

Sewer Supply Services

Policy | Water and Sewer

To outline Council's commitment to supplying consistently high quality, effective sewerage services to its customers.

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1 Background

1.1 Title of the Policy and Commencement Date

The Sewer Supply Services Policy takes effect from the date of adoption by the elected Council. Refer to [Policy Register](#) information provided on the cover page.

1.2 Purpose of the Policy

The purpose of this policy is to outline Council's commitment to providing safe and effective collection and treatment of waste water at Council sewerage treatment plants, as well as ensuring the protection and longevity of Council's sewer assets.

The policy provides general information and does not take precedence over design and construction specifications, Australian Standards, development conditions, or any other superior legislation or regulations.

2 Objective

2.1 Objectives and Coverage of the Policy

The main objectives of this policy is to provide direction to:

- Council officers for the effective operation and management of Council's sewerage system; and
- Land owners as to the processes, charges and responsibilities applicable when connected to Council's sewerage systems.

3 Application

3.1 Application of this Policy

This policy applies to Council activities as well as the activities of Council's customers and ratepayers with relation to the sewer services supplied by Singleton Council within the Singleton Local Government Area. The Sewer Supply Services Policy is supported by Council's protocols, procedures and Guidelines.

4 Definitions

For the purposes of this policy:

Term	Meaning
Boundary box	A valve box at the property boundary incorporating an isolating valve, non-return valve and inspection tee

Control Panel	The box incorporating the pump controls and alarm system for the pump.
Developer Charge	A charge levied on developers to recover part of the capital cost incurred in providing infrastructure to new development, under section 64 of the <i>Local Government Act 1993</i> . Refer to Section 5.4.6.
Developer Servicing Plan - DSP	A document setting out the calculation of developer charges within the Council's local government area. It includes the developer charge, assumptions used to calculate the charges, and planning information related to water and sewer infrastructure. It is required by the Independent Pricing and Regulatory Tribunal (IPART) and in accordance with DPI Water's Developer charges Guidelines for Water Supply, Sewerage and Stormwater 2016.
Discharge Pipe	The pipeline from the Pressure Sewer Unit (PSU) to the pressure sewer main via the boundary box.
Equivalent Tenements – ET's	An Equivalent Tenement (ET) is a measure of the load a property places on the sewerage system. One ET is considered to be the sewage discharge from an average single residential house, under dry weather flows.
High Level Alarm	An alarm activated when the volume of wastewater in the storage vessel exceeds the predetermined normal level controlled by the pump.
Liquid Trade Waste	Liquid trade waste means all liquid waste other than sewage of a domestic nature.
Maintenance Shaft	Allows a sewer system to be inspected, cleaned and repaired from the surface.
Manhole	A covered hole, through which a person may access an underground or enclosed structure; such as the sewer.
Non-Rateable Sewer Customer	Land exempt from all rates, other than water supply special rates as outlined in section 556 of the <i>Local Government Act 1993</i> .
Pressure Sewer System - PSS	An overall system including the Pressure Sewer Unit, control panel, discharge pipe, boundary box and pressure sewer pipes up to a discharge point in a conventional sewer.
Pressure Sewer Unit - PSU	The tank in which the pump and level probe is located and is typically made from polyethylene or poly and/or fibreglass.
Risk	The effect of uncertainty on objectives (Note: an effect is a deviation from the expected and can be positive and/or negative)

Sewer	An asset owned by Council used for the conveyancing of sewage, whether raw or treated. A sewer may be 'live' or disused.
Sewer Line / Main / Pipe	An asset owned by Council, controlled and maintained by the Water and Sewer Group, used for the conveying of sewage (raw or treated). A sewer may be operational or disused.
Stakeholders	Any person, company or relevant authority that can affect or be affected by the Council's actions objectives and policies.
Waste Water	Waste water from toilets, sinks, showers and washing machines is carried through the sewer mains to be treated at the sewerage treatment plant.

5 Principles/Body

5.1 Sewer Supply

5.1.1 Sewerage Service Areas

Council manages and supplies customers with essential sewer services in the area of Singleton, Glenridding, Singleton Heights, The Pinnacle, Hunterview and Darlington. The Maison Dieu area is connected to a pressure sewerage system servicing industrial and residential customers. Council does not supply sewer services to Branxton; Hunter Water Corporation supplies sewer services to Branxton.

The levels of service customers can expect from Council are detailed in its Customer Service Plan Guidelines.

5.1.2 Connections to Sewer Services

All properties with a dwelling or commercial building, with amenities in the sewer supply area shall be individually connected to the sewer main.

It is mandatory to connect to Council provided sewerage infrastructure if a property falls within the defined boundary of the service supply area.

Council applies a residential sewer charge per residential assessment, including vacant land. If a property is vacant and within 75 metres of a Council sewer main, the residential sewerage charge fee is applicable.

This residential sewer charge amount, per assessment is set annually in Council's adopted Operational Plan and is levied as part of the Rates Notice.

5.1.3 Discharge of Liquid Trade Waste

Liquid trade waste is defined in the *Local Government (General) Regulation 2005* as "all liquid waste other than sewage of a domestic nature."

Council's decision to accept liquid trade waste into its sewerage system is on the basis of a preventive risk management framework for managing risks to the sewerage system within an integrated water cycle management context.

Discharge is conditional upon the business owner and/or waste generator receiving a Liquid Trade Waste Discharge Approval, which may specify the upgrade and/or installation of pre-treatment devices, for example oil/water separators, grease arrestors and/or other specific treatment apparatus to ensure the resultant effluent discharge complies with trade waste requirements.

Refer to the Discharge of Liquid Trade Waste to Sewer Policy for further details.

5.1.4 Illegal Connections

Council has the right to disconnect any illegally connected property and/or fixtures. Illegal connections detected will be investigated by Council and action will be taken against the property owner. Penalties may apply for illegal connection and or construction, in accordance with the relevant legislation and Council resolutions.

5.1.5 Disconnection of Sewer

Customers no longer requiring an existing sewer connection or seeking relocation, the disconnected service must be cut off, capped by a licensed plumber and inspected by a Council representative to prevent water or soil entering the system.

Customers should ensure that the connection pipe is cut off as deep in the ground as is practical to avoid being damaged by future landscaping or building works. The disconnection of sewer does not preclude payment of the fixed availability charges for sewerage services.

5.1.6 Responsibility

Property owners are responsible for maintaining all sanitary drains up to the Council's property connection sewer maintenance shaft at the sewer main.

Council ownership terminates at the sewer maintenance shaft of the connected lot. If there is no sewer shaft installed, Council takes ownership of the sewer connection up to 1.0m within the property boundary. In this instance, Council will install a Sewer Maintenance Shaft within 1.0m of the property boundary at no cost to the property owner. This will be undertaken at Council's discretion.

5.2 Concessions and Rebates

5.2.1 Community Service Organisations

Council on 4 August 2008, minute 239/08, adopted the original Community Service Obligations Sewer and Liquid Trade Waste Services Policy.

Council wishes to assist and encourage the provision of charitable and non-profit organisation based services in its Local Government Area. This section sets out the criteria for non-rateable sewer customers to qualify as a Community Service Organisation customer and the degrees of subsidies for these charges.



5.2.1.2 Classification as a Community Service Organisation

Applications for Classification as a Community Service Organisation (CSO) must be made in writing to Council. Applications must include sufficient documentation to support the claim and be signed by the governing body, CEO or owner of the property. Council will reserve the right to seek further details, where required to allow for classification.

Applications will be assessed by the Manager – Water and Sewer in consultation with other Council staff with community welfare responsibilities, where required.

Eligible applicants will be classified into an appropriate CSO Level (Refer to 5.2.1.2) based on the nature of the property and service, the degree of funding and the type of community organisation.

The General Manager has authority under this policy to approve CSO classifications 1, 2 and 3. Council remains the determining body for approval of CSO classification 4.

5.2.1.3 Classification as Community Service Organisation

The following criteria must be satisfied by applicants for recognition as a Community Service Organisation.

Level 1

1. Provides service to the local Singleton community;
2. Provides community benefit;
3. A non-profit service;
4. Is operated and run solely by volunteers;
5. Requires subsidy for operation; or exists only through local sponsorship and community funding; or not heavily funded by other spheres of Government; and
6. Facility is open for general public access at all times.

Examples of Organisations in this Level include, but are not limited to: Registered charities, Churches and Church halls.

Level 2

1. Provides service to the local Singleton community;
2. Provides community benefit;
3. Some paid employees; or some monies generated through fund raising; or have minimal income generating capacity;
4. Owned by Community or Government; and
5. Facility is open for general public access (outside of organised events).

Examples of Organisations in this Level include, but are not limited to Hospitals, Emergency Services Stations, Ambulance, Fire, Police, and Council Parks and Public Reserves.

Level 3



1. Provides service to the local Singleton community;
2. Provides Community benefit;
3. A commercial or business type enterprise;
4. Paid employees; or some monies generated through fundraising;
5. Owned by Community or Government; and
6. Facility is open for limited general public access (outside of organised events).

Examples of Organisations in this Level include, but are not limited to: Nursing homes, Schools and Childcare centres.

Level 4

Other community service organisation not able to be categorised into CSO Level 1, 2 or 3 may be considered under CSO Level 4.

The examples given in each Level above are for broad classification purposes only. Applicants must satisfy the criteria in order to be classified into a particular Level.

Combined Facilities within a Land Use

Some organisations have combined facilities within a Land Use, for example, Church/School. The criteria for classification in these cases would need to be based on the primary purpose of the property. The General Manager has delegated authority to make the determination of Level based on the above criteria, in cases where dual land uses exist.

5.2.1.4

Degree of Subsidies

Community Service Organisations are categorised into four levels based on the nature and level of service provided to the community. The recognition of a CSO in respect of sewer services results in the following subsidy from Council Charges where applicable.

- Level 1 be entitled to a reduction of 75% for sewer annual access charge.
- Level 2 be entitled to a reduction of 50% for sewer annual access charge.
- Level 3 be entitled to a reduction of 25% for sewer annual access charge.
- Level 4 be entitled to a percentage reduction as determined by Council.

There are **no** subsidies provided in respect to **Liquid Trade Waste**.

5.2.1.5

Breaches and Sanctions

Organisations found to have made inadequate or misleading statements in order to obtain a CSO classification under this policy will have this classification revoked immediately. Recovery of any unpaid charges will be obtained using relevant provisions of the *Local Government Act 1993*.



5.3 Pressure Sewer System

Singleton Council has adopted pressure sewer system as an acceptable alternative to conventional gravity systems in certain circumstances. The Maison Dieu area is designated as a reticulated pressure sewer area, however where pressure sewer systems prove to be the most appropriate technology for a particular connection, it may be utilised as the means for providing sewerage services to other areas.

Properties located within the pressure sewer system area require an individual pressure sewer system which is installed within the property and connected to the nearest sewer main. A pressure sewer system is comprised of four main components; a boundary box, pump and tank unit, pump control panel and a property discharge line.

All pressure sewer systems are subject to an Installation and Maintenance and Service Agreement.

5.3.1 Ownership of and Construction of Pressure Sewer System

5.3.1.1 Ownership of the Pressure Sewer System

The pressure sewer system control panel, tank and pump unit and discharge line are considered private infrastructure and are owned by the property owner. The boundary box located on the property boundary, as the connection point to Council's sewer infrastructure, is owned by Council.

The Maintenance and Service Agreement entered into with the property owner outlines maintenance, access and entry requirements and system use.

5.3.1.2 Construction of Pressure Sewer System

Council employees or Council approved contractors will install and commission the pressure sewer system per the approved plans. Property owners will be advised when their properties are fully connected to the pressure sewer system. Council is not responsible for the connection of internal drains to the pressure sewer system.

5.3.2 Domestic Pressure Sewer Systems

5.3.2.1 Pump Location and Minimum Clearance

Pump unit locations will be selected in consultation with the property owners taking into consideration any existing pipe work, the house location and future planned extensions or development of the property.

To ensure the safe operation and maintenance of the pressure sewer system minimum clearances must be maintained at all times as follows:

- Minimum horizontal clearance of 3.0m from the edge of the pump and tank unit to any window, door or opening
- Minimum horizontal clearance of 2.0m from the edge of the pump and tank unit to any footing/foundation and/or structure

- Minimum horizontal clearance of 1.0m from the outside diameter of the property service line maintained by Council (line from the street to the tank).

5.3.2.2 Substances Not to be Discharged into Domestic Pressure Sewer Systems

Certain substances are not permitted to discharge into domestic pressure sewer systems as they may result in a blockage of the pump unit and or discharge pipeline. These include, but not limited to:

- Cooking oils and fats
- Glass
- Metal
- Wipes (i.e. baby wipes, hand wipes, antiseptic wipes etc.)
- Needles and syringes
- Seafood shells
- Rocks
- Nappies, socks, rags or clothes
- Chemicals (other than those used in normal domestic products such as dishwashing powder, detergents and hair dyes)
- Plastic objects
- Paints (water soluble and oil based)
- Sanitary napkins or tampons
- Kitty litter
- Flammable materials
- Lubricating oil and/or grease
- Petrol or Diesel.

Any damage caused to the pressure sewer system as a result of substances, not approved by Council, entering into the sewer system, will result in the property owner being responsible for the actual costs associated with rectification works.

5.3.2.3 Swimming Pools and Spas

Due to the high discharge rates associated with the backwash from swimming pools and spas, direct connection to the pressure sewer system is not permitted. You must notify Council if you intend to connect backwash for a swimming pool or spa, additional servicing and financial conditions may apply.

Any damage caused to the pressure sewer system, or system fault, as a result of connecting fixtures not approved by Council will result in the property owner being responsible for all costs associated with any rectification works.

5.3.3 Industrial Pressure Sewer Systems

5.3.3.1 Pump Location and number of Pump Units

The number and size of pressure sewer tanks is dependent on the site conditions, power supply, land availability and is assessed on a case by case basis by Council upon application.

5.3.3.2 Multi-Unit Developments

Council's preferred method is via the installation of individual pressure pump and tank units, installed within each allotment, connected to a common property service line, discharging to the sewer main in the street.

Council may consider a single suitably sized pump and tank unit to service the entire development dependent on:

- The number of units / workshops to be serviced;
- The availability of common land at the front of the property, clear of driveways and other trafficable areas to house the pump and tank unit; and
- The pump and tank unit are sited to ensure 24-hour access is available (not behind fences or gates).

5.3.3.3 Power Supply

Property owners are responsible for installing and maintaining the power supply, the independent circuit breaker and the power cable to the pump control panel for the pumping system on the property. The owner is also responsible for the payment of power usage charges associated with the pumping system.

5.3.3.4 Discharge of Trade Waste

Discharge is conditional upon the business owner and/or waste generator receiving a Liquid Trade Waste Discharge Approval, which may specify the upgrade and/or installation of pre-treatment devices, for example oil/water separators, grease arrestors and/or other specific treatment apparatus to ensure the resultant effluent discharge complies with trade waste requirements. Refer to the Discharge of Liquid Trade Waste to Sewer Policy.

5.3.4 Repairs and Maintenance of Pressure Sewer Systems

Pressure sewer systems require maintenance of the sewer pump located in each system, Council currently undertakes this work for an annual fee. This pump maintenance fee is in addition to any other sewerage charges applicable and is invoiced annually to the property owner. The pump maintenance fee is set and published in Council's adopted Operational Plan annually.

Where changed to site conditions, including surface levels requires the pump and tank unit and/or service lines, maintained by Council be relocated or altered, all alteration works are to be undertaken by Council and associated costs payable by the owner.

Where driveways or paving are constructed over or within 1 metre of a Council maintained pressure sewer system, the owner will be responsible for all costs associated with any demolition and/or reinstatement works necessary to allow maintenance and/or repair to the asset affected.

Landscaping over the discharge line is permitted, however the pump and tank lid are not to be covered. If the line requires repairing, Council staff will need to access the pipe; this may mean that landscaping will need to be removed. In this case Council will endeavour to minimise disruption to the garden. Property owners will be responsible for all costs associated with any landscaping rectification works.

5.4 Factors Affecting Sewer Supply and Infrastructure

5.4.1 Access and Notice of Entry to Properties

The *Local Government Act 1993* outlines Council's power to undertake a range of functions, including those relating to the supply of water and sewer services. These include, but are not limited to:

- **Section 191A** – allows for a Council employee (or contractor) authorised by a Council authority to enter any premises to carry out water supply work, sewerage work or stormwater drainage work on or under the premises.
- **Section 59A Clause 1** – determines that Council is the owner of all works of water supply, sewerage and stormwater drainage installed in or on land by the council (whether or not the council owns the land).
- **Section 59A Clause 2** – allows that Council may operate, repair, replace, maintain, remove, extend, expand, connect, disconnect, improve or do any other things that are necessary or appropriate to any of its works to ensure that, in the opinion of the Council, the works are used in an efficient manner for the purposes for which the works were installed.
- **Section 193** – determines the need for the Council giving the owner or occupier of the premises written notice of the intention to enter the premises, and outlines the requirements of the notice and the exceptions of when notice of entry is **not** required.

When accessing a property to undertake work associated with Council's water and sewer supply services, Council will:

- Provide written notice of the day access and entry to undertake work is required, prior to the day of entry. If written notice is not feasible, every endeavour will be made by Council employees to contact the owner or occupier by telephone;
- Written notice is not required under section 193 sub section 3 in emergency situations. In the event of an emergency situation, Council employees attending will make every endeavour to contact the occupier of the property when arriving on site;
- All Council employees who are required to access a property will have written authority from the General Manager to enter premises. This will be by Council Delegations of Authority and Authority to Entry Permits;

- Council employees will act in a professional and appropriate manner and take every care to not to damage owner / occupier's property and will restore the affected the land in accordance with the associated sections of this policy;
- In the event Council employees on the property cause damage that cannot be restored, and it is proved to have been caused by Council, the owner may be entitled to compensation for the damage, at Council's discretion; and
- Any authority to enter under section 191A or any other applicable legislation or Council policy does not apply to entering the residence.

Council does not require an easement over any water or sewer supply infrastructure in order to access a property for the purpose of carrying out its duties under the relevant legislation.

5.4.2 Blockages

The property owner is responsible for clearing blockages and repairing cracks to the sewer plumbing of the property. This includes the lines down to the connection point of the sewerage maintenance shaft.

In a case where the connection of the private plumbing to the sewerage main is outside the property boundary, then the property owner is only responsible for the private plumbing up to the line of the property boundary. In the event of a blockage, the property owner must contact a licensed plumber in the first instance to identify the cause. If the blockage is located within the property owner's area of responsibility, then the property owner must pay for the cost of clearing the blockage and any associated repairs to the private plumbing.

If the plumber believes that the blockage is located within Council's area of responsibility, then the plumber or owner must contact Council as soon as possible to arrange for Council employees to attend the site and perform any repairs and maintenance.

Council will liaise with the plumber or owner in relation to the blockage, location and our intentions regarding the problem. If the blockage is actually located in Council's area of responsibility, Council will reimburse reasonable charges from the plumber in attending the site.

5.4.3 Excavation and Construction Near Pipelines and Easements

The location and protection of sewer supply infrastructure remains the responsibility of the person and/or organisation undertaking any excavation or associated works. The PPP approach of plan, pot-hole and protect must be applied at all times when any works are undertaken in the zone of influence associated with any sewer supply infrastructure. Information regarding Council's sewer assets can be found on Dial Before You Dig Plans which are to be obtained prior to undertaking excavation and construction works.

Any damage and/or subsequent failure of sewer supply assets due to excavation or other site works will be rectified by Council and the costs of such rectification works will be charged to the identified responsible parties for such damage and/or failure.

Special conditions including building, structures and excavation exclusion zones apply to all sewer supply pipelines and/or easements in favour of Council on public and private land.

5.4.4 Building Over Sewers

Customers have a responsibility to ensure that construction is not undertaken without approval adjacent to or over our sewer assets. Council's first position is that structures are not to be constructed over or close to sewers. Each case will however be considered on their merit having regard to the Building Over and or Adjacent to Sewer Assets Policy.

Any costs associated with rectification works due to damage caused to the asset through the works associated with the illegal or unauthorised building adjacent to or over Council sewer asset will be at the property owner's expense. Refer to the Building Over and or Adjacent to Sewer Assets Policy for details.

5.5 Development issues

5.5.1 Easements

The location of sewer mains that will become part of Council's sewer supply system on private property is to be avoided. Where a sewer main cannot be located in a dedicated public road reserve or access way, it may be located within an appropriately sized and registered easement, subject to Council's approval.

The easement is to be provided at the developer's full cost at the time of subdivisions and shall be created by an instrument on the certificate of title stating **"Easement for Sewer Services. Access without notice will be required for the purpose of constructing, extending maintaining and operating these services"** A registered surveyor shall survey easements and certify the location of pipelines within the easements.

However, where it is necessary, sewer mains are to be located in an easement in favour of Council and be of minimum width 2.5 metres, unless otherwise advised by Council. Unless there are compelling reason to the contrary the sewer main shall be located in the centre of the easement.

The location of sewer services in easements other than a vehicular access related easement for the property being served will not be permitted. The reason for this is that there is a risk of undetected interference with the sewer service in the form of damage, contamination or illegal connection if the easement is not in an area fully accessible to and able to be overseen by the serviced property owner.

5.5.2 Section 64 - Headworks and Distribution Charges

Under section 64 of the *Local Government Act 1993*, Council levies developers for off-site and other major sewer infrastructure costs. These headworks and distribution charges are upfront payments levied by Council to recover part of the cost of providing the infrastructure either within Council's existing supply systems or through future capital works incurred in servicing new developments or additions/change to existing

development, which impose a loading on Council's water supply and or sewer infrastructure.

As defined in the Department of Primary Industries 2016 Developer Charges Guidelines for Water Supply, Sewerage and Stormwater; Developer Charges serve three related functions:

- they provide a source of funding for infrastructure required for new urban development;
- they provide signals regarding the cost of urban development and this encourage less costly forms and areas of development; and
- are an integral part of the fair pricing of water related services.

Council has prepared a Development Servicing Plan (DSP) in accordance with section 64 of the *Local Government Act 1993* and Department of Primary Industries (DPI) Water Developer Charges Guidelines for Water Supply, Sewerage and Stormwater 2016, which details the water supply headworks and distribution charges to be levied upon development areas utilising Council's water supply infrastructure.

Potential development areas not included in the current DSP will be subject to separate headworks and distribution charges based upon the actual cost of providing sewerage services, and are at the discretion of Council.

It should be noted that section 64 charges/contributions are also known as Headworks/Developer charges/contributions.

5.5.2.1 Calculation of Section 64 Charges

Section 64 charges are levied when additional equivalent tenements (ET) are created or changed.

Residential lots are assumed to have an initial sewer ET loading of one ET at the time of subdivision. The initial sewer ET load for commercial and industrial developments is based on an average assumed loading per hectare. Assumed loadings are determined by the Water Directorate section 64 Determination of Equivalent Tenements Guidelines - 2017.

The charges applied at the time of subdivision provide a base entitlement for each allotment. As each allotment is developed, the new ET is calculated based on the type of development to be constructed.

The applicable section 64 Charges will then be based on the estimated ET loading and Council's DSP and annual adopted Fees and Charges. Quoted charge rates will increase annually, where payment is made in future financial years.

5.5.3 Augmentation of Water Supply Systems

Where a development is required by condition of development consent to augment sewer service infrastructure the following conditions will apply:

- the design of the augmentation works required shall be based upon Council's Engineering Specifications;

- where Council undertakes the work, the contribution required will be calculated by Council and paid by the developer prior to the work proceeding. Where the developer undertakes the work and an offset against contribution is required, the design and the value of the work shall be approved and agreed upon prior to the work commencing;
- failure by the developer and/or consultant to obtain prior written design approval and cost agreement from Council will result in a nil offset being applied to the work; and
- where Council has identified potential future demand for infrastructure over and above that required by the development in question, Council may elect to increase the size of the infrastructure and meet the additional cost over and above the contribution calculated.

5.5.3.1 Additional Sewer Mains

Where a development results in the need to upgrade sewer main pipework, then the applicant is required to fund a new sewer main capable of serving the proposed development as well as the existing sewer main capacity. The sewer assets created as a result of the upgrade will revert to the ownership of Council as per section 59(a) of the *Local Government Act 1993*.

Should Council request additional capacity then Council will contribute to the approved additional cost

5.5.4 Disconnection of Existing Services Across Boundaries

Where a parcel of land is subdivided, any internal plumbing from the original parent lot subsequently passing into the newly created lot, will be disconnected at the boundary. Each allotment is to be individually serviced; private sanitary drains are not permitted within an adjoining property boundary.

5.5.5 Connections in Fringe Areas

Where your property does not have access to Council's sewer supply systems, property owners can apply to Council to extend the sewer main and this will be assessed on a case-by-case basis.

If property owners wish to proceed and the application is approved, payment for the extension of Council sewer supply system (i.e. the sewer main) to an agreed point is required. Appropriate headworks charges, as approved in Councils Development Servicing Plan and any other fees and charges, as calculated or set each year by Council will apply.

Once construction of new sewer main infrastructure is complete and all charges levied paid, the ownership of the new infrastructure will be vested in Council.

6 Relevant Legislation

Council provides water services appropriate to the current and future needs of the local community in accordance with relevant Acts, Regulations and standards. Some of the relevant Acts, Regulations and are;

- Local Government Act 1993 and Local Government (General) Regulation 2005
- Public Health Act 2010 and Public Health Regulation 2012
- Protection of the Environment Operations Act 1997

7 Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

7.1 Related Documents

Related documents, listed below, are external documents directly related to or referenced from this document.

- Plumbing Code of Australia 2016
- Australian Standard AS/NZS 3500 – Plumbing and Drainage Set
- WSA 02-2002 Sewerage Code of Australia
- NSW Guidelines for Best Practice Management of Water Supply and Sewerage - 2014
- Department of Primary Industries (DPI) Water - Developer Charges Guidelines for Water Supply, Sewerage and Stormwater - 2016
- Water Directorate – Section 64 Determination of Equivalent Tenements Guideline – 2017
- Water Directorate – Easement Guidelines – 2015
- DPI Water – Liquid Trade Waste Regulation Guidelines – 2009

Related documents, listed in **Table 7-1** below, are internal documents directly related to or referenced from this document.

Number	Title
POL/26013	Policy – Building Over or Adjacent to Sewer Infrastructure
POL/26005	Policy – Discharge of Liquid Trade Waste to Sewerage System
17/37589	Policy – Water Carters (Draft)
POL/26015	Development Services Plan – Water and Sewer Supply Systems (under development)
16/68372	Design and Construction Specifications - Water Reticulation (under review)

17/16347	Standard Engineering Requirements for Development – Water and Sewer (under review)
17/31085	Singleton Council Operational Plan (Annual)
17/30438	Singleton Council Fees and Charges Schedule (Annual)
15/54738	Drinking Water Management System (DWMS) – June 2015
16/15191	Water Supply and Sewerage Services: Strategic Management Plan V2.0 February 2016
15/40360	Asset Management Plan Water Supply Services
16/58670	Register of Delegations

Table 7-1 – Related documents

8 Responsible Officer / Policy Owner

The implementation and ownership of this policy rests with the Manager Water and Sewer, unless appropriately delegated to another officer

The Manager Water and Sewer is responsible for the adherence to this Policy. The following officer may provide support and advice on this policy:

- Manager - Water and Sewer
- Utilities Engineer - Network Operations
- Utilities Engineer - Planning and Process and
- Utilities Engineer - Projects and Development

9 Responsibilities

Parties or Persons	Responsibilities
General Manager	<ul style="list-style-type: none"> • Determine Level 4 Community Service Organisations. • Determine appropriate action for breaches of policy.
Manager Water and Sewer	<ul style="list-style-type: none"> • Ensure compliance of policy and all relevant procedures and supporting documents are current and communicated to all relevant stakeholders. • Review policy regularly to ensure currency of principles.
Manager Development and Environment	<ul style="list-style-type: none"> • Consider principles of the policy when assessing development applications and providing advice to customers.
Financial Controller	<ul style="list-style-type: none"> • Implementation and management of 5.2 Concessions and Rebates

	<ul style="list-style-type: none"> Assessment of levels and suitability for Community Service Organisations annually prior to issue of rates and charges notices.
Water and Sewer People Leaders	<ul style="list-style-type: none"> Provide direction to staff and ensure compliance with the policy. Provide expert knowledge of the policy and its principles to Council staff, its customers and other stakeholders.
Water and Sewer Staff	<ul style="list-style-type: none"> Ensure understanding of principles of the policy and all relevant procedures and supporting documents. Undertake all duties in accordance with the policy and supporting procedures in a safe manner.
GIS Business unit	<ul style="list-style-type: none"> Ensure accurate mapping available, showing all relevant sewer infrastructure.
Frontline Staff	<ul style="list-style-type: none"> Awareness and understanding of principles of the policy. Consider implications when discussing or dealing with customers or Council matters relating to building, renovating or developing land and sewer services.

It is the responsibility of all Council employees and any person contracted to or acting on behalf of Council to have knowledge of, and to ensure compliance with this policy.

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by the Manager Water and Sewer, unless appropriately delegated to another officer.

12 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every two (2) years to ensure that it meets legislative requirements.

In accordance with section 165 (4) of the *Local Government Act 1993*, this policy will be reviewed within one year of the election of every new Council.

13 Record Keeping, Confidentiality and Privacy

All records received, created or supporting this policy will be kept on Council's Corporate Computer Systems in accordance with *State Records Act 1998, NSW* and will retain confidentiality and privacy in accordance with *Privacy and Personal Information Protection Act 1998, NSW* and Council Policy. Council is required to release certain information in accordance with *Government Information (Public Access) 2009, NSW*.

This policy is to be made available for public viewing as required under the *Government Information (Public Access) 2009, NSW*.

14 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action.

Rescinded