



# Gladstone Regional Council

## Council Policy

<b>Title</b>	<b>METERED STANDPIPE (MOBILE AND FIXED) AND HYDRANT USAGE</b>
<b>Policy Number</b>	<b>P-2014/26</b>
<b>Responsible Directorate</b>	<b>ENGINEERING SERVICES</b>
<b>Responsible Officer</b>	<b>MANAGER WATER SERVICES</b>
<b>Date of Adoption</b>	<b>18 MARCH 2014</b>
<b>Resolution Number</b>	<b>G/14/1926</b>
<b>Date Review Due</b>	<b>18 MARCH 2017</b>

### 1.0 PURPOSE:

This document sets out Gladstone Regional Council's (GRC) policy for the supply of potable water from the Gladstone Regional Council Reticulated Water Supply other than by individual metered water service connections or for firefighting purposes through unmetered connections.

### 2.0 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 Gladstone Regional Council Reticulated Water Supply other than:

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

### 3.0 RELATED LEGISLATION:

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

#### 4.0 RELATED DOCUMENTS:

- Form – GRC Credit Application
- Form – Request to Debtors – Customer Detail
- Form – Application for Fixed Standpipe Key
- Form – Request for Refund of Trust Bond
- Form – Application for approval to use Metered Standpipes on Gladstone Regional Council hydrants
- Form – Application for approval to use GRC hydrants for fire flow and pressure
- Gladstone Regional Council - Fees and Charges.

#### 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

**Access Key** shall mean a mechanical key or an electronic key (or both) provided by GRC to an Applicant that enables access to a Fixed Standpipe.

**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 formally assigned to perform specific duties associated with this policy.

**Fees and Charges** shall mean fees and charges as adopted by Gladstone Regional Council from time to time.

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

**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 GRC for the purpose of extracting water from the Reticulated Water Supply by an Applicant.

**GRC** shall mean Gladstone Regional Council.

**Hire Agreement** shall mean an agreement between GRC and the Applicant in which the terms are binding upon approval by GRC and until GRC property is returned and payment of all applicable fees and charges has been made.

**Hydrant** shall mean an apparatus provided in a designated location by GRC for the purpose of attaching a Mobile Standpipe or Fire Flow/Pressure Test Device to the Reticulated Water Supply.

**Long Term Hire** shall mean an agreement between GRC and the Applicant for the use of an approved Standpipe for a period of more than one month.

**Mobile Metered Standpipe** shall mean a portable device with approved volumetric metering equipment installed which attaches to a Hydrant for the purpose of extracting water under pressure from the Reticulated Water Supply by an Applicant.

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

**Service Provider** shall mean a supplier of water or sewerage services who is registered under Section 20 of the *Water Supply (Safety and Reliability) Act 2008*.

**Standpipe** shall mean any device or facility used to extract water from the Reticulated Water Supply.

## 6.0 POLICY STATEMENT:

### 5.1 OBJECTIVES

The objectives of this policy are to:-

1. Protect the integrity and functionality of GRC's Reticulated Water Supply by providing guidelines for the use of Mobile Metered Standpipes, Fixed Standpipes, Fire Flow/Pressure Testing Devices and other extraction equipment which is to be used where alternative options have been evaluated and are not feasible;
2. Provide GRC with a procedure to manage service delivery to external customers; and
3. Provide GRC with detailed and accurate water usage data for GRC's – System Leakage Management Plan and Drought Management Plan Strategies.

### 5.2 INTRODUCTION

This policy has been based on Part 7 of the Water Supply (Safety and Reliability) Act 2008; which refers to the unauthorised use of water and the interfering with the Service Provider's infrastructure.

For the benefit of the building certifier, consulting engineer, developer, water hydraulic consultant, water carrier and landholder, this policy provides set guidance on what is permissible with respect to the use of Mobile Metered Standpipes, Fixed Standpipes, Fire Flow/Pressure Testing Devices and other equipment on GRC's Reticulated Water Supply.

GRC or its appointed officers have the discretion to refuse any new applications, cancel or restrict existing approvals if it deems that the use is unlawful, in breach of the policy or to the detriment of the Reticulated Water Supply. GRC or its appointed officers have the discretion to refuse any subsequent applications of applicants that were in breach of this policy on previous occasions.

### 5.3 GENERAL CONDITIONS

1. Water must not, **under any circumstances**, be extracted from GRC's Reticulated Water Supply other than with a GRC provided or approved Standpipe in accordance with this policy. Extraction of water from GRC's Reticulated Water Supply other than with a GRC provided or approved Standpipe in accordance with this policy will be deemed illegal, classed as theft, and can be prosecuted for under the Water Supply (Safety and Reliability) Act 2008.
2. All attempts to bypass or to otherwise tamper with metering equipment will be deemed illegal, classed as theft, and can be prosecuted for under the Water Supply (Safety and Reliability) Act 2008.
3. No Standpipe will be issued or approved until the correct application is completed by the Applicant and confirmation of approval has been received, including payment of security bond/hire fees are receipted.
4. All Applicants must have a registered ABN Number.

5. Applicants must complete a "*GRC Credit Application*" with each application even if Applicant details are active in GRC's financial system.
6. All water extracted from GRC's Reticulated Water Supply will be invoiced on a monthly basis.
7. All attempts must be made to prevent water being extracted running to waste or overflowing.
8. All equipment used must be kept in good condition, clean and free from any leaks. All meter failures or suspected failures, leaking Hydrants and faulty Standpipes must be reported immediately to GRC.
9. Any damage repair costs to Mobile Metered Standpipes or GRC's infrastructure will be charged to the Applicant.
10. GRC or its appointed officers have the discretion to refuse any new applications, cancel or restrict existing approvals if it deems that the use is unlawful, in breach of the policy or to the detriment of the Reticulated Water Supply. GRC or its appointed officers have the discretion to refuse any subsequent applications of applicants that were in breach of this policy on previous occasions.
11. The Applicant must hold, and continue to hold for the duration of the rental period, a current public liability insurance policy of no less than \$10,000,000 before using the Standpipe.
12. The Applicant indemnifies Gladstone Regional Council, its employees, agents and contractors from all legal liability that may occur as a result of the Applicant, or contractors engaged by the Applicant, undertaking the Works approved under the approval issued by Council
13. GRC takes no responsibility for the quality of water after it has left the GRC's Reticulated Water Supply.
14. GRC reserves the right to review conditions as required & implement changes with immediate effect.

#### **5.4 ADDITIONAL CONDITIONS FOR USING A MOBILE METERED STANDPIPE**

1. A person must not do anything that is likely to pollute or contaminate the Reticulated Water Supply. To prevent water contamination/pollution, a canvas lay flat type hose must be used when obtaining water in conjunction with a Mobile Standpipe. Filling truck tanks must be done through a top inlet, with a sufficient air gap to prevent backflow. Under no circumstance will a truck tank be filled via the bottom using a camlock fitting when using a Mobile Standpipe.
2. Mobile Metered Standpipes are prohibited for use in the GRC area of Beecher/Burua.
3. Mobile Metered Standpipes on Long Term Hire must be returned to the Gladstone Lyons Street Depot at the end of each month for meter reading verification by an authorised officer. If a Standpipe is not returned within 5 working days of the following month a GRC authorised officer will attend site at the cost of the Applicant to read the Standpipe meter.
4. All users of the Standpipe must be aware of appropriate use of the Standpipe, including but not limited to health and safety issues, protection of the water supply network,

traffic and pedestrian safety as well as the operating instructions for Mobile Metered Standpipes.

5. Hydrants on roadways are not permitted to be used unless all relevant approvals, including road closures, are first obtained from GRC.
6. The Applicant must ensure that the operation of Standpipes does not cause a nuisance to residents or the general public whilst taking water from the Reticulated Water Supply.
7. Penalty rates (*as shown in "Gladstone Regional Council Fees and Charges" document*) will be charged if a Mobile Standpipe is returned later than the approved date (unless otherwise arranged with authorised officer).
8. Hydrant lids must be replaced after each fill, and leaking hydrants must immediately be reported to GRC.
9. The security bond will be refunded when all outstanding fees are fully paid and the undamaged Mobile Metered Standpipe is returned. GRC will keep the security bond in reserve for future Standpipe hire if requested by Applicant.

#### **5.5 ADDITIONAL CONDITIONS FOR USING A FIXED STANDPIPE**

1. Approval, if granted, will be granted for the use of one or more Fixed Standpipes at designated locations as detailed in the application.
2. Access Keys remain the property of GRC and are to be returned at the end of the Hire Agreement or when requested by an Authorised Person.
3. A bond (*as shown in "Gladstone Regional Council Fees and Charges" document*) will be charged for each Access Key allocated.
4. The allocation of additional Access Keys is at the discretion of GRC.
5. GRC reserves the right to temporarily suspend Access Keys or to otherwise prevent access to Fixed Standpipes during emergencies, to protect the Reticulated Water Supply, in the event of non-payment or for other breaches of this policy or the terms and conditions of use.
6. GRC reserves the right to cancel inactive Access Keys after a period of 6 months.
7. On-site and remote monitoring of Fixed Standpipes might be undertaken by GRC including CCTV surveillance of vehicles and persons at selected sites.
8. The security bond will be refunded upon receipt of a correctly completed Request for Refund of Trust Bond form and when all outstanding fees are fully paid and the undamaged Access Keys are returned. GRC will keep the security bond in reserve for future Standpipe hire if requested by Applicant.

**5.6 ADDITIONAL CONDITIONS FOR CONDUCTING FIRE AND PRESSURE TESTING ON GRC WATER INFRASTRUCTURE**

1. Fire and Pressure Testing Applicants using Mobile Metered Standpipes must be a registered water hydraulic consultant with the GRC.
2. Approval, if granted, will be granted for the undertaking of one or more tests at specified locations as detailed in the application.
3. Applicants are to use an approved Fire Flow/Pressure Testing Device unless otherwise approved by GRC in writing.
4. A copy of all reports and data that is compiled during the Fire Flow / Pressure Test is required to be forwarded to GRC in electronic format, within 7 days of completion of test.

**7.0 ATTACHMENTS:**

Nil.

**8.0 REVIEW TRIGGER:**

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

1. The related legislation/documents are amended or replaced;
2. Other circumstances as determined from time to time by a resolution of Council; or
3. Periodic Review – 3 years from date of adoption.

<b>TABLE OF AMENDMENTS</b>		
Originally Adopted	10 February 2009	09/79 (formerly Policy No. P-6.03.01)
Amendment 1	18 March 2014	G/14/1904

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**STUART RANDLE**  
**CHIEF EXECUTIVE OFFICER**