



# **KYOGLE COUNCIL**

## **TECHNICAL SERVICES COMMITTEE MEETING**

**TO BE HELD AT KYOGLE COUNCIL CHAMBERS, STRATHEDEN  
STREET, KYOGLE**

ON MONDAY 12 DECEMBER 2011

Commencing at 1.30 p.m.

**GENERAL MANAGER: ARTHUR PIGGOTT**

Dear Councillor,

In accordance with the provisions of the Local Government (Meetings) Regulation 1993, you are hereby notified of the following Technical Services Committee Meeting to be held at the Kyogle Council Chambers, on Monday 12 December 2011 at 1:30p.m.

DECLARATION OF PECUNIARY INTEREST

Councillors and Senior Staff are reminded to consider whether a Pecuniary Interest exists in any matter on the Agenda for this Meeting or raised during the course of the Meeting. The term "Pecuniary Interest" should be extended to include possible "conflicts of interest" and immediately declared prior to discussion of the Agenda item. Where a direct or indirect pecuniary interest exists, the member must refrain from commenting on or voting on the subject matter and must leave the Chamber.

BUSINESS

- |        |                                   |
|--------|-----------------------------------|
| Item 1 | Apologies                         |
| Item 2 | Opening Prayer                    |
| Item 3 | Traditional Lands Acknowledgement |
| Item 4 | Declaration of Interests          |
| Item 5 | Reports                           |

ARTHUR PIGGOTT  
GENERAL MANAGER

## COUNCIL PRAYER

"Almighty God, Ruler of all the Nations, we ask for your blessing upon this Meeting of Council.

Give us your wisdom to work in harmony and direct and prosper all that we do to the advancement of your glory and the true welfare of the People of the Council Area.

AMEN

-----

Adopted by Council on October 21, 1991.  
Resolution 91 /G 1159

Note: Council Policy is for the Mayor or Chairperson to lead the Meeting in the Prayer at the start of the first Meeting of the day.

**Council acknowledges that this meeting is being held on the Traditional Lands of the Bundjalung people and we acknowledge Elders, both past and present.**

Adopted by Council on 11 December 2006.  
Resolution 111206/21

-----

### DISCLAIMER

The advice or information contained within the Minutes enclosed with this Business Paper is given by the Council without liability or responsibility for its accuracy. Reliance cannot be placed on this advice or information until the Minutes have been duly accepted as an accurate record and confirmed by Resolution of Council.

ARTHUR PIGGOTT  
GENERAL MANAGER.

# **TECHNICAL SERVICES COMMITTEE MEETING**

**Monday 12 December 2011**

## **INDEX**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
<b>ITEM 1</b>	<b>APOLOGIES</b>	<b>1</b>
<b>ITEM 2</b>	<b>OPENING PRAYER</b>	<b>1</b>
<b>ITEM 3</b>	<b>TRADITIONAL LANDS ACKNOWLEDGEMENT</b>	<b>1</b>
<b>ITEM 4</b>	<b>DECLARATION OF INTERESTS</b>	<b>1</b>
<b>ITEM 5</b>	<b>REPORTS</b>	<b>1</b>
<b>Item-5.1</b>	<b>WORKS PROGRAM REPORT</b>	<b>1</b>
<b>Item-5.2</b>	<b>QUARRIES REPORT</b>	<b>5</b>
<b>Item-5.3</b>	<b>DRAFT DRINKING WATER QUALITY POLICY</b>	<b>7</b>

**ITEM 1 APOLOGIES**

**ITEM 2 OPENING PRAYER**

**ITEM 3 TRADITIONAL LANDS ACKNOWLEDGEMENT**

**ITEM 4 DECLARATION OF INTERESTS**

**ITEM 5 REPORTS**

**Item-5.1 WORKS PROGRAM REPORT**

---

**Summary/Purpose**

This report presents an update to the Committee on progress of the works program on Local, Regional and State roads to December 7, 2011.

**Community Strategic Plan Item(s)**

- Roads and Infrastructure

**Report**

Rural and Urban Roads

During the past month maintenance grading and flood damage restoration has been carried out on Theresa Creek Road, Simpkins Creek Road, Bingeebebra Road, Pines Road, Gooleys Road, Masterson Lane, Mockharra Lane, Gradys Creek Road, Main Creek Road and will continue in the Back Creek, Gradys Creek and Tabulam areas during December.

A corrugated steel culvert on Knights Road approximately 2.4km from Ettrick which had collapsed due to corrosion of the steel has been replaced with a concrete pipe culvert and a concrete causeway on Knights Road 4km from Ettrick has been reconstructed. Repairs to timber bridges on Gradys Creek Road are continuing.

The rural road bitumen resurfacing program has been undertaken during the month with resealing completed on sections of Sextonville Road, Wiangaree Back Road, Duck Creek Road and Lions Road. Asphalt resheeting on Anzac Drive between Norton and Larkin Streets has also been completed. Linemarking on the resurfaced sections of

Anzac Drive including the section from Summerland Way to Ettrick Street is scheduled to be carried out during December.

The Kyogle Main Street footpath replacement is continuing with the eastern side of Summerland Way between Stratheden Street and Wyangarie Street to be completed in December and the remaining works on the western side and at the Wyangarie Street intersection to be completed early in the new year.

#### Regional and State Roads.

Replacement of the Boomi Creek Bridge on Clarence Way is completed and work is continuing on the rehabilitation of the Clarence Way on both approaches to the bridge. These works are scheduled to be sealed in mid December.

A section of Clarence Way at the northern side of the Yabbra Forest has been resealed.

Work on State roads has been limited to routine maintenance including bitumen patching, slashing of shoulders, weed poisoning and removal of silt from table drains.

#### Action Requests

A total of 72 action requests were received between November 1 and November 30, 2011 summarised as follows:

Requests for attention to unsealed roads;

Thompsons Road, Trentys Lane, Old Tweed Road, Hetherington Road, Bottrell Road, Hillyard Road, Newtons Road, Smiths Creek Road, Faraway Road, Yongurra Road, Pines Road, Apple Gum Road, Gooleys Road, Aspreys Road, Old Cob O Corn Road, Boorabee Creek Road, Sextonville Road, Clarence Way, Bolan Road, Old Lawrence Road, Old Tweed Road, Simpkins Creek Road, Lamberton Lane, Ryans Creek Road, Whites Road, McClelland Road, Hootens Road, Main Creek Road.

Requests for attention to sealed roads;

Findon Creek Road, Summerland Way, Afterlee Road, Kyogle Road, Sextonville Road, Wiangaree Back Road, Duck Creek Road, Clarence Way, Gradys Creek Road.

Requests for attention to bridges, culverts and causeways;

Knights Road, Mahoneys Lane.

Requests for attention to urban streets, drainage and footpaths;

Colin Street, Mountain View Place, Irwin Street, Anderson Street, George Street, Richmond Lane, Dalmorton Street, Dyraaba Street, Worendo Street.

Requests for attention to signs;

Kyogle Road, Grass Tree Road, Moore Street, Norledge Street, Bentley Road.

Requests for attention to trees, vegetation;

Merrigan Street, Summerland Way, Bruxner Highway, Rous Street, Glennie Street, Ettrick Street, Afterlee Road.

#### **Budget and Financial Aspects**

An update report on the financial performance of major works for the month of November is included in the attachments.

**Recommendation**

That the Works Program report be received and noted

**Attachments**

1. Financial performance summary.

<b>FINANCIAL PERFORMANCE MAJOR WORKS (RTA AND COUNCIL)</b>					
<b>To November 30, 2011</b>					
	BUDGET	EXPENDITURE	%		
<b>RTA WORKS</b>	YEAR TO DATE			COMPLETE	COMMENTS
FLOOD RESTORATION ROADS DEC 2010	211,350	241,920	100		Approval of additional costs submitted
MR 361 - REHAB SMITHS PIT NORTH STAGE	229,235	7,445	25		In progress
MR 361 - REHAB SMITHS PIT SOUTH	163,236	129,347	25		In progress
MR 361 - REHAB BOOMI CREEK APPROACHE	254,000	8,028	5		In progress
MR544 - REHAB BENTLEY ROAD	470,000	0	0		Programmed for March 2012
BRIDGE REPLACEMENT - BOOMI CREEK	572,820	238,741	95		Bridge completed. Approaches in progress
	<b>1,900,641</b>	<b>625,481</b>			
<b>COUNCIL WORKS</b>					
MAIN STREET WORKS - RLCIP	649,402	328,240	60		In progress - Completion expected February 2012
FLOOD RESTORATION ROADS DEC 2010	1,385,665	595,913	30		In progress - included in maintenance program
REHAB DUCK CK ROAD	85,455	2,830	0		Programmed for Dec 2011 /Feb 2012
RESHEETING EAST / WEST CONNECTION	150,000	0	0		subject to negotiation with State Forests
RESHEETING HILLYARDS ROAD	50,000	1,264	0		In progress
TERRACE ROAD BRIDGE 124 - 98	256,600	209,389	95		Bridge completed. Approaches to be finalised
MONTGOMERYS BRIDGE 73 - 4457	77,767	0	0		Balance of funding to be used to upgrade abutments
HILLYARDS ROAD - BRIDGE 14 - 712	85,480	79,344	98		Completed - Awaiting final costs
GRADYS CREEK BRIDGE 59-1056	100,000	0	0		
GRADYS CREEK BRIDGE 59-13985	100,000	0	0		
LIONS ROAD - REPLACE HELCORE CULV	120,000	10,169	1		
NEEDHAMS ROAD BRIDGE 50-9824	150,000	1,980	0		Programmed for Feb / March 2012
GHINI GHI ROAD BRIDGE 57-7819	225,000	10,785	0		Programmed for March / April 2012
TUNGLBUNG CREEK BRIDGE 131-6437	70,000	0	0		To be replacd with culvert
REHAB SANDILANDS STREET MALLANGANE	95,000	0	0		Programmed for April 2012
REHAB TABULAM ROAD	200,000	0	0		Programmed for May 2012
REHAB WIANGAREE BACK ROAD	150,000	0	0		Programmed for February 2012
KYOGL FLOOD MITIGATION WORKS	330,505	800	10		Consultants fees, valuations etc.
	<b>4,280,874</b>	<b>1,240,714</b>			
	<b>6,181,515</b>	<b>1,866,195</b>			
<b>NB: PROJECTS INCLUDED WHERE TOTAL PROJECT VALUE EXCEEDS \$50,000.</b>					



## Item-5.2 QUARRIES REPORT

---

### Summary/Purpose

This report is to advise the Committee of quarry operations and budget to December 5, 2011.

### Community Strategic Plan Item(s)

- Roads and Infrastructure

### Report

Material from Millers Quarry is being utilised for road maintenance and flood damage restoration works, and gravel stockpiled last month at Lloyds Pit is being used on maintenance works in the Gradys Creek area.

### Budget & Financial Aspects

The following is a summary of the quarries budget for 2011/12 at December 5, 2011:

QUARRY	Budget Annual	Budget YTD	YTD 5/12/11	Comments
<u>MEDHURSTS</u>				No usage to date. Maintenance work being carried out in areas where it is more economical to purchase gravel from other sources
SALES	56,000	23,520	0	
COST OF SALES	42,000	17,640	0	
NET PROFIT / (LOSS)	14,000	5,880	0	
<u>GRIFFITHS</u>				No maintenance gravelling carried out in area served by this pit to date
SALES	60,000	25,200	0	
COST OF SALES	45,000	18,900	0	
NET PROFIT / (LOSS)	15,000	6,300	0	
<u>MILLERS</u>				Maintenance activity in the area served by this pit
SALES	155,000	65,100	135,580	
COST OF SALES	133,610	56,116	116,870	
NET PROFIT / (LOSS)	21,390	8,984	18,710	
<u>LLOYDS</u>				Some stockpiled material used. Costs not yet finalised.
SALES	40,000	16,800	0	
COST OF SALES	34,400	14,448	0	
NET PROFIT / (LOSS)	5,600	2,352	0	

QUARRY	Budget Annual	Budget YTD	YTD 5/12/11	Comments
<b><u>SUMMARY</u></b>				
SALES	311,000	130,620	135,580	
COST OF SALES	255,010	107,104	116,870	
<b>NET PROFIT / (LOSS)</b>	<b>55,990</b>	<b>23,516</b>	<b>18,710</b>	

### **Recommendation**

That the quarries report be received and noted.

## Item-5.3 DRAFT DRINKING WATER QUALITY POLICY

---

### Summary/Purpose

This report is to provide the Committee with information relating to the consideration of a Drinking Water Quality Policy for Council.

### Community Strategic Plan Item(s)

- Waste & Water

### Background Information

For compliance with statutory provisions and recognized industry practice there is a need for Council to establish an effective system for drinking water quality management.

Further to this the development of a drinking water quality policy is an important step in formalising the level of service to which Kyogle Council is committed. It will increase the focus on water quality management throughout the organisation and define the Council's commitments and priorities relating to drinking water quality.

The policy forms the basis for development of more detailed management systems and implementation strategies to support the effective management of drinking water quality (e.g. appropriate staffing, training of employees, provision of adequate financial resources, active participation and reporting protocols).

This report presents some additional information and a draft policy for Council's consideration.

### Report

The main objective in relation to the management of drinking water is to prepare a Drinking Water Quality Management Plan that meets the requirements of the Australian Drinking Water Guidelines (2004), and to implement this plan to ensure the quality of water supplied to customers of Kyogle Council, and to provide support for the principles and philosophies associated with best practice water quality management.

#### *Australian Drinking Water Guidelines*

The NSW Government has approved the ADWG 2004 (Guidelines) for implementation as a model of best practice in New South Wales. The Guidelines are a joint publication of the National Health and Medical Research Council (NHMRC) and the National Resource Management Ministerial Council (NRMMC).

The Guidelines define the quality of water suitable for human consumption, and provide advice on protecting water supplies. The Guidelines provide a solid foundation for assessing water quality by specifying health-based and aesthetic criteria as well as describing the philosophy of a multiple barrier approach from catchment to tap to ensure

the safety of the water. This is embodied in the Guidelines as the “Framework for Management of Drinking Water Quality”.

The Guidelines are directed by six fundamental principles vital to ensuring safe drinking water quality:

*The greatest risks to consumers of drinking water are pathogenic microorganisms. Protection of water sources and treatment are of paramount importance and must never be compromised*

*The drinking water system must have, and continuously maintain, robust multiple barriers appropriate to the level of potential contamination facing the raw water supply*

*Any sudden or extreme change in water quality, flow or environmental conditions (e.g. extreme rainfall or flooding) should arouse suspicion that drinking water might become contaminated*

*System operators must be able to respond quickly and effectively to adverse monitoring signals*

*System operators must maintain a personal sense of responsibility and dedication to providing consumers with safe water, and should never ignore a customer complaint about water quality*

*Ensuring drinking water safety and quality requires the application of a considered risk management approach.*

The Framework for Management of Drinking Water Quality is a preventive approach to assuring water quality. The Framework addresses four general areas describing good management of a water supply system:

*Commitment to drinking water quality management*

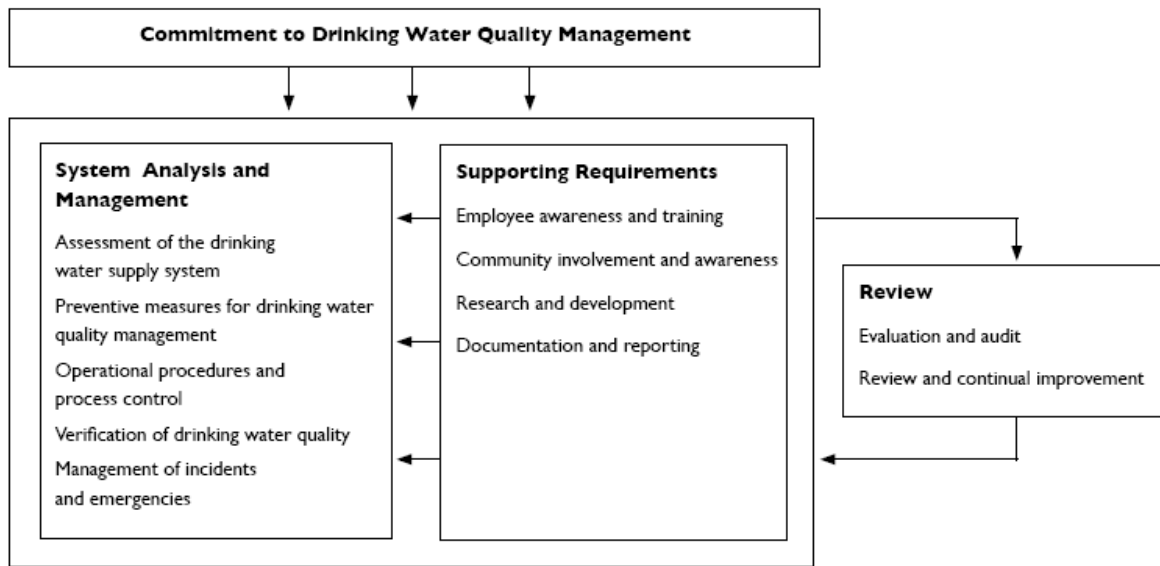
*System analysis and management: Understanding the entire water supply system, the hazards and events that can compromise drinking water quality, and the preventive measures and operational control necessary for assuring safe and reliable drinking water*

*Supporting requirements: Activities and attitudes that support management of the supply system such as employee training, community involvement, and validation of the effectiveness of processes*

*Review: The evaluation and audit of the effectiveness of the management system, and the adoption of improvements based on the evaluation*

Below is a diagram taken from the ADWG showing the framework and the interactions of these four areas.

**Figure 2.1** Framework for management of drinking water quality



The Guidelines give greater detail on how the Framework can be incorporated into the activities of a water utility and in doing so split the framework into 12 elements. Participation in the NSW Drinking Water Monitoring Program helps water utilities to satisfy several elements of the Framework. Below is a Table taken from the ADWG outlining the twelve elements.

**Table 2.1** Framework for Management of Drinking Water Quality

COMMITMENT TO DRINKING WATER QUALITY MANAGEMENT
<p><b>Element 1 Commitment to drinking water quality management</b></p> <ul style="list-style-type: none"> <li>Drinking water quality policy</li> <li>Regulatory and formal requirements</li> <li>Engaging stakeholders</li> </ul>
SYSTEM ANALYSIS AND MANAGEMENT
<p><b>Element 2 Assessment of the drinking water supply system</b></p> <ul style="list-style-type: none"> <li>Water supply system analysis</li> <li>Assessment of water quality data</li> <li>Hazard identification and risk assessment</li> </ul> <p><b>Element 3 Preventive measures for drinking water quality management</b></p> <ul style="list-style-type: none"> <li>Preventive measures and multiple barriers</li> <li>Critical control points</li> </ul> <p><b>Element 4 Operational procedures and process control</b></p> <ul style="list-style-type: none"> <li>Operational procedures</li> <li>Operational monitoring</li> <li>Corrective action</li> <li>Equipment capability and maintenance</li> <li>Materials and chemicals</li> </ul> <p><b>Element 5 Verification of drinking water quality</b></p> <ul style="list-style-type: none"> <li>Drinking water quality monitoring</li> <li>Consumer satisfaction</li> <li>Short-term evaluation of results</li> <li>Corrective action</li> </ul> <p><b>Element 6 Management of incidents and emergencies</b></p> <ul style="list-style-type: none"> <li>Communication</li> <li>Incident and emergency response protocols</li> </ul>
SUPPORTING REQUIREMENTS
<p><b>Element 7 Employee awareness and training</b></p> <ul style="list-style-type: none"> <li>Employee awareness and involvement</li> <li>Employee training</li> </ul> <p><b>Element 8 Community involvement and awareness</b></p> <ul style="list-style-type: none"> <li>Community consultation</li> <li>Communication</li> </ul> <p><b>Element 9 Research and development</b></p> <ul style="list-style-type: none"> <li>Investigative studies and research monitoring</li> <li>Validation of processes</li> <li>Design of equipment</li> </ul> <p><b>Element 10 Documentation and reporting</b></p> <ul style="list-style-type: none"> <li>Management of documentation and records</li> <li>Reporting</li> </ul>
REVIEW
<p><b>Element 11 Evaluation and audit</b></p> <ul style="list-style-type: none"> <li>Long-term evaluation of results</li> <li>Audit of drinking water quality management</li> </ul> <p><b>Element 12 Review and continual improvement</b></p> <ul style="list-style-type: none"> <li>Review by senior executive</li> <li>Drinking water quality management improvement plan</li> </ul>

### *Public Health Act 2010*

The Public Health Act 2010 provides the NSW regulatory mechanism for compliance with the ADWG. This has recently been embodied in Part 5 of the (Draft) Public Health Regulation:

#### *Part 5 Safety measures for drinking water*

##### *27 Quality assurance programs*

*(1) For the purposes of section 25 (1) of the Act, a quality assurance program must address the elements of the Framework for Management of Drinking Water Quality (as set out in the Australian Drinking Water Guidelines published by the National Health and Medical Research Council) that are relevant to the operations of the supplier of drinking water concerned.*

*(2) A supplier of drinking water must provide a copy of its quality assurance program to the Director-General.*

*(3) The Director-General may arrange for the review of a quality assurance program of a supplier of drinking water at any time.*

*(4) The Director-General may make quality assurance programs and any reviews of such programs publicly available.*

Kyogle Council is working with other Councils in the area to develop a regional drinking water quality management plan. This was following the resolution of Council to enter into the "Northern Rivers Local Water Utilities Memorandum of Understanding" in 2010. Work is being done at a regional level through our involvement and commitment to the Northern Rivers Water Group involving all northern rivers Councils, including Coffs Harbour and Clarence Valley, where the development of Water Quality Management plans is a key project.

The Draft Drinking Water Quality Policy attached has been prepared using the guideline model policy as provided by the ADWG. If adopted by Council the Draft Policy will be placed on public exhibition and all feedback will be considered prior to presenting the final policy to council for endorsement.

### **Budget & Financial Aspects**

The implementation of the various stages of the ADWG strategic framework will involve additional resources as required. At present these works are being undertaken by staff, however the preparation of technical reports and auditing involving external resources will be required at various stages.

Implementation of the ADWG may involve additional training to staff as identified.

All these requirements can be met within existing budget allocations, or will be considered in future budgets once costs are identified.

### **Recommendation**

1. That the report on the Draft Drinking Water Quality Policy be received and noted
2. That Council adopt the Draft Drinking Water Quality Policy for the purposes of placing on public exhibition and advertising for submissions from the public.

## **Attachments**

1. Draft Drinking Water Quality Policy



**POLICY NO:** TS-7  
**POLICY NAME:** DRINKING WATER QUALITY POLICY  
**VALIDITY:** DRAFT ONLY  
**REVIEWED:** DECEMBER 2011

---

## **OBJECTIVE**

1. Kyogle Council is committed to managing its water supplies effectively to provide a safe, high-quality drinking water that consistently meets the NHMRC/NRMMC Australian Drinking Water Guidelines, and consumer and other regulatory requirements.

## **BACKGROUND**

1. The NSW Government has approved the ADWG 2004 (Guidelines) for implementation as a model of best practice in New South Wales. The Guidelines are a joint publication of the National Health and Medical Research Council (NHMRC) and the National Resource Management Ministerial Council (NRMMC). The Guidelines define the quality of water suitable for human consumption, and provide advice on protecting water supplies. The Guidelines provide a solid foundation for assessing water quality by specifying health-based and aesthetic criteria as well as describing the philosophy of a multiple barrier approach from catchment to tap to ensure the safety of the water. This is embodied in the Guidelines as the "Framework for Management of Drinking Water Quality".
2. The Public Health Act 2010 provides the NSW regulatory mechanism for compliance with the ADWG. This has recently been embodied in Part 5 of the (Draft) Public Health Regulation:  
*Part 5 Safety measures for drinking water*  
*27 Quality assurance programs*
  - (1) For the purposes of section 25 (1) of the Act, a quality assurance program must address the elements of the Framework for Management of Drinking Water Quality (as set out in the Australian Drinking Water Guidelines published by the National Health and Medical Research Council) that are relevant to the operations of the supplier of drinking water concerned.
  - (2) A supplier of drinking water must provide a copy of its quality assurance program to the Director-General.
  - (3) The Director-General may arrange for the review of a quality assurance program of a supplier of drinking water at any time.
  - (4) The Director-General may make quality assurance programs and any reviews of such programs publicly available.

## **SCOPE**

This policy applies to all Council operated drinking water supplies within the Kyogle Local Government Area.

## **POLICY**

To meet the objectives set out in this policy, and in partnerships with stakeholders and relevant agencies, Kyogle Council will:

- manage water quality at all points along the delivery chain from source water to the consumer;
- use a risk-based approach in which potential threats to water quality are identified and balanced;
- integrate the needs and expectations of our consumers, stakeholders, regulators and employees into our planning;
- establish regular monitoring of the quality of drinking water and effective reporting mechanisms to provide relevant and timely information, and promote confidence in the water supply and its management;
- develop appropriate contingency planning and incident response capability;
- participate in appropriate research and development activities to ensure continued understanding of drinking water quality issues and performance;
- contribute to the debate on setting industry regulations and guidelines, and other standards relevant to public health and the water cycle;
- continually improve our practices by assessing performance against corporate commitments and stakeholder expectations.
- implement and maintain a drinking water quality management system consistent with the Australian Drinking Water Guidelines to manage effectively the risks to drinking water quality.
- ensure all managers and employees involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the drinking water quality management system.

## **BUDGETING**

1. Council will within its budgetary constraints, endeavour to provide a level of funding each year to meet the management requirements documented in this policy and associated drinking water quality management system.
2. Council will allocate human and financial resources for the implementation of this policy and associated drinking water quality management system, within Council's budget constraints.

## **RELATED DOCUMENTS**

- Australian Drinking Water Guidelines (NHMRC/NRMMC as reviewed from time to time)
- NSW Public Health Act 2010 and associated Regulations

## **DURATION AND REVIEW**

The policy and procedure will be reviewed periodically as required.

