

Water Sub-Metering Policy

Aim

The aim of this policy is to outline Ben Lomond Water's approach to sub-metering of existing and new strata schemes and multi-unit properties.

This policy applies to all residential and non-residential strata schemes and multi-unit properties.

Policy

New strata schemes

Strata schemes will be metered using a manifold assembly, or a master meter with sub-meters. Where there is no common property, no shared connecting pipe work and no requirement for a master meter, Ben Lomond Water may, at its discretion, approve each lot being individually connected to Ben Lomond Water's water main.

A manifold assembly will comprise individual meters which measure the volume of water supplied to each lot and common property(s) (if applicable). Refer to Figure 1 for an example of a strata scheme with individual meters and no common property. Each lot owner will be billed a fixed charge (based on the size of their individual meter) and a volumetric charge based on the volume of water supplied to the lot as measured by the individual meter. In addition, the bill will include a proportion, determined by the unit entitlement, of both the fixed charge and the volumetric charge for the common property(s) (if applicable).

For strata schemes where it is impracticable to use a manifold assembly, a master meter will be installed at the connection point and a sub-meter will be installed for each lot and common property(s) (if applicable). Refer to Figure 2 for an example of a strata scheme with sub-meters and a master meter. Each lot will be billed a fixed charge (based on the size of the sub-meter) and a volumetric charge based on the volume of water supplied to the lot as measured by the sub-meter. In addition, the bill will include a proportion, determined by the unit entitlement, of:

- the fixed and volumetric charges for the common property(s) sub-meter(s) (if applicable); and
- the excess water supplied to the master meter, where the master meter reading is greater than the sum of the individual sub-meter readings.

Due to smaller size of the sub-meters the level of accuracy in the sub-meters is deemed to be greater than that of the master meter. Therefore, where the master meter reading is less than the sum of the individual sub-meter readings, each lot will be billed on the volume of water supplied to the lot as measured by the sub-meter.

Where each lot is individually connected to Ben Lomond Water's water main, each lot will be billed a fixed charge (based on the size of the lot's individual meter) and a volumetric charge based on the volume of water supplied to the lot as measured the lot's individual meter.

Existing strata schemes

Existing strata schemes will be metered in one of the following ways:

1. Master meter and sub-meters, with or without common property;
2. Master meter and no sub-meters, with or without common property;
3. No master meter and individual lot meters, with or without common property;
or
4. Lots are connected individually to Ben Lomond Water's water main.

1. Master meter and sub-meters

In existing sub-metered schemes, each lot will be billed a fixed charge (based on the size of their sub-meter) and a volumetric charge based on the volume of water supplied to each lot as measured by the sub-meter. In addition, the bill will include a proportion, determined by the unit entitlement, of:

- the fixed and volumetric charge for the common property(s) (if applicable); and
- the excess water supplied to the master meter, where the master meter reading is greater than the sum of the individual sub-meter readings.

Due to the smaller size of the sub-meters the level of accuracy in the sub-meters is deemed to be greater than that of the master meter. Therefore, where the master meter reading is less than the sum of the individual sub-meter readings, each lot will be billed on the volume of water supplied to the lot as measured by the sub-meter.

2. Master meter and no sub-meters

If the body corporate is silent, or decides not to install sub-meters, then each lot will be billed for a portion, determined by the unit entitlement, of the fixed and volumetric charge for the master meter and the common property(s) (if applicable).

If the body corporate provides a copy of a unanimous resolution authorising the installation of sub-meters, then Ben Lomond Water will supply sub-meters at no cost to the owners to install at the owners' cost. Sub-meters must be installed to Ben Lomond Water's approved installation standards and remain the property of Ben Lomond Water.

Once the sub-meters are installed, each lot will be billed a fixed charge (based on the size of their sub-meter) and a volumetric charge based on the volume of water supplied to each lot as measured by the sub-meter. In addition, the bill will include a proportion, determined by the unit entitlement, of:

- the fixed and volumetric charge for the common property(s) (if applicable); and
- the excess water supplied to the master meter, where the master meter reading is greater than the sum of the individual sub-meter readings.

3. No master meter and individual lot meters

Where there are individual lot meters with no master meter, each lot will be billed a fixed charge (based on the size of the lot's individual meter) and a volumetric charge based on the volume of water supplied to the lot as measured by the lot's individual meter. In addition, the bill will include a proportion, determined by the unit entitlement, of the fixed and volumetric charge for the common property(s) (if applicable).

The installation of a master meter will be at the discretion of Ben Lomond Water. Once installed, the individual lot meters and common property(s) meter (if applicable) will be deemed to be sub-meters.

4. Individual connection to Ben Lomond Water's water main

Where there is no common property, no shared connecting pipe work and no requirement for a master meter, Ben Lomond Water may, at its discretion, approve each lot being individually connected to Ben Lomond Water's water main. Where each lot is individually connected to Ben Lomond Water's water main, each lot will be billed a fixed charge (based on the size of the lot's individual meter) and a volumetric charge based on the volume of water supplied to the lot as measured the lot's individual meter

Figure 1 Strata scheme with individual meters and no common property

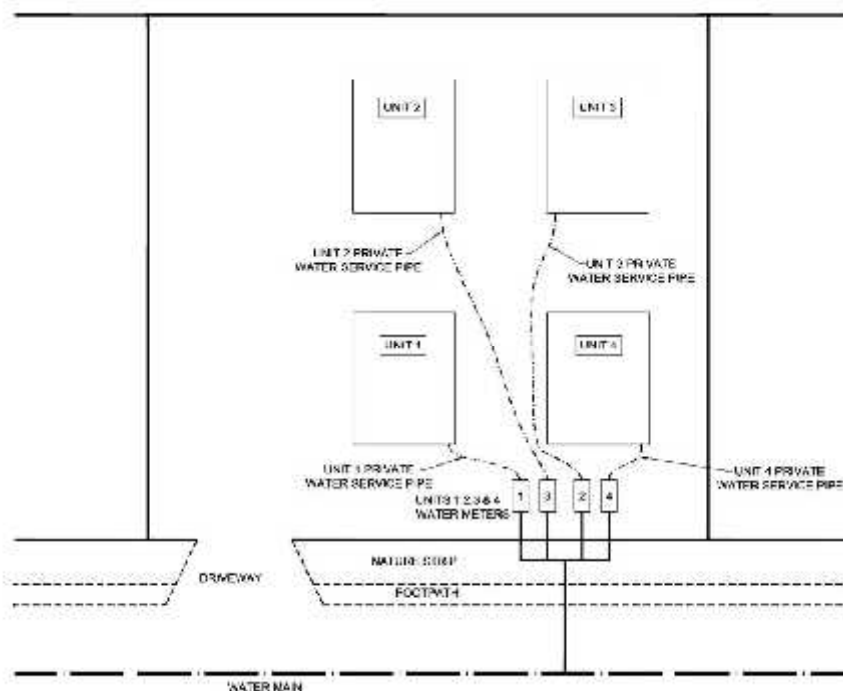
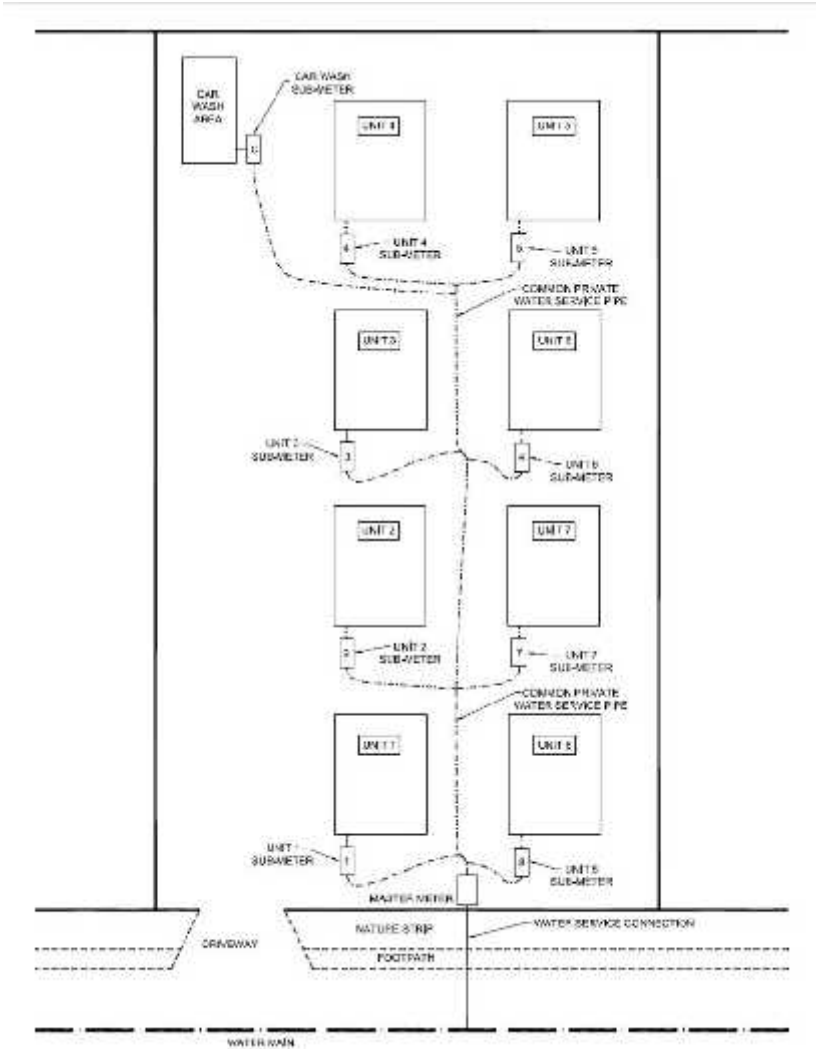


Figure 2 Strata scheme with sub-meters and a master meter



Multi-unit properties – existing and new

All multi-unit properties will have a master meter at the connection point and the option to install sub-meters (subject to plumbing being suitable for sub-metering).

No sub-meters

Multi-unit properties will have a master meter installed at the connection point.

The freehold title owner will be billed for the fixed and volumetric charge for the master meter.

Sub-meters - existing and new

Where sub-meters already exist, Ben Lomond Water will provide the freehold title owner a bill which includes volumetric and fixed charge for the master meter only

unless an alternative private arrangement has been entered into by the freehold tile owner and the Ben Lomond Water.

If the freehold title owner requests in writing for the installation of sub-meters, Ben Lomond Water may at its discretion agree to sub-metering. This will be private arrangement between Ben Lomond Water and the freehold title owner. Sub-meters must be installed to Ben Lomond Water's approved installation standards and remain the property of Ben Lomond Water.

Sub-metering connecting pipe work

The property owner is responsible for providing and maintaining the interposing pipe work (i.e. between the master meter and the sub-meter, and between the sub-meter and the strata lot/unit), valves, fittings, and protective boxes.

Responsibilities

The Chief Executive Officer of Ben Lomond Water is responsible for implementing this policy.

References

- Tasmanian Economic Regulator – 2012 Water and Sewerage Price Determination
- *Strata Titles Act 1998*
- Any other manuals and documents specific to Ben Lomond Water and this policy

Definitions

Body corporate	The body corporate is the controlling body of a strata scheme. The owners of the lots in the scheme form the body corporate which comes into existence automatically on registration of the strata plan by the Recorder of Titles.
Common property	Common property comprises all the areas of the land and buildings in a strata scheme not included in any lot. It is owned and maintained by the body corporate on behalf of the individual lot owners in the strata scheme. Service infrastructure serving more than one lot, such as cables, pipes, or equipment, is also common property. The strata plan sets out the lots and common property in the strata scheme.
Excess Water	The difference in volume supplied where the master meter reading is greater than the sum of volume supplied through the individual sub-meters.

General unit entitlement	As defined in Section 16 of the Strata Titles Act 1998 - all strata schemes have a general unit entitlement which is set out in a schedule on the last page of the strata plan.
Manifold assembly	A chamber having multiple openings for making connections.
Master meter	A meter installed at the connection point that measures the total volume of water supplied to a strata scheme or a multi-unit property. A master meter may or may not be connected to sub-meters
Multi-unit property	Multi-unit properties have more than one sole occupancy unit on one freehold title (i.e. not established as a strata scheme). A sole occupancy unit means a building or other part of a building for occupation by one lessee, tenant or other occupier to the exclusion of any other lessee, tenant, or other occupier. A sole occupancy unit also includes any part of the building that is a common property or common property.
Sub-meter	A water meter that measures individual usage of water downstream of a master meter.
Sub-metering	The installation of individual water meters to measure the volume of water supplied downstream of a maser meter.
Special unit entitlement	As defined in Section 16 of the Strata Titles Act 1998 - Some strata schemes may have lots with special unit entitlements. Where these exist they are set out in a schedule on the last page of the strata plan.
Strata scheme	As defined under the Strata Titles Act 1998 – generally a strata scheme is a particular type of development which divides a parcel of land into “lots” and “common property” and which specifies a system of management.
Unit entitlement	Where the strata general or special unit entitlements are available from the Land Titles Office Cadastral Spatial Layer the apportionment will be based on those entitlements; or Where this information is not available, the charges will be shared equally across all of the lots; or The body corporate advises Ben Lomond Water of an alternative apportionment in writing in the form of a copy of a unanimous resolution.
Water meter	A device, including equipment related to the device, for measuring the volume of water supplied to a property.

Approved by the CEO on [DATE]

Signed by [CEO NAME], CEO, Ben Lomond Water