

Metered Standpipe Water Access Procedures

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1. PURPOSE

To provide for procedural guidance on the requirements applicable to requests for authorised provision of temporary access to and the drawing of water from the Mareeba Shire Council's water service infrastructure via a metered standpipe device.

2. SCOPE

These procedures apply to the authorised provision by Council of access to Council's water service infrastructure via use of an Electronic Key to draw water from a Fixed Metered Standpipe (FMS) at a designated Fill Point or via use of a Portable Metered Standpipe (PMS). It does not apply to water drawn from:

- a metered rateable residential or business water service;
- a firefighting system or hydrant during an emergency event.

These procedures should be read in conjunction with Council's *Metered Standpipe Water Access Policy*.

3. PROCEDURE STATEMENT

Council is a registered service provider under the *Water Supply (Safety and Reliability) Act 2008* (Qld) (WSSR Act) and owns and operates the water service infrastructure located within local government jurisdiction.¹

A person may only connect to and access Council's water service infrastructure to draw water via an approved metered standpipe device and where a valid Water Access Agreement (WAA) is in place with Council. The use of unauthorised standpipe or hydrant devices to draw water from Council's water service infrastructure is not permitted and unauthorised access may result in enforcement actions in accordance with provisions under the WSSR Act.

3.1 CONDITIONS OF HIRE

Council will issue a PMS or Electronic Key on the terms set out within the WAA.

3.1.1 Term of the WAA

The term of the WAA will be from the date of issue of a PMS or Electronic Key to the agreed date of return of the PMS or Electronic Key, or from the date of payment of all

¹ See *Water Supply (Safety Reliability) Act 2008* (Qld) ss 20-22.

applicable fees and charges, whichever is the later. Late fees will apply where a PMS or Electronic Key is not returned by the due date declared within the WAA ("the due date").

3.1.2 Extension of WAA

The Hirer may be granted a two (2) day extension for the continued use of the PMS or Electronic Key beyond the due date declared within the WAA without being charged late fees where Council is informed at least one (1) day prior to the cessation of the WAA. Daily hire charges in accordance with Council's published Fees and Charges will apply to the extension period.

3.1.3 Extension of WAA due to exceptional circumstances

In circumstances where a Hirer is unable to return the PMS or Electronic Key by the due date as a result of a force majeure, the Hirer is required to contact Council informing of the circumstances and Council will provide an extension of time ("the extension period") with a revised due date. The Hirer will not be charged late fees for the extension period however late fees will apply should the PMS or Electronic Key not be returned by the revised due date. Daily hire charges in accordance with Council's published Fees and Charges will apply to the extension period.

3.1.4 Termination of the WAA

Council holds the right to terminate a WAA without notice to the Hirer if the Hirer:

- (i) fails to comply with a reasonable direction by an authorised person in relation to the use and inspection of the PMS or the use of an Electronic Key;
- (ii) does not comply with any of the conditions of the WAA including but not limited to non-payment of any fees and charges applicable under the WAA;
- (iii) has any outstanding accounts with Council.

If the WAA is terminated due to a breach described above, the Hirer will:

- (iv) forfeit the unexpired portion of the hire fee;
- (v) immediately return the PMS or Electronic Keys to Council;
- (vi) if so directed by an authorised person of Council, return the PMS or Electronic Key upon demand to the authorised person;
- (vii) be liable for any water usage charges;
- (viii) forfeit any security deposit paid at commencement of the WAA.

Either party may terminate the WAA by giving the other party fourteen (14) days' notice in writing and the WAA will be terminated at the expiration of such period. The Hirer will then immediately return the PMS or Electronic Key to Council and will pay any unpaid portion of the hire fees, or portion of the cost of repair to the value of the PMS or Electronic Key.

3.1.5 Transfer of the WAA

Appropriate delegation is applicable only to the person signing the WAA on behalf of the entity hiring the PMS or Electronic Key and will not apply to sub-contractors of the entity. The WAA to hire a PMS or Electronic Key is non-transferable.

3.2 FEES AND CHARGES

Water drawn from a PMS will be charged at the current rate in accordance with Council's published schedule of Fees and Charges. Hire, late fees and standpipe security bonds will be charged at the current rates within the schedule of Fees and Charges.

At the commencement of each new financial year, by way of correspondence to relevant Hirers, Council will provide information relating to fees and charges adopted by Council for that financial year.

Creditor facilities for new customers will be at the sole discretion of Council. Where creditor facility is not offered, payment is required in cash for hire of equipment and water drawn.

3.3 INSTRUCTIONS FOR ACCESS AND USE

On commencement of the WAA, the Hirer will be provided with operating instructions for the use of the PMS or Electronic Key.

3.4 USE OF A PMS

The Hirer will use the PMS in accordance with the terms and conditions of the WAA. The Hirer must ensure that dust covers are re-fitted after use. The Hirer will use the PMS only for the purposes stated within the WAA.

PMS devices remain the property of Council and are to be returned at the end of the hire period or upon demand by an authorised person.

3.4.1 Hydrant Locations

The Hirer must use specific hydrant locations as directed by an authorised person. Permission will not be given to draw water from hydrants accessible directly from trunk mains water service infrastructure. Water must not be drawn from a hydrant location outside Council's jurisdictional area. Upon commencement of the hire period under the WAA, Hirers will be informed of the location of hydrants available for use.

3.4.2 Use of a PMS in accordance with Workplace Health and Safety requirements

Hirers must adhere to any prescribed requirements for placement of any necessary signage and barricades during access to and drawing of water from hydrants located within road corridors, or other locations subject to vehicular traffic movements.

Signage must be of a type and positioned in accordance with the current version of the *Manual of Uniform Traffic Control Devices (Part 3)*.² Risk assessments must be undertaken as necessary to determine the requirements for safety controls during manual handling to include use of Personal Protective Equipment items, for example safety boots, riggers gloves and eye protection.

² Note: this instrument is a commercially available publication only. Council will provide assistance to Hirers in understanding the necessary requirements as required.

3.5 CONDITIONS FOR USE OF AN FMS (ELECTRONIC KEYS)

The Hirer will use an FMS in accordance with the terms and conditions of the WAA under which approval will be granted for the use of FMS devices at designated locations. Drawing of water will be undertaken by the Hirer only from designated Fill Point locations – see Appendix 1.

A Security Deposit will be charged for each Electronic Key allocated in accordance with Council's current published schedule of Fees and Charges.

Electronic Keys remain the property of Council and are to be returned at the end of the hire period or when requested by an authorised person.

The allocation of additional Electronic Keys will be at the sole discretion of Council.

Council reserves the right to cancel inactive Electronic Keys after a period of six (6) months.

3.6 UNAUTHORISED ACCESS AND DRAWING OF WATER

Unauthorised access to and drawing of water from Council's water service infrastructure may result in statutory enforcement actions.³

3.7 LOST, STOLEN OR DESTROYED PMS/ELECTRONIC KEYS

PMS and Electronic Keys remain the property of Council and must be returned to Council's relevant issuing service area upon cessation of the hire period or upon the reasonable demand of an authorised person.

Hirers must report missing or stolen PMS or Electronic Key devices Queensland Police Service as soon as practicable. Thereafter the Hirer must additionally report the matter to Council and provide the relevant Queensland Police Service lodgement reference number along with any other relevant details. Costs incurred as a result of loss or theft will remain the responsibility of the Hirer.

Upon reporting of a theft, the Hirer must;

- (i) Reimburse Council for the current value of a replacement PMS;
- (ii) Pay any outstanding water usage charges based on usage for the previous reading period or on Council's estimate of average water usage for the same financial year. Upon Council receipt of payment from the Hirer for the replacement cost of the PMS and outstanding water usage charges, Council may issue the Hirer with a replacement PMS or Electronic Key for the remainder of the hire period.

3.8 CARE AND MAINTENANCE OF HIRE EQUIPMENT

The care and maintenance of equipment remains the responsibility of the person nominated on the WAA.

Upon return of the PMS or Electronic Key at the cessation of the hire period, the Hirer will be required to complete a form of declaration confirming the good order of the PMS or Electronic Key.

³ See Council's *Metered Standpipe Water Access Policy* s 3.2.

4. HIRE TYPES

4.1 INTERNAL HIRE

Any Council initiated and controlled project or operation that requires access to and drawing of water from Council's water service infrastructure must be undertaken via an approved PMS to draw water through an approved hydrant point or via the issuing of an Electronic Key to access an FMS. This includes but is not limited to project works undertaken through Council's day labour operations, work undertaken by contractors and works to service State Department projects and maintenance works.

4.2 SHORT TERM HIRE

Short term hire is applicable where the duration of the hire period is less than two (2) weeks. Payment of a security deposit will apply to the hire of each and every PMS or Electronic Key to be held by Council until the cessation of the hire period. Charges will be levied for equipment hire, and the volume of water drawn in connection with the specific application. Water usage will be charged at a per-kilolitre rate in accordance with the water consumption tables contained within Council's Annual Budget Schedule of Charges. Hire fees and late fees will be charged in accordance with the rates outlined in Council's current published schedule of Fees and Charges.

The hire period is The Hirer will be required to complete a self-read form to record water usage on a monthly basis and return this information to Council prior to the billing cycle due date for account billing purposes. Failure to do this may result in the issuing of late fees.

Security deposits will be released by Council only upon receipt by Council of full payment by the Hirer of fees for equipment, water usage and any late fees incurred during the hire period.

The Hirer will be required to complete a declaration confirming return of hire equipment in good order.

4.3 LONG TERM HIRE

Long term hire is applicable where the duration of the hire period is more than two (2) weeks and may not exceed a maximum period of six (6) months. Payment of a security deposit will apply to the hire of each and every PMS or Electronic Key to be held by Council until the cessation of the hire period. The hire fee payable by annual Hirers will be as per the current published schedule of Fees and Charges and is payable at the commencement of the hire period.

The Hirer will be required to complete a self-read form every three (3) months and before the due date for billing purposes. The Hirer must return the PMS or Electronic Key each six months for inspection, meter reading and maintenance. Failure to return the PMS or Electronic Key may result in formal demand for return of the hired equipment and forfeiture of any paid security deposit.

The PMS is to be clean and dry when returned. Upon return to Council of the PMS or Electronic Key and payment by the Hirer to Council of a new security deposit and completion by the hirer of a new WAA, another PMS or Electronic Key may be issued by Council to the Hirer as required.

Security deposits will be released by Council only upon receipt by Council of full payment by the Hirer of fees for equipment, water usage and any late fees incurred during the hire period.

The Hirer will be required to complete a declaration confirming return of all equipment in good order.

5. DEFINITIONS

Authorised person – means a person who is appointed under the *Local Government Act 2009* (Qld) to ensure that members of the public comply with the local government Acts.

Council – means the Mareeba Shire Council.

Electronic Key – means an electronic account key provided by Council to a Hirer that enables access to a Fixed Metered Standpipe (FMS) located at an approved Fill Point.

Equipment/Hire Equipment – means any item of equipment hired from Council under the terms of the WAA during the hire period to include PMS, Electronic Keys.

Fees and Charges – means the scheduled fees and charges published by Council for the current financial year.

Fill Point – means a designated geographic location within the Council jurisdiction at which a metered standpipe can be accessed with an Electronic Key – see Appendix 1.

Fixed Metered Standpipe – means a temporary or permanent water drawing device positioned at a fixed point to include pipework, control and metering equipment and other support equipment provided in a designated location by Council for the purpose of drawing of water from Council's water service infrastructure.

Hirer – means the person or entity nominated and described on the WAA as the authorised user of a PMS or Electronic Key.

Hydrant – means an apparatus used for the extraction of water under pressure to be released from Council's water service infrastructure.

Hydrant point – means a hydrant connection point for a PMS or hydrant device for the drawing of water from Council's water service infrastructure.

Internal hire – means the hire of a PMS or Electronic Key to service a Council initiated and controlled project.

Long term hire – means a hire period of more than two weeks but less than six months.

Portable Metered Standpipe – means a portable standpipe device holding an in-built readable analogue water volume meter and which can be connected to Council's water service infrastructure via a hydrant connection point.

Security deposit – means a bond or funds paid by the Hirer to Council to be held by Council and which may be returned by Council to the Hirer upon return by the Hirer of all hired equipment in a good order and upon payment by the Hirer of all relevant hire and water usage fees.

Short term hire – means a hire period of less than two weeks.

Water Access Agreement – means an executed application for *Avdata Water Management System post-paid account key* (for a Fixed Metered Standpipe) or a completed water access application form (for a PMS) as issued by Council.

Water Service Provider – means a supplier of water or sewerage services to include a local government registered as a service provider under the *Water Supply (Safety and Reliability) Act 2008* (Qld) and that owns infrastructure for supplying water or sewerage services.

6. RELATED DOCUMENTS AND REFERENCES

Australian Standard AS1742 Manual of Uniform Traffic Control Devices, Part 3 (Standards Australia)⁴
Metered Standpipe Water Access Policy (MSC)
Water Supply (Safety and Reliability) Act 2008 (Qld)

7. REVIEW

It is the responsibility of the Manager Water and Waste to monitor the adequacy of these procedures and implement and approve appropriate changes. These procedures will be formally reviewed every four (4) years or as required by Council.

APPENDIX 1 - Fill Point locations

Emerald End Road, Mareeba



Martin Avenue, Mareeba



Arara Street, Kuranda



Frew Street/Aerodrome Road, Chillagoe

