



| | |
|-----------------------------|--------------------------------------|
| Policy Title | Liquid Trade Waste Policy |
| Policy Category | Public |
| Number & Version | SVC-ENG-PO-035-01 |
| Policy Owner | Manager Utilities and Waste Business |
| Approval by | Council |
| Effective date | |
| Date for review | July 2021 |

Any reference in this document to the former Director General of the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS) in relation to the concurrence authority will now be construed as the Secretary of the NSW Department of Planning, Industry and Environment, Skills and Regional Development (NSW Department of Planning, Industry and Environment).

All trade waste matters/applications for concurrence and policies for concurrence need to be provided to Department of Planning, Industry and Environment (a separate departmental office within the NSW Department of Planning, Industry and Environment).

Contents

| | |
|---|----|
| Policy Statement..... | 4 |
| Definitions | 5 |
| What is liquid trade waste?..... | 9 |
| Objectives | 10 |
| Scope of this Policy | 10 |
| 1 Part 1 – Exemptions | 11 |
| 2 Part 2 – Criteria for approval to discharge liquid trade waste into council's wastewater system | 13 |
| 2.1 Factors for consideration | 13 |
| 2.2 Discharge quality..... | 14 |
| 2.3 Prohibited substances..... | 14 |
| 2.4 Stormwater discharges from open areas | 14 |
| 2.5 Food waste disposal units..... | 15 |
| 2.6 Devices that macerate or pulverise waste | 15 |
| 2.7 Liquefaction of Solid Waste | 15 |
| 2.8 Use of additives in pre-treatment systems..... | 15 |
| 2.9 Discharge from service station forecourts and other refuelling points..... | 15 |
| 2.10 Discharge of disposable waste products including those marketed as flushable..... | 16 |
| 2.11 Discharge from float tanks | 16 |
| 3 Part 3 – Framework for regulation of liquid trade waste | 21 |
| 3.1 The NSW framework for regulation of wastewater and trade waste | 21 |
| 3.2 Alignment with the national framework for wastewater source management..... | 22 |
| 3.3 Application Procedures | 23 |
| 3.4 Approval of applications | 24 |
| 3.5 Concurrence..... | 25 |
| 3.6 Liquid trade waste charging categories | 27 |
| Category 1 Discharger | 28 |
| 3.7 Liquid trade waste fees and charges | 30 |
| 3.7.1 Application fee | 30 |
| 3.7.2 Trade waste agreement amendment fee..... | 30 |
| 3.7.3 Annual trade waste fee | 30 |
| 3.7.4 Inspection fee | 31 |



| | | |
|--|--|----|
| 3.7.5 | Trade waste usage charge | 31 |
| 3.7.6 | Excess mass charges | 32 |
| 3.7.7 | Food waste disposal charge | 33 |
| 3.7.8 | Non-compliance charges | 34 |
| 3.7.9 | Non-compliance penalty | 36 |
| 3.7.10 | Discharge of stormwater to the wastewater system | 36 |
| 3.7.11 | Septic and pan waste disposal charge | 36 |
| 3.7.12 | Responsibility for payment of fees and charges | 36 |
| 3.8 | Monitoring | 37 |
| 3.9 | Liquid trade waste services agreement | 38 |
| 3.10 | Enforcement of approvals and agreements | 39 |
| 3.11 | Modification and revocation of approvals | 39 |
| 3.12 | Prevention of waste of water | 39 |
| 3.13 | Effluent improvement plans | 39 |
| 3.14 | Due diligence programs and contingency plans | 40 |
| Attachment 1 | | 41 |
| Sample Liquid Trade Waste Services Agreement | | 41 |
| Attachment 2 | | 48 |
| ASSOCIATED LEGISLATION | | 50 |
| ASSOCIATED COUNCIL DOCUMENTS | | 50 |

Tables

| | | |
|----------|---|----|
| Table 1: | Exemptions | 11 |
| Table 2: | Guideline limits for acceptance of liquid trade wastes into wastewater system | 17 |
| Table 3: | Substances prohibited from being discharged into the wastewater system | 20 |
| Table 4: | Liquid trade waste discharges with automatic assumed concurrence | 25 |
| Table 5: | Deemed concentration of substances in domestic wastewater | 32 |
| Table 6: | Summary of trade waste fees and charges | 37 |

Figures

| | | |
|-----------|---|----|
| Figure 1: | Charging categories for trade waste | 27 |
|-----------|---|----|



Policy Statement

This policy sets out how council will regulate wastewater and trade waste discharges to its wastewater system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste (section 3.1 on page 21). The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's wastewater system and the levying of commercial wastewater 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 wastewater system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

Wastewater systems are generally designed to cater for waste from domestic sources that are essentially of predictable strength and quality. Council **may** accept trade waste into its wastewater system as a **service** to businesses and industry.

Liquid trade wastes may exert much greater demands on wastewater systems than domestic wastewater and, if uncontrolled, can pose serious problems to public health, worker safety, Council's wastewater system and the environment.

Impacts of poor liquid trade waste regulation include:

- Grease, oil, solid material, if not removed on-site, can cause wastewater chokes and blockages and the discharge of untreated wastewater to the environment.
- Strong waste may cause wastewater odour problems and corrosion of wastewater mains, pumping stations and wastewater treatment works.

A person wishing to discharge liquid trade waste to the wastewater system must, under section 68 of the *Local Government Act 1993*, obtain prior approval from Council. Discharging liquid trade waste without an approval is an offence under section 626 of the Act.

The procedure for approval is governed by Chapter 7 of the Local Government Act and is subject to the *Local Government (General) Regulation 2005*.

Under clause 28 of the Local Government (General) Regulation, a council must not grant an approval under section 68 of the Act to discharge trade waste (whether treated or not) into a wastewater system of the council unless the Secretary, NSW Department of Planning, Industry and Environment has concurred with the approval.

Under section 90 (2) of the Local Government Act, the Secretary, NSW Department of Planning, Industry and Environment may give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).



Definitions

Assumed Concurrence: Council may apply to the Secretary, NSW Department of Planning, Industry and Environment for authorisation to assume concurrence for Classification B or Classification S activities. Requests for assumed concurrence need to be forwarded to the Department of Planning, Industry and Environment. If granted, Council will no longer need to forward such applications for concurrence.

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

Bilge Water: minor amounts of water collecting in the bilge of a vessel from spray, rain, seepage, spillage and boat movements. Bilge water may be contaminated with oil, grease, petroleum products and saltwater.

Biochemical Oxygen Demand (BOD₅): The amount of oxygen utilised 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 wastewater processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or wastewater 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 oxidise organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidised 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.

Concurrence is required before a council may approve an application for the discharge of liquid trade waste to the wastewater 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 of the Secretary, NSW Department of Planning, Industry and Environment prior to approving such waste to be discharged to the council's wastewater system. The Director Water Utilities provides concurrence on behalf of the Secretary, NSW Department of Planning, Industry and Environment.

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



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 wastewater system within the agreed timeframe.

Galley Waste: In this Policy, a liquid waste from a kitchen or a food preparation area of a vessel; solid wastes are excluded.

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 wastewater of a domestic nature.

Mandatory Concurrence: For the liquid waste in Classification C, councils will need to obtain concurrence for each discharger. The Director Water Utilities provides concurrence on behalf of the Secretary, NSW Department of Planning, Industry and Environment.

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.

National Framework for Wastewater Source Management: refer to section 3.2

NSW Framework for Regulation of Sewerage and Trade Waste: refer to section 3.1

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

PFAS—a group of manufactured chemicals containing a component with multiple fluorine atoms, with many specialty applications. Examples are perfluorooctane sulfonate (PFOS) and perfluorooctanoic



acid (PFOA). They are used in a range of products such as textiles, leather, cosmetics, non-stick coatings in cookware, food packaging, and in some types of fire-fighting foam. These chemicals take a long time to break down in humans and the environment and their persistence and bioaccumulation potential pose concerns for the environment and human health.

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 swimming pool
- (f) a ship or vessel of any description (including a houseboat)
- (g) a van.

Prescribed Pre-treatment Equipment is defined as standard non-complex equipment used for pre-treatment of liquid trade waste, e.g. 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.

Septage: Material pumped out from a septic tank during desludging; contains partly decomposed 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: Refer Wastewater of a domestic nature.

Sewage Treatment Plant (STP): Refer Wastewater Treatment Plant (WWTP).

Sewer: Underground pipes for the transport of wastewater. See also Wastewater System.

Sewerage: Refer Wastewater System.

Ship-to-Shore Pump-out: Liquid waste from a vessel that may be considered for disposal to the wastewater system. This includes on-board toilet wastes, galley wastes and dry dock cleaning waste from maintenance activities.

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-filtrable 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 the wastewater system.

Wastewater: Any water that has been contaminated by human use. Wastewater is used water from any combination of domestic, industrial, commercial or other activity or source that has been contaminated by human use or water that has mixed with or entered the wastewater system.

Wastewater Management Facility: A human waste storage facility or a waste treatment device intended to process wastewater and includes a drain connected to such a facility or device, see also Wastewater Treatment Plant (WWTP).

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

Wastewater System: The network of wastewater collection, transportation, pumping, treatment and by-products (effluent and biosolids) management facilities.

Wastewater Treatment Plant (WWTP): A human waste storage facility or a waste treatment device intended to process wastewater and includes a drain connected to such a facility or device.

What is liquid trade waste?

Liquid trade waste is defined in the *Local Government (General) Regulation 2005* as below:

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

Liquid trade waste discharges to the wastewater system include liquid wastes from:

- business/commercial premises (eg. 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 (eg. 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 marine pump-out facilities and established sites for the discharge of pan content from mobile homes/caravans to the wastewater system.
- any other waste tankered to the wastewater facilities, such as commercial or industrial waste from areas that are not reticulated with wastewater collection systems.

While septic tank, pan and ship-to-shore pump-out 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 wastewater system. Accordingly, specific references to these wastes are provided in this policy where necessary.

Liquid trade waste excludes:

- toilet, hand wash basin*, shower and bath wastes derived from all the premises and activities mentioned above
- wastewater from residential toilets, kitchens, bathrooms or laundries (ie. domestic wastewater)
- wastewater from common laundry facilities in caravan parks (discharges from common kitchen facilities in caravan parks are liquid trade waste).
- residential swimming pool backwash.

* Used for personal hygiene only



Objectives

The objectives¹ of this policy are:

- to protect public health
- to protect the health and safety of Council employees
- to protect the environment from the discharge of waste that may have a detrimental effect
- to protect Council assets from damage
- to assist Council to meet its statutory obligations
- to provide an environmentally responsible liquid trade waste service to the non-residential sector
- to encourage waste minimisation and cleaner production in the commercial and industrial sectors
- to promote water conservation, water recycling and biosolids reuse
- to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- to provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the wastewater system and the design of augmentations or new wastewater systems
- to ensure commercial provision of services and full cost recovery through appropriate wastewater and liquid trade waste fees and charges.

Scope of this Policy

This policy comprises three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's wastewater system.
- Part 2 specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval.
- Part 3 specifies the framework for regulation of liquid trade waste, including the NSW Framework for Regulation of Sewerage and Trade Waste, alignment with the *National Framework for Wastewater Source Management*, application procedures, liquid trade waste discharge categories, liquid trade waste service agreements, monitoring of liquid trade waste discharges, liquid trade waste fees and charges, modification or revocation of approvals, prevention of waste of water and contaminated stormwater discharges from open areas.

¹ The above objectives are consistent with the *National Framework for Sewage Quality Management* on page 17 of the *Australian Sewage Quality Management Guidelines, June 2012*, Water Services Association of Australia (WSAA).

1 Part 1 – Exemptions

Council Exemptions*

For obtaining approval of liquid trade waste discharge

Table 1: Exemptions

| Activity-generating waste | Requirements |
|--|--|
| Beautician | Solvents not to be discharged to wastewater system |
| Bed and Breakfast (not more than 10 persons including proprietor) | Sink strainers in food preparation areas Housekeeping practices (see Note 4) |
| Cooling tower < 500 L/h | No chromium-based products to be discharged to wastewater system |
| Crafts ceramic, pottery, etc. (including hobby clubs)—flows < 200 L/d | Nil |
| Crafts ceramic, pottery, etc. (including hobby clubs)—flows 200–1,000 L/d | Plaster arrestor required |
| Day care centre (no hot food prepared) | Sink strainers in food preparation areas Housekeeping practices (see Note 4) Nappies, wet wipes are not to be flushed down the toilet |
| Delicatessen (no hot food prepared) | Sink strainers in food preparation areas Housekeeping practices (see Note 4) |
| Dental technician | Plaster arrestor required |
| Doctor's surgery/medical centre/physiotherapy (plaster casts) | Plaster arrestor required, if Plaster of Paris casts are used |
| Dog/cat grooming/animal wash only | Dry basket arrestor for floor waste and sink strainer required (see Note 3) Animal litter and any disposable waste products must not be discharged to the wastewater system Organophosphorus pesticides are prohibited to be discharged to wastewater system |
| Florist | Dry basket arrestor for floor and sink strainer required Herbicides/pesticides are not permitted to be discharged to wastewater system |
| Fruit and vegetable—retail | Dry basket arrestor for floor and sink strainer required (see Note 3) |
| Hairdressing | Dry basket arrestor for floor and sink strainer |
| Jewellery shop —miniplate —ultrasonic washing —precious stone cutting | Miniplate vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1,000 L/d plaster arrestor required > 1,000 L/d general-purpose pit required |
| Mixed business (minimal hot food) | Dry basket arrestor for floor 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 Dry basket arrestor for floor is required. Discharge via grease arrestor (if available) |
| Motel (no hot food prepared and no laundry facility) | Dry basket arrestor for floor and sink strainer required (see Note 3) Housekeeping practices (see Note 4) |
| Nut shop | Dry basket arrestor for floor and sink strainer required (see Note 3) |
| Optical service—retail | Solids settlement tank/pit required |
| Pet shop—retail | Dry basket arrestor for floor and sink strainer required (see Note 2) Animal litter and any disposable waste products must not be discharged to wastewater system Organophosphorus pesticides are prohibited to be discharged to wastewater system |
| Pizza reheating for home delivery | Housekeeping practices (see Note 4) |
| Venetian blind cleaning | Nil (see Note 2) |

Notes:

1. Where the term "required" is used, it means as required by Council.
2. If activity is conducted outdoors, the work area must be roofed and bunded to prevent stormwater ingress into the wastewater system.
3. Basket arrestors must be provided for all floor waste outlets in food preparation areas.
4. Use of a food waste disposal units (garbage grinders) and/or food waste processing units (food digestors, composters, etc.) is not permitted. Food preparation activities need to comply with sound housekeeping practices including:
 - (a) Dry sweeping floors before washing.
 - (b) Scraping all utensils, plates, bowls etc. into a waste bin before washing up.

2 Part 2 – Criteria for approval to discharge liquid trade waste into council's wastewater system

2.1 Factors for consideration

Council's decision to accept liquid trade waste into its wastewater system is on the basis of a preventive risk management framework for managing risks to the wastewater system within an integrated water cycle management² context. It will be based on the discharge meeting Council's requirements³. When determining an application to discharge liquid trade waste to the wastewater 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 employees
- The possible impact of the discharge on Council's wastewater infrastructure or wastewater treatment process
- The capability of the wastewater 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 wastewater scheme to meet its Environment Protection Authority licence requirements
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy⁴
- The potential impacts of the discharge on the quality of, and management practices for, effluent and biosolids produced from the wastewater treatment process
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the wastewater 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 wastewater system
- The adequacy of any chemical storage and handling facilities, and the proposed safeguards for preventing the discharge of chemicals to the wastewater system
- Whether prohibited substances are proposed to be discharged
- The potential for stormwater entering the wastewater 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 *Integrated Water Cycle Management Guidelines for NSW Local Water Utilities, DWE, October 2004.*

³ In considering options for waste management to drive resource efficiency, the following order of preference set out on page 80 of the *Australian Sewage Quality Management Guidelines, June 2012*, WSAW will be adopted:

- Avoidance; Minimisation; Re-use; Recovery of energy; Treatment; Disposal

⁴ The quality of trade waste from some low risk commercial activities in Classification A will exceed guideline limits in Council's trade waste policy. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs and properly operates and maintains the required pre-treatment equipment (refer to Table 4 on page 24 and Tables 7 to 9 of *Liquid Trade Waste Regulation Guidelines, 2009*). Similarly, septic and pan waste may exceed some guideline limits.

2.2 Discharge quality

Council has guideline limits for the acceptance of discharges, as set out in Table 2 on pages 17 to 17. Council may vary the guideline limits for a particular wastewater treatment plant or reticulation network. 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.

2.3 Prohibited substances

Some substances are not suitable for discharge to the wastewater system. Table 3 on page 20 sets out those substances which must not be discharged to the wastewater system. Council may not grant approval for the discharge of these substances to the wastewater 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 wastewater system can cause operational problems to the system and result in wastewater overflows, as the wastewater system does not have the capacity for such flows. Therefore, Council does not generally accept the discharge of stormwater to the wastewater system.

However, it is recognised that it may not always be possible or practical to prevent all stormwater entering the wastewater 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 wastewater 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 run off)
- 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.

Note: Trade waste charges for the acceptance of stormwater to the wastewater system are indicated in section 3.7.9 on page 36.

2.5 Food waste disposal units

The use of food waste disposal units (also known as in-sinkers, in-sink food waste disposers, or garbage grinders) at commercial premises 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 3.7.6 on page 33).

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 pulverising of solid waste are not authorised to connect to Council's wastewater system. Solid waste includes, but is not limited to, sanitary napkin, placenta, surgical waste, animal waste (dog/cat poo), disposable nappy, mache bedpan/urine containers, disposable products/wipes etc.

Therefore Council will not accept any discharges from such devices to its wastewater system.

2.7 Liquefaction of Solid Waste

This includes processes such as alkaline hydrolysis. This process may be used in animal care facilities, veterinary premises, animal research laboratories, funeral parlours etc. It breaks down body tissues using alkaline solutions at elevated temperatures and pH. The wastewater is of a high strength and may add excessive loadings on the wastewater system.

Therefore wastewater from this process is **not** allowed to be discharged to the Council wastewater system.

2.8 Use of additives in pre-treatment systems

Council does not allow solvents, enzymes, bioadditives, 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.

2.9 Discharge from service station forecourts and other refuelling points

New premises

The discharge of wastewater including run-off from service station forecourts and other refuelling points (such as at bus depots, etc.) is not permitted. Refer to NSW EPA Practice Note, titled *Managing Run-off from Service Station Forecourts*, June 2019, for information on managing such wastewater.

Existing premises

The discharge of wastewater and run-off from existing service stations and other refuelling areas may be permitted, provided appropriate pre-treatment is provided and the requirements are adhered to (such as having a manual activated pump, an inspection aperture, etc.). If a refuelling area is refurbished, then the discharge from this area must be disconnected from the wastewater system.

2.10 Discharge of disposable waste products including those marketed as flushable

Any disposable solid products including those marketed as 'flushable' (such as wet wipes, cleaning wipes, colostomy bags, cat litter, etc.) are not permitted for flushing down into the wastewater system. Contrary to manufacturers' claims, flushable wet wipes do not breakdown in the wastewater system in a similar way to toilet paper and may cause blockages within the discharge premises or in the council's wastewater system, causing raw or untreated wastewater overflow to the environment.

2.11 Discharge from float tanks

The discharge of float tank water into a council's wastewater system is not permitted. Discharge of such water to wastewater systems is not permitted due to potential adverse impacts associated with the high salt content on the wastewater infrastructure and treatment processes.

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

| Parameter ⁵ | Limits ⁶ |
|------------------------|---|
| Flow Rate | The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the wastewater system. Large dischargers are required to provide a balancing tank to even out the load on the wastewater treatment works. |
| BOD ₅ | Normally, approved up to 600 mg/L. 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. |
| Suspended solids | Concentrations up to 600mg/L may be acceptable. |
| 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 and Grease | 100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, 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 wastewater flow. |
| Radioactive Substances | If expected to be present (e.g. Iodine 131 from ablation), acceptance requirements will be set on a case-by-case assessment. |

*Continued...*⁵ See Glossary for explanation of terms⁶ Refer to *Australian Sewage Quality Management Guidelines, June 2012*

Table 2 (Cont.) – Guideline limits for acceptance of liquid trade wastes into wastewater 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 | 30 |
| 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 | <0.001 |
| Toluene | 0.5 |
| Ethylbenzene | 1 |
| Xylene | 1 |
| Formaldehyde | 30 |
| Phenolic compounds (except pentachlorophenol) | 1 |
| Petroleum hydrocarbons * | |
| C ₅ -C ₉ Flammable | 5 |
| Total Recoverable Hydrocarbons (THR) | 30 |
| Pesticides general (except organochlorine and organophosphorus)* | 0.1 |
| Polynuclear Aromatic Hydrocarbons (PAHs) | 5 |

Continued...

* Always ask a laboratory to carry out a silica gel clean up, if other than petroleum products are expected to be present in a liquid trade waste sample, e.g. animal fats, plant oil, soil, etc.

Table 2 (Cont.) – Guideline limits for acceptance of liquid trade wastes into wastewater system

| Parameter | Maximum concentration (mg/L) | Allowed daily mass limit (g/d) |
|--|--|--------------------------------|
| Acceptance guideline limits for metals | | |
| Aluminium | 100 | - |
| Arsenic | 0.5 | 2 |
| Cadmium | 1 | 5 |
| Chromium* | 3 | 10 |
| Cobalt | 5 | 15 |
| Copper | 5 | 15 |
| Iron | 100 | - |
| Lead | 1 | 5 |
| Manganese | 10 | 30 |
| Mercury | 0.01 | 0.05 |
| Molybdenum | 5 | 15 |
| Nickel | 1 | 5 |
| Selenium | 1 | 5 |
| Silver | 2 | 5 |
| Tin | 5 | 15 |
| Zinc | 1 | 5 |
| Total heavy metals excluding aluminium, iron and manganese | less than 30 mg/L and subject to total mass loading requirements | |

* Where hexavalent chromium (Cr⁶⁺) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr³⁺), prior to discharge into the wastewater system.

Table 3: Substances prohibited from being discharged into the wastewater system

- 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
- Per- and poly-fluoroalkyl substances (PFAS)
- Disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable
- any substances liable to produce noxious or poisonous vapours in the wastewater system
- organic solvents and mineral oil
- any flammable or explosive substance
- Discharges from chemicals and/or oil storage areas and 'Bulk Fuel Depots'
- chromate from cooling towers
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the *Local Government (General) Regulation 2005*)
- solid matter
- any substance assessed as not suitable to be discharged into the wastewater system
- waste that contains pollutants at concentrations which inhibit the wastewater treatment process – refer *Australian Sewage Quality Management Guidelines, June 2012, WSAA*
- any other substances listed in a relevant regulation.

3 Part 3 –Framework for regulation of liquid trade waste

3.1 The NSW framework for regulation of wastewater and trade waste

Due to the *Tragedy of the Commons*⁷ in the use of common pool resources, sound regulation of wastewater and trade waste requires implementation of **all** the following integrated measures.

1. Preparation and implementation of a sound trade waste regulation policy, assessment of each trade waste application and determination of appropriate conditions of approval. The conditions must be consistent with the LWU's *Integrated Water Cycle Management Strategy* and demand management plan. In addition, execution of a liquid trade waste services agreement is required for large dischargers to assure compliance.
2. Preparation and implementation of a sound *Development Servicing Plan*⁸, with commercial wastewater developer charges to ensure new development pays a fair share of the cost of the required infrastructure.
3. Full cost recovery with appropriate wastewater usage charges⁹ and trade waste fees and charges¹⁰ in order to provide the necessary pricing signals to dischargers. These charges must include non-compliance trade waste usage charges and non-compliance excess mass charges in order to provide the necessary incentives for dischargers to consistently comply with their conditions of approval.
4. Monitoring, mentoring and coaching of dischargers in order to achieve cleaner production and assist them to comply with their conditions of approval.
5. Enforcement, including appropriate use of penalty notices under section 222 of the *Protection of the Environment Operations Act 1997*. Orders may also be issued and penalties imposed for offences under sections 626, 627 and 628 of the *Local Government Act 1993*.
6. Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval.

Together, the above six measures comprise the NSW framework for regulation of wastewater and trade waste. The framework involves a preventive risk management approach, which has been developed to address the use of common pool resources by providing economic incentives for dischargers to minimise their waste and to consistently comply with their conditions of approval.

⁷ In the absence of appropriate controls and measures (such as conditions of approval, a wastewater usage charge, a trade waste usage charge, a non-compliance trade waste usage charge, excess mass charges, non-compliance excess mass charges and penalty notices), it would be in the economic interest of each trade waste discharger to minimize their efforts and expenditure on control and pre-treatment of their trade waste before discharging it to the wastewater system. In the past, failure to implement these measures has caused multi-million dollar damage to wastewater networks, pumping stations and treatment works (refer to the examples shown on pages 30, 47 and 48 of the *Liquid Trade Waste Regulation Guidelines, 2009*).

⁸ In accordance with the *NSW Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, 2002*.

⁹ In accordance with page 29 of the *NSW Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002*.

¹⁰ In accordance with Appendices D and I of the *Liquid Trade Waste Regulation Guidelines, 2009*.

3.2 Alignment with the national framework for wastewater source management

The NSW framework for regulation of wastewater and trade waste is outlined in section 3.1. The NSW framework is driven by the NSW Government's *Best-Practice Management of Water Supply of Sewerage Guidelines, 2007* and is consistent with that in the *National Framework for Wastewater Source Management*.¹¹

In particular, under the *Best-Practice Management Guidelines* each LWU is required to achieve the following outcomes:

- Prepare and implement a 30-year Integrated Water Cycle Management Strategy, demand management plan, pay-for-use water supply pricing and community and customer involvement (Elements 1, 6, 8)
- Annual performance monitoring, including an annual triple bottom line (TBL) Performance Report and Action Plan to identify and address any areas of under-performance (Elements 5, 6, 9, 10, 11, 12)
- Achieve full cost recovery for water supply, wastewater and trade waste services and apply an appropriate non-residential wastewater usage charge (Elements 3, 8)
- Prepare and implement a sound trade waste regulation policy and issue an appropriate approval to each trade waste discharger, including waste minimisation and cleaner production (Elements 1, 2, 3, 4, 7, 8)
- Appropriate trade waste fees and charges (including incentives to comply with LWU's approval conditions through non-compliance trade waste usage charges and non-compliance excess mass charges) (Elements 3, 8)
- Trade waste services agreement for large dischargers to assure compliance (Elements 3, 8)
- Appropriate training of LWU staff and monitoring, mentoring and coaching of trade waste dischargers (Elements 1, 4, 5, 7, 8)
- Enforcement, including appropriate use of penalty notices or orders (Elements 3, 8)
- Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval (Element 8).

¹¹ The following 12 elements of the *National Framework for Sewage Quality Management* are set out on page 18 of the *Australian Sewage Quality Management Guidelines, June 2012, WSAA*:

COMMITMENT

1. Commitment to Wastewater Source Management

SYSTEM ANALYSIS and MANAGEMENT

2. Assessment of the Wastewater System
3. Preventive Measures for Wastewater Input Quality Management
4. Operational Procedures and Process Control
5. Verification of Wastewater Inputs Quality
6. Management of Incidents/Complaints and Emergencies

SUPPORTING REQUIREMENTS

7. Employee Awareness and Training
8. Customer and stakeholder involvement and awareness
9. System Validation and Research and Development
10. Documentation and Reporting

REVIEW

11. Evaluation and Audit
12. Review and Continual Improvement

3.3 Application Procedures

To obtain Council's approval to discharge liquid trade waste to Council's wastewater system, a discharger must lodge an application in writing. Application forms are available from Council. If a person wishes to discharge liquid trade waste to the wastewater 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 wastewater 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 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 wastewater 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 wastewater system
- location, nature and chemical composition of all substances stored/used on site
- justification for disposing of the waste into the wastewater system over other possible options (if any)



- methods of disposal for other wastes that are not discharged to the wastewater system
- the following information needs to be provided in regard to the discharge of septic tank and pan waste to the wastewater 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 wastewater 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, ie. dedicated tankers will be used for each type of waste
- any relevant environmental impact assessments
- any additional information as requested by Council.

Council may, under section 86 of the Local Government Act, request an applicant to provide more information to enable it to determine the application.

3.4 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 (refer to section 3.9 on page 38), 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 wastewater system 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.

3.5 Concurrence

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

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

- **Concurrence Classification A** – liquid trade waste dischargers for which Council has been authorised to assume concurrence to the approval subject to certain requirements.
- **Concurrence Classification B** – liquid trade waste dischargers whereby Council may apply for authorisation to assume concurrence to the approval subject to certain requirements.
- **Concurrence Classification S** – the acceptance of septic tank and pan waste pump-out. Council may apply for authorisation to assume concurrence to the approval subject to certain conditions.
- **Concurrence Classification C** – all other liquid trade waste dischargers that do not fall within Concurrence Classification A, B or S, and therefore require Council to forward the application for concurrence.

All councils have been authorised to assume concurrence for Concurrence Classification A liquid trade waste discharges. These are listed in Table 4 and Council will not need to seek concurrence for approval of trade waste applications for these activities.

Table 4: Liquid trade waste discharges with automatic assumed concurrence

| Commercial retail food preparation activities | Other commercial activities |
|--|---|
| Bakery (retail) | Animal wash (pound, stables, racecourse, kennels, mobile animal wash and veterinary) |
| Bed and Breakfast (<10 persons) | Beautician |
| Bistro | Boiler blowdown |
| Boarding house/hostel kitchen | Car detailing |
| Butcher shop (retail) | Cooling tower |
| Café/coffee shop/coffee lounge | Craft activities (making of clay pottery, ceramics, cutting and polishing of gemstones or making of jewellery at clubs, cottage industries) |
| Canteen | Dental surgery/dental specialist |
| Cafeteria | Dental technician |
| Chicken/poultry shop (only fresh chickens/game sold) | Doctor's surgery, medical centre - plaster casts |
| Chicken/poultry shop (retail BBQ/charcoal chicken) | Florist |
| Club (kitchen wastes) | Funeral parlour, morgue |

| | |
|--|---|
| Commercial kitchen/caterer | Hairdressing (includes barbers) |
| Community hall/civic centre | Jewellery shop |
| Day care centre | Laboratory (pathology/analytical) |
| Delicatessen | Laundry or laundromat (coin operated) |
| Doughnut shop | Lawnmower repairs |
| Dry cleaning (separator water, boiler) | Mechanical repairs/workshop |
| Fast food outlet (McDonalds, KFC, Burger King, Pizza Hut, Red Rooster, etc.) | Mobile cleaning units |
| Fish shop (retail – fresh and/or cooked) | Optical service |
| Food caravan | Pet shop (retail) |
| Fruit and vegetable shop (retail) | Photographic tray work/manual development |
| Function centre | Plants retail (no nursery) |
| Hotel | School (Primary and Secondary) |
| Ice cream parlour | Stone working |
| Juice bar | Swimming pool/spa/hydrotherapy |
| Mixed business | Vehicle washing (by hand/wand, automatic car wash, external truck wash or underbody/engine degrease only) |
| Motel | Venetian blind cleaning |
| Nightclub | Veterinary /animal kennels |
| Nursing home kitchen | Waterless minilab |
| Nursing home (other than food related activities) | |
| Nut shop | |
| Patisserie | |
| Pie shop | |
| Pizza shop | |
| Restaurant | |
| Salad bar | |
| Sandwich shop | |
| School canteen | |
| Supermarket (with butcher/delicatessen/ seafood/or charcoal chickens) | |
| Take-away food outlet | |

Updated December 2005

Notes:

The volume of liquid trade waste must not exceed 5 kL/d or 1000 kL/a 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 wastewater exceeds these volumes, the application must be treated as Concurrence Classification B. Discharges over 20 kL/d must be treated as Classification C.

3.6 Liquid trade waste charging categories

Four (4) classifications of liquid trade waste have been established for concurrence purposes, Classification A, B, C and S (refer section 3.5 on page 25). For trade waste charging purposes there are also four (4) charging categories, Category 1, 2, 2S and 3 (pages 28 and 28).

Figure 1 below shows that Classification A dischargers fall into Charging Category 1 or Category 2. Classification B dischargers fall into Charging Category 2, except for a few dischargers with low impact on the wastewater system which fall into Category 1. Classification S dischargers fall into Charging Category 2S. Classification C dischargers fall into Charging Category 3.

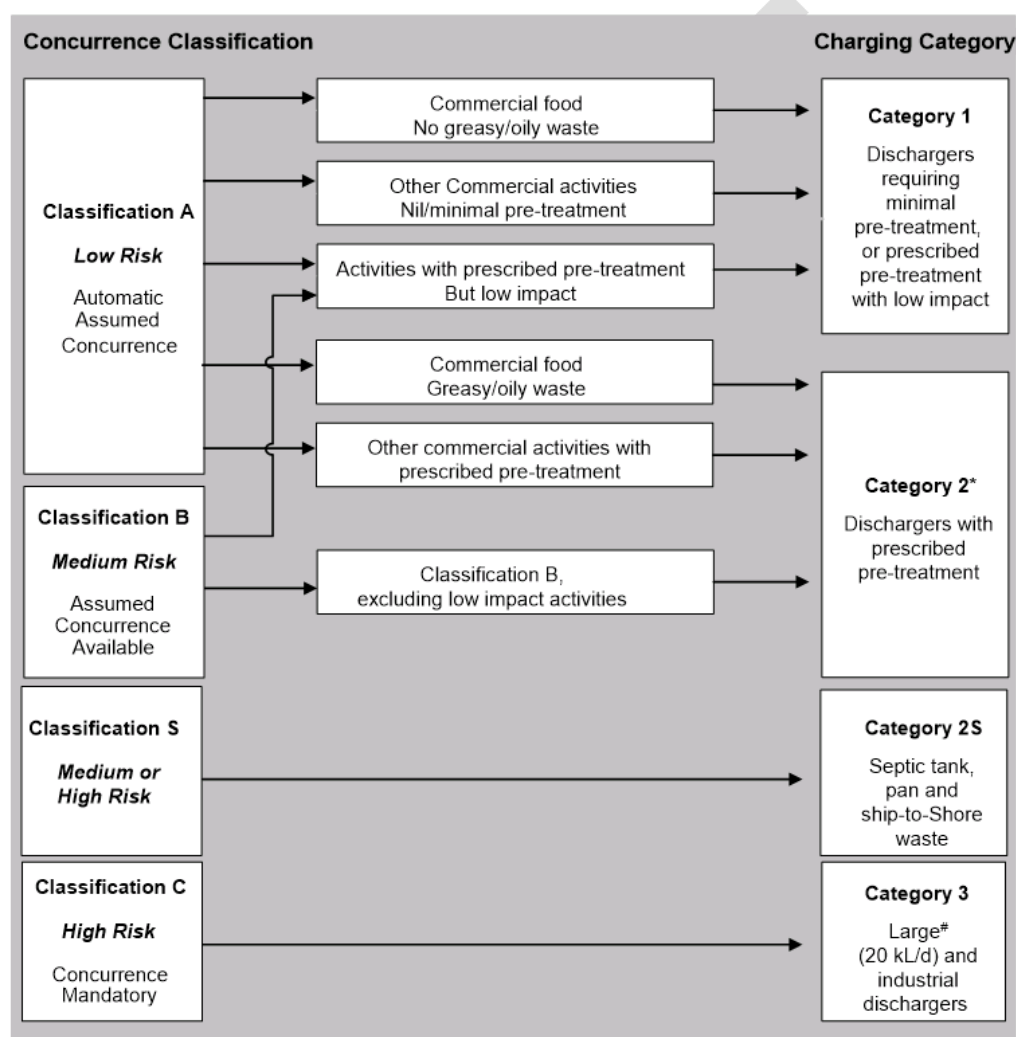


Figure 1: Charging categories for trade waste

* Also includes fish shop (fresh fish for retail)

Except shopping complexes and institutions (hospital, educational facilities, etc.). These will be charged as Category 2 in accordance with activities carried out on the premises.

Category 1 Discharger

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 wastewater system. In addition, Category 1 includes dischargers requiring prescribed pre-treatment but with low impact on the wastewater system.

Classification A activities – Commercial retail food preparation activities that do not generate an oily/greasy waste: bakery (only bread baked on-site), bistro (sandwiches, coffee only), café/coffee shop/coffee lounge, canteen, community hall (minimal food), day care centre, delicatessen, fruit and vegetable shop, hotel, ice cream parlour (take away only), juice bar, mixed business, motel, nightclub, nut shop, pizza cooking/reheating (no preparation or washing up on-site, pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar, school canteen with minimal hot food, take away food outlet.

Classification A activities – Other commercial activities: animal wash, beautician/hairdressing, crafts < 1000 L/d, dental surgery (plaster casts), doctor's surgery and medical centre (plaster casts), florist, funeral parlour, mobile cleaning units, morgue, jewellery shop, optical service (retail), pet shop, plants retail (no nursery), public swimming pool, photographic (tray work/manual development), venetian blind cleaning, veterinary.

Classification A or B activities – dischargers with prescribed pre-treatment with low impact on the wastewater system: boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry, primary and secondary school¹², vehicle washing.

Category 2 Discharger

Category 2 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised.

Trade Waste dischargers with prescribed pre-treatment¹³ include:

Classification A activities: Premises that **prepare and/or serve hot food or foods that generate an oily/greasy waste:** bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen, butcher, café/coffee shop/coffee lounge, cafeteria, canteen, fast food outlet, chicken/poultry shop, club, community hall¹⁴, commercial kitchen/caterer, nursing home, patisserie, supermarket, doughnut shop, fish shop (cooking on-site), function centre, hotel, ice cream parlour, motel, nightclub, pizza cooking, restaurant, sandwich shop/salad bar, take away food outlet.

Other commercial Classification A activities: car detailing, craft activities > 1000 L/d, dental surgery, lawnmower repairs, mechanical workshop, stone working, veterinary, waterless mini-lab.

Classification B activities: auto dismantler, bakery (wholesale), butcher (wholesale), boutique or artisan foods, bus/coach depot, construction equipment maintenance and cleaning, engine reconditioning, equipment hire, maintenance and cleaning, glass cutting and grinding, graphic arts, medical centre, microbrewery, optical services (at medical or educational facilities, workshops), oyster processing – shucking, panel beating, photographic lab, radiator repairer, screen printing, service station forecourt, shopping complex, truck washing, water wash mini-lab, X-ray radiologist.

Other Classification A activities: fish shop (fresh fish for retail).

¹² If significant hot food preparation is carried out, Category 2 charges may be levied by Council.

¹³ Excludes low impact activities, listed under Category 1.

¹⁴ If the type and size of kitchen fixtures installed enable catering for large functions.



Category 2S Discharger

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank or pan content waste into the wastewater system.

Trade waste dischargers include the following Classification S activities:

Classification S activities: bus/rail coaches/caravan/motor home/caravan park waste dump points, mooring/marina dump points, pan waste, portable chemical toilet waste, septage, septic tank effluent, ship-to-shore pump-outs (galley waste and toilet waste).

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 wastewater system. Any Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger, except shopping complexes and institutions (eg. hospitals, educational facilities, correctional facilities, etc.)

Large trade waste dischargers and other Classification C activities include: abattoir, brewery, cooling towers, cosmetics/perfumes manufacture, dairy processing (milk/cheese/yoghurt/ice cream etc.), 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.), fruit and vegetable processing, flour milling, glue manufacturer, egg processing, pet food processing, plants nursery (open areas), potato processing, poultry processing, saleyards, seafood processing, soft drink/cordial manufacture, starch manufacture, sugar refinery, tanker washing, tip leachate, transport depot/ terminal, water treatment backwash, wholesale meat processing, winery, wine/spirit bottling.

Dischargers of industrial waste include the following Classification C activities: acid pickling, adhesive/latex manufacture, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cyanide hardening, detergent/soaps manufacture, drum washing, electroplating, engine gearbox reconditioning, extrusion and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, galvanising, glass manufacture, ink manufacture, laboratories (excluding those in Category 2), liquid wastewater treatment facility (grease trap receival depot and other pump-out waste depot), metal finishing, metal processing (refining/rolling/ non-cyanide heat treatment/phosphating/ photo engraving/printed circuit etching/sheet metal fabrication etc.), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pharmaceuticals manufacture, plaster manufacture, powder coating, printing (newspaper, lithographic), sandblasting, slipway, tannery, timber processing (joinery and furniture/plywood/hardwood), textile manufacture (wool dyeing/ spinning/scouring), truck washing (internal), waxes and polishes.

3.7 Liquid trade waste fees and charges

Council provides wastewater and liquid trade waste services on a commercial basis, with full cost recovery through wastewater 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*.

Liquid trade waste discharged to the wastewater system from industrial, commercial or other non-residential customers can impose significant costs on wastewater transport and treatment facilities. To recover these costs and to ensure removal of existing significant cross-subsidies from residential customers, in addition to a two-part tariff with an appropriate **wastewater usage charge/kL** for non-residential wastewater, appropriate fees and charges are levied for liquid trade waste.

Council's liquid trade waste fees and charges include:

- Application fee
- Trade waste agreement amendment fee
- Annual trade waste fee
- Inspection fee
- Trade waste usage charge
- Septic tank and pan waste disposal charge
- Food waste disposal charge (if there is an existing food disposal unit installed on the premise)
- Excess mass charges
- Non-compliance trade waste usage charge
- Non-compliance excess mass charge and pH charge
- Non-compliance penalty.

See current Council Fees and Charges Schedule

3.7.1 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 wastewater 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.

3.7.2 Trade waste agreement amendment fee

Where alterations to the conditions of an approval are required the discharger is to make application to Council. Council will need to undertake re-inspection of any alterations in stated processes or pre-treatment equipment. The inspection fee is set in the fees and charges schedule by Council on the basis of full cost recovery.

3.7.3 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 or its agents 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, or its agents, 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.

In view of the adverse impact of wastes with a high concentration of oil and grease on Council's wastewater transportation system, Council will carry out inspections of commercial premises preparing hot food. The cost of these scheduled inspections is included in the annual trade waste fee for such premises, refer to Council's Fees and Charges Schedule.

3.7.4 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.

3.7.5 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.

Trade Waste Usage Charge (\$) = $Q \times \$/\text{kL}$

Where Q = Volume (kL) of liquid trade waste discharged to wastewater.

$\$/\text{kL}$ = Per kilolitre usage charges as set in Council's Fees and Charges.

3.7.6 Excess mass charges

Excess mass charges will apply for substances discharged in excess of the deemed concentrations in domestic wastewater shown in Table 5 below. For excess mass charge calculation, equation (1) below will be applied.

Table 5: Deemed concentration of substances in domestic wastewater

| 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 wastewater.

Equation 1

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

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

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

Q = Volume (kL) of liquid trade waste discharged to the wastewater system.

U = Charging rate (\$/kg) for discharge of substance to the wastewater 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 BOD₅ up to 600 mg/L.

Excess mass charges for BOD exceeding 600mg/L

If Council approves the acceptance limits for BOD₅ higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U_e (\$/kg) as shown in the equation (2). Equation (2) provides a strong incentive for dischargers to reduce the strength of waste. In addition, equation (5) on page 34 will be used where the discharger has failed to meet their approved BOD limit on two (2) or more instances in a financial year.

Equation 2

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

Where U_e = excess mass charging rate for BOD (\$/kg).

C = the charging rate (\$/kg) for BOD₅ 600mg/L.

Actual BOD = the concentration of BOD₅ as measured in a sample

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

\$0.623/kg for BOD₅ 600mg/L

\$1.96/kg for BOD₅ 1200mg/L

\$5.05/kg for BOD₅ 2400mg/L

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

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

3.7.7 Food waste disposal charge¹⁵

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.

$$\text{Food Waste Disposal Charge (\$)} = B \times UF$$

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.

Note: The recommended annual charging rate is \$25.50/bed (Former Tumbarumba 2020/21\$)¹⁶.

¹⁵ For existing installations only. New installations are not permitted.

¹⁶ These charging rates will be updated annually as part of Council's fees and charges process.



3.7.8 Non-compliance charges

Category 1 and 2 Dischargers

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

Category 1 Discharger - \$1.55/kL (2020/21 Non Residential Wastewater usage charge)

Category 2 Discharger - \$117.50/kL (2020/21)

(*These charging rates will be updated annually as part of Council's fees and charges process)

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 wastewater system.

Charging rate for pH where it is outside the approved range for the discharger =

Equation 3

$$K \times (\text{actual pH} - \text{approved pH})^{\#} \times 2^{(\text{actual pH} - \text{approved pH})^{\#}}$$

absolute value to be used.

K = pH coefficient = 0.46 (2020/21\$) and 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 wastewater system.

Case 1: pH measured 7.0

$$\text{Charging rate (\$/kL)} = 0.46 \times [7 - 8] \times 2^{[7 - 8]} = \$0.92/\text{kL}$$

Case 2: pH measured 11.0

$$\text{Charging rate (\$/kL)} = 0.46 \times [11 - 9] \times 2^{[11 - 9]} = \$3.68/\text{kL}$$

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.

Equation 4

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

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 wastewater system, as shown in Council's Annual Management Plan.

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

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.

Equation 5

$$U_n = 2C \times \frac{(A - 300 \text{ mg/L})}{600 \text{ mg/L}} \times 1.05 \frac{(A - 600 \text{ mg/L})}{600 \text{ mg/L}} + 4C \times \frac{(Actual BOD - A)}{600 \text{ mg/L}} \times 1.05 \frac{(Actual BOD - A)}{600 \text{ mg/L}}$$

For example, if $C = \$0.623/\text{kg}$, 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 $\$8.02/\text{kg}$.

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 in section 3.7.6.

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 wastewater system and may also be required to pay a 'non-compliance penalty' as indicated in the following section.



3.7.9 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 wastewater system. Refer also to section 3.10 on page 38.

3.7.10 Discharge of stormwater to the wastewater system

The discharge of roof, rain, surface, seepage or ground water to the wastewater system is prohibited under clause 137A of the *Local Government (General) Regulation 2005* and this policy. As indicated in section 2.4, the acceptance of first flush stormwater runoff may be permitted. A charge of \$16/kL (2018/019\$) will be applied to Category 3 dischargers in accordance with the non-compliance trade waste charge, if approval is granted to accept the above waters. Excess mass charges will be also applied in accordance with section 3.7.6.

3.7.11 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 (\$) = $Q \times S$

Where: Q = Volume (kL) of waste discharged to wastewater.

S = Charging rate in \$/kL for septic tank effluent, septage or chemical toilet waste as indicated in Council's Annual Management Plan.

3.7.12 Responsibility for payment of fees and charges

Property (land) owners are responsible for the payment of fees and charges for water supply, wastewater and liquid trade services provided by Council. This includes property owners of marina, caravan park, etc., if a dump point located at their premises is connected to the wastewater 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.

These charging rates will be updated annually as part of Council's fees and charges process

Table 6: Summary of trade waste fees and charges¹⁷

| CHARGING CATEGORY | APPLICATION FEE | ANNUAL NON-RESIDENTIAL WASTEWATER BILL WITH APPROPRIATE WASTEWATER USAGE CHARGE/kL | ANNUAL TRADE WASTE FEE | RE-INSPECTION FEE (when required) | 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 ¹⁸ | Yes | Yes | Yes | No | No | No | Yes ¹⁹ | No | Yes |
| 2 | Yes | Yes | Yes | Yes | Yes | No | No | Yes ¹⁹ | No | Yes |
| 2S | Yes | Yes ²⁰ | Yes | Yes ²⁰ | No | Yes | No | No | No | Yes |
| 3 | Yes | Yes | Yes | Yes | No | No | Yes | No | Yes | Yes |

All dischargers of liquid trade waste to Council's wastewater 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 (refer to section 3.7.8 on page 35).

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 four (4) times per annum (refer to page 29 in section 3.7.2). 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.

¹⁷ In addition, a Food Waste Disposal Charge will apply where Council has approved the use of an existing food waste disposal unit for a hospital, nursing home or other eligible facility (refer to section 3.7.6 on page 31).

¹⁸ Not applicable for dischargers exempted in Table 1.

¹⁹ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment:

Category 1 - \$1.55/kL (2020/21 Non Residential Wastewater usage charge)

Category 2 - \$17.50/kL (2020/21)

²⁰ Only applicable if the discharger has a dump point located at their premises which is connected to the wastewater system.

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 recognised by the NSW Department of Industries Water (DOI Water) 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 certain dischargers, including those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) or industrial waste (Concurrence Classification C discharges) or Classification S into its wastewater system 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 (refer to section 3.4 on page 24). The conditions will be binding on the applicant and the Council. The agreement will be for a period of up to five (5) years. No discharge is to be made to Council's wastewater 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 wastewater 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 wastewater system.

3.10 Enforcement of approvals and agreements

(see the attached sample agreement at Attachment 1 on page 41)

Failure to obtain Council's approval to discharge liquid trade waste into the wastewater system, or failure to comply with the conditions of the approval is an offence under s. 626 and s. 627 of the *Local Government Act 1993*. In addition, these offences are prescribed as penalty notice offences under the Act and Council may issue a penalty notice (i.e. an on the spot fine) to such discharger.

Furthermore, sections 628 and 634 to 639 list other offences related to water, wastewater and stormwater drainage.

Also, 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 to such a discharger.

Any person who fails to comply with the terms or conditions of a liquid trade waste services agreement (i.e. 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 8 of the agreement. Suspensions may also apply and may include a notice to cease the discharge.

3.11 Modification and revocation of approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the wastewater 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 of 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 wastewater 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 wastewater system from a discharge, it may request a due diligence program and contingency plan to be submitted prior to commencing the discharge.

Attachment 1

Sample Liquid Trade Waste Services Agreement
between Snowy Valleys Council and [Applicant]

DRAFT



Liquid Trade Waste Services Agreement

Between

1. The Snowy Valleys Council

and

2. The Applicant _____

Recitals

- A. The Council is the owner and operator of a wastewater system within the Snowy Valleys Council area.
- B. The Applicant has made application to the Council to discharge liquid trade waste from the Premises into the Council's wastewater 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 Director General of the Department of Planning, Industry and Environment 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.

Operative Part

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 wastewater 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 wastewater 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 wastewater 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 wastewater system and the ecological system in the waters, land or area receiving wastewater 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.
- 3.8 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.
- 3.9 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 section 560 of the *Local Government Act 1993*, Council will levy all water supply, wastewater 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 Annual Management 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 wastewater 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

- 10.1 The Applicant must pay to the Council a bond in the sum specified in the Annexure.
- 10.2 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.
- 10.3 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.



- 10.4 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:****THE COMMON SEAL OF**

(Corporate Seal)

..... was affixed this

..... day of 20

in the presence of:

.....
General Manager (print name).....
(Signature of General Manager)

and

.....
Witness (print name of witness).....
(signature of Witness)**Executed by the Applicant
(corporate entity):**The **COMMON SEAL** of

..... PTY LIMITED

was affixed this

..... day of 20

in the presence of:

.....
Director (print name).....
(signature of Director)

and

.....
Director/Secretary (print name of witness).....
(signature of Witness)**Executed by the Applicant
(individual):**.....
Applicant name (print name).....
(signature of Applicant)

on this

..... day of 20

in the presence of:

.....
Witness (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 wastewater 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 Director-General of the Department of Planning, Industry and Environment (or that Director-General's nominee) has concurred with the approval.

Note: [Section 90](#) (2) of [the Act](#) permits any person or authority whose concurrence is required before an approval may 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 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.

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](#).

Clause 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
 - (b) inspect any drain connected to a sewer main, and
 - (c) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (d) 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.

"Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Energy, Utilities and Sustainability in March 2005, as in force from time to time. The 2005 Guidelines have now been superseded by Liquid Trade Waste Regulation Guidelines, April 2009.

* From 23 April 2007 a reference to the Department of Energy, Utilities and Sustainability is to be construed as a reference to the Department of Water and Energy.

**Schedule 12 – Penalty Notice Offences**

| Offence under Local Government Act 1993 | Penalty |
|--|---------|
| 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 to section 68 | \$330 |
| 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 | \$330 |

ASSOCIATED LEGISLATION

Associated legislation includes (but is not limited to):

- Local Government Act 1993
- Local Government (General) Regulation 2005

ASSOCIATED COUNCIL DOCUMENTS

Associated Council documents include (but are not limited to):

- Approved Liquid Trade Waste Renewal form - SVC-ENG-F-172 - ID3052603
- Liquid Trade Waste Application Form - Retail Food Outlet - SVC-ENG-F-173 - ID 3052604
- Liquid Trade Waste Application Form - High Risk and Large Dischargers - SVC-ENG-F-174 - ID3052605
- Liquid Trade Waste Application Form - Service Stations Mechanical Workshops and Vehicle Washing - SVC-ENG-F-176 - ID3052606
- Liquid Trade Waste Application Form - Tankered Waste - SVC-ENG-F-178 - ID3053167
- Liquid Trade Waste Application Form - Laboratory Health Services Photogenic Dental - SVC-ENG-F-180 - ID3054499
- Water and Wastewater Charging Policy - SVC-ENG-PO-105 – ID3053428

History

| Date | Action | Name | Policy Number | Resolution Date | Resolution Number |
|------------|---------|--|----------------|-----------------|-------------------|
| 22/05/2007 | Adopted | Trade Waste Policy - (Tumut Shire Council) | ENV.05 | 22/05/2007 | 311 |
| 25/06/2015 | Adopted | Liquid Trade Waste Policy - (Tumbarumba Shire Council) | TSC-ENV-PO-046 | 25/06/2015 | M8/15 |