

WATER FILLING STATION INSTRUCTIONS

Please ensure a copy remains in vehicle at all times

Vehicular access to site

Take care when approaching and entering the Water Filling Station site. Pay particular attention to pedestrians and other vehicles.

Parking

Position the truck to allow safe and efficient access. Take care when stationary on the road side, especially when entering and exiting the vehicle. Wear a high-visibility vest.

Pedestrian Safety

Minimise obstruction of the footpath and take all safety precautions including the positioning of safety cones to prevent the risk of tripping hazards or injury to pedestrians.

Hose Connection

Use only a hose with a 75 mm (3") Camlock fitting.

Water Access

Follow the Water Filling Station operating instructions displayed at each site. Council recommends flushing system before use to prevent any foreign objects entering your tank. Follow these steps to flush:

1. Ensure Gate Valve **OFF** (clockwise direction).
2. Hold Access Key on reader for three (3) seconds. Light will illuminate.
3. Press **ON** button. Light under **ON** button will illuminate.
4. Turn Gate Valve **ON** (anti-clockwise direction). Use Gate Valve to regulate flow of water.
5. Run water for 2-3 seconds.
6. Turn Gate Valve **OFF**.

To commence filling your tank:

1. Securely connect one end of your hose to the Water Filling Station 75 mm (3") Camlock coupling and the other end to the inlet on your tank.
2. Turn Gate Valve **ON** (anti-clockwise direction).
3. Turn Gate Valve **OFF** (clockwise direction).
4. Press **OFF** to stop flow. Light will go out. Water shutdown can take up to 15 seconds.
5. Disconnect hose from Water Filling Station and tank connection. Take care to avoid excessive water spillage.
6. Take care exiting the Water Filling Station. Pay attention to other vehicles and pedestrians and proceed safely.

**** Users must ensure the stand pipe water valve is COMPLETELY CLOSED before exiting the Water Filling Station.**

Care of keys

Customers are responsible for ensuring keys do not sustain damage through careless handling. Customers whose keys are damaged will have to purchase a new key at a cost in accordance with Council's Revenue Policy. Keys should be kept in a safe place, and separately, on the supplied key ring, to minimise contact with hard objects.

Service Difficulties or Damage

Customers are to report damage to or failure of the water filling station as outlined below:

- **Uncontrolled water spillage or damage that is a risk to public safety.** Contact Council's after-hours service on (02) 6801 4000
- **Minor damage or non-delivery of water.** Contact Council on the next business day between 9.00am-5.00pm Monday to Friday, except Public Holidays, on (02) 6801 4000

On-call Council staff are unable to assist with Avdata service difficulties or key issues. If customers encounter difficulties with key operation, they can contact Council during office hours, or purchase a new key from Council during office hours if required.