

Section 5 Appendices

Appendix A: 2000/01 PERFORMANCE BY KEY CORPORATE OBJECTIVES

Corporate Objective 1A: Solve existing flooding problems

- Target 1:** Enlarge the Sierra Place Basin as the second part of the Upper Toongabbie Creek Flood Mitigation Strategy.
- Achievement:** Works completed, except for landscaping and bush regeneration. Practical completion granted on 4 April 2001.
- Target 2:** Complete re-construction of Greystanes Creek at the Toongabbie Bowling Club.
- Achievement:** Works completed. Practical completion granted on 10 October 2000.
- Target 3:** Complete the trunk drainage flood mitigation scheme in the Gollan Avenue area in North Parramatta.
- Achievement:** Works completed in March 2001.
- Target 4:** Construct Stage 3A of the Pendle Hill Creek Floodway.
- Achievement:** No work has started. Development application prepared and submitted by Trust in June 2001. Parramatta City Council has not yet secured access to all private properties affected by Stage 3A works.
- Reasons:** No action taken until after Waterways System Manager appointed by Parramatta Council in October 2000. Slow progress by Council on preparing development application and negotiating with owners.
- Target 5:** Construct Stage 1 of the Ollier Street to Myrtle Crescent flood mitigation scheme in Prospect.
- Achievement:** Construction commenced in May 2001.
- Reasons:** Needed to physically model a critical element of the scheme and delays in finalising design plans.
- Target 6:** Complete the design plans and specifications for a new bridge over Blacktown Creek at Station Road, Seven Hills.
- Achievement:** Little progress. Next step is to design sewer adjustment so that design plans for a new bridge can be finalised.
- Reasons:** Design sewer adjustment has proven more difficult than first thought. Design plans for a new bridge cannot be finalised until sewer adjustment is designed.
- Target 7:** Complete the supplementary study for the North Wentworthville Floodplain Management Plan requested by Parramatta City Council, gain endorsement of the Plan by Council and design the new flood culvert under Briens Road.

- Achievement:** Supplementary study is well advanced. Revised draft Plan may then be finalised and adopted by Council. No decision yet made on new flood culvert under Briens Road or start of designs.
- Reasons:** No action taken on Supplementary Study until after a Waterways System Manager was appointed by Parramatta Council in October 2000.
- Target 8:** Finalise and gain acceptance of a concept design for an upgraded creek through the Pendle Hill Industrial Area.
- Achievement:** Finalisation of concept design plan deferred.
- Reasons:** Pending resolution of creek alignment through dairy property at corner of Ballandella Road and Burrabogee Road.

Corporate Objective 1B: Maintain flood protection

- Target 1:** Gain adoption by all local councils of a uniform catchment Floodplain Management Policy and associated planning instruments.
- Achievement:** Minimal progress.
- Reasons:** Delay in programming the required work by council statutory planners due to other more pressing matters.
- Target 2:** Recompute design flood levels using the MIKE-11 hydraulic model and finalise and issue a GIS layer showing flood inundation and high hazard extents along all catchment streams for the full range of flood probabilities.
- Achievement:** Interim findings of independent review of Trust's flood modelling confirms their appropriateness. Design flood levels for 1%, 5% and 20% Annual Exceedance Probability events were recomputed and issued to councils in November 2000 in digital format for input to GIS. A supplementary set of levels were issued February 2001 reflecting comments from some councils' review of the November 2000 levels. Unfortunately, not all Councils are using all or part of design flood levels issued by the Trust.
- Target 3:** Have details of all constructed OSD systems and OSD inspections in the OSD database.
- Achievement:** The Trust appointed a part-time (4 hours per week) casual clerk in early 2000 to assist councils finding and recording constructed systems not yet in the database. An additional 443 OSD systems were added to the database in the year to 30 June 2001, of which 352 were added by the Trust's casual employee and 91 by Council staff. The Trust's Stormwater Inspector carried out 401 OSD inspections in 2000/2001, which

resulted in 372 forms being added to the OSD maintenance database.

- Target 4:** Commence follow-up action to have identified deficiencies rectified.
- Achievement:** Trust's Stormwater Inspector has inspected virtually all OSD systems whose details are recorded in the OSD database. All councils have commenced issuing letters to owners advising of deficiencies to be rectified. Rectification works by owners commenced and the Stormwater Inspector undertook 64 follow up inspections with 39 of these sites having all works completed satisfactorily.
- Reasons:** The notification process is the responsibility of the individual councils. The Trust prepared suitable wording for all likely deficiencies and assists with follow up inspections where requested. Not all requested maintenance work is mandatory because some is suggested to assist owners to maintain the systems more easily. In the coming year the advice to owners will more clearly specify which work is obligatory and which is optional.
- Target 5:** Issue amendment pages for the 3rd edition OSD Handbook.
- Achievement:** Revision 1 of 3rd edition OSD Handbook released in January 2001.
- Target 6:** Conduct training courses in OSD for councils' staff and OSD designers and installers.
- Achievement:** No formal courses held. The Stormwater Inspector arranged site inspections of OSD systems for customer services staff from two councils.
- Reasons:** Relevant council staff have attended previous courses. A further seminar is anticipated in late 2001 to cater for new staff at each of the councils.
- Target 7:** Prepare and implement maintenance plans for the Loyalty Road and Sierra Place flood basins.
- Achievement:** Operations and Maintenance Manual for the Loyalty Road basin progressed, but not yet finalised. Surveys for sewerage infrastructure, crack mapping of basin wall and installation of permanent survey marks for monitoring movement of the basin wall completed. Surveillance Report for basin completed and submitted to Dams Safety Committee. Detailed inspection form for basin and associated structures developed and being used regularly. Maintenance procedures for Sierra Place basin determined, and appropriate changes made to the design for the reconstruction of the

basin. Formal maintenance plan commenced and will be finalised in August 2001.

- Reasons:** Additional survey information has still to be collated to complete the Operations and Safety Manual for the Loyalty Road basin. The maintenance plan for Sierra Place basin could not be implemented until the reconstruction of the basin was completed.

Corporate Objective 2: Improve water quality

- Target 1:** Maintain satisfactory progress in completing the Trust's actions under the catchment Stormwater Management Plan and support implementation of actions that are joint responsibilities or the responsibility of other agencies.
- Achievement:** Of the 20 actions to be completed by the Trust over ten years, eight have been completed and a further three are in progress.
- Target 2:** Initiate and help implement a program to raise awareness of stormwater issues amongst non-English speaking members of the catchment community.
- Achievement:** Grant obtained through Parramatta City Council for stormwater education project focussing on ethnic communities in western Sydney. Project commenced in May 2001.
- Target 3:** Help ensure the successful completion of the five Stormwater Trust-funded projects the Trust is associated with.
- Achievement:** All projects finalised satisfactorily, but no continuation of education component.
- Target 4:** Progress the Lake Parramatta Water Quality Management Plan by having the pocket wetland reconstructed, the use of Phoslock tested and the main bacterial contamination sources identified.
- Achievement:** Pocket wetland not yet reconstructed by Parramatta City Council. Sediment cores tested in laboratory to assess likely suitability of Phoslock treatment in Lake. Testing for faecal coliforms undertaken in Lake by AWT and in several tributaries by Dr John Laxton. More comprehensive catchment testing planned for October 2001.
- Target 5:** Maintain and strengthen Waterwatch (Streamwatch) in catchment schools.
- Achievement:** Technical support for 19 Streamwatch groups in secondary schools in the Upper Parramatta River catchment maintained. Program continues to achieve strong results.

Corporate Objective 3: Improve riparian vegetation and recreation

- Target 1:** Continue the maintenance contract for regenerated bushland in Excelsior Reserve.





Achievement: Maintenance work proceeding satisfactorily.
Target 2: Support implementation by councils of high priority actions in the Green Corridors strategy for vegetated areas along streams.

Achievement: All implementation projects approved by the Trust for 1999/2000 commenced and progressing in accordance with agreed programs.

Target 3: Replant eroded creek banks along Darling Mills Creek.

Achievement: More than 2,500 native plants were planted in this area during 2000/2001.

Target 4: Develop and strengthen the range and quality of vegetation improvement works undertaken by Periodic Detainees.

Achievement: The Metropolitan Periodic Detention Centre program for weed control progressing at six sites in the Upper Parramatta River catchment under appropriate planning controls.

Target 5: Co-ordinate, advise and monitor projects seeking or using Natural Heritage Trust grants.

Achievement: Ongoing support and advice provided to groups, as required.

Target 6: Develop an agreed and co-ordinated network of creek bank pathways and cycleways throughout the catchment and initiate construction of key missing links.

Achievement: Draft Multi Use Recreational Pathway Concept Plan and report for the catchment prepared and ready for public exhibition.

Corporate Objective 4: Community education, marketing and involvement

Target 1: Assist school children to understand local catchment management issues.

Achievement: Five guided tours conducted for school groups. Assistance with project work provided to in excess of 100 students. Internet resources on the Trust web page used heavily as reference material.

Target 2: Encourage community involvement in relevant studies and implementation of programs.

Achievement: Steering Committee with community representation guided design of the Greystanes Creek Restoration project at Toongabbie Bowling Club. Extensive consultations held with residents regarding enlargement of Sierra Place Basin at West Baulkham Hills.

Target 3: Publish and distribute four issues of the Trust's newsletter.

Achievement: Issues published and distributed to all catchment properties in August 2000, December 2000, March 2001.

Target 4: Present talks and displays at various local forums.

Achievement: Trust presented five talks to community groups, clubs and schools.

Target 5: Brief local MPs and keep key decision-makers informed about Trust.

Achievement: Inspection tour of catchment conducted for Trustees and advisers in May 2001. Trust Chairman and Executive Officer met with all State Government MPs and all four mayors in November 2000. Newsletter for MPs and councillors prepared and distributed in January 2001.

Corporate Objective 5: Better catchment co-ordination and planning

Target 1: Review and update the Green Corridors Vegetation Management Plan.

Achievement: Deferred awaiting completion of the NSW National Parks and Wildlife Service Maps for vegetation in Western Sydney. To be completed in 2001/2002.

Target 2: Gain adoption of a catchment Floodplain Management Plan.

Achievement: Minimal progress.

Reasons: Delay in programming required work by council statutory planners due to other more pressing matters.

Target 3: Co-ordinate implementation of the catchment Stormwater Management Plan.

Achievement: Trust convened three meetings of the Catchment Stormwater Taskforce in 2000/01 to co-ordinate implementation of the Stormwater Management Plan.

Target 4: Provide advice on proposed major developments and planning instruments.

Achievement: Detailed advice and comments provided on several major developments, the draft Greystanes Estate and CSIRO site draft Precinct Plans.

Corporate Objective 6: Enhance organisational capability

Target 1: Review staff performance through regular appraisals.

Achievement: No formal reviews of staff performance.
Reason: Pressure of other work.

Target 2: Review position descriptions and remuneration.

Achievement: All position descriptions and remuneration reviewed in September 2000.

Target 3: Review Trust's enterprise agreement.

Achievement: No progress.

Reason: Pressure of other work.

Target 4: Obtain external funding and assistance for projects.

Achievement: With the Trust's assistance, a total of \$148,000 was provided by the Environment Protection Authority for a stormwater education project to be undertaken in this catchment in 2001. In addition, the Trust received \$300,000 in grants from the Department of Land and Water Conservation for the Sierra Place basin enlargement project.

Target 5: Maintain and develop the Trust's information technology systems.

Achievement: The Trust successfully implemented a state of the art interactive web based GIS server. This server allows members of the public complete access to all Trust GIS data. The Trust also oversaw the development of a web based catchment asset database, which will help member councils easily track assets and their maintenance.

Target 6: Secure a decision on the future of the Trust and support actions arising from that decision.

Achievement: Trust's continuation until at least 30 June 2002 advised by Minister. Detailed report provided to Minister responding to recommendations in Mobbs' report.

Appendix B: Key performance targets 2001/2002

Proposed targets for 2001/2002 are set out below. The targets are listed under the seven key corporate objectives.

Corporate Objective 1A: Solve existing flooding problems

1. Complete Seven Hills Industrial Area Floodplain Management Study.
2. Construct Stage 3A of the Pendle Hill Creek Floodway.
3. Complete construction of the Ollier Street to Myrtle Crescent flood mitigation scheme in Prospect.
4. Complete the supplementary study for the North Wentworthville Floodplain Management Plan, gain endorsement of the Plan by Council and design the new flood culvert under Briens Road.
5. Complete half the investigations of outstanding flood problem areas.

Corporate Objective 1B: Maintain flood protection

1. Gain adoption by all local councils of a uniform catchment Floodplain Management Policy and associated planning instruments.
2. Recompute design flood levels using the MIKE-11 hydraulic model and finalise and issue a GIS layer showing flood inundation and high hazard extents along all catchment streams for the full range of flood probabilities.
3. Compute probable maximum flood flows, levels along all creeks.

4. Compute flood flow and flood levels along Brickfield Creek.
5. Complete surveys of all flood liable properties in the catchment.
6. Complete the asset database and insert some details of all major assets.
7. Revise the OSD policy to incorporate water quality and water conservation considerations.
8. Finalise and implement maintenance plans for the Loyalty Road and Sierra Place flood basins.

Corporate Objective 2: Improve water quality

1. Revise and update the catchment Stormwater Management Plan.
2. Help implement a program to raise awareness of stormwater issues amongst non-English speaking members of the catchment community.
3. Progress the Lake Parramatta Water Quality Management Plan by identifying and addressing the main bacterial contamination sources in the Lake's catchment.
4. Maintain, strengthen and broaden Waterwatch (Streamwatch) in catchment schools.

Corporate Objective 3: Sustainable water use

1. Build partnerships to promote water sensitive urban design in western Sydney.
2. Help implement a water sensitive urban design 'capacity building' program in western Sydney.
3. Consider adopting catchment water quantity and water quality policies to also achieve sustainable water objectives.
4. Support water sensitive urban design demonstration projects.

Corporate Objective 4: Improve riparian vegetation and recreation

1. Engage a new contractor to maintain the regenerated riparian bushland in the Loyalty Road flood basin impoundment area in Excelsior Reserve.
2. Support implementation, and monitor progress, by councils on high priority actions in the Green Corridors strategy for vegetated areas along streams.
3. Gain adoption by all councils of an agreed and co-ordinated network of creek multi-use recreational pathways throughout the catchment and initiate construction of key missing links.

Corporate Objective 5: Community education, marketing and involvement

1. Assist students to understand local catchment management issues.
2. Conduct the catchment Environment Awards program in June 2002.
3. Prepare a Catchment Education Package for secondary students.



4. Publish and distribute four issues of the Trust's newsletter.
5. Present talks and displays at various local forums.
6. Brief local MPs and keep key decision-makers informed about the Trust.

Corporate Objective 6: Better catchment co-ordination and planning

1. Re-align the Trust's long-term plans, if required, to support implementation of the Sydney Harbour Catchment Management Plan.
2. Comment on draft LEPs to ensure that they support catchment objectives and plans.
3. Ensure that planning and development approvals for redevelopment of the former Boral Quarry and CSIRO lands at Prospect do not threaten flooding, dry weather flows, water quality and channel stability in downstream areas.
4. Provide advice on proposed major developments.

Corporate Objective 7: Enhance organisational capability

1. Revise the Trust's 1999-2003 Corporate Plan based on the promotion of water sensitive urban design and sustainable water usage.
2. Encourage alignment of Trust's and councils' long-term work programs and budgets.
3. Prepare a Risk Management Plan and fully implement its highest priority actions.
4. Review the Trust's enterprise agreement.
5. Maintain and develop the Trust's information technology systems and continually update and improve the Trust's web site.
6. Obtain external funding and assistance for projects.
7. Support the Trust review in early 2002 and secure a firm decision on the long-term future of the Trust.

Appendix C: Legislative Changes

The Trust was constituted by proclamation on 5 April 1989, in pursuance of Section 6(1) of the *Water Supply Authorities Act, 1987*. This Act was repealed in 2000 and its provisions included in the *Water Management Act, 2000*.

The *Water Supply Authorities (Upper Parramatta River Catchment Trust) Regulation 2000* was made on 1 September 2000 to replace, without any changes in substance, the *Water Supply Authorities (Upper Parramatta River Catchment Trust) Regulation 1995* under section 10(2) of the *Subordinate Legislation Act 1989*.

Appendix D: Inter-agency Committees

- Catchment Stormwater Taskforce (Stormwater Management Plan implementation)
- Community Consultative Committee - Silverwater Correctional Centre (guides Periodic Detention works)

- Development Controls Working Party (guides On-site Stormwater Detention Policy)
- Floodplain Management Authorities of NSW (statewide flood lobby group)
- Floodplain Management Policy Task Group (catchment flood policy)
- Green Corridors Vegetation Management Steering Committee (guides implementation of Green Corridors Strategy)
- Greening Blacktown Committee (guides vegetation projects in Blacktown local government area)
- Joint Catchments Stormwater Reference Group (Hawkesbury Nepean Catchment and Upper Parramatta River Catchment stormwater network group)
- Lake Parramatta Water Quality Management Committee (oversights implementation of water quality management plan for Lake)
- Lower Parramatta River Floodplain Management Committee (guides flood study)
- North Wentworthville Floodplain Management Committee (guides preparation of floodplain management study)
- NSW Waterwatch Committee (guides NSW Streamwatch)
- Safety and Maintenance Working Party (oversights asset maintenance)
- Stormwater Industry Association Inc. (industry association)
- Sydney Region Streamwatch Co-ordinating Committee (guides Streamwatch in Sydney)
- Western Sydney Regional Noxious Weeds committee (regional weeds reference group)
- Western Sydney Water Festival (organisation of festival)
- WSR0C Regional State of the Environment Working Group (preparing regional SoE report)

Appendix E: Risk Management and insurance

In the last year the premium for the Trust's Public Liability/Professional Indemnity Insurance has increased significantly. Reasons for this include the collapse of HIH Insurance Pty Ltd and a successful insurance claim against the Trust as well as the national trend for increased premiums.

In the light of this increase, the consultants were commissioned to carry out a risk assessment of the Trust and its activities with a view to minimising the Trust's exposure to risk. One of the outcomes identified in the assessment was the need for both a Risk Management Policy and Risk Management Plan. These documents will formalise the measures currently in place to reduce the Trust's risk exposure. The policy was adopted in May 2001 and the Plan will be developed over the first six months of the coming year.

Appendix F: Publications

Streamline. August 2000, December 2000, March 2001
Upper Parramatta River Catchment Trust (1999). *Annual Report for 1999/2000*. October 2000.

Laxton, J H and R Gittins (2000). *Water Quality of Upper Parramatta River, Analysis of Data Collected Between 1990 and 2000*. January 2001.

Upper Parramatta River Catchment Trust (2000). *State of the Catchment Report*.

Appendix G: Use of Consultants

Consultancies Costing Less than \$30,000

- Australian Water Technologies Pty Ltd – stormwater event sampling.
- Australian Water Technologies Pty Ltd – sewer infrastructure survey Loyalty Road.
- Australian Water Technologies Pty Ltd – water quality testing Lake Parramatta.
- Bewsher Consulting Pty Ltd – Catchment Floodplain Management Plan.
- Bewsher Consulting Pty Ltd – OSD audit.
- BID Consulting Pty Ltd – asset database design and development.
- Chadwick Cheng & Associates – detailed survey Sierra Place basin.
- CSIRO Land and Water – assessment of Lake Parramatta sediment.
- Dalland & Associates Pty Ltd – design Pendle Hill Creek industrial area flood works.
- Don Fox Planning – Catchment Floodplain Management Plan.
- DVA Consulting – review of flood works.
- Gutteridge Haskins & Davey Pty Ltd – supply of terrain model and culvert details.
- Golder & Associates Pty Ltd – mapping of cracks in Loyalty Road basin wall.
- Hydrological Services Pty Ltd – data collection.
- Jamieson Foley Pty Ltd – Catchment Cycleway Plan.
- J H & E S Laxton Environmental Consultants Pty Ltd – water quality monitoring and review.
- K W Corpe & Associates – data collection and surveys.
- Mark Matthews – Internal Council Education document.

- Martyn Consulting Pty Ltd – preparation of Pipecheck trial proposal.
- Merging Technologies Pty Ltd – OSD and asset management databases.
- Morgan & Banks Pty Ltd – review of Executive Officer's position.
- Owl Research & Marketing Pty Ltd – community consultation.
- Phillips Marler – landscape design Sierra Place basin.
- Robinson GRC Consulting Pty Ltd – modelling of combined OSD/rainwater tank systems.
- Tooher Gale & Associates – value management workshop.
- Whelans Land Information Consultants – searches, surveys and preparation of plans for Pendle Hill Creek industrial area.
- Willing & Partners Pty Ltd – review of Trust's hydrological and hydraulic modelling.
- Willing & Partners Pty Ltd – design of Station Rd Bridge on Blacktown Creek.

Number of such consultancies – 28

Total cost of such consultancies – \$243,691

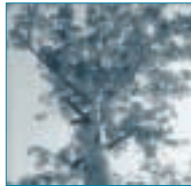
Consultancies costing more than \$30,000

- Willing & Partners Pty Ltd – construction supervision for the Upper Toongabbie Creek Flood Mitigation Strategy, Stage 1.

Total cost of such consultancies - \$51,196.

Appendix H: Trustees' Attendance at seven Meetings Held in 2000/2001

G. Whitehouse (Chairman)	7
A. Tennie	5
A J L Bolitho	6
R B Potter	6
C Worthington	7
P Camilleri	4
K V Collins	7
B Gapps	5
A G Ezy	6
P J T Herlinger	6
P Smith	2 appointed 26 March 2001
L Gray	2 appointed 26 March 2001



Appendix I: Equal Employment Opportunity

Table 1: Representation & Recruitment of Aboriginal Employees and Employees with a Physical Disability

	2000/2001		
	Total Staff	Aboriginal People	PWPD*
Total employees	8	Nil	Nil
Recruited in the year	1	Nil	Nil
*People with a Physical Disability			

Table 2: Representation of EEO Target Groups within Levels

	2000/2001		
	Total Staff	Women	NESB
Below C.O.1	Nil	Nil	Nil
C.O.1 Grade 1*	Nil	Nil	Nil
A&C Grades 1-2	1	1 12.5%	1 12.5%
A&C Grades 3-5	1	Nil	Nil
A&C Grades 6-9	4	1 12.5%	Nil
A&C Grades 10-12	1	Nil	Nil
ABOVE A&C Grade 12	1	Nil	Nil
TOTAL	8	2 25%	1 12.5%

