


POLICY NAME	VARIATION OF SEWAGE DISCHARGE FACTOR (SDF)	
Date Adopted	28 May 2025	
Resolution Number	77/25	
Policy Custodian	Director Corporate Services	
Policy Development Officer	Manager Finance and Technology	
Review Date	May 2028 (3 years from resolution date)	
Relevant Legislation	<i>Local Government Act 1993</i> NSW Department of Planning, Industry and Environment Liquid Trade Waste Management Guidelines	
Related Documents	Tenterfield Shire Council Fees and Charges	

POLICY OBJECTIVES

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.

POLICY SCOPE

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

POLICY STATEMENT

Council's policy is for a Standard Sewage Discharge Factor of 95% to apply to all businesses unless a decision to vary the SDF is approved on application.

Under this Policy, business owners can 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.

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.

Industry Specific Discharge Factor – table shows current variations

Description	SDF	TWF
Butcher	0.95	0.90
Concrete Batching Plant	0.02	0.01
High School	0.95	0.25
Hospital	0.95	0.60
Mechanical Workshop	0.95	0.70
Medical Centre	0.95	0.60
Nursing Homes	0.90	0.50
Primary School	0.95	0.10
Restaurant/Café with hot food/Take Away Food	0.95	0.50
Service Station	0.90	0.70
Supermarket	0.95	0.70
Hotel	1.00	0.25
Function Centre	0.95	0.80
Club/Night Club	0.95	0.30
Motel Other	0.90	0.20
Motel Small	0.90	0.95
Panel Beating/Spray Painting	0.95	0.70
Laundromat	0.18	0.18
Other	0.95	Exempt

The industry specific discharge factor is used to determine the amount of water that enters a property (through a water metre) that is then discharged to the sewer. This calculation is used to estimate the volume of water that a business, industry, or manufacturer discharges to sewer, and from this, their volumetric trade waste costs.

Each industry is allocated a percentage, based on industry standard. This percentage is representative of the amount of water that is discharged to sewer i.e., if your industry has a discharge factor of 0.95 then 95% of the water that enters your property is expected to leave through the sewer system.

Variation to Discharge Factor

You can apply for a variation to your discharge factor, where your actual discharge volume is measured, if you believe the industry standard is not representative of your sewer discharge.

To apply for a variable discharge factor, you will be required to provide detailed information to support your application.

To do this, you must install an approved sewage discharge meter, sewage flow-monitoring device or internal process metre which will provide an accurate reading

of the amount of sewage discharged to sewer.

Water other than from a water meter

In some circumstances, water enters the property from sources other than the water meter. This includes water from rainwater tanks or on-site created recycled water.

If this water is used in a process and then discharged to sewer, these discharges need to be measured and will be included with the overall sewage discharges from the premises.

This will affect the variable discharge factor as it will add to the amount of water leaving the property, but the amount of water entering the property through the water mains will be reduced.

Depending on the amount of water used on the premises from sources other than the water mains, there is potential for the discharge factor to increase over the standard variable discharge factor.

Application Criteria

- When 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.
- 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.
- If relying on an industry standard, appropriate evidence must be provided to Council of said standard.
- An Application for Variation of Sewage Discharge Factor form must be completed.
- On approval of the application the revised Sewer Discharge Factor percentage will apply for the current and future water billing periods.

POLICY 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

VERSION CONTROL AND CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	19/05/2021		Manager Finance and Technology	New Policy and Procedure.
V2.0	21/12/2022	248/22		Re-adoption of Policy
V3.0	28/05/2025	77/25	Manager Finance & Technology	Reviewed and updated policy.