

# SOUTH WAIRARAPA DISTRICT COUNCIL

5 APRIL 2017

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## AGENDA ITEM C1

### REVIEW OF AMENDED TOWN WATER SUPPLY POLICY (D100) AND WASTE WATER DISPOSAL POLICY (D200) REPORT

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#### **Purpose of Report**

To inform Councillors of the proposed changes to Policy D100 Town Water Supply and Policy D200 Waste Water Disposal.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Review of Amended Town Water Supply Policy (D100) and Waste Water Disposal Policy (D200) Report.*
2. *Approve the amendments to the policies as shown.*
3. *Agree the next review date should be March 2020.*

#### **1. Executive Summary**

The two policies: D100 Town Water Supply and D200 Waste Water Disposal were due for review in January 2017.

These have been reviewed and only minor changes made and need approval by the Council.

Any changes made are shown as tracked changes on the attached documents.

#### **2. Appendices**

Appendix 1 – Town Water Supply Policy

Appendix 2 – Waste Water Disposal Policy

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# **Appendix 1 – Town Water Supply Policy**

# Town Water Supply Policy

## 1.0 RATIONALE:

Water supply to urban areas requires a significant investment by Council to meet ratepayer's expectations. This policy is to protect Council's investment by setting standards for connections to the system and identifying where the costs of connection lie. Council water supply systems have capacity limitations and requests for new connections, sub divisional development will be considered in the context of system capacity.

## 2.0 PURPOSE:

To set out the conditions and cost responsibilities relating to Council owned water supply schemes in the District.

## 3.0 GUIDELINES:

### 3.1 GENERAL

3.1.1 All new connections are charged an administration fee set by the Council each financial year.

3.1.2 Work shall not commence until an application has been approved and administration fee has been paid by the applicant and the Group Manager Infrastructure & Services (or his representative) has approved the specifications for the connection work in writing and a permit to connect issued.

3.1.3 The cost of connection work from the water mains to the road boundary and any other associated costs are met by the applicant.

3.1.4 Connection work referred to above may include (but is not limited to) pipe work, testing and disinfection, manifold (back flow preventer) service box (toby), water meter, flow control system (if required), attendance by the Council's contractor at the time of connection to the water mains, a New Zealand Transport Agency permit for trenching (if required), a Corridor Access Request for reinstatement of the road and other disturbed infrastructure, relocation of any other services, and any other related work.

3.1.5 Applicants have a choice of engaging either Council's contractor or other contractors acceptable to the Council to carry out the connection work(s) referred to. Applicants pay the costs direct to the contractor.

3.1.6 If applicants engage a contractor other than Council's contractor, that contractor does the connection to the mains in the presence of Council's contractor. Applicants pay the cost of attendance to Council's contractor, direct.

3.1.7 Costs of extending the water mains where required are met by applicants.

3.1.8 For connections to new subdivision lots and other properties ~~(where serviceable rates have not been paid)~~, applicants pay capital contributions to join the existing system at a rate set by the Council from time to time. ~~Where properties have been paying serviceable rates, the capital contributions may be reduced proportionally, up to 10 years.~~

3.1.9 Council owns the asset relating to new connection work up to and including the service box (to be) located near the road boundary including water meter and will be responsible for its future maintenance. To meet maintenance requirements, Council requires applicants to use Accuflow manifolds (backflow preventers) and service boxes (Code SM905 double check valve) or equivalent with prior approval of the Group Manager Infrastructure & Services.

3.1.10 Each property receives only one connection. Additional connections may be available at Council's discretion where the Council permits more than one house, a commercial building or any other building in a section. In such cases, applicants pay the capital contribution referred to above and subsequent capital contributions for each separate connection.

3.1.11 New connections will not be approved for irrigation purposes and Council will review existing irrigation connections from time to time to ensure the efficient use of water resources.

3.1.12 All water supply users are required to comply with Council's other policies such as all year round alternate day water supply conservation measures and any other conservation measures applied from time to time.

3.1.13 Non-compliance with Council's policies or non-payment of water charges may result in disconnection or reduced flow and non-pressure water supply. For a reconnection, applicants pay an administration charge and other charges.

3.1.14 Council's obligation to provide town water supply is in reference to Masterton District Council and South Wairarapa District Council Consolidated Bylaw ~~2012~~operative at the time, Part Five: Water Supply. Council's goal, strategies and policies are made public through the Annual Plan process each year and LTP every three years.

3.1.15 As from 1 July 2009, ~~all~~ properties have been metered. ~~The first 350 cubic metre of water supply per year will be included in water rates. This An annual allocation water usage threshold will apply for each connection and will be subject to review from time to time. Additional usage over the threshold would will be charged based on a per cubic metre rate set by the Council each year. Monitoring of water usage is the property owner's responsibility.~~

3.1.16 Users requiring higher quality of water as compared to that normally available from council town water supply to suit to their particular needs shall install their own treatment / filtration system at their own cost.

3.1.17 It is the responsibility of individual users to regularly clean their appliances (for example: washing machine filters and plumbing fittings) clear of any suspended material within their premises.

3.1.18 Connecting booster pumps to Council reticulation system and plumbing fittings within the properties are not permitted. Any existing booster appliances must be disconnected.

3.1.19 Applicants are required to provide as-built plans of water connections on completion for Council records.

3.1.20 This amended policy will come into force from 01 May ~~2014~~ 2017 and will be reviewed from time to time.

## **3.2 URBAN AREAS**

3.2.1 Urban boundaries are those defined in the Combined District Plan Maps.

3.2.2 In urban areas, new water supply connections are 20mm nominal diameter (internal). Financial contributions set by the Council year to year referred to in 3.1.8 above are for standard 20mm connections as stated on the application form. For bigger diameter connections if and where permitted shall be on a pro-rata basis based upon capacity, e.g. for 32mm diameter pipe connection, financial contributions will be 2.56 times that of 20mm diameter connection financial contributions.

3.2.3 If as a result of a change in the urban boundary, former rural properties may request an on-demand supply. The property owner will pay the cost for this change.

## **3.3 RURAL AREAS**

3.3.1 Rural areas are those areas defined in the Combined District Plan Maps.

3.3.2 New water supply connections are for domestic use only, and to meet that demand, supply is limited to 1500 litres per twenty-four hours. At officer discretion only, an on demand supply may be offered to urban size property in the rural area. An urban size property is deemed to be 1000 square meters or less.

To supplement town water supply, applicants are encouraged to provide a conventional roof water collection system.

3.3.3 The relevant conditions for new connection in the urban zones shall apply equally to new connections in the rural zone.

3.3.4 Applicants may use a 20mm connection pipe from the mains and provide a Council approved restricted flow control system to regulate the flow to

the extent mentioned above.

- 3.3.5 Despite clauses 3.3.1 to 3.3.3 above, Council may provide a new connection of any specification to a rural property provided that the connection is for a Council deemed significant commercial use and it promotes the social, economic, environmental and/or cultural well-being of the community. Any connection provided under this clause will be at Council's absolute discretion. For the avoidance of doubt, no connection will be provided under this clause for any agricultural use or a residential subdivision.

# **Appendix 2 – Waste Water Disposal Policy**

# Waste Water Disposal Policy – Connections to Sewer Reticulation System

## 1.0 RATIONALE:

Sewer Reticulation to urban areas requires a significant investment by Council to meet ratepayer's expectations. This policy is to protect Council's investment by setting standards for connections to the system and identifying where the costs of connection lie. Council wastewater systems have capacity, resource consent limitations and requests for new connections, sub-divisional development will be considered in the context of system capacity.

## 2.0 PURPOSE:

To set out conditions and cost responsibilities relating to Council owned Sewer Reticulation Schemes in the District.

## 3.0 GUIDELINES:

### 3.1 GENERAL:

- 3.1.1 All new connections are charged an administration fee set by the Council each financial year.
- 3.1.2 Work shall not commence until an application has been approved and administration—all relevant fees have been paid by the applicant and the Group Manager Infrastructure & Services (or his representative) has approved the specifications for the connection work in writing and a permit to connect issued.
- 3.1.3 The cost of connection work (lateral) from the sewer mains to the road boundary and any other associated costs are met by applicants.
- 3.1.4 Connection work referred to above may include (but is not limited to) pipe work, attendance by the Council's contractor at the time of connection to the sewer mains, a New Zealand Transport Agency permit for trenching (if required), a Corridor Access Request for reinstatement of the road and other disturbed infrastructure, relocation of any other services, and any other related work.
- 3.1.5 Applicants have a choice of engaging either Council's contractor or other contractors acceptable to the Council to carry out the connection work(s) referred to. Applicants pay all the costs direct

*Adopted: 28/9/05*

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*Amended: ~~10/2~~March 20/17*

*Review: ~~January 2017~~March  
2020*

to the contractor.

- 3.1.6 If applicants engage a contractor other than Council's contractor, that contractor does the connection to the mains in the presence of Council's contractor. Applicants pay the necessary cost of attendance to Council's contractor, direct.
- 3.1.7 Costs of extending the sewer mains where required are met by applicants.
- 3.1.8 For connections to new subdivision lots and other properties ~~(where serviceable rates have not been paid)~~ and buildings including multi-dwellings and occupancies, applicants pay capital contributions to join the existing system at a rate set by the Council from time to time. ~~Where properties have been paying serviceable rates, the capital contributions may be reduced proportionally, up to 10 years.~~
- 3.1.9 All users own the asset relating to laterals including the actual connection with the sewer main, and are responsible for the maintenance and replacement in future of that asset. Sewer laterals are to be maintained in leak-proof condition.
- 3.1.10 Each property receives only one connection. Additional connections may be available at Council's discretion where the Council permits more than one house, a commercial building or any other building in a section. In such cases, applicants pay the initial capital contribution referred to above and subsequently contributions for each separate additional connection.
- 3.1.11 For new connections, applicants are required to provide double flush cisterns to conserve town water.
- 3.1.12 All users must ensure that no storm water enters ~~to~~ or is made to discharge into the sewer laterals.
- 3.1.13 Charges are recovered through sewerage rates set by the Council each year. That allows for one WC pan charge per ~~residential property~~ rating unit. Additional charges ~~may apply for for any~~ each additional separately used or inhabitable properties dwelling on a rating unit (e.g. one charge for a house and an additional charge for a self-contained flat or each additional dwelling). ~~)-This clause is subject to the Local Government (Rating) Act 2002 Schedule 3 Note 4. Commercial properties have one charge for two WC pans, additional charges apply for each additional WC pan. (e.g. aA motel with 10 units with 10 toilets pays nine charges).~~
- 3.1.14 Users (commercial and industrial users in particular) are required to seek specific written approval for the discharge of any trade

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waste to the sewer reticulation system. Each case is dealt with on its own merits and in terms of the current Trade Waste By-law after giving due consideration to alternative disposal systems available to applicants, the impact on wastewater treatment plants and the environment. If approved, specific financial contributions and disposal charges shall apply depending upon the type of generated trade waste.

3.1.15 Applicants are required to provide as-built plans of connections on completion for Council records. Road opening bonds will not be refunded until as-builts are lodged.

3.1.16 Council's obligation to provide sewer connection and liability is in reference to the Masterton District Council and South Wairarapa District Council Consolidated Bylaw ~~2012, operative at the time,~~ Part Eleven: Wastewater Drainage. Council's goal, strategies and policies are made public through the Annual Plan process each year and LTP every three years.

3.1.17 To reduce pressure on Council's wastewater treatment systems, no new or replacement of existing waste disposal unit is permitted.

3.1.18 This policy will be reviewed and amended from time to time.

~~3.1.19~~ This amended policy will come into force from 01 May ~~2014~~ 2017 and will be reviewed from time to time.

### **3.2 URBAN AREAS**

3.2.1 Urban boundaries are those defined in the Combined District Plan Maps.

3.2.2 Domestic sewer connections shall be 100mm minimum diameter (internal) or as approved by the Group Manager Infrastructure & Services. For industrial purposes, specific design is to include features such as grease traps which require prior approval of the Group Manager Infrastructure & Services. Financial contributions set by the Council year to year referred to in 3.1.8 above are for standard 100mm connections. For bigger diameter connections if and where permitted shall be on pro-rata bases e.g. for 150mm diameter pipe connection, financial contributions will be 2.25 times that of 100mm diameter connection financial contributions.

### **3.3 RURAL AREAS**

3.3.1 Rural areas are those areas defined in the Combined District Plan Maps.

3.3.2 In rural areas, sewer connections, if available, are for domestic use only for a residential size site deemed to be not greater than

1000 square meters in area.

3.3.3 The relevant conditions for new connection in the urban zones shall apply equally to new connections in the rural zone.

3.3.4 Despite clauses 3.3.1 to 3.3.3 above, Council may provide a new sewer connection of any specification to a rural property provided that the connection is for a Council deemed significant commercial use and it promotes the social, economic, environmental and/or cultural well-being of the community. Any connection provided under this clause will be at Council's absolute discretion. For the avoidance of doubt, no connection will be provided under this clause for a rural/residential subdivision.