



EYRE PENINSULA
Local Government Association



Project Management • Quality Assurance • Environmental Support

**EYRE PENINSULA COUNCILS
COMMUNITY WASTEWATER MANAGEMENT (CWMS)
USER GROUP**

MINUTES – MEETING 2

DATE: WEDNESDAY 27 AUGUST 2014

VENUE: EP LGA BOARDROOM 89 LIVERPOOL ST PT LINCOLN

Attending:	Ivan Noble (Cleve), Darren Zechner (Franklin Harbour), Michael Inglis, Michael Kemp, Cr Geoff Churchett (Kimba), Gary Jutzen (Lower Eyre), Martin Faulkner, Richard Georgio (Streaky Bay), Damian Windsor, Bullet Anesbury (Tumby Bay), Neil Haines, Kelsie Trezise (Wudinna), Ian Fitzsimmons (Gayler Professional Services)
Apologies:	Grant Drummond, Kym Marks (Ceduna) Chris Davey (Elliston) Tony Irvine (EP LGA)
Pump Station and Field Logbooks:	Tumby Bay have implemented logbooks since last meeting and found them simple and effective. Also implemented MS Access Database by amending file provided by DC Tatiara. Darren Zechner proposed inclusion of JSA sign-off, service shutdown durations and number of customers affected. Mike S to circulate re-drafted logbooks for approval, Damian to source quotes for printing and action same.
Operation and Maintenance Manuals:	Most systems were provided with an Operation and Maintenance Manual when the systems were first installed. These are often very wordy documents, set out in small font sizes and not easy to follow. A simple, easy to read summary of each system allows the reader to familiarize themselves with the network and how it works very quickly. Each Council encouraged to populate the template to build up their own O&M Manual as an additional learning tool in the process to fully understand their systems. Mike can provide assistance where required but the legwork and formatting should be done in-house.
Network Flow Diagrams	Schematics for systems in the northern part of the EP had been previously circulated. Reviews were undertaken on this visit of remaining systems for Lower Eyre and for Cleve given additional information from Ivan. Each Council now to confirm actual numbers in each catchment and revise spreadsheets accordingly

MS Access Database for maintenance records	<p>Tumby Bays' experience with simple conversion of the Tatiara database is encouraging.</p> <p>Damian Windsor to email ZIP file of the database to all. Simply open existing database, edit tables to reflect your own system names and personnel, delete records to date and begin using as your own.</p>
Upcoming Financials Workshop	<p>Next meeting to be held in September will focus on financial issues, including:</p> <ul style="list-style-type: none">• Common Chart of Accounts – detailed lines to satisfy ESCoSA reporting and allow consistent comparisons across the region• Service Charges – common charge for multiple schemes or not?• New allotment charges – SA Water 2014 charge currently \$6,467 some Councils have no such charge, others in the low thousands.• Long term capital upgrade programs• Mechanics of “ring-fencing” a reserve fund• Ongoing debt for upgrading older system is not a bad thing... <p>John Comrie will be guest presenter and attendance by both financial control staff and CEO's is encouraged.</p>
Update of current projects:	<p>Darren Zechner advised that the Cowell WWTP contract has been awarded and that the civil construction contract for pump stations, gravity drains and rising mains has reached the stage of final interviews with a successful tender likely to be announced with the next few weeks.</p> <p>Damian Windsor advised that the Port Neill project is reaching final design and detailed costing stage.</p>
Potential for expansion of SE SCADA	<p>As the Cowell project is expected to utilise current technologies relating to remote access and control, the South East CWMS Group has been approached to determine whether Franklin Harbour would be able to access the SE SCADA project.</p> <p>Early indications are that the SE Group will be encouraging other Councils to buy a licence to use the Telstra Hosted technology and to contribute toward the ongoing communications and maintenance/helpdesk costs.</p> <p>Other EP Councils have expressed an interest in following up this option as well and an ultimate region-wide duplication of the SE arrangements is a possibility.</p>
Next meeting:	<p>Monday 22 September at 11am. Venue – Port Lincoln Race Club – To be confirmed.</p>

Attachments:

- Amended logbook formats – Damian to action