substantively focussed on the erection of structural steel and installation filter internals, as well as Lamella sludge piping.

Underground works focussed on stormwater and clearwater discharge piping completion.

Electrical installation works continue to progress across all plant areas outside of the centrifuge area. A significant activity for the month was the decommissioning of the HV lines and completion of the secondary HV supply to site, which also required the completion of the tie-in of the works to the existing RWCC boards.

Key Milestones achieved in the Period were:

- Centrifuge commissioning
- Secondary HV works supply and energisation works
- Energisation of the main plant switchboard to feed the existing RWCC buildings
- Substantial works on chemical delivery bund and HV crossings completed

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

Activity	Target
<b>Centrifuge Building Handover to Operations</b>	5 <sup>th</sup> December 2016
<b>Chemical Piping Installation</b>	30 November 2016
<b>Filter Media Commence Loading</b>	Mid - January 2016
<b>Lamella Installation Tank 1</b>	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 are also working 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. In order to ensure that the team is more proactively aware of these issues we have mobilised our most senior process engineer to support the team to identify and resolve the issues.

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 November, three 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 noted that some the raw water intake silt management requires renewal.

## **10.0 INDUSTRIAL RELATIONS**

No significant issues.

## **11.0 DESIGN AND TECHNICAL**

Design is ostensibly complete barring the control systems, resources are continuing to provide adhoc construction support as required. The controls system works are complete. The remaining elements of design are associated with D&C packages for the Clear Water Pump Station Building and the Filter Gallery crane. 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 is under review, one element of this is undertaking an alignment activity on 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 commissioning team have been operating the waste handling system and tuning operating parameters and chemical dosing. The centrifuge has been operating on for short runs easily coping with current process demands.

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. Three training sessions have been undertaken for operations and maintenance staff in centrifuge building as part of working towards and operational handover on the 5<sup>th</sup> December.

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: Centrifuge



Photo 2: Centrifuge Commissioning





Photo 3: Centrifuge building with sludge truck in position



Photo 4: Chemical storage area grating installation



Photo 5: Chemical Delivery Area





Photo 6: Filter Building Works



Photo 7: Filter Building Works

## APPENDIX A – SCOPE OF WORKS SUMMARY

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

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

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

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

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

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

- Raw water intake and pumping station. The intake would be constructed within the river. The pumping station would be built on Crown Land adjacent to the WTP on the bank of the Murrumbidgee River to supply raw water to the plant;
- Alum and polymer dosing systems;
- Inclined plate clarifiers (Lamella clarifiers);
- Six dual media filters including backwash pumps and air scour blowers;
- Chlorine storage and dosing system and channel-type static mixer for clear water storage;
- Fluoride dosing system;
- pH correction dosing systems;
- Dewatering building with two new centrifuges to dewater sludge material produced from clarification and filtration during the water treatment process.
- Backwash wastewater collection tank and pumping station for the wastewater produced from the clarification and filtration process;
- Clear water system upgrade including a new 3 ML clear water storage tank and low level and high level pumping stations each fitted with three pumps;
- Electrical works including switch-rooms, automation and control infrastructure, electrical substations and two new 1500kVA transformers;
- Filter wastewater collection sump and transfer pumps;
- Pipework and valves;
- Control room, water testing and analysing facilities;
- Internal access roads;

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

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

## **APPENDIX B – OCTOBER MONTHLY SAFETY REPORT**

## HSSE Monthly Safety Report –October 2016

### 1.0 Overview Statistics

	October 2016	Total to Date
UGL Hours	1,460	40,319
Subcontractor hours	9,660	104,315
Total Site Hours	11,120	142,780
LTIFR: Target <.50	0	0
TRIFR: Target 2.70	0	0
MTIFR:	0	0
Lost Time Injuries (LTI)	0	0
Days lost to LTI	0	0
Medical Treatment Injuries (MTI)	0	0
1 <sup>st</sup> Aid Injuries	0	4
<b>Incidents:</b>		
Injury	0	4
Damage/ Loss	2	10
Near Miss	0	31
Hazard	2	11
Report Only	2	6
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	6
<b>Safety Initiatives:</b>	0	9
Workplace Safety Inspections	27	459
Environmental Inspections	4	46
Safety Conversations (UGL)	79	748

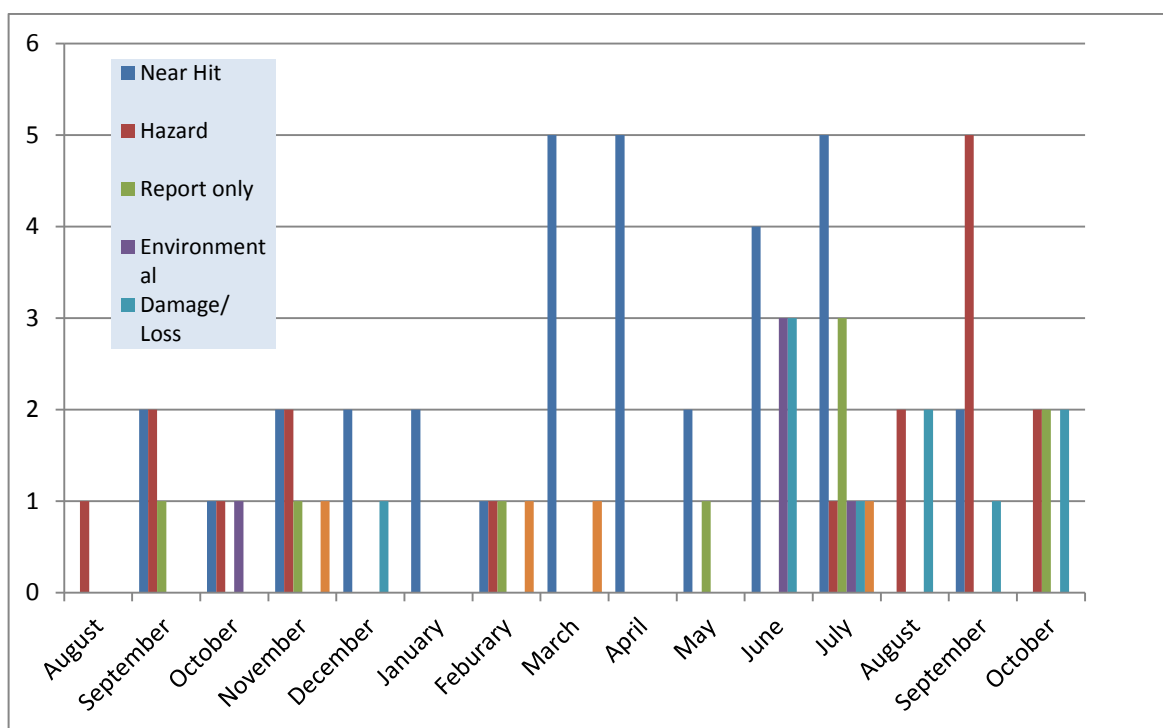
Utake 5 (UGL)	208	3698
Hazobs	7	390
Site audit (e.g. Plant pre-start)	7	37
SWMS reviews	12	216
Site inductions	6	497
Tool box meetings	4	46
Training hours	0	95
Plant delivery inspections	0	116
Checkit compliance (UGL)	85	90%
UGL/ External Audits	0	0
Alcohol Breath tests	108	2353
Drug tests	36	141

## 2.0 Incident Summary

The following incidents occurred on site in October 2016.

- **Damage/ Loss:** Truck reversed into skid steer loader
  - **Action:** Access procedures modified to ensure reversing requirements occur primarily within the work area and procedures to ensure spotter in place.
- **Damage/ Loss:** Low pressure air sourer pipe damaged
  - **Action:** Unable to ascertain when damage occurred. Damage reported to UGL mechanical supervisor
- **Hazard:** Brown snake located at Crib Sheds.
  - **Action:** Notified a local licenced snake catcher to attend site. Local snake catcher attended site and removed brown snake. Grass near crib shed and along site boundary next to river has been now been cut by whipper snipped and sprayed with weed killer (by RWCC) to remove areas for snakes to hide from crib shed area.

### Wagga Wagga WTP Incident trends



- October 2016 Site inductions 8 not including visitors inductions
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/Awareness

### 3.0 Project Safety Initiatives for November 2016

- **Training:**
  - SWMS development by subcontractors
  - Continuing training site personnel in UGL Utake 5 and HAZOB
- Continuing with Construction 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:

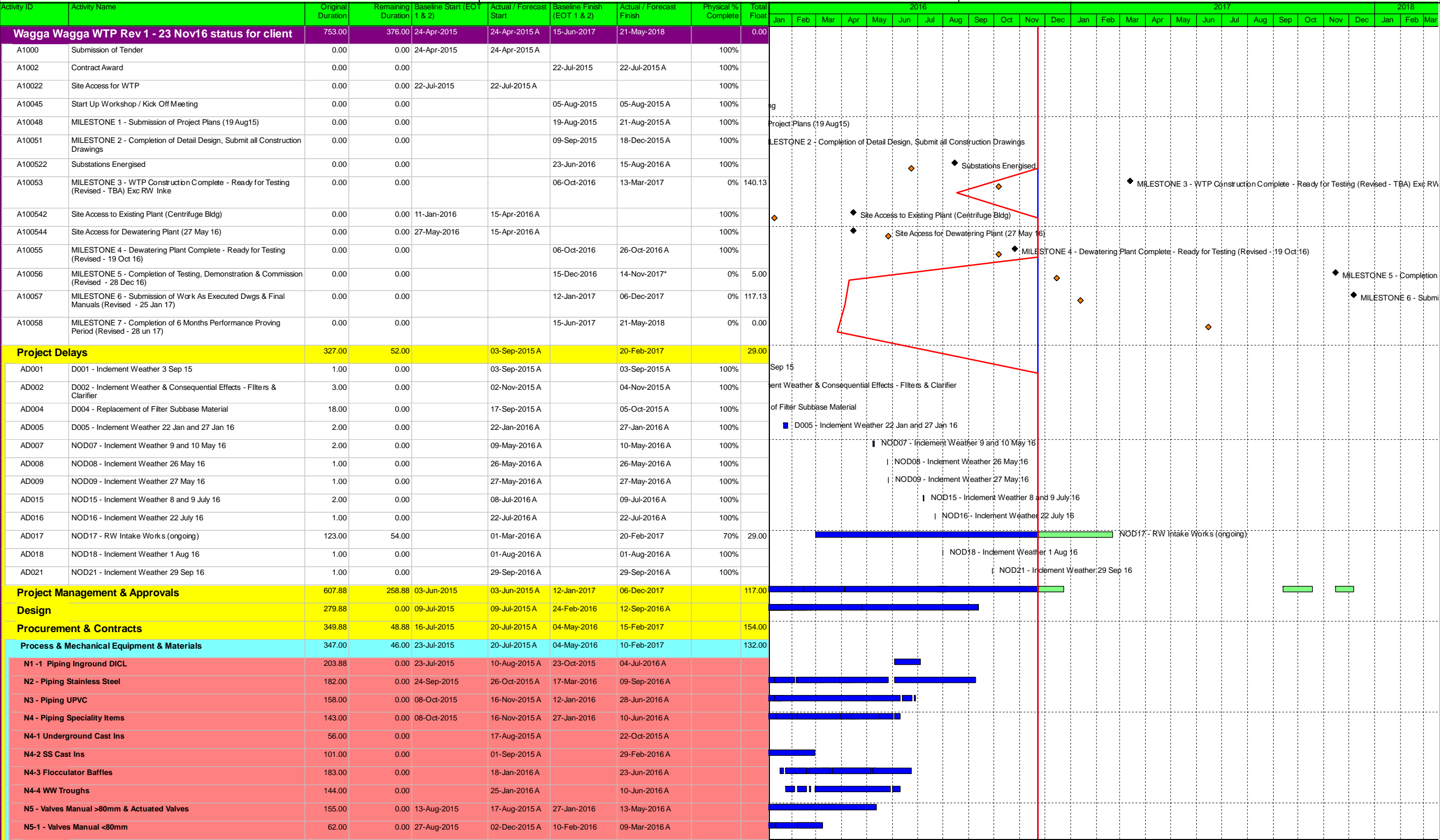
- ✓ Site safety inspections
- ✓ UGL Safety conversations
- ✓ UGL UTake 5
- ✓ UGL Hazobs
- ✓ Plant operator pre-start inspection audits
- ✓ SWMS reviews, work permit audits
- **Fitness for Work:**
  - Continuing Alcohol testing at pre-start meetings
  - Drug testing as per Project Safety Management Plan  
Site wide drug test conducted by Laverty with 100% pass.
- Continuing Site Environmental inspections and education to subcontractors regarding environmental compliance.

Simon Smith

UGL Safety Advisor

## **APPENDIX C – NOVEMBER PROJECT PROGRAMME**

Schedule with RWI as delayed



File No:

Data Date : 23-Nov-2016

1 of 8

Remaining Level of Effort

Primary Baseline

Actual Work

Critical Remaining Work

Remaining Work

Baseline Milestone

WAGGA WAGGA WTP

Program of Works

UGL

Date

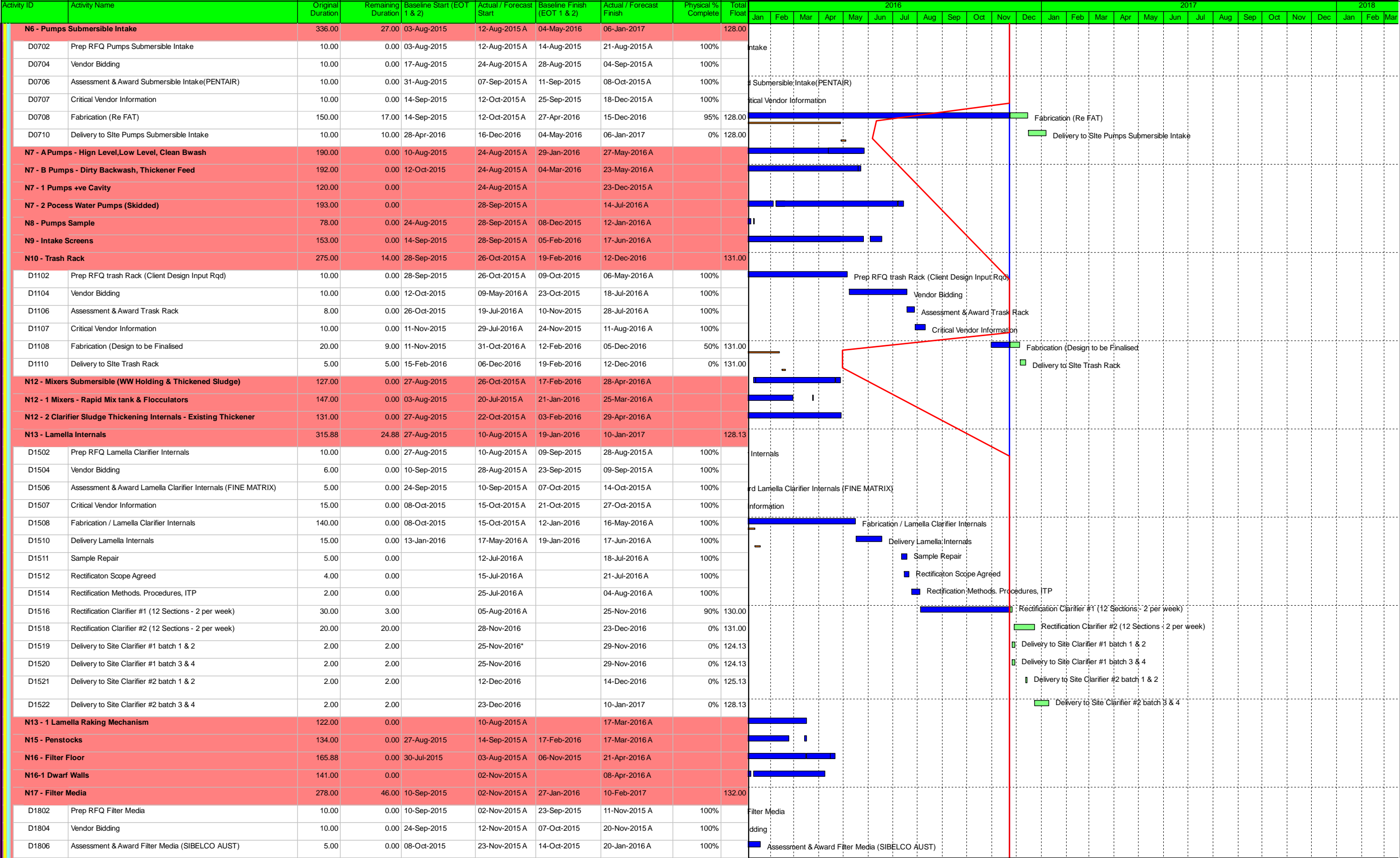
23-Nov-2016

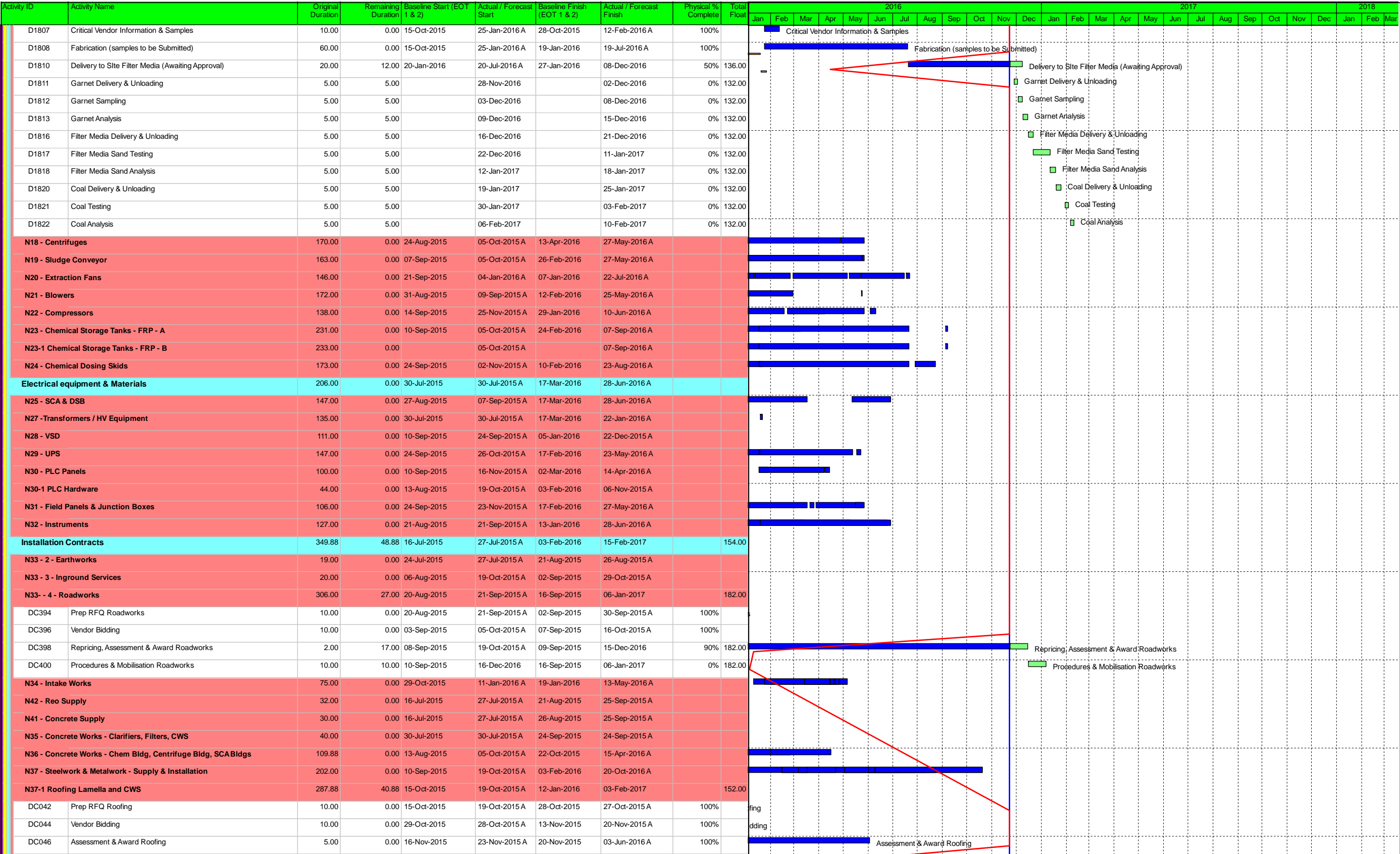
Revision

Status 23 Nov 16

Checked

Approved







Activity ID		Activity Name	Original Duration	Remaining Duration	Baseline Start (EOT 1 & 2)	Actual / Forecast Start	Baseline Finish (EOT 1 & 2)	Actual / Forecast Finish	Physical % Complete	Total Float	2016												2017												2018		
											Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	DC047	Shop Drawings & Approval	20.00	5.00	23-Nov-2015	07-Jun-2016 A	04-Dec-2015	29-Nov-2016	95%	159.00																											
	DC048	Fabrication of Roofing	40.00	20.00		01-Jul-2016 A		20-Dec-2016	50%	144.00																											
	DC0482	Procedures & Mobilisation Steelwork & Metalwork	10.00	0.00		18-Jul-2016 A		07-Oct-2016 A	100%																												
	DC049	Delivery of Lamella Roof	5.00	5.00	23-Nov-2015	21-Dec-2016	12-Jan-2016	04-Jan-2017	0%	144.00																											
	DC4142	Delivery of CWS Roof	5.00	5.00		14-Dec-2016		20-Dec-2016	0%	160.00																											
	DC41422	Order CW Pump Stn (& UV Pit Structure Option)	0.00	0.00		05-Dec-2016*			0%	142.00																											
	DC41424	Shop Dwg & Fabrication CW Pump Stn & Uv Pit Structure	25.00	25.00		05-Dec-2016		20-Jan-2017	0%	136.00																											
	DC4143	Delivery of CW Pump Stn Roof Structure	5.00	5.00		23-Jan-2017		27-Jan-2017	0%	138.00																											
	DC4145	Delivery of UV Pit Structure (Option)	5.00	5.00		30-Jan-2017		03-Feb-2017	0%	152.00																											
	N37-2 FRP Grating		236.00	0.00		09-Nov-2015 A		12-Oct-2016 A																													
	N37-3 Gantry Crane		319.00	55.00		09-Nov-2015 A		15-Feb-2017		153.00																											
	DC430	Prep RFQ Gantry Crane	10.00	0.00		09-Nov-2015 A		20-Nov-2015 A	100%																												
	DC432	Vendor Bidding	10.00	0.00		23-Nov-2015 A		27-Nov-2015 A	100%																												
	DC434	Assessment & Award Gantry Crane (Await Lift Decision)	5.00	0.00		07-Dec-2015 A		03-Jun-2016 A	100%																												
	DC436	Shop Drawings & Approval	10.00	0.00		03-Jun-2016 A		17-Jun-2016 A	100%																												
	DC438	Fabrication of Centrifuge Gantry Crane	40.00	0.00		03-Jun-2016 A		18-Aug-2016 A	100%																												
	DC440	Procedures & Mobilisation Gantry Crane	10.00	0.00		15-Aug-2016 A		19-Aug-2016 A	100%																												
	DC442	Delivery of Centrifuge Gantry Crane	2.00	0.00		19-Aug-2016 A		22-Aug-2016 A	100%																												
	DC443	Complete Design & Order Filter Gallery Crane	15.00	15.00		23-Nov-2016*		13-Dec-2016	0%	153.00																											
	DC444	Fab & Deliver of Filter Gallery Gantry Crane	40.00	40.00		14-Dec-2016		15-Feb-2017	0%	153.00																											
	N37-4 Access Lift		248.00	0.00		11-Jan-2016 A		16-Nov-2016 A																													
	N39 - Mechanical & Piping Installation		67.00	0.00	24-Sep-2015	23-Nov-2015 A	13-Nov-2015	18-Mar-2016 A																													
	N39-2 Plumbing Installation		185.00	0.00		21-Mar-2016 A		12-Aug-2016 A																													
	N40 - Electrical & Instrumentation Installation		76.00	0.00	02-Sep-2015	16-Nov-2015 A	20-Oct-2015	08-Apr-2016 A																													
	N40-2 HV Installation		76.00	0.00		16-Nov-2015 A		06-May-2016 A																													
	Construction		493.00	192.00	20-Jul-2015	20-Jul-2015 A	05-Sep-2016	04-Sep-2017		184.00																											
	Site Works		369.00	68.00	20-Jul-2015	20-Jul-2015 A	16-Jul-2016	14-Mar-2017		308.00																											
	Raw Water Intake		350.13	111.00	08-Mar-2016	23-Mar-2016 A	06-Jul-2016	04-Sep-2017		184.00																											
	Civil & Structural		377.13	111.00	08-Mar-2016	23-Mar-2016 A	06-Jul-2016	04-Sep-2017		184.00																											
	F0100	Install Silt Boom	4.00	0.00	08-Mar-2016	23-Mar-2016 A	11-Mar-2016	24-Mar-2016 A	100%																												
	F01001	Prepare Work Platform	5.00	0.00		29-Mar-2016 A		30-Mar-2016 A	100%																												
	F01003	Removal of Trees & Snags	3.00	0.00		01-Apr-2016 A		25-May-2016 A	100%																												
	F01005	Complete Access Road	6.00	0.00		04-Apr-2016 A		09-Apr-2016 A	100%																												
	F010051	Temporary Access Pad for Sheet Piles	2.00	0.00		26-Apr-2016 A		04-May-2016 A	100%																												
	F010052	Drive Sheet Piles S5 to S9 and S2 to S3	4.00	0.00		28-Apr-2016 A		29-Apr-2016 A	100%																												
	F0102	Installation of Temporary Cofferdam	12.00	0.00	14-Mar-2016	26-Apr-2016 A	22-Mar-2016	03-May-2016 A	100%																												
	F0104	Dewatering	2.00	0.00	23-Mar-2016	04-May-2016 A	24-Mar-2016	05-May-2016 A	100%																												
	F0106	Prepare Access Platform along S2 to S3	2.00	0.00	04-Apr-2016	06-May-2016 A	14-Apr-2016	09-May-2016 A	100%																												
	F01062	Install Cofferdam	7.00	0.00		09-May-2016 A		26-May-2016 A	100%																												
	F01064	Dewatering & Complete Bracing (Effected by Inclement Weather & Consequent Effect)	4.00	4.00		03-Apr-2017*		06-Apr-2017	0%	-1.00																											
	F01066	Install Bracing - Partially Complete	4.00	0.00		30-May-2016 A		10-Jun-2016 A	100%																												
	F0108	Excavation for Intake Structure / Stabilisation	8.00	8.00	15-Apr-2016	07-Apr-2017	26-Apr-2016	18-Apr-2017	0%	-1.00																											
	F0110	Inlet Structure Floor	10.00	10.00	15-Apr-2016	19-Apr-2017	21-Apr-2016	02-May-2017	0%	-1.00																											
	F0112	Inlet Structure Walls	20.00	20.00	22-Apr-2016	03-May-2017	05-May-2016	30-May-2017	0%	-1.00																											
	F0114	Rock Embedment Structure	4.00	4.00	06-May-2016	31-May-2017	10-May-2016	05-Jun-2017	0%	-1.00																											
	F0116	Revetment to River Side of Inlet	2.00	2.00	11-May-2016	06-Jun-2017	12-May-2016	07-Jun-2017	0%	-1.00																											
	F0118	Excavation & Installation of Bored Piers	11.00	11.00	27-Apr-2016	30-May-2016 A	04-May-2016	03-May-2017	20%	10.00																											

File No:

Data Date : 23-Nov-2016

4 of 8

Remaining Level of Effort

Primary Baseline

Actual Work

Critical Remaining Work

Remaining Work

Baseline Milestone

WAGGA WAGGA WTP

Program of Works

UGL

Date

23-Nov-2016

Revision

Status 23 Nov 16

Checked








Approved



[illegible]

File No:
Data Date : 23-Nov-2016

6 of 8

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

# WAGGA WAGGA WTP

## Program of Works










Date	Revision	Checked	Approved
23-Nov-2016	Status 23 Nov 16		



[illegible]

File No:
Data Date : 23-Nov-2016

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

# WAGGA WAGGA WTP

## Program of Works



Date	Revision	Checked	Approved
23-Nov-2016	Status 23 Nov 16		

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## QUESTIONS & STATEMENTS

