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| DIRECTORATE: | Planning and Environment |
| SECTION: | City Strategy |
| POLICY: | Water Tank on Council Land Policy and Water Tank on Council Land Installation Guidelines |
| RESPONSIBLE OFFICER: | Environmental Planning Officer |
| DATE ADOPTED BY COUNCIL: | |

POLICY OBJECTIVE

To clearly articulate the Council's requirements in relation to the provision of water tanks on Council owned and managed land.

To establish the *Water Tank Installation Guidelines* which are a set of requirements used to assess the merits of each water tank installation application.

BACKGROUND

Water is necessary for the ongoing maintenance of the Council's outdoor and garden spaces. Water shortages have a significant impact on the use and management of water for Council sporting, recreation and community facilities. Continued drought and ongoing mandatory water restrictions increase the need for a variety of mechanisms for water capture and storage.

As permanent water saving measures are now obligatory, appropriate measures to ensure adequate water is available for the ongoing maintenance of Council owned and operated properties need to be taken. This document will guide the decisions regarding water conservation infrastructure and help decision-makers determine if the installation of a water tank is recommended.

The decision to install a water tank must be made in consideration of all necessary requirements. Clear concise guidelines directing Council decisions on whether the installation of a water tank is an appropriate water saving measure need to be available. This policy and guidelines will enable each responsible unit to assess each application consistently. The installation of a water tank on Council owned and managed land must adhere to Council objectives, be safe and secure and be the most appropriate environmental solution.

POLICY AND PRINCIPLES

Hobsons Bay City Council should support the installation of water tanks. However the Council should support those installations which satisfy all necessary requirements and do not breach any relevant regulations. In order to be approved, installation applications must meet the requirements specified in the *Water Tank Installation Guidelines*.

The principles guiding the application decisions are clearly defined in the *Water Tank Installation Guidelines*. The following is a summary of some of the principal requirements for all proposed water tank installations:

- Each application will be assessed against the requirements set out in the guidelines.

- All public health and safety issues must be considered as a part of the preparation and assessment of a water tank proposal.
- All applications must demonstrate that a water tank is the most appropriate method of water capture and storage.
- All applications must adhere to and satisfy any statutory planning requirements and process.
- The installation of a water tank must be of benefit to the facility and the facility's users. As such, decisions to install water tanks must consider the size of the proposed tank and the size of the water catchment.
- Council owned and managed properties operating as Children's Services require outdoor spaces to comply with the guidelines stipulated in *Children's Services Regulations 1998*. The installation of a tank must not reduce the amount of outdoor space available to less than the usable area specified in r.97(1)(a).

PROCEDURAL GUIDELINES

Any proposal to buy and/or install a water tank on Council owned or managed land must satisfy the *Water Tank Installation Guidelines*. Guidelines cover those fields which must be directly considered when assessing a proposal for the purchase and/or installation of a water tank. These are:

- Public Safety and Risk Management Considerations
- Technical, Installation and Amenity Guidelines
- Financial Considerations
- Environmental Considerations
- Maintenance considerations

The Guidelines have been established in consultation with those areas within the Council that have responsibility for the ongoing maintenance of:

- The sportsground, open space or recreational facilities using the captured water
- The building or facility using the captured water
- The water tank itself

Applicants will be requested to provide information which will facilitate assessment of applications by the responsible Council staff. An application form will be provided by the Council to all applicants, stating the requested information.

Guidelines will clarify any ongoing financial obligations that will arise from the installation of a water tank. This will help maintain any water tank in the long term, as it will clearly define who has financial responsibility for any maintenance or repair works.

The application process will be administered by the Environmental Planning Unit under City Strategy. All applications will be received by the Environmental Planning Unit. This will allow the successful monitoring of the number and nature of all applications. An assessment team will meet on a monthly basis to assess each application received in the month prior to

meeting. Applicants will be informed that an application for the installation of a water tank can take up to six weeks to be approved.

WATER TANK ON COUNCIL LAND INSTALLATION GUIDELINES

To be used as an assessment tool on receiving an application for the installation of water tank on Council owned and/or managed land

1. Application for the installation of a water tank

- (a) Prior to the installation of any water tank on Council owned and/or managed land, the lessee or licensee (the 'applicant') needs to apply to the Council for installation approval.
- (b) The applicant needs to complete an application form, providing all the requested information.
- (c) Lessees and licensees are not permitted to install water tanks without the Council's prior knowledge and approval.
- (d) The application form must be completed by a Committee President or Authorised Officer Bearer.

2. Environmental requirements

- (a) Applicants should be aware of the amount of water necessary to achieve the intended outcome of the water's use.
- (b) The decision to install a water tank must consider the size of the proposed tank and the size of the water catchment (i.e. the size of the roof feeding into the tank).

3. Planning Permit Requirements

- (a) As Hobsons Bay City Council is responsible for controlling land use and development in the municipality, a representative from the Urban Planning and Development Department should be consulted if there is uncertainty surrounding planning permit requirements:
- (b) A planning permit for the installation of a water tank must be obtained if:
 - (i) the proposed water tank has a capacity greater than 4500 litres
 - (ii) the proposed site is covered by a heritage overlay under the Hobsons Bay Planning Scheme

4. Public Health and Safety Considerations

- (a) Water tanks exert large amounts of downward pressure. The proposed site must be able to bear the weight of a proposed tank without causing damage to subsurface works, or creating a safety risk.
 - (i) A site inspection and assessment must be carried out by the Council to ensure no subsurface works will be impeded or damaged by the installation of a tank.

- (ii) If a site is assessed as being unable to safely bear the proposed weight of an installed tank, the proper reinforcing infrastructure must be installed prior to water tank installation. Tanks with a capacity larger than 1000 litres must be installed on top of an appropriate base. If no base is pre-existing at the site of installation, then measures to install a base must be taken.
 - (iii) The type of tank to be installed must be approved by the appropriate Officer in the Works and Assets Directorate.
 - (iv) The tank must meet Australian safety standards.
- (b) If the proposed site for the installation of a water tank
- i) Is within an outdoor space registered and administered under the *Childrens Services Regulations 2009*, the installation must not reduce the amount of space to less than *a useable area of at least 7 square metres for each child that is cared for or educated by the children's service...*
 - ii) Does not comprise the supervision of children by staff in the outdoor space provided
 - iii) Does not provide a scalable option for a child to go through, over or under the fence or barrier or any gate or fitting.
 - iv) These requirements will be verified by the Council's Community Facilities team.
- (c) Adequate screening must be provided to prevent vermin from entering the tank. Putrefying vermin will tamper with the quality of the stored water

5. Financial Obligations

- (a) If the applicant is a lessee or licensee of a Council owned property:
- (i) An application to Council must be lodged and approved prior to the applicant seeking any external funding.
 - (ii) The applicant is responsible for securing funding for the installation of the tank. This includes any required infrastructure, plumbing or works. Funding may come from the applicant, from Council or from a third party (e.g. grant funding). The applicant must have secured funding for the installation and required works prior to the commencement of any works.
 - (iii) If the applicant secures funding for future maintenance costs, this funding must be used for the sole purpose of ongoing maintenance.
 - (iv) If the lease or licence of a Council owned property changes hands after the installation of a water tank, the new lease agreement and/or associated documentation must include disclosure of any remaining maintenance funds. This will ensure the new lessee or licensee is

aware of funding availability and aware that the funding is available solely for the ongoing maintenance and/or repair of the water tank.

- (v) All ongoing costs not covered by the initial funding secured by the applicant will be covered by the Council.
- (b) If the applicant is Hobsons Bay City Council:
 - (i) The Council is responsible for funding the installation of the tank including any required infrastructure, plumbing or works.
 - (ii) The Council will need to ensure it allocates adequate funding for the ongoing maintenance of the water tank; including any repair or replacement work

6. Maintenance Inspections

- (c) If the applicant is a lessee or licensee of a Council owned property:
 - (i) Regular maintenance of water tanks is necessary to extend the life of the tank system and reduce operating and replacement costs as a result of system failure or property damage. Applicants may be obliged to maintain the tank system in a satisfactory working order.
 - (ii) Regular maintenance inspections will be undertaken by the Council to ensure the life of the tank system and reduce operating and replacement costs as a result of system failure and property damage.