



EYRE PENINSULA
Local Government Association



Project Management • Quality Assurance • Environmental Support

EYRE PENINSULA COUNCILS COMMUNITY WASTEWATER MANAGEMENT (CWMS) USER GROUP

MINUTES – MEETING 1

DATE: TUESDAY 22 JULY 2014

VENUE: LOCK FOOTBALL CLUBROOMS – NORTH TCE, LOCK

Attending:	Ivan Noble (Cleve), Robert Fletcher (Elliston), Darren Zechner (Franklin Harbour), Michael Inglis, Michael Kemp (Kimba), Alex Douglas, Greg Smith (Lower Eyre), Martin Faulkner, Richard Georgio (Streaky Bay), Damian Windsor, Bullet Anesbury (Tumby Bay), Neil Haines (Wudinna), Tony Irvine (EP LGA), Bob Ramsey (RDA), Ian Fitzsimmons (Gayler Professional Services)
Apologies:	Grant Drummond, Kym Marks (Ceduna) Tim Mills, Chris Davey (Elliston) Gary Jutzen (Lower Eyre)
Introduction:	<p>Mike Stephenson has been appointed as the Group Facilitator and will chair meetings, take minutes and generally lead discussions.</p> <p>Background to the development of the South East Councils CWMS User Group Project leading to the Eyre Peninsula Councils seeking funding from the LGA CWMS Management Committee for a similar pilot project in this region</p>
CWMS Basics:	<p>An overview of the key areas of CWMS to ensure all levels of CWMS personnel, from pump and drain maintenance staff to management understand there is more to the system than the parts they deal with:</p> <ul style="list-style-type: none"> • Septic Tanks and soakage system failures in towns lead to introduction of “Common Effluent Drainage Schemes” in the 1960’s • Gravity Drains – Starting with clay pipes, PVC and more recently HDPE in directionally bored situations. Clay drains can be great, long life assets in stable soil trenches or major defects in reactive clay soil profiles or where tree root infiltration occurs. • Pump Stations – discussion on the various components and fittings, storage chambers, etc • Treatment Plants – Overview of the variety and complexities of different systems from lagoons to mechanical treatment trains. • Re-use of waste water – Summary of variety of re-use systems around the State, impacts of the 2010 Federal Government \$20M program across SA administered by Gayler Professional Services on behalf of the LGA

<p>Regulators:</p>	<ul style="list-style-type: none"> • Department of Health – System approvals, approvals of sub-division extensions to systems, technical design requirements, reporting requirements for spills and incidents, reporting on sampling results for re-use systems. • EPA – Licensing of systems over 1,000EP, requirements for annual reporting on treated water volumes, incident reports and spills, investigation and prosecution for breaches or system failures • Essential Services Commission of SA (ESCoSA) – Councils are water authorities within the meaning of the Essential Services Act and ESCoSA is able to investigate and make directions relating to fees and charges, customer service, complaints processes and more. Licenses fees are charged to Councils meeting certain volume thresholds and Councils can expect close inspection of their accounting relating to CWMS. • Independent Commission Against Corruption (ICAC) – Established by the State Government to investigate graft and corruption in the public sector, ICAC has flagged the potential for investigations into Council activities. Procurement and probity issues need to be kept in mind when dealing with contractors, service providers, etc. Tony Irvine highlighted the benefits of using the EP LGA’s procurement panel procedures to ensure compliance in this area.
<p>Understanding each system:</p>	<ul style="list-style-type: none"> • Management in silos – Is there one person in the organisation that understands all components of CWMS management, pricing and administration? Probably not – field staff, works managers, finance managers, CEO’s and EHO’s all have input to the overall picture, but each may not understand what the other deals with. • Often the field staff know how the drain and pump network functions better than anyone. If they retire unexpectedly, how long will it take the next person to understand it? • System flow diagrams and network volume calculations are simple but essential tools. A flow diagram chart should be achievable for each of the 16 systems in the region by September. <i>Example Tumby Bay Flow diagram attached</i> • An A1 print of each systems drainage and pumping network is a priority aim for the project. Current plans range from 40+ year old parchment papers rolling around in work utes to 90% completed electronic GIS systems ready for inclusion in front counter display software or downloading to iPads or tablets. Various strategies for bringing plans from parchment to electronic format will be discussed over coming months. <i>Example Lameroo Plan attached.</i>
<p>Common Documentation:</p>	<ul style="list-style-type: none"> • Pump Station logbooks. Example logbook developed by SE Group circulated. Duplicate pages for recording each visit to a station, top copy comes back to the office for records, main book remains in the station for next attending person to refer to. JSA’s incorporated in the logbook format. • Field Service logbooks. These books kept in each operators vehicle and used to document maintenance issues of drains, rising mains, lagoons, treatment plants, etc. • Records come back to admin for placement in hardcopy records, folders sorted by pump station catchment.

<p>Common Documentation:</p>	<ul style="list-style-type: none"> • Electronic input of records to a simple MS Access database is an option easily implemented. Contact Mike for copy of start up files. • Each Council to review logbook formats and provide feedback at next meeting with improvements and suggestions. Once agreed, a bulk print of books using local print-house can be implemented. • Darren Zechner suggested including a sign-off provision on each page to acknowledge acceptance of the JSA prior to starting work. • Change of book layout to have JSA insert fold from the left of book instead of the bottom for ease of handling. • <i>Example MS Access record output reporting attached</i>
<p>Financials:</p>	<p>A separate workshop will be held, possibly in September, with financial controllers being invited. Historically there are two extremes in financial management of CWMS:</p> <ul style="list-style-type: none"> • Old school – pay off the original loan, reduce the annual rate to only include maintenance costs, ignore future expenses and expect future administrations to re-borrow for the next generation to fund system upgrades. • Best practice – A whole of life cost approach with long-term asset management planning using a controlled CWMS reserve fund accumulation to deal with known future expenses. <p>To satisfy ESCoSA requirements, Councils financial systems will need to change to better identify real operational costs, separate out reactionary maintenance vs programmed maintenance, and be able to prove correct cost allocations. Development of a common chart of accounts across the region will help Councils meet ESCoSA expectations and allow “apples for apples” comparison of costs across the region.</p>
<p>Stormwater intrusion:</p>	<p>Several Councils raised concerns about increased flows into their systems during rain events. CWMS systems are designed to be sealed systems and are not sized to accommodate stormwater flows. Examples of recent stormwater intrusion audits at Tumby Bay on the EP and Port MacDonnell in the SE were discussed and anecdotal reporting of problems at Lock and Kimba were raised. Legal processes for entering private property and identifying defective systems were discussed.</p>
<p>Outsourced contracts:</p>	<p>Opportunities for outsourcing of some aspects of CWMS management include:</p> <ul style="list-style-type: none"> • Septic tank desludging • Treatment plant operation and maintenance • Pump station after hours callouts and/or routine maintenance <p>Tender calls for these and other areas could be managed by the EP-LGA procurement panel process, either region-wide or in smaller clusters. Risks and benefits were discussed, Impacts on local service providers and ways to assist and grow local businesses are things that the RDA and EP LGA can assist with.</p>
<p>Emergency Storage Requirements:</p>	<p>Department of Health design requirements now require each pump station to have capacity within the station itself and the collection network between the high level alarm and the first overflow point in the system (a manhole or private property flood gully) to contain 20% of the Average Daily Flow into that station to allow time for repair or contingency measures to be implemented. Understanding this requirement and the implications of new sub-divisions on the network is an area for further discussion.</p>

Advances in technology:	<ul style="list-style-type: none">• Health Safety and Welfare issues associated with pump station maintenance need attention. Safety grates over pumping chambers, fall restraints when grates are raised, confined space entry permits for entry to chambers and manholes.• Removing floats and multitrode probes and replacing with ultrasonic or pressure transducer level controllers removes the need to open chamber lids on routine station inspections.• Pros and cons of ultrasonics vs pressure transducers discussed.• Remote access to stations using Supervisory Control and Data Acquisition (SCADA) technology has long term cost saving advantages but a significant upfront capital cost.• Demonstration of remote access to the South East SCADA system and potential for EP Councils to access the SE systems were discussed.
Other items:	<p>Damian Windsor questioned the responsibility of Councils vs property owners for maintenance of grease arrestors.</p> <p>Grease arrestors are installed at the kitchen drain outlets of commercial cooking establishments, especially those using deep fryers. Hotels, take-ways, restaurants need to maintain their grease arrestors depending on load. One business may need to clean their unit every few months, another doing hundreds of meals a night and using different cooking oils may need to attend to it weekly.</p> <p>Council EHO's should be assessing this as part of routine food premises inspections and if need be, issuing maintenance orders to ensure fats and greases do not pass through into the CWMS. It is not Councils responsibility to meet those costs.</p>
Next Meeting:	Coincide with the Roads and Works Conference at Pt Lincoln. 10AM on Wed 27 August at a venue to be confirmed.

Attachments:

- Example Tumby Bay Flow Diagram
- Example Lameroo System layout drawing
- Example MS Access database report from Bordertown – **not for external circulation**

