



Ordinary Meeting

Council Chambers
Date: 25 October 2017
Time: 9:00am

MINUTES

MEMBERS IN ATTENDANCE

Members Present: Cr T Gilmore (Mayor), Crs, E Brown, K Davies, M Graham, A Pedersen, A Toppin and L Wyatt.

APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS

Nil

BEREAVEMENTS/CONDOLENCES

A minute's silence was observed as a mark of respect for those residents who passed away during the previous month.

DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/ CONFLICTS OF INTEREST

There were no Material Personal Interests or Conflicts of Interest declared by any Councillor or Senior Council Officer in relation to the items of business listed on the Agenda.

CONFIRMATION OF MINUTES

Moved by Cr Wyatt

Seconded by Cr Davies

"That the Minutes of the Ordinary Council Meeting held on 20 September 2017 be confirmed as true and correct."

CARRIED

BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

Nil

CORPORATE AND COMMUNITY SERVICES

REGIONAL LAND USE PLANNING

ITEM-1

D CLELAND MATERIAL CHANGE OF USE - MOTOR HOME PARK - LOT 1 ON RP708214 - 59 ROGERS ROAD, BIBOOHRA - MCU/17/0001

This item has been held over until the November Council Meeting.

ITEM-2 M & G CRUSHING & MATERIALS PTY LTD - MCU - EXTRACTIVE INDUSTRY - LOT 2 ON RP733458 & LOT 247 NR1876 - 303 NARCOTIC CREEK ROAD, CHEWKO - DA/17/0012

Moved by Cr Toppin

Seconded by Cr Brown

"1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	M & G Crushing & Materials Pty Ltd	ADDRESS	303 Narcotic Creek Road, Chewko
DATE LODGED	18 April 2017	RPD	Lot 2 on RP733458 & Lot 247 on NR1876
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Extractive Industry		

and in accordance with the Sustainable Planning Act 2009, the applicant be notified that the application for a development permit for the development specified in (A) is:

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), assessment manager's advice in (D), concurrence agency conditions in (E), relevant period in (F), further permits in (G), and further approvals from Council listed in (H);

And

The assessment manager does not consider that the assessment manager's decision conflicts with a relevant instrument.

(A) APPROVED DEVELOPMENT: Development Permit for Material Change of Use - Extractive Industry

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
HCN003 N002	Fig. 2 Countours, Drainage and Regional Ecosystems	Hughes Consulting	8/2/2017
HCN003 N003	Fig. 3 Site Drainage and Buffer Zones	Hughes Consulting	8/2/2017

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out substantially in accordance with the approved plans and the facts and circumstances of the use as submitted with the application, subject to any alterations:
 - found necessary by the Council's delegated officer at the time of examination of the engineering plans or during construction of the development because of particular engineering requirements; and
 - to ensure compliance with the following conditions of approval.

2. Timing of Effect

- 2.1 The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the commencement of the use except where specified otherwise in these conditions of approval.
- 2.2 Prior to the commencement of use, the applicant must notify Council that all the conditions of the development permit have been complied with, except where specified otherwise in these conditions of approval.

3. General

- 3.1 The development approval would not have been issued if not for the conditions requiring the construction of infrastructure within the conditions of approval.
- 3.2 The applicant/developer is responsible for the cost of necessary alterations to existing public utility mains, services or installations required by works in relation to the proposed development or any works required by condition(s) of this approval.
- 3.3 All payments or bonds required to be made to the Council pursuant to any condition of this approval must be made prior to commencement of the use and at the rate applicable at the time of payment.
- 3.4 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

- 3.5 Hours of Operation

All operations pursuant to the extractive industry, or in any way connected with the extractive industry will, for site operations and for removal of material, be limited to the hours between 7.00 am and 6.00 pm Mondays to Friday and 7:00am to 12:00 noon Saturdays (except Public Holidays), PROVIDED ALWAYS that the Council will have the right at any time, and from time to time, to fix other hours of operation, and upon the fixing of any such other hours of operation pursuant to the permit, or in any way connected therewith, the extractive industry will be limited to such other hours. The Applicant will not be allowed to conduct nor permit nor suffer to be conducted, any extractive industry operation nor run nor start any motors, machinery, or the like, nor remove any materials from the said land on any Sunday or Public Holiday, or at any time outside the hours mentioned or such other hours as will be fixed by Council.

- 3.6 The Applicant shall provide Council with records of quantities of material extracted from the site on a monthly basis.
- 3.7 All operations pursuant to the extractive industry must be carried out in accordance with the Site Based Management Plan, except where modifications are required by the conditions of this approval.
- 3.8 The applicant will be required to take every precaution to avoid spillage and any spillage which occurs on any public road, shall be removed at the end of each working day or within four (4) hours of any verbal requirement by Council's delegated officer.

3.9 Scale and Intensity

The extraction volume must not exceed 5,000 tonnes per annum.

- 3.10 No extraction is to occur within 100 metres of Lot 1 on RP733458 and the rail corridor Lot 261 on SP129911. The sand screening plant and any stockpile/s must be sited at least 200 metres from the closest property boundary.

- 3.11 No extractive industry operations are to occur within 25 metres of Narcotic Creek and 10 metres of the unnamed waterway.

3.12 Rehabilitation

A Site Rehabilitation Management Plan is to be prepared by a suitably qualified and experienced person detailing the timing/staging of vegetation removal, method of removal and the sequence of operations and rehabilitation works.

Site rehabilitation works must be provided in a progressive manner in accordance with extraction sequences and staging. The method of rehabilitation needs to be detailed with appropriate revegetation strategies indicated including the species list to be used including plant source. The plan is to be submitted to Council and operations are not to commence prior to receipt of Council's approval of the plan.

All site rehabilitation is to occur in accordance with the approved Site Rehabilitation Management Plan.

4. Infrastructure Services and Standards

4.1 Access

A **Commercial** access crossover, for the extractive industry access, must be constructed and maintained, to the property boundary of the Sales Permit area in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

5. Additional Payment Condition

- 5.1 The additional payment condition has been imposed as the development will create additional demand on trunk infrastructure which will create additional trunk infrastructure costs for council.
- 5.2 The developer must pay \$6,182.00 for each 167 haul truck movements from the site towards trunk transport infrastructure, with the amount of the contribution increased on 1 July each year in accordance with the increase for the PPI index for the period starting on the day the development approval takes effect, adjusted by reference to the 3-yearly PPI index average to the date of payment.
- 5.3 The trunk infrastructure for which the payment is required is:
- The trunk transport infrastructure servicing the land - specifically the upgrading of Narcotic Creek Road to rural road (4.5 metre wide) bitumen sealed standard.
- 5.4 The developer may elect to provide part of the trunk infrastructure instead of making the payment.
- 5.5 If the developer elects to provide part of the trunk infrastructure the developer must:
- Discuss with Council's delegated officer the part of the works to be undertaken;
 - Obtain the necessary approvals for the part of the works;
 - Indemnify the Council in relation to any actions, suits or demands relating to or arising from the works;
 - Take out joint insurance in the name of the Council and the developer in the sum of \$20,000,000 in relation to the undertaking of the works;
 - Comply with the reasonable direction of Council officers in relation to the completion of the works;
 - Complete the works to the standards required by the Council; and
 - Complete the works prior to endorsement of the plan of subdivision.

(D) ASSESSMENT MANAGER'S ADVICE

- (a) A number of other charges or payments may be payable as conditions of approval. The applicable fee is set out in Council's Fees & Charges Schedule for each respective financial year.
- (b) Compliance with applicable codes/policies

The development must be carried out to ensure compliance with the provisions of Council's Local Laws, Planning Scheme Policies, Planning Scheme and Planning Scheme Codes to the extent they have not been varied by a condition of this approval.

(c) Compliance with Acts and Regulations

The erection and use of the building must comply with the Building Act and all other relevant Acts, Regulations and Laws, and these approval conditions.

(d) Environmental Protection and Biodiversity Conservation Act 1999

The applicant is advised that referral may be required under the *Environmental Protection and Biodiversity Conservation Act 1999* if the proposed activities are likely to have a significant impact on a matter of national environmental significance. Further information on these matters can be obtained from www.environment.gov.au.

(e) Cultural Heritage

In carrying out the activity the applicant must take all reasonable and practicable measures to ensure that no harm is done to Aboriginal cultural heritage (the "cultural heritage duty of care"). The applicant will comply with the cultural heritage duty of care if the applicant acts in accordance with gazetted cultural heritage duty of care guidelines. An assessment of the proposed activity against the duty of care guidelines will determine whether or to what extent Aboriginal cultural heritage may be harmed by the activity. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsip.qld.gov.au.

(f) Transportation of Soil

All soil transported to or from the site must be covered to prevent dust or spillage during transport. If soil is tracked or spilt onto the road pavements as a result of works on the subject site, it must be removed prior to the end of the working day and within four (4) hours of a request from a Council Officer.

(E) CONCURRENCE AGENCY CONDITIONS

Department of Infrastructure, Local Government and Planning conditions dated 18 July 2017 (Appendix 1).

(F) RELEVANT PERIOD

When approval lapses if development not started (s.341)

- Material Change of Use – four (4) years (starting the day the approval takes effect);

(G) OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS

- Nil

(H) OTHER APPROVALS REQUIRED FROM COUNCIL

- Access approval arising from condition number 4.1 (Please contact Planning Section to obtain application form and applicable fee)"

CARRIED**ITEM-3 PROPOSED KOAH PLANNING STUDY**

Moved by Cr Brown

Seconded by Cr Davies

"That Council authorise the Chief Executive Office to seek fee proposals from suitably qualified planning consultants to undertake a planning study into a potential rural precinct area centred around Koah Road, encompassing all land within Preferred Area No 3 - Clohesy River Area of the Mareeba Shire Planning Scheme 2004 and including rural land between Davies Creek and Kennedy Highway along Kanervo Road, including a recommendation on the preferred minimum lot size for the rural zone in this area."

CARRIED**GOVERNANCE AND COMPLIANCE****ITEM-4 DEVELOPMENT AND GOVERNANCE QUARTERLY REPORT - JULY TO SEPTEMBER 2017**

Moved by Cr Pedersen

Seconded by Cr Wyatt

"That Council receive and note the quarterly report of the Development and Governance Group for July to September 2017."

CARRIED**ITEM-5 AUDIT COMMITTEE POLICIES**

This item has been held over until the November Council Meeting.

ITEM-6 OPERATIONAL PLAN 2017-2018 PROGRESS REPORT JUL - SEP

Moved by Cr Davies

Seconded by Cr Graham

"That Council receive and note the progress report on implementation of the 2017-2018 Operational Plan for the July to September 2017 quarter."

CARRIED

FINANCE

ITEM-7 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2017

Moved by Cr Pedersen

Seconded by Cr Brown

"That Council note the financial report for the period ending 30 September 2017."

CARRIED

INFRASTRUCTURE SERVICES

TECHNICAL SERVICES

ITEM-8 MAREEBA AIRPORT UPGRADING - SEPTEMBER 2017 PROGRESS REPORT

Moved by Cr Graham

Seconded by Cr Wyatt

"That Council note the September 2017 progress report on the Mareeba Airport Upgrade Project."

CARRIED

ITEM-9 INFRASTRUCTURE SERVICES - TECHNICAL SERVICES MONTHLY ACTIVITIES REPORT - SEPTEMBER 2017

Moved by Cr Toppin

Seconded by Cr Graham

"That Council receive and note the Technical Services Monthly Report for the month of September 2017."

CARRIED

ITEM-10 TRAFFIC ADVISORY COMMITTEE - MINUTES OF MEETING HELD 19 SEPTEMBER 2017

Moved by Cr Pedersen

Seconded by Cr Graham

"That Council note the minutes of the Traffic Advisory Committee Meeting held 19 September 2017 and resolves to:

1. In respect to Item 17.09-03, Council write to affected business operators / clubs seeking their interest / agreement in having the sign located on the northern entrance to Mareeba (near the Mary Andrews Park) replaced at their expense."

CARRIED

ITEM-11 PETITION FOR REMOVAL OF SPEED HUMPS ON BARRON FALLS ROAD, KURANDA

Moved by Cr Brown

Seconded by Cr Toppin

"That Council receive the petition and refer to officers for a Report."

CARRIED

WORKS

ITEM-12 INFRASTRUCTURE SERVICES - WORKS SECTION ACTIVITY REPORT - SEPTEMBER 2017

Moved by Cr Wyatt

Seconded by Cr Davies

"That Council receive and note the Works Section Activity Report for the month of September 2017."

CARRIED

WATER & WASTE

ITEM-13 WATER AND WASTEWATER GROUP FEES & CHARGES REVIEW - DISPOSAL OF MATTRESSES

Moved by Cr Brown

Seconded by Cr Davies

"That Council:

1. introduce and adopt a \$25 charge per mattress for the disposal of mattresses by commercial operators and non-Mareeba Shire residents; and
2. advise commercial operators and non- Mareeba Shire residents that they will only be able to dispose of mattresses at the Council Landfill in Mareeba."

CARRIED

ITEM-14 INFRASTRUCTURE SERVICES - WATER AND WASTEWATER GROUP - MONTHLY OPERATIONS - SEPTEMBER 2017

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council receive and note the September 2017 Monthly Water and Wastewater Report."

CARRIED

ITEM-15 TENDER EVALUATION TMSC2017-22 DEMOLITION OF THE OLD MAREEBA SEWAGE TREATMENT PLANT

Moved by Cr Pedersen

Seconded by Cr Toppin

"That Council award Tender TMSC2017-22 Demolition of the Old Mareeba Sewage Treatment Plant to Anton Demolitions Pty Ltd for a total value of \$190,080 (Inclusive of GST)."

CARRIED**ITEM-16 CONTRACT TMSC2015-13 MAREEBA WASTEWATER TREATMENT PLANT - DESIGN & CONSTRUCTION - SEPTEMBER 2017 PROGRESS REPORT**

Moved by Cr Davies

Seconded by Cr Graham

"That Council note the September 2017 progress report on the Mareeba Wastewater Treatment Plant Upgrade Project."

CARRIED**ITEM-17 WATER RESTRICTIONS POLICY**

Moved by Cr Graham

Seconded by Cr Wyatt

"That Council adopt the Water Restrictions Policy, attached to these Minutes as Appendix 2."

CARRIED**ITEM-18 CHILLAGOE WASTE FACILITY**

Moved by Cr Toppin

Seconded by Cr Brown

"That Council note the information provided and endorse:

1. the upgrading of the Chillagoe Waste Facility to a secured manned site, and
2. to commence charging applicable adopted fees and charges for commercial users for waste disposed at Chillagoe Waste Facility, and
3. approve \$100,000 from the waste reserves for capital upgrades to the Chillagoe Waste Facility, including site security fencing, a site shelter and removal from site of excess scrap metal."

CARRIED

ITEM-19 **INFRASTRUCTURE SERVICES - WASTE OPERATIONS
REPORT - SEPTEMBER 2017**

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council receive and note the Infrastructure Services, Waste Operations Report for September 2017."

CARRIED**ITEM-20** **STANDPIPE MANAGEMENT SYSTEM POLICY -
AMENDMENT**

Moved by Cr Davies

Seconded by Cr Graham

"That Council adopt the amended Standpipe Management System Policy, attached to these Minutes as Appendix 3".

CARRIED**CLOSURE OF MEETING**

Moved by Cr Toppin

Seconded by Cr Pedersen

"That in accordance with Section 275(1)(a) of the Local Government Regulation 2012, the meeting be closed to the public at 9:40am to discuss matters relative to the appointment, dismissal or discipline of employees."

CARRIED**OPENING OF MEETING**

Moved by Cr Brown

Seconded by Cr Wyatt

"That the meeting be opened at 9:46am."

CARRIED

CHIEF EXECUTIVE OFFICER

ORGANISATIONAL DEVELOPMENT

ITEM-21 INFRASTRUCTURE SERVICES STAFFING

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council:

1. endorse the recruitment of a Director Infrastructure Services;
2. endorse the recruitment of a Manager Technical Services;
3. note the temporary appointment of Contracts and Project Management services to Trinity Engineering and Consulting; and
4. approve the amendment to the Organisational Structure to include a Works Engineering Officer"

CARRIED

BUSINESS WITHOUT NOTICE

ADHOC-1 QUEEN'S BATON RELAY

Moved by Cr Brown

Seconded by Cr Graham

"That Council apply for a grant from the Gold Coast Commonwealth Games of up to \$6000 towards the cost of hosting the Queens Baton Relay."

CARRIED

ADHOC-2 MAREEBA TRUCK STOP OPTIONS

Moved by Cr Graham

Seconded by Cr Davies

"That a Report to Council be prepared regarding the truck stop on the northern side of Mareeba. The report should canvas a range of options including but not limited to having it sealed by either Council or Main Roads or it being relocated."

CARRIED

NEXT MEETING OF COUNCIL

The next meeting of Council will be held at 9:00 am on Wednesday 15 November 2017.

There being no further business, the meeting closed at 9:54 am.

.....
Cr Tom Gilmore
Mayor

**APPENDIX 1 -ITEM-2 M & G CRUSHING & MATERIALS PTY LTD - MCU -
EXTRACTIVE INDUSTRY - LOT 2 ON RP733458 & LOT 247 NR1876 - 303 NARCOTIC
CREEK ROAD, CHEWKO - DA/17/0012**Department of Infrastructure,
Local Government and Planning

Our reference: SDA-0517-039257

Your reference: DA/17/0012

18 July 2017

Chief Executive Officer
Mareeba Shire Council
PO Box 154
MAREEBA QLD 4880Attn: *Brian Millard*

Dear Sir / Madam

Concurrence agency response—with conditionsMaterial change of use (extractive industry) at 303 Narcotic Creek Road, Chewko, described as
Lot 247 on NR1876 and Lot 2 RP733458(Given under section 285 of the *Sustainable Planning Act 2009*)The referral agency material for the development application described below was received by the
Department of Infrastructure, Local Government and Planning under section 272 of the
Sustainable Planning Act 2009 on 7 June 2017.**Applicant details**

Applicant name:	M & G Crushing & Materials Pty Ltd T/A Xtraco
Applicant contact details:	77 Morganbury Road Walkamin Queensland 4872 pixie@hughesconsulting.com.au

Site details

Street address:	303 Narcotic Creek Road Chewko
Lot on plan:	Lot 247 on NR1876 and Lot 2 on RP733458
Local government area:	Mareeba Shire Council

Application details

Proposed development:	Development permit for material change of use (extractive industry)
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SDA-0517-039257

Aspects of development and type of approval being sought

Nature of Development	Approval Type	Brief Proposal of Description	Level of Assessment
Material Change of Use	Development permit	Extractive Industry, sand quarry, extraction and screening of under 5000 tonnes per annum	Impact Assessment

Referral triggers

The development application was referred to the department under the following provisions of the *Sustainable Planning Regulation 2009*:

Referral trigger Schedule 7, Table 3, Item 15A—Railways

Conditions

Under section 287(1)(a) of the *Sustainable Planning Act 2009*, the conditions set out in Attachment 1 must be attached to any development approval.

Reasons for decision to impose conditions

Under section 289(1) of the *Sustainable Planning Act 2009*, the department must set out the reasons for the decision to impose conditions. These reasons are set out in Attachment 2.

Further advice

Under section 287(6) of the *Sustainable Planning Act 2009*, the department offers advice about the application to the assessment manager—see Attachment 3.

A copy of this response has been sent to the applicant for their information.

For further information, please contact Michele Creecy, Senior Planning Officer, SARA Far North QLD on 4037 3206, or email michele.creecy@dlgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Brett Nancarrow
 Manager (Planning)

cc: M & G Crushing & Materials Pty Ltd T/A Xtraco, pixie@hughesconsulting.com.au
 enc: Attachment 1—Conditions to be imposed
 Attachment 2—Reasons for decision to impose conditions
 Attachment 3—Further advice

SDA-0517-039257

Our reference: SDA-0517-039257
 Your reference: DA/17/0012

Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
Aspect of development: Material change of use (extractive industry)		
Schedule 7, Table 3, Item 15A - Railways —Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i> , the chief executive administering the Act nominates the Director-General of Department of Transport and Main Roads to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
In accordance with approved report		
1.	The development must be generally in accordance with the following report: Site Based Management Plan, prepared by Hughes Consulting, dated 12/04/2017, reference SMP V1, and version V1, in particular, Section 2.1 Location.	Prior to the commencement of use and to be maintained at all times.
Stormwater management		
2.	(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the railway. (b) Any works on the land must not: <ul style="list-style-type: none"> (i) create any new discharge points for stormwater runoff onto the railway; (ii) interfere with and/or cause damage to the existing stormwater drainage on the railway; (iii) surcharge any existing culvert or drain on the railway; (iv) reduce the quality of stormwater discharge onto the railway. 	(a)and (b) At all times

SDA-0517-039257

Our reference: SDA-0517-039257

Your reference: DA/17/0012

Attachment 2—Reasons for decision to impose conditions

The reasons for this decision are:

- To ensure the development is carried out generally in accordance with the proposed report to maintain the safety and efficiency of the state transport corridor.
- To ensure that the impacts of stormwater events associated with development are minimised and managed to avoid creating any adverse impacts on the state transport corridor.

SDA-0517-039257

Our reference: SDA-0517-039257
Your reference: DA/17/0012

Attachment 3—Further advice

General advice	
Ref	Railways
1.	<p>Memorandum of Understanding for Railway Level Crossings</p> <p>As per the <i>Memorandum of Understanding between the Local Government Association of Queensland and Queensland Rail and the Department of Transport and Main Roads with respect to the Management and Funding Responsibility for Level Crossing Safety</i>, the local government is responsible for any safety upgrades to a level crossing if the change in risk to the level crossing is due to changes in nearby land uses which have been authorised by local government.</p> <p>Mareeba Shire Council should continue to monitor the level of safety risk and number of reported level crossing issues at the <u>Narcotic Creek Road</u> crossing of the Mungana Branch railway as further development in the area is approved. The proposed development will be likely to contribute to cumulative impacts on the safety of the railway level crossing. Consideration should also be given to implementing improved control and safety measures, as required, in particular to address the poor sight distance and the narrow and curved road formation on the northern approach to the level crossing.</p>

APPENDIX 2 - ITEM-17 WATER RESTRICTIONS POLICY**Water Restrictions Policy**

Council Policy <input type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input type="checkbox"/>
Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>	Version: 1.0
File ref:		Policy Section:
Date Adopted:		Review Date:
Author: Manager Water & Waste		Review Officer:

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1. POLICY INTENT

To establish a policy and approval process for the imposition of water restrictions by Mareeba Shire Council Water and Waste.

2. SCOPE

This policy applies to all users including commercial, industrial, residential, Council and Mareeba Shire Council Water and Waste.

3. PROVISIONS

Chapter 2 Part3 of Division 3 of the Water Supply (Safety and Reliability) Act 2008 (the Act), provides Mareeba Shire Council with the power to restrict water supply due to climatic conditions or for water conservation needs. Under s41 (2) of the Act, Mareeba Shire Council may only impose restrictions in the following circumstances:

1. There is an urgent need for it because of climatic conditions or water conservation needs;
2. The available water supply has fallen to a level at which unrestricted use of water is not in the public interest; or
3. The service provider has a reasonable and comprehensive strategy for demand management for water and the restriction is essential to ensure the aims of the strategy are met; or
4. The service provider has an outdoor water use conservation plan and the restriction is a measure to be implemented under the plan; or
5. The Minister has published a notice under the *Water Act, section 22 or a regulation has been made under the *Water Act, section 23 and the restriction is for the purposes of the notice or regulation; or
6. The service provider is directed, under a water supply emergency declaration, a water supply emergency regulation or an approved water supply emergency response to impose a restriction; or
7. The water service provider is directed by the regulator under section 42 (2) to impose the restriction.

*Water Act, section 22 (Limiting or prohibiting taking or interfering with water during emergencies)

*Water Act, section 23 (Regulation may limit taking or interfering with water for 1 year)

Mareeba Shire Council Water and Waste may impose the following types of restrictions:

1. The volume of water supplied to a customer or type of customer; or
2. The hours when water may be used on premises for stated purposes; or
3. The way water may be used on premises.

4. APPROVAL TO IMPOSE RESTRICTIONS

In normal circumstances, approval to impose water restrictions must be sought via a report to Council and recommendation to the Chief Executive Officer as delegate for Council for the water restriction powers under the Water Supply (Safety and Reliability) Act 2008.

In emergency situations, the Chief Executive Officer may impose water restrictions in accordance with this policy and the provisions of the Water Supply (Safety and Reliability) Act 2008 upon advice from the Director Infrastructure Services. In these circumstances a report on actions taken must be provided to the next scheduled Council meeting.

5. NOTIFICATION OF WATER RESTRICTIONS

For s43 (1) of the Water Supply (Safety and Reliability) Act 2008, Mareeba Shire Council must give notice of the water restriction to anyone affected by it in the way considered appropriate, having regard to the circumstances in which the restriction is imposed.

Except in emergencies the notice will be advertised in the local media. In emergencies the notice will be given in the way the Chief Executive Officer considers appropriate.

Under s43 (2) of the Water Supply (Safety and Reliability) Act 2008, water restrictions do not have effect until the day after the notice is given.

6. EXEMPTIONS

The Director Infrastructure Services of Mareeba Shire Council as delegate of the Chief Executive Officer may grant exemptions to water restrictions upon application from water users based on the following grounds:

1. For reasons of public health and safety;
2. To allow the undertaking of essential works;
3. Minor or infrequent uses of water outside the restrictions (e.g. sporting or community events);
4. Any other criteria deemed appropriated under the water supply conditions at the time.

7. NON-COMPLIANCE WITH WATER RESTRICTIONS

Failure to comply with water restrictions may incur penalties as described in s43 (3) of the Water Supply (Safety and Reliability) Act 2008.

8. REVIEW

It is the responsibility of the Director Infrastructure Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

9. REFERENCES

- Water Supply (Safety and Reliability) Act 2008
- Local Government Act 2009
- Local Government Regulation 2012

10. DISTRIBUTION REGISTER

Date	Issue No.	Copy No.	Issued To	Copy Type

This policy is to remain in force until otherwise determined by Council.

APPENDIX 3 - ITEM-20 STANDPIPE MANAGEMENT SYSTEM POLICY - AMENDMENT



Standpipe Management System Policy

Council Policy <input type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input type="checkbox"/>
Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>	Version: 1.1
File ref:		Policy Section: Water & Waste
Date Adopted: 20/07/2016		Review Date:
Author: M-Water & Waste		Review Officer:

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1. POLICY INTENT

To set out the process for the use, hire and charges for the supply of potable water through the use of Standpipes and to provide guidance on the processes for enforcement action in instances of unauthorised use of a Standpipe to take water from Mareeba Shire Council's water supply.

2. SCOPE

This policy applies to the provision of water through Mobile Metered Standpipes, Fixed Standpipes, Fire Flow/Pressure Testing Devices and all water extracted from the Mareeba Shire Council water supply other than:

- By an individual metered water service; or
- For firefighting purposes.

3. BACKGROUND

Under the *Water Supply (Safety and Reliability) Act 2008 (Qld)* (WSSR Act), MSC is a registered service provider that owns and operates the water service infrastructure under the jurisdiction of MSC.

This policy was formulated to allow customers to obtain temporary access to MSC's water supply through the use of hired Standpipes or Electronic Keys. Standpipes or Electronic Keys are used to obtain water directly from hydrants on MSC mains.

3.1 Legislation

In accordance with section 145(1) of the WSSR Act, a person must not take water from a firefighting system or a service provider's hydrant without the permission of the service provider unless the water is taken for firefighting purposes.

Section 191 of the WSSR Act states that a person must not, without the written consent of a service provider, connect to, or disconnect from, the service provider's infrastructure.

A person can only connect to MSC's water network by accessing an approved Metered Standpipe through a hire agreement with MSC. A maximum penalty of 1000 penalty units will apply¹.

Section 192(1) of the WSSR Act states that a person must not, without the written consent of a service provider, interfere with a service provider's infrastructure. A person must ensure that they comply with 'MSC Standpipe Hire - Conditions of Use' when using an MSC approved metered standpipe. A maximum penalty of 1000 penalty units will apply¹.

¹ Value of penalty unit for particular purposes—Act, s5A(1) - <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PenaltASenR15.pdf> - Section 3

Section 195(1) of the WSSR Act states that a person must not, without a service provider's written approval, take water from a service provider's infrastructure. A maximum penalty of 1000 penalty units will apply¹.

Section 195(2) taking water from MSC infrastructure which is supplied for domestic purposes without approval. A maximum penalty of 1000 penalty units will apply¹.

4. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Annual Revenue Statement shall mean an outline and explanation of the measures that the Mareeba Shire Council has adopted for raising revenue.

Applicant shall mean the person or entity described on the relevant application form and includes all persons employed by or otherwise authorised by the Applicant to possess and operate a Standpipe.

Authorised Person shall mean a person who is appointed under the Local Government Act 2009 to ensure that members of the public comply with the Local Government Act.

Electronic Key shall mean a key provided by MSC to an Applicant that enables access to a Fixed Standpipe.

Fire Flow/Pressure Test Device shall mean a Mobile Standpipe with approved pressure measuring equipment installed.

Fixed Hydrant shall mean a fixed apparatus located at MSC's predetermined locations that allow the extraction of water under pressure to be released from the fixed hydrant.

Fixed Standpipe shall mean a temporary or permanent facility including pipework, control and metering equipment and other support equipment provided in a designated location by MSC for the purpose of extracting water from the reticulated water supply by an Applicant.

Hire Agreement shall mean an agreement between MSC and the Applicant in which the terms are binding until the return of the metered standpipe and payment of all applicable fees and charges.

Hirer shall mean the person, organisation, company or MSC Department nominated as the authorised user of the hired standpipe.

Hydrant shall mean an apparatus to allow the extraction of water under pressure to be released from MSC's infrastructure.

Internal Hire shall mean the hire of the metered standpipe or electronic key for council department projects.

Internal Staff shall mean an employee of MSC

Long Term Hire shall mean an agreement between MSC and the Applicant for the hire of an approved standpipe from MSC for a maximum six months period.

Metered Standpipe in accordance with definition of "Standpipe" however, with a meter attached to measure the flow of water to be drawn from the device.

MSC shall mean Mareeba Shire Council

MSC Fees and Charges shall mean the fees and charges for Council for the financial year.

Reticulated Water Supply shall mean the network of reservoirs, pumps, pipes and fittings that deliver water to a designated location.

Security Deposits/Bonds shall mean the amount paid by the hirer to MSC to be held until the return of the standpipe in a good condition and fees are fully paid.

Service Provider shall mean a supplier of water or sewerage service who is registered under s.20 of the *Water Supply (Safety and Reliability) Act 2008* as a service provider and may include a local government that owns infrastructure for supplying water or sewerage services.

Short Term Hire shall mean an agreement between MSC and the customer for the hire of an approved standpipe from MSC on a daily period.

Standpipe shall mean a device which attaches to MSC's managed water infrastructure to provide access to draw a controlled flow of water from the reticulated water supply.

Water and Waste Services shall mean a commercial division of MSC. For the purpose of this policy, 'Water and Waste Services' refers to any MSC staff having responsibility for implementation of this policy.

WSSR shall mean the Water Supply (Safety and Reliability) Act 2008.

5. POLICY STATEMENT

5.1 Supply of Temporary Water Meter (Metered Standpipe)

- 5.1.1 Metered water shall be supplied from either Mobile Metered Standpipes, or Fixed metered Standpipes (Electronic Key) as determined by MSC. Hirers will be instructed by the issuing staff on what specific hydrants they can draw water from on commencement of the hire agreement.

The use of non-Council (unauthorised) Standpipes to draw water from MSC's water supply system or hydrants is not permitted and will result in fines being imposed in accordance with the WSSR Act.

- 5.1.2 Bulk water may be accessed by completing an Application for the issue of a Short or Long Term Hire Metered Standpipe and upon receipt of approval from MSC. Prior approval from Water & Waste Services must be received for the drawing of water from every proposed location.

- 5.1.3 Standpipes/Electronic Key may be hired to customers through Short Term Hire or Long Term Hire.

5.2 Hire Agreement Conditions

MSC will issue a Standpipe or Electronic Key on the terms set out within the Hire Agreement.

5.2.1 Term of the Agreement

The term of the agreement shall be from the date of issue of the Standpipe/Electronic Key to the agreed date of return of the metered Standpipe/Electronic Key, or the date of payment of all applicable fees and charges, whichever is later. Late fees will apply if the Standpipe/Electronic Key is not returned by the due date.

5.2.2 Extension of Agreement

The hirer may be granted a two (2) day extension on the hire agreement for the continued use of the Standpipe/Electronic Key without being charged late fees on the condition that they contact Council at least one (1) day prior to the cessation of the agreement. Standard daily hire charges in accordance with MSC - Fees and Charges will apply to the period of the extension.

5.2.3 Extension of Agreement due to Exceptional Circumstances

In situations where a hirer is unable to return the Standpipe/Electronic Key by the due date as a result of force majeure conditions, the hirer is required to contact MSC informing of the circumstances and will be given an extension with an agreed upon return date. The hirer will not be charged late fees for the period of the extension however late fees will apply should the Standpipe/Electronic Key not be returned by this date. Standard daily hire charges in accordance with *MSC - Fees and Charges* will apply to the period of extension.

5.2.4 Termination of the Agreement

MSC has the right to terminate an agreement without notice to the hirer if the hirer:

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

If the agreement is terminated due to a breach as described above, the hirer shall:

- (iv) forfeit the unexpired portion of the hire charge;

- (v) immediately return the standpipe to MSC;
- (vi) if so directed by an authorised person of MSC, return the standpipe on demand to the authorised person;
- (vii) be liable for any water usage charges;
- (viii) forfeit the security deposit paid at commencement of the agreement.

Either party may terminate the agreement by giving the other party fourteen (14) days notice in writing and the agreement shall be terminated at the expiration of such period. The hirer will then immediately return the Standpipe/Electronic Key to MSC and will pay any unpaid portion of the hire charges, or portion of cost of repair to the value of the Standpipe or Electronic Key.

5.2.5 Transfer of the Agreement

Appropriate delegation is applicable only to the person signing the agreement on behalf of the company hiring the Standpipe/Electronic Key and will not apply to sub-contractors of the company. The agreement to hire a Standpipe/Electronic Key is non-transferable.

5.3 Fees and Charges for Supply of Water from Standpipes and Hire of Metered Standpipes/Electronic Keys

Water drawn from Standpipes shall be charged at the current bulk water rates as per the adopted Annual Revenue Statement. Hire, penalty fees and standpipe bonds shall be charged at the current schedule of MSC - Fees and Charges.

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

New customers will not be granted an account with MSC until they have been a cash customer for at least six months.

5.4 Instructions for Use of Standpipes

On commencement of the hire agreement the hirer will be provided with operating instructions for the use of Standpipes.

5.5 Conditions for Use of Mobile Metered Standpipes

The hirer shall use the standpipe in accordance with the MSC Metered Standpipes - Conditions of Hire & Use which will be available at the commencement of the hire agreement. The hirer is to ensure to replace dust covers after use. The hirer will use the standpipe only for the purposes stated within the hire agreement.

Refer to Appendix 1 - MSC Metered Standpipes - Conditions of Hire & Use, for the full list of conditions of use of MSC approved standpipes.

5.6 Conditions for Use of Fixed Metered Standpipes (Electronic Keys)

The hirer shall use the standpipe in accordance with the MSC Metered Standpipes - Conditions of Hire & Use which will be available at the commencement of the hire agreement. Approval will be granted for the use of one or more Fixed Standpipes at designated locations as detailed in the application.

A Security Deposit as shown in the MSC -Fees and Charges will be charged for each Electronic Key allocated.

Electronic Keys remain the property of MSC and are to be returned at the end of the Hire Agreement or when requested by an Authorised Person.

The allocation of additional Electronic Keys is at the discretion of MSC.

MSC reserves the right to cancel inactive Electronic Keys after a period of 6 months.

5.7 MSC Hydrant Locations

The hirer must use specific hydrants as directed by Water & Waste Services staff. Permission will not be given to draw water from hydrants directly from trunk mains. (Under no circumstances can water be drawn from any hydrant outside of the MSC boundary area). Non compliance with this requirement will incur costs associated with any subsequent damage or claim. At the commencement of the hire agreement, hirers will be informed of the location of hydrants available for use.

5.8 Unauthorised Drawing of Water from MSC's Water Reticulation Supply

Any unauthorised drawing of water from the MSC water reticulation supply by any means will be prosecuted to the full extent of the law. "Unauthorised" in this context refers to non adherence to legislation (WSSR Act) and the MSC Metered Standpipes - Conditions of Hire & Use as set out in this policy and in the hire agreement.

5.9 Lost, Stolen or Destroyed Standpipes/Electronic Keys

The Standpipe remains the property of Water & Waste Services and must be returned to Water & Waste Services on demand or at cessation of the hire agreement.

- If while in the possession of the hirer a Standpipe/Electronic Key goes missing or is reported stolen, a report must be filed by the hirer to the Police immediately and MSC must be contacted and supplied with the Police reference number and any other relevant details. Costs incurred as a result of loss or theft will be the responsibility of the hirer.

Once the hirer has reported the theft to MSC, the hirer shall;

- (i) Reimburse the current cost of a replacement standpipe to MSC;

- (ii) Pay any outstanding water usage charges based on usage for the previous reading period or on MSC's estimate of average standpipe water usage for the same financial year. On receipt of payment for the replacement cost of the standpipe and outstanding water usage charges, MSC will provide a replacement Standpipe/Electronic Key for the remainder of the hire term.

5.10 Care and Maintenance of Equipment on Hire

The care and maintenance of equipment shall be the responsibility of the person nominated on the hire agreement.

On return of the Standpipe/Electronic Key at the cessation of the hire agreement, the hirer will be required to complete the Return Details on the *MSC Application for the Issue of Short or Long Term Hire Metered Standpipe*.

Refer to Appendix 2 - MSC Application for the Issue of a Short or Long Term Hire Metered Standpipe.

5.11 Use of Standpipes in accordance with Workplace, Health and Safety requirements and approved Quality Procedures

Particular attention to correct signage and barricades shall be mandatory for Mobile Standpipe hirers when drawing water from hydrants situated in roadways, or where subjected to vehicular traffic.

Signage must be in accordance with the *Manual of Uniform Traffic Control Devices 2011, Part 3*. Risk assessments must be undertaken to determine the needs for control regarding manual handling, and the needs for control regarding PPE i.e., safety boots, riggers gloves/hand protection.

5.12 Internal Hire Process

Any Council project or operation that requires water to be extracted from Council's water reticulation hydrants must be through a metered Standpipe or via the issuing of an Electronic Key. This includes, but is not limited to Council's day labour operations, contractors and taking of water for Department of Transport and Main Roads (TMR) projects and maintenance.

Short Term Hire Process

An initial deposit shall apply to the hire of each and every Standpipe/Electronic Key. Charges will be levied for equipment hire, and the volume of water used in connection to the specific application. Water usage shall be charged at the current bulk water rates as per the adopted annual revenue statement. Hire and penalty fees shall be charged at the current schedule of *MSC - Fees and Charges*.

The hirer will be required to complete a self-read form on a monthly basis and return this information to the MSC before the due date for billing purposes. Failure to do this may result in the issuing of late fees.

Security deposits will only be released once full payment for hire, water usage, any penalty fees incurred and damage to equipment has been received. The hirer is required to complete the Return Details on the MSC Application for the Issue of Short or Long Term Hire Metered Standpipe.

Long Term Hire Process

At the initial hire, applicants must pay a security deposit which will be held until the cessation of hire. The hire fee payable by annual hirers will be as per the current schedule of *MSC - Fees and Charges* and is payable at the commencement of the hire agreement.

Hire is for a maximum six monthly basis. The hirer will be required to complete a self-read form every three (3) months and return the form to MSC. The hirer must return the Standpipe/Electronic Key every six months for inspection, meter reading and maintenance. The hirer will be notified in writing of their obligations. Failure to return the standpipe may result in confiscation of the hired equipment and forfeit of the security deposit.

The Standpipe is to be clean and dry when returned. Upon return of the Standpipe/Electronic Key and presentation of a new security deposit and completed application form, another Standpipe/Electronic Key will be issued if required.

Security deposits will only be released once full payment for hire, water usage, any penalty fees incurred has been received. The hirer is to complete the Return Details on the *MSC Application for the Issue of Short or Long Term Hire Metered Standpipe*.

6. REVIEW

This policy is to remain in force until otherwise determined.

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

7. REFERENCES

- Local Government Act 2009
- Water Supply (Safety and Reliability) Act 2008
- Manual of Uniform Traffic Control Devices 2011
- MSC - Annual Revenue Statement
- MSC - Fees and Charges
- MSC - Application for Short or Long Term Hire Metered Standpipe
- MSC - Metered Standpipes Conditions of Hire & Use

8. ATTACHMENTS

Appendix 1



COUNCIL MOBILE & FIXED METERED STANDPIPES

CONDITIONS OF HIRE & USE

INTRODUCTION

Mareeba Shire Council is committed to protecting the environment and reducing water consumption. To help us save one of the world's most precious resources, we have introduced metered standpipes.

Standpipes are used to obtain water directly from hydrants on our mains for activities such as roadwork, water carting, concrete sawing and the filling of swimming pools.

We believe that the use of a metered standpipe is fairer and more equitable in ensuring charges reflect actual usage and endorses our commitment to reduce water consumption.

POLICY

Drawing of water from Council's reticulation system other than by a Council owned metered standpipe is not permitted.

Mobile Metered Standpipes hired from Mareeba Shire Council, Kowa Street, Depot Stores Department must be used for drawing water from hydrants on our mains.

Fixed Metered Standpipes operated by electronic key hired from Mareeba Shire Council Customer Service Centre must be used for drawing water from fixed meter locations.

Mobile and Fixed Metered standpipes will be owned by and remain the property of Mareeba Shire Council.

Fire Brigade and Emergency Services are exempt.

INTENDED USE

The treated water product is intended for the highest use for the general population i.e. drinking water. The water is not intended to be used for special industrial, commercial or other uses, such as aquaculture, pharmaceuticals, medical uses and other uses that need water of different quality from potable water.

There are people (such as the old, young, pregnant or immunocompromised) who are advised to provide additional point-of-use treatment before drinking the water based on specific medical advice as such patients are not necessarily the intended users.

Council takes no responsibility for the quality of water after it has left the Council reticulation system. Domestic delivery vessels supplying clients with water for drinking purposes must have a current registered health inspection certificate from Council.

If the following conditions of use are not adhered to a maximum penalty of 50 penalty units may be imposed under Local Law 23.

CHARGES

Fees stated are for the **2015/2016 financial year** and are subject to review each financial year.



HIRING A STANDPIPE

The "Hirer" is any person, including its employees and agents, who request to hire a standpipe from Mareeba Shire Council Water and Waste (the Owner). Application to hire a standpipe may be made at the Customer Service Centre, Council Office, 65 Rankin Street, Mareeba between the hours of 8:45am and 4:30pm.

SHORT TERM

Maximum of 7 days (e.g. builders, filling swimming pools, etc.)

If the standpipe return date falls on a weekend and is not returned on the first business day then additional charge rates apply.

LONG TERM

Hirers **must have a current** trade account with Mareeba Shire Council.

The hirer will be required to complete a self-read form every three (3) months for mobile meter standpipes and the information returned to Mareeba Shire Council, Kowa Street Depot, Stores Department before the due date, for billing purposes. Failure to do this may result in the issuing of late fees.

Long-term hire is on a maximum six (6) monthly basis. The standpipe must be returned every six (6) months to the Stores Department for inspection, meter reading and maintenance. You will be notified in writing of your obligations.

Failure to return the standpipe may result in confiscation of the hired standpipe and forfeiting your bond.

The standpipe is to be clean and dry when returned. Upon return of the standpipe and presentation of a new security deposit another standpipe will be issued, if required.

If a standpipe is still required after this six (6) month period, it will be replaced upon receipt of a security bond and completion of a new hire agreement.

USING YOUR STANDPIPE

The incorrect use of a standpipe can damage the standpipe, the hydrant, our mains, and contaminate the water supply.

Operating instructions are available from the Customer Service Centre to all hirers of metered standpipes.

The standpipe is not transferable to any other party and is the responsibility of the nominated approved standpipe holder.

DEPOSIT/BOND

Deposit will be taken on issue of the standpipe. Deposit will only be returned after Mareeba Shire Council determines the condition of the standpipe and any outstanding charges for that standpipe have been paid in full.

The deposit/security bond is non-transferable.

**REPAIRS AND REPLACEMENT**

Any damaged or faulty metered standpipe must be reported to Mareeba Shire Council within 24 hours.

If a standpipe is lost or stolen it must be reported to the police and a reference number obtained and advised to Mareeba Shire Council within 24 hours.

If a standpipe is lost, stolen, damaged or destroyed the hirer will be responsible for cost of repairs or replacement.

ON THE SPOT FINES

Under S195 Water Supply (Safety and Reliability) Act 2008, Council will impose on the spot fines for unlawful taking of water.

FAILURE TO COMPLY

Failure to comply with any of the above conditions, including non-payment of standpipe fees and charges due, will result in the hire agreement for the use of the standpipe being withdrawn and action taken for the recovery of the standpipe.

ENQUIRIES

All enquiries should be directed to Council's Customer Service on 1 300 308 461.



65 Rankin Street
PO Box 154 MAREEBA QLD 4880
P: 1300 308 461
F: 07 4092 3323
W: www.msc.qld.gov.au
E: info@msc.qld.gov.au

APPLICATION FOR THE ISSUE OF A SHORT OR LONG TERM HIRE OF METERED STANDPIPE
(Standpipe Management System Policy to be supplied to Applicant)

Privacy Notice: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Applicant Details			
I / We hereby make application to be granted approval to hire a metered standpipe.			
Applicant Name		Driver's Licence #	
		Mobile Phone	
Business Trading Name		ABN / ACN #	
Business Address			
Postal Address			
Email Address			

Customers must have a current trade account with Mareeba Shire Council or otherwise have completed a trade account application and had it approved.

Does the applicant have a trade account with Mareeba Shire Council? Yes No
If no please complete and attach a Credit Application form.
Is the Credit Application form completed and attached? Yes No

Issuing Officer (to complete this section)

Standpipe to be issued to applicant? Yes No

Name of Authorising Officer (please print) _____

Mobile Metered Standpipe Details

ID Number of Standpipe issued:			
Type of Standpipe (tick applicable type)	<input type="checkbox"/> LCD	<input type="checkbox"/> DIAL	<input type="checkbox"/> NEW STYLE DIAL
Issue Read: NB: Analogue standpipe has 6 dials and a dial under the black figures			

Fixed Metered Details

ID Number of Electronic Key issued:			
Location of Standpipe (circle)	Mareeba	Kuranda	Dimbulah
Issue Read: NB: Analogue standpipe has 6 dials and a dial under the black figures			

Applicant Declaration

I / We have received a copy of 'Council Metered Standpipes – Conditions of Hire & Use' and the Standpipe Management System Policy in relation to being granted the use of a metered standpipe and agree to abide by these conditions. I / We hereby verify that the details of standpipe on issue are correct.

Signature of Applicant		Date	
Name of Issuing Officer		Signature	

OFFICE USE

General Ledger	Receipt No.	Date	Amount	Update Register	CSO Initials

Return Details (Receiving Officer to complete this section)
Mobile Metered

ID Number of Standpipe issued:			
Type of Standpipe (tick applicable type)	<input type="radio"/> LCD	<input type="radio"/> DIAL	<input type="radio"/> NEW STYLE DIAL
Return Read: <i>NB: Analogue standpipe has 6 dials and a dial under the black figures</i>			
Additional comments required if damaged or faulty:-			

Fixed Metered

ID Number of Electronic Key issued:			
Location of Standpipe (circle)	Mareeba	Kuranda	Dimbulah
Return Read: <i>NB: Analogue standpipe has 6 dials and a dial under the black figures</i>			
Additional comments required if damaged or faulty:-			

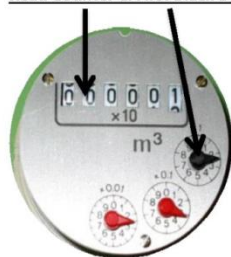
Receiving Officer's Details

Name of Receiving Officer:	Signature
----------------------------	-----------

Applicant's Declaration

I/We are aware that the Standpipe or Electronic Key is now subject to Council inspection and the bond will be returned once all outstanding charges for this Standpipe or Electronic Key have been cleared.

Signature of Applicant:	Date
Name of Applicant:	Signature

**HOW TO READ ANALOGUE DIAL
 Read Counter & First Black Dial**

Example a Meter Reading

This Standpipe meter reads 12 kilolitres.

The reading on the 6 small black Counter/Digit roller is 1 x 10 kilolitres. Therefore the read is 10 kilolitres.

THE READING ON THIS FIRST DIAL IS BETWEEN THE NUMBERS 2 AND 3. NOTE: IF THE HAND IS BETWEEN NUMBERS, USE THE LOWER NUMBER. THEREFORE THE READ ON THE BLACK DIAL 2 KILOLITRES.

**HOW TO READ NEW STYLE DIAL
 Read Counter only
 (Do not read red dials)**

Example a Meter Reading NSD

This Standpipe meter reads 170 kilolitres

The reading on the 7 small black counter/digit roller is 170 x 1 kilolitres. Therefore the read is 170 kilolitres.

OFFICE USE

Reset	Period to/from	KL	Days	Total Charges	Charges INV#	Damages INV#

