

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	POLICY# 10.5 Establishing Property Units for Community Wastewater Management System	Version No:	2
		Issued:	May 2012
	POLICY AREA Community Services & Facilities	Next Review:	2018 After Next Election

Aims & Objectives

Section 155 of the Local Government Act 1999 provides that a Council may recoup costs associated with the provision of a CWMS service through either a service rate or service charge or a combination of a service rate and service charge.

Under Section 155 of the Act Council may determine a method of charging for the purpose of recouping costs associated with the provision of a CWMS service.

The Property Unit system seeks to equalise the level of charge for a CWMS scheme, on user pay principles. That is, the cost to each single residence is the same and premises producing higher levels of waste and therefore obtain a higher level of benefit are charged at a higher level. Alternatively charges based on a service rate on property value tend to discriminate against residential properties of higher value.

This policy also provides CWMS rate discounts when approved, private Wastewater Treatment Plants are installed on properties.

Policy Detail

The following method of determining Property Units shall apply to the various categories of properties.

A Council's income for the purposes of establishing its contribution to the Capital Cost of a CWMS is determined by multiplying the number of Property Units as determined in 1 to 12 below by the charge per Property Unit fixed by the Local Government Association.

1. Domestic Premises

1.1 Residential Houses

A Residential Dwelling = 1 Property Unit

A residential dwelling comprises a single household occupancy whether a semi-detached or separate dwelling. 1 property unit will apply to a residential dwelling whether vacant or occupied.

1.2 Residential Flats and Units

A Flat or Unit = 1 Property Unit

A flat or unit comprises a single occupancy whether in a group of flats, semi-detached flats, or separate flats. 1 property unit will apply to a residential flat or unit whether vacant or occupied.

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*

2. Vacant Allotments

A vacant allotment = 1 Property Unit.

A vacant allotment comprises any parcel of land held under separate title, capable of sale with out requiring approval for division.

NB: Where a residence is obviously constructed over the boundary of 2 or more allotments and/or the residence and adjoining allotments are significantly developed in such way that none of the allotments could be sold without removal of part or all of the residence or associated buildings, a single Property Unit may be considered. In this case however, only one connection will be provided to the CWMS. Specific circumstances should be negotiated with the Local Government Association's CWMS Consultant

3. Single Commercial Premises

(e.g. Shops, Offices, Government or Private Agencies etc.)

The number of Property Units is obtained by dividing the total number of employees by six (6).

(e.g. a general store employing 10 persons full-time equivalents would be charged two (2) Property Units)

4. Multiple Commercial Premises with or without Residence

4.1 Occupied

A single Property Unit shall be charged for the residence and each separate Commercial occupancy forming a part of the premises.

Each commercial occupancy shall be calculated separately on the overall number of employees in accordance with section 3.

NB: Where an office (or any other business not producing any wastewater) and a residence are combined and occupied by the same person/s a single Property Unit may be considered an appropriate charge.

4.2 Unoccupied

Unoccupied commercial premises within a multiple commercial premises will not be charged any property units if that premises is unoccupied as at the date that the service charge is set by Council.

5. Hospital, Nursing or Rest Homes, etc.

The number of Property Units is obtained as follows:

- The total number of employees (full time equivalents, not living on the site) plus number of beds divided by six = the number of Property Units to be charged.
- Any Residential Dwelling attached *to the complex and/or any permanent occupancy* will attract a separate unit charge.

6. Hotel, Motel, Clubs, etc.

6.1 General

The number of Property Units is to be calculated as follows:

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*

$$\frac{\text{FTE} + (\text{BEDS} + 0.7)}{6}$$

Where:

FTE = the total number of full-time equivalent employees (not living on the site).

BEDS = The number of accommodation beds.

Note: The use of 0.7 in the formula is an **assumed** occupancy rate.

Any Residential Dwelling attached to the complex and/or any permanent occupancy will attract a separate unit charge.

6.2 Premises with a Public Bar or Restaurant.

Where a public bar and/or restaurant exist at a hotel, motel or club additional Property Units are to be added for the bar/restaurant trade as follows:

- Where the average daily attendance is up to 50 persons, 1 additional Property Unit shall be charged. A further additional Property Unit shall be charged for each additional 60 persons or substantial part thereof.

7. Hall, Change Rooms, Community Centre, Sporting Facilities etc

(That is non-commercial premises, not including accommodation, bar or restaurant facilities)

Where the average attendance over a week is up to 50 persons a day, 1 Property Unit should be charged. An additional Property Unit should be charged for each additional 50 persons or substantial part thereof.

8. Schools

The number of Property Units is obtained as follows:

$$(\text{No of students} + \text{Staff}) \times 0.125 \div 6$$

(e.g. In the case of a school which has 453 students plus 15 teachers the result is 10 Property Units).

9. Churches and other exempt properties not including a Residential Dwelling

Each property = 1 Property Unit.

10. Industrial Premises

The number of Property Units for the connection of staff ablutions only is calculated on the number of employees in accordance with (3) of these Guidelines.

10.1 Trade Wastes

Trade Wastes are generally not permitted into the CWMS.

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*

Where consideration is being given to accepting Trade Wastes into the CWMS, Council should seek the advice of its Consultant and the Local Government Association and the following matters:

- Whether the waste should be admitted to the drainage scheme.
- What pre-treatment, if any, should be given the waste before it is admitted.
- The appropriate number of Property Units to be charged based on water usage.

NB: Industrial Premises may include Milk Processing Plants, Engineering premises, Poultry processors, Bakeries etc. that produce wastes with an organic loading greater than septic tank effluent and/or have high hydraulic flows.

10.2 Laundromats

To calculate the number of Property Units for these premises, it is necessary to determine the number of litres of water used per day. Where direct water metre readings are not available this can be calculated as follows:

- The number of washing machines in the premises x the average number of washing cycles per machine per day x the number of litres used per cycle.
- The number of Property Units to be charged can then be calculated by dividing the litres of water used per day by 500.

11. Caravan Parks

The number of Property Units for Caravan Parks shall be

- (No. of powered/un-powered sites (including camping sites) + No. of accommodation beds) x 0.7 ÷ 6; and
- The total number of employees (full time equivalents, not living on the site) ÷ 6.

Note: The use of 0.7 in the formula is an **assumed** occupancy rate.

Permanently occupied sites such as a caretakers/owners dwelling, mobile homes, cabins etc. shall be classed as one occupied unit.

Example	Sites	Property Units
Caretakers Dwelling		1
Permanently occupied sites		5
Caravan Sites	(a) 75	
Accommodation Beds (non-permanent)	(b) 20	
Tents (Camping) Sites	(c) 25	
a + b + c =	(120 x 0.7) ÷ 6	14
Employees – FTE	(d) 5 ÷ 6	0.8
Total property Units		20.8
Therefore, Total Property Units to be charged =		21

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*

Where:

- (a) equals the number of powered/un-powered caravan sites available
- (b) equals the accommodation beds in cabins etc available within the Caravan Park
- (c) equals the number of tent (camping sites) available within the caravan park
- (d) equals the number of employees (full time equivalents, not living on the premises)

12. Calculation

The minimum service charge to be applied to any property = 1 Property Unit.

Where a calculation determines a part unit, round to the nearest full unit.

A service charge will be determined per property unit on the following basis:

- one service charge amount to apply per property unit for all categories as per the Method of Charging with the exception of category 2.
- one service charge amount to apply per property unit for category 2 as per the Method of Charging.

13. Rebates

Approved wastewater treatment plants installed and operated to manufactures specifications shall be provided the following yearly discounts from each CWMS unit rates:

- a. Treatment plants that require a overflow to Councils CWMS and require desludging – \$10.00 reduction
- b. Treatment plants that do not require a overflow to Councils CWMS but do require desludging – \$20.00 reduction
- c. Treatment plants that require an overflow to Councils CWMS but do not require desludging. – \$35.00 reduction
- d. Treatment plants that do not require an overflow to Councils CWMS and do not require desludging. – \$ 45.00 reduction

Strategic Link:

Delegation: Nil

Documentation: Nil

Authority: Adopted by Council: 10/10/2011 {Motion No 19c/102011}
Reviewed by Council: 10/11/2015 {Motion No 7c/112015}

Amended: 25 May 2012 due to legislation (as published by the Local Government Association of South Australia)

SIGNED:
Responsible Officer

Date: ____/____/____

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*