

Water Carters Policy

1 Purpose

For a wide variety of reasons, some residents or businesses in the Coffs Harbour City Council LGA need potable water delivered to their properties by an independent water carter.

This policy exists to regulate water carter businesses operating in the Coffs Harbour City Council LGA to ensure they comply with all relevant environmental, public health and financial requirements associated with drawing potable water and selling this water to customers.

This Policy has been developed so that:

- Regardless of method of potable water delivery, all residents in the Coffs Harbour LGA can rely on a safe water supply
- Council and its' food business customers comply with the NSW Health/NSW Food Authority NSW Guidelines for Water Carters 2012
- Council can implement best practice by working to the Water Services of Australia Standpipe and Hydrant Metering Code of Practice 2014
- Council can be assured of full revenue recovery for production of water, provision of infrastructure to legally access Council's water reticulation system and administration of the subsequent licencing system

2 Policy

2.1 Draw Water from Councils' Reticulated Water Supply System

- 2.1.1 Subject to terms and conditions, Council will grant Section 68 Approval (Local Government Act 1993) to draw water from Councils' reticulated water supply system for two different categories of water carter businesses:
 - a) Potable water deliveries for human consumption
 - b) Potable water deliveries not for human consumption
- 2.1.2 All water carters who require access to legally draw water from the Coffs Harbour City Council water supply system are required to enter into a Licence Agreement with Council prior to operation. This Licence Agreement may be annual or temporary. Any breach of the terms and conditions of the Licence Agreement by the water carter will result in the invalidation of the Licence Agreement and loss of access for the water carter to legally draw water from Councils' water supply system.
- 2.1.3 All water carters will operate on a pre-paid account for consumption charges. In certain circumstances, Asset Project Delivery may approve a water carter for a monthly credit account which will require full payment of the account within 30 days from the date of Invoice issue.
- 2.1.4 The Licence Agreement requires full payment of all establishment, annual, consumption and other applicable fees and charges as set out in Councils' annual Fees and Charges.
- 2.1.5 Council will not enter into a Licence Agreement with a water carter business aiming to deliver potable water for human consumption until the vehicle and associated apparatus has been inspected and approved for operation by Compliance and Regulatory Enforcement. If the Approval from Compliance and Regulatory Enforcement is revoked for any reason, the Licence Agreement will automatically become invalid. Water carters can only draw water from approved metered stand pipes provided by Coffs Harbour City Council. Fixed water fill points are available at Coffs Harbour, Coramba, Nana Glen and Woolgoolga.

- 2.1.6 Where an Automated Water Fill Station (AWFS) is provided, the water carter must ensure they draw water in full compliance with all terms and conditions of their Licence Agreement.
- 2.1.7 Where a manual water fill point is provided, the water carter must ensure they draw water in full compliance with the terms and conditions of their Approval. This includes completing the Monthly Water Carter Returns for every water fill, in addition to the Log Book records required by NSW Health. These Returns are to be fully paid to Council by the 15th of the following month.

2.2 Food Business and Water Quality Management to Sell Water

- 2.2.1 Subject to terms and conditions, Council will grant a water carter business Section 68 Approval (Local Government Act 1993) to sell drinking water drawn from Councils’ water supply system only for Potable water deliveries for human consumption
- 2.2.2 All water carters who require legal approval to sell potable water for human consumption within the Coffs Harbour City Council LGA are required to obtain an inspection-based Approval prior to operation. Such approval of the water carter vehicle and associated apparatus will lapse on 30 June each year.
- 2.2.3 In addition to the annual inspection for approval renewal, inspections of the water carter vehicle and associated apparatus may be conducted as considered necessary by Council. This includes bacteriological testing.
- 2.2.4 In regards to cleaning, maintenance, disinfection of equipment; provision, accuracy and efficacy of records and the supply of safe drinking water, the water carter must be able to demonstrate compliance with the relevant provisions of:
 - Local Government General Regulation 2005,
 - Food Act 2003 (NSW)
 - Australia New Zealand Food Standards Code
 - The Public Health Act 2010
 - Public Health Regulation 2012
 - NSW Guidelines for Water Carters 2012

3 Definitions

ADWG: Australian Drinking Water Guidelines

AWFS: Automated Water Fill Station

Potable Water: Drinking water complying with ADWG standards

4 Key Responsibilities

Position	Directorate	Responsibility
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.
Directors	All Directorates	To communicate, implement and comply with this policy and related guidelines.
Section and Group Leaders	All Directorates	To plan, action, communicate, implement and comply with this policy and related guidelines as it impacts your areas of responsibility.
All Council workers	Council	To comply with this policy and related guidelines.

5 References

- Local Government Act 1993 No. 30
- Local Government (General) Regulation 2005
- Water Services Australia Standpipe and Hydrant Metering Code of Practice 2014
- NSW Public Health Act 2010
- NSW Public Health Regulations 2012
- NSW Health/NSW Food Authority *NSW Guidelines for Water Carters 2012*

6 Details of Approval and revision

- **Approval date: 14/09/2017**
- **Responsible Section: Water and Sewer**
- **Superseded policies/procedures:**
- **Next review date: 14/09/2021**

Table of amendments

Amendment	Authoriser	Approval ref	Date