

The Meeting commenced at 3.00pm.

IN ATTENDANCE

Administrators Mr Ross Woodward (Chairman), Ms Lucy Turnbull, Mr Max Boyd.

Also present were Dr John Griffin (General Manager), Mr Michael Chorlton (Acting Director Governance & Corporate Services), Mr Mike Rayner (Director Engineering & Operations), Mr Noel Hodges (Director Planning & Development), Mr Rick Paterson (Acting Director Environment & Community Services), Mr Peter Brack (Acting Governance Officer/Public Officer) and Mrs Kerrie McConnell (Minutes Secretary)

O 166 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RESOLVED that Standing Orders be suspended for the Access Session.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

ACCESS - OPERATIONS

Name	Subject
Ms Felicia Cecil	Item 3 Section 138 Application - Fuel Supply Pipeline for Proposed Marina at Chinderah Bay Drive, Chinderah

O 167 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RESOLVED that Standing Orders be resumed.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

CONFIRMATION OF MINUTES

Minutes of the Operations Committee Meeting held Wednesday 19 October 2005

O 168 COMMITTEE DECISION:

**Administrator Turnbull
Administrator Boyd**

RECOMMENDED that the Minutes of the Operations Committee Meeting held 19 October 2005 be adopted as a true and accurate record of proceedings of that meeting.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

APPOINTMENT OF SUBSTITUTE ADMINISTRATOR

The Minister for Local Government has appointed Ross Woodward, Deputy Director General of the Department of Local Government, as a substitute Administrator of the Tweed Shire Council in place of Garry Payne, Director General of the Department of Local Government, for the limited purpose of determining matters before the Council between 26 October and 7 November 2005, during which period Garry Payne is unavailable due to his absence.

DISCLOSURE OF INTEREST

Nil.

ITEMS TO BE MOVED FROM ORDINARY TO CONFIDENTIAL - CONFIDENTIAL TO ORDINARY

Nil.

REPORTS THROUGH THE GENERAL MANAGER

REPORTS FROM DIRECTOR PLANNING & DEVELOPMENT

Nil.

REPORTS FROM DIRECTOR GOVERNANCE & CORPORATE SERVICES

1 [GC] Complaints Handling Policy

O 169 COMMITTEE DECISION:

Administrator Turnbull
Administrator Boyd

RECOMMENDED that Council adopts the Complaints Handling Policy (Version 1.1) as follows:-

"Policy Statement

The Tweed Shire Complaints Handling Policy is a framework for the effective management of complaints. The Policy is a tool, which will enable dissatisfied residents, non-residents or any authority/organisation to make a complaint to Council and to have the complaint managed efficiently within Council.

A major outcome of this policy will be the improvement in Council's efficiency and effectiveness in handling complaints, improved service delivery and strengthening public support.

Complaint Definition

WHAT IS A COMPLAINT

- *A complaint is an expression of dissatisfaction, made in respect to a Council Officer's role in the provision of service delivery or lack of service delivery that has allegedly affected an individual, group or body of stakeholders whether justified nor not.*

WHAT IS NOT A COMPLAINT

- *A request for service is a customer work request (CWR). Examples are; reporting of road potholes, water leaks, dust and noise, overgrown allotments and dog issues*
- *A request for information or an explanation of a policy or procedure*
- *Objections to a development application before Council determination*

A complaint can progress from Council's lack of action following the lodgement of a request for service or a request for information.

Sourcing of the Policy

The procedure is available on the:

- *Council's Internet www.tweed.nsw.gov.au,*
- *Council's Intranet under Policies and Procedures*
- *At Council's Murwillumbah and Tweed Heads Civic Centres*

How to Lodge a Complaint

Council's Preferred Action

- *In writing to*
The General Manager
Tweed Shire Council
P.O. Box 816
Murwillumbah NSW 2484
- *By email to*
tsc@tweed.nsw.gov.au

Other Forms of Lodgement

- *Telephone Council on (02) 6670 2400 to a Council Officer*
- *In person at either of Council's Civic Centres at Murwillumbah or Tweed Heads.*

Recording of Complaints

Council will record all complaints received in the Records Management System. The principal benefit for recording complaints is that it provides a valuable tool for identifying trends and organisational weaknesses. Further, the information will be utilised as part of a program of continuous improvement.

Council's Corporate Performance & Audit Officer will analyse and report on all complaints received and outcomes on a quarterly basis.

How Complaints are reviewed

Complaints will be reviewed in accordance with Council's Complaints Handling Procedure, which provides an efficient, fair and accessible mechanism for resolving complaints. It recognises, promotes and protects the rights of individuals or organisations to comment and complain.

The Complaints Handling Procedure is located on Council's web site and outlines the actions which Council Officers will implement at each of the three levels of complaint review handling.

Dealing with anonymous complaints

Anonymous complaints will not be rejected, however, Council's ability to investigate anonymous complaints will be dependent upon the substance of the information supplied.

Due to anonymity, Council will be unable to provide for any decision of actions taken.

Dealing with complainants

Staff will at all times behave in a courteous and professional manner when dealing with complainants.

Council recognises and accepts members of the public will sometimes display frustration or other behaviour. Council staff are to ensure difficult complainants are not unreasonably denied rights.

Protecting Complainants

Council acknowledges the rights of members of the public to make a complaint. Council will ensure that people who complain are not subjected to victimisation, harassment, discriminated against or other prejudged.

Disciplinary action will be taken against any member of staff who breaches this policy.

Complaints Handling Officer

Council's Corporate Performance & Audit Officer is responsible for ensuring that Council's management of complaints is carried out in accordance with the Complaints Handling Policy and Procedures.

The Corporate Performance & Audit Officer will monitor policy and procedure compliance and undertake independent investigations of complaints when requested."

**FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne**

REPORTS FROM DIRECTOR ENGINEERING & OPERATIONS

2 [EO] Compulsory Acquisition of Easements for Drainage of Sewage - Uki Village Sewerage Scheme

O 170 COMMITTEE DECISION:

Administrator Turnbull
Administrator Boyd

RECOMMENDED that:-

1. Council approves the acquisition of Easements for Drainage of Sewage created in DP 1070403, DP 1070404 and DP 1070405 under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 for the purposes of the Local Government Act, 1993; and
2. All necessary documentation be executed under the Common Seal of Council.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

3 [EO] Section 138 Application - Fuel Supply Pipeline for Proposed Marina at Chinderah Bay Drive, Chinderah

The following person addressed the meeting of the Operations Committee on this matter:

Ms Felicia Cecil

O 171 COMMITTEE DECISION:

Administrator Boyd
Administrator Turnbull

RECOMMENDED that:-

1. Council Resolution 179 of 17 March 2004 as follows:-

"RESOLUTION:

1. *Council advises the Minister for Infrastructure, Planning and Natural Resources that the application is not supported for the reasons contained in this report.*

2. *Council advises the Minister for Infrastructure, Planning and Natural Resources that on the basis of (1) above, Council will not grant an approval under Section 138 of the Roads Act.*
3. *A copy of this report be sent to the Minister for Infrastructure, Planning and Natural Resources."*

be rescinded.

2. Council provides its conditions of approval for a Section 138 application for a fuel line within the road reserves of Chinderah Bay Drive and River Street, Chinderah to the Department of Planning.
3. Whilst Council is supportive of approving the underground pipe under the roadway in its role as the local road authority Council wishes to express its deep concerns about the lack of consultation from the State Government in relation to the assessment of the marina proposal. Council is very concerned that the flooding and environmental impacts of the proposed marina have to be considered in the light of local knowledge about flood damage from debris to the proposed marina structure and any boats moored there during a flood event.
4. Council requests the Minister for Planning to:
 - a) delay any decision until a Flood Management Study on the revised marina application has been completed;
 - b) consult with Council before a determination is made on the revised marina application.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

4 [EO] Dedication of Land as Road - Bogangar

O 172 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that Council approves the dedication of Lot 2 in DP 831562 as road pursuant to section 10 of the Roads Act, 1993.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

5 [EO] Work Projects following 30 June 2005 Storm Event

O 173 COMMITTEE DECISION:

**Administrator Turnbull
Administrator Boyd**

RECOMMENDED that Council:-

1. Notes the contents of this report.
2. Resolves to undertake the works as detailed in the report.
3. Funds the works from existing flood mitigation and drainage loan borrowings as included in the 2005/2006 Management Plan.
4. Votes the expenditure of \$200,000.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

6 [EO] Water Supply and Sewerage Performance Report

O 174 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that Council:-

1. Notes the Water Supply and Sewerage Performance Report for 2003/2004.
2. Places copies of the report in the Murwillumbah and Tweed Heads Civic Centres and advises of such in the Tweed Link.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

7 [EO] EQ2005-174 Manufacture, Supply, Delivery and Unloading of RRJ Class RCP Stormwater Pipes and Box Culvert

O 175 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that:-

1. Resolution 548 from the meeting of 19 October 2005 as follows:-

"1 COUNCIL DECISION:

RESOLVED that Reinforced Concrete Products be awarded the contract for the supply and delivery of RRJ Class 2 RCP Stormwater Pipes and Box Culvert crown units with a total price of \$105,544.11 (GST Exclusive)."

awarding the supply contract to RCP be rescinded.

2. Humes Pty Ltd be awarded the contract for the supply and delivery of RRJ Class 2 Stormwater Pipes and Box Culvert Crown Unit with a total price of \$112,443.65 (GST Exclusive).

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

REPORTS FROM DIRECTOR ENVIRONMENT & COMMUNITY SERVICES

8 [EC] Naming of New Clubhouse Facilities at Les Cave Oval - the Joe Iwanuscha Building

O 176 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that Council names the newly constructed change room facilities at Les Cave Oval the Joe Iwanuscha Building.

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

9 [EC] Natural Disaster Mitigation Program

O 177 COMMITTEE DECISION:

Administrator Turnbull
Administrator Boyd

RECOMMENDED that Council accepts the \$50,000 funds granted under the Natural Disaster Mitigation Program and votes the expenditure.

**FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne**

10 [EC] Rainwater Tank Policy Adoption

O 178 COMMITTEE DECISION:

Administrator Turnbull
Administrator Boyd

RECOMMENDED that:

1. Council adopts the 'Rainwater Tank Policy', as set as follows:

Policy Objectives

- *To facilitate the installation and use of domestic rainwater tanks in the Tweed Shire to:*
 - *Supplement the Tweed Shire bulk water supply.*
 - *Reduce the intensity and frequency of stormwater runoff from urban areas.*
- *To outline the necessary requirements to protect the public water supply and to ensure public health is not compromised.*

Why We Need Rainwater Tanks

Supplement the Bulk Water Supply

Whilst all mains water is treated to drinking water standards, less than 5% of domestic water is consumed for drinking. Hot water, toilet flushing, laundry and outdoor uses represent the bulk of domestic water consumption (about 90%), but these do not require water to be treated to such a high standard. Such uses can be satisfactorily supplied from rainwater collected from roofs and stored in tanks.

It is often mistakenly assumed that using rainwater solely for outdoor uses (e.g. watering the garden) will produce substantial mains water savings. However mismatches between seasonal rainfall and outdoor water use patterns can result in poor utilisation of rainwater, resulting in long periods during which the tanks are either empty or full. To effectively supplement the bulk water supply, rainwater tanks need to be connected to water uses in the home (e.g. toilet, washing machine) so that water from the tank is used at a relatively constant rate and there is available space in the tank to capture water from the next rain event.

Utilising rainwater for various uses (e.g. toilet flushing, garden watering and clothes washing) can result in optimum mains water savings and large reductions in stormwater discharges, especially where the area of the roof catchment that supplies the tank(s) is maximised (e.g. between 80% and 100%)

Reduce the Intensity and Frequency of Stormwater Runoff from Urban Areas

Urban areas increase the amount of impervious surfaces (e.g. driveways, roads, paths, roofs) in a catchment. This impairs the catchments ability to absorb rainwater and results in larger volumes of runoff.

By retaining rainwater on-site, rainwater tanks reduce the volume of water discharged to creeks and streams in the catchment. This also reduces the velocity or energy of water entering creeks and streams, which in turn, reduces downstream scour, sedimentation and riparian vegetation removal.

By capturing and retaining rainwater, tanks lessen the amount, intensity and frequency of downstream stormwater runoff and thereby partially offset the adverse impacts of urbanisation.

Rainwater Uses

Rainwater can provide an alternative source of water for the following:

- *Toilet flushing*
- *Washing machine cold tap*
- *Garden taps*
- *Residential garden irrigation*
- *Washing cars*
- *Filling ornamental ponds*
- *Topping up swimming pools*

Where there is a reticulated drinking (potable) water supply available to the property NSW Health does not recommend the use of rainwater for:

- *Drinking*
- *Cooking or other kitchen purposes*
- *Personal washing, such as baths, showers, hand basins and bidets*

Desirable Characteristics for Rainwater Tank Systems

The following characteristics are desirable to maximise the positive environmental impacts and water supply yield of rainwater tank systems:

- a) *Maximise the area of the roof catchment that is spouted to the tank (e.g. 100%) so that the maximum amount of water is captured.*
- b) *Maximise the continuous tank draw down (to make space available to capture water from the next rain event) by connecting toilet cistern(s), the cold water supply to the washing machine and the majority of external garden taps.*
- c) *Elevate the tank so that the base of the tank is a minimum of 1m above connected internal taps or cisterns so there is adequate operating pressure. Should there be insufficient pressure to operate taps and cisterns, tanks should be fitted with pressure pumps.*

Note: It is sometimes difficult to collect rainwater from multiple roof areas (e.g. both sides of the roof catchment). Some options to address this include strapping downpipes to the house walls, using an underground (siphon) connection, installing more than one tank, siting the tank underground or installing a rainwater collection system that utilises the roof guttering as the water storage compartment.

Approval to Install a Rainwater Tank

The NSW government has amended it's State Environmental Planning Policy No. 4 (SEPP 4) so that rainwater tanks with a capacity of 10,000 litres or less do not require local council approval provided they meet the conditions outlined in SEPP 4. (Refer to Appendix 1 for a list of the SEPP 4 conditions).

The installation of rainwater tanks that don't meet the SEPP 4 conditions (e.g. tanks connected to the internal building plumbing) will require council approval before works can be undertaken.

General Requirements

Below is a summary of Tweed Shire Council's general requirements for residential rainwater tank installations. Note: Words in italics are defined in Section 7.0.

1. *Backflow prevention for dual supply rainwater tanks shall comply with Section 6.3 of this document.*
2. *Trickle top up of rainwater tanks (from the mains water supply) shall comply with Section 6.6 of this document.*
3. *Rainwater tanks, particularly in-ground rainwater tanks are to be located and sealed in such a way as to prevent surface and/or groundwater from entering the tank.*
4. *The overflow pipework from rainwater tanks must provide a continuous fall to the stormwater system and must not discharge to Tweed Shire Council's sewer system. There should be no other connections to the overflow pipework such as surface water inlets. This is to prevent foreign matter entering the overflow pipework and flowing back into the rainwater tank. To achieve this some in-ground rainwater tanks may be required to be located partially out of the ground and landscaped accordingly.*
5. *Rainwater tanks are not permitted to be built over a Tweed Shire Council maintenance structure or within any Tweed Shire Council easement, regardless of tank size.*
6. *All plumbing work is to be carried out or supervised by a licensed plumber in compliance with these guidelines and AS3500, The National Plumbing and Drainage Code.*
7. *Dual supply rainwater tanks shall have a minimum storage capacity of 4,500 litres and a minimum roof area catchment of 50m². Note: Maximising the area of roof catchment spouted to the tank will mean more rainwater is captured in the tank every time it rains. This means less topping up from the mains water supply and will save the householder money in reduced water bills.*
8. *For any plumbing work the licensed plumber must obtain a plumbing permit from Tweed Shire Council prior to commencement of the work.*

Administrative Requirements

For all tank installations outside the SEPP 4 requirements (see Appendix 1), Tweed Shire Council shall require the following information as part of the development application:

- *A site plan and associated documentation detailing:*
 - *The position of the tank in relation to other structures and services (including easements).*
 - *Tank dimensions including height, diameter, and volume.*

- *The area (m²) of the roof catchment area spouted to the tank(s).*
- *The location and volume of the first flush diversion device.*

See section on first flush devices for more detail.

- *Plumbing configurations including design details for power failure protection.*

See section on 'Power Failure Protection' for more detail

- *The tank top-up technique and associated backflow prevention.*

See sections on 'Tank Top Up' and 'Backflow Prevention' for more detail.

- *The location of the pump (where applicable).*

See section on 'Tank Pumps' for more detail.

- *The depth of the tank in-ground and (where applicable) how the excavation for the tank will comply with Council's 'Acid Sulfate Soil Management Plan for Minor Works'.*
- *All relevant information on how rainwater pipes, taps and tanks will be clearly and permanently identified as 'RAINWATER' as required by the Australian Standard*

See section on 'Pipes and Labelling' for more detail.

- *Relevant structural details of the tank and its supports.*
 - *How the installation will comply with the relevant Australian Codes and Standards.*
- *Application for Water Service Connection & Rainwater Tank Registration.*

Refer to Appendix 2 for a copy of the form.

Note: Appendix 3 provides some typical drawings of plumbing configurations for dual supply rainwater tanks.

Town Main Connection / Backflow Prevention

In the Tweed Shire, rainwater tanks connected to the town main water supply generally require a minimum water storage capacity of 4,500 litres and a minimum roof area catchment of 50m².

Backflow prevention (refer to Table 1) shall comply with the relevant sections of AS/NZS 3500 (2003).

Backflow prevention at the property boundary is generally achieved via council's water meter.

Table 1: Backflow prevention requirements for dual supply rainwater tanks.

Note: Appendix 3 contains drawings on backflow prevention requirements for typical tank installations.

<i>Tank Configuration</i>	<i>Hazard Rating</i>	<i>Backflow Prevention Device at Property Boundary Water Meter</i>	<i>Backflow Prevention Device Connection Point of Rainwater Cont Valve or Tank Top Up</i>
<i>Above ground rainwater tank</i>	<i>Low</i>	<i>Non-testable Dual Check Valve (DCV) i.e. Council's water meter.</i>	<i>Non-testable Dual Check Valve (DCV) Or Visible Air Gap (for rainwater tank top up only)</i>
<i>In-ground rainwater tank</i>	<i>Medium</i>	<i>Non-testable Dual Check Valve (DCV) i.e. Council's water meter.</i>	<i>Testable Double Check Valve</i>

Note: An air gap refers to a physical separation between the mains water and rainwater supplies within the tank. All air gaps must be visible and comply with the relevant sections of AS/NZS3500 (2003) or as otherwise approved by council.

Inspection and Maintenance Reports

Testable Backflow prevention devices at the connection point of the rainwater control valve or tank top up on dual supply, in-ground tank installation are to be tested annually by an accredited plumber and a copy of the inspection and maintenance report forwarded annually to Council's Building Service Unit for entry into Council's register.

Tank Inspection & Registration

All tanks connected to internal plumbing fixtures are to be registered with Council and may be inspected annually for installation and operational compliance.

Tank Top-Up

- If the rainwater tank is to be topped up by the town water main it must comply with AS/NZS3500:1 sections 4 and 8.*
- Single residential properties – the minimum flow rate is 2 litres/minute and the maximum flow rate from the town water main top up valve in 4 litres/minute;*
- Multi-townhouse or unit developments – the minimum flow rate is 2 litres/minute and the maximum flow rate from the town water main top up*

valve is 4 litres/minute multiplied by the number of townhouses or units in the development;

- *Flow rate control valves are to comply with AS6400 – Water Efficient Products – Rating and Labelling and ATS5200.037. Flow control valves are to be installed integral with the inline stop tap immediately upstream of the ball float control device or solenoid device;*
- *Town main top-up valves are to be installed in an accessible location (valves on top of the rainwater tank), no valves are to be installed in the rainwater tank.*
- *Valves are to have a maximum flow tolerance of +/- 10% under various pressure fluctuations;*
- *Flow control valve is to have a minimum warranty of 5 years;*
- *The town main top up storage volume shall finish 350mm from the base of the tank.*

All relevant information to support any proposed tank top-up technique must be supplied to council.

Council approval is required for any proposed tank top-up technique.

Note: Backflow prevention devices on in-ground tanks (i.e. testable double check valves) require annual testing by an accredited plumber. A copy of the inspection and maintenance report must be forwarded annually to Council's Water Unit for entry into Council's register (for more information phone 02 66702400).

Dual Check Valves

Dual check valves installed on rainwater tanks are required to be replaced every five years.

Note: Dual check valves can only be installed on above-ground rainwater tanks.

Connection Between Service Pipes – Rainwater and Town Main

Connection between service pipes shall comply with the relevant section(s) of AS/NZS3500 and these guidelines.

All rainwater control valves shall have the WaterMark compliance certification in accordance with ATS5200.466 and/or ATS5200.462.

Council approval will be required for the use of any rainwater control valve, including appropriate backflow prevention. Contact the Building Services Unit (02) 66702440 for more information.

Power Failure Protection

Where an electric pump is used to transport rainwater from the tank to the house, the plumbing configuration must be designed to allow for essential fixtures (e.g. toilet) to operate in the event of a pump or power failure. Contact the Building Services Unit (02) 66702440 for more information.

First Flush Diverters

Council requires that an appropriately sized first-flush diversion device be installed to reduce the potential for any contaminants that have accumulated on the roof and gutters from entering the tank (e.g. ½ litre / m² of roof catchment). Refer to Appendix 3 for an example of a typical first flush device.

Pipes and Labelling

Pipe materials for rainwater supply plumbing need to be approved products and be clearly and permanently identified as 'RAINWATER'. This can be done for below ground pipe by using identification tape (made in accordance with AS2648) or for above ground pipes by using adhesive pipe markers (made in accordance with AS1345).

Signs must comply with the requirements of AS1319, labelled 'RAINWATER'.

Every rainwater tank outlet shall be labelled 'RAINWATER' on a metallic sign in accordance with AS1319.

Tank Pumps

All rainwater tank pumps shall be installed so as noise levels from any pump are not to create a nuisance to occupants or any neighbouring properties.

If a pump is installed external to the tank an acoustic enclosure may be necessary (e.g. a box/cover with an absorbent lining). To reduce the potential for noise concerns from rainwater tank pumps in areas of small block sizes and/or where houses are built close to boundaries, the following specifications are suggested:

- Installation of submersible rainwater pressure pumps.*
- Installation of a solid fence or lapped fence palings.*
- Locate pump as far away as possible from neighbours and away from sensitive areas such as bedroom windows.*
- Avoid placing the pump near a noise-reflective surface (e.g. alcoves, walls).*

In-Ground Rainwater Tanks

In-ground tanks (that have a dual water supply) represent a medium risk to the mains water supply. This is because potentially contaminated water (e.g. stormwater) may enter the in-ground tank and from there, the mains water supply.

All in-ground rainwater tanks shall be sealed to prevent surface and/or groundwater from entering the tank.

The tank access lid is to be designed and installed to prevent child access.

Refer to Section 6.3 for backflow prevention requirements for dual supply in-ground tanks.

Tank Maintenance and Water Quality

Council recommends the proper use and maintenance of rainwater tanks in accordance with the NSW Department of Health's publication 'Guidance on the use of rainwater tanks'. A copy of this document is available at the NSW Health web site at: www.health.nsw.gov.au/public-health/ehb/water/rainwater.html.

Dual supply in-ground tanks require annual testing of the associated backflow prevention device. Refer to Section 6.4 for more detail.

'Eligible Rainwater Tanks' – New Subdivisions

This section applies to new subdivisions where 'eligible rainwater tanks' are required on future dwellings as a condition of the consent for the subdivision.

All new subdivisions are required to:

- *Treat stormwater to remove pollutants.*
- *Retain and reuse stormwater so that subdivision stormwater flows mimic pre-development flows.*

Some new subdivisions use "eligible rainwater tanks" as part of the stormwater system to achieve these objectives. The consents for these subdivisions require the installation of 'eligible rainwater tanks' on all new dwellings in the subdivision. This requirement will also be enforced as a "restriction to user" covenant on each land title deed in the subdivision.

As well as complying with standard requirements of this policy, 'Eligible rainwater tanks' must also comply with the following additional requirements:

- (a) *Catchment Systems must capture all roof catchments on the site (i.e. 100% of roof areas)*

- (b) *Tank Size- Minimum size tank (or series of interconnected tanks) 5,000 litres,*
- (c) *Mandatory Internal connections and Pressure Pump- Must be equipped with an automatic pressure pump and mandatory permanent connection to all toilets and laundry cold water.*
- (d) *Outdoor Connections- Other connections for outdoor use are optional.*
- (e) *The tank may be replenished with mains water and ballcock control device when the tank level falls below 15% of capacity. The mains replenishing must not fill the tank above 15% level. The mains inlet shall be provided with a regulation air gap to prevent cross connection.*
- (f) *Tank inlets are to be provided with screens and first flush bypass devices.*
- (g) *“Eligible rainwater tanks” will be inspected by Council on an annual basis or as required to ensure they remain compliant with this policy.*

Mandatory connections are to ensure tanks are continually used and have space available for detention of stormwater runoff during rain periods.

Definitions

Dual Supply Tank: A dual supply rainwater tank uses mains water to top up the tank when the tank level is low (due to dry weather or high usage). This ensures that fixtures serviced by the tank still operate when all the rainwater has been used.

Direct Inter-Connection: Where the town main water supply is connected to the outlet of the rainwater tank supply via a three-way valve.

Indirect Inter-Connection: Where the outlet of a pipe containing water from the town main water supply is separated from the water in the rainwater tank by a visible air gap.

In-ground rainwater tank: A tank where the outlet of the overflow fitting is less than 375mm above the 1 in 100 Flood level.

Above ground rainwater tank: A tank where the invert of the overflow (or inlet) is more than 150mm above the finished ground level.

Visible air gap: The unobstructed vertical distance (50mm) through the free atmosphere between the lowest opening of a water service pipe or fixed outlet supplying water to a fixture or receptacle and the tank opening level of such fixture or receptacle. Refer to Appendix 3 – Typical Rainwater Tank Cross Section.

Non-testable Dual Check Valve (DCV): A device to prevent backflow caused by backpressure, which incorporates two independently operating force loaded non-return valves.

Testable Double Check Valve (TDCV): A device to prevent backflow caused by back pressure, and which has two independently operating force loaded non-return valves and incorporates specific test points for in-service testing.

Eligible Rainwater Tanks: Refer to 'Eligible Rainwater Tanks - New Subdivisions' clauses a) to g)).

APPENDIX 1

SEPP 4 Conditions – When Rainwater Tanks Are Exempt Development SEPP 4 Conditions - When Rainwater Tanks Are Exempt Development

Certain types of rainwater tank installations don't require the approval of council provided the following installation requirements are met:

Note: if the following conditions cannot be met, then council approval is required

When rainwater tanks are exempt development

- (1) For a rainwater tank to be exempt development, it must comply with the following requirements:*
- (a) the capacity of the tank, or the combined capacity of tanks, on a lot must not exceed 10,000 litres,*
 - (b) the tank must be designed to capture and store roof water from gutters or downpipes on a building,*
 - (c) the tank must not collect water from a source other than gutters or downpipes on a building or a water supply service pipe,*
 - (d) the tank must be fitted with a first-flush device, being a device that causes the initial run-off of any rain to bypass the tank to reduce pollutants entering the tank,*
 - (e) the tank must be structurally sound,*
 - (f) the tank must be prefabricated, or be constructed from prefabricated elements that were designed and manufactured for the purpose of the construction of a rainwater tank,*
 - (g) the tank must be assembled and installed in accordance with the instructions of the manufacturer or designer of the tank,*
 - (h) the tank, and any stand for the tank, must be installed and maintained in accordance with any requirements of the public authority that has responsibility for the supply of water to the premises on which the tank is installed,*

- (i) *the installation of the tank must not involve the excavation of more than 1 metre from the existing ground level, or the filling of more than 1 metre above the existing ground level,*
- (j) *the tank must not be installed over or immediately adjacent to a water main or a sewer main, unless it is installed in accordance with any requirements of the public authority that has responsibility for the main,*
- (k) *the tank must not be installed over any structure or fittings used by a public authority to maintain a water or sewer main,*
- (l) *no part of the tank or any stand for the tank may rest on a footing of any building or other structure, including a retaining wall,*
- (m) *the tank must be located behind the front alignment to the street of the building to which the tank is connected (or, in the case of a building on a corner block, the tank must be located behind both the street front and street side alignments of the building),*
- (n) *the tank must not exceed 2.4 metres in height above ground level, including any stand for the tank,*
- (o) *the tank must be located at least 450 millimetres from any property boundary,*
- (p) *a sign must be affixed to the tank clearly stating that the water in the tank is rainwater,*

Note.

If water in rainwater tanks is intended to human consumption, the tank should be maintained to ensure that the water is fit for human consumption – see the Rainwater Tanks brochure produced by NSW Health and the publication titled Guidance on the use of rainwater tanks, Water Series No 3, 1998, published by the National Environmental Health Forum.

- (q) *any overflow from the tank must be directed into an existing stormwater system,*
- (r) *the tank must be enclosed, and any inlet to the tank must be screened or filtered, to prevent the entry of foreign matter or creatures,*
- (s) *the tank must be maintained at all times so as not to cause a nuisance with respect to mosquito breeding or overland flow of water,*
- (t) *any plumbing work undertaken on or for the tank that affects a water supply service pipe or a water main must be undertaken:*

- (i) *with the consent of the public authority that has responsibility for the water supply service pipe or water main, and*
 - (ii) *in accordance with any requirements by the public authority for the plumbing work, and*
 - (iii) *by a licensed plumber in accordance with the New South Wales Code of Practice – Plumbing and Drainage produced by the Committee on Uniformity of Plumbing and Drainage Regulations in N.S.W.,*
- (u) *any motorised or electric pump used to draw water from the tank or to transfer water between tanks:*
- (i) *must not create an offensive noise, and*
 - (ii) *in the case of a permanent electric pump, must be installed by a licensed Electrician.*
- (2) *Despite subclause (1)(a), a rainwater tank with a capacity exceeding 10,000 litres may be exempt development if another environmental planning instrument applying to the land concerned provides for such a rainwater tank to be exempt development.*
- (3) *This clause does not apply to land that is a lot within the meaning of the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986.*

Source: Water Tank Amendment to State Environmental Planning Policy (SEPP) No. 4

OFFICE USE ONLY	
Cashier - date received / /	Receipt No:
Water Service Installation: \$.....	WaterConnedFee
Water Headworks \$.....	WaterCapitalUpgrade
Water Levy \$.....	WaterLevy
Total Amount Paid \$.....	Water Unit - Date received / /

Important Note:

In most urban subdivisions released after the mid-eighties, the water service points are already determined. However, for older urban allotments and many rural allotments residents may in some cases be able to nominate a Preferred service location. If a sketch showing property boundary, street name and nearest cross street is supplied in the space below, Council will endeavour to satisfy your choice of Preferred location if circumstances allow. A Locality Sketch, description of Preferred location may be sufficient in some circumstances. Please supply map.

Water Operator: Please supply sketch of the location of the meter if necessary.

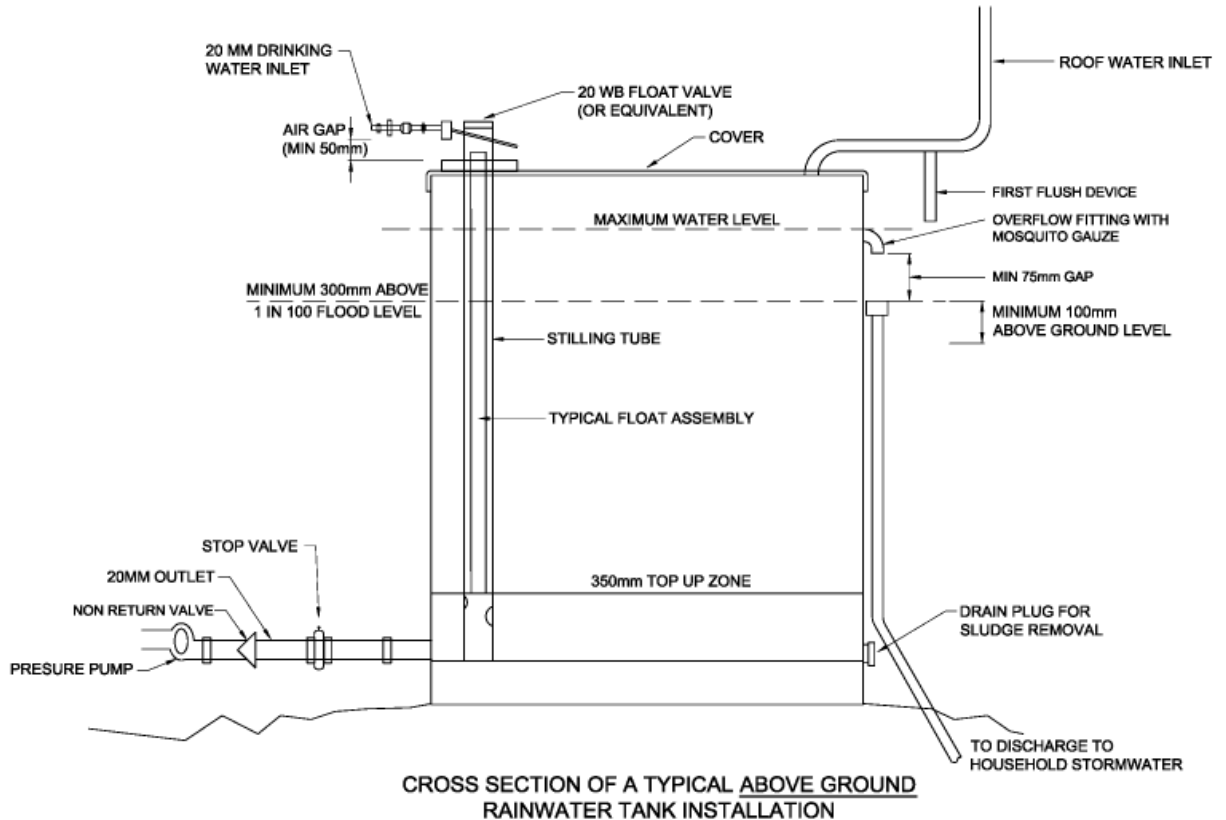
Water Operator Use Only		
Size of service installed mm	Installation Date: / /	
Meter No:	No. of Black Reading Dials:	
Domestic By-Pass Meter No:	Size.....	
Fire Line By-Pass Meter No:	Size.....	
Reading:		
Remarks		
Meter Box & Lid Supplied Yes - No		
Location of meter: Left Hand Side	Right Hand Side	Other
Backflow Device Installed	D.C.V. <input type="checkbox"/>	R.P.Z.D. <input type="checkbox"/>
Make	Model No:	Serial No:
Make	Model No:	Serial No:
Make	Model No:	Serial No:
Remarks: Comment:		
Meter Installed By: Please print.		

Route No:	Sequence No:	D.O.R.....
Month Due: (12 or 2)	Bills/Yr: (12 or 2)	
PREPARED BY:	DATE:	
PUNCHED BY:	DATE:	

APPENDIX 3

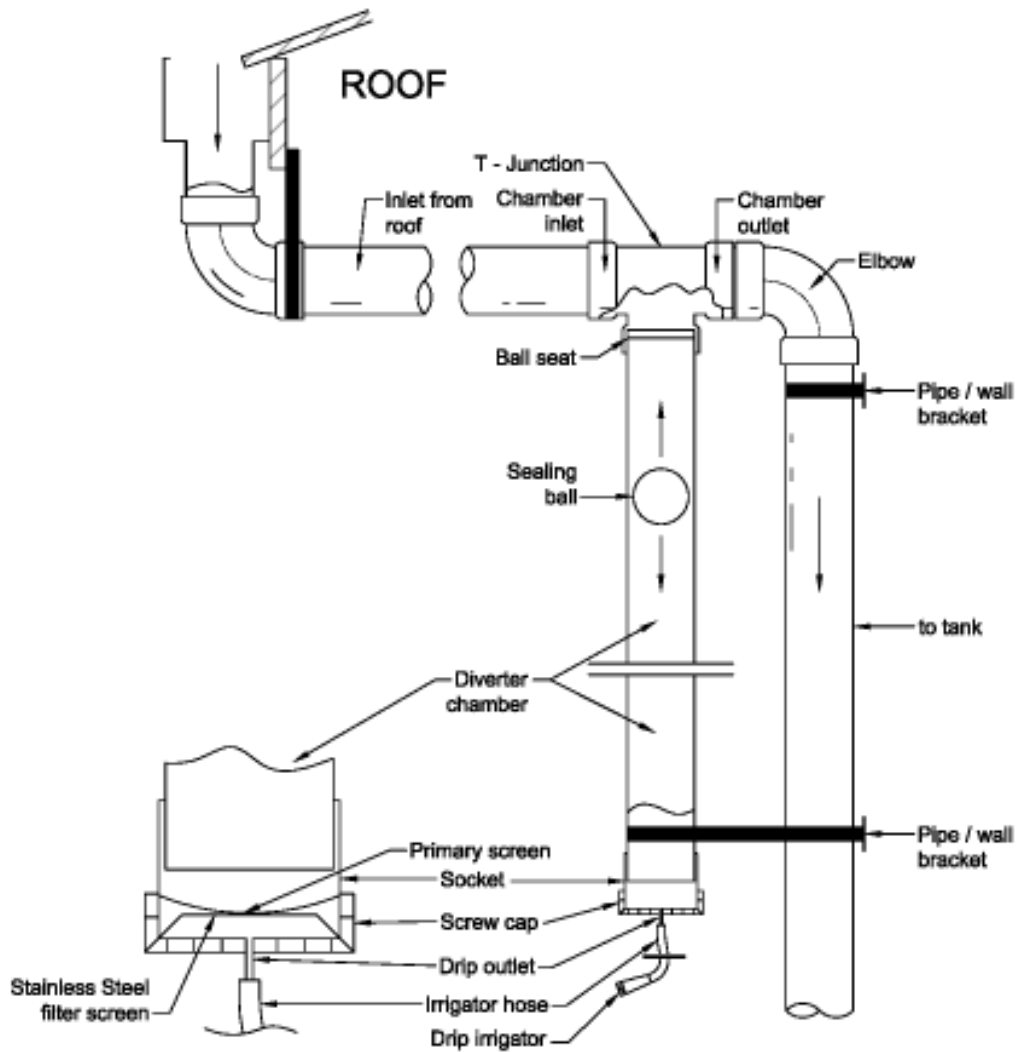
Typical Rainwater Tank / Plumbing Configurations

Typical Rainwater Tank Cross Section



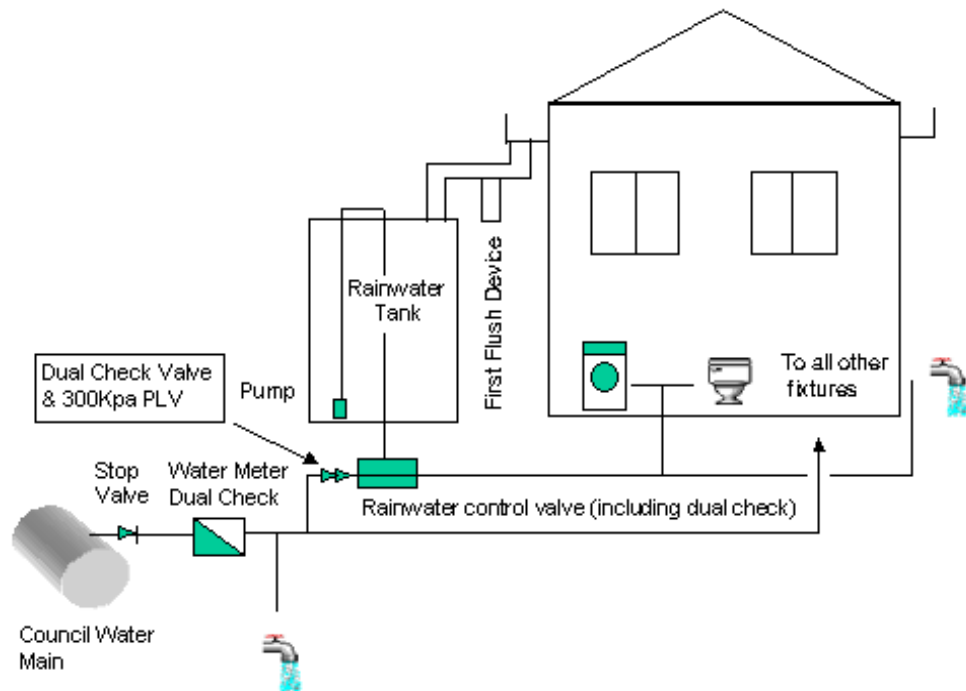
Note: To be considered as an above ground rainwater tank, the outlet of the overflow fitting must be a minimum of 375mm above the 1 in 100 year flood level.

Typical First Flush Device

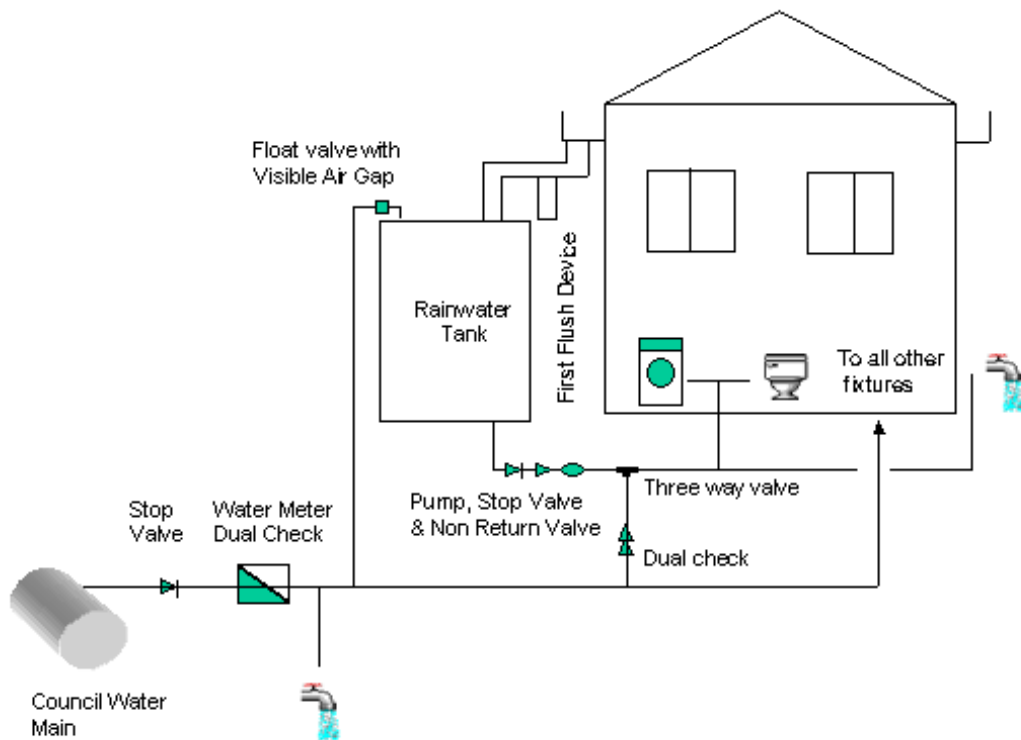


FIRST FLUSH DEVICE

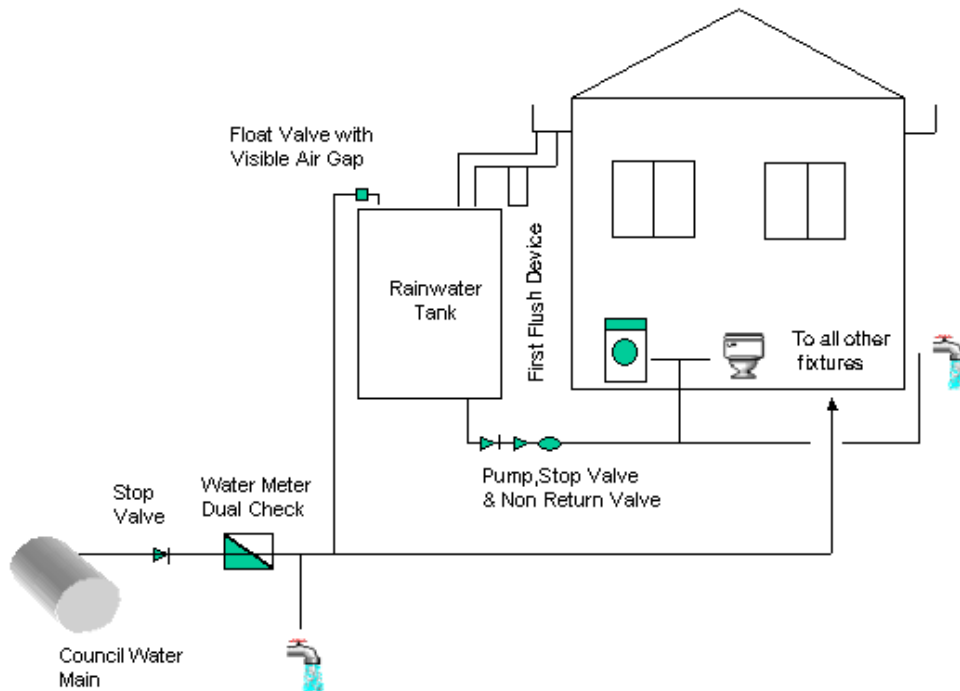
Above ground tank with rainwater control valve
Providing rainwater to WC, External Hose Tap & Washing Machine Tap



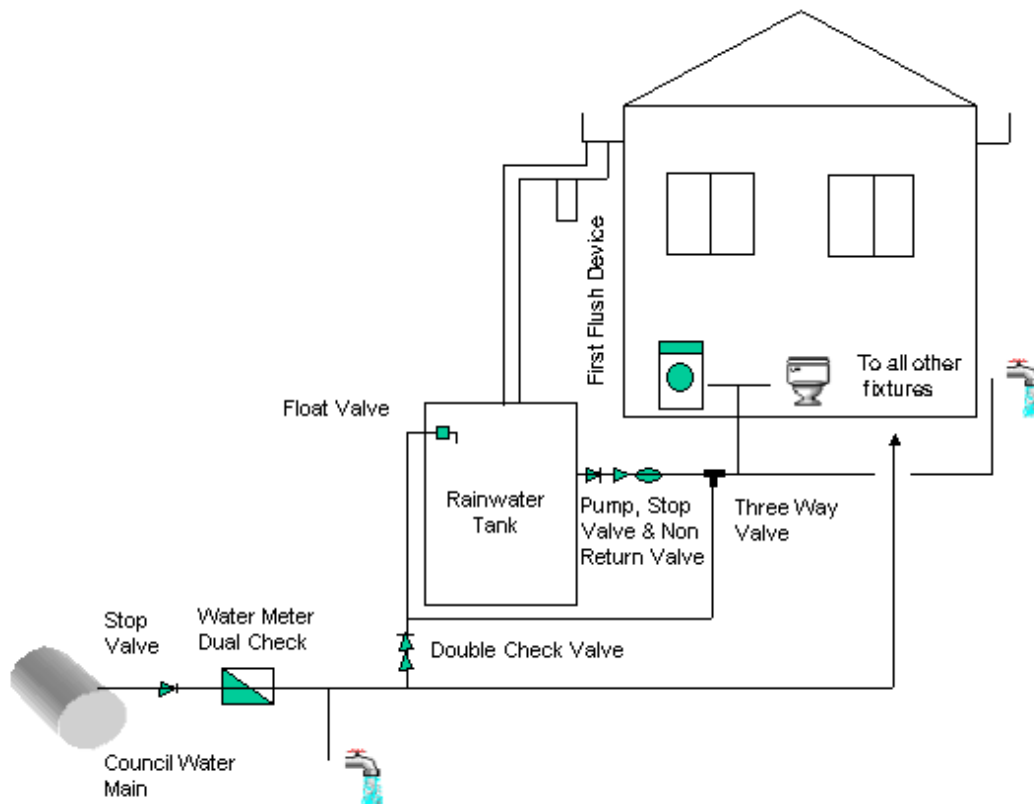
Above Ground Tank with Town Water Interconnection
Providing rainwater to WC, External Hose Tap & Washing Machine Tap



Above Ground Tank With Air Gap
Providing rainwater to WC, External Hose Tap & Washing Machine Tap



In-Ground Tank With Testable Backflow Prevention
Providing Rainwater to WC, External Hose Tap & Washing Machine Tap



2. A report be prepared by Council officers in 12 months to review the policy with a view to simplifying the approval process in order to encourage the installation of rain water tanks.

**FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne**

REPORTS FROM SUB-COMMITTEES/WORKING GROUPS

- 11 **[SUB-CCDA] Minutes of the Community Cultural Development Advisory Committee Meeting held Monday 19 September 2005**

O 179 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that the:-

1. Minutes of the Community Cultural Development Advisory Committee Meeting held Monday, 19 September 2005 be received and noted; and
2. Director's recommendations be adopted as follows

General Business

2. *Festival and Events Liaison Officer Strategic Plan 2005-2007*

That Council refers to Council the Committee's request to increase the contribution to festivals in the Festivals and Donations Policy to a level of \$50,000 in 2006, rising to \$65,000 in 2007 for consideration in formulating the 2006/2007 Budget.

**FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne**

12 [SUB-TDC] Minutes of the Tweed Dune Care Advisory Committee Meeting held Thursday 13 October 2005

O 180 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that the:-

1. Minutes of the Tweed Dune Care Advisory Committee Meeting held Thursday, 13 October 2005 be received and noted; and
2. Director's recommendations be adopted as follows

Business Arising:

Item from Meeting held 10 February 2005

5. *Tree Vandalism*

That the Committee's recommendation be endorsed being:

.... that works within Lot 500 are consistent with the current plans of management for Lot 500 fronting Casuarina and Salt developments.

**FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne**

13 [SUB-SAC] Minutes of the Sports Advisory Committee Meeting held Tuesday 18 October 2005

O 181 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that the:-

1. Minutes of the Sports Advisory Committee Meeting held Tuesday, 18 October 2005 be received and noted; and

2. Director's recommendations be adopted as follows

General Business:

3. *Draft Sports Fields Plan of Management (Adam Smith)*
Sports Fields Plan of Management

That the Committee's recommendation be endorsed, being:

".. that the Committee endorses the Draft Sports Fields Plan of Management for public exhibition."

**FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne**

- 14 [SUB-LTC] Minutes of the Local Traffic Committee Meeting held Thursday 20 October 2005

O 182 COMMITTEE DECISION:

**Administrator Boyd
Administrator Turnbull**

RECOMMENDED that the:-

1. Minutes of the Local Traffic Committee Meeting held Thursday, 20 October 2005 be received and noted; and
2. Director's recommendations be adopted as follows

Business Arising:

10. *Riverside Drive, Tumbulgum*
R4740 Pt2; DW1215706; Traffic - Parking Zones DW1274319

That the Committee's recommendation be endorsed, being:

"That 1 hour parking be installed on Fawcett Street to cover the 90° angle parking bays and on the eastern side of Riverside Drive from Fawcett Street to the driveway of the Birdwing Café."

8. *Sugar Cane Transport – Application for Height Increase to 4.6m
Agriculture – General; Weights of Vehicles; DW689080*

That the Committee's recommendation be endorsed, being:

"That the Committee agrees to the requested over height vehicle routes being gazetted, excluding any sections of the listed roads that are subject to any weight restriction, as follows:-

Bakers Road, Bartletts Lane, Boyds Lane, Brisbane Street, Brooks Road, Bryants Lane, Buchanan Street, Byangum Road, Cane Road, Clothiers Creek Road, Commercial Road, Cudgera Creek Road, Dulguigan Road, Dunbible Road, Duranbah Road, Eviron Road, Hulls Road, Kellehers Road, Kielvale Road, Kyogle Road, Mcauleys Road, McLeod Street, Mooball-Pottsville Road, Nobby's Creek Road, Norths Lane, Old Bogangar Road, Old Lismore Road, Park Avenue, Quans Lane, Queensland Road, Racecourse Road, Rayes Lane, Reserve Creek Road, Riverview Street, Round Mountain Road, Saunders Lane, Tumbulgum Road, Tyalgum Road, Urliup Road, Warwick Park Road, Wooyung Road."

6. *Signage - Cudgen Creek
Traffic Directional Signs, Bridges - Cudgen Creek, (DW1258713)*

That:-

- 1. A 'Give Way' sign be erected on the northern approach to Cudgera Creek Bridge at Kingscliff in conjunction with deck upgrading works.*
- 2. The performance of the 'Give Way' sign be reviewed on a regular basis and replaced with temporary traffic signals.*
- 3. The approval be for a maximum of 18 months or until the pedestrian bridge is completed if earlier.*

***FOR VOTE - Administrator Turnbull, Administrator Boyd, Administrator Woodward
ABSENT. DID NOT VOTE - Administrator Payne***

CONFIDENTIAL MATTERS

Nil.

There being no further business the Meeting terminated at 3.42pm.



**The Minutes and Recommendations of the Operations Committee Meeting
held on 2 November 2005 were adopted
by Council at the Meeting held 2 November 2005**

Chairman

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