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Standpipe Procedure

The following procedure applies to any individuals/businesses requiring access to water via one of the two City of Albany standpipes.

Objectives

The purpose of this procedure is to provide information for internal officers and external parties on the use of the City of Albany standpipes and associated on-charging of fees.

Background

The City of Albany has two Standpipes, one at King River and one at Wellstead. The standpipe at King River is potable water and is only to be used for drinking water and fire emergencies only. The Wellstead standpipe is non-potable water from a bore and is to be used for drought relief and fire emergencies only.

The Water Corporation supplies potable water to the King River standpipe. The Wellstead standpipe is sourced from a bore.

Water is a scarce resource that must be conserved and used wisely. The City is responsible for the regulation of access to its standpipes, and for the payment of all fees and charges associated with water drawn from these sources. Current fees (at a rate per kilolitre) for supply of water from these facilities are adopted each year in the annual budget and can be found on our website by searching for “fees and charges”.

The standpipe on Chester Pass Road, near the King River Bridge, with meter number EK1800463 has been approved by Council for access by external commercial water carting businesses. (*Refer to Ordinary Council Meeting minutes dated December 2019 – item DIS188*).

The Wellstead standpipe was installed using funding allocated for establishing drought resilience. The City regulates access to this standpipe to ensure best practice water management and for payment of fees and charges to enable continued service of the facility.

Procedure

The standpipe procedure is as follows:

1. Complete and submit the relevant Application Form. There is a separate form for each standpipe.
2. The City of Albany will assess each application against the criteria in this procedure.
3. Should the application be successful the City will issue a card. The applicant will be advised if they are not eligible for access.
4. The City will issue invoices every two months for water used.

1. Access Criteria

Fire and emergency services personnel have unrestricted access to all of the City's standpipes for the purpose of firefighting.

King River Standpipe

The Water Corporation does not condone the use of potable water for construction purposes. As a result, Council has only approved access by external commercial water carting businesses. Construction contractors should therefore seek access to water from non-potable sources such as private dams or alternative private sources.

The WA Department of Health issues *Guidelines for the bulk cartage of drinking water*. For bulk cartage of drinking water in quantities greater than 100 litres, carriers are responsible for providing consumers with drinking water which complies with the *2004 Australian Drinking Water Guidelines*.

Potable water carriers must notify the Local Government in which the vehicles are normally kept and must register as food business with the Local Government, prior to commencing operation. The Local Government Environmental Health Officer will undertake an inspection of the vehicle(s) and check safe processes are in place and contamination risks are minimised, prior to issuing a Food Business Registration Certificate.

Wellstead Standpipe

This standpipe can be used by Construction contractors for road maintenance, and local residents for drought relief purposes.

2. Application Process

Standpipe Access Application Form

Application Forms are available on the City of Albany website. Hard copies are available upon request from the City of Albany offices. Completed Application Forms can either be emailed to cityassets@albany.wa.gov or submitted in person at the City's offices.

Food Business Registration (King River standpipe)

If a Food Business requires registration, The *Environmental Health* team will work with the applicant to complete their registration in order to cart potable water for residential household use. Once completed, *Environmental Health* staff will issue a certificate. The Environmental Health Officer will complete stage 1 of the Office Use Only section of the application form and update the record in Synergy.

Standpipe Access Approval

If approved, the City Officer will contact the applicant to discuss instructions on how to access the standpipe, collection of the assigned access card, the automated recording of the water usage, fees and charges for water and invoicing details.

New contractors / users will be set up as customers in the "SmartCity Bulk Water Supply management system" (online portal) and issued their personal standpipe access card. Cards can be collected from the City's Mercer Road Admin Office, opening hours are Monday to Friday from 8.30am to 4.30pm.

An email will be sent to Accounts to advise them when a new application has been approved.

3. Invoicing

The standpipes are equipped with the “SmartCity Bulk Water Supply management system” that automatically records each water usage per access card in real time. Authorised admin personnel at the City can access the data online.

On receipt of the invoice from the Water Corporation, the City Officer will download individual usage reports for both standpipes for the timeframe.

The City Officer will fill out a Debtors Invoice Request Form for each user and email it directly to Accounts staff to raise the invoices based on approved fees and charges.

4. End of Service

Standpipe access cards will be issued to commercial operators indefinitely and must be returned should access authorisation cease or the business discontinue.

Review Position and Date

This procedure was adopted on 23 March 2022.

This procedure must be reviewed every five years (or earlier if there is a significant change). Fees and charges are considered and adopted by Council annually and will include any necessary amendments required due to costs of operating the facilities, including increased fees charged by the Water Corporation.

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