

Policy

PROVISION OF WATER & SEWER SERVICES: EXISTING LOTS No.3.5

POLICY STATEMENT

Purpose

Council owns and operates water supply and sewerage disposal networks in accordance with relevant licences and legislation. Detailed requirements for the provision of water and sewer services can be found in legislation, standards, industry codes of practice and guidelines.

This policy aims to:

- Clearly communicate the requirements for the provision of water and sewerage services, including water and sewer service connections, water meters and associated water and sewer main extensions, to the public
- Ensure consistency and fairness when dealing with applications for the provision of water and sewer services
- Ensure compliance with Local Government Act 1993

Definitions

Trunk Water Main	A water main designed for bulk transfer e.g. supply to or from a reservoir and/or a supply zone
Reticulation Main	A water main that connects a trunk main with service connections.
Water Service Connection	A pipe connecting the water main to individual property water meters.
Trunk Sewer Main	Principal sewer of a catchment system that drains to the point of treatment.
Sewer Main	A pipeline conveying sewerage from a sewer service connection to a truck main, pump station or treatment plant.
Sewer Service Connection	A pipe connecting the sewer main to a property boundary trap.
Sewer Junction	A small section of pipe at the sewer main for connecting the sewer connection to the sewer main
Construction Certificate	A certificate issued by Council to approve construction to begin.
Section 138 Certificate	Approval issued by Council to carry out work within a road



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	reserve.
Availability Charge	Properties within a Benefit Area are subject to an availability charge.
Water Benefit Area	The Water Benefit Area is a radius of 225 metres surrounding a Council water main.
Sewer Benefit Area	The Sewer Benefit Area is a radius of 75 metres surrounding a Council sewer main.
Development	A property or properties that are in the process of being subdivided or constructed or remodelled.
Developer	A person, organisation, local government authority or government authority (other than Council) responsible for the development of a property or properties.

This policy applies to any existing lots that will be serviced by Council water supply or sewerage disposal scheme.

Water Main / Sewer Main Extensions

- Customers requesting a water or sewer main extension shall apply using the Water or Sewer Application form.
- If a property is deemed to be within the Water / Sewer Benefit Area and is paying a Water / Sewer Availability Charge the property owner is eligible to receive up to a **maximum 50% discount** off the cost of extending an existing water or sewer main to the subject property boundary. Discount is based on a pro-rata basis as outlined in the associated 'Water and Sewer Services: Existing Lots' procedure. Property owners are responsible for providing evidence of availability charge payments to receive the discount.
- If a property is not within a Benefit Area and/or is not paying an Availability Charge, the property owner shall extend the Water / Sewer main at their expense.

Water or Sewer Service Connections and Water Meters

- Customers requesting water or sewer service connection or a water meter shall apply using the Water or Sewer Application form.
- If a property is within the Water / Sewer Benefit Area and is paying a Water / Sewer Availability Charge the property owner is eligible to receive **50% discount** off the cost of a standard water or sewer service connection or a water meter to service the subject property. Property owners are responsible for providing evidence of availability charge payments to receive the discount.
- If a property is not within the Water or Sewer Benefit Area and/or is not paying an Availability Charge, the property owner shall pay the full fee for the installation of a service connection or water meter.



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Disconnection or moving Service Connections or Meters

- Property owners requesting an existing water service connection and meter or sewer service connection to be moved shall apply using the Water or Sewer Application form.
- Where a service or meter is requested to be moved more than 1000mm the service will be disconnected and a new service and meter installed. This is done at the full cost to the applicant.
- Where a service or meter is requested to be moved less than 1000mm the service may not need to be disconnected, this is assessed on a case by case basis. This is done at the full cost to the applicant.

RELATED LEGISLATION, CIRCULARS OR GUIDELINES

- Local Government Act 1993 and Regulation
- Water Management Act 2000
- Environmental Planning and Assessment Act 2008
- Protection of the Environment Operations Act 2005
- Work Health and Safety Act 2011

DOES THIS DOCUMENT REPLACE AN EXISTING POLICY, PROCEDURE OR PLAN?

This Policy replaces:

- 3.24 Sewerage Policy
- 4.22 Water Supply Policy
- 4.23 Water Mains – Extensions Policy
- 4.24 Location of Sewer Junctions Policy
- Water Supply Connections Policy

RELATED COUNCIL POLICY OR PROCEDURE

- WSA 03-2011 Water Supply Version 3.1
- WSA 02-2014 Gravity Sewerage Version 3.1
- Wingecarribee Shire Council, Development Control Plans
- Community Strategic Plan
- Asset Management Strategy & Plans
- Policy 3.6 Provision of Water & Sewer Services: Developments
- Building Code of Australia
- Water and Sewer Standard Drawings
- Backflow Prevention Policy
- Proposed Pressure Sewer System Policy



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APPLICATION AND DISTRIBUTION

It is mandatory for all Council officials to comply with this Policy.

This policy and guidelines are available on Council's website under Policies.

APPROVED BY: COUNCIL - MN54/12

EFFECTIVE: 25 February, 2015

REVIEW DATE: February, 2018

DISTRIBUTION: All Managers, Councillors, Intranet, Internet,

RESPONSIBLE COUNCIL DEPARTMENT/OFFICER: Asset Coordinator Roads & Water



KEY RESPONSIBILITIES

Position	Responsibility
Mayor	To lead Councillors in their understanding of and compliance with this Policy and Procedures.
General Manager	To lead employees (either directly or through delegated authority) in their understanding of and compliance with this Policy and Procedures. To approve resources to develop, implement and review this Policy and Procedures.
Responsible Officer	As the "principal officer" under the Government Information (Public Access) Act (GIPA), the General Manager is responsible for determining the outcome of GIPA applications. The General Manager has delegated their responsibility to other Council employees as outlined below. The GIPA employees are responsible for making initial decisions regarding release of information within the time periods stipulated in the GIPA Act. In this function, the GIPA employees may deal with prospective applicants and liaise with organisation units regarding access to information.
Deputy General Managers	To communicate, implement and comply with this Policy and related Procedures.
Deputy General Manager Corporate, Strategy and Development Services	To ensure (directly or through delegation) the distribution and communication of the Policy and Procedures to specified persons. To ensure (directly or through delegation) the approved Policy and Procedures are available in hard copy and electronically on Council's website.
Human Resources Unit Leader	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy and related procedures.
Group Managers and Managers	To implement this Policy and related procedures. To lead employees in their understanding of, and compliance with, this Policy and Procedures
Information Technology Manager	To assist with the development of systems to support public access to this Policy, Procedures and related information. To ensure IT requirements are available to facilitate compliance with the Act.
All Council employees	To comply with this Policy and related procedures.

