

19th February 2016

## NOTICE OF MEETING OF THE COUNCIL

The meeting of the Council will be held at

**GREATER HUME SHIRE HOLBROOK OFFICE, HOLBROOK**

**on**

**WEDNESDAY, 24th FEBRUARY 2016 at 10.30 am**

### **TIMETABLE**

- 9:30 am** Depart RWCC Headquarters Wagga Wagga  
Depart in 3 vehicles (1 x 7 seat and 2 x 5 seat).
- 10.00 am** Inspect Mangoplah Reservoir on the way to Holbrook.
- 10.25 am** Meet remaining Councillors at Holbrook Offices of GHS.
- 10.30 am** Council Meeting to commence at Holbrook Offices of GHS.
- 12.30 pm** Lunch at Holbrook.
- 1.30 pm** Resume Council Meeting, if necessary.

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

**Depart Holbrook for Woomargama, following budget workshop**

**Inspect new Woomargama Reservoir and WTP**

**It is proposed that an inspection of the Ralvona Borefield will occur on the return trip to Wagga Wagga (via Morven).**

Yours faithfully



G J Haley  
GENERAL MANAGER



# **\* AGENDA \***

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

## **BUSINESS WITH NOTICE**

19<sup>th</sup> February 2016

The Chairperson and Councillors:

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

***RECOMMENDED*** that the report detailing Council's external investments for the months of December 2015 and January 2016 be received.

- 
- Investments December 2015
  - Investments January 2016

## Monthly Investment Report as at 31/12/15

**a) Council's Investments as at 31/12/15**

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
Bank of Queensland	25/06/2015	202	13/01/16	A-2	2.95	BBSW	2.05	9.576%	\$2,500,000.00	\$2,500,000.00
ME Bank	28/10/2015	91	27/01/16	A-2	2.85	BBSW	2.05	19.151%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/12/2015	141	21/04/16	A-2	2.90	BBSW	2.05	9.576%	\$2,500,000.00	\$2,500,000.00
MyState Bank Ltd	8/12/2015	91	08/03/16	A-2	2.94	BBSW	2.05	9.576%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/08/2015	176	17/02/16	A-2	2.80	BBSW	2.05	3.830%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	25/11/2015	120	24/03/16	A-1+	2.93	BBSW	2.05	7.661%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	29/10/2015	119	25/02/16	A-1+	2.91	BBSW	2.05	7.661%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/12/2015	90	02/03/16	A-1+	2.93	BBSW	2.05	7.661%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	27/10/2015	121	25/02/16	A-2	2.61	BBSW	2.05	7.661%	\$2,000,000.00	\$2,000,000.00
								82.35%	\$21,500,000.00	\$21,500,000.00
Cash Deposit Account										
T Corp				A-1+	2.47	Cash Rate	2.00	8.02%	\$2,093,424.24	\$2,093,424.24
AMP				A-1	2.55	Cash Rate	2.00	9.631%	\$2,514,379.72	\$2,514,379.72
								17.65%	\$4,607,803.96	\$4,607,803.96
TOTAL INVESTMENTS								100.00%	\$26,107,803.96	\$26,107,803.96
Cash at Bank										\$436,940.19
TOTAL FUNDS										\$26,544,744.15

**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)	\$1,099,288.61
	Asset Replacement	\$1,489,571.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		<hr/>
		\$7,588,860.18
		<hr/>
Unrestricted Funds		\$18,955,883.97
<b>TOTAL FUNDS</b>		<b>\$26,544,744.15</b>

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

**CERTIFICATE**

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

*M. L. Curran*

**M Curran**

**MANAGER CORPORATE SERVICES**

## Monthly Investment Report as at 31/1/16

### a) Council's Investments as at 31/1/16

Investment	Inception Date	Term (Days)	Maturity Date	S&P Rating	Interest Rate (%)	Performance Benchmark	Benchmark Rate (%)	Percentage of Portfolio	Principal Value	Market Value
Term Deposits										
ME Bank	28/10/2015	91	27/01/16	A-2	2.85	BBSW	2.05	18.683%	\$5,000,000.00	\$5,000,000.00
Bank of Queensland	2/12/2015	141	21/04/16	A-2	2.90	BBSW	2.05	9.342%	\$2,500,000.00	\$2,500,000.00
MyState Bank Ltd	8/12/2015	91	08/03/16	A-2	2.94	BBSW	2.05	9.342%	\$2,500,000.00	\$2,500,000.00
Bank of Queensland	25/08/2015	176	17/02/16	A-2	2.80	BBSW	2.05	3.737%	\$1,000,000.00	\$1,000,000.00
National Australia Bank	25/11/2015	120	24/03/16	A-1+	2.93	BBSW	2.05	7.473%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	29/10/2015	119	25/02/16	A-1+	2.91	BBSW	2.05	7.473%	\$2,000,000.00	\$2,000,000.00
National Australia Bank	3/12/2015	90	02/03/16	A-1+	2.93	BBSW	2.05	7.473%	\$2,000,000.00	\$2,000,000.00
People's Choice Credit Union	27/10/2015	121	25/02/16	A-2	2.61	BBSW	2.05	7.473%	\$2,000,000.00	\$2,000,000.00
								71.00%	\$19,000,000.00	\$19,000,000.00
Cash Deposit Account										
T Corp				A-1+	2.42	Cash Rate	2.00	7.84%	\$2,097,598.43	\$2,097,598.43
AMP				A-1	2.55	Cash Rate	2.00	21.166%	\$5,664,379.72	\$5,664,379.72
								29.00%	\$7,761,978.15	\$7,761,978.15
TOTAL INVESTMENTS								100.00%	\$26,761,978.15	\$26,761,978.15
Cash at Bank										\$580,394.39
TOTAL FUNDS										\$27,342,372.54

**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)	\$1,099,288.61
	Asset Replacement	\$1,489,571.57
	Loan Funds	\$0.00
	Sales Fluctuation	\$5,000,000.00
		\$7,588,860.18
Unrestricted Funds		\$19,753,512.36
<b>TOTAL FUNDS</b>		<b>\$27,342,372.54</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. QUARTERLY BUDGET REVIEW PERIOD 31<sup>st</sup> DECEMBER 2015

**RECOMMENDATION** that the Quarterly Budget Review for the period ended 31<sup>st</sup> December 2015 be received and adopted.

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The Quarterly Review of Council's Budget for the period ended 31<sup>st</sup> December 2015 is submitted for examination by the Council.

The anticipated Operating Result for 2015/2016 is a surplus of \$5,343,000 (the Capital Works budget is in addition to this and is covered below). The Operating Result in the 30 September 2015 Quarterly Review was budgeted for a surplus of \$4,493,000. The proposed December quarterly review increase is attributed to:

- \$900,000 additional S64 Developer Contribution income from more development than anticipated.
- \$50,000 increased legal expenditure.

The Capital Works expenditure budget is in addition to the operating result. A quarterly review of Capital Works Projects has been undertaken and the Proposed Capital Budget after review adjustments totals \$47,159,840. The Capital Budget in the 30 September 2015 Review was \$48,059,840. December quarterly review adjustments to Capital Works are recommended for the following items:

- \$180,000 reduction due to Gregadoo to Lloyd Rd mains project deferral to 2019/20.
- \$720,000 reduction due to Southern Trunk – Highway to New Reservoir project deferral to 2016/17.
- Project funds have also been transferred between control system projects to bore upgrades, to fund upgrades to West Wagga and East Wagga Bore energy efficiency and pumps.

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

- **Quarterly Budget Review – 31<sup>st</sup> December 2015**

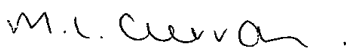


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**Report by Responsible Accounting Officer**

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

It is my opinion that the Quarterly Budget Review Statement for Riverina Water County Council for the quarter ended 31/12/15 indicates that Council's projected financial position at 30/6/16 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:**   
\_\_\_\_\_

**date:** 27/01/2016

Ms Michele Curran  
Responsible Accounting Officer

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2015

							Current Year	Prior Year
(\$000's)	Original Budget 2015/16	Approved Changes Sep QBRs	Revised Budget 2015/16	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures	Actual YTD figures
<b>Income</b>								
Rates and Annual Charges	4,844		4,844			4,844	2,549	2,504
User Charges and Fees	18,971	90	19,061			19,061	7,459	7,662
Interest and Investment Revenues	390		390			390	355	596
Other Revenues	127		127			127	124	348
Grants & Contributions - Operating	205		205			205	9	3
Grants & Contributions - Capital	2,775		2,775	900	2a	3,675	2,290	1,483
<b>Total Income from Continuing Operations</b>	<b>27,312</b>	<b>90</b>	<b>27,402</b>	<b>900</b>		<b>28,302</b>	<b>12,786</b>	<b>12,596</b>
<b>Expenses</b>								
Employee Costs	8,650		8,650			8,650	3,504	3,444
Borrowing Costs	1,039	(195)	844			844	343	358
Materials & Contracts	2,629	48	2,677	50	2b	2,727	990	1,478
Depreciation	7,100		7,100			7,100	3,436	3,338
Other Expenses	3,638		3,638			3,638	1,391	1,359
<b>Total Expenses from Continuing Operations</b>	<b>23,056</b>	<b>(147)</b>	<b>22,909</b>	<b>50</b>		<b>22,959</b>	<b>9,664</b>	<b>9,977</b>
<b>Net Operating Result from Continuing Operation</b>	<b>4,256</b>	<b>237</b>	<b>4,493</b>	<b>850</b>		<b>5,343</b>	<b>3,122</b>	<b>2,619</b>
<b>Net Operating Result before Capital Items</b>	<b>1,481</b>	<b>237</b>	<b>1,718</b>	<b>(50)</b>		<b>1,668</b>	<b>832</b>	<b>1,136</b>

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes   Details**

2a	Additional S64 developer contributions
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2b	Additional legal fees required
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## Capital Budget Review Statement

Budget review for the quarter ended 31 December 2015

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Dec Qtr	Notes	Projected Year End Result	Current Year	Prior Year
		Carry Forwards	Sep QBRs					Actual YTD figures	Actual YTD figures
<b>Capital Expenditure</b>									
Plant & Equipment	1,043	9		1,052			1,052	556	461
Office Equipment & IT	716	194		910	(105)	3a	805	253	204
Land & Buildings	2,177	2,756	410	5,343			5,343	3,018	211
Water Infrastructure	38,675	2,128	(48)	40,755	(795)	3b	39,960	11,586	5,110
Other Assets				-			-		
Loan Repayments (Principal)	1,531		(120)	1,411			1,411	692	658
<b>Total Capital Expenditure</b>	<b>44,142</b>	<b>5,087</b>	<b>242</b>	<b>49,471</b>	<b>(900)</b>		<b>48,571</b>	<b>16,105</b>	<b>6,644</b>
<b>Capital Funding</b>									
Rates & Other Untied Funding	32,142	5,087	8,242	45,471	(900)		44,571	16,105	6,644
New Loans	12,000		(8,000)	4,000			4,000		-
<b>Total Capital Funding</b>	<b>44,142</b>	<b>5,087</b>	<b>242</b>	<b>49,471</b>	<b>(900)</b>		<b>48,571</b>	<b>16,105</b>	<b>6,644</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes   Details**

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

3a	Transfer funds to West & East Wagga bore upgrade projects
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3b	West & East Wagga upgrades & deferral of mains projects to future years
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## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 31 December 2015

(\$000's)	Approved		Revised Budget 2015/16	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
	Original Budget 2015/16	Changes Sep QBRs					
<b>Externally Restricted</b> <sup>(1)</sup>							
Loan Funds - LIRS	-		-			-	-
<b>Total Externally Restricted</b>	-	-	-	-		-	-
(1) Funds that must be spent for a specific purpose							
<b>Internally Restricted</b> <sup>(2)</sup>							
Employee Leave Entitlements	1,139		1,139			1,139	1,099
Asset Replacement	1,405		1,405			1,405	1,490
Sales Fluctuation	2,000		2,000			2,000	5,000
<b>Total Internally Restricted</b>	<b>4,544</b>	-	<b>4,544</b>	-		<b>4,544</b>	<b>7,589</b>
(2) Funds that Council has earmarked for a specific purpose							
<b>Unrestricted</b> (ie. available after the above Restrictions)	(36)	388	352	1,649	4a	2,001	18,955
<b>Total Cash &amp; Investments</b>	<b>4,508</b>	<b>388</b>	<b>4,896</b>	<b>1,649</b>		<b>6,545</b>	<b>26,544</b>

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

Cash & Investment balance at the start of the financial year was slightly higher than anticipated after 2014/15 end of year final results, which has increased the 2015/16 anticipated end of year balance & reduced required borrowings to \$4M.

**Investments**

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

**Cash**

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
 The date of completion of this bank reconciliation is 31/12/15

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		451
Investments on Hand		26,108
less: Unpresented Cheques	(Timing Difference)	(17)
add: Undeposited Funds	(Timing Difference)	2
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>26,544</b>
<b>Balance as per Review Statement:</b>		<b>26,544</b>
Difference:		-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
4a	Additional cash on hand from S64 developer contributions & deferred CAPEX projects



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

Budget review for the quarter ended 31 December 2015

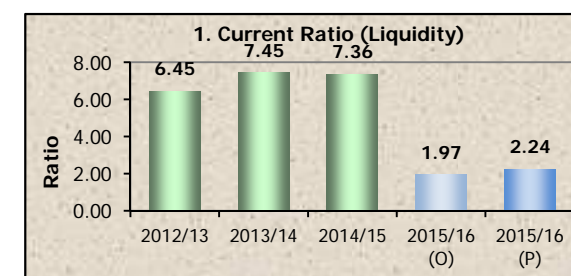
(\$000's)	Current Projection		Original Budget 15/16	Actuals Prior Periods	
	Amounts	Indicator		14/15	13/14
	15/16	15/16			

The Council monitors the following Key Performance Indicators:

**1. Current Ratio (Liquidity)**

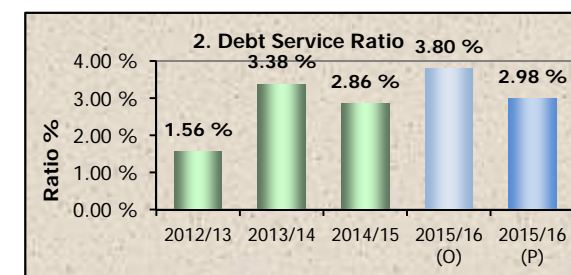
Current Assets	13866	2.24	1.97	7.36	7.45
Current Liabilities	6182				

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


**2. Debt Service Ratio**

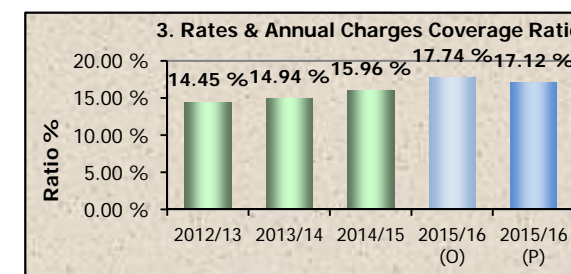
Debt Service Cost	844	2.98 %	3.80 %	2.86 %	3.38 %
Income from Continuing Operations	28301				

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


**3. Rates & Annual Charges Coverage Ratio**

Rates & Annual Charges	4844	17.12 %	17.74 %	15.96 %	14.94 %
Income from Continuing Operations	28301				

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



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

Budget review for the quarter ended 31 December 2015

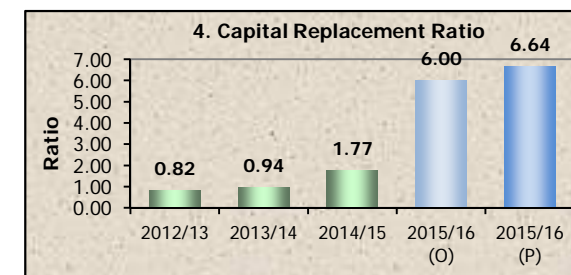
(\$000's)	<b>Current Projection</b>		<b>Original Budget 15/16</b>	<b>Actuals Prior Periods</b>	
	Amounts	Indicator		14/15	13/14
	15/16	15/16			

The Council monitors the following Key Performance Indicators:

**4. Capital Replacement Ratio**

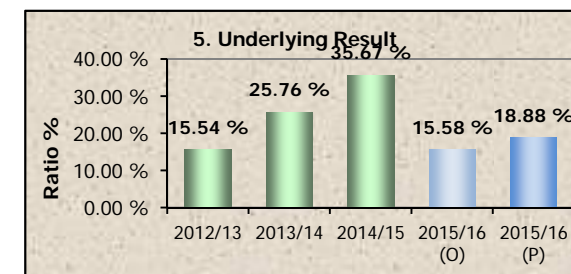
Infrastructure, Property, Plant & Equipment	47160	6.64	6.00	1.77	0.94
Depreciation	7100				

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


**5. Underlying Result**

Net Result	5342	18.88 %	15.58 %	35.67 %	25.76 %
Total Revenue	28301				

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



**Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2015

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

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
A & G Engineering	Replacement of Urana WTP Candy Tank	185,900	15/12/2015	18 weeks	Y	
DTD Engineering	Construction of Morundah Reservoir Elevated Tank	258,415	14/12/2015	18 weeks	Y	
Hornick Constructions	Design & Construct Collingullie Reservoir	315,000	2/11/2015	18 weeks	Y	

Notes:

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

**Consultancy & Legal Expenses Budget Review Statement**

## Consultancy &amp; Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	1,805	Y
Legal Fees	1,226	Y

**Definition of a consultant:**

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

**Comments**

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

**Details**

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N/A

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Riverina Water County Council

OPERATING SUMMARY - SEPTEMBER 2015 QUARTERLY BUDGET REVIEW

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	30/9/15 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
<b>OPERATING INCOME</b>							
<b>Access Charges</b>							
Urban	2,082	3,898	1,816	47%		3,898	
Non-Urban	467	946	478	51%		946	
	2,549	4,844	2,295	47%	0	4,844	
<b>User Charges</b>							
<b>Consumption Charges</b>							
Urban	5,732	15,123	9,391	62%		15,123	
Non-Urban	1,068	3,164	2,097	66%		3,164	
	6,800	18,288	11,488	63%	0	18,288	
<b>Extra Charges</b>							
Urban	59	20	-39	-196%		20	
Non-Urban	5	20	15	0%		20	
	64	40	-24	-61%	0	40	
<b>Other Income</b>	615	770	155	20%		770	
<b>Interest</b>	351	390	39	10%		390	
<b>Operating Grants &amp; Contributions</b>	9	205	196	96%		205	
<b>Capital Grants &amp; Contributions</b>	2,290	2,775	485	17%	900	3,675	Additional S64 contributions for new developments
<b>Private Works Income</b>	104	90	-14	0%	0	90	
<b>TOTAL OPERATING INCOME</b>	<b>12,782</b>	<b>27,401</b>	<b>14,393</b>	<b>53%</b>	<b>900</b>	<b>28,301</b>	
<b>OPERATING EXPENSES</b>							
<b>Management</b>	3,018	7,671	4,653	61%	50	7,721	Increase legal fee budget for anticipated legal action
<b>Operations &amp; Maintenance</b>							
<i>Buildings &amp; Grounds</i>							

OPERATING SUMMARY	YTD ACTUAL \$'000	CURRENT BUDGET \$'000	REMAINING \$'000	% AVAILABLE	30/9/15 REVIEW ADJUSTMENT	REVISED BUDGET \$'000	REVIEW ADJUSTMENT COMMENT
Urban	323	763	440	58%	0	763	
Non-Urban	43	54	12	22%	0	54	
	365	818	452	55%	0	818	
<i>Management - Operations</i>							
Urban	513	1,000	487	49%	0	1,000	
Non-Urban	251	410	159	39%	0	410	
	763	1,410	647	46%	0	1,410	
<i>Sources</i>							
Urban	223	923	700	76%	0	923	
Non-Urban	62	235	173	74%	0	235	
	285	1,159	873	75%	0	1,159	
<i>Pumping Stations</i>							
Urban	101	304	203	67%	0	304	
Non-Urban	109	218	109	50%	0	218	
	210	522	312	60%	0	522	
<i>Reservoirs</i>							
Urban	99	170	71	42%	0	170	
Non-Urban	33	48	15	31%	0	48	
	132	219	86	39%	0	219	
<i>Treatment Plant</i>							
Urban	527	1,675	1,149	69%	0	1,675	
Non-Urban	178	538	359	67%	0	538	
	705	2,213	1,508	68%	0	2,213	
<i>Mains &amp; Services</i>							
Supervision	227	290	63	22%	0	290	
Urban	436	1,161	725	62%	0	1,161	
Non-Urban	296	656	359	55%		656	
	959	2,107	1,148	54%	0	2,107	
<i>Other Operations</i>	-186	-309	-122	40%		-309	
<b>Depreciation</b>	3,436	7,100	3,664	52%		7,100	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,689</b>	<b>22,909</b>	<b>13,220</b>	<b>58%</b>	<b>50</b>	<b>22,959</b>	
<b>OPERATING RESULT</b>	<b>3,093</b>	<b>4,492</b>			<b>850</b>	<b>5,342</b>	

# Riverina Water County Council

## BALANCE SHEET

	Actual 2013/14 \$'000	Actual 2014/15 \$'000	Projected 2015/16 \$'000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	10,318	8,398	2,000
Investments	21,500	27,500	4,545
Receivables	3,120	3,777	2,720
Inventories	3,556	3,771	4,507
Other		7	93
<b>Total Current Assets</b>	<b>38,494</b>	<b>43,453</b>	<b>13,866</b>
<b>Non-Current Assets</b>			
Infrastructure, Property, Plant & Equipment	198,717	206,462	246,199
Intangible Assets	2,100	2,750	2,750
<b>Total Non-Current Assets</b>	<b>200,817</b>	<b>209,212</b>	<b>248,949</b>
<b>TOTAL ASSETS</b>	<b>239,311</b>	<b>252,665</b>	<b>262,814</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	513	829	746
Borrowings	1,341	1,411	1,662
Provisions	3,315	3,664	3,774
<b>Total Current Liabilities</b>	<b>5,169</b>	<b>5,904</b>	<b>6,182</b>
<b>Non-Current Liabilities</b>			
Borrowings	15,172	13,761	16,099
<b>Total Non-Current Liabilities</b>	<b>15,172</b>	<b>13,761</b>	<b>16,099</b>
<b>TOTAL LIABILITIES</b>	<b>20,341</b>	<b>19,665</b>	<b>22,281</b>
<b>Net Assets</b>	<b>218,970</b>	<b>233,000</b>	<b>240,534</b>
<b>EQUITY</b>			
Retained Earnings	73,598	84,842	90,185
Revaluation Reserves	145,372	148,158	150,349
Council Equity Interest	218,970	233,000	240,534
<b>Total Equity</b>	<b>218,970</b>	<b>233,000</b>	<b>240,534</b>

### 31 DECEMBER 2015 CAPEX QUARTERLY BUDGET REVIEW

Description	Current Budget 2015/16	YTD Actual 2015/16	Budget Remaining	31/12/15 Review Adjustment	Proposed Revised Budget 2015/16	Comment
	\$	\$	\$	\$	\$	
<b>MANAGEMENT</b>						
<b>LAND &amp; BUILDINGS FOR ADMIN. DEPOTS AND WORKSHOPS</b>						
Administration Office	15,000	0	15,000	0	15,000	
Depot Buildings	3,171,340	2,995,509	175,831	0	3,171,340	
Workshops	25,000	9,250	15,750	0	25,000	
Access, Parking and Landscaping	2,060,000	13,142	2,046,858	0	2,060,000	
<b>SUB-TOTAL LAND &amp; BUILDINGS FOR ADMIN, DEPOTS &amp; WORKSHOPS</b>	<b>5,271,340</b>	<b>3,017,900</b>	<b>2,253,440</b>	<b>0</b>	<b>5,271,340</b>	
<b>PLANT &amp; EQUIPMENT</b>						
IT Equipment	413,500	81,632	331,868	0	413,500	
Office Furniture & Equipment	4,000	160	3,840	0	4,000	
Working Plant & Vehicle Purchases	1,043,000	555,915	487,085	0	1,043,000	
Fixed Plant Tools & Equipment	9,000	0	9,000	0	9,000	
Telemetry & Control Systems Upgrade	210,000	48,748	161,252	-30,000	180,000	Tsfr to West Wagga upgrade & Watson Rd projects
Radio Communications Upgrade/Replacements/Improvements	40,000	14,881	25,119	0	40,000	
RTUs - New/Additional	25,000	7	24,993	0	25,000	
RTUs - Replacements/Upgrades	68,000	28,679	39,321	0	68,000	
Energy Efficiency & Cost Minimisation	120,000	2,588	117,412	-75,000	45,000	Tsfr to Bore Renewal for West & East Wagga Bores
CAD/GIS/Asset Management System	103,500	56,357	47,143	0	103,500	
Communication Equipment	72,000	20,408	51,592	0	72,000	
<b>SUB-TOTAL PLANT &amp; EQUIPMENT</b>	<b>2,108,000</b>	<b>809,375</b>	<b>1,298,625</b>	<b>-105,000</b>	<b>2,003,000</b>	
<b>TOTAL MANAGEMENT</b>	<b>7,379,340</b>	<b>3,827,275</b>	<b>3,552,065</b>	<b>-105,000</b>	<b>7,274,340</b>	
<b>SOURCES</b>						
Bores-renew/refurbish/decommission	132,000	82,811	49,189	75,000	207,000	Tsfr from Energy Efficiency projects - for West & East Wagga Bores
Source Works General Improvements	25,000	5,987	19,013	0	25,000	
Switchboards Improvements/Replacements	5,000	5,710	-710	0	5,000	
<b>TOTAL SOURCES</b>	<b>162,000</b>	<b>94,508</b>	<b>67,492</b>	<b>75,000</b>	<b>237,000</b>	
<b>TREATMENT PLANTS</b>						
General Improvements	25,000	2,014	22,986	0	25,000	
Aeration Tower Replacements	15,000	2,069	12,931	0	15,000	
Aeration Tower Covers	70,000	0	70,000	0	70,000	
Specific Treatment Plant improvements	72,000	13,344	58,656	0	72,000	
Treatment Plant refurbishments	30,493,000	9,155,485	21,337,515	0	30,493,000	
Laboratory Equipment	6,000	1,190	4,810	0	6,000	
Laboratory Facilities Upgrade	50,000	81	49,919	0	50,000	
Treatment Plant Switchboards/Control Systems Replacement/Upgrade	5,000	0	5,000	0	5,000	



Description	Current Budget 2015/16	YTD Actual 2015/16	Budget Remaining	31/12/15 Review Adjustment	Proposed Revised Budget 2015/16	Comment
	\$	\$	\$	\$	\$	
<b>TOTAL TREATMENT PLANTS</b>	<b>30,736,000</b>	<b>9,174,183</b>	<b>21,561,817</b>	<b>0</b>	<b>30,736,000</b>	
<b>PUMPING STATIONS</b>						
General Improvements	30,000	0	30,000	0	30,000	
Magflow Replacements	10,000	0	10,000	0	10,000	
Pump Stations Renewal/Refurbish/Upgrade	114,000	73,809	40,191	15,000	129,000	Tsfr for West Wagga Pump Uipgrade
Pump Station Switchboards/Control Systems Replacement/Upgrade	5,000	5,100	-100	0	5,000	
<b>TOTAL PUMPING STATIONS</b>	<b>159,000</b>	<b>78,909</b>	<b>80,091</b>	<b>15,000</b>	<b>174,000</b>	
<b>RESERVOIRS</b>						
General Improvements	29,000	13,506	15,494	0	29,000	
New/Replacement Reservoirs	2,405,000	221,359	2,183,641	15,000	2,420,000	Tsfr for Watson Rd upgrade
Reservoirs - Upgrade Ladders and Access	25,000	3,235	21,765	0	25,000	
Reservoir Hatches Magflows	16,000	0	16,000	0	16,000	
<b>TOTAL RESERVOIRS</b>	<b>2,475,000</b>	<b>238,101</b>	<b>2,236,899</b>	<b>15,000</b>	<b>2,490,000</b>	
<b>MAINS, SERVICES &amp; METERS</b>						
System Improvements	170,000	21,384	148,616	0	170,000	
Reticulation for Developers (including other extensions)	860,000	416,518	443,482	0	860,000	
Trunk Mains Extensions	180,000	0	180,000	-180,000	0	Defer Gregadoo to Lloyd Rd to 2019/20
Renew Reticulation Mains	1,002,500	264,476	738,024	0	1,002,500	
Renew Trunk Mains	3,556,000	919,886	2,636,114	-720,000	2,836,000	Defer Southern Trunk - Highway to New Reservoir to 2016/17
<b>SUB-TOTAL MAINS</b>	<b>5,768,500</b>	<b>1,622,264</b>	<b>4,146,236</b>	<b>-900,000</b>	<b>4,868,500</b>	
<b>SERVICES</b>						
Service Connections, new including Meters	700,000	240,418	459,582	0	700,000	
Renew Services	150,000	22,694	127,306	0	150,000	
<b>SUB-TOTAL SERVICES</b>	<b>850,000</b>	<b>263,112</b>	<b>586,888</b>	<b>0</b>	<b>850,000</b>	
<b>METERS</b>						
Water meters replacement	180,000	81,133	98,867	0	180,000	
Remote metering	300,000	5,500	294,500	0	300,000	
Water Filling Stations Upgrade	50,000	27,723	22,277	0	50,000	
<b>SUB-TOTAL METERS</b>	<b>530,000</b>	<b>114,355</b>	<b>415,645</b>	<b>0</b>	<b>530,000</b>	
<b>TOTAL MAINS, SERVICES &amp; METERS</b>	<b>7,148,500</b>	<b>1,999,731</b>	<b>5,148,769</b>	<b>-900,000</b>	<b>6,248,500</b>	
<b>TOTALS</b>	<b>48,059,840</b>	<b>15,412,706</b>	<b>32,647,134</b>	<b>-900,000</b>	<b>47,159,840</b>	

### 3. OPERATIONAL PLAN – PERFORMANCE TARGETS

**RECOMMENDATION:** That the report detailing progress, as at 31st December 2015, achieved towards the various objectives set out in the 2015/2016 Operational Plan be noted and received.

In accordance with the provisions of Section 407 of the Local Government Act 1993, I report to Council on the progress achieved in the year for the various Key Performance Indicators set out in the 2015/2016 Operational Plan.

#### Services

Measure	Key Performance Indicator	Progress to 31 December 2015
Customer Satisfaction Rating	>4 (out of 5)	N/A – Annual Measure
Water Quality Satisfaction	>4 (out of 5)	N/A – Annual Measure

#### Asset Replacement

Measure	Key Performance Indicator	Progress to 31 December 2015
Projects completed from Capital Works Program	>85%	N/A – Annual Measure (Refer DoE Report for Progress)

#### Demand Management

Measure	Key Performance Indicator	Progress to 31 December 2015
Peak Day Demand (weekly average)	<65 ML	58.4 ML

#### WHS

Objectives	Key Performance Indicator	Progress to 31 December 2015	
Number of days lost through injury	< previous period	Sept Qtr. 0	Dec Qtr. 0
Percentage of sick leave hours to ordinary hours worked	<3.5%	.03%	3.85%
Total hours worked compared to time lost through injury & illness	< previous period	0.0%	0.0%

#### Environmental Protection

Key Performance Indicator	Key Performance Indicator	Progress to 31 December 2015	
Power used per ML of water produced KWh/ml	< same period last year	Dec Qtr. 2014 985KWh	Dec Qtr. 2015 1,084KWh
Energy Cost used per ML of water produced \$/ML	< same period last year	\$176	\$178

#### Equal Employment Opportunity

Key Performance Indicator	Key Performance Indicator	Progress to 31 December 2015
Number of legitimate EEO complaints resolved	100%	Nil lodged
Percentage of staff returning from parental leave	100%	100%

#### Charges and Fees

Key Performance Indicator	Key Performance Indicator	Progress to 31 December 2015
Level of Water Charges overdue compared to water sales for previous 12 months	<5%	N/A – Annual Measure
Level of Sundry Debtor Accounts overdue compared to debtors raised for previous 12 months	<5%	N/A – Annual Measure

#### **4. AUDIT AND RISK COMMITTEE MINUTES**

**RECOMMENDATION** that Council receive and note the minutes of the Audit and Risk Committee Meeting held on 19th November 2015 and endorse the recommendations contained therein.

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

**PRESENT:**

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

**IN ATTENDANCE:**

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

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

**PRESENT AND APOLOGIES**

***Recommendation:***

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

**CARRIED**

**DECLARATIONS OF PECUNIARY INTEREST**

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

**CONFIRMATION OF MINUTES –1st OCTOBER 2015**

***Recommendation:***

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

**CARRIED**

**INVESTMENT REPORTS**

***Recommendation:***

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

**CARRIED**

## **FOLLOW UP ON PREVIOUS AUDITS**

### ***Recommendation:***

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

**CARRIED**

## **AUDIT AND RISK COMMITTEE ACTIONS REGISTER**

### ***Recommendation:***

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

**CARRIED**

## **GENERAL MANAGER'S UPDATE ON CURRENT LITIGATION MATTERS**

### ***Recommendation:***

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

**CARRIED**

## **REPORT AUDIT AND RISK COMMITTEE CHARTER**

### ***Recommendation:***

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

**CARRIED**

## **AUDIT AND RISK COMMITTEE MEETING SCHEDULE**

### ***Recommendation:***

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

29<sup>th</sup> February  
23<sup>rd</sup> May  
25<sup>th</sup> July  
26<sup>th</sup> September

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

### ***Recommendation:***

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

**CARRIED**

## **RWCC ANNUAL REPORT 2014/2015**

### ***Recommendation:***

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

**CARRIED**

## **GENERAL BUSINESS**

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

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

Next General Meeting: Monday, 29<sup>th</sup> February 2015.

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Meeting Closed 10.45 am

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## **5. COUNCIL BOUNDARY REVIEW – POSSIBLE SUBMISSION**

***RECOMMENDED:*** That Riverina Water County Council determine whether it will make a submission regarding the proposed amalgamation of Corowa, Urana and Lockhart Shire Council Areas.

---

The New South Wales Minister for Local Government announced a number of proposals to amalgamate or alter the boundaries of a number of local government areas in New South Wales on 18 December 2015.

In particular referred a proposal to amalgamate the Shires of Corowa, Urana and Lockhart to the Acting Chief Executive of the Office of Local Government.

The Acting Chief Executive of the Office of Local Government has delegated to Mr Mike Eden the examination and reporting functions under section 218F of the Local Government Act.

Mr Eden held a series of Public Meetings in Corowa, Urana and Lockhart on 4 February 2016.

Mr Eden also invited written submissions from interested parties. These are to be lodged before 28 February 2015.

Should the proposed amalgamation proceed, the impact on the operations of Riverina Water County Council is unknown. It will depend on the wording of the proclamation of the new council area and any revised proclamation of Riverina Water County Council.

At the time of the amalgamation of Holbrook, Culcairn and parts of Hume Shire Council into Greater Hume Shire Council, in 2004, the revised proclamation for Riverina Water County Council changed the makeup of the RWCC Board from a member from each of Holbrook and Culcairn Councils to two members from Greater Hume Shire.

I seek Council's direction as to whether Riverina Water County Council should make a submission to the delegate of the Office of Local Government relating to this matter.

## 6. REQUEST FOR ASSISTANCE – LAKE ALBERT WORKING GROUP

**RECOMMENDED:** That Riverina Water County Council provide funding of \$15,000 to the Lake Albert Working Group to assist with the establishment of a bore.

---

The Lake Albert Working Group has approached Riverina Water County Council and requested financial assistance for the establishment of a bore. The purpose of the bore is to top-up the water level of Lake Albert to ensure that it remains at a usable level during periods of dry weather.

Funding has been already supplied by Wagga Wagga City Council and others to commence the project. The cost of establishing the bore has been higher than originally anticipated, hence an approach has been made to Riverina Water. It is expected that some state government funding will be also made available for the completion of the project.

The successful establishment and operation of such a bore could be loosely tied to RWCC's Demand Management Program. Should the lake level be kept above a minimum level, the Wagga Wagga Country Club would not need to utilise RWCC's potable water supply to water their tees and greens. In summer months this could be a significant amount of water.

It is important to note that RWCC is not committing to supplying ongoing support for the operation of the bore, except for perhaps giving technical advice. The working group cannot realistically prepare an operating budget until such time as a test bore is completed. The quantity and quality of water produced by the test bore would then enable the calculation of the cost of pump sizes etc. to assist in the preparation of an accurate operating budget.

Riverina Water County Council has, on occasions, provided funding to various community groups out of its community assistance funds. To date, in the 2015/2016 financial year, Riverina Water County Council has contributed, or has committed to, about \$40,000 worth of assistance. Any assistance to the Lake Albert Working Group would be in addition to this amount.

## 7. REQUEST FOR ASSISTANCE WITH WATER ACCOUNTS – CAN ASSIST

**RECOMMENDED:** That Riverina Water County Council assist the Cancer Patients Assistance Society of NSW (Can Assist) by charging them at the flat consumption charge for water consumed at Lilier Lodge, 317-321 Edward Street, Wagga Wagga.

---

The Cancer Patients Assistance Society of NSW (Can Assist) has written to Riverina Water County Council and requested a discount on their water charges for Lilier Lodge in Edward Street, Wagga Wagga.

Currently Lilier Lodge is on a stepped tariff and pays \$2.10 per KI for all water consumed over 125 KI per quarter.

Lilier Lodge has an average consumption of 515 KI per quarter.

- Request for assistance – Can Assist

15 December 2015

Mr Graeme Haley  
General Manager  
Riverina Water County Council  
PO Box 456  
WAGGA WAGGA NSW 2650

Dear Mr Haley,

**Lilier Lodge, 317-321 Edward Street, Wagga Wagga**  
**Property ID: 323535**  
**Water Rates Account Number: 5316**

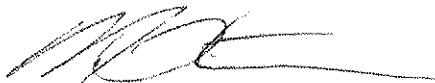
Can Assist is a community based charity dedicated solely to supporting country NSW people and their families affected by cancer. Due to travel and accommodation expenses, it can easily cost a country family affected by cancer up to five times more than a city family just to access treatment. We provide financial assistance through our volunteer led 50+ branch network, with expenses such as medical, pharmaceutical, travel and accommodation to help alleviate the financial burden of a cancer diagnosis. We also offer supported accommodation at Lilier Lodge in Wagga Wagga.

Therefore, we would like to apply for a discount on our water rates for Lilier Lodge as currently we are on a step charge and would like to apply for a flat rate of \$1.40 for all our water usage.

We would really appreciate it if you could please put our case before the Council at the next meeting and advise us of your decision.

Thank you for your consideration.

Yours faithfully,



Matthew Geracitano  
General Manager

## **8. REQUEST FOR ASSISTANCE WITH ACCESS CHARGE - LOCKHART RED CROSS**

***RECOMMENDED:*** That Riverina Water County Council assist the Lockhart Red Cross by granting them a full rebate of the Access Charge for the Water Connection for their Shop at 124 Green Street Lockhart.

---

Council has received a letter from a member of the Lockhart Red Cross, requesting a rebate on the Access Charge for their Charity Shop in Lockhart.

Currently this shop uses between 1 and 2 kilolitres per quarter.

- **Request for assistance – Lockhart Red Cross**



37 HERDEN ST

LOCKHART

2656.

RIVERINA WATER.

GENERAL MANAGER.

AS SHOP CO-ORDINATOR

AND TREASURER FOR THE

LOCKHART RED CROSS SHOP, I

ASK IF WE ARE ENTITLED TO

A REBATE ON THE SHOPS

AVAILABILITY CHARGE.

JUST WONDERING, AS WE  
ARE A CHARITY SHOP.

MANY THANKS

LORRETT LAMB.

L. ex Lamb

ACC NO 25840

RECEIVED  
25 JAN 2015

BY: 

## 9. POLICY 1.25 SPONSORSHIP

**RECOMMENDATION** that Riverina Water County Council adopt Policy 1.25 Sponsorship.

---

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

A policy relating to sponsorship has been and is attached for Councillors' information.

It is intended that advertisement, calling for expressions of interest for community sponsorships, will be placed in local newspapers (Daily Advertiser, Border Morning Mail and Eastern Riverina Observer) in March. The expressions of interest will close on 1 June 2016 and reported to the June Council meeting.

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

The objectives of the Policy are:-

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

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

A copy of sponsorships for 2015/2016 follow:-

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

Lockhart and District Historical Society	\$5,144
Scouts Australia	\$6,000

The remainder have been more of an ongoing arrangement, however, it is anticipated that they would need to re-apply to inclusion on the sponsorship list.

An individual letter will be forwarded to each of these organisations advising them of the change in sponsorship process.

Charles Sturt Foundation	Annually Funded Scholarship 2016	\$ 4,500.00
City of Wagga Wagga	Silver Sponsorship 2016 Big Business Breakfast	\$ 1,500.00
Committee 4 Wagga	Sponsorship New Year Eve Festivities 2015/16	\$ 2,200.00
Family Link	Sponsorship of Family Link Gala 2015	\$ 2,000.00
GTES	Apprentice & Traineeship Awards 2015	\$ 1,000.00
Henty Bowling Club	Sponsorship 2016 Invitation Triples	\$ 220.00
Henty Show Society Inc	Sponsorship 2015 Show	\$ 1,000.00
Immune Deficiency Foundation	Sponsorship 2015 World Festival of Magic	\$ 550.00
Kurrajong-Waratah Industries	Membership 2015/16	\$ 200.00
Lockhart & District Historical Society	Connection Upgrade	\$ 5,144.00
Lockhart Golf Club	Sponsorship 2015 Annual Mens Tournament	\$ 500.00
Lockhart Picnic Race Club Inc	1/2 page advert in Lockhart Picnic Race Book	\$ 500.00
Murrumbidgee Rotary Club	Sponsorship 2016 Science & Engineering Challenge	\$ 2,000.00
Oaklands Lions Truck & Equipme	Sponsorship 2016 Truck Show	\$ 2,500.00
Riverina Summer School of Strings	Sponsorship 2015/16	\$ 2,750.00
Rotary Club of South Wagga Inc	Sponsorship 18th Annual Golf Day	\$ 300.00
Scouts Australia	Assistance with Water Account - Camp Kurrajong	\$ 6,000.00
Sir Joseph Banks Medal	Supply/Engrave Award for Sir Joseph Banks Medal	\$ 130.00
Spirit of the Land Lockhart In	Sponsorship 2015 Festival	\$ 2,000.00
TAFE NSW Riverina Insititue	Sponsorship 2016 TAFE NSW Awards	\$ 250.00
TAFE NSW Riverina Insititue	Sponsorship 2016 Scholarship	\$ 1,000.00
The Rock Show Society Incorporated	Sponsorship 2015 Show	\$ 1,000.00
Turvey Park Public School	Sponsorship Speech Night	\$ 100.00
Urana Vintage Machinery Club	Sponsorship of 2015 Show	\$ 1,000.00
Uranquinty Progress Assoc	Sponsorship Xmas Celebrations 2015	\$ 500.00
Wagga & District Bowling Asoci	Sponsorship Annual Bowls Calendar 2015/2016	\$ 90.00
Wagga School of Arts Community	Sponsorship of Play Festival 2016	\$ 950.00
Wagga Wagga High School	Sponsorship Speech Night	\$ 100.00
		\$ 39,984.00

- **Policy 1.25 Sponsorship**

<b>SPONSORSHIP POLICY</b>			
<b>POLICY REFERENCE NUMBER:</b>		<b>POL 1.25</b>	
<b>Original publication date</b>		<b>18 February 2016</b>	
<b>Revision number</b>	<b>Issue Date</b>	<b>Approved</b>	<b>Approval date</b>
0	24 Feb 2016	Res: ??/??	24 Feb 2016
<p style="text-align: center;">This document is to be reviewed every 4 years. Next review date: <b>February 2020</b></p>			
<b>RESPONSIBLE OFFICER</b>		General Manager	

## **PART 1: INTRODUCTION**

### **1.1 Policy Summary**

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

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

### **1.2 Policy Objectives**

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

### **1.3 Background**

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

### **1.4 Scope of Policy**

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

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

### **1.5 Related Documents**

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

## **2 Policy Statement**

### **2.1 Definition of sponsorship:**

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

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

Sponsorship is not:

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

## **2.2 Key criteria for sponsorship:**

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

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

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

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

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

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

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

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

## **2.4 Assessment of Sponsorship Proposals**

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

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

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

## **2.5 Return on investment:**

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

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

## **2.6 Sponsorship procedure – recommendations and approvals**

Council will advertise, on an annual basis, notifying the residents of the County Council area of the sponsorship program and requesting interested parties to submit an expression of interest for sponsorship for consideration by Council.

Where the Riverina Water County Council is approached by a party for sponsorship of less than \$1,000 of value (including cash and in-kind contributions), the General Manager in liaison with the Chairperson may approve the arrangement between Council meetings.

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

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

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

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

## **2.7 Use of Riverina Water County Council Logo**

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

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

## **3 Legislation, terminology and references**

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

## **4 Implementation and delegation**

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

## **10. CONSIDERATION OF TENDER W.206 FOR SUPPLY AND DELIVERY OF PRESSURE PIPE**

**RECOMMENDATION** that Council consider the Report " Consideration of "Tender W.206 for supply and delivery of pressure pipe", whilst the meeting is closed to the public as it could relate to commercial information, the disclosure of which would be likely to prejudice the commercial position of the person who supplied it, as prescribed by section 10A(2)(c) of the Local Government Act 1993.

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## **11. TENDER W.208 FOR PURCHASE OF BACKHOE/LOADER**

**RECOMMENDATION:** That Council consider the report "Tender W.208 for Purchase of Backhoe/Loader", whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

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## **12. TENDER W.209 FOR THE FABRICATION AND ERECTION OF STEEL BRIDGE FOR FOOT TRAFFIC AND WATER PIPELINES AT WAGGA WAGGA.**

**RECOMMENDATION** That Council consider the report "Tender W.209 for The Fabrication and Erection of Steel Bridge for Foot Traffic and Water Pipelines at Wagga Wagga", whilst the meeting is closed to the public, as it relates to commercial information the disclosure of which would prejudice the commercial position of the person who supplied it, as prescribed by Section 10A(2)(c) of the Local Government Act 1993.

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## **13. PERFORMANCE REVIEW – GENERAL MANAGER**

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

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## 14. 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.
14/191	Purchase Of Land – New Shires Reservoir	GM	That Council: 1) Purchase the land for the Shires Reservoir of approximately 6,400 sq. metres on Lot 143 DP 754567, Olympic Highway. 2) Delegate authority to the General Manager to negotiate the land purchase and establishment of easements for pipeline and access. 3) Affix Council's Common Seal to documents as required.	Fresh valuations obtained, negotiations ongoing. Detailed survey being undertaken for legal documents.
<b>Meeting held 2 September 2015</b>				
15/117	Innovative Recruitment Practices	GM	That: a) the report of the General Manager be received and noted, and b) Council engage a consultant to make recommendations on the following:- (i) Ways that work at Riverina Water County Council could be structured to better support workplace diversity, while maintaining service standards, and (ii) Recruitment Practices to improve the diversity of qualified applicants	a) Noted  (i) Enquiries re: consultant being made

<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 have lodged an appeal against the decision of the L&E Court. Directions hearing is to be heard 2 March 2016.
<b>Meeting held 11 December 2015</b>				
15/178	Workshop Operational Plan 2016/2017	GM	That Council hold a workshop to discuss key aspects of the 2016/2017 Operational Plan, following Council's February Meeting, with the Council Meeting to commence at 10.30 am at Holbrook.	Booking changed
15/179	Disclosure Of Interest Returns	GM	That the information be received.	Noted
15/180 & 15/181	Art Project – Rural Reservoir	GM	That Riverina Water County Council appoint a subcommittee to work with Wagga Wagga City Council staff in selecting a suitable artist and design for the proposed public artwork on the Rural Reservoir. That the subcommittee be comprised of Ctrs. McInerney and Poynter.	WWCC Staff advised.
15/184 & 15/185	Policy 2.4 Deferred Payments For Rural Extensions	GM	That Riverina Water County Council adopt the revised Policy 2.4 Deferred Payments for Rural Extensions. AMENDMENT was moved by Ctrs. Verdon and Poynter to remove the reference to additional charges for time payment arrangements.	Amended Policy on Council Web Page
15/186	Draft Policy 2.7 – Backdating Of Pensioner Rebates	GM	That the Draft Policy 2.7 – Backdating of Pension Rebates be adopted.	Policy on Council Web Page
15/187	Draft Policy 2.8 Water Billing Hardship	GM	That the Draft Policy 2.8 – Water Billing Hardship be adopted.	Policy on Council Web Page
15/189	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, be appointed as Acting General Manager during this time.	Noted
15/205	Tender W199 Construction of Flocculation Tank at Urana	Manager Projects	That Council accept the A & G Engineering Pty Ltd tender for "Tender W199 – Construction of Flocculation Tank at Urana, NSW" for \$185,900 ex GST.	Contract signed

15/206	Tender W202 for the Construction of one Elevated 136kl Steel Water Supply Reservoir and Associated Roof and Ladder Structure at Morundah	Manager Projects	That Council accept DTD Engineering Pty Ltd tender for "TenderW202 – Construction of One Elevated 136kl Steel Water Supply Reservoir and Associated Roof and Ladder Structure at Morundah" for \$258,415 ex GST.	Contract signed
15/207	Contestability Of Works	Manager Works	That: a) Council note the results of the procurement process; and b) Collaborative Planning and Engineering Associates be engaged to undertake an external review of the contestability of capital works at a cost of \$16,321.	Contract signed

#### QUESTION TRACKING

#### Meeting Held 28 October 2015

Cr Meyer OAM	Requested an update on the Henty Crossing.  <i>Acting GM advised that ARTC are wanting us to do a geotechnical investigation each time, ongoing for the past 6 months.</i>	Geotech report completed. Sent to ARTC for approval prior to commencing work.
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Graeme J. Haley  
GENERAL MANAGER

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

### **1. WORKS REPORT COVERING DECEMBER 2015**

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

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- Works Report December 2015

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

19<sup>th</sup> January 2016

### 1 WORKS REPORT COVERING DECEMBER 2015

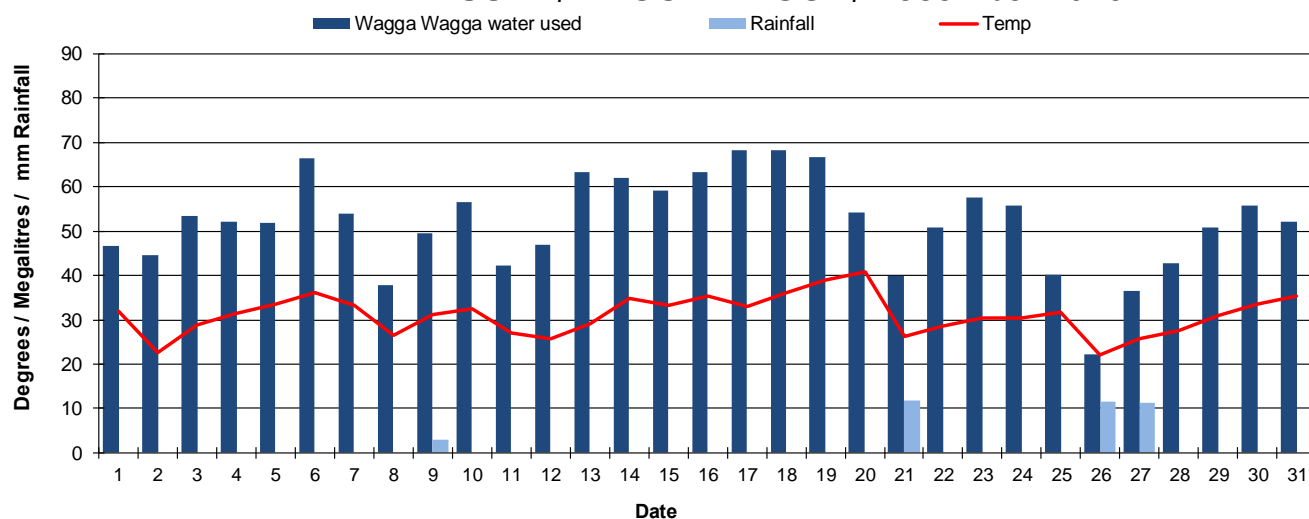
**RECOMMENDATION:** That this report be received and noted.

#### 1.1 WATER SOURCED AND USED

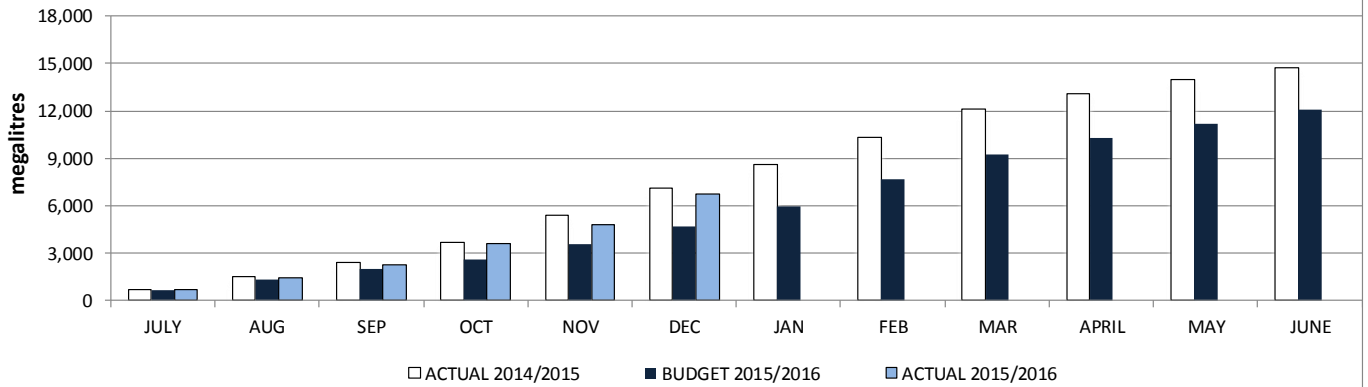
December	2013	2014	2015
Rainfall	6	27.0	37.6
Wet Days	4	15	4
<b>WATER SOURCED December 2015 (MI)</b>			
North Wagga bores	279.72	255.86	292.34
West Wagga bores	718.16	633.34	707.50
East Wagga bores	385.55	315.97	283.01
Murrumbidgee River	460.45	361.14	468.13
<b>SUB-TOTAL</b>	<b>1,843.88</b>	<b>1,566.31</b>	<b>1,750.98</b>
Bulgary Bores	55.03	59.53	62.08
Urana Source	9.36	11.33	7.98
Ralvona Bores	39.58	33.04	35.03
Walla Walla Bores	34.78	34.58	34.74
Goldenfields Water Supply System	4.04	3.27	5.21
<b>SUB-TOTAL</b>	<b>142.79</b>	<b>141.75</b>	<b>145.04</b>
Woomargama	2.20	1.95	2.61
Humula	1.05	1.02	1.24
Tarcutta	6.80	4.27	6.10
Oura	6.74	3.74	6.21
Walbundrie/Rand	3.89	5.29	4.32
Morundah	1.13	1.36	1.67
Collingullie	9.11	8.92	9.02
<b>SUB-TOTAL</b>	<b>30.92</b>	<b>26.55</b>	<b>31.17</b>
<b>TOTALS</b>	<b>2,017.59</b>	<b>1,734.61</b>	<b>1,927.19</b>

<b>WATER USED December 2015 (MI)</b>			
	<b>2013</b>	<b>2014</b>	<b>2015</b>
East Bomen	28.84	25.62	28.58
Estella	118.11	83.67	119.98
North Wagga	92.45	104.00	98.41
Wagga Wagga – Low Level	251.41	213.61	216.94
Wagga Wagga – High Level	1,035.52	839.17	920.50
Wagga Wagga – Bellevue Level	105.33	102.23	144.20
<b>SUB-TOTAL</b>	<b>1,631.66</b>	<b>1,368.30</b>	<b>1,528.61</b>
Ladysmith System	12.53	9.18	9.44
Brucedale Scheme	30.06	28.37	34.07
Currawarna Scheme	17.72	20.77	20.66
Rural south from Wagga Wagga	157.21	143.96	161.43
Rural from Walla Walla Bore	34.78	34.58	34.74
Bulgary, Lockhart and Boree Creek	34.83	41.64	37.76
From Boree Crk to Urana and Oaklands	30.20	30.29	30.95
Holbrook	39.58	33.04	35.03
<b>SUB-TOTAL</b>	<b>356.91</b>	<b>341.83</b>	<b>364.08</b>
Woomargama	2.20	1.95	2.61
Humula	1.05	1.02	1.24
Tarcutta	6.80	4.27	6.10
Oura	6.74	3.74	6.21
Walbundrie/Rand	3.89	5.29	4.32
Morundah	1.13	1.36	1.67
Collingullie	9.11	8.92	9.02
<b>SUB-TOTAL</b>	<b>30.92</b>	<b>26.55</b>	<b>31.17</b>
<b>TOTALS</b>	<b>2,019.49</b>	<b>1,736.68</b>	<b>1,923.86</b>

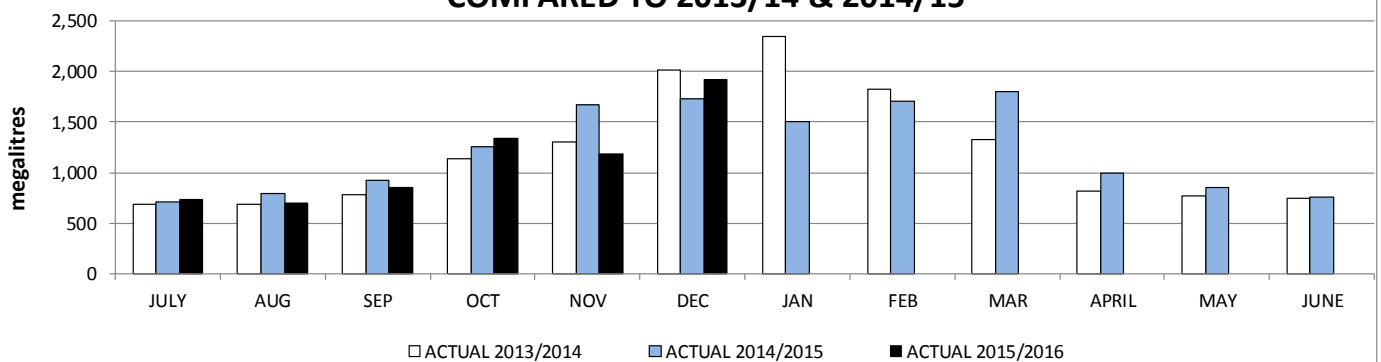
### DAILY WATER USED, WAGGA WAGGA, December 2015



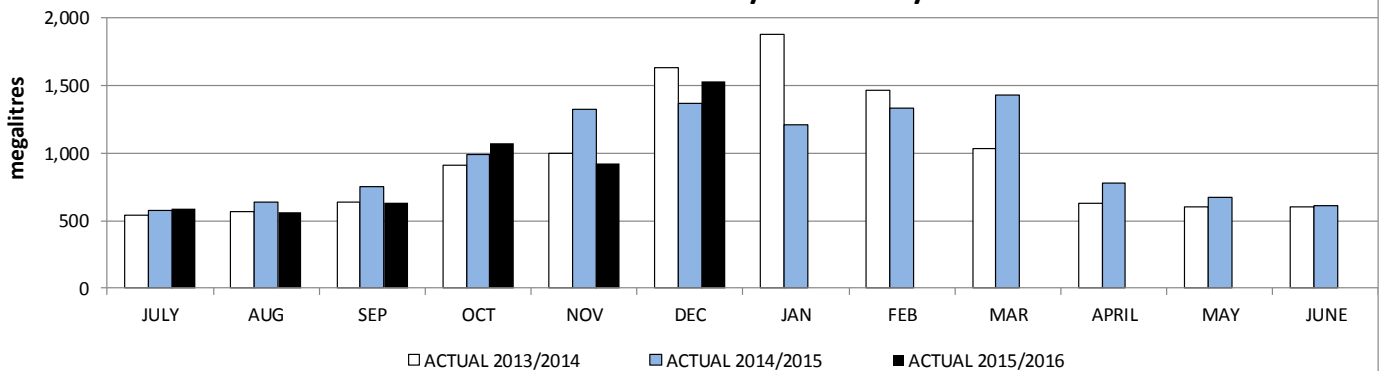
### TOTAL CUMULATIVE WATER USED 2015/2016



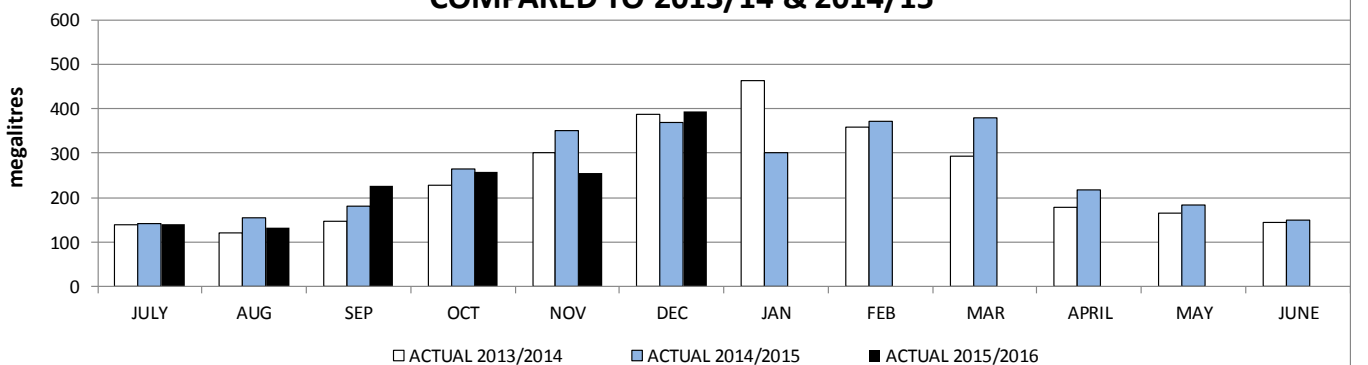
### MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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



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



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

Location	New Connect., Residential	New connect., Non Residential	Services Renewed	Services Repaired	Quality Complaints	Supply Complaints *	Customer dealings complaints	Other Complaints	Frost damage	Meter or Metercock fault	Leaking valves or hydrants	Locations
Wagga	20	3	1	16	4	6				41	8	7
Brucedale												
Currawarna												
Euberta												
Humula												
Ladysmith				1								
Oura												
San Isidore										1		
Tarcutta												
The Gap					1	1						
Bulgary				1								
Collingullie				1								
French Park												
Lockhart										1		
Mangoplah			1			1						
Milbrulong												
Pleasant Hills												
The Rock				1						1	1	
Uranquinty												
Yerong Creek						1						
Culcairn												
Henty	1		1	2						1	4	
Holbrook				1							1	
Morven				1								
Walbundrie												
Walla Walla										1		
Woomargama											1	
Boree Creek												1
Morundah												
Oaklands												
Rand										1		
Urana					1							
<b>TOTAL</b>	21	3	3	24	6	9	0	0	0	47	15	8



### 1.3 WATER SYSTEM REPAIRS

WAGGA WAGGA								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
7	Gap Hall Coolamon Rd	Ashmont	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
8	93 Murray St	Wagga Wagga	150 AC	Tree Roots	No	0:30	0	2
8	River Road	Wagga Wagga	80 PVC	Pipe Failure (not specified)	No	0:20	0	2
12	196 Gurwood St	Wagga Wagga	100 CI	T/ Band Broken/Leaking	Yes	0:00	0	5
13	Trail & Gurwood St	Wagga Wagga	200 DICL	Pipe Failure - Ground Movement	Yes	0:00	0	15
23	623 Old Narrandera Rd	Wagga Wagga	63 PE	Pipe Failure (not specified)	Yes	0:00	0	5
16	109 Balmoral Cres	Lake Albert	100 AC	Pipe Failure (not specified)	Yes	4:20	0	10
18	42 Cox Ave	Forest Hill	100 AC	Pipe Failure (not specified)	Yes	0:00	17	10
31	Simmons/Gurwood St	Wagga Wagga	100 AC	Pipe Failure (not specified)	No	2:00	17	3
TOTALS						7:10	34	62
				Breaks needing		Breaks affecting		
	Total Breaks –	9		shut off -	3		customers –	2

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
1	Woomargama Way	Woomargama	80 PVC	Leaking Gibault	Yes	0:00	0	5
3	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	No	2:30	2	6
4	Sydney St	Tarcutta	100 WPVC	T/ Band Broken/Leaking	No	0:30	15	10
3	Helford St	Holbrook	200 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
4	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	6
4	Malabo Hill	The Gap	40 PVC	Pipe Failure - Ground Movement	No	0:30	16	3
7	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	6
8	Dunnings Rd	Bruce Dale	25 PVC	Pipe Failure (not specified)	Yes	0:00	0	3
9	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	Yes	0:00	0	5
5	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	Yes	0:00	0	5
10	Gap Hall Downside Rd	The Gap	100 WPVC	Pipe Failure (not specified)	Yes	0:00	0	10
12	Leitch St	Collingullie	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	4
10	Cobdens Lane	The Gap	63 PE	Pipe Failure - Ground Movement	Yes	0:00	0	5
13	Cambourne Lane	Gobbagombalin	25 PVC	Pipe Failure (not specified)	No	0:00	2	5
18	3 Sydney St	Tarcutta	100 AC	Pipe Failure (not specified)	No	1:30	15	10
21	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	No	3:00	2	5
22	County Boundry Rd	Milbrulong	100 BPVC	Pipe Failure - Ground Movement	No	0:30	7	15
23	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	Yes	3:30	0	5
27	Railway St	Walla Walla	100 AC	Pipe Failure - Ground Movement	No	0:00	0	47
17	Eldershaws Lane	The Gap	80 PVC	Pipe Failure (not specified)	Yes	0:00	0	8
19	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	Yes	0:00	0	5
25	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	Yes	0:00	0	5
27	Becks Lane	The Gap	100 WPVC	Pipe Failure - Ground Movement	No	0:00	25	10
30	Gap Hall/Coolamon	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	2:00	0	10
30	Cobdens Lane	The Gap	63 PE	Pipe Failure (not specified)	No	0:00	2	10
TOTALS						#N/A	86	213
			Breaks needing		Breaks affecting			
Total Breaks – 25			shut off -		10	customers – 9		

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during December 2015 were:

Date	Location	Problem	Action Taken
3/12/2015	Cobdens Ln, The Gap	Dirty water and air	Flushed through AV
4/12/2015	17 Coleman St, Turvey Park	Dirty water	Gal on RWCC side. To be changed
7/12/2015	Princess St, Urana	High turbidity at Hospital	Flushed main. Turb=3.18NTU
18/12/2015	12 Warambool Cres, Wagga	Dirty water	Water cleared before call-out
22/12/2015	122 Mima St, Glenfield	Dirty water	Flushed main.

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during December 2015 include:

LOCATION	PROJECT	100		200
		OPVC	DICL	OPVC
Estella Rise	New Subdivision	618		120
Boorooma	New Subdivision		66.5	
Wagga Depot	Pipework for treatment plant		51.4	
Stauton Oval	New Subdivision	69		
	<b>TOTAL</b>	687	117.9	120

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during December 2015 include:

LOCATION	PROJECT	100	375	450
		DICL	DICL	DICL
Wagga Wagga	Southern Trunk Replacement			490
Wagga Wagga	Plumpton Road	30		
Wagga Wagga	Mason Street		116.3	
	<b>TOTAL</b>	30	116.3	490

## 1.6 OTHER CONSTRUCTION

Other construction works during December 2015 include:

LOCATION OR PROJECT	WORK DONE
Plumpton Road Wagga Wagga	Lower services for road works
Nagle Street	100mm Fire service
Baylis Street	100mm Fire service

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during December 2015 include:

LOCATION OR PROJECT	WORK DONE
Tarcutta #4 Bore	Camera inspection & install new motor
West Wagga Shires Motor	Repair & re-install
Tarcutta WTP	Inspect and clean iron filter
Colombo Creek	Repair rising main on jetty
Wagga Wagga Waterworks	Inspect & clean lime feeders
Collingullie Bore #1	Inspect and re-line
West Wagga	Replace on-line analyser pump
Waterworks Low Level Pump #2	Replace oil

## 1.8 WATER FILLING STATION ACTIVITY

Water Filling Station activity during December 2015 include:

LOCATION	NUMBER OF FILLS
Glenfield	159
Lake Albert	44
Estella	294
Bomen	48
Forest Hill	16
Lockhart	67
Holbrook	119
Henty	9
Yerong Creek	0
Pleasant Hills	2

## 1.9 STAFF TRAINING & SAFETY

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

Training or Programme	Number of Staff
First Aid - Refresher	1
Workcover Licence - Elevated Work Platform (EWP)	1

## 1.10 FLEET DISPOSALS

No fleet disposals made during December 2015.

## 1.11 FLEET ACQUISITIONS

Fleet acquisitions made during December 2015 are:

New Vehicle Details					
Vehicle No	Tenders Received	Accepted Tenderer	Vehicle Type	Make & Model	Price exc GST
339	3	Norwood	Backhoe	JCB 1CX	\$99,600



Bede Spannagle  
DIRECTOR OF ENGINEERING

## 2. WORKS REPORT COVERING JANUARY 2016

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

---

- Works Report January 2016

A handwritten signature in black ink, appearing to be 'BS' followed by a stylized flourish.

Bede Spannagle  
DIRECTOR OF ENGINEERING

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

10<sup>th</sup> February 2016

### 1 WORKS REPORT COVERING JANUARY 2016

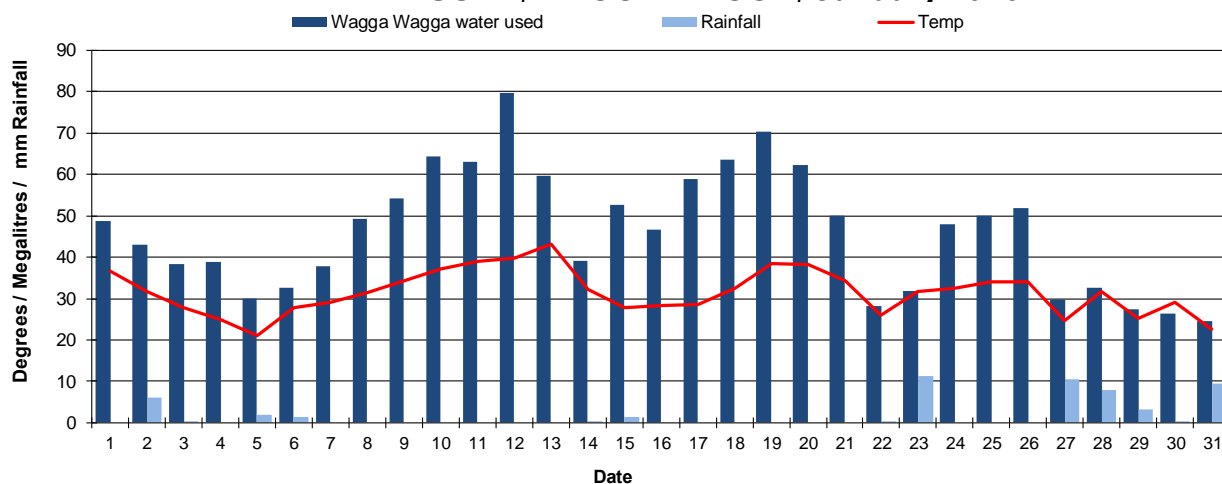
**RECOMMENDATION:** That this report be received and noted.

#### 1.1 WATER SOURCED AND USED

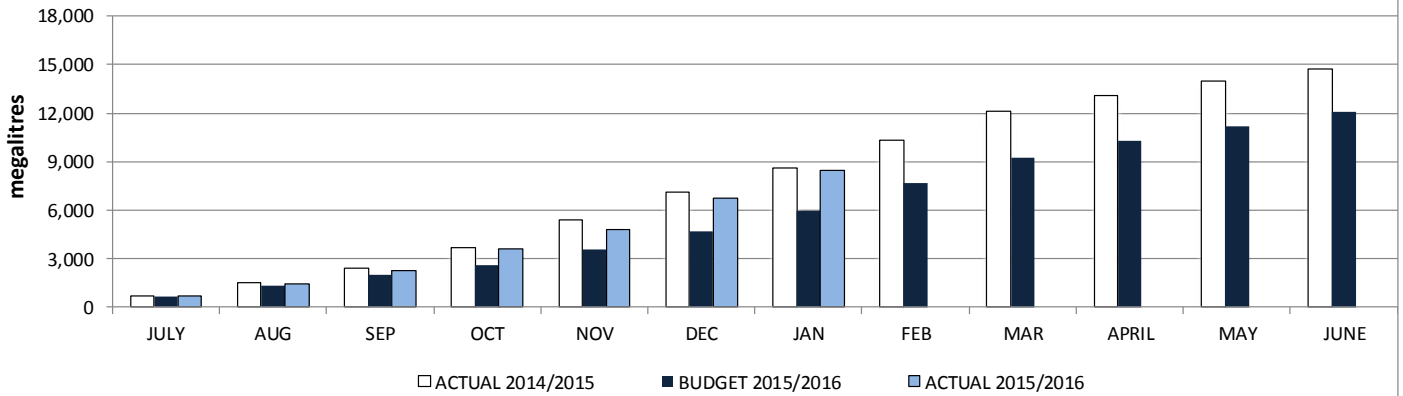
January	2014	2015	2016
Rainfall	17.8	87.6	54.2
Wet Days	3	8	13
<b>WATER SOURCED January 2016 (MI)</b>			
North Wagga bores	322.87	226.69	274.99
West Wagga bores	734.39	550.85	507.50
East Wagga bores	529.10	247.86	305.19
Murrumbidgee River	560.79	363.91	516.93
<b>SUB-TOTAL</b>	<b>2,147.15</b>	<b>1,389.31</b>	<b>1,604.61</b>
Bulgary Bores	68.73	54.58	58.69
Urana Source	12.39	9.12	9.62
Ralvona Bores	44.38	26.73	27.00
Walla Walla Bores	40.88	32.17	31.39
Goldenfields Water Supply System	4.74	3.05	5.40
<b>SUB-TOTAL</b>	<b>171.12</b>	<b>125.65</b>	<b>132.10</b>
Woomargama	2.75	1.76	2.36
Humula	1.31	0.96	1.12
Tarcutta	7.92	4.22	4.60
Oura	8.47	3.67	5.62
Walbundrie/Rand	5.62	3.70	4.34
Morundah	1.32	1.17	1.31
Collingullie	10.45	6.80	8.31
<b>SUB-TOTAL</b>	<b>37.84</b>	<b>22.28</b>	<b>27.66</b>
<b>TOTALS</b>	<b>2,356.11</b>	<b>1,537.24</b>	<b>1,764.37</b>

<b>WATER USED January 2016 (MI)</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
East Bomen	39.85	24.44	25.04
Estella	123.56	78.00	101.87
North Wagga	90.02	94.12	107.28
Wagga Wagga – Low Level	278.75	199.66	214.38
Wagga Wagga – High Level	1,160.09	666.50	835.20
Wagga Wagga – Bellevue Level	186.53	142.89	112.27
<b>SUB-TOTAL</b>	<b>1,878.80</b>	<b>1,205.61</b>	<b>1,396.04</b>
Ladysmith System	13.89	6.70	8.67
Brucedale Scheme	47.71	23.62	30.47
Currawarna Scheme	30.69	12.48	19.53
Rural south from Wagga Wagga	168.04	139.66	152.51
Rural from Walla Walla Bore	40.88	32.17	31.39
Bulgary, Lockhart and Boree Creek	44.49	38.50	35.01
From Boree Crk to Urana and Oaklands	35.85	26.23	32.02
Holbrook	44.38	26.73	27.00
<b>SUB-TOTAL</b>	<b>425.93</b>	<b>306.09</b>	<b>336.60</b>
Woomargama	2.75	1.76	2.36
Humula	1.31	0.96	1.12
Tarcutta	7.92	4.22	4.60
Oura	8.47	3.67	5.62
Walbundrie/Rand	5.62	3.70	4.34
Morundah	1.32	1.17	1.31
Collingullie	10.45	6.80	8.31
<b>SUB-TOTAL</b>	<b>37.84</b>	<b>22.28</b>	<b>27.66</b>
<b>TOTALS</b>	<b>2,342.57</b>	<b>1,533.98</b>	<b>1,760.30</b>

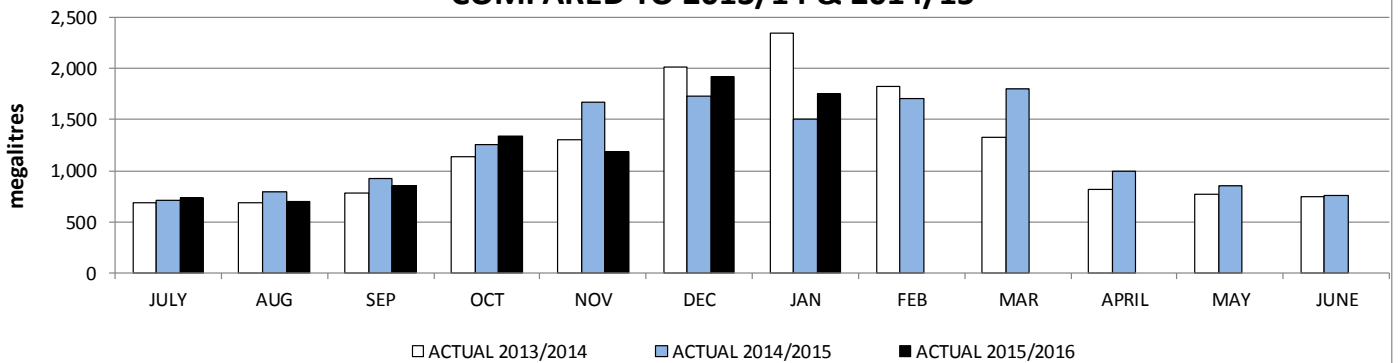
### DAILY WATER USED, WAGGA WAGGA, January 2016



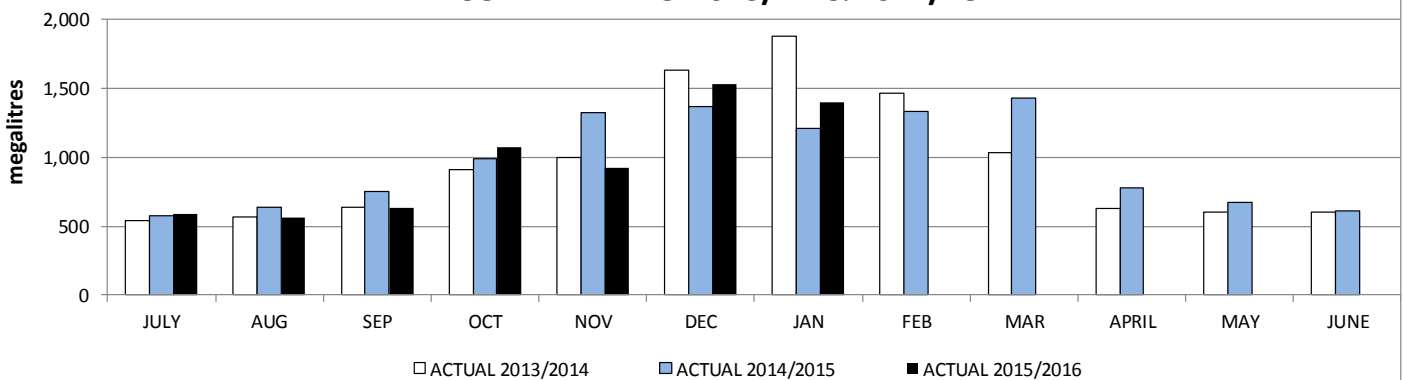
### TOTAL CUMULATIVE WATER USED 2015/2016



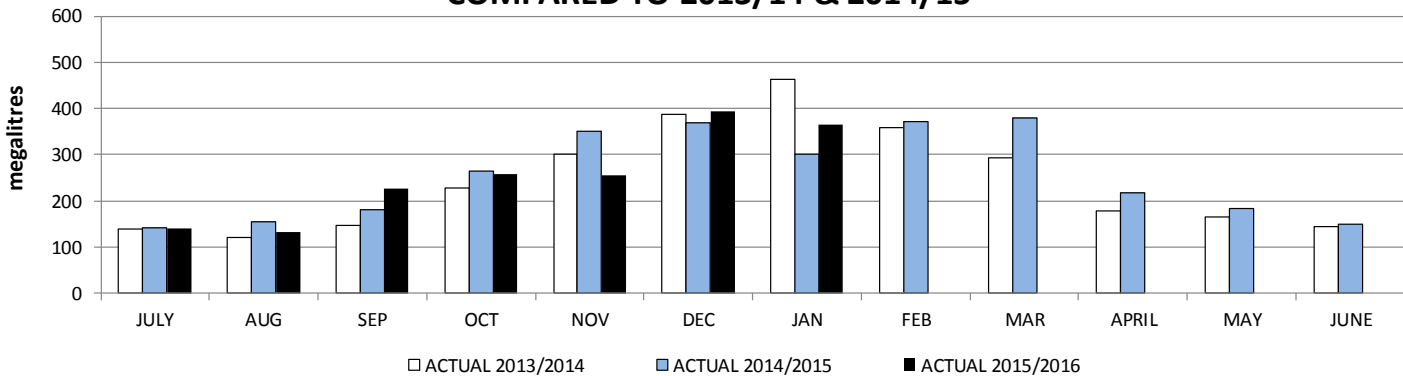
### MONTHLY TOTAL WATER USED 2015/16 COMPARED TO 2013/14 & 2014/15



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



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





## 1.2 NEW SERVICE CONNECTIONS, REPAIRS, METERS, LOCATIONS & COMPLAINTS FOR THE MONTH OF JANUARY 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	14		1	17	4	6				28	6	6
Brucedale												
Currawarna										1		
Euberta												
Humula												
Ladysmith												
Oura												
San Isidore										1		
Tarcutta				1								
The Gap						2						
Bulgary												
Collingullie										1		1
French Park												
Lockhart				2								
Mangoplah												
Milbrulong												
Pleasant Hills												1
The Rock												
Uranquinty												
Yerong Creek												
Culcairn				1								
Henty						1						
Holbrook										2		1
Morven												
Walbundrie												
Walla Walla												
Woomargama												
Boree Creek				1								
Morundah												
Oaklands										1		
Rand												
Urana												
<b>TOTAL</b>	14	0	1	22	4	9	0	0	0	34	6	9

### 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
8	49 Grevillia Cres	Lake Albert	150 BPVC	Pipe Failure (not specified)	No	3:00	17	10
8	Bruce St	Tolland	150 AC	Pipe Failure - Ground Movement	No	2:00	51	5
12	2 Gregory Cres	Lake Albert	150 AC	Pipe Failure - Ground Movement	No	1:45	15	5
10	46 Cox Ave	Forest Hill	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
19	56 Narrung St	Wagga Wagga	100 WPVC	T/ Band Broken/Leaking	No	1:30	10	8
18	Mitchell Rd	Lake Albert	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	10
13	Johnston St	Wagga Wagga	100 CI	Pipe Failure - Ground Movement	No	28:45	25	10
21	Gregadoo Rd	Lake Albert	250 DICL	Pipe Failure (not specified)	Yes	0:00	3	20
<b>TOTALS</b>						37:00	121	78
				Breaks needing	Breaks affecting			
Total Breaks – 8				shut off - 5	customers – 6			

RURAL								
Date	Location	Town	Main Type	Cause	Live Repair	Outage Duration Time	Customers Affected (no supply)	Water Lost KI
7	Yerong Creek Rd	Pleasant Hills	32 PE	Pipe Failure - Ground Movement	Yes	0:00	0	9
7	Gap/Downside	The Gap	100 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	10
11	Chapman St	Urana	100 AC	Pipe Failure - Ground Movement	Yes	0:00	0	6
11	Creek St	Humula	80 PVC	Pipe Failure - Ground Movement	Yes	0:00	0	8
13	Binda St	Rand	40 PE	Pipe Failure - Ground Movement	Yes	0:00	0	5
9	Vonarx Lane	Brucedale	40 PE	Pipe Failure - Ground Movement	Yes	0:00	2	5
15	Federation Way	Urana	150 DICL	Pipe Failure - Ground Movement	No	5:30	5	0
21	36 Wilson St	Holbrook	100 AC	Pipe Failure (not specified)	No	1:30	20	0
27	Olympic Hwy	Henty	200 AC	Pipe Failure - Ground Movement	No	5:00	50	37
28	Edward St	Woomargama	75 AC	Pipe Failure - Ground Movement	No	2:00	0	9
27	Olympic Way	Henty	200 AC	Pipe Failure - Ground Movement	No	6:00	0	0
29	Rohans Rd	Bulgary	250 DICL	Pipe Failure - Ground Movement	No	2:00	10	59
29	Rohans Rd	Bulgary	250 DICL	Pipe Failure - Ground Movement	No	6:30	30	100
31	Boree Creek Rd	Urana	200 WPVC	Pipe Failure - Ground Movement	Yes	0:00	0	21
<b>TOTALS</b>						<b>52:30</b>	<b>117</b>	<b>269</b>
Breaks needing					Breaks affecting			
shut off -					customers -			
Total Breaks - 14					7			

## 1.4 WATER QUALITY COMPLAINTS

Water quality complaints received during January 2016 were:

Date	Location	Problem	Action Taken
8/01/2016	55 Grevillia Cres, Lake Albert	Dirty water from burst	Flushed main
8/01/2016	8 Rogers Pl, Tolland	Dirty water from works	Flushed main
14/01/2016	Villa 119 Settlers Village, Estella	Taste & odour	WQ within ADWG. Internal PVC pipes causing taste & odour Flushed villa taps
14/01/2016	34 Mumford Rd, Ashmont	Water smells	WQ within ADWG. Smell coming from bath drain. Recommended Drano

## 1.5 MAINS CONSTRUCTIONS

### 1.5.1 MAINS EXTENSIONS AND NEW WORKS

New water mains laid during January 2016 include:

LOCATION	PROJECT	100
		OPVC
Boorooma Stage 4	New Sub-division	258
	<b>TOTAL</b>	258

### 1.5.2 REPLACEMENT OF EXISTING MAINS

Mains replaced during January 2016 include:

LOCATION	PROJECT	32	63	100		375	450
		Poly	Poly	OPVC	DICL	DICL	DICL
Mason Street	Bomen Rising Main					96	
Holbrook	Mains Replacemernt			43			
Mangoplah	Service Replacement	127					
Cobdens Lane The Gap	Mains Replacement		1350				
Southern Trunk	Mains Replacement						227
Depot Treatment Plant					20		
	<b>TOTAL</b>	127	1350	43	20	96	227

## 1.6 OTHER CONSTRUCTION

Other construction works during January 2016 include:

LOCATION OR PROJECT	WORK DONE
East Wagga Bore No3	Retention Dam
Fernliegh Road	100mm Fire Service
Collingullie Reservoir	Site preparation
Johnston Street Wagga	Lower services for WWCC

## 1.7 MAJOR REPAIRS / OVERHAULS

Major repairs/overhauls during January 2016 include:

LOCATION OR PROJECT	WORK DONE
Gardeners Crossing	Chlorine pump overhauled.
Morundah WTP	Chlorine pump overhauled.
Humula Well WTP	New hypo dosing line installed.
East Wagga Bore No. 3	Pump removed, new motor installed, bore hole treated, pump reinstalled and commissioned.
West Wagga Bore No. 2	Pump and motor removed.
Brucedale Highlift No. 2	Installed and replaced with new pump set.
North Wagga	Fluoride pump overhauled.

## **1.8 WATER FILLING STATION ACTIVITY**

Water Filling Station activity during January 2016 include:

<b>LOCATION</b>	<b>NUMBER OF FILLS</b>
Glenfield	136
Lake Albert	21
Estella	231
Bomen	25
Forest Hill	15
Lockhart	20
Holbrook	43
Henty	9
Yerong Creek	1
Pleasant Hills	1

## **1.9 STAFF TRAINING & SAFETY**

No training and/or safety activities were undertaken during January 2016.

## **1.10 FLEET DISPOSALS**

No fleet disposals made during January 2016.

## **1.11 FLEET ACQUISITIONS**

No fleet acquisitions made during January 2016.

## 1.12 MAJOR CAPITAL PROJECTS PROGRESS



- On track



- Behind Schedule



- Unlikely this Financial Year

### MAJOR PROJECTS 2015/16 (> Over \$100,000) - January 2016

Description	2015/16 Budget	Actual & Committed to Date	Comments
<b>MANAGEMENT</b>			
<b>Land &amp; Buildings for Admin, Depot &amp; Workshops</b>			
Store Building Hammond Ave - Urban	\$3,161,340	<b>\$3,078,945</b>	Project nearing completion. Handover scheduled for February 2016.
<b>Access, parking and Landscaping</b>			
Levee protection stage 2 Hammond Ave - Urban	\$1,580,000	<b>\$84,243</b>	Design 90% complete. Working on two problem areas at Marshalls Creek (Sludge Treatment Plant) and heritage workshop.
Alternate access Hammond Ave - Urban	\$480,000	-	In confidential - still in discussion with land owners.
<b>PLANT &amp; EQUIPMENT</b>			
<b>IT Equipment</b>			
Corporate IT software upgrade/improvements - Urban	\$380,500	<b>\$91,906</b>	Ongoing.
<b>Working Plant &amp; Vehicle Purchases</b>			
Routine plant & vehicle replacements	\$1,043,000	<b>\$566,965</b>	Ongoing. Backhoe replacement tender being evaluated
<b>Telemetry &amp; Control Systems Upgrade</b>			
Radio Telemetry SCADA Upgrade	\$150,000	<b>\$53,130</b>	Ongoing.
<b>SOURCES</b>			
<b>Bores-renew/refurbish/decommission</b>			
Collingulie Bore 1 Reline	\$132,000	<b>\$58,223</b>	Fully completed in January.

<b>TREATMENT PLANTS</b>			
<b>Treatment Plant Refurbishments</b>			
WTP Stage 1 - Urban	\$30,000,000	<b>\$33,496,141</b>	See UGL progress report.
Urana WTP replacement - Non-Urban	\$373,000	<b>\$235,645</b>	Contract awarded, material ordered and delivered to factory.
Woomagama WTP - Non-Urban	\$120,000	-	Not started.
<b>RESERVOIRS</b>			
<b>New/Replacement Reservoirs</b>			
Collingullie Reservoir Upgrade - Non-Urban	\$490,000	<b>\$408,774</b>	Civil works completed. Reservoir construction commenced.
Shires Reservoir Relocation - Non-Urban	\$1,390,000	<b>\$25,279</b>	Alternate site being investigated and ongoing negotiations with landowners.
Morundah 130kL Replacement - Non-Urban	\$320,000	<b>\$333,387</b>	Contract awarded and fabrication commenced. Tower fabrication and top half of tank completed.
<b>MAINS, SERVICES &amp; METERS</b>			
<b>MAINS</b>			
<b>System Improvements</b>			
System Improvements - Urban	\$150,000	-	On-going.
<b>Reticulation for Developers (in. other extensions)</b>			
Reticulation for Developers - Urban	\$800,000	<b>\$421,523</b>	On-going.
<b>Trunk Mains Extensions</b>			
Gregadoo Rd to Lloyd Rd - 250mm (subject to network analysis) - Urban	\$180,000	-	Not started. To be deferred - refer to separate report.
<b>Renew Reticulation Mains</b>			
Renew Reticulation Mains - Urban	\$394,000	<b>\$23,545</b>	On-going.
Lake Albert Rd Replacement	\$142,000	-	Not started.
The Gap / Brucedale System - Urban	\$100,000	-	Not started.
Beckwith St - Urban	\$100,000	-	Not started.

<b>Renew Trunk Mains</b>			
Bomen Trunk Main B (north of river) - Urban	\$300,000	-	Not started.
Southern Trunk - Kapooka to Reservoir Offtake 4.5km 450mm DICL	\$1,989,000	<b>\$812,915</b>	In progress.
Southern Trunk - Highway to New Reservoir 1.8km 450mm DICL	\$900,000	<b>\$643</b>	Not started - Deferred - refer to separate report.
Low & High Level Rising Mains from CWS	\$282,000	<b>\$214,962</b>	In progress. Timed in line with Depot construction works.
<b>SERVICES</b>			
<b>Service Connections, new including Meters</b>			
Service Connections, new - Urban	\$600,000	<b>\$247,883</b>	On-going.
Service Connections, new - Non-Urban	\$100,000	<b>\$13,049</b>	On-going.
<b>Renew Services</b>			
Renew Services - Urban	\$120,000	<b>\$7,799</b>	On-going.
<b>METERS</b>			
<b>Water Meters Replacement</b>			
Water meters replacement - Urban	\$150,000	<b>\$71,271</b>	On-going.
<b>Remote Metering</b>			
Remote metering - Urban	\$250,000	<b>\$595</b>	On-going.



Bede Spannagle  
DIRECTOR OF ENGINEERING



## **QUESTIONS & STATEMENTS**

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

CONFIDENTIAL

## **ADDENDUM**

### **BUSINESS PAPER FOR COUNCIL MEETING 24<sup>TH</sup> FEBRUARY 2016**

24<sup>th</sup> February 2016

#### **CONTRACT W195 – WATER TREATMENT PLANT PROGRESS REPORT**

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

UGL Engineering Pty Ltd continue to make good progress on the Wagga Wagga Water Treatment Plant project. Concrete works for the Lamella Clarifiers and Filters tanks are nearing completion and the base of the Clear Water Storage tank has been poured.

The contract with UGL Engineering Pty Ltd has run smoothly with no major issues. During construction we have however encountered some asbestos, chemical powders and other general rubbish. The total cost to date for removal of the contamination, relocation of soil on site, undertake air monitoring, obtaining clearance reports and providing project management is approximately \$56,700 ex GST.

At the October 2015 Council Meeting,

- Council endorsed the recommendation for changes to the concrete mix design to be used for the water retaining structures. Part of the change proposal put forward by UGL Engineering Pty Ltd and supported by RWCC engineering was to use a XYPEX 5000 additive to increase concrete durability in the Rapid Mix and Lamella tanks.

After testing several concrete trial mixes with XYPEX 5000, UGL found that workability of the concrete mix was greatly reduced. Due to time pressures, the use of XYPEX 5000 was abandoned and an alternate durability solutions for the Rapid Mix and Lamella tanks were investigated. The agreed alternate solution was to increase concrete cover from 50mm to 75mm in the tanks that are exposed to the aggressive water. It was decided after conducting a cost/benefit analysis that instead of protecting the filters by increasing the cover, we would add another dosing point between the Lamella and the filters to neutralise the corrosiveness in the water.

As a result of these changes, Variation 5 will reduce from \$136,579 ex GST to \$79,000 ex GST.

- Council endorsed proceeding with the detailed design for a disabled access to limited areas of the Water Treatment plant to allow UGL Engineering Pty Ltd to provide firm variation pricing. The design has now been completed and the final variation price is \$277,560 ex GST. The final design will allow disabled access to the control room, filter gallery, filter platforms and the central Lamella platform.

During the detailed design by Public Works, RWCC identified the need to install surge protection for the clear water pumps that supply the high and low level systems. Surge protection is designed to prevent the pressure waves (generated by power failures) from damaging our pipe networks.

SMEC were engaged to undertake the surge modelling which could only be finalised during the Design Development phase undertaken by UGL, and following the selection of the pumps, valves and pipework.

After completing the surge modelling, SMEC recommended that two surge (pressure) tanks be installed on the clear water pump rising mains as the best option for minimising pressure surges. The surge tanks are 1 x 3000 and 1 x 5000 US gallon (typically manufactured in USA).

The surge tanks will be pre-charged pressure vessels with internal bladders. The internal bladder prevents the potable water from coming in contact with the steel pressure tank.

RWCC have obtained budget prices for the surge tanks and we anticipate the cost will be approximately \$220,000 ex GST and therefore we will seek tenders for supply only.

Installation of the surge tanks will be reasonably straight forward given that UGL have designed the pump station pipework to accommodate them. Installation will require footings plus some additional pipework and will cost approximately \$25,000.

The January and February 2016 UGL project status reports are attached.

- **UGL Project Status report – 19 January 2016**
- **UGL Project Status report – 23 February 2016**



## **PROJECT STATUS REPORT**



PROJECT: Wagga Wagga WTP Upgrade

CLIENT: Riverina Water County Council

CONTRACT NO.: W195

UGL PROJECT NO.: 3200-0485

REPORT DATE: 19<sup>th</sup> January 2015

REPORT NO.: 5

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy

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## 1.0 SUMMARY

The primary focus of works on the project is on finalising procurement relating to site construction works and construction.

Concrete works made further progress during the again taking advantage of uninterrupted access to structures and site and fine weather. The lamella, filter and clear water storage areas all continue to be developed in parallel. In the lamella area of the stripping of the flocculator wall formwork commenced revealing a high quality finished product. Reinforcing placement for the northern flocculators continues in preparation for the concrete pour next month. In the filter area the filtered water tank was filled to make an initial assessment on integrity to allow backfilling of the walls to support progress of other works. The filter floors were poured and steel placement for the walls commenced.

In the clear water storage area half of the base slab was poured.

Stormwater, underground pit and conduit works continued at the south western end of the site.

Major procurement items awarded during the period included chemical dosing systems and major mechanical installation.

Detailed design finalisation continued through the period with integration of vendor/supplier technical information being undertaken into the construction design. PLC/SCADA system development has commenced.

Key Milestones achieved in the Period was:

- Filling of the filtered water tank and stripping of formwork for the .
- First significant concrete pour for clear water storage base slabs
- Procurement of significant key packages.

## 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 December is 8370 hours. Subcontractor hours recorded on site in December is 6149 hours while staff hours recorded are 2221 hours. Total hours worked on the project to date is 35,910.

No lost time injury (LTI) and 1 first aid injury (FAI) were recorded in the month of December.

Site inductions of 20 individuals have been undertaken and 17 HSSE pre-start toolboxes were held. 3 safety incidents were recorded in the month of December with the most significant being the undertaking of a drug test that sore a number workers excluded from site. This activity has been well supported by the subcontractors and reinforced the sites commitment to ensuring the safety of the workforce through ensuring peopled aren't working under the influence of drugs or alcohol. In terms of proactive measures 230 Utake-5 observation cards and 26 Safety Inspections were completed in the month of December.

The December Safety Report is shown in Appendix B.

## 4.0 RISK / CRITICAL ACTION AREAS

During the period the main risk that materialised on the project specifically;

- ➔ A number of minor adverse site conditions associated with bonded asbestos pipe

Summary of Top Risks at December:-

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

## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

Monthly progress meeting number 5 was held at site. The fifth progress claims was agreed. The table below summarises the progress to the 23<sup>rd</sup> January.

WAGGA WAGGA WATER TREATMENT PLANT		Month	Jan-16
Item No.	Schedule of Prices		
1	Provision of Preconstruction Activities	% complete	
	Preconstruction Activities subtotal (1)	100%	
2	Provision of Project Management and Site Running Activities	% complete	
	Prooject Management Activities subtotal (2)	35%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	98%	
4	Intake Works		
	Intake Works - General subtotal (3)	0%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	4%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	42%	
7	Filters		
	Filters subtotal (7)	41%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	73%	
9	Machinery Room		
	Machinery Room subtotal (9)	0%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	21%	
11	Aluminuium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	0%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	0%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	0%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	0%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	0%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	0%	
17	Other Items		
	Other Items subtotal (17)	18%	
18	Electrical Items		
	Electrical subtotal (18)	14%	
19	Testing Demonstration Commissioning		
	Fluoride Dosing subtotal (18)	0%	
20	Post Process Proving		
	Fluoride Dosing subtotal (18)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	2%	
22	Other Options Accepted		
	Options subtotal (20)	28%	
23	Variations		
	Variations Subtotal	41%	



## 5.2 Variations

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

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

Contract	Variation No.	Title	Amount (\$ 000)	Status (December)
W195	VO01	Control System Design for fully networked plant	15	Approved
W195	VO02	AC Road Surface	101	Approved
W195	VO03	Future UV	21	Approved
W195	VO04	Disabled Access	234*	Approved (to DD and fix price)
W195	VO05	Aggressive Water Response	136	Approved
W195	VO06	NSC02 – removal of Gyprock	5	Approved
W195	VO07	Transformer supplied by principle	- 244	Approved
W195	VO08	Existing Balance Tank Walkway	82	Submitted
W195	VO09	Chemical Dosing – Alum Storage	81	Approved
W195	VO10	Switchboards additional spare capacity	8	Approved
W195	VO11	Lamella plate capacity	45	Approved
W195	VO12	Sewer pump station	6	Submitted
W195	VO15	Manual Penstocks on Clarifier Inlet	9	Submitted
W195	VO14	Increased bearing capacity in the filters	30	Approved
W195	VO15	NSC04 & NSC06	10	Submitted
W195	VO16	Asbestos in Levee	27	Submitted

\* estimated value – subject to final design and price development

## 6.0 FINANCE

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

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

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

Contract	Value (ex GST)	Contract Value Status (December)
W195	\$ 32,433,850	Increased

## 7.0 PROGRAMME

The combined construction programme is attached in Appendix C.

The schedule shows the current completion date of at 15<sup>th</sup> December, 2017. We continue to endeavour to work with RWCC to explore ways to regain time in the programme to get closer to achieving the original target completion.

There have been limited works undertaken on site due to the Christmas Break. An important push was made across the break to fill the Filtered Water tank to start to get an understanding of the integrity of the concrete undertaken to date. Broadly the walls and floor to wall joints appeared excellent, there appeared to be some leakage though from the bottom structure which will be investigated but is anticipated to be a construction penetration passing rather than structural integrity. The remobilisation of site went well and works resumed to prepare for further concrete pours on the filters and lamellas.

Electrical conduits and pits, stormwater works continues at the south western end of the sites. The stormwater connection through the levee bank was completed.

Procurement focus is now switched to the major installation packages, above ground piping and finalising the remaining equipment.

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

Activity	Target Date
<b>Pour Lamella Walls</b>	Various February 2016
<b>Pour Filter Walls</b>	Various February - March 2016
<b>Pour Clear Water Storage</b>	Various February - March 2016
<b>Commence Building Works</b>	21 <sup>st</sup> February 2016

## 8.0 QUALITY

Production of ITPs continues for civil/structural works at site. No significant NCR's or quality issues arose during the period. Planning is commencing for expediting some of the overseas procurement.

## 9.0 ENVIRONMENTAL

Project Construction Environmental Management Plan continues to be implemented.

In the month of December, 4 Environmental inspections were conducted. There were no environmental incidents reported.

## 10.0 INDUSTRIAL RELATIONS

No significant issues.

However during the period there has been some workforce discussion around management of heat. We have worked with the subcontractors to clarify the heat policies and explain how the use of the provided facilities (ice machines, fountains, shade) can be effectively used to manage this issue.

Consideration is being given to bringing some preparatory activities such as toolboxes forward to try and minimise work during the maximum temperature period on hot days.

## **11.0 DESIGN AND TECHNICAL**

Minor design review and discussion continues on the balance of drawings and documents being issued as updated equipment vendor information is being re-issued.

## **12.0 COMMISSIONING**

Commissioning planning continues with a particular focus on the tie-ins and brownfield interface. A draft commissioning plan is to be issued and workshop will be held with RWCC in February to again look at options for making the commissioning process as efficient as possible, as well as to identify the path to mitigating the risk to supply during the changeover to the new plant.

## **13.0 STAKEHOLDERS**

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

No significant issues to report with External Stakeholders in the month of December.  
The environmental representative carried out another site visit during the period broadly positive outcomes from this process.  
Department of Planning commentary on some of the submitted documentation continues

## 14.0 SITE PROGRESS



Photo 1: Filtered Water Tank Roof looking back to Filters

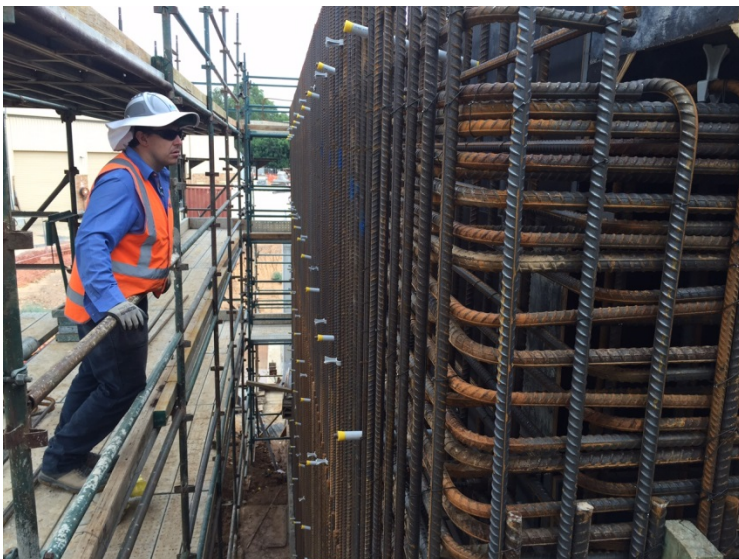


Photo 2: Filter Wall Reinforcing





Photo 3: Filter Backwash Tank

## 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 – December 2015

### 1.0 Overview Statistics

	December 15	Total to Date
UGL Hours	2221	12351
Subcontractor hours	6149	23559
Total Site Hours	8370	35910
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	1
<b>Incidents:</b>		
Injury	0	1
Damage/ Loss	1	1
Near Miss	2	7
Hazard	0	5
Report Only	0	2
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	2
<b>Safety Initiatives:</b>	1	3
Workplace Safety Inspections	26	73
Environmental Inspections	4	13
Safety Conversations (UGL)	30	108
Utake 5 (UGL)	230	1050



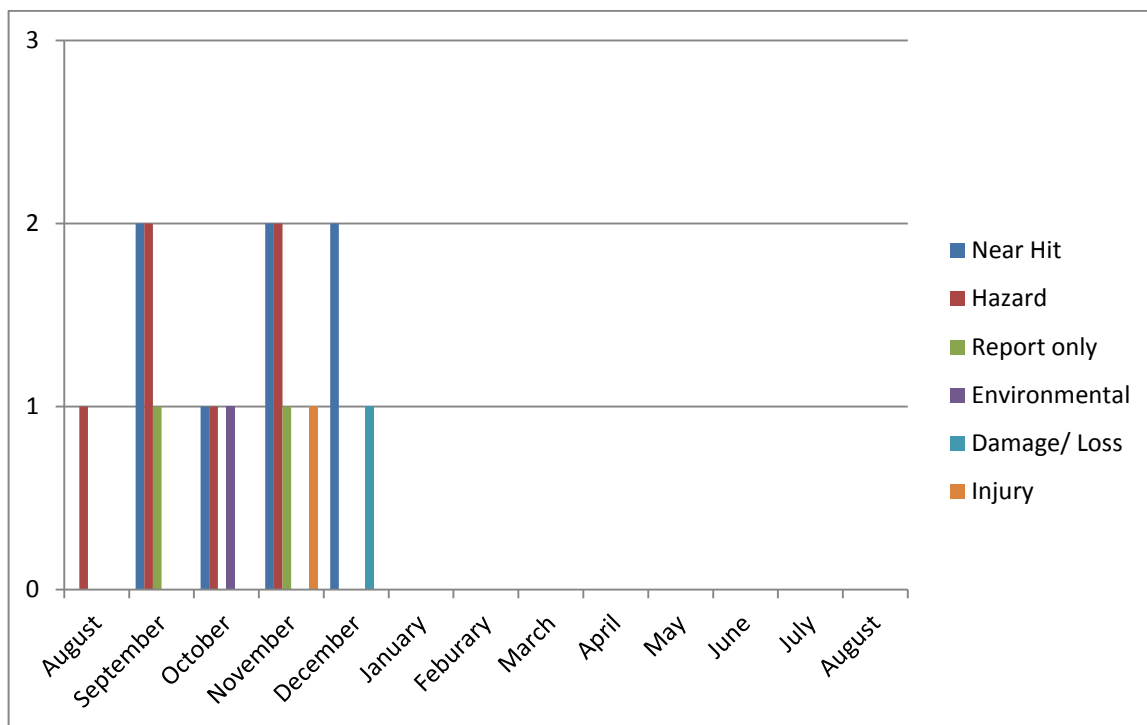
Hazobs	20	75
Site audit (e.g. Plant pre-start)		4
SWMS reviews	4	42
Site inductions	20	228
Tool box meetings	3	14
Training hours	0	91
Plant delivery inspections	6	43
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	175	454
Drug tests	40	40

## 2.0 Incident Summary

The following incidents occurred on site in December.

- **Near Miss:** 7 Positive drug test results
- **Action:** Personnel site access withdrawn
- **Near hit:** Agri truck drivers not stopping at site stop sign
- **Actions:** Boral tool boxed drivers & ensure drivers comply with site signage
- **Damage:** RWCC Water pipe cut during concrete cutting task
- **Action:** Pipe repaired

### Wagga Wagga WTP Incident trends



- December 2015 Site inductions 20 not including visitors inductions
- Construction Manager Monthly Safety Award (Scaffolders)
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

### 3.0 Project Safety Initiatives for January 2016

- **Training:**
  - SWMS development by subcontractors
  - Continuing training site personnel in UGL Utake 5
- Continuing with Construction Manager Monthly Safety Awards

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Tools box meeting:**

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

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

- Continuing Alcohol testing at pre-start meeting

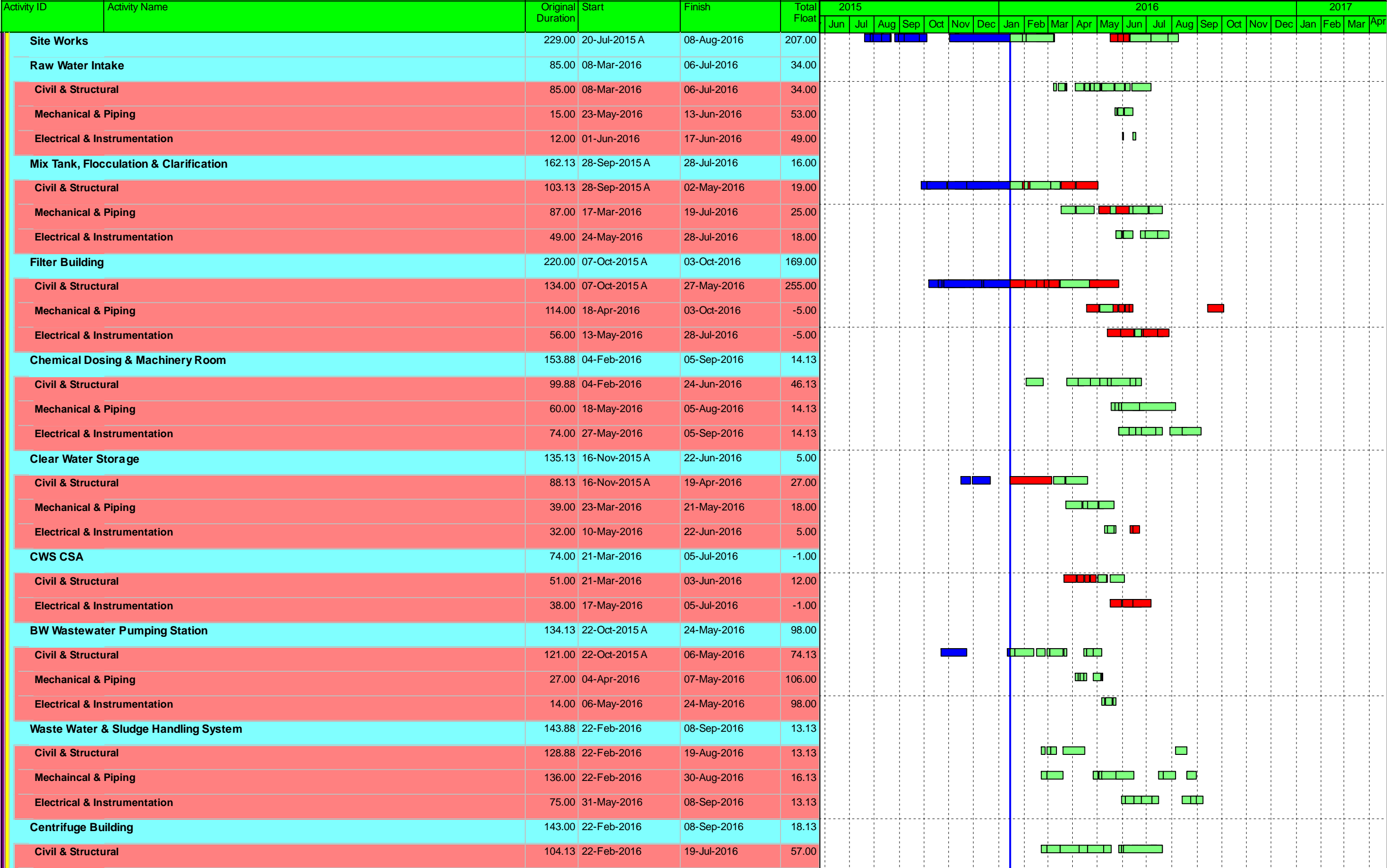
➤ Continuing Site Environmental inspections

Mark Hunter

UGL Safety Advisor

## **APPENDIX C – JANUARY PROJECT PROGRAMME**

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File No:  
Data Date : 15-Jan-2016  
2 of 3

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

WAGGA WAGGA WTP  
Program of Works - Summary



Date	Revision	Chec...	Approved
15-Jan-2016	Status as at 15 Jan 16		

Activity ID	Activity Name	Original Duration	Start	Finish	Total Float	2015												2016												2017			
						Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr					
1	Mechanical & Piping	61.13	20-May-2016	10-Aug-2016	20.00																												
	Electrical & Instrumentation	38.88	20-Jul-2016	08-Sep-2016	13.13																												
2	Commissiointing	119.00	23-Jun-2016	13-Dec-2016	-3.00																												
3	Testing	92.00	23-Jun-2016	22-Oct-2016	0.00																												
4	Electrical System	63.88	23-Jun-2016	15-Sep-2016	13.13																												
5	Control System	10.00	11-Aug-2016	24-Aug-2016	-5.00																												
6	Intake & Clarification	20.00	18-Aug-2016	13-Sep-2016	3.00																												
7	Filtration	15.00	17-Aug-2016	05-Sep-2016	-5.00																												
8	Chemical Dosing	15.00	14-Sep-2016	03-Oct-2016	3.00																												
9	Wastewater	15.00	15-Sep-2016	05-Oct-2016	13.13																												
10	Clear Water	10.00	11-Oct-2016	22-Oct-2016	-2.00																												
11	Demonstration	15.00	26-Oct-2016	15-Nov-2016	-2.00																												
12	Commissioning	28.00	16-Nov-2016	13-Dec-2016	-5.00																												
13	Performance Proving	183.00	14-Dec-2016	14-Jun-2017	1.00																												
14	Post Completion Undertaking	183.00	14-Dec-2016	14-Jun-2017	1.00																												





# **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> February 2016

REPORT NO.: 6

PROJECT MANAGER: David Murphy

PREPARED BY: David Murphy



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<b>12.0</b>	<b>COMMISSIONING .....</b>	<b>8</b>
<b>13.0</b>	<b>STAKEHOLDERS .....</b>	<b>8</b>
<b>14.0</b>	<b>SITE PROGRESS .....</b>	<b>9</b>
	<b>APPENDIX A – SEPTEMBER MONTHLY SAFETY REPORT .....</b>	<b>10</b>
	<b>APPENDIX B – SEPTEMBER PROJECT PROGRAMME .....</b>	<b>14</b>

## 1.0 SUMMARY

The primary focus of works on the project is on finalising procurement relating to site construction works and undertaking construction works.

Concrete works made further progress during the again taking advantage of uninterrupted access to structures and site and fine weather. The lamella, filter and clear water storage areas all continue to be developed in parallel. In the lamella area of the stripping of the flocculator wall formwork was completed. The balance of the lamella clarifier walls are planned for late February. In the filter area the two of the three major filter wall pours were undertaken. Steel work placement was completed for the remaining major wall pour which is planned for the next month. Completion of these pours will be a significant milestone and moves the focus to smaller scale but detailed works for the inlet and outlet boxes and channels in both structures. Backfilling of the filtered water tank was partially undertaken to improve access for the control room building construction activities and underground pipework. In the clear water storage area formwork and reinforcing placement commenced earnest in the northern section of the tank.

Stormwater, underground pit and conduit works continued at the south western end of the site although progress was hampered due to pit fabrication issues and essential energy access issues in high voltage conduit.

The backwash water tank was also poured with the final cast in to be installed to allow hydro-testing early in the next month.

The major procurement items awarded during the period were the buildings package and above ground pipe fabrication.

Detailed design finalisation continues with integration of vendor/supplier technical information being undertaken into the construction design. PLC/SCADA system development is progressing.

Draft commissioning and tie-in plan was issued and a session was held to investigate an arrange of contingencies for ensuring certainty of supply.

Key Milestones achieved in the Period was:

- Lamella and Flocculator area wall pours
- Backwash Water Tank Poured
- Procurement of the key buildings package.
- Draft commissioning and tie-in plan issued and workshop held

## 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 January is 7,192 hours. Subcontractor hours recorded on site in January is 5398 hours while staff hours recorded are 1794 hours. Total hours worked on the project to date is 42,102.

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

Site inductions of 23 individuals have been undertaken and 15 HSSE pre-start toolboxes were held. 3 safety incidents were recorded in the month of January with the most significant being the near miss associated with the exposing electrical tape indicating the presence of high voltage power below while undertaking stormwater works. The associated investigation is ongoing. In terms of proactive measures 220 Utake-5 observation cards and 25 Safety Inspections were completed in the month of. Routine random blood alcohol testing was undertaken on a number of occasions with 143 individual tests being undertaken.

The January Safety Report is shown in Appendix B.

### 4.0 RISK / CRITICAL ACTION AREAS

During the period no significant risks materialised on the project.

Summary of Top Risks at February:-

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

## 5.0 CONTRACT/COMMERCIAL

### 5.1 Progress Claim

Monthly progress meeting number 6 was held at site. The sixth progress claim was agreed. The table below summarises the progress to the 23<sup>rd</sup> February.

	WAGGA WAGGA WATER TREATMENT PLANT	Month	Feb-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)	41%	
3	Complete all additional designs, where required		
	Design and Documentation subtotal (2)	98%	
4	Intake Works		
	Intake Works - General subtotal (3)	0%	
5	Raw Water Piping System		
	Raw Water Piping subtotal (4)	4%	
6	Lamella & Rapid Mix Tank		
	Lamella & Rapid Mix Tank subtotal (5)	49%	
7	Filters		
	Filters subtotal (7)	63%	
8	Filter Water Tank & Backwash		
	Filter Water Tank & Backwash subtotal (8)	74%	
9	Machinery Room		
	Machinery Room subtotal (9)	1%	
10	Clear Water Storage & Pumping System		
	Clear Water subtotal (10)	33%	
11	Aluminium Dosing Plant		
	Aluminium Dosing Plant subtotal (11)	0%	
12	PACL Dosing Plant		
	PACL Dosing Plant subtotal (12)	0%	
13	Caustic Soda Dosing Plant Facilities		
	Caustic Soda Dosing Plant subtotal (13)	0%	
14	Sodium Hydrochlorite Dosing Plant		
	Sodium Hydrochlorite Dosing Subtotal (14)	0%	
15	Polymer Dosing Plant		
	Polymer Dosing Plant subtotal (15)	0%	
16	Fluoride Dosing Plant		
	Fluoride Dosing subtotal (16)	0%	
17	Other Items		
	Other Items subtotal (17)	25%	
18	Electrical Items		
	Electrical subtotal (18)	15%	
19	Testing Demonstration Commissioning		
	Fluoride Dosing subtotal (18)	0%	
20	Post Process Proving		
	Fluoride Dosing subtotal (18)	0%	
21	Sludge Handling & Dewatering System		
	Sludge Handling subtotal (19)	5%	
22	Other Options Accepted		
	Options subtotal (20)	32%	
23	Variations		
	Variations Subtotal	23%	

## 5.2 Variations

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

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

Contract	Variation No.	Title	Amount (\$ 000) Incl. GST	Status (January)
W195	VO01	Control System Design for fully networked plant	15	Approved
W195	VO02	AC Road Surface	101	Approved
W195	VO03	Future UV	21	Approved
W195	VO04	Disabled Access	305	Approved
W195	VO05	Aggressive Water Response	87	Approved (value to be finalised)
W195	VO06	NSC02 – removal of Gyprock	5	Approved
W195	VO07	Transformer supplied by principle	- 244	Approved
W195	VO08	Existing Balance Tank Permanent Walkway	82	Not accepted
W195	VO09	Chemical Dosing – Alum Storage	81	Approved
W195	VO10	Switchboards additional spare capacity	8	Approved
W195	VO11	Lamella plate capacity	45	Approved
W195	VO12	Sewer pump station	6	Approved
W195	VO15	Manual Penstocks on Clarifier Inlet	10	Approved
W195	VO14	Increased bearing capacity in the filters	30	Approved
W195	VO15	Waste in excavation NSC04 & NSC06	11	Approved
W195	VO16	Asbestos in Levee	29	Approved

## 6.0 FINANCE

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

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

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

Contract	Value (ex GST)	Contract Value Status (February)
W195	\$ 32,705,059	Increased

## 7.0 PROGRAMME

The combined construction programme is attached in Appendix C.

The schedule remains with a completion date of at 15<sup>th</sup> December, 2017. We continue to endeavour to work with RWCC to explore ways to regain time in the programme to get closer to achieving the original target completion.

There have been significant works undertaken on site in the last month. A further push was made to increase progress through mobilising additional resources to focus on the lamella and filter area. The result has been good progress with the major wall pours close to complete across both structures. It was planned to have these both poured in February but forecast extremely hot weather means this will now occur in early March. The filtered water tank was drained and inspected. This confirmed what was suspected that the construction penetration was the source of the observed leak (observed by scaffold footings during the pre-Christmas patching). This will be therefore be resolved in a straightforward fashion as part of the final sealing process. Partial backfilling of this structure was subsequently undertaken to allow building and other underground works to progress. The clear water storage was commenced in earnest with formwork and steelwork now advancing within the walls on the northern side of the tank.

Electrical conduits and pits, stormwater works continues at the south western end of the sites. Although progress has been slow due to some issues with pit procurement and the underground HV interface.

Initial kick-off meeting was held with the building subcontractor at site and planning documentation is being generated for site works for UGL review. Fabrication drawings were produced for the filtered water building steel and pre-cast panels.

The focus in procurement is squarely on the installation packages with the major building works awarded during the month. The remaining major installation packages are associated with the electrical installation, raw water and site-wide plumbing and will be awarded in the next month. The above ground stainless steel pipework and backwash troughs were awarded this month.

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

Activity	Target Date
<b>Pour Rapid Mix and Outlet Channels</b>	Various February – March 2016
<b>Pour 3 Filter Walls</b>	29 <sup>th</sup> February 2016
<b>Pour Clear Water Storage Walls</b>	Various March 2016
<b>Building Works Mobilisation</b>	24 <sup>th</sup> February 2016

## **8.0 QUALITY**

Production of ITPs continues for civil/structural works at site. No significant NCR's or quality issues arose during the period. The first visit was undertaken to Lamella manufacturing facility during the month with works progressing and no significant issues identified.

## **9.0 ENVIRONMENTAL**

Project Construction Environmental Management Plan continues to be implemented.

In the month of January, 3 Environmental inspections were conducted. There were no environmental incidents reported.

## **10.0 INDUSTRIAL RELATIONS**

No significant issues.

## **11.0 DESIGN AND TECHNICAL**

Minor design review and discussion continues on the balance of drawings and documents being issued as updated equipment vendor information is being re-issued.  
Site design review and raw water area CHAIR held.

## **12.0 COMMISSIONING**

Commissioning planning continues with a particular focus on the tie-ins and brownfield interface. A draft commissioning plan was issued and workshop was held at site with RWCC focussed on options for making the commissioning process as efficient as possible, as well as to identify the path to mitigating the risk to supply during the changeover to the new plant. This was reasonably successful with a number of contingency options discussed and refined at the meeting. A revision of the plan will be issued and subsequently the schedule adjusted to reflect the agreed approach.

## **13.0 STAKEHOLDERS**

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

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

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

Department of Planning commentary on some of the submitted documentation continues with only one minor action outstanding.

The building permit has progressed to allow the



## 14.0 SITE PROGRESS



Photo 1: View from Lamellas back to Filters during Filter Wall Pour Two





Photo 2: Application of curing oil to backwash water tank



Photo 3: Backwash water tank with shutters partially stripped





Photo 4: Clear Water Storage shutters and reinforcing placement



Photo 5: Filtered Water Tank back-filling

## APPENDIX A – SCOPE OF WORKS SUMMARY

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

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

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

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

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

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

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

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

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

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



## HSSE Monthly Safety Report –January 2016

### 1.0 Overview Statistics

	January 16	Total to Date
UGL Hours	1794	14145
Subcontractor hours	5,398	28957
Total Site Hours	7,192	42102
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	1
<b>Incidents:</b>		
Injury	0	1
Damage/ Loss	0	1
Near Miss	2	8
Hazard	0	5
Report Only	0	2
Journey Incident	0	0
Non-work related injury	0	0
Environmental	0	2
<b>Safety Initiatives:</b>	1	3
Workplace Safety Inspections	25	98
Environmental Inspections	4	17
Safety Conversations (UGL)	26	132

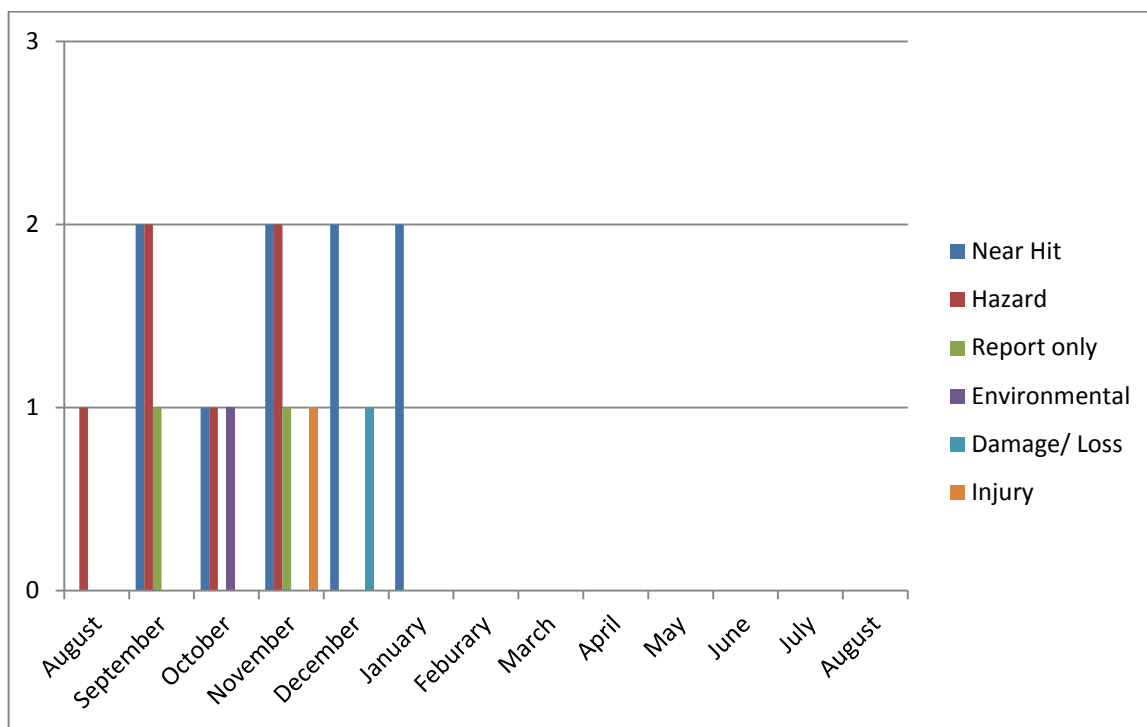
Utake 5 (UGL)	220	1270
Hazobs	11	86
Site audit (e.g. Plant pre-start)	1	5
SWMS reviews	22	64
Site inductions	23	251
Tool box meetings	3	17
Training hours	0	91
Plant delivery inspections	2	45
Checkit compliance (UGL)	100%	100%
UGL/ External Audits	0	0
Alcohol Breath tests	143	597
Drug tests	0	40

## 2.0 Incident Summary

The following incidents occurred on site in January.

- **Near Miss:** Formwork identified hanging over scaffold handrail while using a nail gun with no PPE
- **Action:** Work stopped sub-contractor instructed to ensure hop ups are in place & to issue a verbal warning to form worker
- **Near Miss:** While excavating for stormwater pit excavator identified underground electrical cable warning tape
- **Actions:** Work stopped investigation started

### Wagga Wagga WTP Incident trends



- January 2016 Site inductions 23 not including visitors inductions
- Construction Manager Monthly Safety Award Dale Clare (crane driver) Inform
- Continuing education of local subcontractors in regards to SWMS & Safety Culture Development/ Awareness

### 3.0 Project Safety Initiatives for February 2016

- **Training:**
  - SWMS development by subcontractors
  - Continuing training site personnel in UGL Utake 5
- Continuing with Construction Manager Monthly Safety Awards

➤ **UGL Daily Pre-start meetings:**

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

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

➤ **UGL Weekly Tools box meeting:**

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

➤ **Site Safety Inspections:**

Continuing compliance with UGL WWTP Project Safety Management Plan via:

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

➤ **Fitness for Work:**

- Continuing Alcohol testing at pre-start meeting


➤ Continuing Site Environmental inspections

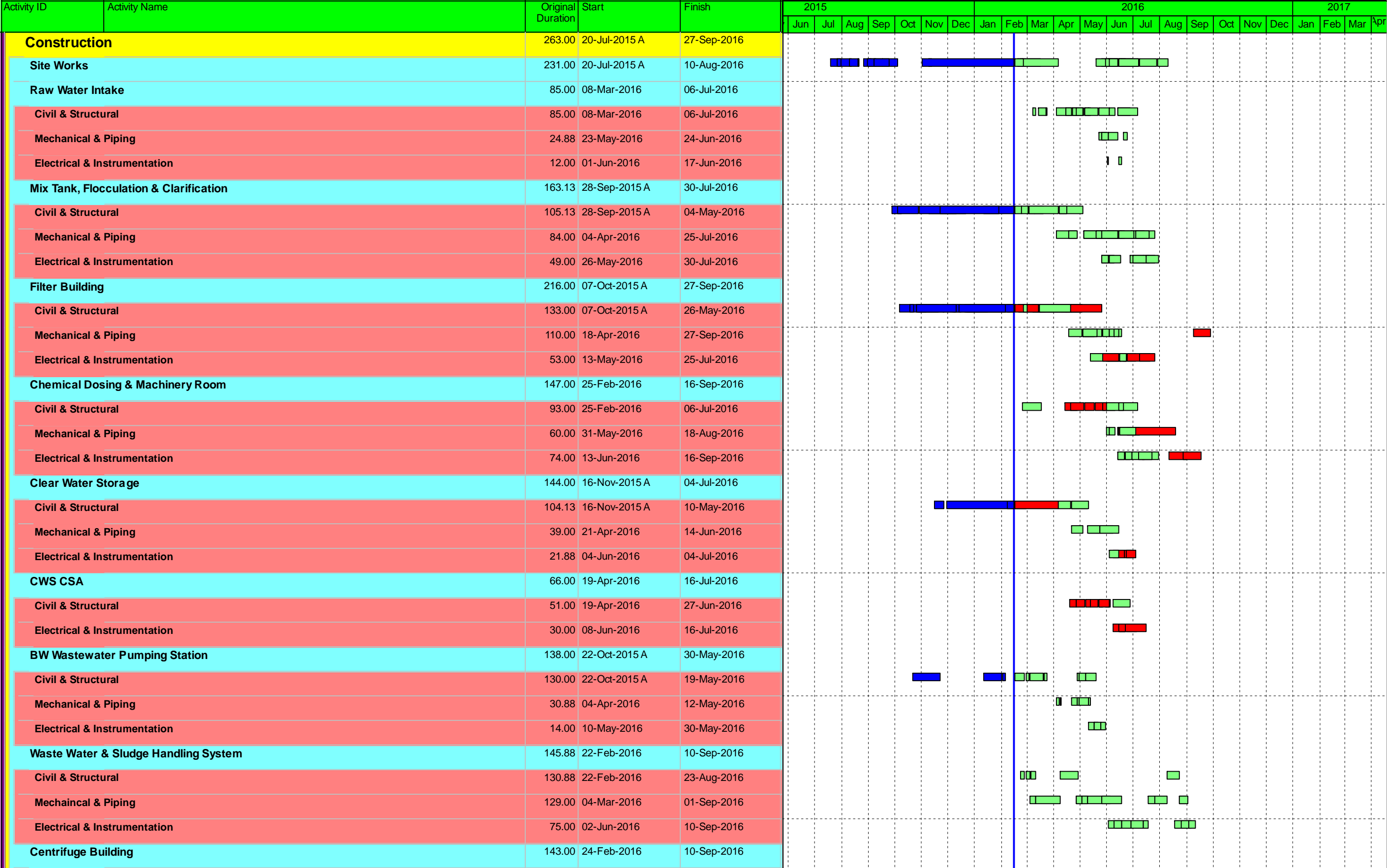
Mark Hunter

UGL Safety Advisor



## **APPENDIX C – FEBRUARY PROJECT PROGRAMME**

						15-Feb-2016 17:25																										
Activity ID	Activity Name	Original Duration	Start	Finish	2015								2016												2017							
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr					
Wagga Wagga WTP Rev 1 - 15 Feb 16 status for client		512.00	24-Apr-2015 A	15-Jun-2017																												
A1000	Submission of Tender	0.00	24-Apr-2015 A		Submission of Tender																											
A1002	Contract Award	0.00		22-Jul-2015 A	Contract Award																											
A10022	Site Access for WTP	0.00	22-Jul-2015 A		Site Access for WTP																											
A10045	Start Up Workshop / Kick Off Meeting	0.00		05-Aug-2015 A	Start Up Workshop / Kick Off Meeting																											
A10048	MILESTONE 1 - Submission of Project Plans (19 Aug15)	0.00		21-Aug-2015 A	MILESTONE 1 - Submission of Project Plans (19 Aug15)																											
A10051	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings	0.00		18-Dec-2015 A	MILESTONE 2 - Completion of Detail Design, Submit all Construction Drawings																											
A100522	Power Available from Authority	0.00	21-Jun-2016		Power Available from Authority																											
A10053	MILESTONE 3 - WTP Construction Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)	0.00		04-Oct-2016*	MILESTONE 3 - WTP Construction Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)																											
A100542	Site Access to Existing Plant	0.00	24-Feb-2016		Site Access to Existing Plant																											
A100544	Site Access for Dewatering Plant (27 May 16)	0.00	27-May-2016*		Site Access for Dewatering Plant (27 May 16)																											
A10055	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)	0.00		19-Sep-2016*	MILESTONE 4 - Dewatering Plant Complete - Ready for Testing (Revised for EOT 1,2,3 - 6 Oct 16)																											
A10056	MILESTONE 5 - Completion of Testing, Demonstration & Commission (Revised for EOT 1,2,3 - 15 Dec 16)	0.00		15-Dec-2016*	MILESTONE 5 - Completion of Testing, Demonstration & Commission (Revised for EOT 1,2,3 - 15 Dec 16)																											
A10057	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (Revised for EOT 1,2,3 - 12 Jan 17)	0.00		09-Jan-2017*	MILESTONE 6 - Submission of Work As Executed Dwgs & Final Manuals (Revised for EOT 1,2,3 - 12 Jan 17)																											
A10058	MILESTONE 7 - Completion of 6 Months Performance Proving Period (23 Nov 17)	0.00		15-Jun-2017*	MILESTONE 7 - Completion of 6 Months Performance Proving Period (23 Nov 17)																											
Project Delays		87.00	03-Sep-2015 A	27-Jan-2016 A																												
AD001	D001 - Incimient Weather 3 Sep 15	1.00	03-Sep-2015 A	03-Sep-2015 A	D001 - Incimient Weather 3 Sep 15																											
AD002	D002 - Replacement of Filter Subbase Material	12.00	17-Sep-2015 A	05-Oct-2015 A	D002 - Replacement of Filter Subbase Material																											
AD003	D003 - Inclement Weather & Consequential Effects - Filters & Clarifier	3.00	02-Nov-2015 A	04-Nov-2015 A	D003 - Inclement Weather & Consequential Effects - Filters & Clarifier																											
AD005	D005 - Inclement Weather 22 Jan and 27 Jan 16	2.00	22-Jan-2016 A	27-Jan-2016 A	D005 - Inclement Weather 22 Jan and 27 Jan 16																											
Project Management & Approvals		372.00	03-Jun-2015 A	05-Jan-2017																												
Design		191.88	09-Jul-2015 A	23-May-2016																												
Administration & Approvals		16.88	16-Jul-2015 A	27-Aug-2015 A																												
Client Design Reviews		59.00	28-Jul-2015 A	08-Dec-2015 A																												
Process		123.00	09-Jul-2015 A	24-Feb-2016																												
Mechancal & Piping		120.00	09-Jul-2015 A	19-Feb-2016																												
Civil & Structural		93.88	09-Jul-2015 A	22-Jan-2016 A																												
Electrical		78.00	09-Jul-2015 A	29-Jan-2016 A																												
Instrumentation & Controls		176.88	09-Jul-2015 A	23-May-2016																												
Procurement & Contracts		194.88	20-Jul-2015 A	20-Jun-2016																												
Process & Mechanical Equipment & Materials		194.88	20-Jul-2015 A	20-Jun-2016																												
Electrical equipment & Materials		174.00	30-Jul-2015 A	04-May-2016																												
Installation Contracts		169.88	27-Jul-2015 A	11-May-2016																												
File No:		<div><div></div><div></div><div></div><div></div><div></div></div> <div>Remaining Level of Effort</div> <div>Primary Baseline</div> <div>Actual Work</div> <div>Critical Remaining Work</div> <div>Remaining Work</div>		WAGGA WAGGA WTP																								Date	Revision		Chec...	Approved
Data Date : 15-Feb-2016				Program of Works - Summary																								15-Feb-2016	Status as at 15 Feb 16			
1 of 3																																



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

WAGGA WAGGA WTP  
Program of Works - Summary



Date	Revision	Chec...	Approved
15-Feb-2016	Status as at 15 Feb 16		

