



Function: DEVELOPMENT SERVICES
(ENVIRONMENTAL)

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COMMUNITY WASTEWATER MANAGEMENT SYSTEM FINANCIAL CONTRIBUTION POLICY

POLICY STATEMENT

The Community Wastewater Management System (CWMS) Policy (Policy) sets out how property owners and developers within the Copper Coast are required to monetarily contribute towards:

- (i) The maintenance cost of the existing CWMS infrastructure.
- (ii) The upgrading of existing CWMS infrastructure as a result of new development.
- (iii) The construction of new CWMS infrastructure as a result of new development.

1. INTRODUCTION

A Community Wastewater Management System (CWMS) is a system designed for the collection and management of wastewater generated in a town or community to collect, treat, re-use and/or dispose of wastewater from individual properties. Council, as the manager of CWMS assets, is responsible for the operation, maintenance and upgrading of existing systems within the Council area. Council will maintain a plan of its CWMS network and schedule regular upgrades/maintenance of the systems.

Council has developed a long-term plan to manage and maintain its CWMS network and is committed to provide sustainable CWMS's across townships in the Copper Coast that meet the needs of the community while complying with the Department of Health (DoH) and Environment Protection Authority (EPA) requirements. In order to maintain and manage the system requires users of the system to make a financial contribution as outlined in this Policy.

2. SCOPE

The Policy is designed to cover all costs associated with Council's CWMS network which include the following:

- 2.1. The maintenance and upgrading of existing CWMS Infrastructure.
- 2.2. The construction of new CWMS Infrastructure required to facilitate new development.

3. LEGISLATION FRAMEWORK

3.1. Council's CWMS network will be managed in accordance with relevant legislation, which includes, but not limited to the following:

- 3.1.1. Local Government Act 1999
- 3.1.2. South Australian Public Health Act 2011
- 3.1.3. South Australian Public Health (Wastewater) Regulations 2013
- 3.1.4. Environment Protection Act 1993
- 3.1.5. Planning Development and Infrastructure Act 2016
- 3.1.6. Code for Establishing and Applying Property Units as a Factor for the Imposition of Annual Service Charges for Community Wastewater Management Systems (Code)

3.2. This Policy is not a mandatory requirement but essential for good governance.

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Lifestyle location of choice

4. CORPORATE OBJECTIVES

4.1. Copper Coast Council Strategic Plan 2019 - 2029

Environmental Objective – Sustainability

Goal 2: To responsibly manage the natural and built environment to ensure its sustainability and diversity to the community.

Strategy 2.12: Sewage and Waste – To provide and maintain sewerage and solid waste infrastructure to all our communities.

5. COUNCIL POLICIES AND OTHER DOCUMENTS

Other policies relevant to this Policy include, but not limited to:

- 5.1. Rating Policy
- 5.2. Hardship Policy for Residents and Retailers Policy
- 5.3. Onsite Wastewater System Application Fee Refunds Policy
- 5.4. Register of Fees and Charges

6. DEFINITIONS

For the purposes of this Policy, the following definitions apply:

- 6.1. **Access to CWMS** means the ability for an allotment to be physically connected to the scheme via the installation of a CWMS connection point to the allotment boundary.
- 6.2. **Augmentation Charge** is a fee payable to Council, where additional wastewater is generated for disposal into the CWMS Mains and may require expansion of the existing CWMS Mains to accommodate the increased amount of wastewater generated by the new development.
- 6.3. **Connection Fee** is a fee payable to Council prior to Council approving a property owner to connect an allotment to the CWMS.
- 6.4. **Council** means the Copper Coast Council and any delegate of the Council.
- 6.5. **CWMS** means Community Wastewater Management System for the disposal of wastewater.
- 6.6. **CWMS Infrastructure** means all facilities owned by the Council and used for the purposes of collecting, treating and re-use of wastewater; includes the connection point to the property.
- 6.7. **CWMS Connection Point** means the infrastructure that joins the CWMS Mains to a specific allotment. The extent of a 'connection point' runs from the CWMS Mains to the property boundary, and does not include any mains line extensions. An excessive length may constitute both a line extension and connection point.
- 6.8. **CWMS Mains** means all infrastructure associated with the CWMS system and includes any CWMS treatment plant and any drainage line or pipe associated with the CWMS excluding the connection point.
- 6.9. **CWMS Service Charge** is the annual service charge imposed by Council on properties, pursuant to Section 155 of the Local Government Act 1999 to recover the costs of providing and maintaining the CWMS.
- 6.10. **Effluent** means the treated liquid leaving a septic tank.
- 6.11. **Vacant Allotment** means an allotment upon which no dwelling, structure commercial or industrial premises (or any other habitable structure) is located or encroaches.
- 6.12. **Wastewater** means water which is collected and transported through waste pipes and sewers and includes water from domestic, commercial and industrial sources and effluent.

7. APPLICATION

This Policy applies to the whole Council area and to all fees and charges payable in relation to the connection to the CWMS system; the service; maintenance and upgrading of the existing CWMS infrastructure; and the construction of new CWMS infrastructure within the Copper Coast Council in accordance with relevant legislation.

8. FEES AND CHARGES

Council has adopted to charge the following fees and charges in relation to the CWMS:

- 8.1. *Connection Fee*—this fee is applied when a property connects to the CWMS Mains. It could be considered as “buying the right to connect to the main system”.
- 8.2. *Augmentation Fee* – this fee is payable where additional wastewater is generated for disposal into the CWMS Mains. This charge is to contribute towards the expansion of CWMS Mains to accommodate increased amount of wastewater generated by new development.
- 8.3. *CWMS Service Charge* – this charge is an annual fee for ongoing maintenance of the CWMS Mains. The charge applies to all properties connected to the CWMS System and is charged on a quarterly basis.

9. APPLICATION, IMPLEMENTATION AND CALCULATION OF FEES AND CHARGES

9.1. Connection Fee

9.1.1. Application

CWMS connection fees generally apply to any property that is to be connected to the CWMS Mains. The fee covers the right to connect to the system and does not cover any costs to physically install the connection. All costs for the physical connection of the allotment to the CWMS Mains will be for the account of the applicant/owner. Where more than one connection is required (example where multiple units are developed on one site and separate connections are requested) the connection fee will apply to each connection point. No connection fee will be charged to vacant land until application is made to develop the allotment.

[Note: When an application for land division is lodged to create an additional allotment or allotments, the applicant must notify the appropriate Council Officers to inspect the location of the proposed connection points before the land division is approved.]

The connection fee, as noted in Council’s Register of Fees and Charges, will apply as follows when application is made for the development of any allotment:

- a) Where the allotment falls in an area that is serviced by a CWMS Mains that is operated and managed by Council the connection fee is charged.
- b) Where the allotment cannot be connected to a CWMS Mains no connection fee is charged.
- c) Where the allotment is to be connected to a wastewater management scheme operated and managed by any party other than Council no connection fee is charged.

9.1.2. Implementation

Where an applicant/owner wishes to, or is required by Council to connect to the CWMS Mains, a wastewater application for approval has to be lodged with Council. The Connection Fee has to be paid prior to the granting of the wastewater approval.

Where CWMS connection point(s) are required to be installed to service a vacant allotment or an allotment for multiple dwellings, the Council must receive the CWMS Augmentation Charge applicable as outlined in this policy and the CWMS infrastructure must be installed in accordance with this policy prior to Council approving the connection of any new waste control system(s) connected to the existing CWMS.

All applications and works for a new CWMS Connection Point(s) and CWMS line extension(s) and/or modification(s) will be subject to the following requirements:

- a) The applicant will provide Council and the Department for Health and Ageing (DHA) with construction drawings in accordance with Council and DHA specifications. These drawing(s) shall be provided to Council and DHA for review and approved prior to undertaking any infrastructure installation.
- b) Appropriate easements shall be granted to Council free of charge for wastewater drainage purposes over new infrastructure. For new developments such easements shall be a minimum width of 3 metres for a single wastewater drainage service and a minimum width of 4 metres where there is a requirement to install a stormwater and wastewater drain. The width of easements may be reduced where agreed to by Council's Director Infrastructure Services.

For existing developments the same easement widths may generally be required as for new developments. However, dispensation may be permitted where existing structures encroach within the desired width of easements.

- c) All work shall be carried out by an appropriately qualified and licensed tradesperson in the construction of any extension and/or new connections to the existing Community Waste Management System.
- d) Where any infrastructure works are carried out outside the boundaries of the development site and those works are intended to be handed over to Council, the developer will be required to enter into an Infrastructure Agreement. The Agreement must include, among other things, the quality and standard of works, defects liability period, etc.
- e) Contractors operating within Council road reserves must obtain a statement of attainment issued under the 'Transport SA Workzone Traffic Management Training' prior to commencing work.
- f) The applicant will notify Council's Environmental Health Officer and/or delegate at least 24 hours prior to the commencement of works to provide Council with the opportunity to undertake an inspection of the site.
- g) The applicant will provide Council with "as constructed" drawings of works undertaken in a form approved by Council (Certificate of Compliance) within 30 days of installation. The "as constructed" drawings shall demonstrate that the location of the existing and new wastewater drainage and stormwater infrastructure is positioned within the existing and/or proposed easements.
- h) The applicant shall be responsible for the maintenance of all works and guarantee the works against all defects for a period of 12 months after the "as constructed" drawings have been submitted to and approved by Council and shall make good, at the applicant's own expense, any omission or defect in the work or materials and all loss or damage to the works occasioned by such

omission or defect. If any such defects are not corrected by the applicant, the Council may, after giving 7 days written notice to the applicant, engage others to correct the same and the cost thereof shall be payable by the applicant to the Council.

- i) At the conclusion of the final defects liability period and when the works and any remedial works have been finally and satisfactorily executed and the applicant has fulfilled all other obligations pertaining to the works, the applicant shall make application to Council to obtain final acceptance and handover of the infrastructure and associated works.
- j) Council, at its discretion, may require the applicant to comply with other requirements specific to the site (ie the reconstruction of formed and/or sealed road to the reasonable satisfaction of Council).

9.1.3. Calculation

Fee charged as per Council's Register of Fees and Charges unless an alternative arrangement to charge a separate rate is in place.

9.2. **Augmentation Fee**

9.2.1. Application

a) General:

The fees apply to all developments that generate additional demand on the CWMS Mains. An applicant/developer shall pay contributions towards the capital cost of the provision of waste water infrastructure to meet the demand placed on the network by the development.

Such developments include the following:

- (i) Land division that result in an increase in the number of allotments. Fees apply only to the additional allotments created.
- (ii) Residential development where more than one dwelling on an existing allotment is proposed. The fees will apply to the number of dwellings exceeding one dwelling unit.
- (iii) Intensification of existing development where it is considered that the intensification will result in an increase in the volume of Wastewater entering the CWMS Mains.

b) Internal wastewater infrastructure:

The augmentation fee does not cover any internal wastewater infrastructure required to connect to the CWMS Mains. Such costs shall be for the account of the developer.

c) External wastewater infrastructure:

Where additional external works are required to enable the proposed development to connect to the CWMS Mains, such works shall be at the cost of the developer and will require the developer to enter into an Infrastructure Agreement with Council. If such works are required to serve other lands in addition to the land that is the subject of the development proposal Council will negotiate appropriate augmentation credits. Should Council not be in a position to allow any credits or to make a financial contribution to enable the development to connect to the CWMS Mains, such development may be refused.

9.2.2. Implementation

Augmentation fees will be condition and charged as an approval condition in accordance with this Policy. The fees will be payable as follows:

- a) If the charge applies to land division - before Section 51 Clearance is issued.
- b) If the charge applies to building work - before the building is occupied.
- c) If the charge applies to a change of use - before the change of use occurs. The change of use is deemed to take effect when the development is occupied.

9.2.3. Calculation

The *Code for Establishing and Applying Property Units as a Factor for the Imposition of Annual Service Charges for Community Wastewater Management Systems* (the "Code") was developed by the Local Government Association and published on 20 April 2006. The Code defines what is referred to as a "Property Unit" and establishes that a single residential dwelling comprises the basis of a single Property Unit (PU).

For the purposes of this Policy the value of a PU is equivalent to the *Augmentation Charge reflected in Council's Register of Fees and Charges*. This means that the connection of a single residential dwelling to the CWMS Mains will have an Augmentation Charge of 1 x PU which is the same as the Augmentation Charge in the *Register of Fees and Charges*.

The Augmentation Fees payable for various land uses in terms of this Policy are calculated on the same basis on which service rates or service charges are calculated in the Code and are reflected in **Appendix 1** to this Policy.

9.3. CWMS Service Charge

9.3.1. Application

An annual CWMS Service Charge will apply to all land located in the area that can connect to the CWMS, whether the land is developed or vacant.

9.3.2. Implementation

The CWMS Service Charge is payable as reflected on the Rate Notices of the individual properties.

9.3.3. Calculation

The service charge shall be calculated based on the *Code for Establishing and Applying Property Units as a Factor for the Imposition of Annual Service Charges for Community Wastewater Management Systems* (the Code) that was implemented by the Local Government Association (April 2006) and will require specific land uses (eg hospitals, nursing homes, hotels, motels, sporting facilities, schools, churches, industrial premises, caravan parks etc) to complete a *CWMS Commercial Property Unit Calculation Form FM0030F* to ensure the correct amount of units are charged each financial year.

10. COMPULSORY CONNECTION PERIOD

- 10.1. In accordance with *Regulation 9 of the South Australian Public Health (Wastewater) Regulations 2013*, where the CWMS network is operational and available for allotments to connect to the CWMS, property owners can be forced to connect to the CWMS. All property owners are encouraged to connect to the CWMS, but it is acknowledged that it may not be financially possible for some to incur the cost over the short term.

- 10.2. This Policy does not set a period within which property owners have to be connected once the CWMS is available, although some properties may be ordered to connect due to environmental concerns. This concession applies to property owners at the time when the CWMS becomes operational. When a property is sold, the new property owner will have to connect to the CWMS and has to provide Council with a Certificate of Compliance within six (6) months after the transfer of the premises to the new property owner.
- 10.3. Properties with a working Aerobic Wastewater Treatment System will not be forced to connect if:
- 10.3.1. The system has been installed according to the Council approved plans; *and*
 - 10.3.2. The system complies with DHA's rules and regulations; *and*
 - 10.3.3. The system and irrigation has been serviced regularly (quarterly) by a qualified and licensed tradesperson and Council receives a copy of the service; *and*
 - 10.3.4. The system is operated in a safe manner, not creating health issues and to Council's satisfaction.

11. COMPLAINTS

- 11.1. Complaints under this Policy must be in writing to the Chief Executive Officer and lodged in accordance with Council's Complaints Policy.

12. COUNCIL DELEGATION

- 12.1. Pursuant to Section 44 of the Local Government Act 1999, Council has delegated to the Chief Executive Officer authority to administer Council's policies.
- 12.2. This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.

13. ADOPTION AND REVIEW



- 13.1. This Policy shall be reviewed as required by the Development Services Department and a report provided to Council for consideration and adoption.

14. RECORDS MANAGEMENT

- 14.1. Official records will be managed in accordance with Council's Records Management Policy pursuant to Section 125 of the Local Government Act 1999.

15. AVAILABILITY OF POLICY

- 15.1. Policies will be available for inspection without charge at Council's Principal Office and on Council's website www.coppercoast.sa.gov.au.
- 15.2. A copy of this Policy may be obtained on payment of a fee in accordance with Council's Register of Fees and Charges.

Signed		
	Mayor	Chief Executive Officer
Date	7th December 2022	

APPENDIX 1

CALCULATION OF AUGMENTATION FEES

Use	Fees Payable
Caravan parks	<p>$[DSO \text{ p.a.} \times 0.7]/365 \times \text{PU}^*$ where: DSO p.a. = Daily site occupancies per annum - i.e. the total number of overnight camping sites, caravan sites, cabins, etc in a 12-month period 0.7 = 30% discount recognising the reduced water usage per site in caravan parks compared to other accommodation (e.g. hotels and motels)</p> <p>MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable</p> <p>Note: For other uses such as a manager's residence, permanently occupied sites (to be calculated as single residential dwelling) the PU for each use is calculated individually and the sum total charged</p>
Churches	1 x PU*
Commercial development	<p>$\text{FTE}/6 \times \text{PU}^*$ where: FTE = total number of full time equivalent employees not living on the site</p> <p>MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable</p> <p>Note: For multiple commercial premises or occupancies per building the PU for each commercial premise is calculated individually and the sum total charged</p>
Halls, change rooms, community centres, sporting facilities or similar occupancies (not including commercial premises or accommodation, bar or restaurant facilities)	<p>a) 1 x PU* where the average daily attendance is no more than 50 persons; and b) a further additional half PU for each additional 25 persons or part thereof</p>
Hospital, nursing or rest homes or similar occupancies	<p>$(\text{FTE} + \text{BEDS})/6 \times \text{PU}^*$ where: FTE = total number of full time equivalent employees not living on the site BEDS = number of accommodation beds</p> <p>MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable.</p>
Hotel, motel, residential clubs or similar occupancies**	<p>$[\text{FTE} + (\text{BEDS} \times 0.7)]/6 \times \text{PU}^*$ where: FTE = total number of full time equivalent employees not living on the site BEDS = number of accommodation beds 0.7 = occupancy rate assumed by the Code</p> <p>MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable.</p>
Industrial (General)	<p>$\text{FTE}/6 \times \text{PU}^*$ where: FTE = total number of full time equivalent employees not living on the site</p> <p>MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable</p> <p>Note: For multiple commercial premises the PU for each commercial premise is calculated individually and the sum total charged</p>

Use	Fees Payable
Industrial (Laundromats, hairdressers and other water-using businesses not mentioned elsewhere in this Policy)	(MACHINES x CYCLES x LITRES)/500 x PU* where MACHINES = number of washing machines on premises CYCLES = average number of washing cycles per machine per day LITRES = number of litres used per cycle MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable
Industrial (Trade Wastes)	Trade Wastes are generally not permitted into a CWMS. Where consideration is being given to accepting Trades Wastes into a CWMS Council must seek the advice from the LGA of South Australia and the Department of Health on the following matters: a) whether the Trade Waste should be admitted to the CWMS; b) what pre-treatment, if any, should be given to the Trade Waste before it is admitted to the CWMS; and c) the appropriate number of PU's* to be charged.
Land Division	1.0 x PU* for each additional allotment
Premises with a public bar or restaurant	PU* determined as per use (hotel, club, etc) PLUS a) 1 x PU* where the average daily attendance is no more than 50 persons; and b) a further additional half PU for each additional 25 persons or part thereof MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable
Residential dwelling (comprises a single household occupancy whether a flat, unit, semi-detached, row cottage or separate dwelling)	1.0 x PU* for each unit MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable
Schools	[(Number of students + Staff) x 0.125]/6 x PU MINUS Credit for equivalent augmentation charge paid at time when allotment was created if applicable
<p>* PU = Augmentation Charge as per Council's Register of Fees and Charges</p> <p>** No additional PU is charged where a dwelling is converted to a Bed & Breakfast (whether the conversion is in part or the whole dwelling) and the conversion (new use) does not meet the definition of a motel and no separate rateable portion (separate tenancy) is created.</p>	
<p>Notes:</p> <p>(i) The PU must first be determined and the result multiplied by the Augmentation Charge.</p> <p>(ii) Where a calculation produces a fraction of a PU, it shall be rounded up to the next full or half PU, provided that the minimum service charge to be applied to any property is one PU.</p> <p>(iii) When a calculation requires estimation of the number of employees at a location, business owners and others who spend a substantial portion of time on the subject premises are to be considered as employees for the purposes of these calculations.</p> <p>(iv) Council's original CWMS Policy was adopted on 1 December 2010 after which date the Augmentation Fees were charged on new allotments being created. Credit for equivalent augmentation charge paid will apply only to those existing allotments created after 1 December 2010.</p>	