

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 498171-1  
**Minute number:** 148/2017

**Policy title:** EXEMPTION TO WATER RESTRICTIONS FOR RESIDENTIAL PREMISES

**Directorate:** OFFICE OF THE CEO

**Branch:** WATER SERVICE PERFORMANCE

**Policy objective:** To establish a framework for the granting of an exemption to current water restrictions for residential premises within the boundaries of Logan City Council.

**Policy scope:**

This policy provides guidelines in relation to the process for approval of an exemption to current water restrictions for residential premises. Exemptions may be granted based on health and safety considerations.

**Definitions:**

Not applicable.

**Policy statement:**

**1. Application process**

- (a) A completed application form and any supporting documentation is to be submitted to Council through the Water Service Performance branch.
- (b) The Water Service Performance branch will maintain a register of applications in Council's corporate property system. Each application will receive a unique number allocated by Council's corporate property system
- (c) The application and supporting documentation will be assessed by Water Service Performance branch for eligibility and reported to the delegated officer/s with recommendation/s to approve or decline the request.

**2. Eligibility criteria**

To be eligible for an exemption to current water restrictions the applicant must have a medical condition or physical impairment which would affect the applicant being able to water within the designated water restriction times. The following criteria must apply:

- (a) The application must be submitted by the resident or authorised agent of the premises on the prescribed application form.
- (b) Supporting documentation must be supplied with the application. Supporting documentation should include a letter from the applicant's doctor supporting reasons applicable to the exemption.
- (c) The application must relate to a property address in Logan City.

### 3. **Approval process**

- (a) Based on the recommendation from Water Service Performance, the delegated officer/s will approve or decline the request in accordance with the delegation of authority titled "Authority to Approve Exemptions to Water Restrictions for Residential Premises".
- (b) Approval for an exemption can only be granted by the delegated officer/s nominated in accordance with the delegation of authority titled, 'Authority to Approve Exemptions to Water Restrictions'.
- (c) A nominated Water Service Performance staff member may be required to visit the site prior to approval/non approval being given for an exemption to current water restrictions.

### 4. **Conditions of exemption approval**

- (a) The exemption is not transferable to any other party or location and is the responsibility of the nominated permit holder for the address nominated on the application form.
- (b) The water related activity must be carried out on the site referred to on the application form.
- (c) Only one exemption is allowed per property address.
- (d) Under current restrictions, every effort will be made to conserve water at all times.
- (e) Any violation of the terms of the exemption will result in immediate disqualification of the exemption.
- (f) The exemption is provided in relation to the level of water restrictions in place at the time of the granting of the exemption. If required, a new application form should be completed at the commencement of a new water restriction level.
- (g) Exemptions will only be allowed in relation to an amendment to watering times.

### 5. **Issuing an approval**

- (a) Upon the delegated officer granting approval for an application for water restriction permit residential:
  - (i) the corporate property system will be amended to reflect the approval
  - (ii) a letter will be issued to the applicant or authorised agent nominated on the application stating the application number and conditions.
- (b) In the case that the application was declined, a letter will be issued to the applicant advising of such.

### 6. **Auditing**

- (a) Council reserves the right to conduct spot audits at any time on premises that have been issued an exemption to water restrictions.
- (b) Where an authorised person visits the premises of the applicant, the exemption letter must be presented on request.

#### **Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME