

Document ID	Document Name	Review Date	Reviewed by	Approved By	Approval Date	Related Policies	New Review Date
OPM005	Meter Installation & Modification Policy	3/9/2020	Technical Committee	LBW Board	24/9/2020 Minute 12.1	OPM002-Water Supply Agreement OPM003-Open Water Supply Application	24/8/2022

Meter Installation and Modification Policy

General Underlying Principles

1. Pumping infrastructure must be detailed in a Water Supply Agreement ("**the WSA**") and a meter installed in accordance with the design submitted by the Customer and approved by Lower Burdekin Water ("**LBW**") before the taking of water commences.
2. Applications for an open water supply to pump from LBW's infrastructure will only be approved where such applications are in respect of land, which in the opinion of LBW has no access to an alternative long term viable supply of water.
3. It is understood that in order to maintain equitable supply it may be necessary to restrict licenced pump operation from time to time.
4. Licensed capacity will be restricted to 1.6 litres/sec/hectare of serviced area. LBW will accept up to a 10% margin on this calculation.
 - 4.2. additional pump sites above that normally allowed under the 1.6litre/sec/hectare rate will be considered, provided:
 - 4.3. approved lockout switching is installed to ensure that the maximum pumping capacity operating at any given time does not exceed the maximum allowable diversion rate of 1.6 litres/sec/hectare
 - 4.4. the cost of switching and additional metering required is met by the customer.

Installations of New Open Water Pumping Infrastructure

5. All new open water pumping infrastructure requires LBW approval prior to installation.
6. LBW approval may be granted following a review of an open water supply application form.
7. The relevant LBW Operations Manager will conduct a site inspection with the applicant to discuss LBW's requirements for open water supply prior to installation.
8. All costs associated with new pumping infrastructure will be borne by the applicant including a one off headworks charge fee, which is to offset the cost of purchasing a suitable meter (as published in the Schedule of Rates and Charges). The meter will remain the property and responsibility of LBW.
9. The design of new meter installation is to be lodged with the open water supply application prior to installation for certification by a qualified LBW staff member. All new meters and associated materials must be installed in strict accordance with approved meter design.
10. If the new water meter is not installed by a qualified LBW staff member or installed in strict accordance with approved meter design, the meter and associated materials will be removed and/or reinstated at the Customer's cost.
11. Any pumping infrastructure installed in LBW's infrastructure without approval will be removed at the Customer's cost.
12. If the pump is not installed and operational within six months of the open water supply being approved then the approval for open water supply will be automatically cancelled and monies refunded.
13. The applicant may apply for an extension to install pumping infrastructure which LBW may consider only where such application is made prior to the predetermined completion date.

Modification/Repair to Existing Infrastructure

14. The Customer must notify and obtain LBW's consent before any changes can be made to existing pumping infrastructure that incorporates an LBW asset (i.e. flow meter).
15. LBW will only replace the flow meter as required; all other costs associated with modifications and repairs to the existing pumping infrastructure will be borne by the Customer.
16. Design of any modification to the existing pumping infrastructure must be lodged in writing with LBW prior to installation for certification by a qualified LBW staff member.
17. Any modifications to the existing pumping infrastructure without LBW approval may be removed and/or reinstated at the Customer's cost.

Customer On Farm Storages

18. On farm storages mean recycle pits, storages, ponds, lagoons and drains from which pumping is intended which are located on the Customers property and is not connected to LBW supply channels.
19. Any on farm storages in which a pump is installed must be:
 - 19.1. greater than ten (10) meters distance from the nearest edges of LBW infrastructure.
 - 19.2. not connected to LBW infrastructure.

No Actions Affecting the Meter

20. The Customer must not:
 - 20.1. damage or by any act or omission permit damage to the meter; or
 - 20.2. do or omit to do anything which may affect:
 - 20.2.1. the accuracy of any meter used by LBW.
 - 20.2.2. the operation of the meter used by LBW so as to render inaccurate the recording of the volume of water taken.

Access to Read, Test, Repair, Calibrate

21. At all reasonable times, the Customer must ensure that LBW, and any person nominated or authorised by LBW, has safe and convenient access to the meter for the purpose of reading, testing, repairing and calibrating the meter and to determine if the Customer is complying with this agreement.

Report Malfunctions, Damage

22. The Customer, on becoming aware of any actual or threatened damage to or malfunction in the meter, must promptly notify LBW:
 - 22.1. Where the damage or malfunction is serious, verbally as soon as possible and subsequently in writing within seven days and
 - 22.2. Where the damage is of a minor nature only, in a manner convenient to the Customer be that either in writing or verbally within seven days.