

Sub Metering Guidelines & Specifications

1. PURPOSE

This Guideline provides the framework to guide Development requiring secondary water meters for all unit and mixed developments across Toowoomba Regional Council.

2. SCOPE

The scope of this Guideline is limited to:

- Water metering
- Master meters
- Sub meters
- Automatic reading systems
- Designs of sub metering systems
- Maintenance

3. DEFINITIONS

AMR – The term AMR mean Automatic Meter Reading and also includes Digital Electronic Readouts (DER) such as a display panel that can be scrolled through to read the respective sub-meter consumption.

Accessible – The term accessible for water meter reading, maintenance and/or replacement purposes, mean accessible within reasonable time (between 5 am – 5 pm), with the sub-meters being located in a non-locked enclosure requiring a non-key access (PIN code), and no being obstructed by vehicles or other plant or equipment or vegetation.

Applicant – An applicant/share holder is the Body Corporate of an existing complex that has made the decision to fit sub-meters to all lots within the complex.

Body Corporate – The term body corporate refers to a corporation or body of persons or even an individual person(s) making up the corporate entity. The purpose of the body corporate is to manage common property.

Boundary – Boundary means the area between the property external walls and pathways, streets or fence.

Common Area – The term common area means an area of common property.

Common Property – The Body Corporate and Community Title Management Act 1997 defines common property, for a community title scheme is, effectively, freehold land forming part of the scheme land but not forming part of a lot included in the scheme.

Common Property Water Consumption – The term common property water consumption refers to water used in common properties within a complex for irrigation, cleaning, recreation fixtures, etc. The common property water consumptions for each meter read cycle will be measured by a separate submeter installed in the common area. Water consumption through a communal hot water system is part of common property water consumption under this policy.

Community Management Statement – The Body Corporate and Community Title Management Act 1997, Chapter 1 Part 4 Section 12, describes a community management statement as a document that a) identifies land; and b) otherwise complies with the requirements of this Act for a community management statement. One such requirement is to include a contribution schedule.

Community Title Scheme – The Body Corporate and Community Title Management Act 1997 defines community title scheme is a single community management statement recorded by the registrar identifying land (the **scheme land**); and the scheme land.

Complex – A complex includes Community Titles Schemes (CTSs) and multi sole occupancy units of class 2, 4, 5, 6, 7 or 8 building and each storey of a class 5 building.

DualCV – DualCV stands for Dual Check Valve, a device used to prevent back flow and thus cross contamination of potable water network.

Developer – A developer is a corporation or body of persons or even an individual, who builds a development in which the houses/units form part of a complex and can be sold to individual owners.

Existing Development – An existing development is any development whereby the development has a Plumbing Compliance Certificate or the Developer has lodged a request for a Plumbing Compliance Certificate prior to 1 January 2012.

Horizontal Development – A horizontal development includes free standing units or attached units supplied through one water meter for each unit and where the meter is usually located at the boundary of the unit.

Lot Entitlement – The Body Corporate and Community Title Management Act 1997, Chapter 2 Part 5 Section 46, describes a lot entitlement, for a lot included in a community titles scheme, means the number allocated to the lot in the contribution schedule or interest schedule in the community management statement.

Management – The term management refers to the management of complex which can be a body corporate of a community title scheme or a representative body of a multi sole occupancy complex.

Master Meter – A master meter is a water meter upstream of sub-meters and is used to register the bulk consumption of a multi-unit complex.

Occupant/Owner – The occupant/owner is an occupant or owner of a house, unit, flat or an apartment within a complex.

Pattern Approval – The term pattern approval refers to a certificate issued by the National Measurement Institute. This certificate states that a meter of certain make and model has passed a set of tests and met a set of requirements in order to be used by a service provider for trade purposes.

Public Area – The term public area mean an area to which the public has lawful access – for example, a footpath.

Sole Occupancy Unit – The term sole occupancy unit, in relation to a building, means:

- a) A room or other part of the building for occupation by one or a joint owner, lessee, tenant, or other occupier to the exclusion of any other owner, lessee, tenant, or other occupier, including, for example-
 - a. A dwelling; or
 - b. A room or suite of associated rooms in a building classified under the Building Code of Australia as a class 2, 4, 5, 6, 7 or 8 building; or
- b) Any part of the building that is common area or common property.

Storey – The term storey means a space within a building which is situated between one floor level and the floor level next above, or if there is no floor above, the ceiling or roof above, but not

- a) a space that contains only –

1. a lift shaft, stairway or meter room; or –
2. a bathroom, shower room, laundry, water closet or sanitary compartment; or –
3. accommodation intended for not more than three vehicles; or -
4. a combination of the above; or

b) a mezzanine.

Sub-meter – The term sub-meter is used to describe individual water meters within multi-unit complexes. The term also differentiates from master meter that measures the supply of water to multi-unit complex as a whole.

Sub-Metering – The term sub-metering refers to the installation of individual water meters to measure the consumption to individual houses, units, flats, common areas to measure water consumption to individual houses, units, flats, common areas or apartments that form part of a complex.

Unit – A unit is a house, flat, lot of land or an apartment within a complex.

Vertical Development – The term vertical development includes developments of more than one storey and developments where units are supplied through metered located inside the development in a common area such as stairwell landing or beside elevator shafts.

Water Meter – A water meter means a device, including equipment related to the device, for measuring the volume of water supplied to premises. An example of equipment related to the device is a pulse meter or an automatic meter reader and associated technology or similar devices.

Water Service Provider – The term water service provider, for premises, means the person registered under the Water Supply (Safety and Reliability) Act 2008, chapter 2, part 3, as the water service provider for retail water services for the premises.

Water Supply – The term water supply means the plumbing supplying water to meterable premises for a water service.

4. CONTENT

4.1 Master Meter

- A master meter shall be installed at the property boundary of the complex to measure the water supply entering the complex.
- The master meter is to be installed by Toowoomba Regional Council (TRC) at the expense of the developer.
- The pipes or any fittings between the master meter and the sub-meter assembly and beyond the sub-meter assembly shall remain the property of the building owner for maintenance and replacement.
- Council will own the master meter and sub-meters and be responsible for its maintenance, verification, calibration, and replacement.

5. SUB METERS

5.1 Sub-Meter Specifications

- All meters and sub meters shall be pattern approved by the National Measurement Institute (NMI).

- The developer is responsible for the installation of sub-meters. TRC Plumbing and Drainage will conduct inspection(s) and make sure that the installation has been completed in accordance with Plumbing and Drainage Act 2002 and AS/NZS 3500.
- All sub-meters shall be purchased from Toowoomba Regional Council (TRC) and approved accordingly.
- The size of all sub-meters in a complex shall be determined by hydraulic analysis. Generally 20mm sub-meters shall be used.
- All sub-meters shall be installed in the approved format (refer drawing SMP002-SMP005).
- All sub-meters shall be installed in a common or public access area and have unique serial numbers.
- Sub-meters shall be installed no higher than 1800mm.
- All sub-meters shall be tagged. The tag shall be fixed to the pipe work adjacent to the meter or attached to the meter and have the unit number displayed in permanent ink or engraved. The tag shall not interfere with any data recording equipment if applicable.
- All sub-meters shall be housed in an approved sub-meter enclosure or an approved meter pit.
- Sub-meters shall be installed with isolation valves on each side of the meter together with an adjustable meter coupling on one side of the meter and a standard meter coupling on the other side of the meter to enable safe removal of the meter.

5.2 Cold Water Systems

- Sub-meters of 20mm or in some applications larger sizes, if the hydraulic design prescribes that, shall be installed within developments to measure individual units and common property water supply.
- All sub-meters shall be installed within a development at the time of construction and shall be of the same make and model and have unique serial numbers.

5.3 Hot Water Systems

- Where hot water is supplied through individual hot water systems there is no requirement to install a separate sub-meter for each individual hot water system. The hot water in this situation is measured through the cold water sub-meter.
- Where hot water is supplied from a communal hot water system these systems are required to be sub-metered. A sub-meter is required to be installed on the cold water intake of the communal hot water system and hot water consumption will be billed to the Body Corporate as common property water consumption.

6. METER READING

- TRC will read sub-meters and master meters once every six months either from the sub-meter or from the water meter data reading panel if an Automatic Meter Reading (AMR) system has been installed.
- TRC meter readers or contractors employed by TRC may upgrade or reconfigure the AMR system once TRC has assumed responsibility for the system.
- There are two methods of obtaining the meter reading data. They are:
 1. Direct Data Acquisition
Direct data acquisition is where the meter reading is obtained directly from the sub-meter and is suitable for complexes that are deemed accessible for water sub-meter meter reading, maintenance and replacement.
 2. Remote Data Acquisition

Remote Data acquisition is where the meter reading data is obtained via Automatic Meter Reading (AMR) technology. Where the complex is deemed not accessible (Gated Communities), for meter reading requirements the developer shall install an AMR system to allow for the centralised collection of water meter data.

7. AUTOMATIC METER READING (AMR)

- When an AMR system is utilised a water meter data reading panel must be installed within a public access area and within approved water meter data reading enclosure.
- When an AMR system is utilised, the master meter and all sub-meters must be linked to the AMR system to enable the meter reading data to be collected from the water meter data reading panel.
- The AMR system must be installed by the manufacturers' authorised technician.
- The AMR system, related equipment and installation must be approved by TRC.

8. COMPLEX DESIGN

8.1 Horizontal Complexes

- Within a horizontal complex development (i.e. group housing), sub-meters shall be installed at the property boundary in an accessible area to facilitate direct data acquisition, maintenance and replacement.
- All fences and retaining walls are to be located around and on the property side of any meter/meter box assemblies, to allow full access for Council staff. This includes all vegetation (excluding lawn) (refer diagram 1, 2 & 4).
- In this situation sub-meters will be housed in TRC approved meter boxes and shall not be installed in locations that pose a potential risk to the general public (i.e. walkways) and the meter box lids shall have a non-slip surface.
- Some horizontal complexes may be deemed not accessible for the purposes of obtaining the meter reading data directly (i.e. gated security access) and in these situations an AMR system shall be installed.
- Common property areas must also be sub-metered (i.e. designated common facility areas such as recreation areas, common gymnasiums, etc).
- Rain Water Tanks
 - A shared rain water tank in a complex shall have the supply to the tank/automatic change over device connected between the main meter and the secondary meter. The water consumed will be billed to the Common Property Water Consumption.

8.2 Vertical Complexes

- Vertical complexes (i.e. high rise developments greater than 2 storeys) shall require the installation of an AMR system which utilises an accessible water meter data reading panel to obtain the sub-meter data (refer diagram 3).
- Vertical complexes of less than 2 storeys shall require secondary meters installed refer diagram 2 & 4.
- All fences and retaining walls are to be located around and on the property side of any meter/meter box assemblies, to allow full access for Council staff. This includes all vegetation (excluding lawns) (refer diagram 1 & 2).
- The location of water sub-meter enclosures shall be in a common or public access area to allow access to sub-meters for maintenance or replacement.
- Vertical complexes will require a water sub-meter enclosure to house sub-meters. It is envisaged that in most cases more than one water sub-meter enclosure will be required for each storey

- If the sub-meters are to be located within a fire cabinet enclosure the fire and safety rating shall not be compromised and the water sub-meter enclosure shall be adequately drained to prevent seepage into the infrastructure.
- Common property areas must also be sub-metered (i.e. designated common facility areas such as recreation areas, common gymnasiums, etc).

8.3 Mixed Use Complexes

- Mixed Use complexes (i.e. mixed residential and non-residential) shall require the installation of an AMR system which utilises an accessible water meter data reading panel to obtain the sub-meter data.
- The location of the water sub-meter enclosures shall be in a common or public access area to allow access to sub-meters for maintenance/replacement and reading (refer diagram 5).
- Mixed Use complexes will require a water sub-meter enclosure to house sub-meters. It is envisaged that in most cases more than one water sub-meter enclosure will be required (refer drawing SMP003).
- If the sub-meters are to be located within a fire cabinet enclosure the fire and safety rating shall not be compromised and the water sub-meter enclosure shall be adequately drained to prevent seepage into the infrastructure.
- Common property areas must also be sub-metered (i.e. designated common facility areas such as recreation areas and public toilets).

8.4 Existing Developments

- Existing developments are exempt from the conditions of the guidelines and specifications as in some cases; it may be impractical to sub-meter all units/lots in existing complexes.
- However, the property owner of an existing complex may elect to install sub-meters and shall be responsible for all associated costs and must therefore follow the same requirements as for new premises.

8.5 Ownership And Maintenance

- TRC will be responsible for the maintenance, repair and replacement of any component of the master meter and for the reading of the master meter.
- TRC will also be responsible for the maintenance, repair and replacement of any component of the sub-meter assemblies and also for the reading and testing of the sub -meters.
- TRC will not accept ownership or the maintenance responsibility for the plumbing between the sub-meter assembly and the master meter, the plumbing downstream of the sub-meter assembly, the isolation valves either side of the sub-meter or any AMR and associated AMR infrastructure installed at the complex; this infrastructure remains the responsibility of the complex management.
- TRC may also elect to replace sub-meter at any reasonable time at no charge. The management of the complex will be advised prior to the replacement.

9. ENCLOSURES

9.1 Water Sub-Meter Enclosures

- The location of the water sub-meter enclosure is to be installed in a public access area. Sub meters must be installed in common area where adequate access for maintenance is available. TRC approval shall be required.

- The enclosure shall be marked clearly with the words 'Water Sub-Meters' on the outside of the door. Where more than one sub-meter enclosure is installed then each enclosure shall have an ID number fixed to the cabinet as shown (refer drawing SMP003).
- The sub-meters may be installed in a fire facility cabinet with installation dimensions to be maintained.
- All enclosures shall be either bonded or drained to the stormwater system to manage seepage from maintenance events. All penetrations shall be sealed.
- A minimum area of 2 square metres or an area of 1.5 x door width (whichever is greater) shall be provided for maintenance and customer interaction.
- The enclosure shall have adequate lighting and shall not require additional aids such as ladders to maintain meters or obtain meter data.
- Any enclosure door/s that are in a pedestrian access pathway or high use area shall have the latch flush mounted and shall be a one point stainless steel quarter turn latch.
- Any external enclosure shall be in accordance with water meter data reading enclosure construction (refer drawing SMP005).
- The enclosure material shall be either 1mm thick steel or 1.5mm 5251 or 5083 alloy aluminium. Enclosures shall be powder coated to suit building architecture.
- All external edges are to be rounded with all edges and corners accurately and neatly folded.
- Enclosure door/s shall have a hand operated one point stainless steel quarter turn latch to close the door and shall have lift off type plated brass hinges with stainless steel hinge pins.
- If a lock is fitted to the exterior door/s then the lock shall use a standard common keyway cut to Series 003.

9.2 Water Sub-Meters In-Ground

- The sub-meter assembly shall be installed within a suitably sized prefabricated meter box with a non-slip lid (refer drawing SMP002) and a base to exclude soil but allow free drainage of the box. Bedding of soil shall not surround or cover any components within the meter box.
- The meter capsules reading dial shall be no more than 300mm from the surface level.
- Where pavement surfaces exist installations shall be provided with road box with base support system similar to standard hydrant and valve box support system.
- Tags to be attached with Zip ties or similar.

9.3 Water Meter Data Reading Enclosures (Amr)

- Any development that requires an AMR system will install an accessible enclosure to house the water meter data reading panel (refer drawing SMP005).
- The location of the water meter data reading enclosure is to be in a public access area.
- The water meter data reading enclosure shall be clearly marked with the words 'Water Meter Data' with a minimum height of 25mm and be permanently fixed in the centre to the outside of the door.
- The meter reading data panel displays shall be installed no higher than 1800mm and no lower than 1200mm.
- A minimum area of 2 square metres or an area of 1.5 x door width (whichever is greater) shall be provided for maintenance and customer interaction
- The enclosure shall have adequate lighting and shall not require additional aids such as ladders to maintain meters or obtain meter data.
- The enclosure shall be drained to prevent seepage into the infrastructure.
- Any enclosure door/s that are in a pedestrian access pathway or high use area shall have the latch flush mounted and shall be a one point stainless steel quarter turn latch.

- Enclosure doors shall have a locking system capable of exerting sufficient pressure to ensure proper contact of the sealing medium all around the door with lift off type hinges, chrome plated solid brass body (80mm minimum length) with stainless steel hinge pins.
- If a lock is fitted to the exterior door/s then the lock shall use a standard common keyway cut to Series 003.
- The enclosure shall house a common 240 Volt electrical power supply outlet for AMR system use within 300mm of the meter read panel.
- The enclosure shall be sufficiently ventilated and rated to IP65.
- The material of any external enclosure shall be either minimum 2mm thick 316 Grade stainless steel or 3mm 5251 or 5083 alloy aluminium powder coated colour beige AS 2700S-1996 (X43) or matched to suit building architecture.
- All external edges are to be rounded with all edges and corners accurately and neatly folded.

10. RELEVANT LAW

Water Act 2000
Water Supply Safety and Reliability Act 2008
Plumbing and Drainage Act 2002

11. RELATED POLICIES

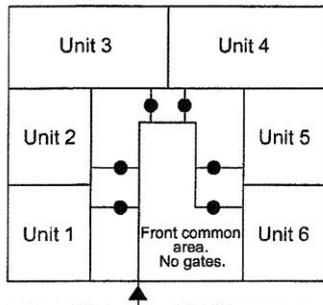
Referenced document for Water Infrastructure Policy 2.03

12. CONTACT OFFICER

Position: Manager, Water Infrastructure Services

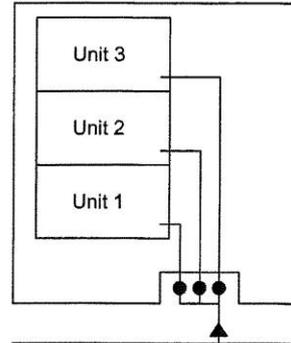
Branch: Water Infrastructure Services

Diagram 1.
Community Development (Horizontal)



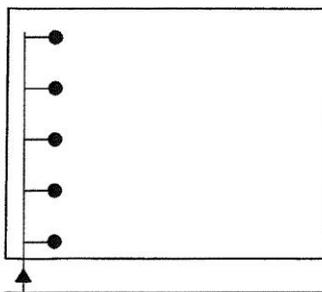
- Submeter for each unit
- ▲ Master meter outside property boundary

Diagram 2.
Townhouse Development (Horizontal)



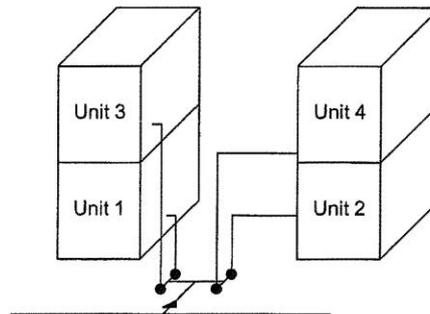
- Submeter for each unit
- ▲ Master meter outside property boundary
- Front common area - no gates
- Fences & walls clear of meters

Diagram 3.
Vertical Developments



- Automatic meter readers required
- Submeter for each floor
 - ▲ Master meter outside property boundary
 - Automatic reader required

Diagram 4.
Horizontal Development
Maximum 2 Floors - meters on ground level.

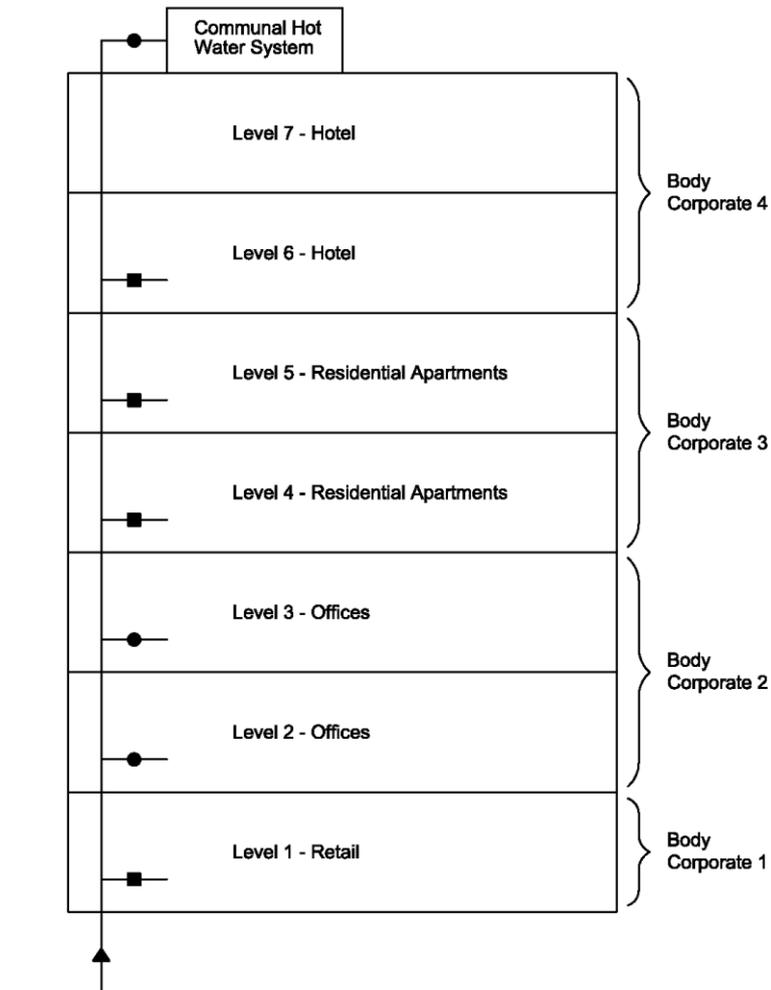


- Front common area - no gates
- Fences & walls clear of meters

DM DOC. No. F002262

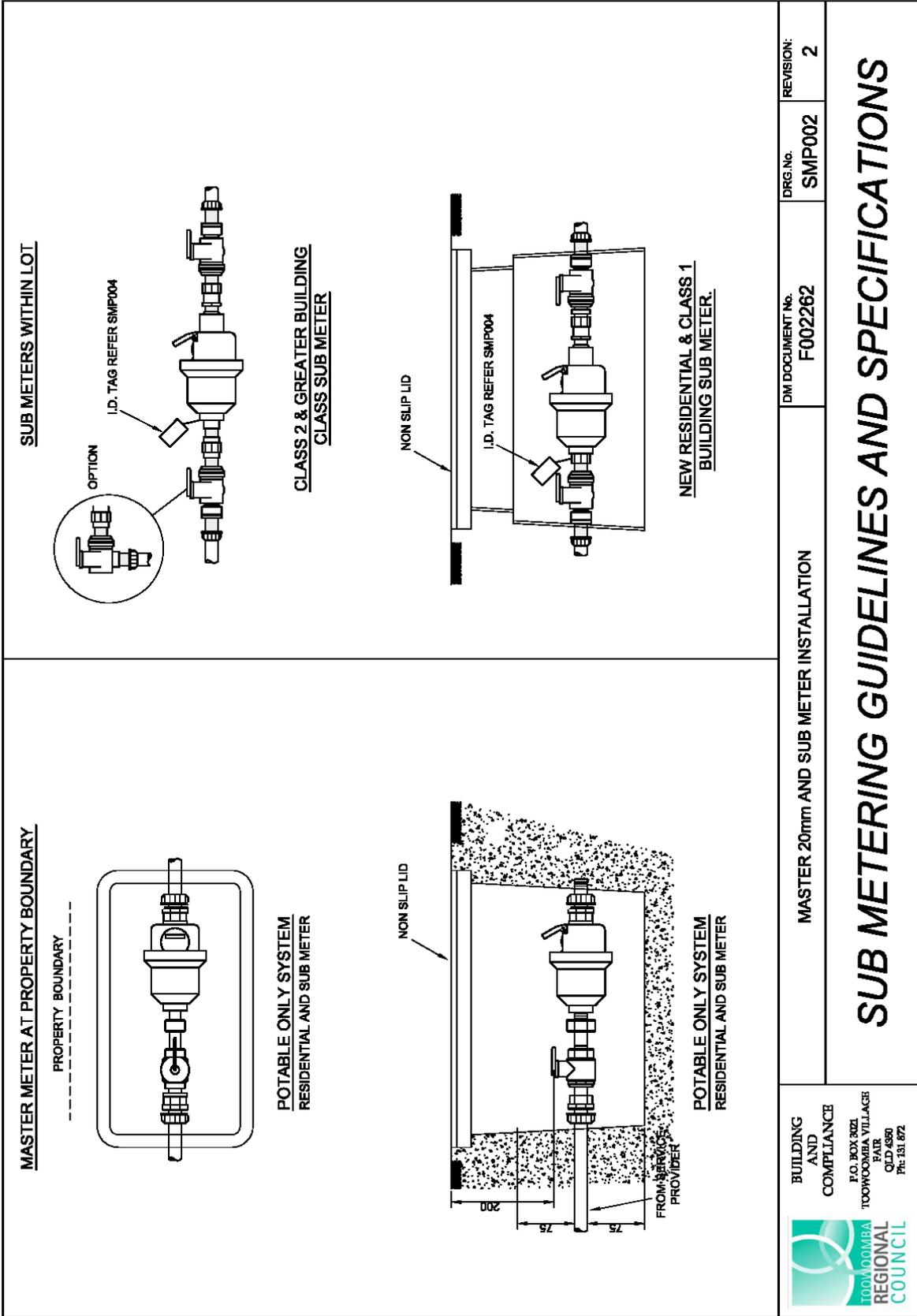
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Diagram 5.
Mixed Used Development with Multiple Body Corporates and a Communal Hot Water System



- Submeters for each floor of offices and the cold water inlet to the hot water system
 - Submeter cupboards on each retail and residential floor containing all submeters for that level
 - ▲ Master meters on each Body Corporate (including the boundary meter)
- Wireless automatic meter reader required - All meters to common area.

DM DOC. No. F002262 VERSION: 1



BUILDING AND COMPLIANCE P.O. BOX 3024 TOOWOOMBA VILLAGE PAIR QLD 4360 Ph: 331 872	MASTER 20mm AND SUB METER INSTALLATION	DRG No. SMP002 REVISION: 2
SUB METERING GUIDELINES AND SPECIFICATIONS		

FOR USE- VERTICAL DEVELOPMENTS

NOTES:

1. THE CABINET SHALL BE MARKED CLEARLY WITH THE WORDS "WATER SUB METERS" ON THE OUTSIDE OF THE DOOR AS SHOWN. WHERE MORE THAN ONE SUB METER CABINET IS INSTALLED THEN EACH CABINET SHALL HAVE A CABINET ID NUMBER FIXED TO THE OUTSIDE OF THE DOOR AS SHOWN.
2. ALL CABINETS SHALL BE EITHER BUNDED AS SHOWN OR DRAINED TO THE STORMWATER SYSTEM TO MANAGE SEEPAGE FROM MAINTENANCE EVENTS. ALL PENETRATIONS SHALL BE SEALED.
3. WHERE AMR IS TO BE INSTALLED AS A HARD WIRE OR RADIO SYSTEM, REFER TO AMR SPECIFICATIONS FOR ADDITIONAL INSTALLATION DETAILS.
4. THE CABINET SIZE SHALL PROVIDE FOR THE MINIMUM DIMENSIONS SHOWN.
5. WATER SUB METER CABINETS SHALL ALLOW ACCESS TO THE METER ASSEMBLY FOR MAINTENANCE AND CUSTOMER INTERACTION.
6. A MINIMUM AREA OF 2sq. METERS OR AN AREA OF 1.5 X DOOR WIDTH (WHICHEVER IS GREATER) SHALL BE PROVIDED FOR MAINTENANCE AND CUSTOMER INTERACTION. THE CABINET SHALL HAVE ADEQUATE LIGHTING AND SHALL NOT REQUIRE ADDITIONAL AIDS SUCH AS LADDERS TO MAINTAIN METERS OR TO OBTAIN METER DATA.
7. EXTERNAL SUB METER CABINETS SHALL BE IN ACCORDANCE WITH THE DETAILS SHOWN IN TRC SUB METERING GUIDELINE POLICY SECTION 9.1.
8. THE SUB METERS MAY BE INSTALLED IN A FIRE FACILITY CABINET WITH SHOWN INSTALLATION DIMENSIONS TO BE MAINTAINED.
9. SUB METERS SHALL BE TAGGED, REFER TO TRC STANDARD DRAWING SMP004 FOR TAG DETAILS.

TYPICAL CABINET HOUSING FOR
20mm METERS

DM DOCUMENT No.
F002262

DRG.No.
SMP003

REVISION:
2

SUB METERING GUIDELINES AND SPECIFICATIONS

BUILDING AND COMPLIANCE

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**COMMON AREA WATER
METER TAG (A)**

**UNIT METER TAG RECYCLED
WATER TAG (C)**

NOTES:

- THE SUB METER TAG SHALL BE NO SMALLER THAN 50mm X 25mm IN SIZE WITH A HOLE TO ALLOW ATTACHMENT TO THE METER OR METER PIPE ADJACENT TO THE METER.
- THE TAG NEEDS TO BE OF A MATERIAL THAT IS WATERPROOF, i.e: PLASTIC. THE TAG SHALL HAVE THE REQUIRED INFORMATION IN A LEGIBLE PERMANENT PRINT TO IDENTIFY THE METER AND IT'S PURPOSE.
- TAGS TO BE ATTACHED WITH ZIP TIES OR SIMILAR.

(A) COMMON AREA METER PURPOSE AND METER NUMBER.
 (B) UNIT NUMBER AND METER NUMBER.
 (C) UNIT NUMBER AND RECYCLED METER NUMBER.

**UNIT METER TAG POTABLE
WATER TAG (B)**

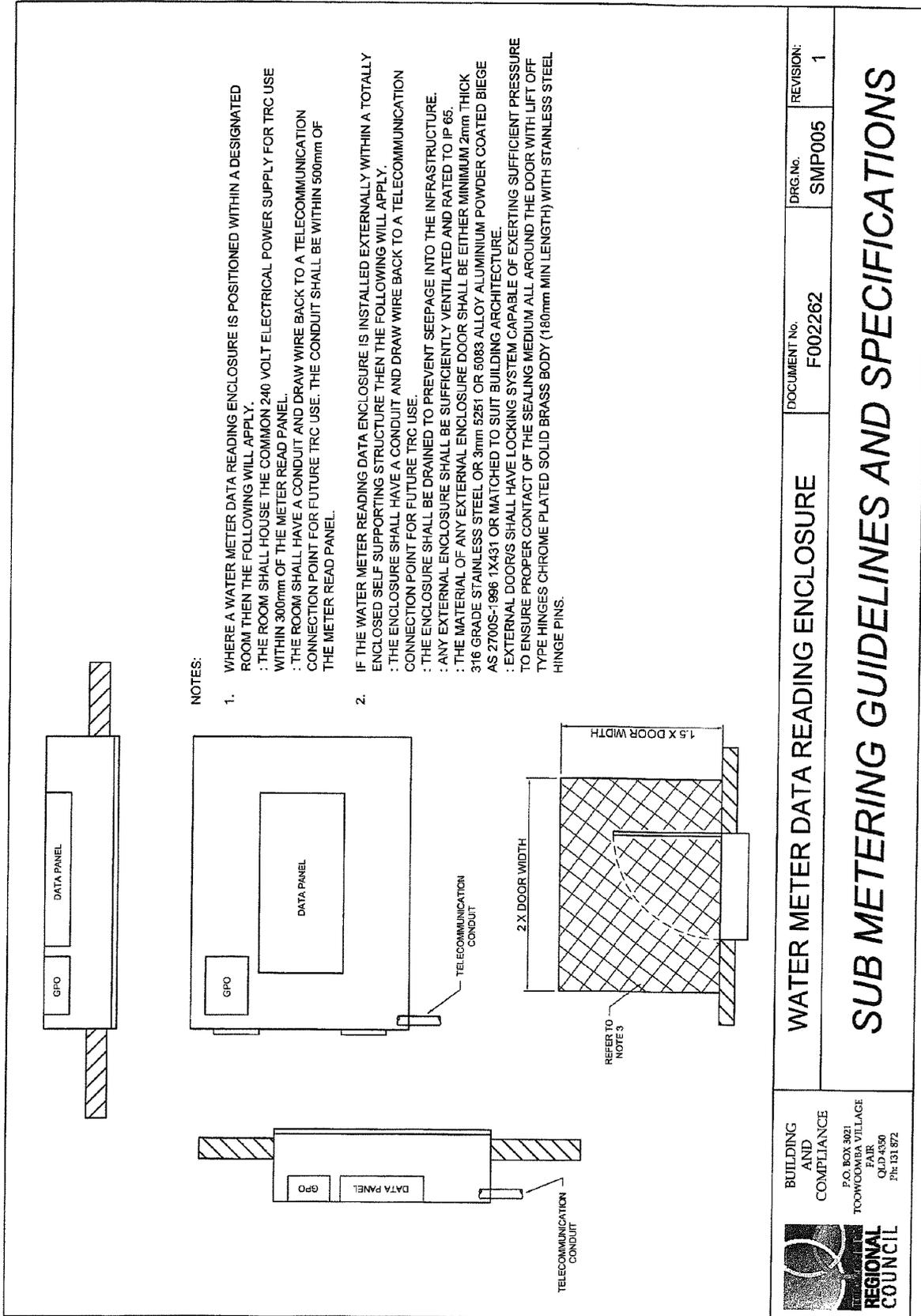
SUB METERING IDENTIFICATION TAG DETAILS	DOCUMENT No. F002262	DRG.No. SMP004	REVISION: 1
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SUB METERING GUIDELINES AND SPECIFICATIONS

**BUILDING
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- NOTES:
- WHERE A WATER METER DATA READING ENCLOSURE IS POSITIONED WITHIN A DESIGNATED ROOM THEN THE FOLLOWING WILL APPLY.
 - : THE ROOM SHALL HOUSE THE COMMON 240 VOLT ELECTRICAL POWER SUPPLY FOR TRC USE WITHIN 300mm OF THE METER READ PANEL.
 - : THE ROOM SHALL HAVE A CONDUIT AND DRAW WIRE BACK TO A TELECOMMUNICATION CONNECTION POINT FOR FUTURE TRC USE. THE CONDUIT SHALL BE WITHIN 500mm OF THE METER READ PANEL.
 - IF THE WATER METER DATA READING ENCLOSURE IS INSTALLED EXTERNALLY WITHIN A TOTALLY ENCLOSED SELF SUPPORTING STRUCTURE THEN THE FOLLOWING WILL APPLY.
 - : THE ENCLOSURE SHALL HAVE A CONDUIT AND DRAW WIRE BACK TO A TELECOMMUNICATION CONNECTION POINT FOR FUTURE TRC USE.
 - : THE ENCLOSURE SHALL BE DRAINED TO PREVENT SEEPAGE INTO THE INFRASTRUCTURE.
 - : ANY EXTERNAL ENCLOSURE SHALL BE SUFFICIENTLY VENTILATED AND RATED TO IP 65.
 - : THE MATERIAL OF ANY EXTERNAL ENCLOSURE DOOR SHALL BE EITHER MINIMUM 2mm THICK 316 GRADE STAINLESS STEEL OR 3mm 5251 OR 5083 ALLOY ALUMINIUM POWDER COATED BIEGE AS 2700S-1996 1X431 OR MATCHED TO SUIT BUILDING ARCHITECTURE.
 - : EXTERNAL DOOR/S SHALL HAVE LOCKING SYSTEM CAPABLE OF EXERTING SUFFICIENT PRESSURE TO ENSURE PROPER CONTACT OF THE SEALING MEDIUM ALL AROUND THE DOOR WITH LIFT OFF TYPE HINGES CHROME PLATED SOLID BRASS BODY (180mm MIN LENGTH) WITH STAINLESS STEEL HINGE PINS.

WATER METER DATA READING ENCLOSURE		DOCUMENT No.	F002262	DRG.No.	SMP005	REVISION:	1
SUB METERING GUIDELINES AND SPECIFICATIONS							
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