

Scotland Island Emergency Water Supply: Information & Guidelines

Water Monitors @ July, 2013				
LINE 1	Bell, via Carol's, Eastern to Pathilda Reserve	Thursday Friday Saturday	Nathalie Muir P.O. Box 263, C.P. nathalie@muir.net	9999 4449 0419 432 460
LINE 2	Bell, via Cargo, Tennis to Pathilda Reserve	Sunday Monday Tuesday - Day	Cass Gye P.O. Box 52, C.P. cassgye@spin.net.au	9979 5853 0418 220 107
LINE 3	Bell, via Top of Island to Kevin Street	Tuesday - Night Wednesday	Cass Gye P.O. Box 52, C.P. cassgye@spin.net.au	9979 5853 0418 220 107

BOOKING LIMITS MAY BE NECESSARY DURING DROUGHT

How to Book

- **Before booking:** complete an **Agreement for Sale of Water** and **SIRA Membership Form**
 - **Book in advance:** Do not wait until your tank is low or empty!
 - **Cancellations:** a minimum 24 hours cancellation notice is required or booking fee of **\$10.00** will be charged, plus any water metered during booking period
- 1) **Telephone your Monitor** between 8 a.m. and 8 p.m. only, with the following information:
 - Your name, address and telephone number
 - Your tank capacity in **litres**
 - Your preferred booking time and number of hours required
 - 2) **Ask for the name and telephone number** of bookings before and after yours and make contact to confirm handover
 - 3) **Phone to confirm booking** 24 hours before allocated time and check any booking changes

Location of Water Meters

- **First time users** should locate and walk their line prior to booking – ask your neighbour!
- **Lines 1, 2 and 3** are individually metered and are located on platform under cage at the top of Bell Wharf steps
- **Main Line valves** are positioned on either side of platform and identified by numbered white reflector posts. **Lines 1 and 3** towards Carol's Wharf to the left of platform and **Line 2** towards Cargo Wharf to the right of steps

How to Get Water

- 1) **Take meter readings** at start and finish of booking from correct line meter. If these meter readings are not taken, then readings reported by other bookings must be accepted
- 2) **Close off the Main Line valve** past your standpipe to block water and maximise flow into your tank
- 3) **Turn on your standpipe valve and check that water is flowing into your tank.** Allow at least 15 - 20 minutes for line to charge in some areas
- 4) **If there is no flow**, walk the Main Line and check all valves to locate any problems or leaks
- 5) **Important: any problems or leaks** turn off the Main Line valve at Bell and advise Monitor
- 6) **Check collection regularly** as water metered during booking period is your responsibility!
- 7) **When your booking is completed** turn off your standpipe valve, open up Main Line valve, disconnect your fitting and take final reading at Bell from the correct meter
- 8) **Advise meter readings** to your Monitor within 24 hours to calculate litres and charge

How to Connect

A complying connection to all Main Line standpipes is required as follows:

- **1 x 40mm (1½ inch) poly BSP** female fitting (nut & tail) plus male fitting (barbed tail)
- **1 x meter braided clear polyurethane flexible pipe (food grade)**
- **2 x stainless steel clamps** for each end
- **1 x plug** keeps pipe clean and prevents washer from falling out of “nut & tail”
- **Flexible pipe** gives clear view of water flow, makes attachment to and from standpipe easier to manage and reduces strain on standpipe when turning valve on and off
- **Individual fittings** to connect to your existing pipe system, as required
- **We recommend** that you upgrade the existing pipe to your tank to 40mm to maximise flow

For connection to be assembled ready for use call Cass Gye or fittings are available from:
Water Warehouse sales@waterwarehouse.com.au; Gainforts, Darley Street, Mona Vale

Troubleshooting

- **If you are having problems, reset all valves and turn off Main Line valve at Bell**
- **Ring your Monitor immediately** to notify any problems, breaks or leaks
- **Contact the next booking** to advise water is turned off

Note: Repairs to the Main Line or standpipes will be actioned as soon as possible after inspection

Remember You are Responsible!

- **If water is lost for any reason during booking period** - check your flow regularly
- **If you finish early** make contact with next person **OR** turn off Main Line valve at Bell
- **When booking is finished reset all valves** to make Line ready for next booking
- **Disconnect fitting to your standpipe immediately after booking**
- **Connections to standpipes are non-permanent** and must comply as described

Charges and Conditions

- **S.I.R.A. water charge:** \$4.00 per 1,000 litres
- **Booking fee:** \$10.00 per booking
- **No accounts issued** – Monitor will advise charge, receipts available upon request
- **Payment must be received within 7 days**
- **Late fee of \$10.00** applies to overdue payments
- **Outstanding accounts:** bookings will not be accepted **and/or** pre-payment will be required
- **Cancellations:** a minimum 24 hours cancellation notice is required or booking fee of **\$10.00** will be charged, plus any water metered during booking period

How to Pay

- **By cheque** – made payable to Scotland Island Residents' Association sent to your Monitor
- **By cash** – to be made in person to your Monitor **DO NOT SEND CASH BY MAIL**
- **By internet transfer** – an arrangement with your Monitor only

IMPORTANT NOTE

⚙ Please remember - Monitors work hard to keep you happy!! Your understanding, civility and prompt payment is greatly appreciated

⚙ Monitors reserve the right to refuse bookings to any person who is uncooperative and/or abusive

⚙ Any person found “taxing” the water line will have their property “tagged” as a problem source and made known to others on that line