General Hire Contract ("Contract")

Recitals

A. ACTEW Corporation Limited (ABN 86 069 381 960) ("**ACTEW Water**") owns a portable metered hydrant standpipe ("**standpipe**") and requisite water infrastructure in the Australian Capital Territory.

B. The Hirer wishes to hire and use the standpipe for the purposes of conducting its business.

C. By this Contract, ACTEW Water has agreed to hire to the Hirer the standpipe and allow the Hirer to use the standpipe to take water by measure on the terms and conditions of this Contract.

Office Use Only

□ **Hire Fee Received $_____.___**

□ **Sent to Retail Billing Date ___/___/___**

□ **Scanned To DM5 G10/2052/3**

Issuing Officer _____ Date ___/___/___

Details

1. **ACTEW Water** ACTEW Corporation Limited ABN 86 069 381 960.

Postal Address GPO Box 366
CANBERRA CITY ACT **Postcode** 2600

Business Telephone Number (02) 6242 1466 **Facsimile Number** (02) 6242 1459

2. **Hirer** _____

("Hirer")

ACN/ABN (if applicable) _____

Trading name _____

3. **Hirer's postal address** _____

_____ **Postcode** _____

4. **Hirer's authorised representative** _____

Business telephone number _____

Mobile telephone number _____

Facsimile number _____

Business address _____

_____ **Postcode** _____

E-mail address _____

Driver's licence number _____ **State** _____

5. **Hirer's specific purpose for hire of standpipe** _____

_____

6. **Selected metered standpipe** 32mm Small ☐

65mm ☐ ONLY Tankers >10kL

7. **Standpipe meter number** SP _____

_____

8. **Hire period** Commencement of hire period: ____/____/____

Ongoing hire ☐

OR

End of hire period: ____/____/____

(for shore term, quarterly, or a single year hire)

9. **Standpipe meter reading on date of issue:** _____ kilolitres

10. **Additional Information** Tanker vehicle registration: _____

State: _____

Names of competent standpipe operators: _____

_____

_____

_____

_____

11. **Fees** The fees and charges payable by the Contactor are set out in Schedule 2.

12. I acknowledge that I have read and understand the:

- Operating instructions provided by ACTEW Water at the time of hire;
- Conditions of Hire attached in Annexure A;
- Advice from ACT Health attached as a schedule to the Conditions of Hire; and
- Fees and charges to be imposed by ACTEW Water attached as a schedule to the Conditions of Hire.

I accept that these form the agreement between the Hirer and ACTEW Water, to hire the standpipe and to use the standpipe to take water by measure from ACTEW Water network water mains.

I also warrant that the standpipe operators nominated at item 10 are the only people that will operate the standpipe and that these operators are competent, meaning they comply with clause 1 of the Contract to operate the standpipe.

I will, prior to connecting a standpipe to a water main, undertake an assessment of all hazards associated with the use of the standpipe and put in place procedures to effectively manage backflow prevention and any other prospective risks, which may include fitting a suitable Backflow Prevention Device to the standpipe (see notes in schedule 4).

Signature of authorised person on behalf of the Hirer:

_____
Print Name

Date: ____ / ____ / ____

_____
Signature

Signature of authorised person on behalf of ACTEW Water:

_____
Print Name

Date: ____ / ____ / ____

_____
Signature

Annexure A

CONDITIONS OF HIRE

Who may operate a standpipe?

1. Only competent employees, agents, officers and contractors of the Hirer named in the Details may operate and use the standpipe. For the purposes of this clause 1, "competent" means satisfying ACTEW Water's training requirements concerning the operation and use of standpipes, and the protection of ACTEW Water's network.

2. The Hirer and its employees, agents, officers and contractors authorised to operate the standpipe under this Contract must do so in accordance with all operating instructions provided by ACTEW Water at the time of hire (as referred to in the Details) and any ACTEW Water direction provided during the hire period. Without limiting any other remedy ACTEW Water may have, the Hirer acknowledges that any failure to do so may render the Hirer liable to prosecution under section 124 of the *Utilities Act 2000*, for interference with the ACTEW Water network water mains.

3. The Hirer must use only metered standpipes supplied to it by ACTEW Water on hydrants connected to the ACTEW Water network water mains. This means that the standpipe may not be used in Queanbeyan, NSW, or anywhere else outside the ACT.

Title and risk

4. The standpipe remains at all times the absolute property of ACTEW Water and the Hirer agrees that it has no proprietary rights or interests in the standpipe. The Hirer agrees that all risk in the standpipe passes to it on delivery, and only reverts when returned to ACTEW Water.

Water use and quality

5. The Hirer must comply with all applicable laws relevant to the use of the standpipe or use of water drawn from ACTEW Water's water network via the standpipe (including any water restrictions in force).

6. Every precaution must be taken by the Hirer to prevent the wastage of or pollution of water. The Hirer is responsible for it and its employees', agents', officers' and contractors' infringement of statutory or environmental requirements.

7. While ACTEW Water accepts responsibility for the quality of water provided directly from the main, and warrants that it meets the standard required to be maintained under the *Water Supply and Sewerage Service Standards Code* to the *Utilities Act 2000* (ACT), the Hirer is solely responsible for:

   (a) the quality of water on the Hirer's side of the Connection Point, to ensure that it is fit for its intended use, either by the Hirer or any other person, free from contamination, and complies with all statutory requirements and applicable health standards. The Connection Point is the hydrant mushroom valve depressed by the standpipe when it is connected;
   (b) ensuring that at all times it, its employees, agents, officers and contractors do not affect the quality of water in ACTEW Water's mains or otherwise damage the property of ACTEW Water or a third party (for example, circumstances including but not limited to back-flow from contaminated containers); and

   (c) complying with ACT Health's and other relevant health authority requirements, including but not limited to the advice set out in Schedule 1 of this Contract.

   ACTEW Water may, upon request from the Hirer and upon agreement of payment of an additional fee, test the quality of water before it is used or on-supplied by the Hirer.

Operational requirements

8. The standpipe must not be left unattended whilst fixed to the hydrant and must be protected from damage at all times.

9. The Contactor must on the last business day of each week read the meter and then fill out the Reading Sheet (a sample Sheet is attached at Schedule 3) and make it available to ACTEW Water when requested. Replacement Reading Sheets area available from ACTEW Water.

10. The Hirer acknowledges that it is responsible for ensuring that the meter attached to the standpipe is working and records water usage during the hire period. If the Hirer becomes aware that the meter is not working correctly, it must notify ACTEW Water by the close of business on the next business day to arrange for a replacement standpipe. If the Hirer fails to notify ACTEW Water in accordance with this clause, ACTEW Water is entitled to terminate this agreement and to deny the Contactor the right to draw water from the ACTEW Water network water main.

11. If the meter on the standpipe has failed to register for a period, the Hirer will be charged on the basis of an estimated consumption determined by ACTEW Water.

12. The Hirer must:

    (a) ensure that the standpipe is in good working condition, which means ensuring it is properly stored, cleaned and handled;

    (b) ensure that when the standpipe is to be transported, it is properly secured prior to transportation;

(c) ensure that the hoses connected to the standpipe are protected from compression at all times (for example, compression such as from road traffic);

(d) promptly notify ACTEW Water if the standpipe is lost or stolen;

(e) promptly return the standpipe to ACTEW Water if it is damaged or the meter fails to register;

(f) return the standpipe to ACTEW Water at 12 Hoskins Street, Mitchell in the Australian Capital Territory for maintenance or replacement as requested; and

(g) return the standpipe in good condition to ACTEW Water at 12 Hoskins Street, Mitchell in the Australian Capital Territory, within one week after the end of the hire period.

Other requirements

13. The Hirer agrees it will do all things necessary to ensure it complies with Schedule 4 of this Contract.

14. The Hirer must not represent itself as part of, or as a representative of, ACTEW Water.

15. The Hirer must immediately or as soon as practicable comply with all instructions given by an ACTEW Water employee with regard to the use of water from a standpipe.

16. The body, operating mechanism, meter, back flow device if supplied and serial number on the issued standpipe must not be altered or tampered with in any way.

17. The Contract is not transferable. The Hirer must not:

    (h) assign or otherwise deal with its rights under this Contract or allow any interest in them to arise or be varied; and

    (i) sell, assign, pledge, mortgage, let on hire, sub-hire, lease, loan or otherwise part with possession of, permit any other person to use, or otherwise deal with, the standpipe.

ACTEW Water's rights to enter

18. ACTEW Water or persons it authorises may enter the Hirer's premises at reasonable times:

    (a) to inspect the condition of the standpipe;

    (b) to see that the Hirer is complying with its obligations under this Contract; and

    (c) to exercise any other rights of ACTEW Water under this Contract.

19. ACTEW Water must give the Hirer reasonable notice before it or its authorised persons enter the Hirer's premises under clause 18.

20. The Hirer agrees that if it or its employees, agents, officers and contractors operate a water carting vehicle in the Australian Capital Territory or surrounding region, it and its employees, agents, officers and contractors will permit any person authorised by ACTEW Water under section 114 of the *Utilities Act 2000* to examine the relevant water carting vehicle for the purpose of locating and checking any standpipes being carried on or within the vehicle, whether or not those standpipes are the standpipes that are the subject of this Contract. If the Hirer or its employees, agents, officers and contractors fail to provide such access, ACTEW Water may terminate this Contract and deny the Hirer, its employees, agents, officers and contractors the right to draw water from the ACTEW Water network water main.

Fees and charges payable

21. The Hirer agrees to pay ACTEW Water:

    (a) the initial standpipe hire charge and further annual standpipe hire charges for on-going hire, set out in Schedule 2;

    (b) the charges for the supply of water from ACTEW Water network water mains during the hire period, as measured by the meter on the standpipe, at the rate per kilolitre set out in ACTEW\ Water's Schedule of Charges, as amended from time to time, to be calculated in accordance with the applicable procedure (depending on the length of the hire period) as set out in clause 27. The current rate is set out in Schedule 2; and

    (c) the other fees and charges set out in Schedule 2 (as applicable).

22. The Hirer accepts that ACTEW Water is not obliged to refund any part of the initial hire charge if the standpipe is returned before the end of the hire period, but may do so at its absolute discretion.

23. The Hirer accepts that:

(a) ACTEW Water may alter the fees and charges payable (as set out in Schedule 2 or elsewhere). The new fees and charges will come into effect at the beginning of the net quarter, or the anniversary of the Contract, as applicable; and

(b) ACTEW Water's Schedule of Charges may be amended from time to time in accordance with applicable law.

24. All initial hire charges in relation to the standpipe, regardless of the term of the hire period, are to be paid prior to issue of the standpipe (unless tax invoicing is agreed by ACTEW Water).

25. For a contract of twelve (12) months or more, a further fee is payable as set out in Schedule 2, following each anniversary of the Commencement of the hire period subject to the provision of a tax invoice by ACTEW Water.

26. The Hirer may return the standpipe within fourteen (14) days of the receipt of relevant tax invoice from ACTEW Water for the upcoming annual period, and avoid payment of the next annual fee.

27. The Hirer accepts the following procedures will be used to determine charges applicable for the supply of water from ACTEW Water network water mains:

(a) If the Hirer has hired the standpipe for a short-term hire period of fourteen (14) days, it must pay the charges for the supply of water as calculated by ACTEW Water upon return of the relevant standpipe to ACTEW Water at the end of the hire period. These charges are to be paid by the Hirer on the date of return, or within fourteen (14) days of receipt of an invoice from ACTEW Water.

(b) If the Hirer has hired the standpipe for a quarterly period of three (3) months, it must pay the charges for the supply of water as calculated by ACTEW Water upon return of the relevant standpipe to ACTEW Water at the end of the hire period. These charges are to be paid by the Hirer on the date of return, or within fourteen (14) days of receipt of an invoice from ACTEW Water.

(c) If the Hirer has hired the standpipe for more than a single quarterly period it must pay the following charges, calculated as follows:

i. supply of water charges based on the meter reading (at the rate per kilolitre), with readings taken on or around 1 September, 1 December, 1 March and 1 June (as applicable). The Hirer must pay ACTEW Water for these charges within fourteen (14) days of receipt of an invoice from ACTEW Water;

ii. the Hirer may be required to either notify ACTEW Water of the meter readings for the purpose of clause 27 (c)(i) above, or make the standpipe available to ACTEW Water for meter reading.

iii. upon the Hirer's return of the relevant standpipe to ACTEW Water at the end of the hire period, supply of water charges (at the rate per kilolitre), based on the increase in the meter reading (if any) since the last invoice issued. These charges are to be paid by the Hirer on the date of return or within fourteen (14) days of receipt of an invoice from ACTEW Water.

28. If the Hirer fails to notify ACTEW Water of a meter reading in accordance with the procedure set out in clause 27, the Hirer will be charged on the basis of an estimated reading, as determined by ACTEW Water at its sole discretion. Further, failure to return a standpipe on time or at a specified time may incur a fee, as set out in Schedule 2.

29. Despite any procedure set out in clause 27 ACTEW Water reserves the right to:

(a) read or arrange for a nominated representative to read meters to ensure accuracy at any time; and

(b) request the Hirer to use any method to notify ACTEW Water of readings from time to time, whether the method be in writing, via email, by telephone or in person.

30. Without limiting any other remedies of ACTEW Water, the Hirer must meet the cost of replacement or repair to a standpipe, hydrant or ACTEW network water main damaged by it, its employees, agents, officers, contractors or others, or if the standpipe is lost or stolen. The cost is to be paid to ACTEW Water within twenty-one (21) days of a written demand from ACTEW Water to do so. For reference purposes only, the indicative replacement costs of standpipes are listed in Schedule 2.

31. If supplies made by ACTEW Water are taxable supplies under *A New Tax System (Goods and Services Tax) Act 1999*, ACTEW Water will increase the amount payable by the Hirer to include the applicable amount of Goods and Services Tax.

32. The Hirer agrees to pay all stamp duty and hire duty (including fines and penalties) payable and assessed by legislation or by any revenue office on this Contract, on any instruments entered into under this Contract, and in respect of a transaction evidenced by this Contract, except that the Hirer shall not be liable for fines or penalties to the extent, if any, that they result from actions or delays of ACTEW Water.

33. Any amount incurred by the Hirer under the terms of this contract which is not paid by the due date is a debt to ACTEW Water and will incur interest from the original due date. The interest rate at which this debt will be charged is the amount calculated for the period up until the debt is paid, in accordance with the Supreme Court interest rate(s) for post-judgement interest applying for that period, fixed from time to time under Schedule 2 of the Court Procedures Rules 2006. The Hirer will also be liable for all costs ACTEW Water incurs, directly or indirectly, in recovering a debt owed under this Contract.

34. The Hirer indemnifies and releases ACTEW Water and its personnel from all losses, liabilities, costs (including legal costs, fines and penalties) and other expenses which the Hirer directly or indirectly sustains or incurs as a result of:

    (a) a breach of this Contract by the Hirer, including but not limited to, a breach in respect of which ACTEW Water exercises a right to terminate this Contract; or

    (b) any negligent, unlawful or wilful act or omission of the Hirer, its employees, agents, officers and contractors; or

    (c) a breach of applicable law by the Hirer; or

    (d) a failure to operate the standpipe in accordance with the operating instructions provided by ACTEW Water at the time of hire (as referred to in the Details); or

    (e) a failure to follow any ACTEW Water direction provided during the hire period; or

    (f) a failure to comply with the advice attached at Schedule 1; or

    (g) any use or attempted use of the standpipe by:

        i. a third party; or

        ii. any of the Hirer's employees, agents, officers and contractors who are either not listed as operators in the Details, or are not "competent" as defined in clause 1;

    (h) any use of any water extracted from an ACTEW Water water main via the standpipe, by any person (including but not limited to the Hirer its employees, agents, officers and contractors and any of the Hirer's end users and customers).

    For the avoidance of doubt, in this clause 34, the indemnity also extends to ACTEW Water and its employees, agents, officers and contractors.

Personal Property Securities Act 2009

35. ACTEW Water may allocate any amount or payment received from the Hirer in any manner it determines, but in default will apply that amount first to the payment of any unsecured amount owing to ACTEW Water, next as to any reasonable enforcement expenses and then as to any secured balance owing.

36. The Hirer will not allow to be perfected or attached in favour of any person, a security interest or transitional security interest in any of the monies from time to time payable to ACTEW Water, or in any property belonging to ACTEW Water, including the standpipe, whether to a provider of new value or otherwise.

37. The Hirer waives its rights to receive a copy of the verification statement confirming registration of a financing statement or financing change statement relating to any security interests under this contract.

38. The Hirer agrees to do anything reasonably required by ACTEW Water to ensure that ACTEW Water at all times has a continuously perfected security interest over all of ACTEW Water's property, including the standpipe.

Breach and Termination

39. Without limiting any other remedies available to ACTEW Water, failure of the Hirer to abide by the conditions of this Contract will result in the recall of the standpipe by ACTEW Water, with which the Hirer must comply.

40. ACTEW Water may terminate this Contract immediately following a breach by the Hirer, and, the Hirer is not entitled to any compensation as a result of termination of the Contract under this clause.

41. ACTEW Water may also terminate this Contract at an time by giving one month's notice in writing to the Hirer. If the Contract is terminated by ACTEW Water under this clause, the obligations of the parties under the Agreement will cease except where noted as surviving the termination of the contact or to the extent that either party has failed to comply with obligations already incurred, including the obligations upon the Hirer to return the standpipe and to pay money that remains due but unpaid under the Contract.

42. The Contract will automatically terminate:

    (a) if there is any use or attempted use of the standpipe by:

        i. a third party; or

        ii. the Hirer, its employees, agents, officers and contractors and these people are either not listed as operators in the Details, or are not "competent" as defined in clause 1;

    (b) if, in accordance with clause 11, the Hirer fails to return a faulty standpipe that fails to record water usage;

(c) if the Hirer or its employees, agents, officers and contractors fail to allow any person authorised by ACTEW Water to act in accordance with clause 20;

(d) if the Hirer becomes bankrupt or insolvent (as applicable); or

(e) where the Hirer returns the standpipe to ACTEW Water in accordance with clause 26.

For the avoidance of doubt, the Hirer is not entitled to any compensation as a result of any automatic termination of the Contract.

43. On termination of this Contract, the Hirer must return the standpipe to ACTEW Water. If the standpipe is not returned within seven (7) days of the date of termination of this Contract, ACTEW Water or its authorised representative may enter the Hirer's premises and remove the standpipe. The Hirer will be liable to pay the cost of retrieval, at the rate set out in Schedule 2. This clause survives the termination of the Contract.

Notices

44. Unless expressly stated otherwise in this Contact, all notices, certificates, consents, approvals, waivers and other communications ("**Notices**") in connection with this Contact must be in writing, signed by the sender (if an individual) or an authorised officer of the sender and marked for the attention of the person identified in the Details or, if the recipient has notified otherwise, then marked for attention in the way last notified.

41. Notices must be:

(a) left at the address set out or referred to in the Details;

(b) sent by prepaid ordinary post (airmail if appropriate) to the address set out or referred to in the Details;

(c) sent by fax to the fax number set out or referred to in the Details;

(d) published in a newspaper circulating in the Australian Capital Territory; or

(e) given in any other way permitted by law.

42. However, if the intended recipient has notified a changed postal address or changed fax number, then the communication must be to that address or number.

43. Notices take effect from the time they are received unless a later time is specified.

44. if sent by post, Notices are taken to be received three(3) days after posting (or seven (7) days after posting if sent to or from a place outside Australia).

45. If sent by fax, Notices are taken to be received at the time shown in the transmission report as the time that the whole fax was sent.

46. If the notice is by publishing in a newspaper circulating in the Australian Capital Territory, Notices are taken to be received fourteen (14) days after being first published in the relevant newspaper.

47. Despite clauses 43 and 44, if a Notice is received after 5.00pm in the place of receipt or on a non-business day, the Notice is taken to be received at 9.00am on the next business day.

Governing law

48. The laws of the Australian Capital Territory govern this Contract. Each party submits to the non-exclusive jurisdiction of the courts of the Australian Capital Territory.

Interpretation

49. Where appropriate:

(a) a reference to "standpipe" in this Contract, also includes references to ancillary equipment provided with the standpipe, such as a cradle and hose;

(b) "on or around" in this Contract, if it appears before a date, means the date indicated or within fourteen (14) days of that date; and

(c) A reference to "law" means any applicable statute, regulation, by-law, ordinance or subordinate legislation in force from time to time in Australia, whether made by a State, Territory, the Commonwealth, or a local government, and includes the common law and rules of equity as applicable from time to time, any applicable Australian industry codes of conduct and where none apply, international industry codes of conduct.

Schedule 1

Drinking Water Carting and Public Health

Scope
This document has been developed by ACT Health to provide advice to water carters to minimise the risks associated with the transportation and delivery of potable (drinking) water.

Public Health Issues
There are a number of risks associated with the transportation and supply of potable water to the public. These risks can be minimised by following a few simple rules.

Tanks used for the transportation of sewerage, petroleum products or other potentially hazardous materials should not be used for water carting.

Ideally the water tanks used for the transport of potable water should only be used for potable water. Non-potable water should be transported in tanks designated for non-potable water.

Potable water should only be sourced from ACTEW Water or other water supply that meets the Australian Drinking Water Guidelines (2004).

Advice for Water Carters

(a) Disinfection of tanks before delivering potable water

The tank should be physically cleaned inside, flushed out and then filled with water and chlorinated to at least 5.0 mg/L free chlorine for a minimum of 30 minutes. This can be achieved using 76 grams of calcium hypochloride at 65% strength per 10,000 litres of water or if sodium hypochloride is used add 400 mL at 12.5% strength per 10,000 litres of water.

(b) Treatment of potable water

The water source should be chlorinated prior to carting, to ensure the safety of the supply.

The water carter should maintain adequate chlorine residual up to the point of supply to the consumer. This can be obtained by adding 8 grams of calcium hypochloride (granular) at 65% strength per 10,000 litres. It will provide 0.5mg/L of chlorine.

Alternative, if sodium hypochloride (liquid) is used add 40 mL at 12.5% strength per 10,000 litres of water to provide 0.5 mg/L of chlorine. (Free chlorine may be less depending on turbidity, colour etc and should be checked.)

INFORMATION

(c) Hoses

Hoses must be cleaned, flushed out and then disinfected by filling with water and chlorinated to at least 5.0 mg/L free chlorine for a minimum of 30 minutes.

Hoses must be made of food grade material. Hoses and fittings must be caped or stored in a dust proof container during transport or when not being used.

(d) Records

Records should be kept in each vehicle of deliveries as proof your legal obligations have been met.

Details should include the following:

- All dates of extraction and delivery
- Source water
- Location of extraction
- Customers name and delivery address
- Volume delivered
- Free chlorine level
- When the tank was last cleaned

(e) Public Health Act

Water carters need to be aware that the delivery of drinking water that may pose a public health risk may be an offence under the *Public Health Act 1997*.

(f) Contacts for advice

If delivering potable water in NSW advice from NSW Health should be obtained.

ACT Health, Health Protection Service

Phone: 6205 1700
Fax: 6205 1705
Website: www.health.act.gov.au/hps

(g) NSW Health, Greater Southern Area Health Service

Queanbeyan
Phone: 61249942
Fax: 61249946

Goulburn
Phone: 48241842
Fax: 48241831

Please note, this information is provided as a guide only. Water carters may be subject to other legal obligations not addressed in this document. It is the responsibility of the water carter to comply with all legal requirements regardless of whether or not they are addressed in this document.

INFORMATION

Schedule 2

Fees and Charges payable by the Hirer

A. Hiring charges to be paid by the Contactor

Refer to current hiring charges, as per ACTEW Water's current schedule of charges at www.actew.com.au

B. Rate per kilolitre

Rate per kilolitre, as per ACTEW Water's current schedule of charges found at www.actew.com.au

C. Retrieval Costs

The Hirer accepts that ACTEW Water will charge the Hirer a rate of $70.00 per hour plus GST for any retrieval processes or actions it undertakes concerning the standpipe, cradle or hose (or other ancillary equipment), in accordance with the Contract.

D. Costs for failure to return standpipe, cradle or hose (or other ancillary equipment)

The Hirer accepts that failure to return a standpipe, cradle or hose (or other ancillary equipment) on time or at the specified read / maintenance anniversary may incur a fee determined by ACTEW Water at its sole discretion.

E. Indicative replacement costs of standpipes

The Hirer acknowledges the following is an indicative replacement cost for a standpipe (according to its meter size), and is the minimum that it will have to pay ACTEW Water for the replacement of a standpipe:

Meter size	Replacement Cost at 1 July 2012 (inclusive of GST)
Small 32 mm	Replacement cost plus 25% Administration and Penalty Fee - $1230.60
Large 32 mm	Replacement cost plus 25% Administration and Penalty Fee - N/A
65 mm	Replacement cost plus 25% Administration and Penalty Fee - $1801.25

Schedule 3

Standpipe Reading Sheet

Reading Year: _____

Month	Reading Week 1	Reading Week 2	Reading Week 3	Reading Week 4	Reading Week 5
January					
February					
March	**E-mail reading to ACTEW Water (go to ACTEW website)**				
April					
May					
June	**Present tanker and/or standpipe to ACTEW Water Mitchell for mandatory inspection**				
July					
August					
September	**E-mail reading to ACTEW Water (go to ACTEW Water website)**				
October					
November					
December	**E-mail reading to ACTEW Water (go to ACTEW)**				

Schedule 4

Backflow Prevention

The Hirer is responsible for ensuring that the standpipe is used in accordance with all applicable laws, acts and regulations, as in force and as may be amended from time to time.

After the Hirer has assessed all risks associated with the use of the standpipe, and if it has determined that the standpipe requires a current Backflow Prevention Device, then prior to its use, it must arrange for a suitable Backflow Prevention Device to be fitted by a licensed plumber who is certified to test such devices. Failure to comply with this condition may be a contravention of the *Utilities Act 2000*.

The Hirer agrees with ACTEW Water that when a standpipe is in use, the Hirer is at all times required to prevent backflow in accordance with the requirements of the appropriate standards being:

AS/NZS 3500
AS/NZS 2845

The Hirer and its employees must not damage, remove or tamper with the water meter, Backflow Prevention Device or strainer component of the standpipe. To do so may be a contravention of the *Utilities Act 2000.*