

# Water Metering Policy – Multi Unit/Inaccessible Locations

## 1 Purpose

This policy sets out the requirements for Council to manage the metering of large unit complexes or developments (e.g. Community or Strata Titles) and where meters are inaccessible for reading, for example, where keyed entry is required.

## 2 Policy

The following are options that Council accepts in regards to water meters in multi-unit/inaccessible locations:

### 2.1 Option 1:

#### **Direct connection of meters for each unit (preferred)**

When meters are located at the street boundary and access is available a parent meter is not required. An additional service will be necessary where a common outlet is required. Council will quote to supply and install the meters and/or meters with transponders. A standing charge will apply to all meter connections.

#### **Manual Meter Reading:**

Provide separate metering for each unit at the street boundary, via a manifold connection. Access for reading and maintenance purposes to be available at all times.

#### **Electronic Meter Reading:**

Provide separate metering for each unit with meters and transponders at the street boundary, via a manifold connection. This option is available where a site has locked gates and the meters are not easily accessible for reading purposes. Access will be required for maintenance and occasional manual reading verification purposes.

### 2.2 Option 2:

#### **Subsidiary Meter Installations for each unit (these options require prior approval)**

This option will only be allowed where direct connection is proved impractical (e.g. multi-level units).

A parent meter is to be installed at the street boundary, the parent meter will record all water used. Subsidiary meter usage for each unit will be deducted from the parent meter and the remaining consumption will be deemed common use. A standing charge will apply to all meter connections including the parent meter.

Council will quote to supply and install the parent meter and supply only of the Subsidiary Meters. Supply and installation of a backflow prevention device on the parent meter is the property owner's responsibility.

Installation of Subsidiary Meters or Subsidiary Meters with Electronic Transponders is the responsibility of the property owners.

Subsidiary Meters and Electronic Transponders always remain the property of Coffs Harbour City Council.

Installation options for Subsidiary Meters for each unit as follows:

### **Manual Meter Reading:**

Provide separate Subsidiary Meter for each unit with meters in accessible location/locations for reading and maintenance purposes, at all times. Subsidiary Meters must be obtained from Council at current cost, as per the Fees & Charges.

### **Electronic Meter Reading:**

Provide separate metering for each unit with meters in accessible location/locations for maintenance purposes. Meters with Transponders attached obtained from Council at current cost, as per Fees & Charges.

OR

Provide separate metering for each unit with meters and electronic transponders located in utilities cupboard in accessible location at each floor level (e.g. stairwell or external walkway), for maintenance and occasional manual reading verification purposes. Meters with Transponders attached must be obtained from Council at current cost, as per Fees & Charges.

## **2.3 General:**

Coffs Harbour City Council will maintain/replace any faulty meters or electronic transponders.

Any costs associated with repairs to damaged Subsidiary Meters or Electronic Transponders are the responsibility of the property owners.

Manual meter reading will require Council access to the property. Electronic metering will require Council access on at least a yearly basis, for visual inspection. Access for maintenance or repairs for Subsidiary Meters and Electronic Transponders required when necessary.

A separate Water Service Agreement will be required for directly connected meters. A single Subsidiary Water Service Agreement will be required for each development opting for subsidiary metering.

A separate service connection may be required for fire fighting requirements in some developments.

## **3 Definitions**

**Manual Meter Reading:** Ability to visually read and record meter readings

**Electronic Meter Reading:** Ability to automatically record meter readings without physical access to the water meter

**Electronic Transponders:** Electronic device connected to individual water meters that record and send readings to an electronic reading device

**Manifold Connection:** Bank of water meters connected to a manifold pipe

**Subsidiary Meter:** Child meter of the main parent meter at a property

## **4 Key Responsibilities**

### **General Manager**

To lead staff through delegated authority in their understanding of this Policy.

### **Director Sustainable Infrastructure and Group Leader Strategic Asset Management**

To ensure the commitment made within this Policy is implemented and met.

### **Water Services Team Leader**

To oversee compliance with, and coordination of the Policy.

### **Council Officers**

To promote the use of, and knowledge of this Policy.

## **5 References**

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- AS / NZS 3500 National Plumbing and Drainage Code;
- National Construction Code 2016 – Volume 3 – Plumbing Code of Australia;
- Water Metering Service Installation Policy;
- Backflow Prevention and Cross Connection Control Policy - Containment Only

## 6 Details of Approval and revision

- **Approval date: 22/06/2017**
- **Responsible Section: Water and Sewer**
- **Superseded policies/procedures: N/A**
- **Next review date: 22/06/2021**

Table of amendments

Amendment	Authoriser	Approval ref	Date