

Application – Short Term Hire of Standpipe

Water Supply (Safety and Reliability) Act 2008

You MUST complete ALL questions unless the form indicates otherwise.
Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

Please note that Standpipe Bond Refund Request Form is part of this application.
Applications without the Standpipe Bond Refund Request Form will not be accepted.

Extended long-term hire period may be considered for approval on its merits and at the discretion of the Manager Water and Wastewater. The availability of a standpipe is not guaranteed, and any approved use may be subject to additional conditions if water restrictions are introduced during an approved period of hire.

Please contact Council on 07 4099 9444 at least 3 days prior to start date of hire to determine if a standpipe is available.
Standpipe will not be provided before bond has been received.

SECTION 1 - APPLICANT DETAILS

Applicant:

Business Trading Name:

Postal Address:

Does this postal address apply to all Council Departments (i.e. rates, water, other permits, animals) ☐ Yes
☐ No

Telephone:

Email:

SECTION 2 - STANDPIPE HIRE DETAILS

Start Date of Hire:

End Date of Hire:

Intended Use/Project:

Number of Standpipes Required:

Douglas Shire Council Project

☐ Yes

☐ No

Location of Works:

SECTION 3 - CHECKLIST (Please tick where applicable)

Call Council's Administration Office to check availability	☐
Customer to complete WW02 form	☐
Customer complete Standpipe Bond Refund Form (Pg 3) (All outstanding hire & usage fees must be settled prior to bond being released)	☐
Customer has read and understands WW03 Council Metered Standpipes – Conditions of Hire & Use	☐
Customer has read and understands Council's WW03 Approved Water Extraction Points	☐
Pay Standpipe Bond (Standpipe cannot be released until Bond is paid)	☐
Attach bond receipt to your completed application or submit remittance advice if bond is paid electronically	☐

DECLARATION

I _____ declare that the information provided by me in this application is true and correct, and agree to comply with all requirements as stated in Council's '*Metered Standpipes – Conditions of Hire & Use*' and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

OFFICE USE

☐ Are all sections of the form completed and signed?☐ Has the applicant completed the bond refund request form below?☐ Has the applicant received PDF 819972?

Receipt Type: T50 (Bond)

Bond Fee \$ 1500

Trust ID No: Cat T50

Receipt No:

CSO:

Standpipe Bond Refund Request Form

All persons on the account must sign the declaration below. For corporations, an authorised person may sign on behalf of the entity.

Outstanding standpipe fees and charges must be settled before bond can be refunded.

SECTION 1 - CUSTOMER DETAILS

Company/Individual Name:

Trading Name of Business:

ABN/ACN:

Email:

Postal Address:

Suburb:

State:

Postcode:

Contact Number/s:

SECTION 2 - CUSTOMER BANK DETAILS

Bank Name:

Branch:

BSB:

Account Number:

Name/s on Account:

Original Payment Type:

EFTPOS: ☐

Debtor Account: ☐

DECLARATION

I confirm that the information provided on this form is true and correct. I understand that any errors/omissions resulting from any inaccurate information provided on this form is not Council's responsibility.

Applicant Signature:

Date:

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COUNCIL METERED STANDPIPES - CONDITIONS OF HIRE & USE

Water Supply (Safety and Reliability) Act 2008

INTRODUCTION

Standpipes are used to obtain water directly from hydrants on Council mains for activities such as roadwork, water carting and concrete sawing.

POLICY

Drawing of water from Council's reticulation system other than by a Council owned metered standpipe is not permitted. Metered standpipes hired from Douglas Shire Council must be used for drawing water from hydrants on the Council mains only. Metered standpipes will be owned by, and remain the property of, Douglas Shire Council.

Exemptions apply to Fire Brigade and Emergency Services as prescribed under the *Water Supply (Safety and Reliability) Act 2008* (the Act).

INTENDED USE

The treated water product in the Douglas Shire Potable Water Schemes is intended for the highest use i.e. uses requiring potable water quality and intended for the general population. 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 to 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 carted water based on specific medical advice. As such, these types of consumers are not necessarily the intended users.

Once the water is drawn from a local government reticulated water supply the hirer is solely responsible for the delivery and quality of the water supplied to their customer. Douglas Shire Council takes no responsibility for the quality of water after it has left the Council reticulation system. Water trucks supplying clients with water for drinking purposes must hold a food licence as per the Food Act 2006 (please refer to Council's Environmental Health Unit).

CHARGES

The Applicant is responsible to pay all applicable fees and charges associated with standpipe hire. Refer to Council's Fees and Charges Schedule on Council's website.

HIRING A STANDPIPE

The "Hirer" is any person, including its employees and agents, who request to hire a standpipe from Douglas Shire Council (the Owner). Application to hire a standpipe may be made at the Council administration building located at 64-66 Front Street, Mossman, and at the Port Douglas Hub, located at Mowbray Street, Port Douglas, between the hours of 9:00am and 4:00pm.

HIRE TERM

Short Term Hire is strictly seven (7) days maximum. Should a standpipe be required for a longer period, please indicate this in the application form. Please note: extended hire period may be considered for approval on its merits and only at the Coordinator Water and Wastewater's discretion.

Standpipe availability is not guaranteed and is subject to current Water Restrictions Levels set by Council. See current restriction status here: [Current Water Conservation Measures - Douglas Shire Council](#)

It is recommended that you contact Council on 07 4099 9444 and determine if there is a standpipe available for hire at least 3 days prior to making application. Once payment of the bond has been made, and an application has been submitted, the standpipe must be collected from the Mossman Works Depot site. When you arrive at the depot you must produce the receipt and application copy for staff to confirm the standpipe can be issued. The standpipe may be collected between 1pm-3pm Mon-

Fri unless a different time has been pre-arranged with staff at the depot. **Enclosed shoes must be worn at all times when on site at the Mossman Works Depot due to Workplace Health & Safety requirements.**

If the standpipe return date falls on a weekend and is not returned on the first business day, then additional daily hire charge rates apply. Failure to return the standpipe may result in forfeiture of the bond.

The standpipe is to be returned in a clean and dry condition. Should an additional hire arrangement be required, and no application has been received by another applicant, the deposit will be retained and upon settlement of any outstanding fees, the standpipe will be reissued.

As a condition of hire, an accurate record of water extracted must be provided to Council showing the times, dates and volumes extracted and identifying the code for the approved extraction point where the water was taken from, e.g. *EP1 Daintree Township, Douglas Street*. Please refer to the example of specific details required at the end of this document, and to the WW4 Approved Water Extraction Points document listed on Council's website and available upon request.

This required information must be submitted to Council at time of return of the standpipe and failure to produce this information may cause delays in any bond monies being returned.

USING YOUR STANDPIPE

It is the responsibility of the hirer to use safe work practices when using the standpipe. The hirer shall not interfere with, or wilfully damage the meter, or any part of the standpipe and associated fittings. A backflow prevention device will be fitted to the standpipe and must be used at all times during operation. The standpipe must not be modified or tampered with.

Under no circumstances should the apparatus or meters be used for any other purpose than lawfully drawing water from Douglas Shire Council's water reticulation network. The incorrect use of a standpipe can damage the standpipe, and associated fitting, and potentially contaminate the water supply. Standpipes must not be left unattended at any time during use, and the extraction site must be left in a clean and tidy condition, with minimal disruption to the area.

Under s.194 of the Act, a person must not do anything likely to pollute water in a service provider's water service. Incorrect use causing contamination the water supply will incur a fine of 4 penalty units (individuals) and 20 penalty units (corporations). The maximum penalty for this offence is 1000 penalty units.

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

Please refer to the information on page three (3) of this document that explains how to read the different meters.

BOND

A bond is required prior to the issuing of the standpipe. The bond will be returned after an authorised officer from Water and Wastewater determines the condition of the standpipe is acceptable, and once any outstanding fees and charges for the standpipe have been paid in full.

REPAIRS AND REPLACEMENT

All meter failures and related infrastructure (i.e. leaking of faulty standpipes, damaged meter, damaged backflow device etc.) are to be reported to Douglas Shire Council immediately.

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

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

ON THE SPOT FINES

Under s.195(1) of the Act, a person must not take water from a service provider's infrastructure without written approval from the service provider. Any unlawful taking of water will incur on the spot fines of 4 penalty units (individuals) and 20 penalty units (corporations). The maximum penalty for this offence is 1000 penalty units.

FAILURE TO COMPLY

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

ENQUIRIES

Enquiries relating to the standpipe hire should be directed to (07) 4099 9444 or to enquiries@douglas.qld.gov.au. For extraction point locations, please refer to the WW4 Approved Water Extraction Points document which is listed on Council's website and is available upon request.

HOW TO INSTALL A STANDPIPE

1. Locate the identified extraction point from the WW04- Approved Water Extraction Points document #819972.



2. Open hydrant lid and ensure the hydrant head is clear and clean from any debris. If there is a plug, remove the plug to expose the hydrant opening.



Image of a hydrant plug

3. Each standpipe has a metered backflow device.



Image of back flow device

4. On the bottom of the standpipe, wind-down the locating lug nut to the bottom of the standpipe.



Image of lug nut

5. Place the standpipe on the hydrant head.
6. Ensure the base of the standpipe is between the locating hooks.



Image of standpipe on base, between the locating hooks and turning standpipe clockwise

7. Turn the standpipe clockwise.
8. Ensure the standpipe lug nut tabs sits into the hydrant locating hooks.
9. Continue turning clockwise until standpipe becomes firm and stable.
10. Turn the Tee Top handle clockwise until firm.



Image of turning the Tee Top clockwise to allow water extraction

11. Once firm, turn the Tee Top clockwise to a maximum of 3 turns to allow water extraction.

12. When water extraction complete, turn Tee Top handle anticlockwise in a slow motion to limit the pressure shock to the water main.



Image of turning Tee Top anticlockwise

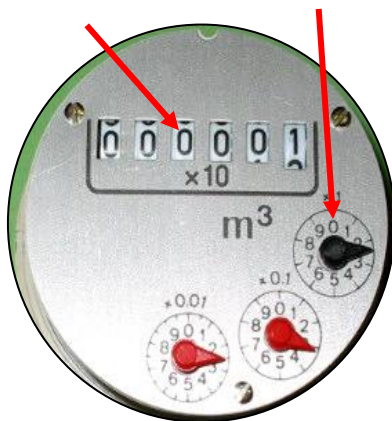
13. Once water flow is complete, turn the Tee Top handle another 3 turns.
14. It is safe to turn the standpipe anticlockwise until the lug nut tabs are free from hydrant locating hook.
15. Lift out standpipe.
16. Replace Hydrant plug if there was one removed and close the hydrant lid.

If there are any issues with the hydrant extraction point or if there is a leak, please contact Douglas Shire Council on (07) 4099 9444.

READING A METER

HOW TO READ ANALOGUE DIAL

Read Counter & Black Dial



Example of a Meter Reading

This Standpipe meter reads 12 kilolitres.

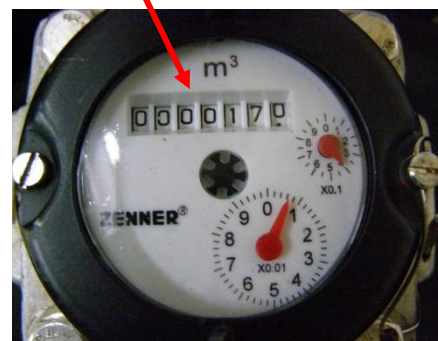
The reading on the 6 small black counter / digit roller is 1 x 10 kilolitres, therefore the read is 10 kilolitres.

The reading on the black dial is between the numbers 2 and 3, therefore the read on the black dial 2 kilolitres.

NB: If the hand is between numbers, use the lower number.

HOW TO READ NEW STYLE DIAL (NSD)

Read Counter only (do not read red dials)



Example of 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.