Liquid Trade Waste Policy

Environment

4.1 Wingecarribee's distinct and diverse natural environment is protected and enhanced

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Related Policies/Legislation:	AS/NZ Standards 3500.2, Plumbing Code of Australia Department of Industry Liquid Trade Waste Regulation Guidelines 2009. Australian Sewage Quality Management Guidelines June 2012, WSAA. *Local Government Act 1993* *Local Government (General) Regulation 2005* Best-Practice Management of Water and Sewerage Guidelines, 2007
Related Documents:	WSC Liquid Trade Waste Guidelines 2018 WSC Integrated Water Cycle Management Strategy
Superseded Policy/GM Practice Note:	Replaces the 2011 Liquid Trade Waste Policy

OBJECTIVES

The objectives of the Liquid Trade Waste Policy are to:

- detail the approval process for liquid trade wastes discharged into Council's sewerage system to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- outline the basis for levying of appropriate sewerage and liquid trade waste fees and charges
- ensure the proper control of liquid trade waste discharged to the sewerage system to protect public health, worker safety, the environment and Council's sewerage system
- promote waste minimisation and water conservation

Liquid Trade Waste Policy

POLICY STATEMENT

Council is committed to protecting the environment and ensuring public health through the establishment of and adherence to the Liquid Trade Waste Guidelines for the acceptance of liquid trade waste into the sewerage system.

The Liquid Trade Waste Policy and Guidelines is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and levying of commercial sewerage and liquid trade waste fees and charges.

This policy enforces the Liquid Trade Waste Policy Guidelines.

The Liquid Trade Waste Guidelines address:

1. Businesses exempt from requiring approval
2. Criteria for approval to discharge liquid trade waste into council's sewerage system
3. Framework for regulation of liquid trade waste

This includes:

1. The definition of liquid trade waste
2. Pre-treatment and discharge quality limits
3. The application and the approvals process
4. Fees and charges
5. Monitoring and compliance
6. Service agreement forms

SCOPE

This Policy applies to:

- All commercial and industrial business premises within the Wingecarribee Shire connected to the sewerage system
- Septic businesses discharging to Council's septic receivals facility

DEFINITIONS

Liquid Trade Waste: Liquid trade waste means all liquid waste other than sewage of a domestic nature.
Septic Receivals Facility: Is a designated point at a sewerage treatment plant that is designed to receive transported septic tanks and portable toilet waste generated in the Shire.

RESPONSIBILITIES

Responsibilities for implementing this policy are shared between Councilors, Executive and staff as follows:

Position	Responsibility
Mayor	To lead Councillors in their understanding of, and compliance with, this Policy and Guidelines.
General Manager	To lead relevant staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Guidelines. To approve resources to develop, implement and review this Policy and Guidelines.
Deputy General Manager Operations, Finance and Risk	To ensure (directly or through delegation) the distribution and communication of the Policy and Guidelines to relevant persons. To ensure (directly or through delegation) the approved Policy and Guidelines are available in hard copy and electronically on Council's website.
Manger Water and Sewer	To implement the policy by directing the relevant staff.

PERFORMANCE MEASURES

- All commercial and industrial premises in the shire are appropriately approved to discharge trade waste
- Sewage within the sewerage system and treatment plants is of an appropriate quality
- Sewage Treatment Plant's meet their Environmental Protection Licences

BREACHES OF THE POLICY

Breaches of this Policy could result in non-compliance charges, the requirement to implement a pollution improvement plan, disconnection from the sewerage network, penalty infringement notice and/or prosecution.

ATTACHMENTS

1. *Wingecarribee Shire Council Liquid Trade Waste Guidelines*

Approved By:

WINGECARRIBEE SHIRE COUNCIL

13 June 2018

LIQUID TRADE WASTE GUIDELINES

DIVISION: Operations, Finance and Risk

BRANCH: Water and Sewer

FILE NOS:

APPROVAL DATE: 13 June 2018 **MINUTE NO:** 215/18

BACKGROUND

Council's Liquid Trade Waste Policy and Guidelines are concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and levying of commercial sewage and liquid trade waste fees and charges. It has been developed to ensure the proper control of liquid trade waste and, hence, protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

OBJECTIVE

The objectives of the Liquid Trade Waste Policy and Guidelines are:

- Detail the approval process for liquid trade wastes discharged into Council's sewerage system to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- Outline the basis for levying of appropriate sewerage and liquid trade waste fees and charges
- Ensure the proper control of liquid trade waste discharged to the sewerage system to protect public health, worker safety, the environment and Council's sewerage system
- Promote waste minimisation and water conservation

STATUTORY PROVISIONS FOR COUNCILLORS AND STAFF

The Liquid Trade Waste Policy and Guidelines have been developed within the following statutory requirements:

- AS/NZ Standards 3500.2, Plumbing Code of Australia
- Liquid Trade Waste Regulation Guidelines 2009, Department of Industry
- Australian Sewage Quality Management Guidelines June 2012, WSAA
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Best-Practice Management of Water and Sewerage Guidelines 2007, Department of Industry

BREACHES OF THE LIQUID TRADE WASTE POLICY & GUIDELINE

The Trade Waste Policy and Guidelines introduce the management of a number of substances that the Council infrastructure and assets are not designed to treat. Breaches of the Policy and Guidelines have the potential to release uncontrolled harmful materials into our waterways and environment.

Non-compliance charges and penalties are outlined in Part 3 of the Guidelines.

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LIQUID TRADE WASTE GUIDELINES

What is liquid trade waste?
Liquid trade waste means all liquid waste other than sewage of a domestic nature that discharges to the sewerage system, and includes liquid wastes from:

- business/commercial premises (e.g. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, service station, supermarket, dentist)
- community/public premises (including craft club, school, college, university, hospital and nursing home)
- industrial premises
- trade activities (e.g. mobile carpet cleaner)
- any commercial activities carried out at a residential premises
- saleyards, racecourses and from stables and kennels that are not associated with domestic households
- septic tank waste, chemical toilet waste, waste from established sites for the discharge of pan content from mobile homes/caravans to the sewerage system.

While septic tank, pan waste are defined as trade waste, specific procedures need to be applied to their management as the waste is often transported from its source to the sewerage system. Accordingly, specific references to these wastes are provided in this policy where necessary.

Liquid trade waste excludes:

- toilet, hand wash basin (used for personal hygiene only), shower and bath wastes derived from all the premises and activities mentioned above
- wastewater from residential toilets, kitchens, bathrooms or laundries (i.e. domestic sewage)
- common use (non-residential) kitchen and laundry facilities in a caravan park
- residential swimming pool backwash

Part 1 - Business exempt from requiring approval

Table 1 outlined the businesses that are exempt from requiring trade waste approval, however must register with Council as a trade waste discharger and meet the standard requirements specified below.

An annual trade waste fee applies to each such discharger (See Section 3.4). These types of activities will be inspected for compliance once the business begins to operate and may be inspected anytime to confirm they are meeting Council requirements.

Table 1 Charging category 1 discharges exempt from requiring approval

Activity	Pre-treatment Requirements
Beautician	Nil.
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Community hall (minimal hot food, small kitchen)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Day care center (minimal hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4). Nappies are not to be flushed into the toilet.
Delicatessen – no hot food prepared	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Dental technician (no X-ray) Doctor's surgery medical Centre (plaster casts, no X-ray)	Plaster arrestor required.
Dog/cat grooming salon Pet shop	Floor waste basket and sink strainer required (see Note 3). Animal litter and any waste disposal products may not be discharged to sewer. No organophosphorus pesticides may be discharged to sewer. (see note 2)
Florist	Floor waste basket and sink strainer required. No herbicides/pesticides shall be discharged to sewer.
Fruit and vegetable retail	Floor waste basket and sink strainer required (see Note 3).
Funeral parlour	Floor waste basket arrestors in the preparation room. Formaldehyde is not to be discharged to the sewer.
Hairdressing	Floor waste basket and sink strainer (where required).
Jewellery shop Miniplater Ultrasonic washing Precious stone cutting	 Miniplater vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required

Mixed business (minimal hot food)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Mobile cleaning units carpet cleaning garbage bin washing	20 micron filtration system fitted to a mobile unit. Floor waste basket required. Discharge is via grease arrestor (if available).
Motel (no hot food prepared and no laundry facility)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nut shop	Floor waste basket and sink strainer required (see Note 3).
Optical service – retail, glass or plastic cutting and grinding	Baffled settlement tank sized to achieve 1 hour retention.
Pizza reheating for home delivery	Floor waste basket and sink strainer required Housekeeping practices (see Note 4).
Primary Schools (minimal hot food, no boarding) Crafts	Floor waste & sink baskets waste arrestors in the food preparation area. Housekeeping practices (see Note 4). Crafts <200L no pre-treatment Crafts 200L to 1000 L/d Plaster arrestor (see Note 3).
Sandwich shop salad bar, juice bar, coffee shop (no hot food prepared)	Floor waste & sink baskets waste arrestors in the food preparation area (see Note 3). Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil treatment (see Note 2)

Notes:

1. Where "required" is used, it means as required by Council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. All drainage from floors in food preparation areas is required to pass through a floor waste basket.
4. Food preparation activities need to comply with sound housekeeping practices including:
   (a) Floor must be dry swept before washing.
   (b) Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
   (c) Use of a food waste disposal unit is not permitted.

Part 2 - Criteria for approval to discharge liquid trade waste into council's sewerage system

2.1 - Factors for consideration

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. It will be based on the discharge meeting Council's requirements. When determining an application to discharge liquid trade waste to the sewerage system, Council will consider the following factors:

- The potential for the liquid trade waste discharge to impact on public health
- The possible impacts the discharge may pose to the environment (land, water, air, noise, or nuisance factors)
- The potential impacts of the discharge on the health and safety of the Council's employee
- The possible impact of the discharge on Council's sewerage infrastructure or sewage treatment process
- The capability of the sewerage system (both transportation and treatment components) to accept the quality and quantity of the proposed liquid trade waste discharge
- The impact the liquid trade waste will have on the ability of the sewerage scheme to meet EPA licence requirements
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy The potential impacts of the discharge on the quality of, and management practices for, effluent and biosolids produced from the sewage treatment process
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed safeguards if the pre-treatment system fails
- Whether appropriate safeguards are proposed to avoid the discharge of other, non-approved wastes to the sewerage system
- The adequacy of any chemical storage and handling facilities, and the proposed safeguards for preventing the discharge of chemicals to the sewerage system
- Whether prohibited substances are proposed to be discharged
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls
- Waste minimisation and water conservation programs
- The adequacy of the proposed due diligence program and contingency plan, where required.

2.2 - Discharge quality

Council has guideline limits for the acceptance of discharges, as set out in Tables 2, 3 & 4. Council may vary the guideline limits for a particular sewage treatment works. Where the guideline limits cannot be met, applicants are required to provide justification for exceeding the limits. Based on the type and the proposed contaminant levels, Council may refuse the application, or may approve it subject to an effluent improvement program, or other conditions being implemented.

Council may periodically vary its acceptance standards to reflect federal and state government regulatory requirements and Council's reuse requirements for treated effluent and biosolids.

2.3 - Prohibited substances

Some substances are not suitable for discharge to the sewerage system. Table 5 sets out those substances which must not be discharged to the sewerage system. Council may not

grant approval for the discharge of these substances to the sewerage system unless it is specifically approved under section 68 of the *Local Government Act*.

2.4 - Stormwater discharges from open areas

Stormwater is a prohibited discharge under this policy. The ingress of stormwater into the sewerage system can cause operational problems to the system and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Therefore, Council does not generally accept the discharge of stormwater to the sewerage system.

It is recognized that it may not always be possible or practical to prevent all stormwater entering the sewerage system at some liquid trade waste premises. The discharge of limited quantities of first flush stormwater from sealed areas will be considered where roofing cannot be provided because of safety or other important considerations. The discharge from unsealed areas is not permitted.

Before the stormwater will be considered for discharge to the sewerage system, the applicant must provide the following information:

- reasons why the area cannot be fully or partially roofed and bunded to exclude stormwater
- the dimensions and a plan of the open area under consideration
- whether the open area is sealed
- the estimated volume of the stormwater discharge
- information on rain gauging
- where a first-flush system is proposed, details on how the stormwater will be diverted to the drainage system after the first flush is accepted (the first flush to be limited to first 10 mm of storm runoff)
- measures proposed for diverting stormwater away from the liquid trade waste generating area
- report on other stormwater management options considered and why they are not feasible

2.5 - Food waste disposal units

The use of food waste disposal units (also known as in-sinkerators, in-sink food waste disposers, or garbage grinders) is not permitted. Existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor. For existing premises, a food waste disposal charge will be levied based on the number of beds in the hospital or nursing home (refer to section 4.7). If the hospital or nursing home kitchen is refurbished, the food waste disposal unit must be removed.

2.6 - Devices that macerate or pulverise waste

Macerators and any other similar devices that are used for pulverizing of solid waste are not authorized to connect to Council's sewerage system. Solid waste includes, but is not limited to, sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan and urine containers. Council will not accept any discharges from such devices to its sewerage system.

2.7 - Use of additives in pre-treatment systems

Council does not allow solvents, enzymes, bio-additives, and odour control agents to be used in pre-treatment systems (except neutralising chemicals designated for the pre-treatment) except by specific written application and subsequent approval.

Table 2 Guideline limits for acceptance of liquid trade wastes into sewerage system

General acceptance guideline limits	
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment plant (STP).
BOD_5 and Suspended Solids	Normally, approved at 300 mg/L each. Concentration up to 600 mg/L and in some cases higher concentration for low mass loadings may be acceptable if the treatment works has sufficient capacity and odour will not be a problem.
COD	Normally, not to exceed BOD_5 by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. However, the acceptance limit may be reduced depending on available effluent disposal options and will be subject to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil & Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the STP, and 50 mg/L if the Volume is greater than 10%
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.
Radioactive Substances	The discharge must comply with the Radiation Control Act 1990.

Table 3 Guideline limits for acceptance of organic and inorganic compounds into sewerage system

Parameter	Maximum concentration (mg/L)
Acceptance guideline limits for inorganic compounds	
Ammonia (as N)	50
Boron	5
Bromine	5
Chlorine	10
Cyanide	1
Fluoride	20
Nitrogen (total Kjeldahl)	100
Phosphorus (total)	20
Sulphate (as SO_4)	500
Sulphide (as S)	1
Sulphite (as SO_3)	15
Acceptance guideline limits for organic compounds	
Benzene	0.01
Toluene	0.5
Ethylbenzene	1
Xylene	1
Formaldehyde	30
Phenolic compounds (except pentachlorophenol)	5
Petroleum hydrocarbons (non-flammable)*	30
Pesticides general (except organochlorine and organophosphorus)*	0.1
Polynuclear Aromatic Hydrocarbons (PAHs)	5

Table 4 Guideline limits for acceptance of metal wastes into sewerage system

Parameter	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
Acceptance guideline limits for metals		
Aluminum	100	-
Arsenic	1	2
Cadmium	1	6
Chromium*	3	15
Cobalt	5	15
Copper	5	15
Iron	100	-
Lead	1	6
Manganese	10	30
Mercury	0.01	0.05
Molybdenum	5	30
Nickel	3	15
Selenium	1	15
Silver	2#	6
Tin	5	15
Zinc	5	15
Total heavy metals excluding aluminum, iron and manganese	**less than 30 mg/L and subject to total mass loading requirements**	

Where hexavalent chromium (Cr^{6+}) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr^{3+}), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr^{6+}) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.

This limit is applicable to large dischargers. The concentration of silver in photo processing waste where a balancing tank is provided is not to exceed 5 mg/L.

Table 5 Substances prohibited from being discharged into the sewerage system

Prohibited Substances
• organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances • organophosphorus pesticides and/or waste arising from the preparation of these substances • any substances liable to produce noxious or poisonous vapours in the sewerage system • organic solvents and mineral oil • any flammable or explosive substance • discharges from 'Bulk Fuel Depots' • chromate from cooling towers • natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions • roof, rain, surface, seepage or subsoil water, unless specifically permitted under clause137A of the *Local Government (General) Regulation 2005* • solid matter including wet wipes, colostomy bags, sanitary napkins • alkaline hydrolysis process for cremation • any substance assessed as not suitable to be discharged into the sewerage system • waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer *Australian Sewage Quality Management Guidelines June 2012, WSAA* • any other substances listed in a relevant regulation.

Part 3 – Framework for regulation of liquid trade waste

3.1 - Application procedures

To obtain Council's approval to discharge liquid trade waste to Council's sewerage system, a discharger must lodge an application in writing. Application forms are available on Council's website. If a person wishes to discharge liquid trade waste to the sewerage system but is not the owner of the premises, the person must obtain the owner's consent to the application.

The applicant must provide the following information:

- site owner's full name, address, contact telephone number
- address of the business/industry where discharge to the sewerage system will occur
- name of contact person for the premises and telephone contact for the business/industry
- type of process/activity generating the liquid trade waste
- normal hours of business operation
- rate of discharge, including
    - the average per day, maximum per day and per hour, and
    - hours of the day during which discharge will take place
- characteristics of wastes, including
    - nature of source
    - expected maximum and average concentrations of pollutants (Where sampling and testing are required to establish the quality of the liquid trade waste, the testing should be carried out in accordance with the procedures set out in the Standard Methods for the Examination of Water and Wastewater published by the American Public Health Association, American Water Works Association and Water Pollution Control Federation).
- chemicals to be used – supply Material Safety Data Sheets
- details of any proposed pre-treatment facilities, location and site plan. Details should include:
    - pre-treatment process details
    - internal wastewater drainage
    - pump size
    - rising main size, length and profile
    - system operational characteristics
    - operational procedures
    - provisions for sampling and flow measurement, where required
    - proposed connection point to the sewerage system
- flow diagram and hydraulic profile of proposed liquid trade waste pre-treatment facilities
- maintenance schedule for pre-treatment equipment, including contractor's details
- stormwater drainage plan
- measures for prevention of stormwater ingress into the sewerage system
- location, nature and chemical composition of all substances stored/used on site
- justification for disposing of the waste into the sewerage system over other possible options (if any)
- methods of disposal for other wastes that are not discharged to the sewerage system
- any relevant environmental impact assessments
- any additional information as requested by Council

The following information needs to be provided in regard to the discharge of septic tank and pan waste to the sewerage system:

- identification of the pump out service provider
- proposed method of discharge including plans and drawings if appropriate

- details of any proposed facilities for a disposal point, location and site plan (if applicable).
- details should include the proposed connection point to the sewerage system
- security arrangements at the proposed disposal site (if applicable)
- the provision of freshwater for hosing down where needed
- bunding and measures to prevent the ingress of stormwater at the proposed dump point, if applicable
- the use of odour inhibiting or other chemicals, if any, and their dosage rates
- statement that septic effluent will not be mixed with septage or grease trap pump out, i.e. dedicated tankers will be used for each type of waste

Council may, under Section 86 of the *Local Government Act*, request an applicant to provide more information to enable it to determine the application. Failure on the part of the applicant to provide all of the required information may result in the delay or refusal of the application.

3.2 - Approval of applications

Where an application is approved, Council will notify the applicant as soon as practical of the approval and any conditions of the approval. The duration of the approval will be as stated in the approval. In cases where Council requires a discharger to enter into a liquid trade waste services agreement, Council will issue a deferred commencement approval under section 95 of the *Local Government Act* requesting the discharger to do so within the time specified in Council's letter. In such cases, the approval will not be operative until the agreement has been executed by the discharger.

An applicant may make a minor amendment or withdraw an application before it is approved by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with section 107 of the *Local Government Act*.

If an application is refused, Council will notify the applicant of the grounds for refusal. An approval to discharge liquid trade waste to Council's sewer is not transferable. A new application must be lodged and a new approval obtained if there is a change of the approval holder or the activity. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

3.3 - Concurrence of the Department of Industry

If Council supports an application and has a notice stating that concurrence of the Secretary, NSW Department of Industry can be assumed for the waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence with the requirements of section 90(1) of the *Local Government Act*. The Director Water Utilities provides concurrence on behalf of the Secretary, Department of Industry.

Liquid trade waste discharges are divided into four (4) classifications (refer to Figure 1) for the purpose of the concurrence process:

- Concurrence Classification A, B, S – liquid trade waste dischargers for which Council has been authorised to assume concurrence to the approval subject to certain requirements
    - This includes all charging category 1, 2, 2M and 2S applications
- Concurrence Classification C – is for high risk customer that do not fall within Concurrence Classification A, B or S, and therefore require Council to forward the application to the NSW Department of Industry for concurrence. Classification C trade waste customers include businesses that discharge > 20 kL/day and high risk industrial operations such as wineries, powder coaters, dairy and food processing.
    - This includes all charging category 3 applications

Notes: The volume of liquid trade waste must not exceed 5 kL/d except in the case of commercial retail food preparation activities, where up to 16 kL/d is included in this category. If the waste discharged to the sewer exceeds these volumes, the application must be treated as Concurrence Classification B. Discharges over 20 kL/d must be treated as Classification C. The Secretary Department of Industry has granted Wingecarribee Shire Council assumed concurrence for Classifications A, B and S.

3.4 - Liquid trade waste charging categories

For trade waste charging purposes there are also five (5) charging categories, Category 1, 2, 2S, 2M and 3 as described below.

Note: If you have any questions regarding classifications, pre-treatment requirements, charging categories or fees and charges, please contact Councils trade waste officer on 4868 0888.

Charging category 1 dischargers

Category 1 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system. In addition, Category 1 includes dischargers requiring prescribed pre-treatment but with low impact on the sewerage system.

Charging category 1 discharges that are exemption from requiring approval

Table 1 outlines the businesses that are exempt from requiring trade waste approval, however must register with Council as a trade waste discharger and meet the standard requirements specified below. An annual trade waste fee applies to each such discharger. These types of activities will be inspected for compliance once the business begins to operate and may be inspected anytime to confirm they are meeting Council requirements.

Charging category 1 discharges that require approval

Table 6 outlined the businesses that require approval form Council to discharge Trade Waste, and the related pre-treatment requirements.

Table 6 Charging category 1 discharges that require approval

Commercial retail food preparation	Pre-treatment Requirements
Bakery (only bread baked on-site) Bistro (sandwiches, coffee only) Canteen (no hot food) Ice cream parlour (take away only) Take away food outlet (no hot food)	Floor waste & sink baskets waste arrestors in the food preparation area
Boiler blowdown	Cooling pit to reduce wastewater temperature to 38° or below before entering the sewage system
Hotel (laundry no hot food)	Lint screens, internal screen are acceptable
Motel (laundry no restaurant)	Lint screens internal screens are acceptable, floor waste & sink baskets waste arrestors in food preparation area
Nightclub (minimal hot food)	Floor waste & sink baskets waste arrestors in the food preparation area
Potato peeling (small operation)	Basket trap & screens

Other commercial activities	Pre-treatment Requirements
Crafts <200 L/d	Nil
Crafts 200 L to 1000 L/d	Plaster arrestor
Dental surgery (digital X ray)	Amalgam separator, (plaster arrestor if required)
Morgue/holding room	Floor waste & sink baskets waste arrestors
Plants retail (no nursery)	Floor waste & sink baskets waste arrestors in the plant preparation area, No herbicides/pesticides shall be discharged to sewer
Public swimming pool (>55 kL's)	Holding tank, discharge at controlled flow rate
Photographic (tray work/manual development)	Balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorized transporter
Veterinary (were animals are kept or washed, no X-ray)	Floor waste & sink baskets waste arrestors were animals are kept.

Other Industrial Activities	Pre-treatment Requirements
Boiler blowdown	Cooling pit, the pit is to be sized to reduce wastewater tempature to 38° or below before entering the sewage system
Cooling tower bleed off	No treatment, products containing chromate is not permited to dischare to the sewage system
Industrial boilers	Cooling pit, the pit is to be sized to reduce wastewater tempature to 38° or below before entering the sewage system
Laboratory(analytical/pathology/teritary institution	Balance pit/tank sized accordingly to flow rate, minimum capacity 600L. pH correction may be required.
Laundry	Lint screens, internal sreens exceptable, if

	waste water discharge is hirer than 38° a cooling pit is required to be installed, the pit is to be sized to reduce wastewater tempature to 38° or below before entering the sewage system
Secondary schools (no boarding) Canteen with minimual hot food Hospitality class Craft <200 L/d Craft 200 to 1000 L/d Photografic, science laboratory	• floor waste & sink baskets waste arrestor in the food preparation • Minimum 1000 L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area • Nil • Plaster arrestor • Balance tank sized to give a flow retention capacity of 1 hour
Vehicle washing by hand < 5KL's per day	Approved oil/water separator, dry basket arrestor with screens, collection pits minimum 300L's

Charging category 2 dischargers

Category 2 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring pre-treatment equipment and whose effluent is well characterized and have a medium impact on the sewerage system. Table 7 outlines businesses that fall into Category 2 Discharges and each pre-treatment requirement.

Table 7 Charging category 2 dischargers

Commercial retail food preparation	Pre-treatment Requirements
Bakery (pies, sausage rolls) quiches, cakes pastries with creams or custards) Butcher Bistro (hot food) Café/coffee shop/coffee lounge (hot food) Cafeteria (hot food) Canteen (hot food) Commercial kitchen/caterer Doughnut shop Fish shop (cooking on-site) Ice cream parlour (ice cream consumed on-site) Nightclub (hot food) Pizza preparation and cooking on-site Sandwich shop/salad bar (hot food) Take away food outlet (hot food)	Minimum 1000L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area
Fast food outlets • KFC • Hungry Jacks • McDonalds • Red Rooster • Pizza Hut • etc	Minimum 1500L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area
Club, Function Centre, Restaurant, Community hall with commercial kitchen - grease arrestor size depends on number of seats	Up to 69 seats 1000L 70 to 199 seats 1500L 200 to 399 seats 2000L 400 to 599 seats 3000L 600 to 799 seats 4000L 800 to 1000 seats 5000L Floor waste & sink baskets waste arrestor in the food preparation area
Restaurant up to 69 seats (with wok burner)	Minimum 1500L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area
Hospital, Nursing home, Age care, Boarding house/hostel kitchen - grease arrestor size depends on number of beds	• Up to 69 beds 1000L • 70 to 199 beds 1500L • 200 to 399 beds 2000L • 400 to 599 beds 3000L • 600 to 799 beds 4000L • 800 to 1000 beds 5000L Floor waste & sink baskets waste arrestor in the food preparation area

Supermarket - grease arrestor size depends on the number of activities	Butcher 1000L Delicatessen with hot food 1000L with steam over, gas vat 2000L Sea food 1000L Floor waste & sink baskets waste arrestor in the food preparation area, Lint screens
Hotel (hot food, laundry) Motel (hot food with restaurant and laundry)	Minimum 1000L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area, Lint screens, internal screens are acceptable

Other commercial activities	**Pre-treatment Requirements**
Car detailing	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly
Craft activities > 1000 L/d	General purpose pit, minimum capacity 1000L
Dental surgery (wet X-ray, plaster casts)	Plaster arrestor, balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorized transporter
Lawnmower repairs	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly
Mechanical workshop	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly, parts washer
Stone working	Solids settlement pit/silt arrestor minimum size 1000L
Veterinary (with wet X-ray)	Balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorized transporter. Dry basket arrestors in all floor wastes were animals are kept.
Waterless mini-lab	A silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorized transporter

Other industrial activates	**Pre-treatment Requirements**
Auto dismantler	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly
Bus/coach depot wash bay	Approved oil separator, dry basket arrestor with screens & associated pits sized accordingly
Construction & hire equipment maintenance and cleaning	Dry basket arrestor, collection pit or solids settlement pit minimum size 1000L and approved oil/water interceptor/separator
Glass cutting and grinding	Solids settlement pit, sized for a minimum 2 hours detention
Graphic arts	Balance tank or pit or coalescing plate separator or any other approved products. Solvents are not to be discharged to the sewage system. Minimum size to equal the actual volume from 1 hour of washing
Medical centre (with wet X-ray, plaster casts)	Plaster arrestor, Balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter

Panel beating	Dry basket arrestor, collection pit minimum 300L, an approved oil/water interceptor/separator
Primary & Secondary School (boarding) Hospitality class Crafts Photographic, science laboratory	• Minimum 1000L grease arrestor • Minimum 1000L grease arrestor • Floor waste & sink baskets waste arrestor in the food preparation areas • Crafts <200L no pre-treatment • Crafts 200L to 1000 L/d Plaster arrestor • Balance tank sized to give a flow retention capacity of 1 hour
Photographic lab	Balance tank minimum size 200L, silver recovery unit for silver bearing waste or remove all silver bearing waste from the premises by an authorised contractor.
Radiator repairer	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly. Discharge from the spray booth area is not permitted.
Screen printing	Settling tank or pit or coalescing plate separator or any other approved products. Solvents are not to be discharged to the sewage system. Minimum size to equal the actual volume from 1 hour of washing
Service station forecourt	Connection of any discharge from refuelling points at service stations and other premises to LWU sewerage system is prohibited effective from 1st June 2012. When the existing service station, refuelling points undertakes mayor renovations they will be required to disconnect their system from the sewerage system. Any proposed service station or refuelling point application requires to be forwarded to Council's environment section.
Water wash mini-lab	Balance tank minimum 200L, a silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorized transporter
Wet X-ray radiologist	Balance pit/tank minimum 200L, a silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorized transporter

Charging category 2M dischargers

1. Charging category 2M is defined as a property that has more than one charging category (1 or 2) defined trade waste business operating on one property. A Pre-treatment inspection fee will apply to every prescribed pre-treatment device installed on the property (eg grease arrestor, oil separator) see Table 11.

Table 8 Examples of charging category 2M customers

Shopping complexes	Shopping centers
Malls	Hospitals
Technical and further education facility (TAFE).	Multi-complexes

Note: Contact Council's trade waste officer for pre-treatment requirements.

Charging category 2S dischargers

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank or pan content waste into the sewerage system. Examples of charging category 2S customers are outlined in Table 9.

Table 9 Examples of charging category 2S customers

Bus/rail coaches portable toilet waste	Portable toilet waste
Caravan/motor homes toilet waste dump point	Caravan park toilet waste dump points
Septage/sludge from primary septic tank	Effluent from septic holding tank

Category 3 discharger (large or industrial waste dischargers)

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kL/d) of liquid trade waste to the sewerage system. Examples of Category 3 Discharges are outlined in Table 10.

Any Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger, except for shopping complexes malls, institutions, hospitals, technical and further educational facilities, and correctional facilities.

Note: Contact Council's trade waste officer for pre-treatment requirements and parameter acceptance limits.

Table 10 Category 3 discharger (large or industrial waste dischargers)

Food Industries	
Abattoir	Egg processing
Bakery (wholesale)	Pet food processing
Brewery > 2000 kL/d	Plants nursery (open areas)
Cooling towers	Potato processing
Cosmetics/perfumes manufacture	Poultry processing
Dairy processing (milk/cheese/yoghurt/ice cream etc.)	Sale yards
Food processing (cereals/cannery/condiments/ confectionary/edible oils/fats/essence/ flavours/fish/fruit juice/gelatine/honey/meat/pickles/ smallgoods/tea and coffee/vinegar/yeast manufacture etc.),	Seafood processing
	Water treatment backwash
	Soft drink/cordial manufacture
	Starch manufacture
	Sugar refinery
	Tanker washing
	Tip leachate
Fruit and vegetable processing	Transport depot/ terminal
Flour milling	Wholesale meat processing
Glue manufacturer	Winery, wine/spirit bottling.

Industrial Businesses	
Acid pickling	Ink manufacture
Adhesive/latex manufacture	Laboratories (excluding those in Category 2)
Agricultural and veterinary drugs	Liquid wastewater treatment facility (grease trap receival depot and other pump-out waste depot)
Anodising	Metal finishing
Bitumen and tar	Metal processing (refining/rumbling/ non-cyanide heat treatment/phosphating/ photo engraving/printed circuit etching/sheet metal fabrication etc.),
Bottle washing	
Cardboard and carton manufacture	
Carpet manufacture	
Caustic degreasing	Mirrors manufacture
Chemicals manufacture and repackaging	Oil recycling (petrochemical) and refinery
Contaminated site treatment	Paint stripping
Cyanide hardening	Paint manufacture
Detergent/soaps manufacture	Paper manufacture
Drum washing	Pharmaceuticals manufacture
Electroplating	Plaster manufacture
Engine gearbox reconditioning	Powder coating
Extrusion and moulding (plastic/metal)	Printing (newspaper, lithographic)
Feather washing	Sandblasting
Fellmonger	Slipway

Felt manufacture	Tannery
Fertilisers manufacture	Timber processing (joinery and Furniture/plywood/hardwood)
Fibreglass manufacture	Textile manufacture (wool dyeing/ spinning/scouring)
Filter cleaning	
Foundry	Truck washing (internal)
Galvanising	Waxes and polishes
Glass manufacture	

3.5 – Liquid trade waste fees and charges

Council provides sewerage and liquid trade waste services on a commercial basis, with full cost recovery through sewerage and liquid trade waste fees and charges. Council's proposed fees and charges are advertised annually for public comment in its draft Management Plan. In addition to the trade waste fees and charges described below, Council may elect to include any trade waste charges shown in Appendix I of the *Liquid Trade Waste Regulation Guidelines, 2009*.

Refer to Council's website for the full fees and charges.

Table 11 Council's liquid trade waste fees and charges categories that may apply

CHARGING CATEGORY	APPLICATION FEE	ANNUAL NON-RESIDENTIAL SEWERAGE BILL WITH APPROPRIATE SEWER USAGE	ANNUAL TRADE WASTE FEE	RE-INSPECTION FEE (when required)	Multi-complex Prescribed pre-treatment inspection Fee	TRADE WASTE USAGE CHARGE/kL	SEPTIC WASTE DISPOSAL CHARGE	EXCESS MASS CHARGES/kg	NON-COMPLIANCE TRADE WASTE USAGE CHARGE/kL	NON-COMPLIANCE EXCESS MASS/kg and pH CHARGES/kL (if required)	NON-COMPLIANCE PENALTY (if required)
1	Yes[1]	Yes	Yes	Yes	No	No	No	No	Yes[2]	No	Yes
2	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes[2]	No	Yes
2S	Yes	Yes	Yes	Yes	No	No	Yes[3]	No	No	No	Yes
2M	Yes	Yes	Yes	Yes	Yes[4]	Yes	No	No	Yes[2]	No	Yes
3	Yes	Yes	Yes	Yes	No	No	No	Yes	No	Yes	Yes

Notes:

1. Not applicable for dischargers exempted in Table 1.
2. Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment:
3. Only applicable if the discharger has a dump point located at their premises which is connected to the sewerage system
4. This fee applies to every prescribed pre-treatment device installed of the property (eg grease arrestor, oil separator).

3.6 - Application fee

The application fee recovers the cost of administration and technical services provided by Council in processing applications for approval to discharge liquid trade waste to the sewerage system. The application fee will be allocated on the basis of the category into which the discharger is classified and reflects the complexity of processing the application. Application fees will be set annually by Council.

Where the term of an existing liquid trade waste approval expires and no change is required to the conditions of the renewed approval to be issued then no application fee shall be charged. In accordance with s107 of the *Local Government Act 1993* a renewal may only be granted before the original approval lapses or within three months after the approval lapses. After this three month period a new application will be required and the associated application fee will be charged.

An approval to discharge liquid trade waste to council's sewer is not transferable. Where the ownership of the holder of an existing liquid trade waste approval changes, a new approval will be required and a fee shall be charged for the new application.

3.7.1 - Annual trade waste fee

The purpose of this fee is to recover the cost incurred by Council for administration and the scheduled inspections each year to ensure a liquid trade waste discharger's ongoing compliance with the conditions of their approval.

As part of an inspection, Council may undertake monitoring of the liquid trade waste discharges from premises or business. Such monitoring may include but is not limited to, flow measurement and the sampling of the liquid trade waste. Where more than one (1) instance[+] of such monitoring is undertaken by Council in a financial year, the cost involved may be recovered from the discharger.

Annual liquid trade waste fees are determined on the basis of the category of the discharger and are proportionate to the complexity of their inspection and administration requirements. Annual trade waste fees will be set by Council. Where the discharger is required to pay for monitoring this will be charged on the basis of full cost recovery[#].

Note: In view of the adverse impact of waste with a high concentration of oil and grease on Council's sewage transportation system, Council aims to carry out inspections of commercial premises preparing hot food at least four (4) times per annum. Also, if it is not practical for the Council to carry out four inspections per annum, the Council may inspect once or twice/annum and require the discharger to produce evidence that the pre-treatment equipment has been properly serviced between the inspections, eg. pump-out dockets, invoices from a service contractor, etc.

The annual trade waste fee for Category 3 dischargers may be set on a case by case basis depending on the complexity of monitoring required (for charging purposes and other administrative requirements).

3.7.2 - Re-inspection fee

Where non-compliance with the conditions of an approval has been detected and the discharger is required to address these issues, Council will undertake re-inspections to confirm that remedial action has been satisfactorily implemented. Council will impose a fee for each re-inspection. The re-inspection fee will be set annually by Council on the basis of full cost recovery. A re-inspection may include the monitoring of liquid trade waste discharges, the cost of which may be recovered from the discharger.

3.7.3 - Trade waste usage charge

The trade waste usage charge is imposed to recover the additional cost of transporting and treating liquid trade waste from Category 2 dischargers and potentially Category 2M discharges.

Trade Waste Usage Charge ($) = Q x R

Where: Q = Volume (kL) of liquid trade waste discharged to sewer.
R = usage charge per kL

3.7.4 - Excess mass charges

Excess mass charges will apply for substances discharged in excess of the deemed concentrations in domestic sewage shown in Table 9 below. For excess mass charge calculation, equation (1) below will be applied.

Table 12 Deemed concentration of substances in domestic sewage

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (BOD_5)	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO_4)	50

[#] The concentration in the potable water supply to be used if it is higher than 50mg/L.

NB. Substances not listed above are deemed not to be present in domestic sewage.

$$\text{Liquid Trade Waste Excess Mass Charge (\$)} = \frac{(S-D)\times Q\times U}{1{,}000} \qquad (1)$$

Where: S = Concentration (mg/L) of substance in sample.
D = Concentration (mg/L) of substance deemed to be present in domestic sewage.
Q = Volume (kL) of liquid trade waste discharged to the sewerage system.
U = Charging rate ($/kg) for discharge of substance to the sewerage system.

Charging rates (U) used in equation (1) are as shown in Council's Annual Management Plan. With regard to BOD, equation (1) applies for BOD_5 up to 600 mg/L.

Excess mass charges for BOD exceeding 600mg/L

If Council approves the acceptance limits for BOD_5 higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U_e ($/kg) as shown in equation (2). Equation (2) provides a strong incentive for dischargers to reduce the strength of waste. In addition, equation (5) will be used where the discharger has failed to meet their approved BOD limit on two (2) or more instances in a financial year.

U_e is the excess mass charging rate for BOD ($/kg).

$$U_e = 2C \times \frac{(\text{Actual BOD} - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD}-600\text{mg/L})}{(600\text{mg/L})}} \qquad (2)$$

Where C = the charging rate ($/kg) for BOD_5 600mg/L.

Actual BOD = the concentration of BOD_5 as measured in a sample

For example if C = $0.623/kg, equation (2) would result in the following excess mass charging rates:

$0.623/kg for BOD_5 600mg/L

$1.96/kg for BOD_5 1200mg/L

$5.05/kg for BOD_5 2400mg/L

The excess mass charge for BOD is calculated using equation (1):

$$\text{Excess Mass Charge for BOD (\$)} = \frac{(S-D)\times Q\times U_e}{1{,}000}$$

3.7.5 - Food waste disposal charge

Where Council has permitted the use of a food waste disposal unit for an existing hospital, nursing home or other eligible facility, the following additional food waste disposal charge will be payable annually.

Food Waste Disposal Charge ($) = B x UF

Where B = Number of beds in hospital or nursing home.

UF = Annual charging rate ($/bed) for a food waste disposal unit at a hospital or nursing home.

3.7.6 - Non-compliance charges

Category 1, 2 and 2M dischargers

If the discharger has not installed or maintained appropriate pre-treatment equipment, the relevant non-compliance trade waste usage charges will be applied for the relevant billing period.

Category 3 discharger

Non-compliance pH charge

Equation (3) is used for waste with pH being outside the approved range. This equation provides an incentive for dischargers to apply appropriate pH correction so their waste remains within the approved pH limits. Council may require industrial and large dischargers to install and permanently maintain a pH chart recorder or data logger as control of pH is critical to minimising odour and corrosion problems in the sewerage system.

Charging rate for pH where it is outside the approved range for the discharger =
$K \times (\text{actual pH} - \text{approved pH})^{\#} \times 2^{(\text{actual pH} - \text{approved pH})\#}$ (3)

$^{\#}$ absolute value to be used.

K = pH coefficient - The value needs to be adjusted in accordance with changes in the CPI.
Example: Council has approved the pH range 8.0 to 9.0 for a large discharger generating high strength trade waste in order to prevent corrosion and odour problems in the sewerage system.

Case 1: pH measured 7.0
Charging rate ($/kL) = $0.3 \times [7 - 8] \times 2^{[7-8]}$ = $0.60/kL

Case 2: pH measured 11.0
Charging rate ($/kL) = $0.3 \times [11-9] \times 2^{[11-9]}$ = $2.40/kL

Non-compliance excess mass charges

Where a discharge quality fails to comply with the approved concentration limits of substances specified in Council's approval conditions (or the acceptance criterion listed in Council's trade waste policy), Council incurs additional costs in accepting and treating that waste. Council may also face problems with the effluent and biosolids management.

In order to recover Council's costs, equation (4) shall apply for non-compliance excess mass charges, except for BOD where equation (5) shall apply.

$$\text{Non-compliance Excess Mass Charges (\$)} = \frac{(S - A)\, x\, Q\, x\, 2U}{1{,}000} + \frac{(S - D)\, x\, Q\, x\, U}{1{,}000} \quad (4)$$

Where:

S = Concentration (mg/L) of substance in sample.

A = Approved maximum concentration (mg/L) of pollutant as specified in Council's approval (or liquid trade waste policy).

Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance.

U = Excess mass charging rate ($/kg) for discharge of pollutant to sewerage system, as shown in Council's Annual Management Plan.

D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

Non-compliance excess mass charges for BOD

If a discharger has failed to meet the approved maximum concentration of BOD on two or more instances in a financial year, the non-compliance excess mass charging rate for BOD

U_n will be levied on the basis of equation (5):

U_n is the BOD non-compliance excess mass charging rate.

$$U_n = 2C\,x\,\frac{(A-300mg/L)}{600mg/L}\,x1.05^{\frac{(A-600mg/L)}{600mg/L}} + 4C\,x\,\frac{(Actual\ BOD-A)}{600mg/L}\,x1.05^{\frac{(Actual\ BOD-A)}{600mg/L}}$$

(5)

For example, if C = $0.623/kg, BOD_5 actual (measured) level is 2400mg/L and the approved maximum concentration of BOD (A) is 1000mg/L, equation (5) would result in a non-compliance excess mass charging rate of $8.02/kg.

Non-compliance Excess Mass Charge for BOD is calculated using equation (1):

$$\text{Non-compliance Excess Mass Charge (\$)} = \frac{(S-D)\times Q\times U_n}{1{,}000}$$

The non-compliance excess mass charges shown above are in lieu of the excess mass charges.

Note: Council will continue applying the above non-compliance excess mass charge until the quality of discharge complies with Council's approved quality (or the trade waste policy) limits, within the time frame determined by Council for remedying the problem. If the discharger fails to rectify the problem within this time frame, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system and may also be required to pay a 'non-compliance penalty' as indicated in the following section.

3.7.7 - Non-compliance penalty

The non-compliance penalty covers instances where Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharged to the sewerage system. Also included are fines under:

- *Protection of the Environment Operations Act 1997*, section 120(1) (Pollution of any waters by a discharger who fails to comply with the conditions of approval for discharge of liquid trade waste to sewer)
- *Local Government Act, 1993*, section 627 (Failure to comply with an approval), section 628 (Failure to comply with an order). Non-compliance penalties will be pursued by legal action.

3.7.8 - Discharge of stormwater to the sewerage system

The discharge of stormwater, surface and subsoil waters to the sewerage system is

prohibited under this policy. The acceptance of first flush stormwater runoff may be permitted. A charge (adjusted annually based on change in CPI) will be applied to Category 3 dischargers in accordance with the non-compliance trade waste usage charge, if approval is granted to accept the above waters. Excess mass charges will be also applied.

3.7.9 - Septic and pan waste disposal charge

This charge is imposed to recover the cost of accepting and treating septic tank and pan waste.

Septic tank and pan waste disposal charge ($) = Q x S

Where: Q = Volume (kL) of waste discharged to sewer.
S = Charging rate in $/kL for septic tank effluent, septage or chemical toilet waste as indicated in Council's Annual Fees and Charges.

3.7.10 - Responsibility for payment of fees and charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade services provided by Council. This includes property owners of Caravan Parks, etc., if a dump point located at their premises is connected to the sewerage system. Where another party (lessee) leases premises any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.
Council will charge a septic tank and pan waste disposal charge for services it provides to transporters of septic tank and pan waste tankered and discharged to the sewerage system.

All dischargers of liquid trade waste to Council's sewerage system should be aware that they are subject to prosecution and imposition of fines under the *Local Government Act 1993* and the *Protection of the Environment (Operations) Act 1997* and Regulations. In addition to fines, Council may recover costs of damages and fines incurred by Council as a result of an illegal liquid trade waste discharge.

3.8 – Monitoring

Council will carry out inspections of the premises of all liquid trade waste dischargers and their treatment facilities at least once per annum. Inspections of commercial premises preparing hot food may be carried out at least two (2) times per annum. Monitoring of the large and industrial dischargers is to be carried out as specified in the approval conditions.

The applicant may be required to monitor the liquid trade waste discharge as a condition of an approval or agreement. They may also be required to pay for any sampling and testing of liquid trade waste undertaken by Council.

For this purpose, an inspection/sampling point, where the waste can be inspected and sampled, will be specified in the approval and/or agreement. This point will normally be located after the pre-treatment facility. The discharger may need to install a suitable method of flow measurement.

Council may require the discharger to:

- install a permanent primary measurement device
- measure the volume and flow rate using the permanently installed flow measurement system (such as a flow metering system)
- install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume
- provide a system which allows obtaining a flow weighted composite sample.

Testing of samples is to be undertaken by a NATA-registered or other laboratory to ensure reliable and accurate results. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics.

3.9 – Liquid trade waste services agreement

In addition to its approval under the *Local Government Act*, Council may require Category 2S and Category 3 dischargers, and those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) to execute a liquid trade waste services agreement (refer to Attachment 1). The agreement will set out the conditions associated with the discharge and execution of the agreement will be a condition of the approval issued by Council. The conditions will be binding on the applicant and the Council. No discharge is to be made to Council's sewerage system until an agreement or an interim agreement has been executed.
Provision can be made in the agreement for (in addition to Council's approval conditions):

- additional conditions for discharge of liquid trade waste
- cancellation of the agreement and/or order to cease the discharge if the discharger is found to be in breach of the agreement or the liquid trade waste approval or, in the opinion of Council, the waste is adversely affecting the sewerage system or the environment
- entry by Council officers to inspect the liquid trade waste collection, treatment, monitoring and disposal systems
- the applicant to notify Council in advance of any changes that may affect the quality and quantity of the liquid trade waste
- the amount of bond/security to be lodged with Council prior to discharging to the sewerage system.

3.10 – Enforcement of approvals and agreements

Any person who fails to obtain Council's approval to discharge liquid trade waste into the sewerage system, or fails to comply with the conditions of the approval, may be liable to a penalty as provided under the *Local Government Act 1993* (sections 626 to 628 and 634 to 639).

Polluting of any waters by a discharger of liquid trade waste who does not have a Council approval or who fails to comply with the conditions of the approval is an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty notice (ie. an on-the-spot fine) to such a discharger.

Any person who fails to comply with the terms or conditions of a liquid trade waste services agreement (ie. there is a breach of the agreement) will be required to indemnify the Council against any resulting claims, losses or expenses in accordance with section 9 of the agreement. Suspensions may also apply and may include a notice to cease the discharge.

(see the attached sample agreement in Attachment 1)

3.11 – Modification and revocation of approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system in any of the following circumstances:

- if the approval was obtained by fraud, misrepresentation or concealment of facts
- for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the council not to have granted the approval
- for failure to comply with a requirement made by or under the Local Government Act 1993 relating to a condition of the approval
- for failure to comply with a condition of the approval.

3.12 – Prevention of waste water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the *Local Government Act 1993* and its Regulation (refer to Attachment 2) to waste or misuse water.

Dilution of trade waste with water from any non-process source including Council's water supply, bore water, groundwater and/or stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

3.13 – Effluent improvement plans

Where the existing liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an Effluent Improvement Plan setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

3.14 – Due diligence programs and contingency plans

For *Concurrence Classification A,* a discharger is not required to submit either a due diligence program or a contingency plan.

A discharger may be required to submit a due diligence program and a contingency plan for *Concurrence Classification B or Classification S* where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within six (6) months and three (3) months respectively of receiving a liquid trade waste approval.

For *Concurrence Classification C,* a discharger may need to provide a due diligence program and contingency plan to Council within six (6) months and three (3) months respectively of receiving a liquid trade waste approval.

It should be noted that:

1. If the discharger has an accredited environmental management system in place, a due diligence program and contingency plan may not be required. However, proof of accreditation must be provided to Council with the application. The EMP may not include all necessary provisions in regard to trade waste. In such cases Council may require that a suitable due diligence program and contingency plan be developed and submitted to Council.
2. Where Council considers there is potential risk to the sewerage system from a discharge, it may request a due diligence program and contingency plan to be submitted prior to commencing the discharge.

Such plans do not need to be submitted to Crown land and Water. However, Council may forward them to DoI for comment if considered warranted. A copy of Crown land and Waters minimum requirements for due diligence programs and contingency plans can be found at Appendix H of the *Liquid Trade Waste Regulation Guidelines, 2009.*

3.15 Glossary of Terms

Assumed Concurrence: Council has applied to the Department of Industry (Crown Lands and Water) (DOI) and has been granted authorisation to assume concurrence for Classification B and Classification S activities. Council will in most cases no longer be required to forward such applications to DOI for concurrence.

Automatic Assumed Concurrence: Councils have been authorized to assume DOI concurrence for Classification A activities. Such applications may be approved by Council without forwarding the application to DoI for concurrence.

Biochemical Oxygen Demand (BOD_5): The amount of oxygen utilized by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.

Biosolids: Primarily organic solid product produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.

Bunding: Secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.

Chemical Oxygen Demand (COD): A measure of oxygen required to oxidize organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidized compounds have a high COD.

Chemical Toilet: Toilet in which wastes are deposited into a holding tank containing a deodorizing or other chemicals; wastes are stored and must be pumped out (and chemical recharged) periodically.

Commercial Kitchen/Caterer: For the purpose of these Guidelines, a commercial kitchen is a premise that is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition would not apply to a food processing factory supplying pre-prepared meals to an airline company or similar.

Contingency Plan: A set of procedures for responding to an incident that will affect the quality of liquid trade waste discharged to the sewerage system. The plan also encompasses procedures to protect the environment from accidental and unauthorized discharges of liquid trade waste to the stormwater drainage system, and leaks and spillages from stored products and chemicals.

Concurrence: is required before a council may approve an application for the discharge of liquid trade waste to the sewerage system. It is a requirement under section 90(1) of the *Local Government Act* and clause 28 of the *Local Government (General) Regulation 2005* that council obtain the written concurrence from the Secretary (or the Secretary's nominee) prior to approving such waste to be discharged to the council's sewerage system. Such concurrence request is to be provided to Crown land and Water.

Due Diligence Program: A plan that identifies potential health and safety, environmental or other hazards (e.g. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.

Effluent: The liquid discharged following a wastewater treatment process.

Effluent Improvement Plan (EIP): The document required to be submitted by a discharger who is not meeting the acceptance limits for discharge waste quality set down in Council's approval conditions and/or liquid trade waste agreement. The document sets out how the discharger will meet the acceptance limits for the discharge of liquid trade waste to the sewerage system within the agreed timeframe.

Heavy Metals: Metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain. Examples include mercury, chromium, cadmium, arsenic, nickel, lead and zinc.

Housekeeping: is a general term, which covers all waste minimisation activities connected with the way in which operations within the premises are carried out.

Industrial Discharges: Industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes.

Local Government Regulation: *Local Government (General) Regulation 2005* under the *Local Government Act 1993*.

Liquid Trade Waste: Liquid trade waste means all liquid waste other than sewage of a domestic nature.

Mandatory Concurrence: For the liquid waste in Classification C, Councils will need to obtain concurrence for each discharger. DoI provides concurrence on behalf of the Secretary, Department of Industry.

Methylene Blue Active Substances (MBAS): These are anionic surfactants (see Surfactants definition) and are called MBAS as their presence and concentration is detected by measuring the colour change in a standard solution of methylene blue dye.

Minimal Pre-treatment: For the purpose of this Policy includes sink strainers, basket arrestors for sink and floor waste, plaster arrestors and fixed or removable screens.

NSW Department of Industry (DoI) (Crown land and Water): DoI has been established in accordance with the Administrative Arrangements (Administrative Changes-Public Service Agencies) Order 2015 from 1 July 2015. All trade waste matters (application for concurrence and policies for consent) should be provided to Crown land and Water.

Open Area: Any unroofed process, storage, washing or transport area potentially contaminated with rainwater and substances which may adversely affect the sewerage system or the environment.

Pan: For the purpose of this Policy "pan" means any moveable receptacle kept in a closet and used for the reception of human waste.

pH: A measure of acidity or alkalinity of an aqueous solution, expressed as the logarithm of the reciprocal of the hydrogen ion (H^+) activity in moles per litre at a given temperature; pH 7 is neutral, below 7 is acidic and above 7 is alkaline.

Premises: Has the same meaning as defined in the Local Government Act Dictionary and includes any of the following:

(a) a building of any description or any part of it and the appurtenances to it

(b) land, whether built on or not

(c) a shed or other structure

(d) a tent

(e) a van

Prescribed Pre-treatment Equipment is defined as standard non-complex equipment used for pre-treatment of liquid trade waste, eg. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit (refer to Table 7 of Liquid Trade Waste Regulation Guidelines, 2009).

Primary Measurement Device: A device such as a gauging pit, weir tank or flume installed in the liquid trade waste discharge line suitable for installation of instrumentation for flow measurement. In cases of commercial flows this can mean a removable section of pipe (in the fresh water supply to the trade waste area) and the installation of a check meter.

Secretary: Secretary means the Head of the NSW Department of Industry.

Septage: Material pumped out from a septic tank during dislodging; contains partly decomposed solids, scum, sludge and liquid.

Septic Tank: Wastewater treatment device that provides a preliminary form of treatment for wastewater, comprising sedimentation of settleable solids, flotation of oils and fats, and anaerobic digestion of sludge.

Septic Tank Effluent: The liquid discharged from a septic tank after treatment.

Sewage Management Facility: A human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.

Sewage of a Domestic Nature: Includes human faecal matter, urine and waste water associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.

Sewerage System: The network of sewage collection, transportation, treatment and by-products (effluent and bio-solids) management facilities.

Sullage: Domestic wastewater excluding toilet waste.

Surfactants: The key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants. Anionic surfactants react with a chemical called methylene blue to form a blue-chloroform-soluble complex; the intensity of colour is proportional to concentration.

Suspended Solids (SS): The insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter. Previously also referred to as non-filterable residue (NFR).

Total Dissolved Solids (TDS): The total amount of dissolved material in the water.

Waste Minimisation: Procedures and processes implemented by industry and business to modify, change, alter or substitute work practices and products that will result in a reduction in the volume and/or strength of waste discharged to sewer

Attachment 1

Liquid Trade Waste Services Agreement

Between [Council] and [Applicant]

Liquid Trade Waste Services Agreement

Between

1. The Council

and

2. The Applicant

Recitals

A. The Council is the owner and operator of a sewerage system within the _____ area.

B. The Applicant has made application to the Council to discharge liquid trade waste from the Premises into the Council's sewerage system.

C. The application has been approved by the Council on certain conditions ("the Approval"), including the condition that the Council and the Applicant enter into this Agreement.

D. The Secretary of the Department of Industry has concurred in the Approval in accordance with clause 28 of the *Local Government (General) Regulation 2005*.

E. The Approval does not operate until this Agreement has been executed by both parties.

F. The parties enter this Agreement in consideration of the mutual promises contained herein.

1. Definitions and interpretation

1.1 In this Agreement, unless the context otherwise requires:

"Act" means the *Local Government Act 1993* (NSW).

"Annexure" means the annexure to this Agreement.

"Annual Management Plan" means the annual management plan of the Council, as adopted by the Council from time to time.

"Applicant" means the entity named as such in the Annexure.

"Approval" means the approval described in Recital C.

"Council" means the council named as such in the Annexure.

"Liquid Trade Waste Services" mean the making available by the Council of its sewerage system for connection to the Premises, for the purpose of discharge by the Applicant of its liquid trade waste.

"Premises" means the premises described in the Annexure.

1.2 Unless the context otherwise requires:

(a) A reference to this Agreement is a reference to this Agreement, including the Annexure, as amended from time to time in accordance with its terms

(b) A reference to the discharge of liquid trade waste means the discharge of liquid trade waste by the Applicant from the Premises to the Council's sewerage system

(c) A reference to any legislation is a reference to such legislation as amended from time to time

(d) Where the Applicant is comprised of more than one person, each obligation of the Applicant will bind those persons jointly and severally and will be enforceable against them jointly and severally.

2. Liquid Trade Waste Services

The Council will provide the Liquid Trade Waste Services to the Applicant on the terms of this Agreement.

3. Additional conditions for discharge of liquid trade waste

3.1 The Applicant may discharge liquid trade waste to the Council's sewerage system in accordance with the Approval and subject to this Agreement.

3.2 The Applicant must comply with all applicable Acts, regulations, by laws, proclamations and orders and with any lawful direction or order given by or for the Council or any other competent authority.

3.3 The Applicant must not discharge liquid trade waste contrary to this Agreement or the Approval or in any manner which may have an adverse effect on any person or property (including the sewerage system and the ecological system in the waters, land or area receiving sewage treatment works effluent or biosolids), or which may cause the Council to be in breach of any applicable Act, regulation, by law, proclamation or order or of any lawful direction given by or for any competent authority.

3.4 The Applicant must at its own cost monitor its discharges in accordance with the requirements set out in the Approval and must maintain records of such monitoring for inspection by the Council for such period as may be specified in the Approval.

3.5 The Council will carry out routine sampling and testing of the waste stream.

3.6 Where any flow-metering device is installed, the Applicant must at its own cost cause the device to be calibrated at least annually by a person or company approved by the Council. The Applicant must obtain a calibration certificate and provide a copy of the certificate to the Council within one month of receiving it.

3.7 If the Applicant is required to cease discharging liquid trade waste for any period, then the Applicant must cease discharging such waste for the period specified. Where the Applicant ceases to discharge waste in the circumstances prescribed in clause 3.7, the Council may, at its discretion, elect to refund part of the annual trade waste fee on a pro rata basis, calculated according to the period of suspension.

3.8 If this Agreement is terminated, the Applicant must immediately cease to discharge liquid trade waste.

4. Fees and charges

4.1 In accordance with the *Local Government Act 1993*, Council will levy all water supply, sewerage and liquid trade waste fees and charges on the owner of the property.

4.2 In consideration of provision of the Liquid Trade Waste Services, the fees and charges as specified in the Council's Operational Plan and notified by Council to the owner and the Applicant must be paid to the Council, including fees for sampling and testing by Council in accordance with the Approval.

4.3 Fees and charges payable will include both non-residential sewerage charges and liquid trade waste fees and charges.

4.4 All monies payable to the Council must be paid within the time specified in the notice of charge.

5. Term

5.1 This Agreement will commence from the date it is signed on behalf of the Council, and will continue until the Applicant's Approval is revoked or the Applicant permanently ceases to discharge liquid trade waste pursuant to the Approval,

whichever is the earlier. Upon such revocation or permanent cessation of the approved activity this Agreement shall automatically terminate by operation of this clause.

5.2 Termination of this Agreement is without prejudice to any accrued rights or obligations of either Party.

6. Powers of the Council

6.1 The Council may enter the Premises at a reasonable hour in the daytime or at any hour during which business is in progress or is usually carried on at the Premises for the purpose of conducting any inspection, examination, testing, monitoring or sampling to determine whether the Applicant is complying with the conditions of this Agreement.

6.2 The Applicant acknowledges that the Council has statutory powers available to it under the *Local Government Act 1993* and other Acts to issue orders and directions to the Applicant in relation to the discharge of liquid trade waste. The Applicant undertakes to comply with each such order or direction that may be notified by the Council to the Applicant within the time specified for compliance in that order or direction.

6.3 The Applicant releases the Council from any liability to the Applicant for any loss or damage due to the disruption of the Applicant's business arising out of the exercise of Council's rights pursuant to this clause.

7. Information supplied by the Applicant

7.1 The Applicant warrants that all information in its application for approval is true, complete and accurate to the best of its knowledge.

7.2 The Applicant must immediately notify the Council in writing of any error or omission in that information or any change to the information of which the Applicant becomes aware.

7.3 The Applicant must not provide any false or misleading information to the Council.

8. Indemnity

8.1 The Applicant indemnifies the Council from and against any claims, losses or expense (including legal costs on a solicitor and client basis) which the Council pays, suffers, incurs or is liable for as a result of:

(a) any unlawful, negligent, reckless or deliberately wrongful act or omission of the Applicant or its personnel or agents in connection with the discharge of liquid trade waste, including (without limitation) such acts or omissions which cause damage to property, personal injury or death

(b) a breach of this Agreement by the Applicant.

8.2 The Applicant's liability to indemnify the Council shall be reduced proportionally to the extent that any unlawful, negligent, reckless or deliberately wrongful act or omission of the Council caused or contributed to the liability or loss.

9. Insurance

The Applicant must effect and maintain for the term of this Agreement a public risk policy of insurance in the minimum of the sum specified in the Annexure and must, upon request by the Council, produce evidence of such insurance to the Council.

10. Bond

The Applicant must pay to the Council a bond in the sum specified in the Annexure.

10.1 The Council may at any time and without prior notice to the Applicant have recourse to the bond for the recovery of any sum due and owing by the Applicant to the Council.

10.2 Where the applicant fails to cease discharging trade waste as prescribed in clause 3.7, the Council may require the applicant to forfeit 50% of the bond.

10.3 The Council must return the bond to the Applicant, less any amount deducted by the Council under this clause, upon termination of this Agreement.

11. No assignment

The Applicant may not assign or otherwise transfer its rights and/or obligations under this Agreement.

12. Notices

12.1 A notice under this Agreement must be:

(a) in writing, directed to the representative of the other party as specified in the Annexure

(b) forwarded to the address, facsimile number or the email address of that representative as specified in the Annexure or the address last notified by the intended recipient to the sender.

12.2 A notice under this Agreement will be deemed to be served:

(a) in the case of delivery in person - when delivered to the recipient's address for service and a signature received as evidence of delivery

(b) in the case of delivery by post - within three business days of posting

(c) in the case of delivery by facsimile – at the time of dispatch if the sender receives a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the recipient

(d) in the case of delivery by email, on receipt of confirmation by the recipient that the recipient has received the email.

12.3 Notwithstanding the preceding clause 12.2, if delivery or receipt of a communication is on a day which is not a business day in the place to which the communication is sent or is later than 5 pm (local time in that place) it will be deemed to have been duly given or made at 9 am (local time at that place) on the next business day in that place.

13. Variation

13.1 If the Applicant's Approval to discharge liquid trade waste from the Premises is varied, this Agreement shall be deemed to be varied in accordance with the variation made to that approval or to the fees, by operation of this clause.

13.2 In addition to automatic variation under clause 13.1, this Agreement may be varied by written agreement of the parties, provided that a variation to this Agreement that is inconsistent with:

(a) the Approval, including rights granted under, and conditions attached to, the Approval

(b) any applicable legislation; or

(c) Council's Annual Management Plan in respect of applicable fees and charges, shall have no force or effect.

14. Severability

If any part of this Agreement is prohibited, void, voidable, illegal or unenforceable, then that part is severed from this Agreement but without affecting the continued operation, so far as possible, of the remainder of this Agreement.

15. Applicable law

15.1 This Agreement is governed by, and must be construed in accordance with, the laws in force in the State of New South Wales.

15.2 Each party submits to the exclusive jurisdiction of the courts exercising jurisdiction in the State of New South Wales and the courts of appeal there from.

16. Rights cumulative

The rights and remedies provided under this Agreement are in addition to, and not exclusive of, any other rights or remedies provided by law.

Executed as an agreement

Execution by the Council: (Corporate Seal)

THE COMMON SEAL OF

…….. was affixed this

…….day of …….…….. 20…….

in the presence of:

……

General Manager ……..

[signature of General Manager]

and

……

[print name of witness]

Executed by the Applicant (corporate entity):

……

……

[signature of witness]

The **COMMON SEAL** of……..

……PTY LIMITED

was affixed this ……day of

……20….. in the

presence of:

…… ……

[name of Director] [signature of Director]

…… ……

[name of Director/Secretary] [signature of Director/Secretary]

Executed by the Applicant (individual):

Signed by: ……..

[name of Applicant] ……..

This……day of……..20….. [signature of Applicant]

in the presence of:

…….. ……

[print name of witness] [signature of witness]

Annexure

A. The Council

1. Full Name of Council _____
2. ABN _____
3. Address _____

   _____
4. Telephone _____
5. Emergency Contact _____

   Telephone _____

B. The Applicant

1. Full Name of Applicant

   _____
2. ABN _____
3. Business or Trading Name

   _____
4. Address _____

   _____
5. Telephone _____
6. Emergency Contact _____

   Telephone _____

C. The Premises

1. Lot and DP Number: Lot(S) _____ DP _____
2. Location _____

   _____
3. Description _____
4. Nature of Business _____

D. Notices

Applicant's Representative _____

Postal Address _____

_____

Facsimile _____

Email _____

Council's Representative _____

Postal address _____

_____

Facsimile _____

Email address _____

E. PUBLIC LIABILITY INSURANCE

Minimum cover: $_____

F. BOND $_____

Attachment 2

Provisions in the *Local Government (General) Regulation 2005* in regard to acceptance of liquid trade waste into the sewerage system

Clause 25 Matters to accompany applications relating to discharge into sewers

An application for approval to discharge trade waste into a sewer under the control of a Council or that connects with such a sewer must be accompanied by the information required by Table 1 to the Liquid Trade Waste Management Guidelines[#].

Clause 28 Approval to discharge waste into sewers: concurrence required

A council must not grant an approval under section 68 of the Act to discharge trade waste (whether treated or not) into a sewer of the council unless the Secretary of the Department Industry has concurred with the approval.

Note: Section 90 (2) of the Act permits any person or authority whose concurrence is required before an approval can be granted to give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

Clause 32 Disposal of trade waste

(1) An approval to dispose of trade waste into a sewer of the council is subject to such conditions (if any) as the council specifies in the approval.

(2) In imposing any such conditions, the council is to have regard to the matter set out in Table 5 to the Liquid Trade Waste Management Guidelines.

Clause 137A Substances prohibited from being discharged into public sewers

(1) For the purposes of section 638 of the Act (Discharge of prohibited matter into sewer or drain), roof, rain, surface, seepage or ground water is prescribed as prohibited matter.

(2) This clause does not apply in relation to:

(a) a discharge that is specifically approved under section 68 of the Act, or

(b) a discharge into a public drain or a gutter of a council, or

(c) a discharge in an area of operations within the meaning of the Sydney Water Act 1994 or the Hunter Water Act 1991

143 Inspection of pipes and drains and measurement of water and sewage

(1) The council may, at any reasonable time:

(a) inspect any service pipe connected to a water main, and

(c) inspect any drain connected to a sewer main, and

(d) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises,

(d) and measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
(e) inspect any pre-treatment devices connected to the council's sewerage system.

(2) The occupier of the relevant premises must provide to the council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.

(3) In this clause, "pre-treatment device" means any device used to reduce or eliminate contaminants *in trade waste, or to alter the waste's nature, before it is discharged into a sewer.*

Clause 159 Prevention of waste and misuse of water

The owner, occupier or manager of premises to which water is supplied by the council must:

(a) prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises

(b) take any other action that is reasonable to prevent waste and misuse of water.

[#] "Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Industry, as in force from time to time. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Regulation Guidelines, April 2009*.

* From 27 July 2009 a reference to the Secretary of the Department of Industry is to be construed as a reference to the Secretary, NSW Department of Industry.

SCHEDULE 12 - Penalty notice offences

Offences under the *Local Government Act 1993*	Penalty Units
Section 626 (3)-carry out without prior approval of Council an activity specified in item 4 of Part C (Management of waste) of the Table Section 68	20
Section 627 (3)-having obtained the Council's approval to the carrying out of an activity specified in item 4 of Part C (Management of waste) of the Table to Section 68, carry out the activity otherwise than in accordance with the terms of that approval.	20

Approved By:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)

- NSW State Authority name change from (DECCW) to Department of Industry.
- Update Management Guidelines to current *Australian Sewage Quality Management Guidelines June 2012, WSAA.*
- Format Trade Waste Policy with the aim of making the policy user friendly.
- As day care centres and primary schools are low risk to the Shire sewerage system, they have been added to the exempt list that does not require approval.