



## Water Carriers Policy

### Policy Statement

For many reasons, residents need potable water delivered by carriers. This policy aims to regulate water carriers making such deliveries.

### Related Legislation, Circulars or Guidelines (as amended)

- Local Government Act 1993 No. 30
- Local Government (General) Regulation 2005
- NSW Health Guidelines for Water Carters – Circular No 2002/111

### Does this Document Replace an Existing Policy, Procedure or Plan?

Yes, this document replaces Council's:

- Water Carriers Policy 22/4/2000 & 15/12/2005

### Related Council Policy or Procedure

- None

### Application and Distribution

It is mandatory for all Council officials to comply with this Policy.

This Policy and Guidelines is available on Council's website under Council Policies.

### Approved by:

**Executive Team**.....

[Meeting date]

**Council** .....

[Meeting date & Resolution No.]

24/09/2009 Resolution C52

### Signature:

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*General Manager*

**Effective:** 24/09/2009

**Review Date:**

**Distribution :**

**Record Number:**

**Responsible Council Department/Officer:** Coffs Harbour Water

**Version History Table:**

**Key Responsibilities**

<i>Position</i>	<i>Directorate</i>	<i>Responsibility</i>
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this Policy and Guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Guidelines.  To approve resources to develop, implement and review this Policy and Guidelines.
Senior Technical Coordinator		Ensure a safe supply to consumers of potable water for domestic consumption
Directors	All Directorates	To communicate, implement and comply with this Policy and related Guidelines.
Director of Corporate Services	Corporate Business	To ensure (directly or through delegation) the distribution and communication of the Policy and Guidelines to specified persons.
Executive Manager HR & Organisational Development	Corporate Business	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy, Guidelines and related procedures.
Executive and Managers	All Directorates	To implement this Policy, Guidelines and related procedures.  To lead staff in their understanding of, and compliance with, this Policy and Guidelines
Information Technology Manager	Corporate Business	To assist with the development of systems to support public access to this Policy, Guidelines and related information.
All Council officials	Council	To comply with this Policy, Guidelines and related procedures.

# Water Carriers - Policy

## Policy Guidelines

### 1. Introduction

For many reasons, residents need potable water delivered by carriers. This policy aims to regulate water carriers making such deliveries.

#### Policy Statement:

#### Approval, Inspection, Monitoring of Water Carriers who supply Potable Water for Domestic Consumption:

1. That all water carriers who propose to deliver potable water within the boundaries of the Coffs Harbour City Council be required to obtain conditional approval.

Such approval would be subject to an application fee and a charge per kilolitre on water withdrawn from Council's system. These fees are set out in the Annual Fees and Charges.

2. Separate stand pipes shall be provided for approved water carriers for their use only at Coffs Harbour, Nana Glen and Woolgoolga
3. That Council issue conditional approval subject to satisfactory inspection of the vehicle, and such approval lapse on 30 June each year.
4. That the following conditions be imposed on the approval:
  - a. Water delivered for sale within the boundary of Coffs Harbour City Council shall only be obtained from Council's reticulated system at the stand pipes provided.
  - b. The operator agree to have the vehicle and associated apparatus inspected at least once per year and more often if considered necessary by Council.
  - c. The operator agrees to have the contents of the vehicle subject to bacteriological testing when considered appropriate by Council.
  - d. The vehicle, tank and associated apparatus be kept clean and shall be disinfected in accordance with the following procedure:
    - i. The water load prior to the designated delivery of potable water be disinfected by adding approximately 5 parts per million of chlorine to the water. Sodium hypochlorite solution is available at swimming pool suppliers and supermarkets which has 12.5% available chlorine or calcium hypochlorite granules which has 75% available chlorine can be used. This converts to 40 millilitres of sodium hypochlorite solution or 7 grams of calcium hypochlorite per 1000 litres (or 1 KL) of water.
    - ii. The disinfected load be held within the vehicle for a minimum of thirty minutes and be agitated ie vehicle driven.
    - iii. The disinfected load be disposed of to Council's satisfaction.

- e. The operator maintain an accurate log book and such be submitted to Council once per month, by 15th of each month, for checking and invoicing. The log book must include the following:
- All dates of extraction and delivery
  - Source of water
  - Location of extraction
  - Customers name and delivery address
  - Volume delivered
  - When the tank was last cleaned and materials transported
  - Free chlorine level.
- f. The size and construction of the access into the water tank be in accordance with AS2865 and satisfy Part 4, clause 18 of L G (Orders) Regulation 1993
- g. The designated vehicle shall not be used to carry any septic tank effluent, sludge, grease trap waste or other liquid deemed prejudicial to health.

## 2. Definitions

Here is the meaning of some terms used in the Guideline—

<b>Sodium Hypochlorite -</b>	Liquid compound used for disinfection of potable water
<b>Calcium Hypochlorite -</b>	Granular compound used for disinfection of potable water

## 3. Objectives

The objective of Council's Water Carriers Policy and Guidelines is to —

- Ensure a safe supply to consumers of potable water for domestic consumption

## 4. Policy Statement

Council's Council's Water Carriers Policy and Guidelines is underpinned by the following principles—

### 4.1 Access

- Public access to information about Water Carriers will be through Council's website.
- Reasonable access assistance will be available to persons with special needs

#### **4.2 Responsiveness and Accountability**

- Carriers are licensed and are required to submit for an annual inspection and approval prior to licence renewal.
- Council may conduct random inspections of licensed carriers vehicles
- Council to monitor logs of water delivered for potable consumption

#### **4.3 Privacy and Confidentiality**

- The principles of Council's Privacy Management Plan will be applied.

#### **4.4 Integrity, Dignity and Respect**

- Council treats all persons with courtesy and respect.
- Council will not tolerate rude or aggressive behaviour towards Council officials. In such circumstances, Council officials are entitled to terminate phone calls or meetings as appropriate. Wherever possible, Council officials will provide the person with initial warning that their conduct is inappropriate and that the meeting or conversation will be terminated.
- Council officials will demonstrate fair and consistent decision-making.