

## METERING OF WATER PROCEDURE

### 1. Scope

The Metering of Water Procedure (this 'Procedure') applies to premises with a Council approved connection.

### 2. Purpose

The purpose of this Procedure is to:

- ensure all premises accessing Council's retail water service are connected to a meter; and
- outline the requirements for the metering of firefighting systems.

### 3. Related Documents

#### Primary

Retail Water and Sewerage Service Provider – Management and Functions Policy

#### Legislative reference

*Body Corporate and Community Management Act 1997* ss 10, 20, 195

Livingstone Shire Council Corporate Plan (Natural Livingstone)

*Queensland Building and Construction Commission Act 1991*

*Water Supply (Safety and Reliability) Act 2008* s 676

ch 2 pt 4 divs 4, 6

ch 2 pt 5 divs 2-4

#### Related documents

AS/NZS 2845.1:2022: Water supply - Backflow prevention devices – Part 1: Materials, design and performance requirements

Concealed Leak Refund Procedure

Private Works Application for Water and Sewerage Services

Sub-metering Procedure

Water Meter Verification Test Application

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Approved Certifier	<p>Any person who performs or supervises fire protection work and holds any of the following:</p> <ul style="list-style-type: none"><li>• A fire protection occupational licence issued under the QBCC Act that authorises the licensee to personally carry out the work (as an employee or sub-trade contractor only);</li><li>• A contractor's licence issued under the QBCC Act that</li></ul>
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	<p>authorises the licensee to personally carry out the work (under the contract for a builder or consumer); or</p> <ul style="list-style-type: none"> <li>• A licence, registration or authorisation under an Act, other than the QBCC Act, that authorises the person to personally supervise or carry out the work (for example, an occupational licence issued under the <i>Plumbing and Drainage Act 2018</i>).</li> </ul>
Billing Period	As defined in the Act.
Body Corporate	As defined in the <i>Body Corporate and Community Management Act 1997</i> .
Connection	As defined in the Act.
Council	Livingstone Shire Council.
Dual Occupancy	As defined in the Livingstone Planning Scheme 2018.
Firefighting Purposes	As defined in the Act.
Firefighting System	As defined in the Act.
Fire Line	A retail water service specifically and solely used for firefighting purposes.
Meter	As defined in the Act.
MPE	Maximum Permissible Error is 5% (+ or -) of the actual quantity of water passing through a meter.
Occupier	As defined in the Act.
Owner	A registered proprietor of land, a body corporate or a developer acting on behalf of the registered proprietor or body corporate.
Premises	As defined in the Act.
Private Works Agreement	<p>A contract between a customer and Council for Council to undertake works on the customer's behalf.</p> <ul style="list-style-type: none"> <li>• Non-urgent work will generally be undertaken within 20 working days.</li> <li>• Urgent work such as repairing damaged infrastructure (referred to as an Emergency Private Works Agreement) will generally be undertaken within one working day.</li> </ul>
QBCC Act	<i>Queensland Building and Construction Commission Act 1991</i> .
Retail Water Service	As defined in the Act.
Standard Connection	Connection (with a ball valve) that is raised to 300mm below ground (20mm service) – applies to new subdivisions.
the Act	<i>Water Supply (Safety and Reliability) Act 2008</i> .
Typical Consumption	<p>Typical Consumption is the average consumption:</p> <ol style="list-style-type: none"> <li>a) calculated on the corresponding billing period for the three preceding financial years. If there are inadequate records to make a calculation -</li> <li>b) calculated on the three preceding consecutive billing periods. If there are inadequate records to make a calculation -</li> </ol>

	c) calculated using the average daily consumption over the previous billing period.
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## 5. Procedure

### 5.1 Metering of Premises

- a) Pursuant to s 35 of the Act, Council requires a meter to be installed at all premises that have a Council approved connection.
- b) Installation of the meters will be carried out by Council under a standard connection or private works agreement.
- c) Each unit of a dual occupancy premises must have an independent connection and meter located in a meter-box in the road reserve adjacent to each unit.
- d) Installation of the:
  - first meter – will be carried out by Council as a standard connection
  - second meter – will be carried out by Council under a private works agreement.

### 5.2 Meter Reading and Billing

Council will read meters quarterly and issue a water usage notice to the premises' owner.

### 5.3 Faulty or Broken Meters

- a) Council is responsible for the cost to repair or replace meters that are faulty due to deterioration or general wear and tear.
- b) If a meter is damaged by the careless or deliberate acts of an owner or occupier, they must enter into a private works agreement for Council to repair or replace the meter at their expense.

### 5.4 Meter Testing

- a) An owner or occupier may request Council to undertake a Water Meter Verification Test (at their cost) if they are concerned their meter is faulty. If the test determines it is not functioning correctly, the:
  - testing fee will be refunded;
  - meter will be replaced at Council's cost;
  - associated water usage notice will be adjusted in accordance with typical consumption.
- b) A meter is deemed to be accurate if it is working within the MPE.

### 5.5 Disconnection of Meter for Testing

Council may at any time disconnect a meter for the purposes of maintenance or determining its accuracy.

### 5.6 Fire lines

- a) Pursuant to s 144 of the Act, Council is unable to charge for water taken from a firefighting system or a hydrant for firefighting purposes. However, Council may fix a meter and/or a seal to any private firefighting system.

- b) Council will meter all fire lines through a combination of retrofitting existing fire lines over time with meters and the mandatory fitting of meters to all new fire lines.

### **5.7 New Fire Lines**

- a) The fire line must be metered via a non-restrictive type meter (eg magnetic flow meter).
- b) An approved certifier must determine and certify the diameter of the fire line.
- c) The owner is required to cover installation costs under a private works agreement.

### **5.8 Existing Fire Lines**

- a) No action is required if a premises with an existing fire line is supplied by a single meter.
- b) If a premises with an existing fire line is supplied via a separate unmetered connection:
  - Council may arrange for the connection to be metered; and
  - the owner will not be charged for the installation of the meter or compensated for any interruption to the service during installation.

### **5.9 Access Charge**

The water access charge for a fire line will generally be determined on the basis of a 20mm water connection as detailed in Council's Revenue Statement.

### **5.10 Water Consumption Adjustment for Firefighting Purposes**

- a) Water Usage - Fighting a Fire
  - When water is taken to fight a fire, the occupier must provide written notice of the usage to Council within five business days.
  - If written notice is provided within five business days, Council will:
    - arrange for the meter to be read as soon as possible after notification; and
    - not charge for water consumed between the last meter read date and the meter reading after the fire notification.
  - If written notice is not provided within five business days, Council will levy charges for domestic water usage based on typical consumption.
- b) Water Usage - Training for Firefighting or Testing Firefighting Equipment
  - Within five business days of water being taken for training for firefighting or testing firefighting equipment, the occupier must provide written notice of the usage to Council which includes:
    - photographic evidence of the meter read before and after the training or testing; and
    - proof that the water was taken for training or testing.

- If the written notice requirements are complied with, based on the photographic evidence of the meter reads, Council will not levy charges for water usage during the training or testing.
- If the written notice requirements are not complied with, Council will levy charges for domestic water usage based on typical consumption.

## 6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced by the General Manager Infrastructure.

## 7. Repeals

This Procedure repeals Livingstone Shire Council Procedure titled 'Metering of Water Procedure (v1.0)'.

Version	Date	Action
1.0	15/03/2022	New Procedure – Approved
2.0	31/05/2024	Amended Procedure Approved – Full Review Undertaken

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