

WEE WAA TOWN LEVEE MAINTENANCE POLICY

Responsible Department:	Infrastructure Delivery
Responsible Section:	Road Services
Responsible Officer:	Manager Road Services

Objective

The objective of this policy is:

- To ensure that adopted strategic documents of Council relating to the Wee Waa Town Levee are reflected in this policy and Council's maintenance of the Wee Waa Town Levee.
- To ensure that documentation relating to the Wee Waa Town Levee reflects contemporary management of the Levee Bank's maintenance.
- To ensure documentation is reviewed and updated at least biannually (every two years) or after each major flood event requiring activation of an Emergency Response.
- To ensure that the Wee Waa Town Levee is inspected and the inspections are documented and reported to Council annually.
- To ensure that every five years a Failure Impact Assessment is undertaken by a Chartered Professional Engineer.

Introduction

The Wee Waa Levee Bank was constructed after the flood events in 1964, 1971 and 1974 due to crop and stock losses resulting from these floods. The Wee Waa Town Levee was designed to cater for a 1971-type event. Major upgrading works were completed in 1995 to the Levee.

Policy

1. Emergency Response and Operations Manual

- 1.1. In 2008 Narrabri Shire Council Officers developed the Wee Waa Town Levee Operations Manual: Emergency Response and Routine Activities document (hereafter referred to as the Operations Manual).
- 1.2. The Operations Manual was reviewed in February 2010 after flood events during December 2009 and January 2010.
- 1.3. Upon adoption of this policy the Operations Manual will be reviewed to establish a benchmark position for implementation of this policy.

1.4. The Operations Manual provides operating procedures for Council Officers and other Emergency Services personnel including but not limited to the following topics:

- Levee Rules: eg vehicle access; stock access; inspections.
- Role and Responsibilities: specific duties of Council Officers.
- Portable Pumps.
- Levee Closure.
- Levee Inspections.
- Annexures include:
 - Map of Levee including floodgates, vehicle access points, pump stations .
 - Flood gauge height and descriptions at Glencoe Channel.
 - Contact phone numbers.
 - Quarterly Inspection Report Form.

1.5. The Director of Engineering Services will ensure that an internal review by relevant Council Officers will be conducted after each flood event triggering an Emergency Response or biennially if a flood event does not occur during a period of two years.

2. Annual Safety Inspection

- 2.1. An Annual Safety Inspection will be carried out by the Director of Engineering Services to identify physical deficiencies of the levee by visual examination (e.g. adequate slope protection, cracking, depressions and sinkholes, piping etc) and review of observations with prevailing knowledge. The inspection shall access all physical aspects of the levee including difficult or confined areas. All operating equipment must be examined and tested.
- 2.2. On completion of the inspection the Director of Engineering Services will prepare a report for Council within two months of the inspection. The report should fully document the results of the inspection including photos where appropriate. The status of the levee and all defects or unsafe conditions is to be outlined and remedial actions and timeframes detailed. A preliminary costing will be included and if several defects are found the remedial actions will be prioritised.

3. Failure Impact Assessment

- 3.1. A Failure Impact Assessment is to be undertaken every five years by an experienced dam and/or levee bank engineer who is a Registered Professional Engineer (RPE) engaged through NSW Public Works. It is the responsibility of the Director of Engineering to appoint an appropriately qualified person to carry out the Failure Impact Assessment.
- 3.2. The Failure Impact Assessment will be due by the following dates:
 - 30 November 2011.
 - 30 November 2016.
 - 30 November 2021.

- And every five years herewith, or as per any changes to this policy.

3.3. The Director of Engineering Services will prepare a report for Council making recommendation regarding the outcomes of the Failure Impact Assessment within three months of its completion. The Failure Impact Assessment will form an attachment to the report.

History

Minute Number	Meeting Date	Description of Change
157/2011	March 15, 2011	Adopted
26/2012	February 21, 2012	Reviewed
210/213	April 2, 2013	Reviewed