

Water Restrictions and Forms



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Introduction

This document is a subdocument of the Tenterfield Shire Council Drought Management Plan. It contains the main information relevant to the community that they may need to call on frequently. This includes the water restrictions table and forms.

For more information about Council's actions and drought planning, response and recovery please refer to the Drought Management Plan.

Water Demand Targets

Level 1 (Low)

This restriction strategy will aim to reduce normal average daily household consumption by 10% to a target level of 280L per person per day (L/P/d).

Businesses are not being strongly targeted at this level, but are encouraged to try to reduce consumption.

Level 2 (Moderate)

The second level of restrictions will aim to reduce normal average daily household consumption by 10-20% to a level of 280-250L per person per day. An increase in the advertising campaign for a reduction in water usage will be implemented.

Businesses are encouraged to review their water consumption and use tools such as the Waterwise checklist to identify areas where they may be able to save water. This checklist is provided within this document.

Level 3 (High)

The third level of restrictions will aim to reduce normal average daily household consumption by 20-30% to a level of 250-220L per person per day.

During this stage, policing is implemented with the increased monitoring of water usage throughout the community. Households and businesses with excess consumption levels will receive warning letters informing them of the possible fines that may be incurred if consumption within the dwelling or business is not

decreased. During this stage, alternate water sources, such as the Shirley Park Bore for Tenterfield, will be investigated and plans for implementation developed.

Businesses are encouraged to try to reduce water use. They are encouraged to discuss with Council if they are having issues reducing water consumption.

Level 4 (Severe)

The fourth level of restrictions will aim to reduce normal average daily household consumption by 30-40% to a level of 220-190L per person per day.

Plans for implementing alternate water sources will be finalised.

Level 5 (Emergency)

Level five restrictions will aim to reduce normal average daily household consumption by 50% to a target level of 190-160 litres per person per day (L/P/d). During this stage all non-essential water related activities are banned. Alternative water supply plans including the carting of water to the supply system, intermittent closing of the reticulation system, etc. may be implemented.

Water Restrictions Table

Type of Consumer	Permanent water conservation	Level 1 Restrictions	Level 2 Restrictions	Level 3 Restrictions	Level 4 Restrictions	Level 5 Restrictions	
Target reduction		10% reduction	10-20% reduction	20-30% reduction	30-40% reduction	40-50% reduction	
Activation Trigger (Storage Condition)		70% Dam: 1.0m below spillway; Weir: 0.45m below weir	60% Dam: 1.3m below spillway; Weir: 0.6m below weir	50% Dam: 1.7m below spillway; Weir: 0.75m below weir	40% Dam: 2.2m below spillway; Weir: 0.9m below weir	15% Dam: 3.9m below spillway; Weir: 1.25m below weir	
DOMESTIC							
Fixed hoses / sprinklers	No unattended hoses. No watering between the hours of 9am and 4pm. Vehicles should only be washed on grassed or permeable surfaces. Washing of hard surfaces with hand held hose is not permitted at any time.	Maximum 15 minutes per day between 4:00pm and 9:00am	Maximum 15 minutes per day between 4:00pm and 9:00am	Not permitted. Bucket watering permitted.	All external use of potable water is banned. Grey water use only	All external use of potable water is banned. Grey water use only	
Micro sprays / drippers / subsurface							
Hand held hoses		Maximum 1 hour per day between 4:00pm and 9:00am. One hose per property.	Maximum ½ hour per day between 4:00pm and 9:00am. One hose per property.	Maximum 10 minutes per day between 4:00pm and 9:00am. One hose per property.			
Swimming Pools and Spas		Filling permitted – no unattended hoses	Filling of new or existing pools is banned. Topping up of pools is allowed by handheld hose 1hr/day outside of the hours of 8am and 4pm	Filling of new or existing pools is banned. Topping up of pools is allowed by handheld hose 1hr/day outside of the hours of 8am and 4pm	Filling of new or existing pools is banned. Topping up of existing pools to 300mm below skimmer box by one hand held only, 1hr/week on Wednesdays.		Filling and topping up of pools banned.
Car Washing		No restrictions – no unattended hoses	Buckets only	Buckets only	Cleaning of windows, windscreens, lights and mirrors with buckets.		Cleaning of windows, windscreens, lights and mirrors with grey water.
Washing Hard Surfaces					Banned		Banned
BUSINESS / COMMERCIAL PREMISES ETC.							
Public gardens, sports grounds & community facilities	No unattended hoses. No watering between the hours of 9am and 4pm.	As per residential restrictions. Exception: sprinkler may be used up to 2hrs/ day for essential businesses (e.g. nurseries) or where business hours dictate water use, e.g. schools	As per residential restrictions. Exception: sprinkler may be used up to 2hrs/day for essential businesses (e.g. nurseries) or where business hours dictate water use, e.g. schools	Hand held hoses allowed for 1 hour per day outside the hours of 8am and 4pm	Buckets or watering cans only	Use of town water is banned	
Nurseries				Sprinklers and hand held hoses allowed for 2hrs/day. Application for times.	Sprinklers/hand held hoses 1hr/day – application for times.	Use of town water is banned	

Type of Consumer	Permanent water conservation	Level 1 Restrictions	Level 2 Restrictions	Level 3 Restrictions	Level 4 Restrictions	Level 5 Restrictions
Bowling Greens				Hand held hoses allowed for 1 hour per day outside the hours of 8am and 4pm		Use of town water is banned
New turf / landscaping	Newly laid turf may be watered with water conserving equipment for a period of up to six (6) weeks from the installation of the turf.			Water in – then hand held hoses 1 hour per day outside hours of 8am and 4pm	Buckets or watering cans only	Use of town water is banned
Public pools		Filling permitted – no unattended hoses	Filling of pools is banned. Topping up of pools is allowed by handheld hose 1hr/day outside of the hours of 8am and 4pm	Topping up allowed	Topping up with alternative water supply permitted. Town water use not permitted.	Topping up with alternative water supply permitted. Town water use not permitted.
Washing motor vehicles ¹ – cars, taxis, food transport, commercial etc.			Buckets only on grassed areas. Exemption may be granted if proof of water efficient devices provided	Buckets only on grassed areas. Exemption may be granted if proof of water efficient devices provided	Buckets only on grassed areas. Exemption may be granted if proof of water efficient devices provided	Use of town water is banned
Building construction	No unattended hoses between the hours of 9am and 4pm			No restriction on essential business use	Restricted to essential business use.	Use of town water is banned
Paved public areas; where food is prepared or consumed or for health reasons		No restrictions – no unattended hoses	No restrictions – no unattended hoses	Hand held hoses 1hr/day – eating / preparation areas for health reasons only	Buckets or watering cans – eating / preparation areas for health reasons only	Buckets or watering cans – eating / preparation areas for health reasons only
Water cartage – potable supply				Filling of domestic tanks only – private carriers must be registered.	Council approved private water carters only	Use of town water is banned
Auto flush urinals / public toilets				On timers – banned On Demand - ok	On timers – banned On Demand - ok	On timers – banned On Demand – ok Public toilets closed

Type of Consumer	Permanent water conservation	Level 1 Restrictions	Level 2 Restrictions	Level 3 Restrictions	Level 4 Restrictions	Level 5 Restrictions
INDUSTRIAL						
Ready mix concrete & other industrial operations	No unattended hoses between the hours of 9am and 4pm	No restriction on water usage for essential business activities	No restriction on water usage for essential business activities	Restricted to 8 hours / day operations	Council Approved	Use of town water is banned
RURAL						
Stock watering	No restriction	No restriction	Council Approved	Council Approved	Council Approved	Use of town water is banned
¹ Emergency vehicles are exempt, but are encouraged to be water wise						

Waterwise Checklist

The Waterwise checklist is a two page document – page 1 focuses on identifying where immediate water savings can be made and page 2 focuses on identifying how additional water savings can be made in the future.



Be Waterwise

Reduce the Use

WATER CHECKLIST: Review your water conservation practices and plan ahead

Water conservation tips for your workplace or community facility	We do this now	We will review	N/A	Need to follow-up
ACTIONS – What can I do now?				
General review				
Check water meters are working properly and monitor use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install signage to encourage water conservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure fire water hoses are not used for general activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amenity areas				
Check toilet cisterns for leaks and repair as required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use cistern weights to reduce volume in single flush toilets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adjust timings and volumes of automatic flush urinals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install tap aerators or tap flow control valves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install water efficient showerheads or shower control valves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heating and cooling systems				
Turn off air conditioner cooling systems when not required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check blowdown/bleed-off control on boilers and cooling towers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increase concentration cycles for air conditioning cooling towers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check the seal and float valve unit for wear. Review settings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check the cooling system pump for leaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor water use				
Install signage to increase awareness of water restrictions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspect, repair or replace any leaking pipes and outdoor taps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sweep or use garden blowers on paved areas instead of hosing (<i>unless required to meet occupational health and safety standards</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attach trigger nozzles to all hoses (<i>permissible uses only</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use high pressure cleaning units in place of hoses (<i>permissible uses only</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review options to meet plant water needs when maintaining gardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use mulch around ground covers, trees and shrubs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adjust times for automatic irrigation equipment (e.g. sporting fields). Turn off timers when water is not required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure hard surfaces are not being watered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pool and spa areas				
Use a pool cover to reduce water loss due to evaporation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check for and repair any leaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check the filter backwash schedule and adjust if possible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keep heated pools to a minimum temp to reduce evaporation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle washing				
Limit the number of spray nozzles, their flow rate and pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Place timers and shut-off valves on vehicle washers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use rainwater to wash vehicles where required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Be Waterwise

Reduce the Use

Water conservation tips for your workplace or community facility	We do this now	We report to staff	N/A	Listed in asset register
How can I plan for the future?				
General review				
Schedule daily or weekly water meter reads and share information with staff and management to monitor trends	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain signage to encourage water conservation (e.g. <i>turn off the tap</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedule fire water hose testing dates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop a roster for checking leaks and undertaking repairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gauge interest in staff being “water champions” to assist water monitoring and sharing of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amenity areas				
Install sensor activated taps where appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retrofit toilet cisterns with more water efficient models	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review capacity to collect rainwater for the purpose of toilet flushing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Replace automatic flush urinals and low flush valve operated urinals, waterless urinals or manual operated urinals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedule appliance replacement e.g. dishwashers and washing machines and identify best products using the Water Efficiency Labelling Scheme (WELS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heating and cooling systems				
Investigate recycling water flow to cooling tower or replacing with air-cooled equipment to eliminate ‘once through’ cooling of equipment processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insulate water pipes to reduce water use while waiting for it to heat up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedule regular inspections of cooling system pumps and seals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor water use				
Install automatic shut-off valves on manual hoses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collect rainwater and water from cooling tower bleed-off for re-use on landscaping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review garden design and layout – group plants with similar water needs, and reduce lawn areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pool and spa areas				
Collect, treat and re-use backwash water where possible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collect rainwater to top up swimming pools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General and vehicle washing				
Install a recycling system that allows wash water to be reused	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retrofit existing car washes with filters, storage tanks and high pressure pumps to recycle water on-site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install rainwater tanks to provide water for washing vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Water Exemption Application Form

The form below is to be used to apply for a water use exemption.

Forms can be emailed to council@tenterfield.nsw.gov.au, posted to PO Box 214, Tenterfield, NSW, 2372, or returned in person to Council's Administration Centre.

Please note that watering during the hottest part of the day (middle of the day) will *NOT* be permitted under any circumstance.

Exemptions will expire when a certain water restriction level is reached, which will be outlined on your permit.

Submitting a permit does not guarantee approval. Permits can take up to 10 working days for approval.



Water Restriction Exemption Request Form

Please note: watering of gardens will *NOT* be permitted under any circumstances in the middle of the day.

Customer/ Business		
Property address		
Contact phone numbers	B:	M:
Email address		

Category of restriction to which the permit request applies (tick ONE box only)	
<input type="checkbox"/> Private Gardens <input type="checkbox"/> Public Gardens <input type="checkbox"/> Ponds and Lakes <input type="checkbox"/> Fountains <input type="checkbox"/> Cleaning Windows/ Building Roofs <input type="checkbox"/> Farm Dams <input type="checkbox"/> Swimming Pools <input type="checkbox"/> Cleaning Paved Areas	<input type="checkbox"/> Construction Activities <input type="checkbox"/> Sports Grounds / Recreation Areas <input type="checkbox"/> Retail / Wholesale / Market Gardens <input type="checkbox"/> Nursery <input type="checkbox"/> Vehicles, Boats or Aircraft <input type="checkbox"/> Other (please list)

Exemption request details		
Time:	Days:	Dates:

Reason of which exemption should be granted	
<input type="checkbox"/> Adverse financial impact <input type="checkbox"/> Request results in less water being used <input type="checkbox"/> Special needs	<input type="checkbox"/> Physical damage to a building or structure <input type="checkbox"/> Public health or safety <input type="checkbox"/> Filling swimming pool or spa

Please indicate the expected volumes of water required and details of how water will be used

Please indicate the measures in place to reduce the amount of water that will be used

Applicant Declaration

I/we agree to:

- Authorise Tenterfield Shire Council (Council) to publically disclose any relevant details of the permit;
- Adhere to ALL the specific requirements contained within the permit;
- Provide appropriate access to enable Council to assess adherence to the permit conditions;
- Complete all sections of this form;
- Acknowledge that the exemption, if approved, is not transferable to any other party or location and is the responsibility of the permit holder;
- Ensure that every effort will be made to conserve water at all times;
- The permit is relevant only to the current water restriction level. Upon increase of water restrictions, this permit will be void unless otherwise stated within the approval;
- Any violation of the terms of the permit will result in the immediate disqualification of the permit.

Signature of Applicant	
Date	

Forms can be emailed to council@tenterfield.nsw.gov.au, posted to PO Box 214, Tenterfield, NSW, 2372, or returned in person to Council's Administration Centre.

Office use only

Date form received	
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Exemption Request: Approved Denied

Reason for decision	
Permit Number	
Date of commencement	
Date of expiry	
Water restriction level permit expires at	
Name of Authorising Officer	
Signature of authorising officer	
Date	

Water Carters Registration Form

During times of drought, any water carters taking potable water from Council's standpipes need to be registered.

Once approved, access to Council's standpipes will be granted, either in Tenterfield, Urbenville or both.

Water carters are expected to keep records of date, volume of water taken, property that water is being supplied to and intended use. Council can ask to see these records at any time. Once Level 3 water restrictions are reached, water can only be taken for filling of domestic tanks.

Water taken from Council's dispensers can only be supplied to properties within the Tenterfield Shire Council Local Government Boundary, unless specific approval is granted in writing from Council.



Water Carter Registration Form

Business name:		
ABN		
Proprietor/s		
Business/office address		
Mailing address (if different from above)		
Contact phone numbers	B:	M:
Email address		
Is your business registered with the Australian Charities and Not-for-profits Commission?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Legislative Requirements		
<i>Requirements</i>	<i>Documents Required</i>	<i>Document Attached</i>
Quality Assurance Program has been developed and submitted to NSW Health to meet the requirements of NSW Water Carters Guidelines	Yes	
The vehicle(s) are fitted with a backflow prevention device or registered air gap that complies with the Plumbing Code of Australia	Yes	
The device or air gap has been tested in the past 12 months by a qualified person	Yes	
The vehicle has public liability insurance for not less than \$20 million dollars indemnifying Tenterfield Shire Council against any claims that may arise from the operation of the water carter business	Yes	

Vehicle(s) Information	
Number of vehicles used for carting	
Registration number of above vehicles	
Tanker dimensions	
Tanker Volume	
Location of where water is drawn	
<input type="checkbox"/> Tenterfield <input type="checkbox"/> Urbenville	

Applicant Declaration

I/we agree to:

- Authorise Tenterfield Shire Council (Council) to publically disclose any relevant details of the permit;
- Complete all sections of this form;
- Ensure that every effort will be made to conserve water at all times;
- Confirm that records will be kept of date, volumes taken and delivery address. Council may request this data at any time;
- Confirm that water taken from Councils' dispensers will be delivered to properties within the Tenterfield Shire Local Government Boundary only;
- Confirm that water taken from Councils' dispensers will be supplied for domestic use only (no filling of dams);
- When the dispenser key is issued, confirm that it will be used for the vehicles registered above only. The key cannot be loaned to other vehicles or companies. Failure to comply with this will result in the key being returned and removal from the Council's registered water carter list;

Signature of Applicant	
Date	

Forms can be emailed to council@tenterfield.nsw.gov.au, posted to PO Box 214, Tenterfield, NSW, 2372, or returned in person to Council's Administration Centre.

Office use only

Date form received	
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Registration Request: Approved Denied

Reason for decision	
Registration Number	
Date of commencement	
Date of expiry	
Name of Authorising Officer	
Signature of authorising officer	
Date	