



## VARIATION OF SEWAGE DISCHARGE FACTOR

### Summary:

The purpose of this policy is to outline Council's requirements for non-residential customers to apply for a variation of the Sewage Discharge Factor in relation to their water account.

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<b>Approved By</b>	Council
<b>Endorsed By</b>	Executive Management Team
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<b>Review Due Date</b>	May 2024 – 3 years
<b>Department</b>	Finance & Technology
<b>Policy Custodian</b>	Manager Finance & Technology
<b>Related Legislation</b>	Local Government Act 1993; Tenterfield Shire Council Fees & Charges; NSW Department of Planning, Industry and Environment Liquid Trade Waste Management Guidelines
<b>Delegations of Authority</b>	Manager Finance & Technology

### 1. Overview

The purpose of this Policy is to provide a mechanism for business owners to apply annually for a variation to the Standard Sewage Discharge Factor.

### 2. Policy Principles

Council's policy is for a Standard Sewage Discharge Factor of 95% to apply to all businesses.

Under this Policy, business owners are able to apply for a variation to this discharge factor, if they feel it is not representative of the amount of water that they send to sewer. Such an application must be made each year.

Before making the decision to apply for a variation, business owners should consider the evidence they will use to assess the reasonableness of the variation requested.

Such evidence may include the use of appropriately installed and calibrated sewage discharge measuring equipment or it could be based on manufacturer's documentation of the equipment used in a business or it could be based on an industry standard for a type of business.

## **2.1 Application Criteria**

- 2.1.1** If using sewage discharge measuring equipment, you must install this at your expense in the location and meeting requirements needed to provide an accurate reading of the amount of discharge to the sewer and a minimum of one billing cycle's sewer discharge data must be provided to Council.
- 2.1.2** If using documentation in relation to the equipment used by your business, a copy of this documentation must be provided to Council with your application.
- 2.1.3** If relying on an industry standard, appropriate evidence must be provided to Council of said standard.
- 2.1.4** An Application for Variation of Sewage Discharge Factor form must be completed on an annual basis (Copy attached).
- 2.1.5** On approval of the application the revised Sewer Discharge Factor percentage will apply for the current and future water billing periods until the next financial year when a new application will be required.

## **3. Policy Objectives**

The objective is give the non-residential customer the opportunity to apply for a variation in SDF percentage.

## **4. Policy Statement**

This Policy provides the non-residential customer with an opportunity to reduce the operating cost to the business via a reduction of the SDF percentage by measuring the actual percentage of waste returned to the Council's main sewerage

system or by providing documentary evidence from the manufacturer of the equipment used by the business as to what the SDF percentage typically is.

## 5. Scope

This policy applies to all non-residential water customers within the Tenterfield Shire Council connected to the mains sewerage system.

## 6. Accountability, Roles & Responsibility

### **Elected Council**

To approve Council Policies.

### **Chief Executive, Executive and Management Teams**

Not applicable.

### **Management Oversight Group**

Not applicable.

### **Individual Managers**

The Manager of Finance & Technology is responsible for this Policy

## 7. Definitions

Sewage Discharge Factor Percentage – represents that amount of water used in the business processes that is then discharged to the sewer.

Water Account – an account issued by Council for the water related usage charges. Non-Residential properties are also charged for sewer and trade waste usage charges via the Water Account where these services are applicable

## 8. Related Documents, Standards & Guidelines

Local Government Act 1993;

Tenterfield Shire Council Fees & Charges;

NSW Department of Planning, Industry and Environment Liquid Trade Waste Management Guidelines

## 9. Version Control & Change History

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	19/05/2021	Council	Adoption of Original Policy