	Function: ENVIRONMENTAL SERVICES	Adopted: 2nd February 2022 Resolution No.: C34:0222
	Policy Number: ENV012	Last Review: Resolution No.:
	Version Number: 1.0	Next Review: Refer Clause 8.1
ON-SITE WASTEWATER SYSTEM APPLICATION FEE REFUNDS POLICY		

Policy Statement

1. Introduction

- 1.1. This policy provides Council and its Administration with principles and guidelines for assessing any application for the refund of fees associated with withdrawn On-site Wastewater System applications.
- 1.2. The policy was developed to ensure that all requests received by Council are assessed in a transparent, fair and consistent manner providing an equitable and accountable outcome for all applicants and owners, while also permitting applicants and or owners to receive a partial refund if they choose not to proceed with the intended works.

2. Scope

- 2.1. The objective of the policy is to provide guidance with regard to how much of the On-site Wastewater System application fees should be refunded to an applicant and or owner in the event the application is withdrawn. In all other instances all application fees are to be retained by Council.

3. Applicable Legislation

- 3.1. The following legalisation applies to this Policy:
 - Local Government Act 1999
 - Water Industry Act 2012
 - SA Public Health Act 2011
 - South Australian Public Health (Wastewater) Regulations 2013
 - Community Wastewater Management System (CWMS) Policy
- 3.2. This Policy is not a mandatory requirement but essential for good governance.

4. Integration with Corporate Objectives

- 4.1. This Policy supports Council's Strategic Plan 2019 - 2029
 - 4.1.1. Environmental Objective – Sustainability

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

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

5. Definitions

- 5.1. All terms and references within this Policy are as defined in the relevant legislation.

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6. Application

- 6.1. This Policy applies to any application lodged for an On-site Wastewater System in the Council area where the application is withdrawn prior to any approval or refusal being issued.
- 6.2. In situations where an On-site Wastewater System application is withdrawn, the applicant may be entitled to a refund or part refund of application fees.
- 6.3. The maximum fee that may be refunded shall be calculated in accordance with the Policy as stated below:

Fee	Refund
Lodgment Fee - Where no inspections have been undertaken by an Authorised Officer	100% REFUND minus the administration fee to be refunded
Expiry of Approval - Wastewater works approval expires if work are not commenced within 24 months of date of approval.	NO REFUND
On-site Wastewater System Disposal Inspection Fee - Where any inspection has been undertaken by an Authorised Officer	NO REFUND
Connection Fee	100% REFUND

7. Delegation

- 7.1. Pursuant to section 44 of the Local Government Act 1999, Council delegates to the Chief Executive Officer authority to administer Council’s policies.
- 7.2. In terms of this Policy, under the SA Public Health Act 2011, Council delegates to the Chief Executive Officer and other suitably qualified persons to be an Authorised Officer.

8. Adoption and Review



- 8.1. This Policy shall be reviewed every four (4) years, or more frequently, if legislation or Council requires by the Development Services Department and a report shall be provided to Council for consideration and adoption.

9. Records Management

- 9.1. Official records will be retained and stored in accordance with Council’s adopted Records Management Policy as required by section 125 of the Local Government Act 1999.

10. Availability of Policy

- 10.1. This Policy will be available for inspection without charge at the Council’s Principal Office during normal business hours and via the Council’s website www.coppercoast.sa.gov.au.
- 10.2. A copy of this Policy may be obtained on payment of a fee in accordance with Councils’ Schedule of Fees and Charges.

Signed		
	Mayor	Chief Executive Officer
Date	2 nd February 2022	

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