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**Bureau of Meteorology**



# DPIE Water – LWU Performance Reporting Portal

## Handbook 2018/19



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**DPIE Water – LWU Performance Reporting Portal – Handbook 2018/19**

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**More information**

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## 1.1 Background

# 1 Introduction

In August 2019, the NSW Department of Planning, Industry & Environment – Water (DPIE Water) will ask local water utilities (LWUs) to report annual performance data for the 2018-19 reporting period through a new web portal housed on the Bureau of Meteorology's (the Bureau) database. We would like to acknowledge the support received from the Bureau for the development of the portal and this manual.

We have made this change to improve database capability, security and flexibility, provide for improved user functionality, enhance our validation and analytical capabilities, as well as facilitate streamlined reporting to the Bureau of Meteorology's *National Performance Report - Urban Water Utilities*.

## 1.2 Purpose of this document

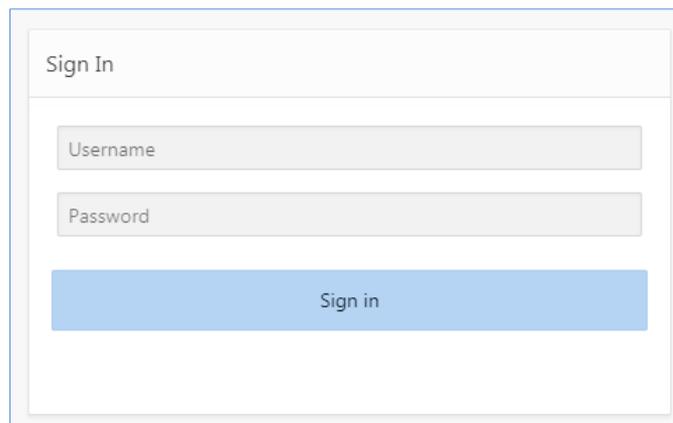
This document is a user guide for DPIE Water's LWU Performance Reporting Portal.

This document outlines how to use the portal, highlights various features, and provides explanation about how to determine what a user should report.

## 1.3 Login Details

The DPIE Water- LWU performance Reporting portal can be found [here](#)

Each user from reporting LWU will be provided with a unique username and password. If you require login details, please contact DPIE Water on: [LWU.PerformanceReporting@dpi.nsw.gov.au](mailto:LWU.PerformanceReporting@dpi.nsw.gov.au)



The image shows a screenshot of a web form titled "Sign In". The form is enclosed in a light gray border. It contains three main elements: a text input field for "Username", a text input field for "Password", and a blue button labeled "Sign in". The "Sign in" button is positioned below the "Password" field.

If you login for the first time with a given password, a window will prompt and ask you to change your password. Password rules when changing password:

- 8 character minimum length
- Password has at least one alphabetic character
- Password has at least one number
- Password has at least one lowercase letter
- Password cannot be reused

Water Information

Change Password

Your password has expired and must be changed.

Password \*

Repeat Password \*

## 2 Data portal

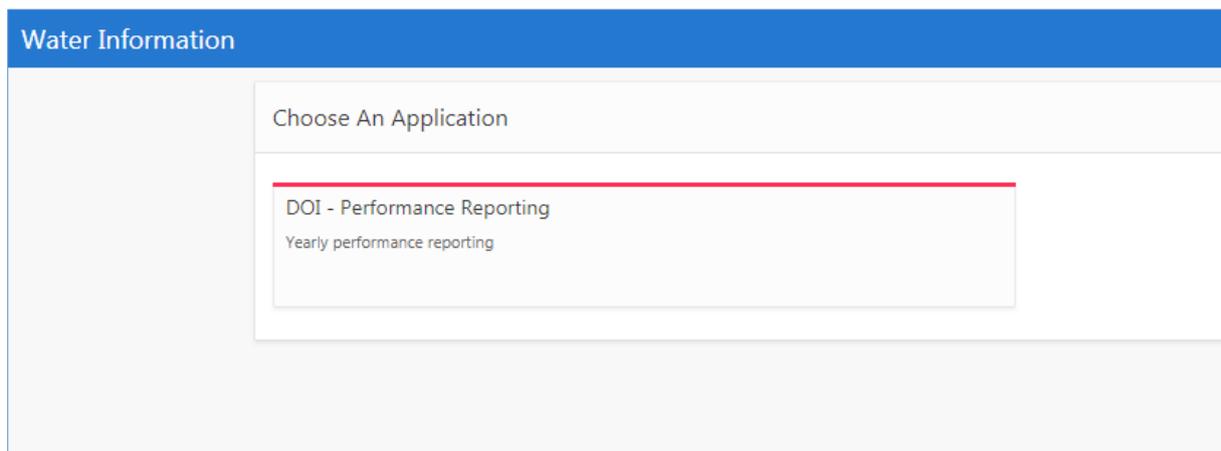
### 2.1 User access – users and managers

One of two types of user access will be assigned to each user account.

- Users can enter data for their utility only but not complete data entry.
- Managers can enter data for their utility and also complete data entry.

### 2.2 Navigation

After logging into the portal, users will access **DPIE Water – Performance Reporting** by clicking on the tile button.



By the selection of **DPIE Water – Performance Reporting**, users will land on the home page.

The portal can be navigated using the options at the top of the screen. To report data select your current LWU on the **Home** page or go to the **Data Entry** page. To retrieve previously reported data go to the **Water Report** page. Note that all pages have a Help button on the top right of the screen

## 2.3 Home Page

This page shows LWU, the progress on indicator reporting and the report close date.

**DoI Water – LWU Performance Reporting** Help

**Home** | Data Entry | Urban Water Report | Reports | Administration

### Home

**Current Report**

Name	<b>2017-18</b>	<b>Report close is the 31/10/2018</b>
Number of Indicators	<b>294</b>	
Number of Utilites	<b>93</b>	

**Albury City Cou...**  
0 items entered from 471 report lines.

**Armidale Regio...**  
0 items entered from 442 report lines.

**Ballina Shire Co...**  
0 items entered from 531 report lines.

**Balranald**  
0 items ente report lines.

## 3 Data Entry

### 3.1 Utility asset checks

When the current report button is clicked for the first time, it will bring up the Utility Check page. Here a user will be asked to check and verify the treatment plants and associated system information assigned to a user's utility. If any details are incorrect please contact DPIE Water at [LWU.PerformanceReporting@dpi.nsw.gov.au](mailto:LWU.PerformanceReporting@dpi.nsw.gov.au) .

This check is only performed the first time a report is viewed, but will persist, and not allow reporting to commence, until one user from the LWU has verified the list. Plant related indicators set will not be generated for plants that are not present in the Utility asset check.

### 3.2 When to report No Data and Not Applicable

Each utility is presented with a list of indicators against which they need to report.

For each indicator you must supply one of three possible options:

1. a value,
2. "No Data" if the value for this indicator is not known,
3. "Not Applicable" if this indicator does not apply to your utility.

If there are indicators where no selection has been made, i.e. left as a blank value, the portal will not allow the report to be completed by the manager.

The table below provides some example to demonstrate where you would set a value to "No Data" or "Not Applicable".

Situation	Reported Value
The Hume Weir wastewater treatment plant is in working order, but no treated wastewater was discharged from the plant to land this year.	<b>ST42 = 0 ML</b>  The volume is known and can be reported.
A flow meter has been damaged on Hume Weir Wastewater Treatment Plant, resulting in an unknown volume of outflow from the plant. There is insufficient information to make a reasonable estimate of this outflow.	<b>ST41 = No Data.</b>  The outflow is not known and cannot be reported.
Hume Weir wastewater treatment plant does not have access to a coastline. It will never report wastewater disposals to sea or estuary.	<b>ST40 = Not Applicable</b>  Walgett Shire Council will never report this value.

### 3.3 Reporting data

On the Data Entry page, a drop down menu allows users to select the reporting year. Radio buttons can also be used to limit the view by selection of entered indicators, not entered indicators or both.

Below radio buttons, there are two tabs to select the main indicators categories "Water" and "Sewage" and display the relevant indicators for data entry. Please note that indicator groups related to water supply or sewerage for utilities that do not provide these services have been disabled and there will be only one tab appearing on the report.

There are three options for reporting data:

1. Enter data manually into the main reporting page (see 3.3.1)
2. Enter data manually filtered on a per plant basis or a sub-category basis (see 3.3.2)
3. Upload a formatted CSV file (see 3.3.3)

Data can be reported using any of these methods, or any combination of them, to suit individual workflows. This chapter shows how to report data using these three methods.

Data Entry / **Indicators**

**Selection**

Report: 2017-18 Your last day for reporting is the 31/10/2018 **Report By Plant**

Utility: Ballina Shire Council

Select:  Both  Entered  Not Entered

Download and upload a CSV file.

[Download CSV](#) [Upload CSV](#)

When you have finished data entry.

[Complete Data Entry](#)

Water Sewage

**Water**

<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Actions"/>										
Code	Indicator Type	Description	Units	Category	Sub Category	Plant	Previous Value	Value		Change History
WB1	Water Business	Permanent Population - WS	No.	Population	Population served				<a href="#">Edit</a>	1
WB2	Water Business	Peak population served - WS	No.	Population	Population served				<a href="#">Edit</a>	1
WB7	Water Business	Dams	No.	Infrastructure	Dams				<a href="#">Edit</a>	1
WB8	Water Business	Dam capacity	ML	Infrastructure	Dams				<a href="#">Edit</a>	1
WB9	Water Business	Service reservoirs	No.	Infrastructure	Service reservoirs				<a href="#">Edit</a>	1
WB10	Water Business	Service reservoir capacity	ML	Infrastructure	Service reservoirs				<a href="#">Edit</a>	1

### 3.3.1 Reporting data values manually

Data values can be entered manually for the current year using the edit function on the table shown on the Indicators page (Data Entry/agency/Indicators).

1. (Optional) Search for the indicator you wish to enter data for using the search bar or the Actions menu.

The screenshot shows the 'Data Entry / Indicators' page. At the top, there are navigation tabs: Home, Data Entry, Urban Water Report, Reports, and Administration. Below this, the page title is 'Data Entry / Indicators'. There is a 'Selection' section with a 'Report' dropdown set to '2017-18', a note 'Your last day for reporting is the 31/10/2018', and a 'Report By Plant' button. The 'Utility' is set to 'Ballina Shire Council'. There are 'Download CSV' and 'Upload CSV' buttons. Below this is a search bar with 'Water' entered. A table of indicators is displayed below the search bar. The table has columns: Code, Indicator Type, Description, Units, Sub Category, Plant, Previous Value, Value, and Change History. The 'Change History' column has a value of '1' for all rows. A callout box points to the search bar with the text 'Type a code, or description in the search bar to search all rows'. Another callout box points to the 'Actions' dropdown menu with the text 'Use 'Actions' to create complex filters'. The 'Actions' menu is open, showing options: Filter, Rows Per Page, Format, Save Report, Reset, and Help. The 'Change History' column is highlighted with a red box.

Type a code, or description in the search bar to search all rows

Use 'Actions' to create complex filters

Code	Indicator Type	Description	Units	Sub Category	Plant	Previous Value	Value	Change History
WB1	Water Business	Permanent Population - WS	No.	Population served				1
WB2	Water Business	Peak population served - WS	No.	Population served				1
WB7	Water Business	Dams	No.	Dams				1
WB8	Water Business	Dam capacity	ML	Infrastructure Dams				1
WB9	Water Business	Service reservoirs	No.	Infrastructure Service reservoirs				1
WB10	Water Business	Service reservoir capacity	ML	Infrastructure Service reservoirs				1

2. Within the Actions menu the Filter option creates complex filters. With this feature a filter can be applied that can be used to search for user specified text, with various operators (i.e. =, contains, <, etc). For example, the report can be filtered by an indicator group to only see those indicators.

NOTE: CSV files can also be filtered in Excel and rows re-organised to suit a utility's work flow. The CSV will upload even if rows are reorganised or removed. More details on reporting by CSV in section 3.3.3

Filter

Filter Type  Column  Row

Column Operator Expression

Description contains pH - Percent complying

Cancel Apply

3. Each Indicator can be edited by pressing the blue “Edit” link on the right hand side of the table. The change history for each item can also be viewed.

Q ▾ Search Actions ▾									
Code	Description	Units	Category	Sub Category	Plant	Previous Value	Value		Change History
WT1	Works parameters - Year commissioned - augmented	year	Works parameters	Works parameters	Albury			Edit	1
WT2	Works parameters - Design capacity	ML/d	Works parameters	Works parameters	Albury			Edit	1



4. In the **Edit Value** pop-up you can insert data for the reporting year. The value of each indicator may be zero. If the value is unknown or not measured select the **No Data** option. If your utility does not undertake this specific function/provide this specific service, select the **Not Applicable** option.

Indicator Reporting ✕

Indicator **WB9 - Service reservoirs-Number**

Instruction **Include clear water tanks at water treatment works.**

Definition **Distribution storage facilities used in the delivery of potable water to customers such as steel or concrete tanks used as daily balancing storages.**

Utility notes

**Report/Update Data**

2018  Value for 2017-2018 [View all](#)

Or  No Data  Not Applicable

Footnote

Enter the value for this Indicator

If the value is unknown, or not measured, select "No Data". If the value does not apply to your utility select "Not Applicable"

If available, the previous year's value for this code will appear here

5. Add Utility notes (optional) and footnote.

**Indicator Reporting**

Indicator **WB1 - Permanent Population - WS**

Instruction **Exclude population in non-serviced areas.**

Definition **Population supplied with water in June this reporting year.**

**Report/Update Data**

2018  No. [View all](#)

Or  No Data  
 Not Applicable

Footnote

DOI Comment

Where no data or not applicable is selected, state the reason in the footnote field.

These comments are not published, or visible to other agencies.

Review and update the Footnote comments to describe quantification method, uncertainty and assumptions.

The DPIE Water comments seeking clarification on indicator values are found here, if available.

6. Once all fields are entered correctly for an Indicator press save to confirm the entered value and any notes.

Indicator Reporting

Indicator **WB1 - Permanent Population - WS**

Instruction **Exclude population in non-serviced areas.**

Definition **Population supplied with water in June this reporting year.**

Report/Update Data

2018  No. [View all](#)

Or  No Data  
 Not Applicable

Footnote

DOI Comment

Press "Save" to submit data for this Indicator

Each indicator value has broad validation rules. These rules are designed to catch transcription errors, typos, and incorrect units. If a reported value violates these rules you will see a warning after you press "Save".

Values that raise a warning can still be submitted, and will be accepted by the portal. However an explanatory comment must be provided, please use this to explain any significant changes in the reported value.

Volume (ML) **312.7**

Previous Volume (ML) **31272**

**Warning, value is greater than +-60% from the previous year, is this correct?**

7. Once all available data has been entered the report can be finalised by clicking the **Complete Data Entry** button.

The screenshot shows a web interface for report selection. On the left, under the heading "Selection", there are three rows of controls: "Report" with a dropdown menu set to "2017-2018" and a green link "Your last day for report"; "Utility" with a dropdown menu set to "Albury City Council"; and "Select" with three radio buttons: "Both" (selected), "Entered", and "Not Entered". On the right side, there are two sections. The top section is titled "Download and upload a CSV file." and contains two blue buttons: "Download CSV" and "Upload CSV". The bottom section contains the text "When you have finished data entry." followed by a blue button labeled "Complete Data Entry". A blue callout box with a white background and a blue border contains the text "To finalise the report click the Complete Data Entry button". A blue arrow points from this callout box to the "Complete Data Entry" button. The "Complete Data Entry" button is also enclosed in a red rectangular box.

Only a manager can complete reporting. When the **Complete Data Entry** button is pressed a confirmation screen will be displayed.

When the **Confirm Complete** button is pressed a pop-up confirmation will be displayed advising that all indicators for which data has not been entered will be set to "No Data".

To check/filter for not entered indicators (i.e. neither a value, nor "No Data" or "Not Applicable" has been entered), please select the "Not Entered" radio button on the top of the Data Entry page and select the "Water" and/or "Sewage" tab to display the not entered indicators in the two categories.

### 3.3.2 Reporting data by plant

When reporting data value manually, there is an option to view Indicators by plant. This allows data to be entered on a plant by plant basis. (CSV files can also be filtered by plant).

1. To access the reporting by plant option click on the “Report by Plant” link on the right hand side of the data reporting page.

The screenshot shows the 'Data Entry / Indicators' page. A callout box with a blue border and white background contains the text: 'To report by plant click on the “Report by Plant” link'. A red box highlights the 'Report By Plant' link in the 'Derived Indicators' section. Below this, there are buttons for 'Download CSV' and 'Upload CSV', and a section for 'Complete Data Entry'. The main content area is divided into 'Water' and 'Sewage' tabs, with 'Water' selected. Below the tabs is a table of indicators.

Code	Indicator Type	Description	Units	Category	Sub Category	Plant	Previous Value	Value	Change History
WB1	Water Business	Permanent Population - WS	No.	Population	Population served				Edit 1
WB2	Water Business	Peak population served - WS	No.	Population	Population served				Edit 1
WB7	Water Business	Dams	No.	Infrastructure	Dams				Edit 1
WB8	Water Business	Dam capacity	ML	Infrastructure	Dams				Edit 1

2. Clicking the link will take you to a new page listing all the available plants.

Data Entry / Plant

Data Entry

Report 2017-2018 Your last day for reporting is the Report By Indicator

Utility Albury City Council

Download CSV Upload CSV

Utility Indicators

**Albury City Council**  
4 of 451 report lines entered.

Plant Indicators

<b>Albury</b> 0 of 36 report lines entered.	<b>Albury (Kremur St)</b> 0 of 68 report lines entered.	<b>Albury (Waterview)</b> 0 of 68 report lines entered.
<b>Hume Weir</b> 0 of 68 report lines entered.	<b>Lara Lakes</b> 0 of 68 report lines entered.	

Each tile button shows the name of a plant and how many Indicators need to be reported for the plant

Utility level Indicators can also be viewed from this page

3. Clicking on one of the tile buttons shows a reporting page for all the Indicators that relate to the selected plant. Data can be entered in the same way as described in 3.3.1.

Data Entry / Plant / Plant Indicators

Indicators

Report 2017-2018

Utility Carrathool Shire Council

Plant Goolgowi/Merriwagga Type Water Treatment

The plant that relates to these Indicators

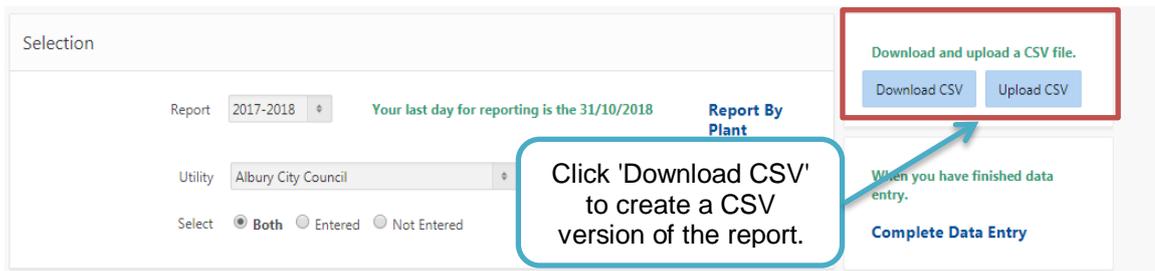
Data can be entered by pressing "Edit"

Inflows		Outflows	
Code	Description	Previous Value	Change History
WT1	Works parameters - Year commissioned - augmented		Edit 1
WT2	Works parameters - Design capacity		Edit 1
WT3	Works parameters - Type of works		Edit 1

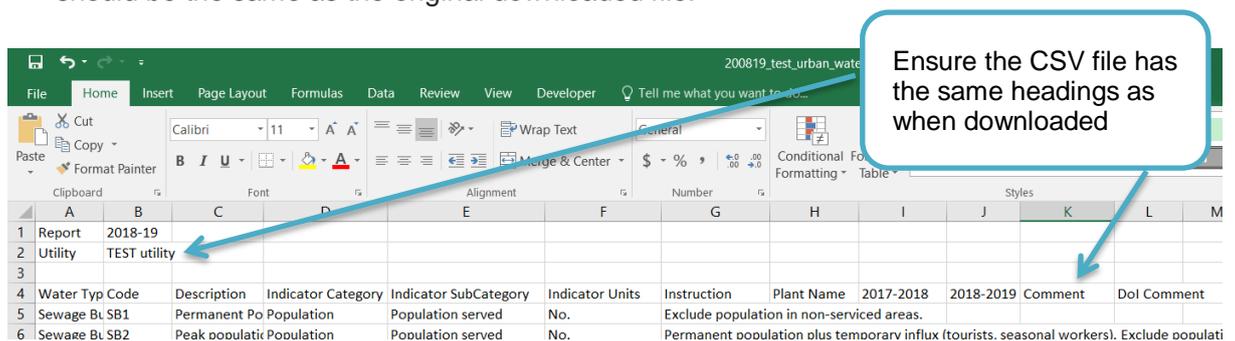
### 3.3.3 Reporting data by CSV file

A blank template CSV file can be downloaded for each LWU, filled and uploaded to facilitate bulk data entry. The download and upload buttons are located on the main data entry page.

1. To download Indicator information in a CSV file, select the reporting year and utility then click **Download CSV**. The CSV file download will be managed by your browser.



2. Add your data to the CSV by editing the appropriate columns. For the 2018-19 reporting year the values should be entered in the column called **2018-2019 (Data Entry)**. Comments must be added where “No Data” or “Not Applicable” is reported, otherwise these entries will be flagged as an error and upload will be rejected for those entries. Remember to save your edits as a CSV file; **you cannot upload an Excel workbook**.
3. To upload your saved CSV ensure upload file has correct data headings. These should be the same as the original downloaded file.



4. To submit your data click **Upload CSV** on the main data entry page.

## **THINGS TO REMEMBER WHEN WORKING WITH THE CSV FILE**

The CSV file can be uploaded anytime, even partially completed. The values (blanks, actual value, *ND* or *No Data* for No Data, *Not Applicable* or *NAP* for Not Applicable) will be submitted as changes. (Values edited to “Blanks” will be considered as a CHANGE, and will prompt a warning – see section 3.3.3.5 below). **Existing values in portal will be overridden by blanks; i.e. will not remain as submitted in previous CSV uploads: multiple partial uploads are allowed.**

If a value needs to be edited again after upload, edit the CSV and upload it again or edit the value directly in the web portal.

**- Please note that if you make edits directly in the portal but not the CSV file, any subsequent upload will override your edits in the portal (unless you make the same edit in the CSV file). A good way to manage this is to download a new CSV file each time you are about to make new edits to make sure the CSV file is up to date with data in the portal.**

Please make sure one of the following methods are being followed to ensure that data is not lost due to multiple CSV uploads:

- a. The users can share the same CSV file and a single upload is done after all the data has been entered by different users - for example, user1 enters the CSV file with the values for certain set of indicators and then passes on the CSV file to user2 to enter the values for other indicators. After the data entry is complete, the CSV file is uploaded only once into the portal.
- b. The users can share the same CSV file and multiple uploads are done by different users - for example, user1 enters with the values for certain set of indicators in the CSV file and uploads this file to the portal. Then they can pass the same CSV file to user2 to enter the values for other indicators (Caution: user2 should ensure that they are not changing any value for an indicator to a blank that has been entered by user1). After the data entry is complete, the CSV file is uploaded into the portal.
- c. The users have separate copies of CSV files and delete the rows with indicators that they are not going to enter/update values for and multiple uploads are done by different users - for example, if user1 is entering data for all WB indicators, they should delete all the indicators that have codes starting with WT, SB and ST. And similarly, if user2 is entering all sewage relevant indicators, they should delete all the indicators that have codes WB and WT from their copy of CSV file. In this case, user1 can upload their copy of CSV with only WB indicators into the portal and user2 can do a subsequent upload of their copy of file with only SB and ST indicators (Caution: user2 should ensure they have deleted all the other indicators that they have not worked on). Please find below scenario based example that provide further explanation.

### Examples/scenarios for using the CSV file

CSV file as downloaded from portal		
INDICATOR	VALUE	
WB1		
WB2		
WB3		
SB1		
SB2		

Scenario: The downloaded file is used separately by 2 users to populate the different set of indicators		
CSV file upload1 by user1 (only for Water)		
INDICATOR	VALUE	
WB1	1	
WB2		
WB3	2	
SB1		
SB2		
CSV file upload1 by user2 (only for Sewage)		
INDICATOR	VALUE	
WB1		
WB2		
WB3		
SB1	3	
SB2	4	
OUTCOME: The portal deletes the values for WB1 and WB2 (blanks from 2nd upload considered as EDITED value)		
INDICATOR	VALUE	
WB1		<i>the value from upload1 is deleted</i>
WB2		
WB3		<i>the value from upload1 is deleted</i>
SB1	3	
SB2	4	

**Solution/Workaround:**

Any subsequent user uploads a modified CSV file that only contains the indicators row that the user wants to edit; the other indicator rows need to be deleted before uploading. Previously provided values will not be edited if the subsequent CSV file does not include these indicator rows (see scenario below).

Alternatively, the reporting manager could provide CSV files to users to populate and upload that only include the indicator rows relevant to this user.

<b>Solution:</b> The downloaded file is used separately by 2 users to populate different sets of indicators		
CSV file upload1 by user1 (only for Water)		
INDICATOR	VALUE	
WB1	1	
WB2		
WB3	2	
SB1		
SB2		
CSV file upload1 by user2 (only for Sewage) – user 2 deletes the WB1 to WB3 rows before uploading		
INDICATOR	VALUE	
WB1		<i>Please delete this row from the CSV before uploading</i>
WB2		<i>Please delete this row from the CSV before uploading</i>
WB3		<i>Please delete this row from the CSV before uploading</i>
SB1	3	
SB2	4	
OUTCOME: In the portal the only values that are edited are the values for indicators that are represented as a row in the CSV file.		
INDICATOR	VALUE	
WB1	1	
WB2		
WB3	2	
SB1	3	
SB2	4	

- From the Upload CSV window, click **Browse** to locate your saved file then click **Upload CSV**.

Click 'Upload CSV' to submit data.

Download and Upload a CSV file  
Download CSV Upload CSV

When you have finished data entry.  
Complete Data Entry

Water

Code	Indicator Type	Description	Units	Category	Sub Category	Plant	Previous Value	Value	Change History
WB1	Water Business	Permanent Population - WS	No.	Population	Population served				Edit 1
WB2	Water Business	Peak population served - WS	No.	Population	Population served				Edit 1
WB7	Water Business	Dams	No.	Infrastructure	Dams				Edit 1
WB8	Water Business	Dam capacity	ML	Infrastructure	Dams				Edit 1
WB9	Water Business	Service reservoirs	No.	Infrastructure	Service reservoirs				Edit 1
WB10	Water Business	Service reservoir capacity	ML	Infrastructure	Service reservoirs				Edit 1
WB11	Water Business	Weirs	No.	Infrastructure	Weirs				Edit 1
WB12	Water Business	Weir capacity	ML	Infrastructure	Weirs				Edit 1
WB13	Water Business	Bores	No.	Infrastructure	Bores				Edit 1
WB14	Water Business	Bore capacity	ML/d	Infrastructure	Bores				Edit 1
WB15	Water Business	Pumping Stations - Water Supply	No.	Infrastructure	Pumping stations - potable and nonpotable				Edit 1
WB16	Water Business	Pumping Stations - capacity - WS	ML/d	Infrastructure	Pumping stations - potable and nonpotable				Edit 1
WB17	Water Business	Water Treatment Works (Providing Full Treatment)	No.	Infrastructure	Treatment works				Edit 1
WB18	Water Business	Water treatment works capacity	ML/d	Infrastructure	Treatment works				Edit 1

Home Data Entry Urban Water Report Reports Administration

Data Entry / Upload CSV

Upload CSV

Report Test Report

Report Year 2017-2018

Utility Albury City Council

Upload CSV

Browse...

Click 'Upload CSV' to upload a CSV formatted file

Search for a CSV file to upload by clicking 'Browse'. Once selected the file name will appear.

The image shows a web application interface for uploading a CSV file. At the top is a navigation bar with 'Home', 'Data Entry', 'Urban Water Report', 'Reports', and 'Administration'. Below this is a breadcrumb trail 'Data Entry / Upload CSV'. The main content area is titled 'Upload CSV' and contains a form with three fields: 'Report' (Test Report), 'Report Year' (2017-2018), and 'Utility' (Albury City Council). Below the form is a file upload area with a text input field and a 'Browse...' button. At the bottom of the form is an 'Upload CSV' button. Three callout boxes provide instructions: one points to the 'Upload CSV' button, another points to the 'Browse...' button, and a third points to the text input field.

- Once a file is uploaded the Review CSV page is shown. Correctly entered new data is indicated in green text. Errors are indicated in red text with a ✖ symbol. You may also see some values in yellow; these values are valid but have failed the validation tests for this Indicator.

Blanks in the csv which result in over-writing an existing value will appear here as an warning). **Note: review results can be filtered for "errored" and "warning" to check no data is being over-written.**

Current Value	New Value	Comment	DOI Comment	Indicator Comment	Status
123			Test		✓ Warning You have removed an entered value

Take note of information in the 'Status' column, as this will provide some explanation for errors and warnings. If needed re-edit your CSV file and upload again. You can get back to the upload using the back button on your browser.

Displayed data can be filtered by error, unchanged fields or by correctly entered data

Submit CSV

Report: 2017  
 Report Year: 2016-2017  
 Utility: w00002 - Icon Water Limited  
 Filename: urban\_water.csv

Select:

- All
- Errored
- No Change
- Successful

Errors are indicated in red text and ✖ symbol in 'Status' column

Water Type	Code	Description	Plant	Transfer Party	Water Body	Water scheme	Previous Value	Value	Quantification Method	Uncertainty	Assumptions	Status
Wastewater	U20.1	Volume of wastewater received from other service providers or operational areas within the urban wastewater system (excluding to a bulk wastewater treatment system), for each transfer party and wastewater treatment plant	Fyshwick sewage treatment plant	Queanbeyan City Council			27	hdls				✖ Value should be a number or 'Not Available'
Wastewater	U21.1	Volume of wastewater exported to other service providers or operational areas within the urban wastewater system, for each transfer party and wastewater treatment plant	Fyshwick sewage treatment plant	Queanbeyan City Council								No Change
Wastewater	U22.3	Volume of wastewater, excluding trade waste, collected					34796	sf				✖ Value should be a number or 'Not Available'
Wastewater	U23.1	Volume of wastewater inflow to wastewater treatment plants (excluding to bulk wastewater treatment plants). For each wastewater treatment plant	Fyshwick sewage treatment plant				1629		Derived from measured data. Estimated uncertainty +/- 20%.	Inflow wastewater volumes measured after any stormwater ingress/egress. Magnitude of stormwater ingress/egress on wastewater volumes was not quantified.		✓
Wastewater	U23.1	Volume of wastewater inflow to wastewater treatment plants (excluding to bulk wastewater treatment plants). For each wastewater treatment plant	Lower Molonglo Water Quality Control Centre				33144		Derived from measured data. Estimated uncertainty +/- 20%.	Inflow wastewater volumes measured after any stormwater ingress/egress. Magnitude of stormwater ingress/egress on wastewater volumes was not quantified.		✓

Correctly entered data are indicated by green text and ✓ in 'Status' column

- To submit the changes click the 'Submit CSV' button on the top right. Data that is flagged as an error, in red, will not be uploaded to the database, however all other changes will be, including yellow warnings. **You can submit your data even if there are some red errors shown, these values for those indicators will be ignored; i.e. not entered into the portal.**

Submission is confirmed when  is displayed.

Data Entry / Upload CSV / Review CSV

Review CSV

Report: 2017  
 Report Year: 2016-2017  
 Utility: w00002 - Iron Water Limited  
 Filename: urban\_water.csv  
 Select:  All  
 Errored  
 No Change  
 Successful

Click 'Submit CSV' to upload changes to the database

Water Type	Code	Description	Plant	Transfer Party	Water Body	Water scheme	Previous Value	Value	Quantification Method	Uncertainty	Assumptions	Status
Wastewater	U20.1	Volume of wastewater received from other service providers or operational areas within the urban wastewater system (excluding to a bulk wastewater treatment system), for each transfer party and wastewater treatment plant	Fyshwick sewage treatment plant	Queanbeyan City Council			27	39				✓
Wastewater	U21.1	Volume of wastewater reported to other service providers or operational areas within the urban wastewater system, for each transfer party and wastewater treatment plant	Fyshwick sewage treatment plant	Queanbeyan City Council								No Change
Wastewater	U22.3	Volume of wastewater, excluding trade waste, collected					34796	29456				✓
Wastewater	U23.1	Volume of wastewater inflow to wastewater treatment plants (excluding to bulk wastewater treatment plants), for each wastewater treatment plant	Fyshwick sewage treatment plant				1620		Derived from measured data. Estimated uncertainty +/- 20%.	Inflow wastewater volumes measured after any stormwater ingress/egress. Magnitude of stormwater ingress/egress on wastewater volumes was not quantified.		✓
Wastewater	U23.1	Volume of wastewater inflow to wastewater treatment plants (excluding to bulk wastewater treatment plants), for each wastewater treatment plant	Lower Mookinglo Water Quality Control Centre				33144		Derived from measured data. Estimated uncertainty +/- 20%.	Inflow wastewater volumes measured after any stormwater ingress/egress. Magnitude of stormwater ingress/egress on wastewater volumes was not quantified.		✓

Submit CSV

## 4 Water Reports

### 4.1 Constructing a data report

A data report can be downloaded for nominated agencies and report year/s using the Water Report page. To create a data report:

1. Select relevant years, utilities and Indicators for the report. Items on the left hand side are available for selection; items on the right hand side will be included in the generated report.
2. Add or remove items by selecting them and pressing the '>' or '<' buttons respectively. To add or remove all items use the '>>' or '<<' buttons.
3. Derived indicators can also be added to the report and will be listed in the indicator list

The screenshot shows a web browser window with the URL <https://water.bom.gov.au/urbanwater/private/f?p=170:24:12283249653489::NO::>. The page title is "Dol Water – LWU Performance Reporting" and the user is logged in as "vjekoslav.matic@bom.gov.au". The navigation menu includes "Home", "Data Entry", "Urban Water Report", "Reports", and "Administration".

The main content area is titled "Urban Water Report" and contains three sections: "Report", "Utility", and "Indicators". Each section has a list of items and a set of navigation buttons (back, forward, search, etc.).

Two callout boxes provide instructions:

- A callout box on the left points to the "Report" list, stating: "Available reports (by year) will be listed here".
- A callout box on the right points to the right arrow button in the "Report" section, stating: "Add year to report by clicking the > button".

At the bottom of the form, there are two buttons: "Run Report" and "Download CSV".

Urban Water

apex-app-dev1.bom.gov.au:8443/a2piuat/f?p=170:24:1083996034

DOI - Performance Reporting Help vjekoslav.matic@bom.gov.au

Home Data Entry **Urban Water Report** Reports Administration

## Urban Water Report

**Urban Water Report**

Report: Test Report

Utility: Albury City Council, Armidale Regional Council, Ballina Shire Council, Balranald Shire Council, Bathurst Regional Council, Bega Valley Shire Council, Bellingen Shire Council, Berrigan Shire Council

Indicators: WB1 Permanent Population - WS, SB1 Permanent Population - Sge, WT1 Year WTW commissioned - augmented, ST1 Year STW built - augmented, WB2 Peak population served - WS, WT2 Design capacity - WTW, SB2 Peak population served - Sge, ST2 Type of works - STW

[Run Report](#) [Download CSV](#)

Report: 2017, 2014 / 2015

Utility: Icon Water Limited, Water NSW, Sydney Water Corporation, Gold Coast City Council, Logan City Council, Seqwater, City West Water Limited, Melbourne Water Corporation, South East Water Limited

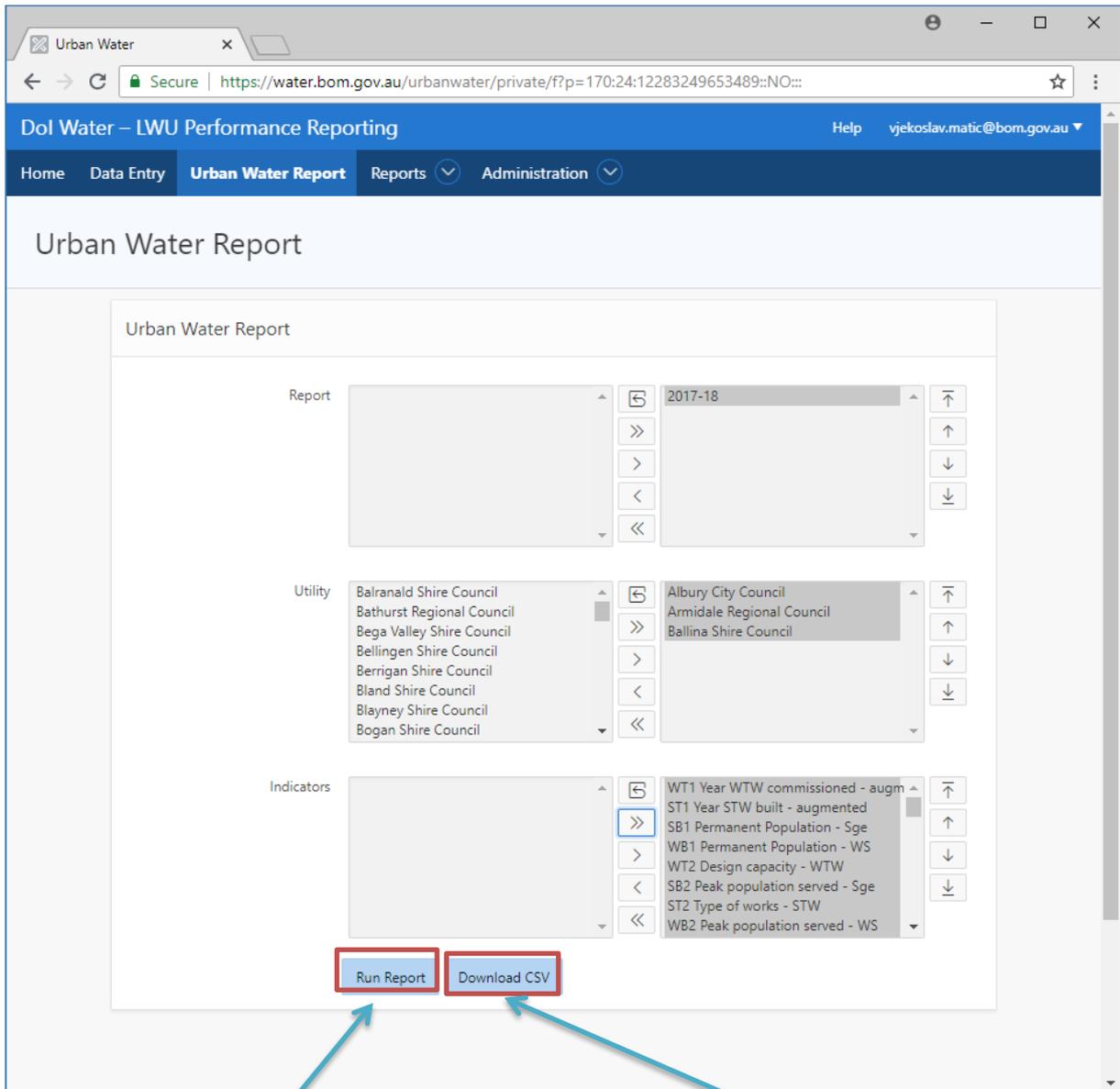
Indicators: U1.1 Volume of surface water sourced from regulated sources, for each surface w, U1.2 Volume of surface water sourced from unregulated sources, for each surface, U2.1 Volume of groundwater sourced from regulated sources, for each groundwa, U2.2 Volume of groundwater sourced from unregulated sources, for each ground, U3.1 Volume of water sourced from desalination of marine waters, for each desali, U4.1 Volume of water, excluding recycled water, received from other service provi, U6.1 Volume of water returned to surface water from the urban water supply syst, U8.1 Volume of water, excluding recycled water, exported to other service provide, U10 Volume of notable water produced for supply into the urban water supply net

[Run Report](#) [Download CSV](#)

- The data report can be displayed on screen by clicking 'Run Report' and/or exported as a csv file.

The example below show the report generated for Albury City Council, Armidale Regional Council and Ballina Shire Council, for all indicators.

By pressing “Run Report” data for the selected items will appear at the bottom of the screen. Alternatively, the report can be exported as a downloadable csv file.



Click 'Run Report' to display report on screen

Click 'Download CSV' to export report into a CSV file